

Exhibit 1

Information/Action Item

Consideration of adopting the Commission's committee structure for 2015

Background

Commissioners have noted that the 2013-14 committee structure left an imbalance in workload among the committees. It ranged from the Audit Committee rarely meeting to the Strategic Planning and Policy Committee (SPPC) having to have teleconference meetings in addition to the regular Commission meetings in order to keep up with their workload. The following proposal addresses this situation.

Proposal

It is proposed that the Commission enhance the duties of the Audit Committee by transferring the legislative and budget responsibilities from SPPC to Audit and renaming it the Legislative, Audit and Budget (LAB) Committee. The nexus of the LAB Committee is that the budget for the CSAC and student financial aid takes the form of bills which flow through the legislative process and the audit function keeps an eye over the outcome. Even with this transfer of duties, the SPPC will still have a full workload of program review and long range planning.

The Personnel, Evaluations, and Nominations (PEN) and Student Impact (SI) Committees (with some clarification of duties) will essentially stay the same. Under this plan there will continue to be only four committees. However, this new committee structure better balances committee workload and provides a stronger structure for the Commission to delve more thoroughly into issues. Drafts of the four committee charters with suggested revisions are attached.

Implementation Plan

This agenda item is being sent out in early January so that there is adequate time for reflection prior to the January 16th teleconference Commission. At the meeting the Commission will discuss this new committee structure, along with any additional changes commissioners may have, and adopt whatever structure is agreed upon.

After a committee structure for 2015 is adopted, there will be an immediate request of commissioners to designate which committees they want to be on and, if interested, would like to be chair or vice-chair of.

Based on the input from all commissioners, the committee membership assignments with chairs and vice-chairs will be announced during the first week of February. The committees will be fully operational at the Commission's February 19th meeting. At which time, as one order of business, each committee will be able to refine its proposed charter and recommend it to the full Commission for final adoption.

California Student Aid Commission

Recommended Action:

1. Transfer the legislative and budget duties from the Strategic Planning and Policy Committee (SPPC) to the Audit Committee and rename it the Legislative, Audit and Budget (LAB) Committee.
2. Adopt the following four committees for 2015 : the Personnel, Evaluations, and Nominations (PEN) Committee, the Student Impact (SI) Committee, the Strategic Planning and Policy (SPPC) Committee, and the Legislative, Audit and Budget (LAB) Committee.
3. Request that each committee review its Charter and recommend any changes to the full Commission at the February 19 – 20 Commission meeting.

Responsible Person(s): Hal Geiogue
Chair

Keith Yamanaka
Chief Deputy Director



CALIFORNIA
STUDENT AID
COMMISSION

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California Student Aid Commission
Legislative, Audit and Budget (LAB) Committee
Proposed Charter

Proposal: Add legislative and budget duties to Audit Committee
(to be reviewed and adopted at February 2015 Commission Meeting)

The Legislation, Audit and Budget Committee shall be responsible for:

1. Identifying and recommending policy and legislative proposals for Commission consideration, including making recommendations to the Commission on state and federal executive, legislative and budget issues associated with financial aid.
2. Reviewing state and federal legislative proposals and recommending action to the full Commission.
3. Examining and making recommendations on a comprehensive risk assessment to identify and prioritize potential audit areas which pose the greatest risk and liability to the commission;
4. Establishing an audit plan based on the comprehensive risk assessment which identifies those audits that could be performed by existing audit resources and evaluating the plan annually to determine if changes are warranted.
5. Monitoring the status of audits, including the implementation of audit recommendations, and informing the commission of significant external audit issues.
6. Reviewing with management, the plans and activities of the internal audit function, including evaluating the effectiveness of the internal control systems.
7. Reviewing with management any commission response to audits performed by various state agencies (~~bureau of state audits, department of finance, state controller~~), including the internal control reviews required by the financial integrity and state manager's accountability act of 1983 (FISMA).

Proposed to

California Student Aid Commission
on January 16, 2015



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**California Student Aid Commission
Strategic Policy & Planning Committee (SPPC)
Proposed Charter**

(to be reviewed and adopted at February 2015 Commission Meeting)

The Strategic Policy & Planning Committee shall be responsible for:

1. Examining and making recommendations to the Commission on policy matters and legislative proposals associated with financial aid;
2. Periodically reviewing and recommending any updates as needed to the Commission's written governance policies and the Commission's orientation manual;
3. Examining and making recommendations to the Commission on governance matters, such as meeting procedures and committee structure;
4. Leading Commission long range planning activities.
5. ~~identifying and recommending policy and legislative proposals for Commission consideration, including making recommendations to the Commission on state and federal executive, legislative and budget issues associated with financial aid. (Transfer to, and combine with Audit Committee)~~

Proposed to

**California Student Aid Commission
on January 16, 2015**



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***California Student Aid Commission
Student Impact Committee
Proposed Charter***

(to be reviewed and adopted at February 2015 Commission Meeting)

The Student Impact Committee is responsible for:

1. Examining policy issues and outreach associated with financial aid from a student and parent (family) perspective such as the impact of loan debt and financial literacy programs, and bringing those issues to the attention of the California Student Aid Commission with recommendations for appropriate actions;
2. Identifying and recommending policy and legislative proposals associated with student impact for Commission consideration.
3. Review program updates for Cal Grant, Dream Act/AB540, and Middle Class Scholarship and make any necessary recommendations for Commission consideration.
4. Engage student organizations in periods of transition and encourage the invitation of student leaders to attend committee and Commission meetings for introductions and to discuss organizational goals for the year.

Proposed to

***California Student Aid Commission
on January 16, 2015***



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**California Student Aid Commission
Personnel, Evaluations & Nominations (PEN) Committee
Proposed Charter**

(to be reviewed and adopted at February 2015 Commission Meeting)

The Personnel, Evaluation and Nominations Committee is responsible for:

1. Developing and making recommendations to the Commission on the process for the annual review of the Executive Director's performance and the establishment of the criteria;
2. Collecting and preparing the information for the annual review of the Executive Director's performance, analyzing the information, and presenting recommendations to the Commission;
3. Developing an inclusive process for the annual election of Commission officers, ensuring that all Commissioners who are willing to serve as officers be considered for election; and
4. Developing the orientation process for new Commissioners, and periodically reviewing the orientation process and materials.

***Proposed to the
California Student Aid Commission
On January 16, 2015***