

Action/Information Item

California Student Aid Commission

**Consideration of a New or Revised Commission Committee Structure,
Including the Function and Responsibilities of Each Committee**

At the April 18-20, 2007 meeting, the Commission briefly discussed the Ad Hoc Governance Committee's recommendation to restructure the Commission's standing committees. The Commission did not take action at that meeting.

Enclosed for consideration and discussion is the draft proposal. Enclosed for your reference is the current standing committee structure.

Responsible Party: Ad Hoc Governance Committee

**CALIFORNIA STUDENT AID COMMISSION
AD HOC GOVERNANCE COMMITTEE**

“DRAFT PROPOSED COMMITTEES FOR THE CSAC”

April 19, 2007

Based on a preliminary review of the Draft Policies that the Commission is considering, the following committee structure is suggested for discussion. The assumption is that a fifteen member board (that usually has vacancies-currently we are at eleven members) should have no more than four committees that five Commission members per committee can actively participate on and expend concerted effort in ensuring effectiveness.

- (1) Audit Committee: continue the functions as currently assigned -
- (2) Personnel, Evaluation and Nominations Committee, continue the functions as currently assigned -
- (3) Planning, Budgeting and Monitoring Committee (new): this committee would review the long and short term planning documents and budgets provided by the grant program and the loan programs including outreach; take the lead in planning efforts directly for Commission involved initiatives; monitor the grant and loan program organizations to ensure compliance with Commission policies.
- (4) Commission Governance Committee (new): this committee would annually assess the functioning of the Commission and make recommendations, as appropriate, to enhance the effectiveness of the Commission and Commission policies; develop and oversee the orientation process of new commissioners, including an orientation to the Commission's governing process; ensure appropriate involvement of Commission members with key elected and appointed officials.

CALIFORNIA STUDENT AID COMMISSION CURRENT COMMITTEE STRUCTURE

Standing Committees

All Commission members are welcome to attend committee meetings, even if they are not members of a particular committee. However, only formally approved committee members may vote on matters before the committee and receive a stipend for attendance. The Chair of the Commission serves as an ex-officio member of all standing committees. A Staff Liaison is assigned to each standing committee.

Executive Committee

The Executive Committee consists of the Chair, Vice-Chair, Secretary, and Treasurer as voting members. The Chairs of the standing committees of the Commission are non-voting members. A majority of the voting members shall constitute a quorum of the Executive Committee. The Chair of the Commission is also the Chair of the Executive Committee.

The Executive Committee is empowered to act for the Commission when it is not possible to convene the Commission between regular meetings. All actions of the Executive Committee are subject to report and ratification at the subsequent meetings of the full Commission. The Executive Committee convenes only when necessary.

Grants and Programs Committee

The Grants and Programs Committee presides over matters regarding the grant programs, including award policies, grant operations, and grant program development, as well as the specialized programs of the Commission. The Grants and Programs Committee ensures that the Commission maintains and fosters effective relations with the beneficiaries and participants of the Cal Grant Programs (students and schools) and all other state and federal programs of the Commission, except the FFEL Program. The Grant Advisory Committee (GAC) provides input to this Committee.

Fiscal Policy and Long-Range Planning Committee

The Chair or Vice Chair of the Fiscal Policy and Long-Range Planning Committee is usually the Commission's Treasurer. The Committee is responsible for the Commission's long-range strategic planning efforts and new program development and reviews the fiscal implications of plans proposed by other committees. The Committee recommends the annual budget change proposals (BCPs), oversees the budget development process including the development of a Capital Utilization Plan for the Student Loan Operating Fund, and approves contracts and contract amendments, including the Operating Agreement with the Commission's auxiliary, EDFUND. When the Federal Loan and EDFUND Oversight (FLEO) Committee was abolished by action of the Commission in November 2003, the responsibility for financial planning and oversight of EDFUND was transferred to this committee.

Governmental Relations Committee

The Governmental Relations Committee is responsible for ensuring that the Commission maintains effective channels of communication and understanding with the state and federal governments. The Committee is responsible for review of legislation, the development of Commission-sponsored legislation, and the development of the Commission's official

positions on legislation, as well as updating the Commission's annual Statement of Legislative Principles. Its membership should include at least three public members of the Commission appointed by the Governor, the Assembly and the Senate.

Audit Committee

The Audit Committee ensures that the Commission maintains the proper monitoring and oversight of all audits and/or program reviews conducted on the California Student Aid Commission. The Committee also ensures that all internal operations of the Commission are monitored and reviewed through its Internal Audit Services Division.

The Audit Committee is responsible for ensuring that the required audits of the Commission and EDFUND are completed and for assessing the status of any audit findings and corrective actions.

Personnel, Evaluation and Nominations Committee

The Personnel, Evaluation and Nomination (PEN) Committee conducts regular evaluations of the Executive Director; nominates the annual slate of new Commission officers; and periodically assesses the effectiveness of the Commission organization and procedures. It reviews Committee appointment packages and recommends appointments to the Commission's Advisory Bodies and the EDFUND Board. In addition, this Committee exercises general oversight of the administrative concerns of the Commission and staff. This Committee also considers employee appeal matters.

Outreach Committee

The purpose of the Outreach Committee is to ensure awareness of educational opportunity and financial aid assistance among Californians in coordination with other entities. The Outreach Committee is responsible for general oversight of the Commission's outreach activities and programs, evaluation of outreach programs; development and implementation of strategic plans for outreach; and the establishment of outreach policies.

Ad Hoc Committees

The Commission may appoint ad hoc committees as deemed necessary.