

# Minutes

## Action Item

Approval of minutes of November 5, 2015

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### DRAFT

#### CALIFORNIA STUDENT AID COMMISSION LEGISLATIVE, AUDIT & BUDGET COMMITTEE MEETING MINUTES

November 5, 2015

A meeting of the California Student Aid Commission's Legislative, Audit & Budget (LAB) Committee was held on Thursday, November 5, 2015 at the Commission's Board Room located at 11040 White Rock Road, Rancho Cordova, California.

Committee Chair Jamillah Moore called the meeting to order at 1:14 p.m.

The following Committee Members were present:

Jamillah Moore, Chair  
Jack Scott, Vice Chair  
Lande Ajose  
Jessica Foresti  
John McDowell, Jr.  
Hal Geiogue, Ex Officio

The following Committee Member was absent:

Jacqueline Doud

Roll Call was taken and a quorum was recognized.

#### **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Committee Chair Moore asked for public comment and, hearing none, proceeded to the next agenda item.

#### **APPROVAL OF MINUTES OF SEPTEMBER 17, 2015**

**MOVED** (McDowell), **SECONDED** (Scott) and **CARRIED** unanimously, the Committee **APPROVED** the minutes of September 17, 2015, as presented.

***In Favor:** Committee Members Ajose, Foresti, McDowell, Scott and Moore*

***Absent:** Committee Member Doud*

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## CONSIDERATION OF ADDITIONAL BUDGET CHANGE PROPOSAL FOR FISCAL YEAR 2016-17

Ms. Catalina Mistler, Chief of the Program Administration & Services Division, provided an overview of the additional budget change proposal (BCP) requesting six positions for the Customer Assistance and Processing Unit, and five positions for the Institutional Support Unit. Mr. Steve Caldwell, Senior Programs Manager, provided additional background on the workload of the two units and the impact on existing staff resources.

There was some discussion about the average wait time and the importance of providing timely information to students. Questions were also raised about the total number of requested positions and some discussion followed.

**MOVED** (Scott), **SECONDED** (Foresti) and **CARRIED** unanimously, the Committee **APPROVED** the Customer Assistance and Process Unit and Institutional Support Unit budget change proposal for submittal to the Department of Finance.

*In Favor:* Committee Members Ajose, Foresti, McDowell, Scott and Moore

*Absent:* Committee Member Doud

## CONSIDERATION OF COMMISSION'S POLICY ON TRAVEL TO WASHINGTON, D.C.

Committee Chair Moore reported that the Commission discussed this item at its June and September meetings and had planned to revisit the issue and develop a formal policy that establishes the purpose and agenda of any trips to Washington, D.C.

Commission Chair Geiogoue provided a summary of the previous discussions, including the proposal presented to the Commission in June by former Commissioner Brian Conley. Chair Geiogoue also presented the current guidelines for CSAC/Commissioner travel to Washington, D.C. Further, he indicated that most of the Commission's issues would go through the House Education and Workforce Committees, and House Appropriations and Budget Committees. He emphasized the importance of determining the audience, developing the agenda and key points, and seeking input from, and possibly joining, other segments to combine common efforts.

**MOVED** (Moore), **SECONDED** and **CARRIED** unanimously, the Committee **APPROVED** the motion to direct staff to develop policy guidelines on travel to Washington, D.C. that the Commission could discuss and take action in February.

*In Favor:* Committee Members Ajose, Foresti, McDowell, Scott and Moore

*Absent:* Committee Member Doud

## UPDATE ON STATE AND FEDERAL LEGISLATION AFFECTING COMMISSION PROGRAMS

Dr. Angelo Williams, Legislative Director, presented a written report and tracking table on the state legislation affecting the Commission's programs, as well as an update on recent legislative developments. Highlights include updates on the Cal-SOAP Advisory Board, the legislative briefings conducted by staff throughout California, Assembly Bill (AB) 573 (Medina), and Proposition 30.

Questions were raised about the report by EdTrust West, entitled "Black Minds Matter" and the recent rally on the Capitol steps. There was also some discussion about the timing of the newest

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budget change proposal for additional positions for the Program Administration & Services Division. Further discussion followed about additional legislative bills.

### **UPDATE ON THE GRANT DELIVERY SYSTEM MODERNIZATION PROJECT**

Ms. Tracy Howard, Chief Information Officer, and Mr. Fred Wood, Project Manager, provided a summary of the activities taking place in the Grant Delivery System Modernization (GDSM) Project, including the Risk Management and Privacy Program Certification, resubmission of the Stage 1 Business Analysis Planning Document, stakeholder outreach efforts, and preparation for Stage 2.

Mr. Wood also discussed the 2016-17 GDSM budget change proposal requesting 25 positions to ensure the Commission's readiness. Discussion ensued about staffing, and concerns were raised about the total number of positions being requested within all of the Commission's 2016-17 budget change proposals.

There was some discussion about the need for staff resources and technology enhancements. Ms. Mistler remarked that with improved technology, it is anticipated that the number of students served will increase. After further discussion, it was suggested that if the budget change proposal is not approved, staff should be ready with an alternative plan.

### **NEW BUSINESS TO BE CONSIDERED AT FUTURE COMMITTEE MEETINGS**

The Committee had no new business.

### **ADJOURNMENT**

There being no further business, the meeting of the Legislative, Audit & Budget Committee was adjourned at 2:55 p.m.

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JAMILLAH MOORE  
COMMITTEE CHAIR