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Action Item

Personnel, Evaluation and Nominations (PEN) Committee

Approval of the minutes of February 22, 2013

Recommended Action: The Committee is asked to approve the minutes.

Responsible Person(s): Keri Tippins
General Counsel

**CALIFORNIA STUDENT AID COMMISSION
PERSONNEL EVALUATION & NOMINATIONS (PEN) COMMITTEE
MEETING MINUTES**

February 22, 2013

A meeting of the California Student Aid Commission’s Personnel, Evaluation & Nominations Committee was held on Friday, February 22, 2013 at Rancho Cordova City Hall, Council Chambers, located at 2729 Prospect Park Drive, Rancho Cordova, California.

Committee Chair Ana Beltran called the meeting to order at 11:47 a.m.

The following Committee Members were present:

Ana Beltran, Chair
Cris Arzate
Brian Conley
Hal Geiogque
Harry Le Grande

John R. McDowell, Jr., Ex Officio

Roll Call was taken and a quorum was recognized.

PUBLIC COMMENT

Chair Beltran called for public comment and, hearing none, proceeded to the next agenda item.

CHAIR’S STATEMENT

Chair Beltran indicated that there is no chair’s report.

The following agenda item was discussed out of sequence.

AGENDA ITEM 2 - CLOSED SESSION

Ms. Keri Tippins, General Counsel and Chief of Legal & Audit Services, announced that the Committee will go into Closed Session to discuss and may take action on personnel matters pursuant to California Government Code section 11126(a)(1). Topics will include:

Agenda Item 2.a – Evaluation of the Executive Director’s Performance (Information/Action)

Thereupon, the Committee recessed the Open Session and convened the Closed Session at 11:48 a.m.

RECONVENE INTO OPEN SESSION

Chair Beltran reconvened the Open Session of the Committee meeting at 12:55 p.m. and reported that there was nothing to report from the Closed Session.

AGENDA ITEM 1 – CONSIDERATION OF A CHARTER FOR THE PERSONNEL, EVALUATION AND NOMINATIONS (PEN) COMMITTEE (Action)

Mr. Keith Yamanaka, Chief Deputy Director, presented this agenda item. Some discussion ensued about the possibility of including in the charter the responsibility of recognizing Commission staff and/or project teams for outstanding service and establishing a fair and equitable process for identifying exemplary staff. There was general agreement not to include the responsibility in the PEN Committee’s charter as it falls within the Executive Director’s role; however, the Commission may create a recognition program and put a process in place.

Committee members offered suggested revisions to the draft charter, as follows:

(Deletions are in strikethrough text; Additions are in italicized and underlined text.)

Draft Charter

The Personnel, Evaluation and Nominations Committee shall be responsible for:

1. Developing and making recommendations to the Commission on the process for the annual review of the Executive Director’s performance;
2. Collecting and preparing the information for the annual review of the Executive Director’s performance, and presenting the information to the Commission;
3. Soliciting interest among Commissioners to serve as candidates for Commission officers; and providing a list of candidates willing to serve to be considered at the annual election of Commission officers; and
4. ~~Providing a list of candidates to be considered at the annual election of Commission officers.~~ Developing an inclusive process to facilitate annual elections of the Commission.

Commission staff will finalize changes to the draft charter, including language about 1) the periodic review of the orientation process and 2) a clarification that indicates the PEN Committee is responsible for conducting the Executive Director’s performance evaluation. Staff will provide its recommendations to the PEN Committee at its next meeting.

ADJOURNMENT

There being no further business, the meeting of the Personnel, Evaluations & Nominations Committee was adjourned at 1:15 p.m.

ANA BELTRAN
CHAIR