

Action /Information Item

Personnel, Evaluation and Nominations Committee

Consideration of Nominations of Officers of the Commission for 2008-09

The PEN Committee will consider Commissioners' nominations for Commission Officers for 2008-09.

Responsible Person: Yasmin Delahoussaye
Chair

DESCRIPTION OF DUTIES FOR COMMISSION OFFICERS

(Drafted 1/25/08)

Commission Governance Policy 3: Commission Chair's Role

The Commission Chair will ensure the integrity and fulfillment of the Commission's governance policies and process, and that the Commission's conduct is consistent with statutes, regulations, and other applicable law. As necessary, the Chair represents the Commission to outside parties. Specifically, the role of the Chair is to:

- A. Coordinate the planning of the Commission's activities for the year ahead, and develop the agenda for each Commission meeting, with input from Commissioners, the Executive Director, and the EDFUND Board/President.
- B. Preside at Commission meetings, ensuring that meeting discussion focuses on those issues, which, according to Commission policy, clearly belong to the Commission to decide or to monitor.
- C. Ensure that meeting discussion and deliberation is conducted in a manner that is fair, open, and thorough, and at the same time is efficient, focused and timely.
- D. Organize the Commission's Committees as established per the Committees policy below, and maintain contact with the Committee Chairs to ensure that Committees are operating effectively.
- E. Meet periodically with the Executive Director and EDFUND Board/President, and make decisions as necessary to ensure implementation of the Commission's policies herein.
- F. Execute specific documents as authorized by the Commission, except as otherwise provided by law.
- G. Represent the Commission to the organization internally and to external parties, consistent with the Commission's "Commissioner Role" policy below.

[Please note: The Governance and Monitoring Committee is in the process of reviewing and enhancing the Governance Policies that the Commission adopted on September 6, 2007 and revised on November 27, 2007.]

These are the previous descriptions from November 15, 2005 that have not changed. The Treasurer's description has been deleted since we no longer have that position.

Vice Chair

The Vice Chair of the Commission is responsible for performing the duties of the Chair in his or her absence.

Secretary

The Secretary is responsible for reviewing and signing approved minutes of Commission meetings and providing assistance with parliamentary procedures as needed. The Secretary ensures that a minute book is kept which records the topics discussed and decisions made at any Closed Session meetings of the Commission in accordance with the Bagley-Keene Open Meeting Act.

PERSONNEL, EVALUATION AND NOMINATIONS COMMITTEE

Procedures and Criteria for Nomination of a Slate of Officers

Criteria

- ❑ Expression of interest in serving as an officer
- ❑ Skills, capabilities and knowledge
- ❑ Previous level of participation in and contribution to the Commission and its work.
- ❑ Likely contribution to the Commission's effectiveness and image of objectivity if selected as an officer.
- ❑ Recommendations of fellow Commissioners.
- ❑ Date of termination of Commission term.

Procedure

- ❑ Solicitation of Commissioner interest in specific officer positions and order of preference.
- ❑ Solicitation of Commissioner nominations of colleagues for consideration for officer positions with an indication of reasons for their specific nominations.
- ❑ Personnel, Evaluation and Nomination Committee Chair consults with present officers for their assessment of potential nominees for positions.
- ❑ Committee meets to assess all available information and develop a slate with alternates. Committee Chair speaks to nominees to determine whether they will serve if elected.
- ❑ Committee meets again and, based on responses, develops its recommended slate of officers for the Commission.

COMMISSION BODY
(as of 03/14/08)

Term Ending	Appointing Body	Prior Commissioner	Commissioner	Segment Representing
10/30/10	G		Bonaparte Liu	General Public
10/30/10	G		Patricia Fong Kushida	General Public
10/30/11	G		Peter Hankwitz	General Public
12/31/11	G		Israel Rodriguez	Independent
12/31/11	G		Lynne de Bie	Secondary Schools
<i>12/31/07</i>	<i>G</i>	<i>Dean Johnston</i>	<i>VACANT</i>	<i>Proprietary Schools</i>
<i>06/01/07</i>	<i>G</i>	<i>Charton</i>	<i>VACANT</i>	<i>Student, CSU</i>
01/01/12	AS		Enrique Murillo	General Public
01/01/12	SR		Daniel Friedlander	General Public
<i>06/01/08</i>	<i>G</i>	<i>Diamond</i>	<i>VACANT</i>	<i>Student, Independent College</i>
10/30/08	G		Tomas Arciniega	CSU Representative
10/30/09	G		Dennis Galligani	UC Representative
10/30/09	G		Yasmin Delahoussaye	CCC Representative
01/01/11	SR		Lorena Hernandez	General Public
02/01/11	AS		Antonio Solorzano	General Public

KEY

AS Assembly Speaker
SR Senate Rules
G Governor

CHARACTERISTICS FOR THE POSITION OF CHAIR

(Mentioned by Commissioners in the past)

PERSONAL	ABILITIES	COMMITMENTS
Fair and open minded	Develop consensus	Time and effort
Integrity	Ability to communicate articulate issues with legislators, governor and segments	Accessibility
	Motivate others	Commit to role and demands of role
	Communicate effectively	Committed to goals of the Commission
	Ability to grasp complex issues	Demonstrate reliability
	Effective listener	Ability to build a sincere relationship between the CSAC Executive Director and EdFund President
	Able to serve the full term of office	

**Personnel, Evaluation and Nominations Committee
Nominations for 2008-09 Officers
(As of June 3, 2008)**

Commissioners	Chair	Vice Chair	Secretary
Tomas Arciniega			
Lynne de Bie			1
Yasmin Delahoussaye	1	2	1
Daniel Friedlander	4	2	
Peter Hankwitz	2	1	1
Lorena Hernandez	1	5	2
Patricia Fong Kushida			1
Bonaparte Liu			
Enrique Murillo			
Israel Rodriguez		1	1
Antonio Solorzano, Jr.			

(Number represents the number of nominations received. Some Commissioners nominated more than one person per office.)

Commissioner Preference

Commissioners	Chair	Vice Chair	Secretary
Tomas Arciniega	No	Yes	Maybe
Lynne de Bie	No	No	Maybe
Yasmin Delahoussaye	No	Maybe	Yes
Daniel Friedlander	No	No	No
Israel Rodriguez	--	Yes	--
Antonio Solorzano, Jr.	No	No	No