

Exhibit 24

Action Item

Approval of the minutes of April 26, 2013

DRAFT

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

April 26, 2013

A meeting of the California Student Aid Commission's Personnel, Evaluation & Nominations (PEN) Committee was held on Friday, April 26, 2013 at the Commission's Boardroom, located at 11040 White Rock Road in Rancho Cordova, California.

Acting Committee Chair John R. McDowell, Jr. called the meeting to order at 1:03 p.m.

The following Committee Members were present:

John R. McDowell, Jr., Ex Officio and Acting Committee Chair
Cris Arzate
Hal Geiogoue
Harry Le Grande

The following Committee Members were absent:

Ana Beltran, Chair
Brian Conley

Roll Call was taken and a quorum was recognized.

PUBLIC COMMENT

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

AGENDA ITEM 1 – APPROVAL OF THE MINUTES OF FEBRUARY 22, 2013

MOVED (Geiogoue), **SECONDED** and **CARRIED** unanimously, the Committee **APPROVED** the minutes of the February 22, 2013 meeting, as presented.

***In Favor:** Committee Members Arzate, Geiogoue, Le Grande and McDowell*

***Absent:** Committee Members Beltran and Conley*

California Student Aid Commission

AGENDA ITEM 2 – CONSIDERATION OF A CHARTER FOR THE PERSONNEL, EVALUATION AND NOMINATIONS (PEN) COMMITTEE (Action)

MOVED (Geiogoue), **SECONDED** and **CARRIED** unanimously, the Committee **APPROVED** the revised PEN Committee Charter as follows:

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;
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.

***In Favor:** Committee Members Arzate, Geiogoue, Le Grande and McDowell*

***Absent:** Committee Members Beltran and Conley*

AGENDA ITEM 3 - 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 3.a – Evaluation of the Executive Director's Performance (Information/ Action)

Thereupon, the Committee recessed the Open Session and convened the Closed Session at 1:06 p.m.

RECONVENE INTO OPEN SESSION

Acting Chair McDowell reconvened the Open Session of the Committee meeting at 2:10 p.m. and reported that there was nothing to report from the Closed Session.

AGENDA ITEM 4 – NEW BUSINESS TO BE CONSIDERED AT FUTURE COMMITTEE MEETINGS (Action)

The Committee had no new business to discuss.

California Student Aid Commission

ADJOURNMENT

There being no further business, the meeting of the Personnel, Evaluations & Nominations Committee was adjourned at 2:13 p.m.

JOHN R. MCDOWELL, JR.
ACTING COMMITTEE CHAIR