

# Exhibit 6

## Action Item

Approval of minutes of September 19-20, 2013, October 22, 2013 and  
November 19, 2013

---

### DRAFT

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

September 19-20, 2013

A meeting of the California Student Aid Commission's Personnel, Evaluation and Nominations (PEN) Committee meeting was held on Thursday, September 19, 2013 and Friday, September 20, 2013 at the Commission Board Room located at 11040 White Rock Road in Rancho Cordova, California.

#### Thursday, September 19, 2013

Committee Chair Ana Beltran called the meeting to order at 5:15 p.m.

The following Committee Members were present:

Ana Beltran, Chair  
Cris Arzate  
Brian Conley  
Hal Geiogue  
Harry Le Grande  
John R. McDowell, Jr., Ex Officio

Roll Call was taken and a quorum was recognized.

#### **APPROVAL OF THE MINUTES OF APRIL 26, 2013 (Action)**

**MOVED** (Conley), **SECONDED** and **CARRIED**, the Committee **APPROVED** by Consensus the minutes of April 26, 2013, as presented.

*In Favor: Committee Members Arzate, Conley, Geiogue, Le Grande and Beltran*

#### **CHAIR'S REPORT**

Chair Beltran indicated that there is no Chair's Report.

# California Student Aid Commission

## CONSIDERATION OF PROCEDURES, NOMINATIONS AND PROTOCOLS FOR THE ELECTION OF COMMISSION OFFICERS (Action)

Committee Chair Beltran indicated that she and Ms. Keri Tippins, General Counsel and Chief of the Legal & Audit Services Division, developed for the Committee's review a draft document entitled, "Consideration of procedures, nominations and protocols for the election of Commission Officers." She clarified that the document includes items that are not in Exhibit 25 that she and Ms. Tippins recommend to add to the Commission's protocol.

Discussion ensued and the Committee members agreed to the following changes to the draft document.

### Term

- Revise the first sentence by adding: "beginning on January 1<sup>st</sup>."

### Who can nominate?

- Revise the second bullet by changing the word "Anyone" to "Any commissioner";

### Elections

- Revise the first sentence by deleting "2013";
- Replace the third sentence with the following: "Candidates for office will have an opportunity to address the Commission and share their vision for their service as an elected office. Commissioners and members of the public may ask questions or otherwise speak upon the qualifications of a candidate";

### Voting

- Add: "Commissioners cannot proxy vote";

### Qualities of nominees

- Delete the first bullet;
- Replace the second and third bullets with the following: "Nominees should be knowledgeable of the duties and responsibilities of the office and be willing and able to devote adequate time to perform these duties and meet these responsibilities";
- Revise the fourth bullet by deleting "and abilities of potential nominees."

In addition, the Committee members agreed to propose to the Commission that the references to EdFund be removed from the current roles and responsibilities of the Commission officers.

Committee Chair Beltran recessed the meeting of the PEN Committee at 5:47 p.m. and announced that the Committee would reconvene following the California Student Aid Commission on Friday, September 20, 2013.

# California Student Aid Commission

**Friday, September 20, 2013**

Committee Chair Ana Beltran called the meeting to order at 11:57 a.m.

The following Committee Members were present:

Ana Beltran, Chair  
Brian Conley  
Hal Geioque  
Harry Le Grande  
John R. McDowell, Jr., Ex Officio

The following Committee Member was absent:

Cris Arzate

Roll Call was taken and a quorum was recognized.

## **CLOSED SESSION (Information)**

### **❖ EVALUATION OF THE EXECUTIVE DIRECTOR'S PERFORMANCE (Information/Action)**

Ms. Keri Tippins announced that the PEN Committee will meet in closed session to discuss and may take action on personnel matters pursuant to California Government Code section 11126(a)(1). Topics will include the Evaluation of the Executive Director's Performance.

Thereupon, the PEN Committee convened into Closed Session at 11:59 a.m.

## **RECONVENE IN OPEN SESSION**

Committee Chair Beltran reconvened the Open Session of the PEN Committee at 1:34 p.m. and reported that the PEN Committee has nothing to report.

## **ADJOURNMENT**

There being no further business, the meeting of the Personnel, Evaluation & Nominations Committee was adjourned at 1:34 p.m.

---

ANA BELTRAN  
COMMITTEE CHAIR

# California Student Aid Commission

DRAFT

## CALIFORNIA STUDENT AID COMMISSION PERSONNEL, EVALUATION AND NOMINATIONS (PEN) COMMITTEE TELECONFERENCE MEETING MINUTES

October 22, 2013

A teleconference meeting of the California Student Aid Commission's Personnel, Evaluation and Nominations (PEN) Committee was held on Tuesday, October 22, 2013 at the Commission Board Room located at 11040 White Rock Road in Rancho Cordova and the various locations listed on the meeting notice dated October 12, 2013.

Committee Chair Ana Beltran called the meeting to order at 8:39 a.m.

The following Committee Members were present:

Ana Beltran, Chair  
Hal Geiogue  
Harry Le Grande  
John R. McDowell, Jr., Ex Officio

The following Committee Members were absent:

Cris Arzate  
Brian Conley

Roll Call was taken and quorum was recognized.

### **PUBLIC COMMENT**

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

### **CHAIR'S REPORT**

Committee Chair Beltran indicated that there was no chair's report.

### **CONSIDERATION OF PROCEDURES, NOMINATIONS AND PROTOCOLS FOR THE ELECTION OF COMMISSION OFFICERS (Action)**

Ms. Keri Tippins, General Counsel, presented the proposed draft, "Procedures, Nomination and Protocols for the Election of Commission Officers." Discussion ensued and the following changes were agreed upon:

*Changes are in bold and underlined text.*

## California Student Aid Commission

- Under Part II, "Nominations," revise the last sentence to state, "Nominations should be submitted via email to the General Counsel **no later than ten days in advance of the November Commission meeting.**"
- Under Part III, "Elections," revise the last sentence to state, "Commissioners and members of the public may **ask questions comment** or otherwise speak on the qualifications of a candidate."
- Under Part IV, "Voting," revise the second sentence to state, "The vote may be by roll call **if there is more than one candidate for the office and shall be included in the meeting minutes.**"

Concerns were raised about a quorum and the need to clarify how many votes are needed to elect a candidate to office. Further discussion ensued and it was agreed to maintain the draft language as follows, "The elected officers will be determined by a majority of votes of those present and voting."

A **MOTION** was made by Commissioner Le Grande and **SECONDED** to recommend approval to the Commission of the proposed document, "Procedures, Nomination and Protocols for the Election of Commission Officers," as revised. Further discussion ensued.

**ON AMENDED MOTION** (Le Grande), **SECONDED** and **CARRIED**, the Committee **APPROVED** by Roll Call Vote to recommend the proposed document, "Procedures, Nomination and Protocols for the Election of Commission Officers," as revised, to the Commission for approval, and to include the procedure in the Governance Policies and Orientation Manual.

*In Favor: Committee Members Geiogue, Le Grande and Beltran*

*Absent: Committee Members Arzate and Conley*

### **NEW BUSINESS TO BE CONSIDERED AT FUTURE COMMITTEE MEETINGS (Action)**

The Committee had no new business to discuss.

### **ADJOURNMENT**

There being no further business, the Personnel, Evaluation & Nominations Committee teleconference meeting was adjourned at 9:04 a.m.

---

ANA BELTRAN  
COMMITTEE CHAIR

# California Student Aid Commission

DRAFT

## CALIFORNIA STUDENT AID COMMISSION PERSONNEL, EVALUATION AND NOMINATIONS (PEN) COMMITTEE TELECONFERENCE MEETING MINUTES

November 19, 2013

A teleconference meeting of the California Student Aid Commission's Personnel, Evaluation and Nominations (PEN) Committee was held on Tuesday, November 19, 2013 at the Commission Board Room located at 11040 White Rock Road in Rancho Cordova and the various locations listed on the meeting notice dated November 8, 2013.

Committee Chair Ana Beltran called the meeting to order at 10:03 a.m.

The following Committee Members were present:

Ana Beltran, Chair  
Cris Arzate  
Brian Conley  
Hal Geiogue  
Harry Le Grande  
John R. McDowell, Jr., Ex Officio

Roll Call was taken and quorum was recognized.

### CHAIR'S REPORT

Committee Chair Beltran indicated that there was nothing to report since the PEN Committee's last meeting.

### CONSIDERATION OF AD HOC COMMITTEE RECOMMENDATIONS ON GOVERNANCE POLICIES (Action)

Committee Member Geiogue presented an updated version of the Governance Policies, which includes changes based on consensus of comments from the members of the PEN Committee pertaining to the duties and responsibilities of the Executive Director.

A question arose about the status of the former segmental advisory bodies to the Commission and it was explained that the issue is not related to the duties of the Executive Director and would be more appropriately addressed by the Strategic Policy & Planning Committee. Executive Director Diana Fuentes-Michel agreed, noting that the decision should be reflected in bill clean up language that the Commission should seek as the advisory bodies' meetings were suspended due to budget reductions.

**MOVED** (Geiogue), **SECONDED** and **CARRIED** Unanimously, the Committee **APPROVED** by Roll Call Vote to recommend the November 19, 2013 revision of the

# California Student Aid Commission

Governance Policies, including the PEN Committee's consensus recommendations, to the Full Commission for consideration.

*In Favor: Committee Members Arzate, Conley, Geiogue, Le Grande and Beltran*

## **CLOSED SESSION (Action)**

Ms. Keri Tippins announced that the PEN Committee will meet in CLOSED SESSION to discuss and may take action on personnel matters pursuant to California Government Code, section 11126(a)(1). Topics will include:

### **❖ EVALUATION OF THE EXECUTIVE DIRECTOR'S PERFORMANCE (Information/Action)**

Thereupon, the Committee convened into CLOSED SESSION at 10:20 a.m.

## **RECONVENE INTO OPEN SESSION**

The Committee reconvened into OPEN SESSION at 10:33 a.m. and Committee Chair Beltran reported that there is nothing to report.

## **NEW BUSINESS TO BE CONSIDERED AT FUTURE COMMITTEE MEETINGS (Action)**

The Committee had no new business to discuss.

## **ADJOURNMENT**

There being no further business, the Personnel, Evaluation & Nominations Committee teleconference meeting was adjourned at 10:34 a.m.

---

ANA BELTRAN  
COMMITTEE CHAIR