

Exhibit 16

Action Item

Approval of minutes of June 19, 2014

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

June 19, 2014

A meeting of the California Student Aid Commission's Personnel, Evaluation and Nominations (PEN) Committee was held on Thursday, June 19, 2014 at the Variety Boys and Girls Club located at 2530 Cincinnati Street, Los Angeles, California.

Committee Chair Ana Beltran called the meeting to order at 4:16 p.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 a 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 announced that the Committee would be working on the performance evaluation of the executive director and using the same elements as the previous year. She indicated that the stakeholder survey is being developed and additional recipients may still be added.

California Student Aid Commission

CONSENT CALENDAR

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

MOVED (Le Grande), **SECONDED** and **CARRIED**, the Committee **APPROVED** the Consent Calendar.

In Favor: Committee Members Geiogue, Le Grande and Beltran

Absent: Committee Members Arzate and Conley

CONSIDERATION OF HIRING A RETIRED ANNUITANT TO CONDUCT A SALARY SURVEY FOR THE SENIOR MANAGEMENT TEAM POSITIONS

Ms. Janet McDuffie, Chief of the Administration & External Affairs Division, provided an overview of the state process used to hire a retired annuitant to conduct a salary survey on the Commission's management team, including estimated hours, costs and funding. The Committee discussed the proposed scope of work and revised the first item under "Description of Services" as follows:

Deletions are in strikethrough text. Additions are underlined.

1. Make a recommendation regarding an ~~increase to~~ appropriate salary level for the Executive Director's salary.

It was clarified that the intent of the survey is to ensure the structure and appropriate level of personnel, given the level of responsibility, is in place. Further discussion ensued about whether to seek additional candidates for the retired annuitant position, or request that the California Department of Human Resources (CalHR) conduct the survey. The Committee requested additional information before making a recommendation to the Full Commission.

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

The Committee may discuss the following at a future meeting:

- Development of a different protocol for delivering the executive director's evaluation.

ADJOURNMENT

There being no further business, the Personnel, Evaluation & Nominations Committee teleconference meeting was adjourned at 4:56 p.m.

ANA BELTRAN
COMMITTEE CHAIR