

# **Exhibit 1**

## **Action Item**

Approval of minutes of September 18, 2014 and October 17, 2014

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

**September 18, 2014**

DRAFT

A meeting of the California Student Aid Commission's Personnel, Evaluation and Nominations (PEN) Committee was held on Thursday, September 18, 2014 at the Commission's Board Room located at 11040 White Rock Road, Rancho Cordova, California.

Committee Chair Ana Beltran called the meeting to order at 1:09 p.m.

The following Committee Members were present:

Ana Beltran, Chair  
Hal Geiogoue  
Harry Le Grande

The following Committee Members were absent:

Cris Arzate  
Brian Conley  
John R. McDowell, Jr., Ex Officio

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, pursuant to the Governance Policies, the election of the Commission officers will take place at the November Commission meeting and the Commissioners may submit their nominations up to ten days prior to the meeting date.

# Personnel, Evaluation and Nominations Committee

## APPROVAL OF MINUTES OF JUNE 19, 2014

Committee Chair Beltran requested that the word “teleconference” be deleted from the last line on page two because the meeting was held in person.

**MOVED** (Le Grande), **SECONDED** and **CARRIED**, the Committee **APPROVED** the minutes of June 19, 2014, as amended.

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

*Absent:* Committee Members Arzate and Conley

## UPDATE ON MANAGEMENT SALARY SURVEY

Ms. Janet McDuffie, Chief of the Administration & External Affairs Division, reported that the California Department of Human Resources (CalHR) will be providing assistance with the management salary surveys for the Executive Director and the Career Executive Appointments (CEAs) at no charge. Ms. McDuffie expects to provide a report to the Commission once CalHR completes its evaluation. She also indicated that a copy of the Executive Director’s revised duty statement would be provided to the Commission.

## CLOSED SESSION

General Counsel Keri Tippins announced that the PEN Committee would meet in Closed Session to discuss and may take action on personnel matters pursuant to California Government Code Section 11126(a)(1).

Committee Chair Beltran recessed the Open Session at 1:16 p.m. She then convened the Closed Session at 1:17 p.m. and adjourned at 1:54 p.m.

## RECONVENE OPEN SESSION

Committee Chair Beltran reconvened Open Session at 1:55 p.m. There was nothing to report out of Closed Session.

## NEW BUSINESS

The Committee had no new business.

## ADJOURNMENT

There being no further business, the Personnel, Evaluations & Nominations Committee meeting was adjourned at 1:56 p.m.

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ANA BELTRAN  
COMMITTEE CHAIR

# Personnel, Evaluation and Nominations Committee

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

October 17, 2014

DRAFT

A teleconference meeting of the California Student Aid Commission's Personnel, Evaluation and Nominations (PEN) Committee was held on Friday, October 17, 2014 at the Commission's Board Room located at 11040 White Rock Road, Rancho Cordova, California and the various locations listed on the meeting notice dated October 7, 2014.

Committee Chair Ana Beltran called the meeting to order at 10:06 a.m.

The following Committee Members were present:

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

The following Committee Member was absent:

Harry Le Grande

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.

### **CLOSED SESSION**

General Counsel Keri Tippins announced that the PEN Committee would meet in Closed Session to discuss and may take action on personnel matters pursuant to California Government Code Section 11126(a)(1).

Committee Chair Beltran recessed the Open Session at 10:08 a.m. She then convened the Closed Session at 10:15 a.m. and adjourned at 11:04 a.m.

### **RECONVENE OPEN SESSION**

Committee Chair Beltran reconvened Open Session at 11:10 a.m. Ms. Tippins announced there was nothing to report from the Closed Session.

## **Personnel, Evaluation and Nominations Committee**

### **NEW BUSINESS**

The Committee had no new business.

### **ADJOURNMENT**

There being no further business, the Personnel, Evaluations & Nominations Committee teleconference meeting was adjourned at 11:11 a.m.

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ANA BELTRAN  
COMMITTEE CHAIR