



APPOINTMENT TO THE CALIFORNIA STUDENT AID COMMISSION POLICY AND PROCEDURES

Background

The California Student Aid Commission (CSAC) “is the principal state agency responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission consists of members appointed by the California Governor, Chair of the Rules Committee and Speaker of the Assembly. There are two student positions on the Commission that rotate segments. Below is the process for selecting nominations for the position.

Policy

Every other year by May 30th, the SSCCC President will forward to the Governor a list of at least three student nominees to fill any vacant CSAC student member positions.

Procedures

1. The SSCCC Office will initiate the CSAC student member nomination process every other year in March, closing the first week of May.
2. Communication will promote recruitment of nominees via the listserv, website, newsletter, regions or other methods as appropriate.
3. Applications will be screened by the Executive Committee and applicants will be notified of their status.
4. Candidate interviews will be conducted by an ad hoc committee selected by the Board of Directors during its May Board of Directors meeting.
5. The Board of Directors will select at least three candidates from the pool recommended by the ad hoc committee to forward to the Governor’s Office.
6. The President will forward the list of nominees to the Governor no later than May 30.

Process

Each year, the Executive Director or his/her designee shall initiate and oversee the recruitment and selection process to ensure timely submission of nominees to the Governor's Office.

1. QUALIFICATIONS
 - a. Required:

- i. Must be a student currently enrolled in a California community college with a minimum of five semester units, or its equivalent, at the time of appointment and throughout the period of his or her term, or until a replacement has been named. A student member shall be enrolled in a community college at least one semester before his or her appointment; and
 - ii. Maintain the minimum standards of scholarship prescribed for community college students (e.g. 2.0 cumulative GPA).
- b. Desirable:
 - i. Demonstrated understanding of California community college issues at a state level.
 - ii. Leadership at local level such as student body associations' officer, student trustee, or committee chair.
 - iii. Experience at statewide level such as SSSCC committees, Chancellor's Office advisory committees, or other statewide student organizations.
 - iv. Other leadership experience or training.

2. REQUIREMENTS

Applicants must submit:

- a. a statement of intent of why they would be an effective member of CSAC, which includes, but is not limited to a commitment to students and the mission of community colleges;
- b. a reference to qualifications for the position;
- c. an application; and
- d. a résumé.

Applicants may submit a letter of support from the candidate's local student body association is desirable.

3. PROCESS AND TIMELINE

- a. During the second week of February, the SSSCC Office will send out an announcement via email to the listserv, publish in the March newsletter, and post on the SSSCC website and on social media. Three more notices will be sent via listserv and social media during the month of March.
- b. The application process will close the first week of April. The application process deadline may be extended at the discretion of the President (or

by the Executive Committee), and notification of the extension of the deadline will be sent to the listserv.

4. INTERVIEW TIMELINE

a. April:

- *First week:* The SSCCC Office will screen the applications for completeness. Incomplete applications will not be considered. Applicants whose applications are deemed incomplete will be notified and be invited to apply again in the future.
- *Second week:* The Executive Committee will screen the applications based on the required and desirable qualifications and determine the candidates for nomination to be interviewed by an ad hoc group the first week in May.
- *Third week:* The President will request Board of Directors members to submit questions for the interviews. From the list of questions submitted and new ones developed as necessary, the President will create a bank of questions to be used during the interview conducted by the ad hoc group.

b. May: All candidates forwarded by the Executive Committee shall be interviewed by an ad hoc group determined by the Board of Directors to be considered for nomination to the Governor.

- i. The ad hoc committee will ask each interviewed candidate the same questions; however, follow up questions are allowed.
- ii. After all interviews are completed the Board of Directors will select at least three candidates recommended by the ad hoc group, by majority vote, for recommendation to the Governor's Office as nominees to fill the CSAC appointment(s).
- iii. If three candidates are not selected, the Board of Directors will reopen the process and actively recruit new applicants.

5. INTERVIEW RECUSAL

Any Board of Directors member may elect to be recused from the process. Recusal means noninvolvement of a Board of Director member in any discussion of, and decision regarding the relevant matters to ensure that the member's independence of judgment is not compromised, that the public's confidence in the integrity of the Board of Directors is preserved, and that the SSCCC's mission is protected.

6. NOTIFICATION PROCESS

- a. The SSCCC Office, on behalf of the SSCCC President, will forward the list of nominees to the Governor’s Office no later than May 30.
- b. The week following the interviews, the SSCCC Office will notify candidates of their status.
- c. Candidates forwarded to the Governor will be informed about the process for submitting applications to the Governor’s office, including how to submit a Governor’s application and expectations of interviews with the Governor’s staff.
- d. Should the eligibility status of any nominee change such that the student is no longer qualified based on criteria, then the SSCCC will withdraw that nominee’s name from further consideration.

7. REVIEW PROCESS

The Executive Committee will review the process annually and recommend any changes to the Board of Directors as needed.

8. APPLICATION TIMELINE

FEBRUARY	
Second week	Application process opens and communication is sent via email listserv, published in the March newsletter, and posted on the SSCCC website.
	Regions announce the nomination process is open in February.
	All Board of Directors will actively recruit students to submit applications.
MARCH	
First week	Communication sent to the listserv.
Third week	Final communication sent to the listserv.
Fourth week	Applications due to CSACNominations@studentsenateccc.org

APRIL	
First week	The Board of Directors will approve an ad hoc group to interview the possible candidates.
Second week	The Executive Committee will screen the applications based on the required and desirable qualifications and determine the candidates for nomination to be interviewed by the approved ad hoc group.
Third week	Applicants updated on their status and interviews scheduled.
MAY	
First week	Ad hoc group interviews nominees recommended to the Board of Directors who to send forward to the Governor.
Second week	The Board of Directors will select at least three candidates from the pool recommended by the ad hoc group to forward to the Governor's Office. Staff on behalf of the president will forward names to the Governor's Office for consideration.

Approved by the Board of Directors May 2, 2020