



CALIFORNIA STUDENT AID COMMISSION

**UNIFORM POLICIES
AND PROCEDURES**

FOR

**COMMISSION ADVISORY
BODIES**

Revised and Approved November 30, 2006

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CHAPTER ONE - GENERAL

1. Introduction

The California Student Aid Commission (Commission) advisory bodies were established to advise the Commission on the financial aid and outreach programs it administers. By serving in this important capacity, the advisory bodies enhance the Commission's ability to effectively administer and deliver financial aid. The advisory bodies of the Commission are:

- California Student Opportunity and Access Program (Cal-SOAP) Advisory Committee
- Grant Advisory Committee (GAC)
- Loan Advisory Council (LAC)

The Commission has the final authority and responsibility to define financial aid policy and administer its programs. The following policies and procedures should in no way be deemed to transfer this authority or responsibility to the advisory bodies.

These uniform policies and procedures apply to all Commission advisory bodies unless otherwise specified by law.

2. Effective Date and Applicability

These policies and procedures are applicable and effective as revised on November 30, 2006, with the exception of any revision to terms, lengths and limits of advisory body appointments, which is applicable with new appointments made after the effective date.

3. Background

A comprehensive guidebook on "Uniform Policies for Advisory Bodies" was first adopted by the Commission on September 8, 2000. The guidebook was developed to serve as a tool in helping the advisory bodies undertake their responsibilities, to define the respective roles of the advisory bodies, and to provide a clear understanding of policies that govern the interaction between the advisory bodies and the Commission.

At its 2001 Annual Workshop, the Commission discussed the development of policies regarding the nomination and appointment process for its advisory bodies including terms, term limits, multiple nominations, and the form letters used for the nomination process. As a result of the work completed at the Annual Workshop, the Commission subsequently made changes to the policies and procedures contained in the Uniform Policies. Those changes have been incorporated into this first revision of the Uniform Policies where appropriate.

4. Mission Statements

All advisory bodies to the Commission should establish and maintain a mission statement that is consistent with the mission and goals of the Commission. Mission statements must be reviewed and approved by the Commission.

5. Operating Accountability

5.1. Each advisory body will be accountable for meeting its responsibilities in a competent, conscientious, and effective manner.

5.2. Each advisory body will monitor and discuss its own activities and performance on an annual basis, including continual measurement of its goals and means.

5.3. Each advisory body will impose upon itself whatever discipline needed to provide the Commission with superior guidance and recommendations.

6. Review and Effectiveness of Advisory Bodies

6.1. All advisory bodies will present their annual objectives, meeting calendar and their past year's accomplishments to the Commission on an annual basis.

6.2. The Commission shall annually review the effectiveness of each advisory body.

CHAPTER TWO - NOMINATIONS, APPOINTMENTS AND TERMS

1. Appointment Policy

The Commission adopted the following Appointment Policy for Advisory Bodies (and the EDFUND Board) on June 20, 2003:

The California Student Aid Commission is charged with providing equal opportunity and access to postsecondary education, for California and for Commission clients in other states, to persons of both sexes and all races, ancestries, incomes, ages and geographies. It is also charged with reducing barriers to a college education for students from schools that have low eligibility and college participation rates. The Commission will seek to appoint to its advisory committees (and to the EDFUND Board), persons who have knowledge and/or experience which would be useful in achieving these goals. Such persons can best advise the Commission on whether its programs are adequately serving relevant groups, and whether its outreach efforts are as effective as possible in contacting underserved populations as mandated by law.

2. Nominations and Appointment Process

2.1. Requests for nominations or appointments will be obtained from the appropriate nominating or appointing authority as established by the Commission or by applicable law.

2.2. The appropriate nominating or appointing authority and the chair of the advisory body will be notified by the Commission in advance of term expiration dates and any upcoming or existing vacancies so that nominations or appointments can be made in a timely manner.

2.3. Nominating authorities will submit their nominations to the Executive Director of the Commission.

2.4. Each nomination shall include a cover letter, the nominee's name, title, segment or organization, company or agency, address, telephone, e-mail address, and a brief biography or resume.

2.5. The Commission's Personnel, Evaluation and Nominations (PEN) Committee will meet to review the nominations, conduct interviews if necessary, and make recommendations on appointments to advisory bodies for action at the next scheduled meeting of the Commission.

2.6. The Commission must take action to approve nominations to advisory bodies and their appointment terms. If a term expiration date has already passed, a new term will begin effective with the date action was taken by the Commission to approve the nomination.

2.7. If a member of an advisory body leaves or resigns from that body, a new appointee will complete that member's term, if such a term was designated.

2.8. Appointing authorities other than the Commission will submit their appointments to the Executive Director of the Commission specifying the appointee's name, the position to be filled, and contact information.

3. Eligibility

3.1. Participation in Commission Programs - Nominees for appointments made by the Commission for the student, higher education institution, and lender representatives must be participants in the programs administered by the Commission. The student will be considered a participant if enrolled at an institution that participates in the Commission's programs.

3.2. Maintain Association – Advisory body members must maintain an association with the segment, organization or business they represent throughout the term of their appointment. An association can be determined by employment, enrollment or membership. Advisory body members are responsible for notifying the chair of the advisory body, the nominating or appointing authority, and the Commission should his or her association end.

3.3. Conflict of Interest - No appointment shall be made if the nominee is engaged in any employment, activity or enterprise which is clearly inconsistent, incompatible, or in conflict with the duties of a member of an advisory body. A conflict of interest would exist if the nominee is employed by or affiliated with an entity that is in competition with services provided by or through the Commission. The Commission's PEN Committee will determine whether a conflict of interest exists. A conflict of interest under this section which arises during a member's term shall result in disqualification under Chapter Two, Section 5.

3.4. A nominee or member who has a conflict of interest based on occasional special circumstances is not disqualified from serving on the advisory body but must follow the procedures set forth in Chapter Four, Section 5.

4. New Member Requirements

4.1. The following forms must be completed by each new member:

- Acceptance of Appointment Form
- Establishment of Headquarters Form

4.2. New members will be provided and will become familiar with the following:

- Uniform Policies for Advisory bodies with an addendum detailing current travel expense limits
- Bagley-Keene Open Meeting Act
- Any other information specific to the advisory body to which they have been appointed

4.3. New members are expected to attend an orientation session within the first year of appointment to any advisory body.

5. Term Expiration and Disqualification

5.1. An advisory body member whose term has expired may continue to serve for 60 calendar days or until a successor has been appointed, whichever occurs first.

5.2. A student member who graduates from an institution or who is no longer enrolled in the segment he or she represents may continue to serve for up to six months or until a successor has been appointed, whichever occurs first.

5.3. An advisory body member, other than a student member that falls under Section 5.2 above, who no longer meets the appointment eligibility requirements, automatically relinquishes his or her appointment as of the date of the occurrence.

5.4. The final determination with respect to the expiration or disqualification under this section shall be made by the Executive Director and the Chair of the Commission.

6. Re-appointments

6.1. A member may be re-appointed by the Commission after his or her term has expired if the member is considered in good standing, the nominating body has submitted his or her name for re-appointment, and the PEN Committee recommends the re-appointment.

6.2. A member is considered to be in good standing if he or she meets the requirements of Chapter Two, Sections 3 and 6, and Chapter Four, Sections 1, 2, 4 and 6.

6.3. The Executive Director and the Chair of the Commission in consultation with the advisory body chair shall determine whether a member is considered to be in good standing.

CHAPTER THREE - MEETINGS OF ADVISORY BODIES

1. Bagley-Keene Open Meeting Act 1998

1.1. Advisory bodies are governed by and shall, at all times, abide by the Bagley-Keene Open Meeting Act, Statutes of 1998, and Government Code sections 11120-11132.

1.2. Notice shall be given and also made available on the Internet at least 10 days in advance of the meeting of any advisory body, ad hoc committee, or workgroup. If an ad hoc committee, special committee or workgroup consists of less than three (3) members, notice is not required.

1.3. A serial meeting, in which members collectively deliberate on public business through a series of communications without appropriate notice to the public, is prohibited.

2. Meeting Calendar and Meeting Location

2.1. Advisory bodies shall establish a meeting calendar indicating the number and dates of meetings that shall be presented to the Commission for its approval on an annual basis.

2.2. The number of meetings held by any advisory body is subject to State budget considerations and directives, available funding and workload considerations.

2.3. The need for additional ad hoc bodies, special meetings, and workgroups is determined by the chair of the advisory body and the Commission staff liaison, and may be subject to approval by the Commission or Executive Director.

2.4. Selection of meeting sites shall be based on available funding, workload considerations, meeting effectiveness and location-specific agenda items, and shall be subject to approval by the Executive Director of the Commission.

3. Order of Business

The order of business at each meeting of the advisory body shall generally be as follows:

- Call to Order
- Determination of Quorum
- Public Comment
- Report of the Chair
- Report of the Executive Director or Staff Liaison
- Review of the Agenda
- Approval of the Minutes
- Report of Ad Hoc Committees or Workgroups
- Information/ Action Items
- Adjournment

4. Quorum

4.1. A quorum of the advisory body shall constitute fifty percent, plus one, of the membership of the advisory body entitled to vote, unless otherwise specified under law.

4.2. No formal action shall be taken unless a quorum is present.

5. Minutes and Recording of Meetings

5.1. Minutes of each meeting of the advisory body, and any ad hoc committee or workgroup, shall be prepared. The chair and the Commission staff liaison shall ensure that advisory body meetings are recorded.

5.2. A copy of the minutes of each scheduled regular meeting shall be mailed to each member of the advisory body as soon as possible following the meeting or with the next scheduled meeting agenda packet. The chair shall inquire whether there are corrections or amendments to the minutes and shall order them approved, absent any objection, with any corrections or amendments.

5.3. The minutes of the advisory body shall be kept by the Commission staff liaison. The staff liaison is charged with the custody of all papers, books, documents, and materials of the advisory body and shall make these available to the public during normal business hours.

6. Meeting Notice and Agenda

6.1. A meeting notice and agenda shall be prepared and issued for each scheduled meeting of an advisory body in accordance with the Bagley-Keene Open Meeting Act. Notice shall be given and also made available on the Internet at least 10 days in advance of the meeting.

6.2. An advisory body cannot discuss or consider any agenda items not properly noticed.

6.3. Matters on the agenda that have not been considered and acted upon or continued to a subsequent meeting shall be deemed continued to the next scheduled meeting as an agenda item.

6.4. The members of the advisory body, the Commission's Executive Director, and the staff liaison shall be authorized to place items on the advisory body agenda for scheduled meetings. The chair of the advisory body shall have the authority to consider a request by a member of the public to place items on the agenda.

7. Public Comment on Agenda Items

7.1. Members of the public may appear and present their views on scheduled items at all advisory body meetings.

7.2. The public shall be given the opportunity to comment before or during consideration of an agenda item.

8. Disruption of Advisory Body Meetings

In the event that a meeting of the advisory body is deliberately interrupted or disrupted so as to prevent the advisory body from conducting its business in a timely or orderly manner, the chair may, unless there is an objection by a majority of voting members, order the offending person(s) to remove themselves or be removed from the meeting in accordance with Government Code section 11126.5

CHAPTER FOUR - ROLES AND RESPONSIBILITIES

1. Selection of Chair, Vice Chair

1.1. Members accepting the positions of chair and vice chair should become familiar with and be able and willing to perform the duties and accept the responsibilities of the positions.

1.2. The nomination and election of the chair and vice chair shall be conducted annually.

1.3. The method of electing the chair and vice chair shall be by nomination from duly appointed voting members of the advisory body.

1.4. The terms of the chair and vice chair shall be for a period of one year. The chair and vice chair shall hold that office for no more than two consecutive terms.

1.5. During the absence of the chair, the vice chair shall preside, and, in the event that both the chair and vice chair are absent, the voting members present shall select a member as temporary chair.

1.6. In the event that the office of the chair or vice chair becomes vacant, the advisory body at the next scheduled advisory body meeting shall elect one of its members to complete the term(s) of office.

2. Role of the Advisory Body Chair

2.1. The chair is considered to be an active member and participant in all advisory body matters.

2.2. At meetings of the advisory body, the chair shall ensure that the advisory body operates in a manner consistent with its own rules, the Bagley-Keene Open Meeting Act, and any other applicable rules or requirements.

2.3. The duties of the chair are as follows:

- Presides over advisory body meetings and facilitates the process whereby the advisory body accomplishes its business.
- Fosters advisory body cooperation and teamwork.
- Publicly represents the advisory body on actions taken by the advisory body, policy recommendations of the advisory body, and other matters affecting the advisory body.
- Appoints the chair and members of advisory body workgroups and ad hoc committees.
- Sets the agenda items for scheduled advisory body meetings.
- Follows up on members with attendance problems, per the established attendance policies.
- Makes advisory body reports and presentations to the Commission, including the presentation of the advisory body's proposed annual meeting calendar, annual objectives and accomplishments, and the establishment of any workgroups or ad hoc committees.

2.4. In the absence or temporary incapacitation of the chair, the vice chair of the advisory body assumes the duties of the chair.

3. Role of the Commission Staff Liaison to the Advisory Body

3.1. Attends committee meetings, actively participates in discussion, and contributes to decision making consistent with the advisory body's charge and the mission of the Commission.

3.2. Serves as a two-way communications channel between the advisory body and the Commission.

3.3. Fosters inter-segmental and stakeholder cooperation.

3.4. Participates in the planning of the advisory body meeting agenda so that it includes topics of interest to the Commission.

3.5. Complements the advisory body's report to the Commission by providing supplemental comments.

3.6. Serves as an advocate for the enhancement of the relevant programs.

3.7. Serves as a non-voting member of the advisory body.

3.8. Notifies the appropriate nominating/appointing authority and the chair of the advisory body of any upcoming or existing vacancies and term expiration dates in a timely manner.

3.9. Notifies the advisory body of any amendments or revisions to policies and procedures that may affect the advisory body through proposed legislation, State government directives, or action of the Commission.

4. Role and Expectations of an Advisory Body Member

4.1. Attends and actively participates at meetings of the advisory body.

4.2. Adequately prepares for discussion on agenda items by reading agenda materials in advance of the meetings and, if necessary, gathers information and conducts their own research on an item.

4.3. Notifies the staff liaison to the advisory body of any changes, such as changes in address and phone number, or any change that affects their appointment to the advisory body.

4.4. Remains in attendance at a meeting until it is formally completed.

4.5. Promptly notifies the chair and staff liaison if unable to attend a scheduled meeting.

5. Conflict of Interest Affecting a Member's Participation at Meetings

5.1. Members must disqualify themselves from voting or participating in an advisory body decision when a conflict of interest is present.

5.1.1. A conflict of interest refers to situations in which a member may have the opportunity to influence the advisory body's business decisions in ways that could lead to personal or other gain or give advantage to firms in which the member has an interest.

5.1.2. A conflict of interest exists when a member is aware, in a particular circumstance, that someone in his/her family has existing or potential financial or other interests which impair or might reasonably appear to impair such a member's independent judgment in the discharge of his/her responsibilities.

5.2. If a member determines that a conflict of interest does exist, the member must disqualify and recuse himself/herself from voting or participating in any way in the decision or using his or her status to influence any other person with respect to the matter in which he or she has a conflict of interest.

5.3. The minutes of the meeting shall reflect the member's recusal from voting due to a conflict of interest.

6. Attendance Policy

The Commission adopted an attendance policy for advisory bodies on March 14, 1997. The attendance policy was updated as follows when the Uniform Policies for Advisory Bodies was adopted in September 2000:

It is the Commission's belief that advisory body representatives serve a critical role in providing expertise and assisting the Commission in formulating and refining policies that represent the best interests of all Commission program participants. Given the critical nature of advisory body assignments, it is imperative that the Commission seeks the fullest participation of its advisory body members. The Commission has therefore adopted the following attendance policy for all appointed advisory body members:

- All advisory body members are expected to attend each meeting of the advisory body and participate to the fullest extent possible.
- In order to ensure that quorum requirements are met and maintained, advisory body members are expected to be in attendance at meeting commencement and remain in attendance until the meeting is formally completed.
- The advisory body chair will contact members who miss two meetings or display a pattern of partial attendance during a twelve-month period and will remind them of their responsibilities and ask them to confirm their commitment to their advisory body assignments. The advisory body chair will determine whether further discussion or referral to the Commission chair is warranted. The advisory body chair will notify the nominating or appointing authority of the advisory body member's missed meetings.

- Advisory body members who miss three meetings during a twelve-month period will be sent a letter by the Commission chair that will ask whether they can responsibly fulfill their advisory body assignment. A copy of this letter will be sent to the appropriate nominating or appointing authority and the advisory body chair. The letter should include an explanation of the advisory body member's responsibilities and a reminder of the critical significance of those responsibilities to the advisory body. The Commission chair will review the advisory body member's response and determine whether further review or action is warranted. Based on the member's response, the Commission chair may suggest that the member consider resigning from the advisory body.
- Advisory body members who miss four meetings during a twelve-month period will be sent a letter by the Commission asking the member to submit a letter of resignation. The letter will stress that attendance is vital to the success of the advisory body process. A copy of this letter will be sent to the appropriate nominating or appointing authority and the advisory body chair. The advisory body representative will be given two weeks to respond to the chair's letter. After the two-week response period, the Commission chair will consider any response and determine whether to initiate further action.
- In the event that an advisory body member is unable to attend meetings due to unusual or compelling circumstances, such as a long-term illness or personal tragedy, the appropriate chair may waive any of the above actions.

7. Alternate Representatives for Advisory Bodies

The California Attorney General has published an opinion which concludes that alternate voting is not permitted where members of a body do not serve ex officio and are required to exercise judgment and discretion (Opinion number 79-613, issued August 31, 1979, Volume 62, Opinions of the Attorney General, page 479). The Commission has concluded that this opinion applied to both the Loan Advisory Council and the Cal-SOAP Advisory Committee. The Commission expects appointed Grant Advisory Committee members to attend each meeting and participate fully in those meetings. However, since there are circumstances that might prevent appointed members from attending scheduled meetings, the Commission feels that it is in the interest of the Commission and the public to allow committee alternates to ensure the most consistent and informed representation possible for advisory bodies. The Commission has therefore adopted the following policy for alternate representatives on its advisory bodies:

7.1. Cal-SOAP Advisory Committee

Alternates are not allowable.

7.2. Grant Advisory Committee

7.2.1. In the event that an appointed Grant Advisory Committee member is unable to attend a scheduled advisory committee meeting, the Commission will permit an alternate representative to serve in place of the appointed member.

7.2.2. Alternate advisory committee representatives may participate fully in the committee discussions and exercise a vote in any formal committee voting action.

7.2.3. A representative of the nominating body may designate an alternative representative without prior Commission approval by written notification to the chair of the Grant Advisory Committee and the Executive Director of the Commission. That notification may be sent in the form of an email note.

7.2.4. In the event that neither an appointed member nor designated alternate can attend a scheduled committee meeting, the nominating body, or representatives thereof, may exercise its right to address the committee as a member of the public.

7.2.5. Attendance by an alternate at a scheduled advisory committee meeting does not constitute attendance by the appointed committee member nor does it exclude the appointed member from meeting the requirements of the Attendance Policy.

7.3. Loan Advisory Council

Alternates are not allowable.

CHAPTER FIVE - AD HOC COMMITTEES AND WORKGROUPS

1. Formation

1.1. The chair, in consultation with the staff liaison, may form ad hoc committees and workgroups as needed to conduct the advisory body business.

1.2. The formation of additional committees and workgroups by an advisory body, may be subject to approval by the Commission due to budget and workload considerations.

1.3. Specific objectives shall be established for each committee/workgroup along with a timeline for completion of the objectives. Committee/workgroup costs and staff resources required shall be considered in determining the scope of the objectives and timelines.

2. Appointment and Terms

2.1. Ad hoc committees or workgroups appointed by the chair of the advisory body, as prescribed herein, shall be deemed temporary in nature and shall cease to exist when the function or mission for which they were created is achieved or abandoned.

2.2. The chair of the advisory body shall specify the committee/workgroup's purposes and objectives.

CHAPTER SIX - CAL-SOAP ADVISORY COMMITTEE

1. Authority

The Cal-SOAP Advisory Committee was established pursuant to Section 69562 of the California Education Code, which prescribes the composition and purpose of the committee.

2. Purpose and Duties

The Cal-SOAP Advisory Committee advises Cal-SOAP project directors and the California Student Aid Commission on the development and operation of the Cal-SOAP projects, as well as other student outreach activities related to the Cal-SOAP program. The committee is responsible for reviewing the Cal-SOAP program's overall budget; addressing outreach policy issues related to Cal-SOAP; monitoring project programmatic activity; and making recommendations on the funding levels for each of the projects currently in place and proposed.

3. Membership and Appointing Authorities

The Cal-SOAP Advisory Committee consists of 12 members:

- Three representative of outreach programs, representing the University of California, California State University, and California Community Colleges, appointed by their respective governing boards.
- One representative of private colleges and universities, appointed by the Association of Independent California Colleges and Universities.
- One representative of the California Postsecondary Education Commission (CPEC), appointed by CPEC.
- Two secondary school staff appointed by the Superintendent of Public Instruction.

- Two representatives of the general public: one appointed by the Speaker of the Assembly and one appointed by the Senate Rules Committee.
- Two postsecondary students appointed annually by the Student Advisory Committee of CPEC.
- One college financial aid officer, appointed by the California Student Aid Commission.

4. Terms, Lengths, Limits

4.1. The two postsecondary students serve a term of one year.

4.2. The Commission appointee serves a two-year term and may be re-appointed by the Commission to serve for additional terms.

4.3. All other members of the committee serve as designated by their appointing authority.

5. Alternates

Alternates are not allowable. (See Chapter Four, Section 7)

CHAPTER SEVEN - GRANT ADVISORY COMMITTEE (GAC)

1. Background

Through 1986, several committees provided guidance to the Commission on specific state programs. While the Program Policies and Operations Advisory Committee provided overall guidance on the Cal Grant programs, the Assumption Program of Loans for Education (APLE) Advisory Committee provided guidance on the APLE and Paul Douglas Teacher Scholarship programs. A State Work-Study Advisory Committee was also in existence to provide guidance on the new program. In 1986, all of the advisory committees were consolidated into one committee, the Grant Advisory Committee, which would provide guidance on all of the Commission's programs other than issues pertaining to the loan program.

2. Authority

The Grant Advisory Committee (GAC) was created by the Commission in 1986 and is not authorized through statute. The Commission approves the purpose and composition of GAC, appoints the members, and sets appointment terms. The Commission approves the annual goals of GAC and the number and purpose of workgroups that may be formed by GAC.

3. Purpose and Duties

GAC was established to review and provide recommendations to the Commission on major proposed or planned grant program or policy changes, particularly those relating to the administration of the Cal Grant programs. In past years, GAC has assisted the Commission with Cal Grant eligibility changes designed to mitigate the impact of a growing eligible student population. GAC may form workgroups, with the approval of the Commission, to address specific issues or areas of interest.

Typical duties of GAC include but are not limited to the following:

- Review and recommend approval on Cal Grant Student Expense Budgets;
- Review and recommend approval on Cal Grant Program Income and Asset Ceilings;
- Review and recommend approval on Cal Selection Criteria for Cal Grant A and B Competitive award recipients and to select the two percent of new Cal Grant B High School Entitlement recipients who receive tuition and fees in addition to the access grant in their first year of enrollment;
- Review and discuss Grant statistics and data, operational issues that have policy implications, Grant Delivery System (GDS) enhancements/ changes, new program development and implementation, and proposed legislation and regulations;
- Review and comment on reports to the Legislature as needed.

4. Membership

The composition of GAC is set by the Commission. GAC consists of 20 members appointed by the Commission based on nominations it receives from nominating authorities as follows:

- Ten school representatives: two representatives (one system and one campus-based) from each of the five postsecondary segments. These segments include the California Community Colleges, California State University, University of California, private nonprofit postsecondary education institutions (Independent California Colleges and Universities), and private for-profit postsecondary education institutions (Proprietary Institutions).
- Five student representatives: one from each of the segments listed above.

- One representative from the California Association of Student Financial Aid Administrators (CASFAA).
- One representative from the California Postsecondary Education Commission (CPEC).
- Three K-12 school representatives: one must be a high school counselor.

5. Nominating Authorities

Appointments to GAC are made by the Commission based on recommendations and nominations obtained from the appropriate nominating authorities as established by the Commission. The nominating authorities for GAC are:

- The President of the University of California is the nominating authority for the representatives from the University of California (UC).
- The Chancellor of the California State University (CSU) is the nominating authority for the representatives from the California State University.
- The Chancellor of the California Community Colleges is the nominating authority for the representatives from the California Community Colleges (CCC).
- The President of the Association of Independent California Colleges and Universities (AICCU) is the nominating authority for the representatives from California's private nonprofit postsecondary institutions.
- The Executive Director of the California Association of Private Postsecondary Schools (CAPPS) is the nominating authority for the representatives from private for-profit postsecondary institutions.
- For those higher education segments where a student association exists, the President of the student association is the nominating authority for student representative for the respective segment. If the student association fails to nominate, the higher education segment may nominate a student representative for the segment.
- The President of the California Association of Student Financial Aid Administrators (CASFAA) is the nominating authority for the CASFAA representative.
- The Executive Director of the California Postsecondary Education Commission (CPEC) is the nominating authority for the CPEC representative.

- The Superintendent of Public Instruction is the nominating authority for representatives from K-12 schools, including the high school counselor representative.

6. Terms, Lengths, Limits

6.1. All members of GAC serve a two-year term, except for members who are the system representatives of UC, CSU, CCC and private nonprofit postsecondary education institutions. These system representatives serve for terms designated by the nominating authority for their segment.

6.2. Members of GAC may be re-appointed to serve for additional terms upon the recommendation of their nominating authority and approval by the Commission. There is no limit on the number of terms that a member may serve.

6.3. If a member leaves or resigns, a new appointee will complete that member's term, if such a term was designated.

7. Alternates

Alternates are allowable. (See Chapter Four, Section 7)

CHAPTER EIGHT - LOAN ADVISORY COUNCIL (LAC)

1. Authority

The Loan Advisory Council (LAC) was established pursuant to Sections 69769 through 69769.7 of the California Education Code, which prescribe the composition and purpose of LAC.

2. Purpose and Duties

The LAC reviews the activities and policies of the Federal Family Education Loan (FFEL) Program and advises the Commission of its findings and recommendations. LAC may request information and data that it deems appropriate from the Student Aid Commission with respect to the FFEL Program or any other loan program administered by the Commission.

3. Membership

3.1. According to statute, LAC shall be composed of 17 members, appointed by the Commission, composed of representatives of students, postsecondary educational institutions, eligible lenders, and participating secondary markets. These members shall be appointed from the following groups:

- Four representatives from the lending community participating in the FFEL Programs.
- Five school representatives: one from each of the five postsecondary segments. These segments include the University of California, the California State University, the California Community Colleges, private nonprofit postsecondary education institutions, and private for-profit postsecondary education institutions.
- Five student representatives: one from each of the postsecondary school segments listed above.
- One representative from the California Association of Student Financial Aid Administrators (CASFAA).
- One representative from a secondary market participating in the FFEL Programs.
- One representative from the California Lenders for Education (CLFE).

3.2. In addition to the members appointed to the Loan Advisory Council by the Commission, the United States Education Department (USED) may appoint one nonvoting representative who serves as liaison between the Department and LAC.

4. Nominating Authorities

4.1. Pursuant to Section 69769.3 of the California Education Code, the representatives appointed by the Commission pursuant to Section 3 above shall be selected by the Commission from lists provided to its chair by each group described above.

4.2. The nominating authorities for these groups are:

- Participating lenders and secondary markets shall be the nominating authorities for lender and secondary market representatives, respectively.
- The President of the California Lenders for Education (CLFE) shall be the nominating authority for representatives from CLFE.

- The President of the California Association of Student Financial Aid Administrators (CASFAA) shall be the nominating authority for representatives from CASFAA.
- The President of the University of California, the Chancellor of the California State University, the Chancellor of the California Community Colleges, the President of the Association of Independent California Colleges and Universities, and the Executive Director of the California Association of Private Postsecondary Schools shall be the nominating authorities for the representatives of their respective segments.
- For those higher education segments where a student association exists, the President of the student body association shall be the nominating authority for the student representatives from their respective segments. If the student body association fails to nominate, the higher education segment shall nominate a student representative. In no event shall a student representative be appointed to serve simultaneously as the representative of more than one of the five postsecondary groups.

5. Terms, Lengths, Limits

5.1. With the exception of the student representative for private for-profit postsecondary education institutions, who serves a one-year term, each member of LAC serves a two-year term.

5.2. Members of LAC may be re-appointed to serve for additional terms upon the recommendation of their nominating authority and approval by the Commission.

5.3. If a member leaves or resigns, a new appointee will complete that member's term.

6. Alternates

Alternates are not allowable. (See Chapter Four, Section 7)

CHAPTER NINE - TRAVEL REIMBURSEMENTS

1. Eligible Travel Reimbursements

1.1. Advisory body members should use the most economical mode of travel.

1.2. Advisory body members are reimbursed for eligible meals and lodging expenses incurred when traveling over 50 miles from their home or headquarters in the course of official business.

1.3. Each advisory body member shall be reimbursed for actual and necessary travel expenses incurred in the course of duty, subject to State reimbursement limits and, when appropriate, State or Commission contracted rates. Note: It is the policy of the USED that its representatives not get reimbursed for travel costs.

1.4. Course of duty is defined as attendance at regularly scheduled meetings of the advisory body. Chairs of advisory bodies or their designees are also reimbursed for travel expenses to attend Commission meetings. Travel costs for attendance at other meetings (i.e. - workgroups, special meetings, ad hoc committee meetings) will not be reimbursed unless funding is available and approved in advance by the Executive Director of the Commission. Student representatives may petition the Executive Director for travel cost reimbursement if not otherwise reimbursed by the student body association or the system-wide office of the educational segment they represent. Information on the current expense reimbursement limits will be provided to members at or about the time of appointment as an addendum to those policies and as State rates change.

1.5. All receipts pertaining to the trip shall be submitted. An explanation must be offered when required receipts are not available.

1.6. Expenses incurred due to the failure of the member to cancel reservations within the required cancellation timeframe are not reimbursable and the member will be held responsible for the expenses incurred.

2. Travel

2.1. Advisory body members shall complete a Travel Expense Worksheet and note the expenses incurred during the official travel. The travel claimant must sign the Travel Expense Claim (STD 262) in blue ink at the "Claimant's Signature" box #15 ONLY and must return both forms and receipts to the Commission staff liaison assigned to the advisory body.

2.2. Travel Expense Claims shall be completed with the information provided by the advisory body member on the Travel Expense Worksheet.

2.3. Travel expense reimbursements will be made within 3-4 weeks of receipt of required documentation.

3. Commission Authorized Travel Agency

3.1. To ensure that they obtain State discounted rates, advisory body members should use the Commission's authorized travel agency or designee. The advisory body member will provide the travel agency with a four-digit authorization code provided by the staff liaison. Charges are billed directly to the Commission.

3.2. Airline Reservations - Airline reservations should be made through the Commission's authorized travel agency or designee to obtain the contracted discount rates.

3.3. Car Rentals - Car rentals reservations should be made through the Commission's authorized travel agency to obtain the contracted discount rates. Advisory body members shall make every attempt to refuel the rental car prior to returning it to the rental agency.

4. Mileage

Advisory body members will be reimbursed for use of a privately owned car on official State business at the approved State rate.

5. Parking Fees

Parking fees shall be reimbursable expenses and require receipts for amounts exceeding the State limit.

6. Bridge and Toll Fares

Bridge and road tolls fees are reimbursable expenses and require no receipts.

7. Taxis

Taxi charges are reimbursable expenses and require receipts (The State allows the addition of a 10 percent tip for taxis only.)

8. Tips

With the exception of tips for taxis, tips are not reimbursable, since the State considers tips to be part of the "incidentals" reimbursement.

9. Hotel Arrangements

9.1. Lodging accommodations will be arranged for the advisory body members. Hotel selection is based on the current State rate. A block of rooms will be secured and contracted for the group of advisory body members who have indicated a need for lodging.

9.2. Advisory body members will be notified of the hotel where accommodations have been secured and will be given the deadline for cancellation.

9.3. Cancellations of lodging accommodation must be received within the required cancellation timeframe.

9.4. Advisory body members will be responsible for lodging expenses incurred due to the late cancellation.

10. Telephone Calls

Business telephone calls are reimbursable expenses and require receipts for charges exceeding the State limit. Claims must include the place and party called.

11. Incidentals

Incidentals are reimbursable up to the State limit for a full 24-hour period. Incidentals may not be claimed for less than a 24-hour period.

12. Meal Allowances

12.1. For travel less than 24 hours:

- No lunch or incidentals may be claimed.
- Breakfast may be claimed if the trip begins at or before 6:00 a.m. and ends at or after 9:00 a.m.
- Dinner may be claimed if the trip begins at or before 4:00 p.m. and ends at or after 7:00 p.m.

12.2. For travel of 24 hours or more:

- Breakfast may be claimed for actual expenses up to the State limit.
- Lunch may be claimed for actual expenses up to the State limit.
- Dinner may be claimed for actual expenses up to the State limit.