

Alumni Trustee Selection Policy

The CSU Board of Trustees

The California State University is governed by the CSU Board of Trustees which is charged by state law with broad policy oversight of the university and its 23 campuses. The board has authority over curricular development, use of property, development of facilities, and fiscal and human resources management. There are 25 trustees. Five trustees are ex officio: the Governor, Lieutenant Governor, Speaker of the Assembly, State Superintendent of Public Instruction, and the Chancellor.

A faculty trustee is appointed by the Governor from nominees proposed by the Academic Senate CSU and serves a two-year term. Two student trustees are appointed by the Governor from nominees proposed by the California State Student Association and serve staggered two-year terms. The student trustee in the second year of their term has full voting powers; the second, non-voting student trustee succeeds to the voting position in their second year. The seventeen remaining trustees, with the exception of the Alumni Trustee, are appointed by the Governor, confirmed by the State Senate, and serve eight-year terms.

The Alumni Trustee is elected by volunteer members of the CSU Alumni Council and serves a two-year term that can be renewed by the Alumni Council up to three additional times (a total of eight years). If the Alumni Trustee is serving as Vice Chair or Chair of the Board of Trustees their term is automatically extended even if this goes beyond the eight year threshold. The Alumni Trustee is the only trustee directly appointed to the Board of Trustees without review by the Governor or Legislature. This responsibility makes it incumbent upon us that matters related to the selection of the Alumni Trustee are done in a fair and transparent manner at all times.

The Board of Trustees meets every other month starting in January at the CSU Office of the Chancellor in Long Beach usually for two-day meetings.

Trustee Selection and Evaluation Committee

The Alumni Trustee selection process is managed by the Trustee Selection and Evaluation Committee (TSEC). This committee is established in the Alumni Council Bylaws and its membership consists of the President (serving as chair), the President-elect, the Immediate Past President and four members selected from the Board of Directors by the President. Two of those selected are alumni directors and two are alumni volunteers. Campus representation shall be balanced and no campus can have more than one member on the committee. Candidates for Alumni Trustee are ineligible to serve on the TSEC and must recuse themselves on any business related to the Alumni Trustee selection process that comes before a committee on which they serve (i.e. Executive Committee).

The TSEC manages the logistics of the entire trustee selection process including approving communications to the campuses, the nomination packets, correspondence, interviewing, nominating

candidates for election, and managing the final interview and election process with the full Alumni Council Board of Directors. The administrative portion of these processes is generally delegated to the Executive Director with the exception of the final voting which is managed by a TSEC member.

Selection Criteria

The following “Qualities of a CSU Alumni Trustee Candidate,” are used for evaluating candidates for the position of Alumni Trustee:

- Candidate must be an alumnus/a of the California State University system, willing to serve, and nominated by a campus in the CSU system. Alumnus/alumna status is defined as having earned a degree from a CSU campus. The Alumni Trustee shall not currently be an employee of the CSU at any time during their term.
- Candidate for the position of Alumni Trustee should have demonstrated records of excellence in professional achievement, community service, and service to their university. He/she should have documented successful high-level fiscal stewardship.
- Candidate should possess a breadth and depth of management experience, judgment, maturity, and team concept experience.
- Candidate should possess the qualities of prudence and reason, but not be afraid to take calculated risks when necessary—a “focused visionary.”
- Candidate should be a person of proven influence and integrity, articulate, and task-oriented. He/she should feel comfortable working in a political environment and should be at ease with corporate leaders, legislators, and leaders in the academic community. State and/or national level experience in business, government, non-profit, or academic leadership is a plus.
- Candidate should exhibit a solid, long-standing commitment to post-secondary education, and demonstrated leadership in issues affecting higher education at the CSU.
- Candidate should have the ability to meet the commitments related to the obligations of the office as defined in the Alumni Trustee Roles & Responsibilities.
- Candidates for the Alumni Trustee position should be prepared to abide by the Board of Trustees Code of Conduct document.

Trustee Code of Conduct

The following is the CSU Trustees Code of Conduct:

1. A Trustee shall devote time, thought, and study to his or her duties as a member of the Board of Trustees of the California State University.
2. A Trustee shall learn how the California State University functions—its uniqueness, strength, and needs—and its place in postsecondary education.
3. A Trustee shall carefully prepare for, regularly attend, and actively participate in the Board meetings and committee assignments.

4. A Trustee shall accept and abide by the legal and fiscal responsibilities of the Board as specified in federal and state law and the regulations, rules of procedure, standing orders, and resolutions of the Board of Trustees.
5. A Trustee shall base his or her vote upon all information available in each situation and shall exercise his or her best judgment in making decisions which affect the course of the California State University.
6. A Trustee shall vote according to his or her individual conviction, and may challenge the judgment of others when necessary; yet a Trustee shall be willing to support the majority decision of the Board and work with fellow Board members in a spirit of cooperation.
7. A Trustee shall maintain the confidential nature of Board deliberations in closed session. This includes written and verbal communications concerning the closed session. A Trustee shall avoid acting as a spokesperson for the Board unless specifically authorized to do so.
8. A Trustee shall understand the role of the Board as a policy making body and avoid participation in administration of that policy unless specifically authorized to do so by the Board.
9. A Trustee shall learn and consistently use designated institutional channels when conducting Board business (e.g., responding to faculty and student grievances, responding to inquiries concerning the status of a presidential search).
10. A Trustee shall comply with conflict of interest policies and requirements prescribed in state law. A Trustee shall refrain from accepting duties, incurring obligations, accepting gifts or favors, engaging in private business or professional activities when there is, or would appear to be, a conflict or incompatibility between the Trustee's private interests and the interests of the California State University.
11. A Trustee shall refrain from actions and involvements that may prove embarrassing to the California State University.
12. A Trustee shall act and make judgments always on the basis of what is best for the California State University as a whole and for the advancement of higher education in general.

The following is the CSU Board of Trustees policy for responding to breaches of the Code of Conduct:

1. Should evidence or allegations of violations of the Code of Conduct by a Trustee of the California State University come to the attention of the Chair of the Board, which after further review by the Chair appears to constitute a breach of the Code of Conduct, the Chair and the Vice Chair shall discuss the matter with the Trustee to obtain additional facts and perspective and to seek a mutually agreeable resolution.
2. Should the Code continue to be violated by the Trustee after discussion with the Chair and the Vice Chair, the Chair, after appropriate consultation, will place the matter on the agenda for appropriate action by the Board of Trustees. The Board shall discuss the matter in open session, allowing the Trustee whose conduct is at issue to provide an explanation of the conduct. The Board may then by majority vote to censure the Trustee.
3. Should the Board censure the Trustee, formal notification of the censure shall be communicated to the Governor, as President of the Board, and to any separate recommendatory or appointive

authority of the Trustee, e.g., the Academic Senate of the California State University, the California State Student Association, or the CSU Alumni Council.

Nomination Process

All candidates for Alumni Trustee must be nominated by a CSU campus. Each campus may nominate up to two candidates. Each campus may employ their own methods for selecting their candidate(s) as long as their nominee(s) are endorsed and recommended by their campus Alumni Association board of directors or equivalent body of alumni representatives (such as an advisory committee) if the Alumni Association is not an incorporated entity. Nominations are transmitted by a letter signed by the Alumni Association president, or chair of the alumni representative body, officially nominating them on behalf of the university alumni. The letter should not be signed by a university employee. The letter must include the following components:

- Nominee's name, address, telephone number, and email address
- Confirmation of graduation from a CSU campus
- A statement from the campus indicating the nominee has been contacted, has received a copy of the Alumni Trustee Roles & Responsibilities and is interested in being considered for the position

The application packet must also contain the following attachments:

- Application Checklist Coversheet
- A statement from the campus regarding the nominee's professional and community achievement and campus service. Refer to the "Qualities of a CSU Alumni Trustee Candidate" on page 2 of this policy and the Alumni Trustee Roles & Responsibilities. The statement should demonstrate how the candidate meets these criteria and why he or she would make an excellent Alumni Trustee. This statement should be no longer than three pages.
- A current résumé
- Two professional letters of recommendation
- Signed copy of the CSU Alumni Trustee Candidate Affirmation Form

Although campuses may determine their own procedures, the Alumni Council encourages that the process be as inclusive as possible in the solicitation, review and recommendation of candidates including as many facets of the university community as possible.

Following is a sample recommended process:

1. Review the "Qualities of a CSU Alumni Trustee Candidate," Alumni Trustee Roles & Responsibilities and the timeline with your alumni board or similar alumni advisory body.
2. Implement solicitation or publicity campaign and conduct research regarding potential candidates.
3. Once candidates have been identified, either invite them to self-nominate or, if nominated by someone else, confirm candidate interest.

4. Once the alumni board or advisory body has decided on its nominee(s), the nominee(s) should be notified of their selection. Nominees should be made aware of the commitments expected of the position and time required and given a copy of the Alumni Trustee Roles & Responsibilities. In addition, the candidates should be informed they need to be available if the Trustee Selection and Evaluation Committee selects them for an interview (as indicated on the timeline).
5. When the candidate(s) have accepted the campus nomination, a letter should be created and signed by the Alumni Association president, or chair of the alumni representative body, officially nominating them on behalf of the university alumni. The letter should not be signed by a university employee and should contain all the elements indicated elsewhere in this policy.
6. The list of nominees received from the campuses will be kept confidential by the Trustee Selection and Evaluation Committee. Only the names of those selected for a final interview and vote by the Alumni Council Board of Directors will be released. No addresses or personal information will be released except as needed for the final voting process. It is the expectation that each campus alumni association work with its nominee(s) to ensure they are knowledgeable of the CSU and prepared for an interview, if selected.
7. The Trustee Selection and Evaluation Committee will acknowledge receipt of nominations to the campus alumni director. All nominations will be evaluated by the TSEC and semi-finalists will be chosen to be interviewed. Finalists will be selected from the semi-finalists and will be interviewed by the CSU Alumni Council prior to the final vote for the Alumni Trustee. Alumni Directors, as employees of the CSU, do not vote. As nominees are eliminated from the process, they will receive a letter thanking them for their interest.

Evaluation Process

Initial Evaluation

After the closing of the application period for campus nominations, the TSEC will meet to review all nominees. Nominees will be eliminated by consensus until a list of semi-finalists is generated or the TSEC determines that all nominees are semi-finalists. Incomplete or late applications will be disqualified.

Semi-Finalist Interviews

Semi-finalists will be invited to interview with the TSEC. Each candidate will be asked the same series of questions as determined by the TSEC. The questions will be designed to assess the following skill sets:

- Campus/CSU involvement
- Desire to be a CSU trustee
- Commitment to postsecondary education and knowledge of the CSU
- Time and energy commitment
- Professional achievements
- Civic and community involvement

- Management experience
- Stewardship and financial management ability
- Experience in the political process
- Leadership and vision

The committee members will individually rank the semi-finalists using a point scale for each question. At the conclusion of interviews, scores will be combined and the top candidates identified. It should be the goal of the committee to identify no more than four finalists from among the semi-finalists. The names of the finalists are to be shared with the full Alumni Council Board of Directors as soon as possible and no later than 30 days in advance of the Annual Meeting.

Travel expenses for candidates to participate in the semi-finalist or finalist interviews shall be the responsibility of the nominating campus.

Voting

The finalist(s) put forward from the TSEC are invited to attend the Annual Meeting of the Alumni Council and be interviewed by the Board of Directors. The TSEC determines the exact format but it should consist of time for the candidate to introduce themselves, time to respond to standard questions and time to field questions from the floor. All candidates receive the same amount of time and the interviews are moderated by a TSEC member. The finalist interviews are only open to members of the Alumni Council board of directors, the Executive Director, and any CSU staff members supporting the election process.

In accordance with the Alumni Council bylaws, nominations for the office of Alumni Trustee may also be made at the meeting by any member of the board. Should such a nomination from the floor be made, the proposed nominee, if they are present, will be allowed an abbreviated opportunity to provide a brief overview of his or her qualifications and to take questions from the floor. The exact format and total time will be determined by the chair of the Trustee Selection & Evaluation Committee keeping in mind the overall logistics and time constraints of the meeting. To cast a vote for a nominee from the floor, a voting member shall add the nominee's name to the ballot as a write-in candidate.

After the interviews are complete, the Board of Directors deliberates on the candidates for a pre-determined amount of time then proceeds to vote by written ballot. In accordance with the Alumni Council Bylaws, Alumni Directors, as employees of the CSU, do not vote. In order for a candidate to be named Alumni Trustee, they must receive 50% plus one vote of the Board members present and eligible to vote. Each eligible Board member receives one vote per ballot. Any ballot with more than one candidate selected will be deemed invalid and excluded.

If a candidate receives 50% plus one of the votes cast on any balloting, that candidate will be declared the winner.

If no candidate receives 50% plus one of the votes cast then the top two candidates receiving the most votes will move on to a second round of voting. A tie in the first round of voting among the second highest vote getters will allow for more than two candidates to move on to the second round.

If a tie occurs in the second round of voting, the Council will take time for further deliberation then continue voting. Each vote should move on only the top two vote getters until one receives 50% plus one, handling ties as described above.

In accordance with the Alumni Council Bylaws, a candidate for the Alumni Trustee position may not vote for themselves as Alumni Trustee. If the campus does not wish to lose their vote, they may appoint an Interim Alumni Volunteer as described in the Bylaws and Operating Procedures. A candidate for the Alumni Trustee position who is a member of the Alumni Council Board of Directors shall not be present during the deliberation or voting process.

Once the next Alumni Trustee is elected, the TSEC chair places phone calls to all finalists informing them of the election results.

Approved by the Bylaws & Operating Procedures Committee on March 11, 2013.

Approved by the Executive Committee and entered into the Operating Procedures on March 20, 2013.

Amended by the Executive Committee and entered into the Operating Procedures on November 13, 2013.

Amended by the Executive Committee and entered into the Operating Procedures on August 26, 2015.

Amended by the Executive Committee and entered into the Operating Procedures on March 23, 2016.