

Consortia Report on Governance Compliance of Rules and Procedures

Download and save this Word document, open it and fill in the various fields, print the completed form, sign, scan and email to the AB86 inbox: ab86@cccco.edu. Due by October 31, 2015 or sooner so that we can accept your 15-16 annual plan, consortium allocation schedule, budget, and 1st Quarter expenditure report.

Consortium Name:

Planning Grant Fiscal Agent Name (for tracking purposes only):

Consortium Point Person (or person submitting this document):

Name:

Consortium Role:

E-Mail:

1. Have all community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region been allowed to join the consortium as a member?

Yes. All community college districts, school districts and county offices of education, or any joint powers of authority consisting of such entities located within Santa Cruz AEBG Consortium boundaries have been allowed to join as a member.

- * **Cabrillo College** - Laurel Jones – October 5, 2015
- * **County Office of Education** – Michael Watkins – October 22, 2015
- * **Pajaro Valley** – Dorma Baker- October 28, 2015
- * **Santa Cruz City Schools** – Kris Munro– October 20, 2015

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? How will the available funds be reported and evaluated?

Other than reporting the \$1.1. Million funding to the consortium, which will be done once the introduction of the AEBG Director is sent out, all members have committed to reporting funds. The decisions and agenda items on funding will be provided through the agendas and minutes promoted through the AEBG link provided below this answer. The members will submit to the AEBG Director timely reports in accordance with the State Chancellor's Office reporting requirements. The expenditure of funds will be evaluated by the Consortium members to ensure alignment with the goals and outcome measures of the Consortium and the State.

[SantaCruzAEBGConsortiumWebLink](#)

3. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member?

All members of the consortium are required to submit to their governing body an agenda item to allow the governing body to officially appoint the member as the representative of the body. The members will report to the AEBG Director the Agenda item and the minutes from the board showing approval and official designation of the member as a representative to serve on the Consortium. Here is the link to the agenda with the dates and minutes provided:

- [02/05/14WorkingGroupMeeting](#)
- [02/13/14WorkingGroupMeeting](#)
- [02/20/15PlanningTeamMeeting](#)
- [03/03/14WorkingGroupMeeting](#)
- [03/18/14WorkingGroupMeeting](#)
- [06/02/14PlanningWorkshopwithPaulDowns](#)
- [06/30/14Cabinet-Working GroupMeeting](#)
- [08/12/14PlanningTeamOrientation#1](#)
- [10/17/14PlanningTeamMeetings](#)

4. How will you assure that all members of the consortium shall participate in any decision made by the consortium?

All members of the consortium shall be made aware and shall participate in any decision made by the consortium. Furthermore, agendas will clearly identify the consortium representative for any constituent to contact and ask for information or representation through the designee. The representative will be identified by both a phone number and an email address. This information will also be provided on the consortium [weblink](#).

1. Agendas for all consortium meetings where action items are discussed will be properly noticed to the public through the Cabrillo College notification system, and extended to both adult education centers and the County Office of Education. Public comments will be noticed on the agenda.
2. Comments submitted to the AEBG Director via email will be read as part of the comment agenda item. Discussion of all comments will be included in the minutes of the meeting and posted on the Cabrillo College website under the AEBG web site.
 - Entity comments are provided by, but not necessarily limited to, entities that provide education and workforce services service to adults: local public agencies, departments, offices (local public safety and social services); workforce investment boards, libraries and community based organizations.
3. Decisions made by the consortium are final.
4. Members of the consortium have been asked to provide a proxy for every meeting that they are unable to attend. While minutes to the meeting will be posted and sent to the Adult Education Directors and others formally requesting to be included on minutes listserv.

5. What will be the relative voting power of each member?

e.g. 1 member = 1 vote

e.g. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

e.g. Other (e.g., votes proportionate to adult students served)

Each member of the Consortium has one vote.

6. How will decisions be approved?

e.g. by majority vote of 51%, or 50% +1 vote, or $\frac{2}{3}$ of votes

e.g. by consensus

Decisions whenever possible a consensus will try to be achieved. In the event of a split decision, majority vote will be the determining factor.

7. How did you arrive at that decision-making model?

The Consortium members met and discussed governance, planning and decision-making for the last two years, and agreed on the decision-making model contained herein on: October 27, 2015.

8. How will proposed decisions be considered in open, properly noticed public meetings of the Consortium at which members of the public may comment?

All proposed decisions will be considered in open by passing votes and making minutes available on the [website](#). Currently this website is being transferred to the OPEN DOCS website which will allow public members to view the minutes, which will also allow anyone to ask proposed questions to the consortium. This will be done by transferring Google Documents to PDF, so that they can be posted for public display. Finally, there will be an agenda completed template attached to the website where any member's comments can be read into minutes before the Executive Director.

9. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public?

The Consortium has a web page dedicated to its membership, meetings, reports, and activities. The Consortium will post the agenda and minutes, along with a comments section on its web page for the public members to view. Additionally, each constituency (by consortium membership) has the right to provide information on its own website or at its location through posting or email.

[SantaCruzAEBGConsortiumWebLink](#)

10. Describe how comments submitted by members of the public will be distributed publicly.

Any public member's comments can be read into minutes before the AEBG Director, provided that they were submitted and received in writing in advance of the meeting. Otherwise, all other public comments are heard during properly noticed meetings.

11. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. Such entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations.

The Consortium will solicit and consider comments and input regarding the public agenda from other entities that provide education and workforce services for adults in the region

by announcing its tentative decision in its regularly scheduled meetings and soliciting comment from these entities at the time of the meeting. The AEBG Director may limit comment time of each entity to 3 minutes or less in the interest of conducting a meeting in a timely manner. Members of the Consortium will consider comments and can make a final decision at the meeting, or defer a decision for further consideration.

12. How will you determine approval of a distribution schedule pursuant to Section 84913?

The Consortium members will meet to discuss the distribution schedule and determine through deliberations the distribution schedule and ensure alignment to the program areas as defined in Section 84913. This distribution schedule will be reviewed on an annual basis to ensure that appropriate constituencies are added or deleted as appropriate.

13. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule?

The Consortium has chosen Cabrillo College as the fiscal agent to serve as fund administrator, to receive and distribute funds.


14. How will members join, leave, or be dismissed from the consortium?

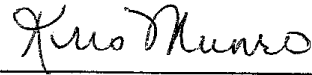
Mandatory Members were able to join the Consortium by approval of their respective boards. Each consortium member is allowed one proxy vote and should determine that member as part of the consortium approval process.. Mandatory members may not be dismissed from the Consortium. However, in the event that a Consortium member wants to leave or be dismissed, a letter of resignation, approved by their governing body, must be submitted giving the Consortium a 30 day' notice, if possible. If a representative of a mandatory member needs to leave the Consortium, the governing body of that member must officially designate a new representative. A formal letter asking to join the Consortium should someone leave or be dismissed will need to be provided by the potential new Consortium member.

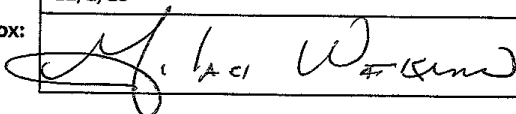
15. Does the consortium have a formal document detailing its working beyond the questionnaire?
(Please provide a link)

At this time formal document detailing its work beyond the questionnaire is under construction.

Consortium Member Signature Block

Name:	Cabrillo College
Consortium Member:	Laurel Jones
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Date:	11/2/15
Signature Box:	

Name:	Santa Cruz City Schools
Consortium Member:	Kris Munro
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Date:	11/2/15
Signature Box:	

Name:	Santa Cruz County Office of Education
Consortium Member:	Michael Watkins
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Date:	11/2/15
Signature Box:	

Name:	Pajaro Valley Unified School District
Consortium Member:	Dorma Baker
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Date:	11/2/15
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