

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:

Citrus College Adult Education Consortium

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

Monrovia USD

Consortium Point Person (or person submitting this document):

Name:

John Russell

Consortium Role:

CCAEC Program Director

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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?

The Citrus College Adult Education Consortium (CCAEC) has reached out to all community colleges, K-12 school districts, and joint powers authority in the region and has agreed on six members: Citrus College, Azusa USD, Claremont USD, Duarte USD, Glendora USD, and Monrovia USD.

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?

CCAEC members have been completely transparent as to current availability of all funds for providing education and workforce services for adults in the region and how those funds will be used. Available funds have been aggregated in Table 3.1 of Section 3 of the Annual Plan. The Three Year Plan and the 2015-2016 Annual Plan will detail how the consortium will use those funds and how their utilization will be evaluated.

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?

The CCAEC has created an Executive Board which consists of one board member per consortium member.

CCAEC board members have been approved by the governing boards of each member institution, thus assuring that each member of the consortium is represented by an official designee.

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

The CCAEC Executive Board will put to vote critical decisions and every CCAEC member will be allowed to participate in discussions about the decision and a formal vote. Alternatives to CCAEC board members will be allowed to serve as a proxy for board votes.

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

Each CCAEC member will have one vote.

6. How will decisions be approved?

Decisions will be approved by simple majority of members present.

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

CCAEC members arrived at this decision-making model through extensive deliberations and collaboration. Various drafts of the Governance Plan were edited and revised during Planning Committee meetings until a final Plan was completed and ratified.

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 CCAEC Executive Board meetings will occur once a month and will be open to the public. The Executive Board will develop a 6 month calendar of Board meetings that will contain location, dates and times of all meetings. This calendar will be posted on the CCAEC website. Notification of individual board meetings will be posted on the CCAEC website and at the hosting member institution. Through the calendar and notifications, members of the public will be encouraged to attend CCAEC Executive Board meetings.

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?

Board meeting agendas will be available on the consortium website and at the member institution hosting the Board meeting 72 hours prior to the meeting.

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

The Board agenda will have a recurring item that allows for public comment on items being considered by the CCAEC Board. Written comments submitted by members of the public and/or a summary of verbal comments made by public members will be included in Board minutes. The Board minutes from a meeting will be included in the following month's agenda for Board approval. As previously mentioned, this agenda (with the previous

month's minutes) will be posted on the consortium website 72 hours prior to the Board meeting.

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.

As the CCAEC Organization Chart indicates, the Program Director will be the driving force behind this process. One of the job descriptions for the Program Director is to collaborate with regional partners in efforts to address AB86 Objective #7. The Program Director will coordinate communication to all regional partners, invite them to Executive Board meetings, update them about consortium decisions or efforts that concern them, and solicit input for those decisions or efforts.

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

The process to determine distribution of allocation funds was collaborative and required a simple majority vote of approval from members. The process began by analyzing Table 3.1 and initial distribution to members was based proportionately on prior year funding. Members then analyzed program gaps at individual institutions and put those forward to discuss how the allocation could address these gaps.

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 CCAEC has designated Monrovia Unified School District as fiscal agent and fund administrator. The agency contact is David Conway, Director of Financial Services for MUSD. As fiscal agent, Monrovia USD will pass through AEBG consortium funds to individual members based on the allocations approved by the CCAEC Executive Board and in compliance of Section 84913.

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

Members will be allowed to voluntarily leave the consortium, but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return its Allocation funding to the fiscal agent within 15 days of the effective date of leaving. Decisions to add a new member, or dismiss a current member must require a two-thirds majority vote. The Executive Board will deliberate and vote on how to reallocate funds from a departing member or to a new member.

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

The CCAEC approved bylaws at its first Executive Board meeting. Approved Bylaws have been attached to this Governance Template and can also be found online at the CCAEC website:

<http://www.ccadulted.org/>

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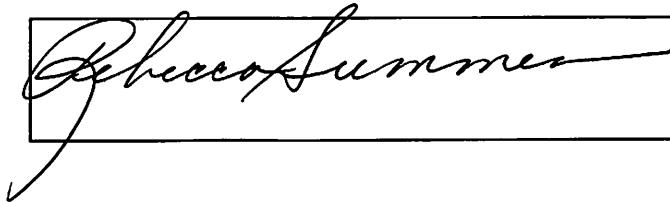
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