

## 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](mailto: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 1<sup>st</sup> Quarter expenditure report.*

Consortium Name:

Coast Adult Education Consortium (CAEC)

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

Coast Community College District (CCCD)

Consortium Point Person (or person submitting this document):

Name:

Dr. Andreea Serban

Consortium Role: E-

Consortium Chair and Adult Education Block Grant Project Director

Mail:

[aserban@cccd.edu](mailto:aserban@cccd.edu)

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?

During the AB86 planning period, the CCCD Adult Education Consortium had four members: CCCD, Garden Grove Unified School District (GGUSD), Huntington Beach Union High School District (HBUHSD), and Newport-Mesa Unified School District (NMUSD). These will continue as members. In addition, the Orange County Department of Education (OCDE) was invited and accepted to serve as a member. Coastline Regional Occupational Program (Coastline ROP) also joined the Consortium.

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?

Yes, all members have 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. The funds will be reported to the Consortium Executive Committee using the templates provided by the State Chancellor's Office and be reviewed and discussed by the Consortium Executive Committee. These funds are considered during the development of the annual plans and associated budgets.

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?

Each Consortium member will provide to the Consortium Executive Committee the agenda item which indicates that the designation of the official was included for approval in a scheduled meeting of each local governing board along with a copy of the official minutes of the meeting of the local governing board meeting when the local governing board approved the appointment. For OCDE, an official letter from the elected Superintendent designating the designated official will serve as evidence.

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

The schedule for decision making/status meetings of the consortium shall be established in advance by the Consortium Executive Committee to accommodate schedules and ensure participation. The agendas for decision making/status meetings will be provided and posted on the CCCD public web site at least 72 hours in advance.

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)

The Coast Adult Education Consortium will distribute voting power to its members as follows:  
CCCD=3 votes - one for each community college in the district. If none of the representatives for the colleges is present, the CCCD official designated will cast one vote for CCCD.  
HBUHSD= 1 vote; GGUSD = 1 vote; NMUSD= 1 vote; OCDE=1 vote; Coastline ROP=1 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

The Consortium intends to reach decisions by consensus. However, if consensus cannot be obtained, decisions shall be reached by a simple majority vote 51%.

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

The Consortium members worked together to develop and agree upon the decision-making model.

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

Proposed decisions will be included on the agenda of Decision Making/Status meetings which will be available to the public at least 72 hours in advance of the meeting.

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?

Agendas for Decision-making/Status meetings will be posted 72 hours in advance on the web site of each Consortium member and at the main office of each member. At the beginning of each meeting, members of the public can comment on any item on the agenda. Public comments will be limited to 3 minutes per person. Cumulative comments per topic will not exceed 15 minutes. Members of the public can also submit comments in advance of meeting to the Executive Committee Chair. Public comments will be provided to all Executive Committee members for review and consideration.

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

Comments submitted by members of the public will be summarized in the minutes of each Decision Making/Status meeting. The minutes will be made available on web site of each Consortium member and at the main office of each member.

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.

Entities located in the Consortium adult education region that provide education and workforce services for adults will receive in advance of each Decision Making/Status meeting via e-mail the agenda, materials and the date/location of the Decision Making/Status meeting. A concerted effort will be made to direct these entities to relevant information about the Consortium.

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

The Consortium Executive Committee will develop and approve the distribution schedule based on the annual plan and supporting budget.

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?

For 2015-16, the Consortium has designated Coast Community College District to serve as fiscal agent and fund administrator. Per Consortium bylaws, the Executive Committee shall vote annually whether to have a direct funding model or a fiscal agent model. If the fiscal agent model is selected then each member will have an opportunity to offer to be the fiscal agent and propose how they will carry out the duties as fiscal agent. The Executive Committee will then vote and select the member to be the fiscal agent.

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

Members may join or leave the Consortium by having the official designated to represent the member submit a written request to the Executive Committee and upon approval of the request by the Executive Committee. Members may be dismissed from the Consortium upon action taken by a two-third majority

vote of the Executive Committee if the respective member does not fulfill its responsibilities according to applicable law and consistent with the approved grant plans, budgets and member allocation.

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

Yes. Please see the attached [Coast Adult Education Consortium bylaws](#).

## Consortium Member Signature Block

Name:

Dr. Andreea Serban

Consortia Member:

Coast Community College District

Email:

aserban@cccd.edu

Date:

10/30/2015

Signature Box:



Name:

Steve Curiel

Consortia Member:

Huntington Beach Union High School District

Email:

scuriel@hbas.edu

Date:

10/30/15

Signature Box:



Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Carol Hume

Consortia Member:

Coastline Regional Occupational Program

Email:

chume@coastlinerop.net

Date:

10/30/15

Signature Box:

Carol Hume