

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:

[South Bay Adult Education Consortium](#)

Planning Grant Fiscal Agent Name:

[El Camino College](#)

Consortium Point Person:

Name:

[Roberta \(Bobby\) Becka](#)

Consortium Role:

[Primary Contact](#)

Email:

rbecka@elcamino.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?

[Yes.](#)

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?

[Members have agreed to report funds available and the use of those funds for the purposes of adult education and workforce services. The program coordinator will collect expense and budget reports from each institution on an annual and an as-needed basis. The use of available funds will be evaluated by the consortium to ensure efficiency and alignment with the consortium's approved plan.](#)

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 institution's governing board will provide to the consortium, in writing, the name of the designee chosen to represent their institution in the consortium. Approved board agenda items will be collected and retained on file.

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

Representatives of each institution shall participate, either in person or by proxy, in at least half of all public meetings and must be present, either in person or by proxy, at all required meetings. If a representative is consistently absent, the consortium will request replacement of that representative of the institution. If that member institution is unresponsive to the consortium's request, steps may be taken to remove that member institution from the consortium.

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 has 1 vote.

Each member with MOE Adult Education funding will have 2 additional votes.

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

Majority - fifty percent plus one of the voting members will have the power to make decisions binding upon the whole.

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

By discussion and vote.

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

Public meetings will be scheduled and posted at least 72 hours in advance on the consortium's website. An agenda will contain a brief description of each item of business to be transacted and will be available for download on the consortium's website.

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?

Decisions will be made at public meetings and posted at least 72 hours prior. Public comments will be allowed at the time designated at the meeting for public comment. Each person will be allowed a maximum of three minutes to speak on any one subject.

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

Comments made by the public will be documented in the minutes of each public meeting. Past meeting minutes will be available on the consortium website.

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.

Proposed decisions will be posted on the consortium's website and/or within public meeting agendas. Request for comments and participation from other entities will be solicited by email notification of the proposed decision. A list of email addresses for contacts that include 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 will be maintained by the program coordinator and utilized as needed.

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

The consortium will determine approval of a distribution schedule by vote in a public meeting.

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?

El Camino Community College District has been chosen as the fiscal agent for the consortium and will receive and distribute funds from the program as determined by the consortium members.

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

Members will join at a vote of the current consortium members or as required by State legislation. The addition, forfeiture or dismissal of a member shall be publically documented, discussed at public meetings, and posted in the meeting minutes on the consortium's website.

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

The consortium will post any formal documentation of its working beyond the questionnaire on their website:

Current: www.sbaec.wordpress.com

Future: www.southbayadulthoodeducationconsortium.org

Consortium Member Signature Blocks

Name: Michael Martinez

Consortia Member: Centinela Union High School District

Email: martinezm@centinela.k12.ca.us

Date: 11/20/15

Signature: Michael Martinez

Name: Jose Anaya

Consortia Member: El Camino College

Email: janaya@elcamino.edu

Date: 11/20/15

Signature: Jose Anaya

Name: Debra Tate

Consortia Member: Inglewood Unified School District

Email: dtate@inglewood.k12.ca.us

Date: November 20, 2015

Signature: Debra Tate

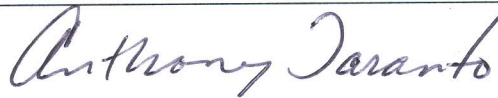
Name: Anthony Taranto

Consortia Member: Redondo Beach Unified School District

Email: ataranto@rbusd.org

Date: 11/20/2015

Signature:



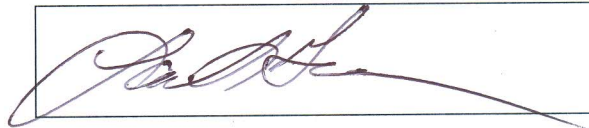
Name: Laurie St. Gean

Consortia Member: Southern California Regional Occupational Center

Email: DrStGean@scroc.k12.ca.us

Date: 12/11/15

Signature:



Name: Wayne Diulio

Consortia Member: Torrance Unified School District

Email: wdiulio@tUSD.org

Date: 11/20/15

Signature:

