

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:

Foothill – DeAnza (North Santa Clara County Student Transition)

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

Mountain View Los Altos HSD

Consortium Point Person (or person submitting this document):

Name:

Keith Moody

Consortium Role:

13-328-17

E-Mail:

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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?

Any LEA in the region that receives adult education funds was allowed to join as members of 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?

All consortium members have agreed to report funds available to them from MOE or CCD apportionment and all state and federal grants. Spreadsheets listing fund source, cost center, and amount of revenue will be used and shared among consortium members prior to annual budget adoption.

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 voting members of the consortium are being officially designated by their respective governing boards as

the official representative to the AEBG regional consortium. Please see the sample Resolution No. 16-02, from the Mountain View Los Altos High School District. Each voting member of the consortium will submit documentation annually that demonstrates the individual is officially designated as the representative of their respective institution.

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

We have developed a "Charter" that allows the authorized designee to vote on consortium matters of governance. Adequate notice will be given regarding matters of governance, so members make seek input and have ample time to consider matters that need a decision before the consortium meets. The members of the regional consortium have agreed to meet regarding consortium business and activities at least quarterly and ideally on a monthly basis. Please see the attached meeting calendar for 2015-16.

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 consortium members will attempt to achieve a consensus through two round of consensus voting using the fist-to-five voting method. All consortium leadership board members will participate with equal voting power in the consensus voting rounds. Should two rounds of consensus voting not yield a unanimous decision, one officially designated representative from each of the consortium institutions will each have one vote. Please see the Consortium Governing Charter.

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 members agree to attempt two rounds of consensus seeking in matters of governance. If consensus can't be reached after two rounds of discussion, issues will be put to a vote by the five officially designated members or their proxy. A simple majority vote will rule on the matter at hand and all decisions by the consortium members will be final. Please see the Consortium Governing Charter.

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

All members of the consortium provided input under the facilitation of our contracted consulting firm Resource Develop Associates (RDA). Over a period of approximately 3 months our governing charter was created. Consensus approval was had.

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

Each member of the consortium will post on their respective websites a public notification of meeting for public information/input regarding AEBG regional operations/activities. Consortium documents such as governing charter, funds distribution, meeting agenda and minutes, and surveys will also be posted on each consortium members' websites and social media sites as appropriate. During the consortium meeting designed for public input, a speaker sign-up sheet will be circulated to solicit any desired audience participation. Audience participants will be given an equal amount of time to make their comments. The STC Leadership Board will also seek additional comments from advisory boards/board of trustees meetings or similar vehicles.

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?

Consortium member websites and any social media sites will post announcements of public information/input meetings prior to the meeting dates with agenda topics for discussion identified. Consortium decisions, agendas and minutes from meetings will be posted on the official STC website with links posted from all consortium member institutions.

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

Consortium meeting minutes with public comments will be posted on each consortium members' website. Various social media venues will also be utilized to share information about the consortium and public comments about current matters. Information on prior meetings and subsequent actions will be made available in an archive section of the STC official website with linked to this posted on each consortium member's website. Documents will be downloadable PDF.

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 NSCCSTC regional consortium has identified a variety of "Partner" Agencies in the region. Joint meetings have already been conducted with Community Based Organizations and Industry Sector businesses. Continuing "workgroup" meetings are planned. These will offer representatives from the Partner Agencies opportunities for on-going support toward meeting the regional consortium objectives. In addition, a group of listserv of partners will be created to solicit input on documents and decisions.

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

Consortium members will share their respective detailed budget plans as well as an outline of general activities and expenses. Members will verify that actual expenses adhere to the section 84913 requirements. Member institutions will utilize and submit budget spreadsheet provided by the state-wide AEBG leadership

and the project director will upload combined budget information for the regional consortium by the requested deadlines.

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 NSCCSTC has chosen to have the funds flow directly to each member district based on the approved distribution schedule. We have agreed to have our regional allocation of \$996,060 equally distributed to each of our five member institutions (\$199, 212 each) for the 2015-16 school year. For 2016-17 onward, the STC Leadership Board will decide annually the appropriation of funds based on progress on, and any adjustments to, the Annual Plan. Please see table 1. "Foothill-DeAnza" consortium membership and AEBG regional Allocations.

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

Members of the regional consortium will join, leave or be dismissed based on the procedures and criteria set forth in the consortium charter, which aligns with AB104 legislative directive. Decisions will be addressed in consortium business meetings and opportunities for public input will be solicited. Membership issues will require a vote by officially designated members. Decision will be final per the consortium charter stipulations and AB104.

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

Yes. The NSCCSTC regional consortium has a formal document. It is our consortium charter.

Consortium Member Signature Block

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Foothill – DeAnza (North Santa Clara County Student Transition)

Consortia Member:

Mountain View Los Altos UHSD


Email:

keith.moody@mvla.net

Date:

October 23, 2015

Signature Box:



Name:

Foothill – DeAnza (North Santa Clara County Student Transition)

Consortia Member:

Fremont Union HSD

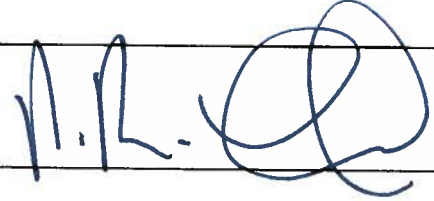
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Date:

October 23, 2015

Signature Box:



Name: Foothill – DeAnza (North Santa Clara County Student Transition)

Consortia Member: Palo Alto USD

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Date: October 23, 2015

Signature Box: 

Name: Foothill – DeAnza (North Santa Clara County Student Transition)

Consortia Member: DeAnza Community College

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