

## 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 1<sup>st</sup> 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. The consortium members are Gavilan College, Gilroy Unified School District, Morgan Hill Unified School District, and San Benito High School District. All members have participated in the planning process and development of the regional plan under AB86, and all are committed to continuing collaboration in the implementation of the regional plan.*

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 members have agreed to provide the consortium with budgets and expenditure reports for state, federal, local, and other funds used to provide services to adult students. Members will review budgets and expenditure reports at meetings of the governing board.*

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 member of the consortium will provide evidence of the designation of a representative by the member's governing authority. Consortium staff will retain records of the approval of representatives by their governing boards, and will retain copies of local board agenda items and minutes as evidence.

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

Meetings of the consortium will take place at regular times agreed upon by all members of the consortium. The project director will call meeting of the governing board, provide agendas in advance, and support staff will record minutes and provide them to all members in a timely manner. Report outs from work groups carrying out follow up activities will be given to apprise colleagues of progress and to demonstrate participation in decisions made.

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 will have one vote in deliberations of the governing board.

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 of the governing board will require a quorum (3/5 member attendance), and approval by the majority of all members or their proxy. Participation in the meetings and voting can be in person or via telephone, video conference, or other electronic means of communication. Robert's rules of order will be followed.

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

Consortium members gave their input to the development of the Rules and Procedures and agreed on this 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?

Members of the governing board will allow an opportunity for public comment on any agenda item prior to

board action.

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?

Public notices of meetings and agendas will be posted on the consortium web site and in public places no later than seventy-two hours prior to every meeting. Each agenda item will include descriptions of proposed discussion topics.

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

At each Governing Board meeting, time will be set aside for public comment. For members of the public not present, written submissions will be read aloud at the 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.

All public notices and public records are available to other entities within the region. Consortium staff will make special efforts to contact those that may be directly impacted by consortium decisions in order to ensure that they have opportunities to provide input for consideration in the governing board's decision-making process.

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

Approval of the distribution schedule for Adult Education Block Grant funds will be by majority vote of the governing board.

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 designated Gavilan College as its fund administrator

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

Requests by agencies wishing to become members of the consortium will require approval by the governing board.

A member that chooses to leave the consortium because it no longer wishes to provide adult education

services consistent with the Regional Plan will submit evidence of approval of the decision to withdraw by the member's governing board. A member that cannot provide adult education services that address the needs identified in the Regional Plan, or that has been ineffective in providing adult education services after appropriate interventions have been unsuccessful may be dismissed from the consortium upon approval by the governing board. In the event of the pending dismissal of a consortium member, the governing board will communicate the reasons for this action to the member's governing board.

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

No.

## Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Dennis Browne

Consortia Member:

Morgan Hill Unified School District

Email:

browned@mhusd.org

Date:

October 16, 2015

Signature Box:

Name:

Randy Brown

Consortia Member:

Gavilan Joint Community College District

Email:

rbrown@gavilan.edu

Date:

October 16, 2015

Signature Box:

Name:

Consortia Member:

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