

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

GLENDALE COMMUNITY COLLEGE DISTRICT REGIONAL CONSORTIUM

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	19 Glendale
Long Name	Glendale Community College District Regional Consortium
Short Name	GLENDALE
Address	1122 E. Garfield Avenue Glendale, CA 91205
Website	https://sites.google.com/site/glendaleab86collaborative/

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017

2015 - 16 Grant Period

2015 - 16 Grant Number	15-328-16
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Consortium Administration

Primary Contact(s)	Ramirez, Alfred Administrative Dean (818) 240-1000 aramirez@glendale.edu Pranke, MaryAnne (818) 937-8051 mpranke@glendaleca.gov
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MEMBERS

Member Name	Contact(s)	District / LEA Code
Glendale Unified School District	Anderle, Scott (818) 241-3111 sanderle@gusd.net	64568
Glendale Community College District	Nakasone, Ron nakasone@glendale.edu Ramirez, Alfred Administrative Dean (818) 240-1000 aramirez@glendale.edu Pranke, MaryAnne (818) 937-8051 mpranke@glendaleca.gov	00730
Verdugo Workforce Development Board*	Velasco, Judith Executive Director (818) 937-8031 jvelasco@glendaleca.gov Velasco, Judith Executive Director (818) 937-8031 jvelasco@glendaleca.gov Velasco, Judith Executive Director (818) 937-8031 jvelasco@glendaleca.gov	N/A

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

Glendale Community College District (GCCD) was selected as the fiscal agent by unanimous vote of members. Designation of one fiscal agent allows for a streamlined tracking and reporting process for the overall grant. Members report expenditures to the fiscal agent and a single report is submitted to the State, Consortium, and other key stakeholders. This relieves the other members of the administrative burden, funneling the information to the fiscal agent. This process has been in place since inception and no challenges have been identified with this process. GCCD will continue as the fiscal agent through the duration of the grant period.

Approach

The annual plan serves as a guide for planned expenditures on an annual basis. Allocations are made to members based on the action plans to be accomplished throughout the year. Expenditure reports are submitted to GCCD, as the fiscal agent. Because the Workforce Development Board (WDB) is a JPA, with the City of Glendale as its fiscal agent, the WDB submits invoices to GCCD for reimbursement of costs. GCCD tracks allocations and reimbursements and other expenditures by member. GCCD, as the fiscal agent, has a separate district fund accounting number for the AEBG which allows for organized administration of all expenditures and for all reporting to the State.

Certifying Official / Coordinator

Nakasone, Ron

**Certifying Official /
Coordinator's Email**

nakasone@glendale.edu

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$985,475
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$1,015,717
16 - 17 Member Allocations	\$1,015,717

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Glendale Unified School District	\$0	\$0
2	Glendale Community College District	\$485,475	\$515,717
3	Verdugo Workforce Development Board*	\$500,000	\$500,000
	Grand Total	\$985,475	\$1,015,717

Funding Changes

We have approved the Verdugo Workforce Development Board as a new member of our consortium. We are currently in process of delineating their role and responsibilities relative to our annual and three-year plan. Budget/allocation will be finalized once these responsibilities are confirmed. The allocation reported above is an accurate estimate.

Consensus and Approval Process

Funding allocations are based on the action plans and activities delineated in the annual plans. Activities are reviewed during monthly meetings along with planned expenditures. Allocations and expenditures are approved by member unanimous vote. Member votes include consideration of all input from meeting participants, faculty, staff, community attendees.

OTHER RULES AND PROCEDURES

Additional Information

Our consortium has chartered five committees: ESL & Contextual Curricula, Career Pathways, Programs for Individuals with Disabilities, Marketing, and Professional Development. These committees are establishing action plans based on the annual plan. The consortium has also recently adopted its Vision, Mission and Values, MOU, and By-Laws.

Supplementary Documentation

[moupartnertemplate2015.pdf](#)

SIGNATURE BLOCKS

Glendale Community College District

Nakasone, Ron

Glendale Unified School District

Anderle, Scott

Glendale Community College District

Ramirez, Alfred