

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:

San Diego East Regional Adult Education Consortium

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

Grossmont Cuyamaca Community College Auxiliary Organization

Consortium Point Person (or person submitting this document):

Name:

Gary Schwartzwald

Consortium Role:

Executive Director

E-Mail:

gschwartz@guhsd.net

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. San Diego East Regional Adult Education Consortium (SDERAEC) geographical area matches the boundaries of Grossmont Cuyamaca Community College District (GCCCCD) and Grossmont Union High School District (GUHSD). Current members of the SDERAEC include Cuyamaca College, Grossmont College, and Grossmont Adult School. There aren't any other community college districts, school districts, or county office of education located within these boundaries.

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. Each member of the SDERAEC has committed to report all funds for the purpose of education and workforce services to the fiscal agent. The fiscal agent (Auxiliary Organization) will compile the funding information and provide it to the Consortium Directors.

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?

The Executive Board from each member (GCCCD and GUHSD) has designated one official representative to serve as co-Director of the SDERAEC.

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

The Executive Director and co-Directors from both members shall serve as the Consortium Directors, the Consortium's decision-making body on issues pertaining to AB104 and adult education in the region. All three (3) Directors (or designated alternate) shall be present at any meeting requiring a vote. A quorum of two (2) members are required at meetings held for the purpose of review and discussion of items for later action.

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)

Consortium Directors (the Executive Director and co-Directors from both members) are the decision-making panel and each Director will have one (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

Upon consideration and discussion of items pertaining to adult education in the region, SDERAEC Directors each have one vote. Decisions will be made based on consensus.

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

The Executive Board of both members and the Consortium Directors held several round-table discussions to consider the decision-making model. In order to best serve the adult population of the region, they unanimously agreed that decisions relating to SDERAEC will be made by consensus through a vote by the Consortium Directors.

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

San Diego East Regional Adult Education Consortium will follow the Brown Act for open meetings.

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?

Notice of public meetings will be provided as established by the Brown Act. The meetings will be held in a public location and the agenda will be posted at least 72 hours in advance. The agenda shall include items for discussion and/or a vote. Members of the public will be allowed to address items on the agenda during the discussion period after each item is presented.

The agenda for open meetings will also include an item for public comment addressing items not on the agenda. Speakers will be allowed three (3) minutes to address the Consortium Directors. These items will not be considered for a vote until the next public meeting.

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

Minutes of the meetings will be recorded and posted on the Consortium's website. The public may obtain a copy of the minutes, at cost, by written request.

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.

Notice of Governing Board meetings along with the agenda will be posted on the campus of each Consortium member, the Consortium's website, and a link will be posted on each member's website. Stakeholders will also be notified during regularly scheduled Community Advisory and Perkins meetings.

SDERAEC already has a working relationship with San Diego Workforce Partnership, San Diego County Libraries, and social service agencies. We will continue our outreach and seek input from other community-based organizations for matters pertaining to adult education in the region.

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

Funds provided for Adult Education will be used to support the programs as outlined in Section 84913. No more than 5% of the funds given in a fiscal year shall be used to administer the programs.

The current scope of classes and funding as well as future needs of the region will be considered by the Consortium Directors when approving program offerings and distribution of funds. Input from both members' Executive Board, stakeholder input, and the public will be solicited at meetings and individually as pertains to the program under consideration. Funds will be distributed as determined by the Consortium Directors.

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?

Grossmont Cuyamaca Community College Auxiliary Organization has been selected as the fiscal agent for San Diego East Regional Adult Education Consortium. The Auxiliary Organization will be responsible for receiving the money, budget management, reimbursing members of the Consortium for approved expenses.

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

Both members of the SDERAEC are required to participate in the Consortium. Therefore, members shall not leave or be dismissed as long as they receive designated adult education funds. There currently aren't any other community college districts, school districts, or county office of education located within these boundaries eligible to join the Consortium.

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

SDERAEC is currently working on a detailed document outlining its mission statement, governance structure, rules, and procedures.

Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name: Ralf Swenson

Consortia Member: Grossmont Union High School District

Email: rswenson@guhsd.net

Date: November 2, 2015

Signature Box: 

Name: Theresa Kemper

Consortia Member: Grossmont Union High School District

Email: tkemper@guhsd.net

Date: November 2, 2015

Signature Box: 