**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.*

Long Beach Adult Education Consortium

Consortium Name:

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

Long Beach Unified School District

Consortium Point Person (or person submitting this document):

Michael J. Bastine

Name:
Consortium Role: E-Mail:

mbastine@lbcc.edu

Program Manager

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, to the best of our knowledge, all of the above required members within our region have joined our 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?

**Yes, all members understand that any funds for the purposes of education and workforce services for adults need to be reported.**

**For the purpose of reporting and evaluating fund expenditures, fiscal, year-end reports of each Consortium member's budget relating to adult education and workforce services will be assessed and incorporated into the Consortium’s year-end report.**

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?

**Our Consortium's Program Director will have on file a copy of each member's governing board minutes reflecting their official designee(s) for our Adult Education Consortium.**

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

**Our Consortium is relatively small (2 required members), funding allocations will be based on membership representation and participation during Consortium forums. Consortium members may have “co- representatives” or designees to ensure constant official participation and continuity.**

**Consortium meeting minutes, to include attendance, will be recorded to document participation and decision outcomes.**

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)

**For the Long Beach Adult Education Consortium (LBAEC), Long Beach Unified School District (LBUSD) and Long Beach City College District (LBCCD) members will each have one vote and will seek consensus on all Consortium decisions.**

6. How will decisions be approved?

e.g. by majority vote of 51%, or 50% +1 vote, or ⅔ of votes

e.g. by consensus

**Since our Consortium is relatively small (2 voting members), Consortium-based decisions will be by consensus. If our Consortium expands with additional voting members, we shall adopt a 50% + 1 vote decision-making model. If the required membership (LBCCD and LBUSD) representatives (or designees) are not present at the Consortium forum, voting will not take place.**

**Community participants may join our Consortium as a “member,” which implies they have Consortium voting authority agreed by consensus by the mandatory Consortium membership (LBCCD and LBUSD).**

**Likewise, community participants may join our Consortium as a “partner,” which implies they do not have Consortium voting authority agreed by consensus by the mandatory Consortium membership (LBCCD and LBUSD).**

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

**This was based on Consortium member discussions and coordination.**

8. How will proposed decisions be considered in open, properly noticed public meetings of the

Consortium at which members of the public may comment?

**Existing multiple communication delivery systems of our Consortium members will be utilized - Consortium meeting locations, time, and agendas will be emailed directly to each member for their respective distribution networks;**

**A community-wide group email will also be sent to all external community organizations that are involved with adult learners in our region;**

**And the Consortium website will post all meeting information and general public comments from the internet.**

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?

**Each meeting notification will be published at least 5 days prior to the Consortium meeting date. Each member's distribution network will have Consortium contact information to solicit and consider public comments and questions. If public inputs are received 24 hours before the meeting time, every effort will be made to address these comments during the Consortium meeting. Furthermore, each Consortium meeting will set aside agenda time for hearing real-time public comments each having a duration no longer than 5 minutes.**

**In addition, Consortium meeting minutes will be posted within 2 week on the multiple communication networks, which will note the next Consortium meeting date, time and location.**

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

**Consortium meeting minutes will be distributed similarly as the meeting notifications were published and will include public comments/discussions. The same communication networks, as previously mentioned will be utilized to distribute public comments. Public comments and meeting minutes will be archived on the Consortium’s 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.

**Similar to soliciting and considering public input (refer to item 9), other entities, as listed above, will be included in the same notification and reporting process to ensure their involvement and Consortium participation.**

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

**The membership will collectively decide the distribution schedule by Consortium member consensus; reference to adult education program areas - per Section 84913; and our Consortium work plan will determine the most effective allocation strategy to address the greatest adult education needs for our region.**

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?

**A) Yes, the initial "Fund Administrator" for our Consortium remains the same as for our planning phase - the Long Beach Unified School District.**

**B) However, based on the timeliness of our funds being distributed, the Fund Administrator's fiscal workload, and other pertinent factors, the Consortium reserves the right to initiate/coordinate an approved distribution schedule for future allocations or select another "Fund Administrator.” The distribution of block funds will be based on those adult education services with the greatest needs.**

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

**A Consortium consensus will manage ongoing membership based on the following performance criteria, per legislative language in AB 104, -**

* **Member or partner wishes to provide services consistent with AE Plan;**
* **Member or partner provides services that address the needs identified in the AE Plan;**
* **Member or partner has been effective in providing services.**
* **Quarterly performance reports will be submitted by all participants receiving Consortium funds.**

**If one or more of the above performance conditions are NOT met, the member or partner may forfeit their Consortium participation opportunities and be dismissed from the forum, based on a Consortium vote. The Consortium will develop an application form to document critical information to include required performance measures for participants who receive block funds.**

15. Does the consortium have a formal document detailing its working beyond the questionnaire?

 (Please provide a link)

**A document is being created by the Consortium participants, which will be posted on the Consortium's website - www.longbeachae.com**

**A draft document is as follows -**

**Collaborative Governance Strategy**

**The Long Beach Adult Education Consortium (LBAEC) will establish three levels of engagement to support effective member governance: (1) a Consortium Working Group, (2) a Project Management Team, and (3) Advisory Committees.**

**Consortium Working Group**

**The Consortium Working Group participants will be made up of voting members, and community organization partners. The Working Group will be led by co-chairs, one from each member institution – LBUSD and LBCCD, who have been officially designated by their respective boards to represent their organization. Designees or alternates may lead the forum. Long Beach community-based organizations will be encouraged to join as Consortium partners to foster maximum community input into the LBAEC.**

**Additional Working Group participants with expertise associated with adult education program areas, e.g. basic skills education, high school equivalency/diploma, ESL, adults with disabilities, CTE, and apprenticeship programs may be standing members to support work plan activities, advisory committees, and overall community action initiatives.**

**The Working Group will have public meetings within the Long Beach Consortium Region. This governance framework also provides for sustainability of effort and will support effective communication to all stakeholders throughout the community.**

**Resource allocation to external community organizations will be determined by consensus from the co-chairs in coordination with the Project Manager. It will be based on submitted program planning documentations and the organization’s allocation request form.**

**Project Management Team**

**To successfully implement and sustain the program’s scope it has been determined the need for 2.0 FTEs for project management. This will be comprised of a 100% management team member and a 100% support staff person.**

**The Project Manager will be responsible for ensuring timely progress and updates to work plan activities. They will be responsible for managing the coordination and logistics for all project related events and meetings, producing draft and final reports, tracking and managing all budget expenditures, managing project service contracts, ensuring timely implementation of the communication plan and supporting the Working Group.**

**The support staff position will be responsible for all aspects of day-to-day implementation in the support of the Project Manager. Two laptop computers will be purchased, one for each of the staff members to be used in support activities and deliverables.**

**It is anticipated that service contracts may be utilized for technology and website development, strategic planning, Working Group and Committee facilitations, pathway and bridge program development, community partnerships, professional development and training, and documentation support.**

**Advisory Committees**

**Working Group participants with expertise associated with adult education program areas, e.g. basic skills education, high school equivalency/diploma, ESL, adults with disabilities, CTE, and apprenticeship programs may be standing members on advisory committees to provide continuity and program focus. Various committees will be formed to address specific work plan activities, to include transition/integration support, pathway and bridge design, and adult education center planning. These specialized committees will incorporate faculty and community expertise to research, collect data, and provide action items to the Consortium Working Group. Committee Leads will be individuals from LBCCD or LBUSD.**

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