

Consortia Report on Governance Compliance of Rules and Procedures

The state is requesting that all consortia download, complete, and return this template in order to satisfy the Adult Education Block Grant governance requirement. This will also help each consortium develop a decision making structure/process that is agreed upon by consortium members.

Download and save this PDF, open it with Adobe Acrobat Reader, fill in the form fields, print the completed form, have each officially designated member sign the document, 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, and budget.

Consortium Name:

Coastal North County Adult Education Consortium (CNCAEC)

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

MiraCosta Community College District (MCCCD)

Consortium Point Person (or person submitting this document):

Name:

Krista Warren

Consortium Role:

Project Manager

E-Mail:

kwarren@miracosta.edu

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. After the AB86 work group defined the consortium regional boundaries, MiraCosta College (MCC) communicated with consortium school districts: San Dieguito Union High School District (SDUHSD), Oceanside Unified School District (OUSD), and Carlsbad Unified School District (CUSD). As per these districts' request, since 1973, MCC has assumed full responsibility for adult education in the district's northern region; as such, MCCCD and SDUHSD are currently the sole providers of adult education programs for the consortium region.

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?

Consortium members have agreed that, as the fiscal agent, MCCCCD will prepare a monthly budgetary report and allocation rubric, and distribute the report to consortium members during regular meetings.

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 consortium representative designations have been approved by each organization's board of directors.

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

All consortium members meet on a regular basis as determined by a consensus of consortium members; all members are active participants in all consortium decisions.

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 (eg, votes proportionate to adult students served)

Each membership institution has been allocated one 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

All consortium decisions will be made and approved by consensus.

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

All consortium members met and agreed on the decision-making model.

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

Consortium members will hold public meetings on a quarterly basis. To notify the public of these meetings, CNCAEC will post announcements on their website. To collect and respond to public feedback, CNCAEC will hold webinars, whereby members of the public can pose questions in a chat room, an approach modeled by the AEBG work group. Furthermore, should the need arise for meetings between regularly scheduled quarterly meetings, CNCAEC will post announcements on their website, thereby notifying the public of any off-schedule 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?

During our quarterly public webinar meetings, consortium members will distribute a schedule that details when decisions will be made and released. Consortium members will also post their weekly meeting agendas and minutes, which will include discussions related to impending decisions.

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

Comments submitted by members of the public will appear in public meeting webinars, in the form of chat rooms; again, this approach has been modeled by the AEBG work group and shown to be an effective means of soliciting comments.

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.

MCCCD will invite its consortium partners--adult education and workforce service entities within the consortium region--to participate in its quarterly webinar partner meetings. Discussions between these partners and consortium members will provide the foundation for the webinars, with members of the public given access to these discussions.

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

CNCAEC will determine approval of a distribution schedule pursuant to Section 84913 through membership consensus. On a monthly basis, as the fiscal agent, MCCCD will present consortium members a budgetary report and allocation rubric. Consortium members will refer to Section 84913 to ensure programming and administrative costs adhere to this section's regulations.

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 MCCCD to serve as the fund administrator (fiscal agent) to receive and distribute funds from the program.

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

As agreed upon by consortium members, members will join and leave at will. For dismissal, consortium members must achieve a consensus to dismiss a member, should the need arise.

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

Consortium members co-authored the Regional Comprehensive Plan, which formally documents the consortium's working beyond this questionnaire. This plan can be found at:
http://www.miracosta.edu/instruction/ab86/downloads/CNCAEC_Q4_FINAL.pdf

Name:

Nikki Schaper, Ed.D.

District Represented:

MiraCosta Community College District (MCCCD)

E-mail:

nschaper@miracosta.edu

Date:

October 7, 2015



Yes, I am the officially designated member representing my K-12 district for the adult education block grant.

Signature Box:

N. Schaper

Name:

District Represented:

E-mail:

Date:

Yes, I am the officially designated member representing my K-12 district for the adult education block grant.

Signature Box:

Name:

District Represented:

E-mail:

Date:

Yes, I am the officially designated member representing my K-12 district for the adult education block grant.

Signature Box: