

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:

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. As of 2013 our consortium formed including all current members. We were fortunate to have all of our steering committee participate since the inception

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. With the initial report that we submitted all members were forthcoming with their individual financial standings. Most of the funding sources included multiple grants and partnerships. K-12 district funds were also reported and accounted for. These currently for the 2015-2016 school year, have been allocated thus far to the districts as AEBG funds and are supporting our consortium plan. Our reporting process will continue for the remainder of the year. We will use data and budget recaps to ensure we are meeting the requirements of our plan and that we are meeting state

October 27, 2015

mandated requirements for funds.

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?

This was put forward to each institution and steering committee member to ensure all members and designees were and are board approved. Documentation is on file with the consortium.

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

Each represented member as established by our guiding principles was given a vote to ensure equity throughout our consortium. We each have a vote and must reach a consensus. This was agreed on and will continue to operate in this manner.

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 steering committee representing a member of the consortium and is given one vote. The steering committee consists of only one member from each organization.

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

We approve any and all decisions by consensus as spelled out in our guiding principles.

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

During one of our initial steering committee meetings this was decided along with our guiding

October 27, 2015

principles. Because we have worked collectively almost since the inception of our consortium we have been able to move through some of these decisions and norms rather efficiently.

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

We will be posting all of our meeting, minutes and agendas on our newly formed website as a consortium. All information will be posted 72 hours in advance as a minimum.

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?

All information will be posted monthly on our website following our steering committee meetings. Agendas will again be posted 72 hours before a steering committee meeting. Once a year we will hold a public forum to inform and address the community at large on the plans of the steering committee and to invite public participation. All monthly steering committee meetings will be open to the community.

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

Any public comments coming to the steering committee to be addressed by the steering committee will be put on the monthly meeting agendas as appropriate to be addressed or answered.

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.

Partners participate in our monthly steering committee meetings. They are given an opportunity to contribute to the agendas throughout the year. As appropriate, partners and community agencies may at any time join our consortium as a new partner. As outside needs arise additional partners and support providers will be solicited and aligned with our work plan as needed for implementation or future growth.

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

Through dialogue, data and consensus our steering committee will vote to approve all planned expenses in accordance with the requirements outlines in Section 84913. MSJCCD as fiscal agent will ensure funds are distributed as determined by the consortium. All approved allocations will be processed according to the fiscal practices of MSJCCD.

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 MSJCCD has been chosen as the fiscal agent at this time and funds will be directly distributed to our members after consortia approval.

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

All eligible members have joined the consortia. Members will not be asked to leave our consortium. With opting out, any members has that opportunity but will be accountable for all funding received. This would include data being reported and collected or a refund of funds. Future funding may and can be pulled based on a member opting out or on evidence supported by data.

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

NKA

CONSORTIUM MEMBER SIGNATURE BLOCK

NAME:

BANNING UNIFIED SCHOOL DISTRICT

CONSORTIA MEMBER:

DAVID SANCHEZ

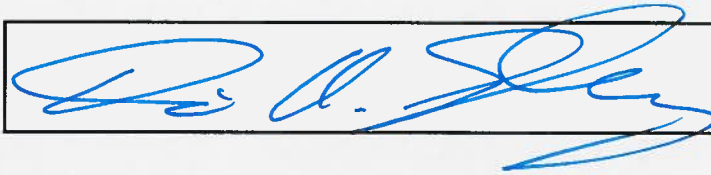
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Tara O'Malley

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AMY CAMPBELL

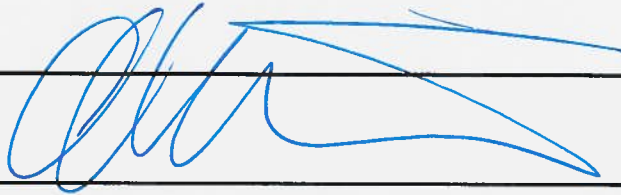
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A handwritten signature in blue ink, appearing to be 'Amy Campbell', written over a rectangular box.

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Joyce Johnson

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CONSORTIA MEMBER:

JARED ROGERS

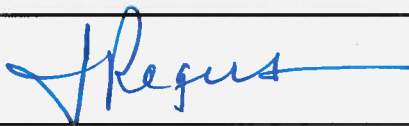
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CLIFFORD WEAVER

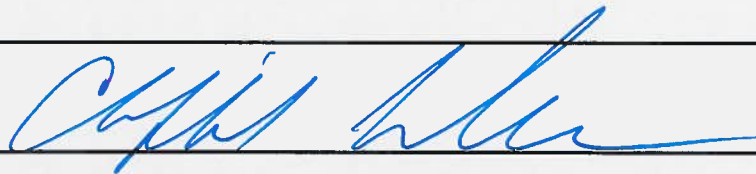
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