

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@cccoco.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:

Palomar / Vista

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

Vista USD

Consortium Point Person (or person submitting this document):

Name:

Mollie Smith

Consortium Role: E-

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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. All entities within our Consortium boundaries have been not only allowed, but encouraged multiple times, to join the San Diego Adult Education Partnership as a member.

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 district has signed a Memorandum of Agreement (to be developed) outlining the expectations for participation, including reporting expenditures and service levels and evaluating effectiveness. The members of the San Diego North Adult Education Partnership have agreed to meeting regularly (on the second and fourth Fridays of the month). At these regular Leadership Council meetings, members will report out on and discuss service levels, expenditures and methods to evaluate program/service effectiveness.

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 Memorandum of Agreement that has been developed for the members of the San Diego North Adult Education Partnership delineates the responsibilities of each member. This MOA requires approval by each member's governing board, including the designation of the representative from the member.

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

During its planning process, the San Diego North Adult Education Partnership established a decision-making and involvement process that is inclusive of all members. The SDNAEP has a website; all meeting dates along with the agendas and minutes are posted on the website. In addition to posting on the website, meeting announcements, agendas and minutes are emailed out to all members. All members participate in all decisions regarding the Plan, the annual activities funding allocation schedule and the reception, evaluation and certification of required state deliverables.

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)

Members of the San Diego North Adult Education Partnership are committed to shared governance. We have adopted a "one member, one vote" policy for decision making.

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

Members of the San Diego North Adult Education Partnership are committed to shared governance. Our goal is to achieve consensus in all of the project's decisions. In the event that consensus cannot be achieved, the member districts have agreed to make decisions on the basis of a 2/3 majority vote.

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

The Leadership Council members commit to continue the model of decision making and negotiation that has been used through the AB86 process that produced the Plan. Decision

making is through consensus. Discussion of issues continues until all members are able to accept the decision.

If, for any reason, consensus cannot be reached:

- a) A subgroup of Leadership Council Members will be charged to negotiate a solution.*
- b) The subgroup charged with negotiating a solution will bring back the resolution to the Leadership Council for consensus.*
- c) If there is still no consensus, the Leadership Council members will vote; a two-thirds majority vote is required on items when consensus cannot be reached.*
- d) The SDNAEP has adopted a "one member, one vote" policy.*

This governance model was agreed upon by all members very early planning process and is outlined in the initial narrative submitted for the Consortium in the spring of 2014. The model has been in place since that time and has been working well.

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

As mentioned above, during its planning process, the San Diego North Adult Education Partnership established a decision-making and involvement process designed to include all stakeholders. The SDNAEP website, where all meeting dates, agendas and minutes are posted, also has a "subscribe" button. This button allows interested stakeholders to sign up to get regular email announcements about the SDNAEP. These announcements include meeting announcements, agendas and minutes along with information about special events, press releases, legislative updates, and featured students.

The Leadership Council meets in formal meetings at least three times a year to: 1) develop the annual activities aligned to the Plan and the related funding distribution schedule, 2) monitor and/or amend the annual activities, and 3) to review outcomes and certify the deliverables required by the state. Formal meetings are attended by the members' designated representative, appointed by the member's governance board. In formal meetings all members participate in the decision-making process.

For these formal meetings the date, time and place, the agendas and supporting documents will be posted on the SDNAEP website no later than three days before the meeting date. Meeting agendas and supporting documents will be disseminated to all interested parties with the explicit intention of eliciting public comment. Public comment will be requested directly from the essential community-based partners, and other critical stakeholders including but not limited to the faculties of the consortium members. In these formal meetings the Leadership Council will follow public meeting protocols in the conduct of meetings, motions, and discussion. In these formal meetings public comment, written in advance or received in person, will be sought and carefully reviewed.

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?

Please see the narrative for question 8 (above) for a description of the process by which the San Diego North Adult Education Partnership will provide the public and interested stakeholders with adequate notice of meeting agenda/decision items.

Leadership Council contact information is posted on the website. Members of the public may make contact directly with Leadership Council members by phone or email. The SDNAEP has a general email address as well, so some members of the public may wish to provide comments there.

The San Diego North Adult Education Leadership Council meetings are open meetings. The public is cordially invited to participate in the meetings. At every meeting, the SDNAEP Leadership Council will include an agenda item for public comment. This agenda item will fall before any regular agenda item is discussed or voted upon. A member of the public who wishes to attend a meeting and provide comments under the public comment agenda item must complete a speaker slip and provide it to the Leadership Council Chairperson prior to the start of the meeting.

If there are concerns regarding specific individuals, the speaker is encouraged to refrain from naming the individual publicly or providing information that would identify the individual in order to respect their privacy. Vulgarity, profanity or accusations naming individuals will not be allowed. The Leadership Council will accept and review any written material that would provide more specific information.

Public comment will be limited to a maximum of four minutes per speaker and no more than 20 minutes on any one topic. In order to ensure that all stakeholders have adequate notice of any decisions, the Leadership Council will not engage in a discussion or vote on any non-agenda items brought forth by a member of the public during public comments.

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

Comments provided by members of the public at the Leadership Council Meetings will be included in the meeting minutes for each meeting.

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.

The San Diego North Adult Education Partnership is committed to holding regular community summits (or advisory committee meetings). The purpose of these summits has been to include partners and other community stakeholders in the planning and implementation process for adult education in the region.

Each partner agency has been asked to identify a point of contact or liaison for the consortium. In addition to serving on the SDNAEP advisory committee, this liaison will also receive the regular communication "pushed out" from our website. As noted above, these announcements

include meeting announcements, agendas and minutes along with information about special events, press releases, legislative updates, and featured students.

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

The plan that the San Diego North Adult Education Partnership submitted outlined a hierarchy of needs to guide us in our future decision-making process. It is our intent for that plan to guide our funding decisions in the future. Our plan identifies the following priorities:

Priority 1: Maintenance of Current Capacity

Priority 2: Improved Transition and Acceleration Systems

Priority 3: Regional Infrastructure and Collaboration

Priority 4: Expanded Capacity

Priority 5: Promising Practices Research and Development

We are also currently engaged in work to further refine our implementation plan. By October 31, 2015, we will have a focused and streamlined implementation plan including a completed Gantt chart. We expect the deliverables that result from this work to provide us with a roadmap for priorities.

The Leadership Council will serve as the body that will approve the distribution schedule in accordance with our agreed upon priorities.

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 San Diego North Adult Education Partnership has agreed to designate a fiscal agent to act as the fund administrator to receive and distribute the general consortium funds (i.e., funds that are not maintenance of capacity funds which are going directly to the districts). The Leadership Council will serve as the body that will approve the distribution schedule in accordance with our agreed upon priorities; the schedule approved by the Leadership Council will then go for approval by each member district's governing board.

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

***Members are required to attend all of the formal meetings and informal meetings.** The Leadership Council may invoke the right to remove the voting rights of a member if they fail to fulfill the duties of a member of SDNAEP and/or fail to attend three Leadership Council meetings (either formal or informal) during the fiscal year. To be reinstated as a member the following year, the member must follow the process of a new member.*

*Any community college or K-12 Adult School in the SDNAEP region are eligible to become consortium members. **New members** will be required to submit a letter of intent to become a member, a written needs analysis, and a plan for serving the adult education needs in their*

community in alignment with the Regional Plan. These items must be submitted to the Leadership Council chair prior to December 31, so that they can be incorporated in the Formal Meeting in which priorities and plans for the subsequent year are established and voted upon. The fiscal year for the SDNAEP runs from July 1 through June 30.

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

Yes, please see the SDNAEP website for the governance charter and member district MOA.

Consortium Member Signature Block

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Email:

Date:

Signature Box:

Name:

Consortia Member:

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Date:

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Date:

October 29, 2015

Signature Box:



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