

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:

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?

Per AB 104, Article 9, 84905 (a), all eligible organizations within the boundaries of the region have been allowed to join Rancho Santiago Adult Education Consortium (RSAEC). These members include: Garden Grove Unified School District (GGUSD), Orange County Department of Education (OCDE), Orange Unified School District (OUSD), Rancho Santiago Community College District (RSCCD), and Santa Ana Unified School District (SAUSD).

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?

All members have committed to reporting funds to be reported and evaluated. The board and/or superintendent approved members will report funds to RSAEC. The fund administrator will consolidate the required information and submit it to the state. Each member agency will be required to certify and validate their data for accuracy. Evaluation of funds will be consistent with funds available pursuant to AB 104, Section 39, Article 9, 84916.

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?

Each consortium agency/district member will bring the approved governing board designation and a copy of the official board meeting minutes to the consortium. In the case of OCDE, the member will bring a signed approval from an elected public official representing the COE as they do not have a board. RSAEC will keep the designated officials' information on file. The RSAEC Director will maintain rules and procedures at all meetings and assure that all votes have been submitted by the board-approved official for each member agency/district.

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

RSAEC will assure that all meetings are posted in advance, and they accommodate members' schedules. Reminder emails and calendar invites will be sent to all members. The agenda will be posted on the RSAEC website (www.ranchosantiagoadulted.com). Decision making will follow the voting guidelines decided upon by the consortium members. A consent calendar will be available to make sure that everyone has a chance to look at the upcoming decisions and has the ability to pull items of concern for further explanation. If necessary, a 2nd reading will be available.

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)

RSAEC will distribute voting power as 1 member = 1 vote. It was voted upon and decided that approved partner agencies can be involved in the voting power upon approval of the members. 2015-2016 Approved Voting Members: Rancho Santiago Community College District (RSCCD) = 1 vote; Orange Unified School District (OUSD) = 1 vote; Santa Ana Unified School District (SAUSD) = 1 vote; Orange County Department of Education (OCDE) = 1 vote; Garden Grove Unified School District (GGUSD) = 1 vote; Orange County Sheriff's Department (OCSD) = 1 vote

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

It has been decided that votes will be voiced by stating yes or no. Abstentions will be noted. Four of the six representatives (2/3) from the approved voting agencies must be present to meet Quorum. For a vote to be approved, simple majority of voting members present will be needed from voting agencies/districts. A consent calendar will be provided for each meeting so that items of concern can be pulled. Votes will be recorded and the names of the members making and seconding each motion will be recorded in the meeting minutes.

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

The consortium members and partners reviewed and discussed various governance models and worked together to decide and agree upon the decision-making model that works best for our consortium.

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

Proposed decisions will be posted on the agenda which will be available one week prior to the consortium meeting. Prior to voting, there will be an allotment of time (up to 3 minutes per person) given to members of the public for comment. Additional time will be given to the voting members to consider public comments. After discussion, the executive voting committee will vote or agree to pull the item for a second reading if members feel more time is necessary.

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 meeting times, locations, and current agendas for the 2015/2016 academic year will be posted on the RSAEC website (ranchosantiagoadulted.com). Agendas and notice of proposed decisions that will be on the monthly docket, will be posted 3 calendar days prior to the meeting. Information regarding how to make public comments will be posted on the RSAEC website. Emails informing the public of the RSAEC website and calendar will be distributed to schools, stakeholders and agencies involved with adult education.

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

Only comments made in person at the Executive Committee meetings will be addressed. A general summary of comments made by members of the public will be recorded in the meeting minutes. All meeting minutes will be posted on the RSAEC website after minutes have been approved.

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.

An invitation to attend the open consortium meetings will be sent to other providers of education and workforce services for adults. A concerted effort will be made to direct these entities to key information regarding the consortium. The consortium will also encourage its members to network with other agencies and/or committees to help increase public involvement.

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

RSAEC will evaluate proposals brought forth to the Executive Committee to ensure that they align with the Regional Comprehensive Plan priorities. Accordingly, the Executive Committee will vote to approve the requested budget and include it as part of the distribution schedule pursuant to Section 84913.

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) The Rancho Santiago Adult Education Consortium has designated the Rancho Santiago Community College District to serve as the fund administrator to receive and distribute funds from the program.

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

A district's board/elected official's approval will be needed from any K-12 or community college district, county department of education, or JPA located within the RSAEC district boundaries that would like to join the consortium as a member. Currently there are no JPA's within RSAEC. The RSAEC Director will keep a file of all documented items. If a member opts to leave the consortium, RSAEC will request written notification from the district's board or agency elected official confirming the change. For members to be dismissed, RSAEC will adhere to the member guidelines in AB 104.

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

At present, the Rancho Santiago Adult Education Consortium does not have a document beyond this questionnaire. An update with a link will be provided if this changes.

Name:

Mary Walker (Board Approval 8-17-15)

Consortia Member:

Rancho Santiago Community College District

E-mail:

Walker_Mary@sccollege.edu

Date:

9-14-15

Yes, I am the officially designated member for the adult education block grant.

Signature Box:

Mary Walker

Name:

Byron Fairchild (Superintendent Approval 8-11-15)

Consortia Member:

Orange County Department of Education

E-mail:

bfairchild@ocde.us


Date:

9.14.15



Yes, I am the officially designated member for the adult education block grant.

Signature Box:



Name:

Kerrie Torres (Board Approval 8-13-15)

Consortia Member:

Orange Unified School District

E-mail:

ktorres@orangeusd.org


Date:

9-14-15



Yes, I am the officially designated member for the adult education block grant.

Signature Box:



Name:

Ryan Murray (Pending board approval- September 22)

Consortia Member:

Santa Ana Unified School District

E-mail:

Ryan.Murray@sausd.us

Date:

9/14/15

Yes, I am the officially designated member for the adult education block grant.

Signature Box:

Ryan Murray

Name:

Connie Van Luit (Pending board approval- October 6 or 20)

Consortia Member:

Garden Grove Unified School District

E-mail:

cvanluit@ggusd.us

Date:

9-14-15

Yes, I am the officially designated member for the adult education block grant.

Signature Box:

Connie Van Luit