

## 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 1<sup>st</sup> 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, all eligible providers of adult education within our boundaries were invited to join the SBCCDC. Current members include: San Bernardino Community College District (San Bernardino Valley College and Crafton Hills College), Colton Joint Unified School District, Redlands Unified School District, Rialto Unified School District, San Bernardino City Unified School District, and Yucaipa-Calimesa Joint Unified School District.

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 have committed to reporting funds available to them for purposes of education and workforce services in an accurate and timely manner. During the planning phase of AB86, all members submitted detailed information to answer objectives outlined in the grant, in addition to providing data for the K-12 District Survey used to determine MOE levels.

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 members of the Executive Committee have submitted a document (memo) to their respective governing board to designate them as the official representative for their district. Each member will send the project coordinator minutes from their respective board meeting indicating their designation as the representative.

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

Decisions will be made at regularly or specially scheduled Executive Committee meetings where information required for a decision will be sent out at least 1 week in advance.

5. What will be the relative voting power of each member?

1 member = 1 vote

6. How will decisions be approved?

A quorum has been decided to be 70% of the voting members present at a meeting. A consensus on a vote is the desired outcome, if consensus cannot be reached, 60% is needed for passing an item the Executive Committee is voting on, and at least 1 community college needs to be included in the 60% majority vote.

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

From the onset of the AB86 planning phase, the consortium reached out to a professional facilitator who guides meetings using the Technology of Participation facilitation method. The Executive Committee discussed various governance models and decided upon the method that best suits this consortium.

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

Executive Committee meetings will be posted and properly noticed and announced at community cabinet meetings, Workforce Investment Board (WIB) regional meetings, and posted to the consortium website [Inlandab86.org](http://Inlandab86.org). In addition a new regional website is currently being developed to reach a larger number of stakeholders.

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?

Meeting agendas and minutes are posted to the [Inlandab86.org](http://Inlandab86.org) consortium website. In addition quarterly newsletters are distributed amongst regional partners and stakeholders.

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

Comments submitted by members of the public will be posted on the quarterly newsletter in addition to being mentioned in the minutes that are posted to the [Inlandab86.org](http://Inlandab86.org) consortium 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

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.

Several of the regional entities mentioned; libraries, WIB and community-based organizations had a strong presence during the AB86 planning phase and are kept abreast of consortium activity. In addition the project coordinator attends quarterly regional county WIB meetings where all these entities are present and proposed decisions can be announced.

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

The Executive Committee will vote on a distribution schedule pursuant to section 84913 at a regularly scheduled open meeting. This distribution schedule will encompass the regional plan put together during the planning phase of AB86 by the hubs (workgroups) and submitted to the Chancellor's Office in March 2015.

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 San Bernardino Community College District was chosen by the consortium members to be the fiscal agent, and receive and distribute the funds.

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

Per AB104 Legislation section 84917 those entities listed shall become a participating member of the consortium pursuant to receiving funds from the listed areas. In addition, new members will need to agree to and sign this governance template indicating they are aware and will abide by the consortium governance structure. For members to leave or be dismissed, section 84914 outlines characteristics such as a member is no longer willing to provide services, a member cannot provide services or a member is consistently ineffective in providing services as reasons for reduced funding, this consortium will use these measures to determine if a member needs to leave or be dismissed from the consortium.

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

An existing website houses all of the minutes to all the Executive, Steering and Hub meetings dating back to the onset of the grant documenting the existing working relationship. <http://inlandab86.org/>

Consortium Member Signature Block

Name:

CUAUHTÉMOC AVILA, SUPERINTENDENT

Consortia Member:

RIALTO UNIFIED SCHOOL DISTRICT

Email:

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Date:

10/23/15

Signature Box:



Name:

CALI BINKS, SUPERINTENDENT

Consortia Member:

YUCAIPA-CALIMESA JOINT UNIFIED

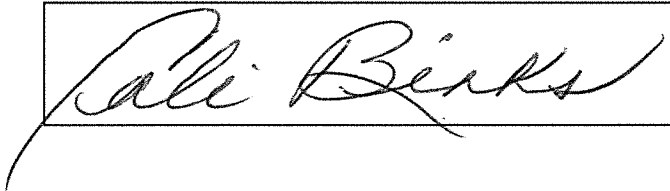
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LORI RHODES, SUPERINTENDENT

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Name:

GLORIA FISHER, PRESIDENT

Consortia Member:

SAN BERNARDINO VALLEY COLLEGE

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Date:

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Gloria Fisher

Name:

Consortia Member:

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Name:

Jerry Almendarez

Consortia Member:

Colton Joint Unified School District

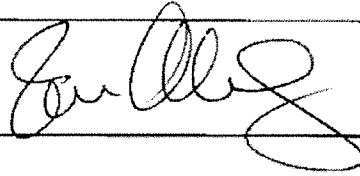
Email:

Jerry\_almendarez@cjud.net

Date:

October 26, 2015

Signature Box:

A handwritten signature in black ink, appearing to read "Jerry Almendarez", is written inside a rectangular box. The signature is cursive and somewhat stylized.

Consortium Member Signature Block

Name:

Consortia Member:

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Date:

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Name:

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