

## 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:

San Diego Adult Education Regional Consortium

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

San Diego Community College District (**planning grant only**) A Fiscal Agent will not be designated for Plan implementation under AB104.

Consortium Point Person (or person submitting this document):

Name:

Susan N. Yamate

Consortium Role:

Acting SDAERC Executive Director

E-Mail:

syamate@sdccd.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. Located within the boundaries of the San Diego Adult Education Regional Consortium (SDAERC) are one (1) community college district - San Diego Community College District (SDCCD) and one (1) school district - San Diego Unified School District (SDUSD). Both districts are members of the consortium. No other community college district, school district, or joint powers authority consisting of these institutions is located within the boundaries of the SDAERC. The San Diego County Office of Education (SDCOE) is partially located within SDAERC boundaries; however, SDCOE does not receive Federal or State adult education funding and does not provide adult education or workforce services to adults.**

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, both member agencies (SDCCD and SDUSD) have committed to reporting all available funding and to disclose how funding will be utilized to provide adult education and workforce services. To ensure disclosure accuracy, State-provided funding data for each member agency will be reviewed and compared to the funding data provided by each member agency. The SDAERC will comply with the requirement to report, evaluate and leverage all available resources as mandated by AB104 and AEBG guidelines, in order to maximize outcomes in adult education and workforces services.**

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?

**In accordance with AB104, Article 9, Section 84905, the San Diego Unified School District Board of Trustees designated 2 individuals to represent the district on the SDAERC (Board Meeting Date: 7/14/15; Agenda Item #F3). Similarly, the San Diego Community College District Board of Trustees designated 2 individuals to represent San Diego Continuing Education on the SDAERC (Board Meeting Date: 7/16/15; Agenda Item #11.03) Only individuals officially designated will represent each member agency on the SDAERC.**

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

**In an effort to ensure all member agency representatives participate in all decisions made, meeting dates, time, and location will be posted in advance on the websites of each member agency. Member reminders will also be sent to each individual serving on the consortium by the SDAERC Executive Director. In the event that all designated representatives are not present at a meeting of the SDAERC, a quorum will be required for consortium business to be discussed or action taken on any agenda item. The SDAERC decision making structure is provided in questions five (5) and six (6) below.**

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 agency has designated 2 representatives. Each representative will have 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

**Decisions will be approved by consensus. If consensus cannot be reached, a vote will be called and decisions will be determined by majority vote.**

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

**The Consensus decision-making model (with a majority vote required if consensus isn't reached) was effective and worked well during the AB86 planning process. The SDAERC has elected to retain this decision-making model with the inclusion of all open-meeting requirements as stipulated in AB104, Article 9, Section 84905.**

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

**The SDAERC will adhere to all meeting requirements as stipulated in AB104, Article 9, Section 84905 (d 1.), (A), (B), (C) and (DI & II). Meetings of the SDAERC will be open to the public and will be held at a San Diego Community College District or San Diego Unified School District facility. The location, date, time, and meeting agenda for each meeting of the SDAERC will be posted at each member agency and on member websites 72-hours prior to the meeting. Proposed action items on any regular or special meeting agenda of the SDAERC will be made available to the public as outlined in question 9 below.**

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?

**The SDAERC will implement the procedure provided in question #8 above to ensure that the public is provided with adequate notice of a proposed decision of the SDAERC. The following procedure will be implemented to ensure comments submitted by members or the public are considered. Procedural guidelines regarding public comment protocol will be provided on the website of each member agency. Adult education stakeholders in the region will be provided with website addresses via an email sent by the SDAERC Executive Director. At the beginning of each meeting of the SDAERC, the public will have the opportunity to speak on non-agenda items related to adult education and/or workforce services provided in the region. The public will also have an opportunity to speak on agenda items prior to action being taken on the item. A maximum of 3 minutes will be allotted to each speaker.**

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

**Comments submitted by members of the public will be memorialized via meeting minutes and will be posted on the website of each member agency. SDAERC meeting minutes will also be kept on file in the office of the SDAERC Executive Director for public review.**

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.

**All regional stakeholders will be reminded to keep abreast of all SDAERC meetings and encouraged to attend and participate. The collaborative effort put forth by all stakeholders in the region during the AB86 planning process was very productive. The SDAERC will encourage this kind of collaborative participation to continue by encouraging all interested stakeholders offering adult education and/or workforce services in the region to provide input to the SDAERC by participating in open meetings of the SDAERC. Also, interested regional stakeholders will be afforded the opportunity to participate in an 'advisory' capacity in order to provide information and input to the SDAERC. Further, each consortium in San Diego County has joined together to form a "Super Region". The establishment of the Super Region has proved to be invaluable in providing an avenue to share information and gain an understanding of adult education services and workforce services provided in neighboring regions. This group also provides collaborative help and support in the interpretation of AB104 requirements. Participants in Super Region also include representation from San Diego's WIOA agency, the Sheriff's department, CBOs, training providers, and will continue to expand. It is the goal of the San Diego County Super Region to provide opportunities for adult learners in the county to not only seamlessly transition between adult education programs located within the same region, but to also provide this same seamless transition for students who need to transition between programs located in other regions in the County.**

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

**In accordance with AB104, Section 9, Section 84914, the SDAERC will develop a distribution schedule for allocated consortium funding. In accordance with AB104, Section 84913, the SDAERC will ensure that consortium funding is only expended on the allowable program areas as stipulated. As provided in question 2 above, member agencies are committed to disclosing all funding received for the purpose of providing adult education and workforce services in the region. The SDAERC Plan, Updated 3-year Plan, and Annual Plan will service as the guiding documents for funding distribution decisions. The SDAERC is committed to distributing and expending consortium funding in a manner that will best meet the unmet educational needs of adult learners in the region as identified in the SDAERC Plan. Further, member agency resources other than consortium dollars will be reviewed to determine how these dollars can also be leveraged to help address the educational needs/gaps identified in the SDAERC Plan. The final decision on the distribution of consortium funding will be the result of action taken on an agenda item in a public meeting of the SDAERC.**

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 SDAERC has chosen to have funds flow directly to the member districts based upon the approved distribution schedule.**

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

**AB104, Article 9, Section 84905, requires that regional consortium membership must at minimum include one K-12 or high school district and one community college district. Because the SDAERC is currently only comprised of one K-12 district and one community college district, it is not possible for either member to leave the consortium and still be eligible for AEBG funding.**

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

**At present, SDAEBG does not have a formal document detailing its working beyond this template questionnaire. If it is determined that a more detailed document is needed, one will be developed and submitted.**

## Consortium Member Signature Block

Name:

Brian Ellison, Vice President

Consortia Member:

San Diego Continuing Education,  
San Diego Community College District

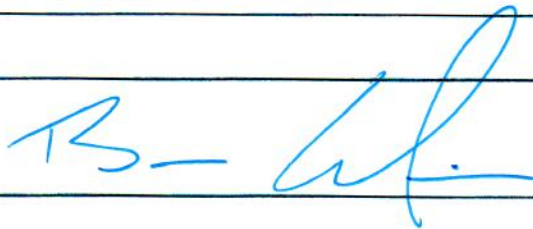
Email:

bellison@sdccd.edu

Date:

October 27, 2015

Signature Box:

A handwritten signature in blue ink, appearing to read "B. Ellison", enclosed in a rectangular box.

Name:

Rachel Rose, Associate Professor

Consortia Member:

San Diego Continuing Education,  
San Diego Community College District

Email:

rrose@sdccd.edu

Date:

October 27, 2015

Signature Box:

A handwritten signature in blue ink, reading "Rachel Rose", enclosed in a rectangular box.

Name: Marc Gottuso, Program Manager

Consortia Member: San Diego Unified School District

Email: mgottuso@sandi.net

Date: October 27, 2015

Signature Box: *Marc Gottuso*

Name: Rosalina McCollum, Teacher/Advisor

Consortia Member: San Diego Unified School District

Email: rqintos@sandi.net

Date: October 27, 2015

Signature Box: *Rosalina M<sup>c</sup>Collum*