

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@ccco.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: San Francisco Adult Education Consortium

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

City College of San Francisco

Consortium Point Person (or person submitting this document):

Name: Wendy Miller


Consortium Role: Director

E-Mail: [wmiller@ccsf.edu](mailto:wmill@ccsf.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. The Consortium has two voting members ("the Members"):

1. City College of San Francisco (CCSF), the region's single community college district; and
2. San Francisco Unified School District (SFUSD), the region's single school district.

The City and County of San Francisco has no County Office of Education and no joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these. 

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. Available funds will be reported using a template similar to that included in the Regional Comprehensive Plan, or any reporting template required by the CDE and the CCCCCO.

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 Members and Partner of the Consortium will be represented by five officials, each of whom will be designated by the Member's governing board. Three Consortium designees have decision-making authority, while two support the Consortium in an advisory rather than a decision-making role. The Consortium designees are:

1. CCSF Vice Chancellor of Academic Affairs (voting)
2. CCSF Vice Chancellor of Student Development (voting)
3. CCSF-based AEBG Project Director (non-voting)

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

Please see #3 above.

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)

The Consortium's three voting designees will vote on all matters requiring a decision on behalf of the Consortium, with one vote per designee. Voting will occur at General Meetings of the Consortium. Each voting designee will have one vote.

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

The Consortium's designees will strive for consensus; if consensus is not achieved, the three voting designees will decide by majority vote of 2/3 of votes.

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

The Consortium's voting designees discussed and agreed upon the decision-making model included in a Memorandum of Understanding, which is the basis for this Governance Report.

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

The Consortium will hold General Meetings no less than two times each year, on a schedule determined by the designees. Agendas, times and locations will be noticed on the Members' websites, on the Consortium website, and via the Consortium email distribution list no less than two weeks prior to each meeting date. Entities within the region that provide education and workforce services to adults – including but not limited to community-based agencies, providers of education to those who are incarcerated or on probation, the Human Services Agency, and the Public Library -- will be highly encouraged to participate in General Meetings and provide comments and input. 

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?

CCSF's Associate Dean of Adult Education will distribute recommendations regarding upcoming decisions, including draft plans and budgets, to the Consortium designees and the public no less than one week prior to each General Meeting.

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

All General Meeting minutes, including public comments, will be posted on the Consortium's website and distributed via the Consortium's email distribution list.

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.

Entities within the region that provide education and workforce services to adults – including but not limited to community-based agencies, providers of education to those who are incarcerated or on probation, the Human Services Agency, and the Public Library -- will be highly encouraged to participate in General Meetings and provide comments and input. Please see #8-11 above.

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

The Consortium will approve a distribution schedule pursuant to AB 104 Section 84913 at an annual General Meeting. The CCSF Associate Dean of Adult Education and the SFCCD CFO will develop a draft Consortium budget, which will be distributed no less than one week prior to the General Meeting; discussed by designees and during the public comment period; modified as needed; and approved by the designees. The CCSF Associate Dean of Adult Education and the SFCCD CFO will prepare and submit the distribution schedule in the format required by the CDE and CCCC.

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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 Consortium's Fiscal Agent is the San Francisco Community College District (SFCCD). SFCCD will serve as fund administrator to receive and distribute AEBG funds. SFCCD's Chief Financial Officer (CFO) oversees fiscal matters pertaining to the Consortium and has no decision-making authority.

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

A Member that wishes to leave the Consortium will submit to the Consortium designees a notice of intent to leave. Acceptance of this notice will result in the Member's forfeiture of the voting rights of the Member's designee(s).

An entity that wishes to join the Consortium as a Member will submit to the Consortium designees a statement and evidence that the entity is a community college district, school district, county office of education, or joint power authority consisting of any of these, for that the entity is a provider of

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

The San Francisco Adult Education Consortium Adult Education Block Grant (AEBG) Memorandum of Understanding and Governance Plan mirrors this questionnaire in narrative format.

Name:

Anna Davies

Consortia Member:

City College of San Francisco

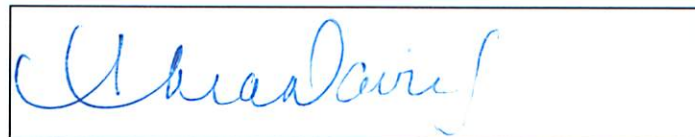
E-mail:

adavies@ccsf.edu

Date:

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

Signature Box:



Name: Samuel Santos

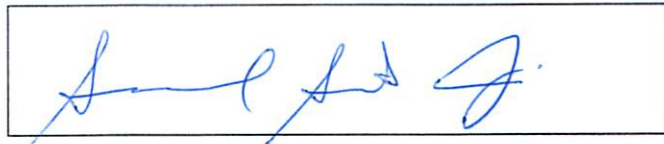
Consortia Member: City College of San Francisco

E-mail: ssantos@ccsf.edu

Date:

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

Signature Box:



Name: Stephen Koffman

Consortia Member: San Francisco Unified School District

E-mail: KoffmanS@sfusd.edu

Date: 10/29/15

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

Signature Box:

