

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 1st Quarter expenditure report.

Consortium Name:

Santa Monica Regional Consortium

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

Santa Monica Malibu United School District

Consortium Point Person (or person submitting this document):

Name:

Dawn Murphy

Consortium Role:

Co-Project Director

E-Mail:

murphy_dawn@smc.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 two members of the Santa Monica Adult Education Regional Consortium consisting of a single community college district and a single school district located within the boundaries of the adult education region have been allowed to join the consortium 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?

All members have committed to reporting any funds available for the purpose of adult education. Consortium members will report and evaluate per required AEBG workbook. Additionally, fiscal and/or budget reporting will be included on each governing board meeting agenda. The Consortium members will report the use of funds in a single report, however, delineating individual member expenditure in separate tables within that report for the governing board.

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 of the consortium, Santa Monica Community College District (SMC) and Santa Monica-Malibu Unified School District (SMMUSD), have designated positions within their organizations to serve as consortium governing board representatives. These are the Dean Noncredit/External Program representing the Santa Monica Community College District and the Director, Secondary Curriculum and Instruction representing the Santa Monica-Malibu Unified School District. Additionally, although not part of the governing board, AEBG efforts will be supported by dedicated Project Manager/Coordinators within the respective member organizations who facilitate plan implementation activities and are funded from each member's allocation.

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

In order for consortium decisions to be made, both consortium members must be present and represented by their designated official.

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)

1 member = 1 vote

A neutral third-party representative approved by the governing board will be selected and mutually agreed upon to participate in the consensus process and to participate in voting if an impasse is reached.

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. Should consensus not be reached, the consortium governing board will use a majority vote including the neutral third party representative.

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

Consensus has been utilized as a means for decision-making during the AB86 Planning Grant period. This process has functioned well. The consortium will add a neutral third-party to the governing board structure.

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

All meetings of the consortium shall be open to the public and conducted in accordance with the Ralph Brown Act. All actions required by the Adult Education Block Grant shall be taken at the meetings. An agenda shall be distributed to the consortium membership and posted on the Santa Monica Adult Education Regional Consortium Website. The Co-Project Directors shall cooperatively prepare an agenda for each meeting of the consortium. The primary role of preparation is determined by the location of the meeting. Any member of the consortium may call the Co-Project Directors or Governing Board members and request an item to be placed on the agenda no later than one week before the meeting of the consortium.

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 meetings of the consortium shall be open to the public and conducted in accordance with the Ralph Brown Act and any additional requirements specified in the Santa Monica Community College District or Santa Monica-Malibu Unified School District board policies

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

Minutes of the meetings (including public comments) will be posted on the 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 agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations.

A resource list of interested entities in the region will be used to create a notification and solicitation mailing list. This list will be updated on a regular basis in order to ensure accuracy and currency of contact information. Notifications of governing board actions and considerations will be distributed via e-mail to these interested entities. This list will be maintained by the consortium.

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

Members of the consortium will utilize the three-year Santa Monica Regional Consortium AB 104 Regional Final Comprehensive Plan to decide priorities and process for achieving stated objectives. Pursuant to Section 84913, distribution will align with the seven programs of instruction. Members will meet, discuss, and determine according to consensus as described above.

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 has chosen A) designated a member 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?

The consortium is made up of a single community college district and a single school district. Therefore for one member to leave would mean the dissolution of the consortium.

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

Santa Monica Regional Consortium Memorandum of Understanding (MOU)
<https://www.dropbox.com/s/gwo7jl61ohtd7r4/ab104%20%20Signed%20MOU%202015%202016.pdf?dl=0>

Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box: