

## 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: **Shasta/Tehama/Trinity Adult Education Consortium**

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

Consortium Point Person (or person submitting this document): Name: **Kate Mahar**

Consortium Role: **AB 86 Director** E-Mail: **kmahar@shastacollege.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?**

All potential members have been invited to participate, even those not currently receiving any adult education dollars. All potential members were invited to a summit at Shasta College on August 21, 2015 to hear Neil Kelly speak about the Adult Education Block Grant and corresponding rules and expectations. A follow up e-mail has been sent to all eligible members.

**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?**

Members have committed to reporting any funds available to that member for the purposes of educating adults as specified in the AEBG. Shasta College has been designated as the fiscal agent; an expectation of that role will be to report and certify funding sources and expenditures. The membership will continue to develop evaluation protocol as we receive additional guidance from the state of California.

**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 governing board of each eligible member will officially approve an individual that will represent that member on the Adult Education Consortium. As fiscal agent, Shasta College will require that each member submit documentation of the official delegation. Each official member will also be able to identify one proxy that can take the place of the official delegate when certain situations arise. However, each institutional member will be limited to one vote per member.

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

The Shasta/Tehama/Trinity Adult Education Consortium will follow open meeting guidelines and meeting times/locations, agendas and previous minutes will be made available to members, partners and the public. Members can attend meetings face to face and (with appropriate notice) through an ITV or electronic format. Each member can have an official proxy (approved by membership institution) on occasion where the primary member cannot attend. Meeting procedures including chairs/co-chairs, agendas, motions, discussions, voting etc. will follow standardized parliamentary procedures as established by the consortium governing board.

**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 voting power of each member will be one member = one vote.

**6. How will decisions be approved? E.g., by majority vote of 51%, or 50% +1 vote, or 2/3 of votes e.g. by consensus**

Decisions will be approved by a simple majority (50% plus 1) of the official membership no matter how many people are at the meeting. If more than 50% of the membership is not at the meetings, decisions will be postponed until a simple majority is present.

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

Representatives from a significant majority of community college districts, school districts, and county offices of education within the consortium created procedures in a face to face meeting. Members not in attendance of the meeting were given an opportunity to review the decision-making model.

**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 Shasta/Tehama/Trinity Adult Education Consortium will follow "Open Meeting" laws as established by California statute. A notice identifying the location, date, and time of each regular meeting of the consortium shall be posted electronically at least seven (7) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular and special meetings of the consortium shall be open to the public, be accessible to persons with disabilities, and otherwise comply with open-meeting provisions, except as required or permitted by law.

In addition to regularly scheduled meetings, the consortium governing board can add additional meetings as needed to conduct consortium business.

**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?**

A notice identifying the location, date, and time of each regular meeting of the consortium shall be posted at least seven (7) days prior to the meeting and shall remain posted until the day and time of the meeting. The consortium shall provide opportunities for members of the general public to participate in the business of the consortium. Members of the public may bring matters directly related to the business of the consortium to the attention of the consortium in one of two ways:

1. There will be a time at each regularly scheduled consortium governance meeting for the general public to discuss items not on the agenda.
2. Members of the public may place items on the prepared agenda in accordance with consortium guidelines.

Members of the public also may submit written communications to the consortium on items on the agenda and/or speak to agenda items at the consortium meeting. Written communication regarding items on the consortium's agenda should reach the Adult Education Project Director not later than five (5) working days prior to the meeting at which the matter concerned is to be before the consortium. All such written communications shall be dated and signed by the

author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

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

The Shasta/Tehama/Trinity Adult Education Consortium will have its own web page that will be widely publicized to the public. All meeting notices, agendas and minutes will be posted on this web page. In addition, active links to the web page will be accessible from every institutional web page of the membership. Partnering agencies will also be encouraged to provide links to/from their web pages as well. Public meeting notices will also be posted at the physical locations of each member.

**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.**

As stated above, consortium meetings will be widely publicized and follow open-meeting guidelines that will encourage broad participation by the public and partnership agencies. The current north state adult education plan was created with broad participation of these groups and we expect this to continue as we move forward. The consortium governance committee will identify multiple task forces (marketing, short-term CTE, ESL) and partners will be actively recruited for these subgroups.

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

Maintenance of Effort funding will flow directly to the relevant members as determined by the state. However, consortium allocations will be distributed in a manner determined by the Shasta/Tehama/Trinity consortium on a year to year basis. Before the distribution of funds, the consortium's governance group will approve an expenditure plan and budget that is aligned with the three year action plan.

**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?**

Shasta College has been chosen as the designated member to serve as the fund administrator and will deliver funds in accordance with the consortium's yearly expenditure plan.

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

All community college districts, school districts, and county offices of education, and 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 Shasta/Tehama/Trinity adult education region have been invited to join the consortium as members. Membership will be reviewed on a yearly basis (July of each year). If an eligible member decides not to join the consortium for the program year, the member can review that decision at the end of the year and decide to join for the following year. Likewise, if a member is not receiving adult education funds, it can choose to not be a member for the following year. The governing consortium does maintain the right to dismiss a member from the consortium (through an official vote) for reasons including lack of participation, lack of compliance and/or misuse of funds. Members facing dismissal will be given proper warning, an opportunity for compliance and the opportunity to appeal. All guidelines for dismissal will be formalized by the governance body.

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

In addition to this governance plan, the consortium will develop formal by-laws that operationalize all governance procedures by June 30, 2016.