



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@cccoco.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:

South Orange Regional Consortium (SORC)

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

South Orange County Community College
District (SOCCD), Irvine Valley College (IVC)

Consortium Point Person (or person submitting this document):

Name:

Dr. A. Cathleen Greiner; Dr. Estella Garrison

Consortium Role:

SOCRC CoChairs

E-Mail:

cgreiner@ivc.edu; egarrison@saddleback.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?

During the AB86 planning period, the Consortium had 7 members: Irvine Valley College (IVC), Saddleback College (SC), Capistrano Unified School District (CUSD), Irvine Unified School District (IUSD), Laguna Beach Unified School District (LBUSD), Saddleback Valley Unified School District (SVUSD), and Tustin Unified School District (TUSD). These entities presently continue as members.

Per AB 104, Article 9, 84905 (a), all eligible organizations within the boundaries of the region have been allowed to join South Orange County Regional Consortium (SOCRC). These members include: Irvine Valley College (IVC), Saddleback College (SC), Capistrano Unified School District (CUSD), Irvine Unified School District (IUSD), Laguna Beach Unified School District (LBUSD), Saddleback Valley Unified School District (SVUSD), and Tustin Unified School District (TUSD). They comprise the Consortium Executive Steering Committee (ESC).

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 complete transparency in the reporting and evaluation of their funds. The board and/or superintendent approved members will report funds to Consortium. The SOCCCD will consolidate the required information and submit it to the state. The funds will be reported to the Consortium Executive Steering Committee using the forms provided by the State Chancellor's Office and will be reviewed discussed and approved by the Consortium Executive Steering Committee. Each member agency will be required to certify and validate their data for accuracy.

Each consortium members will complete a form each year that identifies:

- 1) Total related funds; grant term; and source.
- 2) Grant objectives, outcomes, and target group(s)
- 3) Indirect cost rate
- 4) Categorical use of funds/purpose of funds (e.g., eligibility, demonstration project, etc).

Evaluation of funds will be consistent with funds available pursuant to AB 104, Section 39, Article 9, 84916.

The forms will be reviewed by the Executive Steering Committee. Criteria will be established to evaluate outcomes of funding for adult students, consistent with regulations developed for AB 104 implementation. Grant funds and donations will not be used to reduce AEGB allocations to partners.

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 Board of each of the K-12 members has approved a designee to serve on the Executive Steering Committee; SOCCCD is expected to do so at the December 2015 Board of Trustees meeting. The official designee or proxy will attend and participate in the AEBG Strategies and Implementation process and meetings per the planning framework. Evidence of Board Approval for each voting member is attached.

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

The voting member or proxy will attend and participate in meeting agendas. The agendas for decision making/status meetings will be provided and posted at least 72 hours in advance.

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

During the October 22nd, 2015 Consortium meeting, the ESC approved for one vote per college for IVC and SC.

The Consortium will distribute voting power to its members as follows: SC = 1 vote, IVC = 1 vote —one for each community college in the district. CUSD = 1 vote; IUSD = 1 vote; LBUUSD = 1 vote; SVUSD = 1 vote; TUSD =

1 vote.

6. How will decisions be approved?

The consortium intends to reach decision by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a simple majority vote of 51% providing a majority of voting members are present (at least four votes).

If a member cannot attend for critical reasons, they will indicate to the co-chairs how they will communicate (via phone or email) and/or who will serve as their proxy prior to the meeting where a vote will be taking place.

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

Consensus was the decision making model employed during the initial AB86 planning process during which needs and gaps analysis were completed. Program Advisory Groups (groups responsible for research, data collection, analysis, and plan development, AKA PAGs) worked by consensus. Given the success of these groups and given favorable member responses regarding the planning process via the consortium's survey of members, consensus was agreed upon as the favored decision-making model moving forward. Decision by consensus promotes engagement and empowers the group to arrive at greater understanding of institutional, student, and regional needs.

The consortium members and partners reviewed and discussed various governance models and worked together to develop and agree upon the decision-making model that works best for this consortium. The group based their decision on the Consortium Guiding Principles and intends to reach decisions via the consensus model, which was used during the AB86 Planning Grant. If a clear consensus cannot be obtained, the voting process noted above will be employed.

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

Through appropriate posting on the AEBG website in accordance with the Brown Act standards of practice.

Proposed decision topics will be included on the Executive Steering Committee (ESC) meeting, available to the public 72 hours in advance of the meeting.

In each the agenda, prior to voting, there will be an allotment of time (up to 3 minutes per person) given to members of the public for comment. After discussion, the executive voting committee will vote or agree to pull the item for a second reading if members feel more time is necessary.

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?

Agendas will be posted in a timeline complying with The Brown Act standards; included in agenda will be "Action Requested" denoting a need for decision-making. Comments will be available in the time noted on the

agenda.

Agendas for Decision Making/Status meetings will be posted 72 hours in advance on the Consortium web site. At the beginning of each meeting, members of the public can provide comments on any item on the agenda. Public comments will be limited to 3 minutes per person. Cumulative comments per topics will not exceed 15 minutes. Members of the public can also submit comments in advance of meeting to the Chair of the Exec Committee which will be provided to all members of the Exec Committee for review.

All meeting times, locations, and current agendas for the 2015/2016 academic year will be posted on the Consortium website. Agendas and notice of proposed decisions that will be on the monthly docket, will be posted 72 hours prior to the meeting. Information regarding how to make public comments will be posted on the Consortium website. Emails informing the public of the Consortium website and calendar will be distributed to schools, stakeholders, and agencies involved with adult education.

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

Via a link in meeting notices to consortium members and on the website.

Comments submitted by members of the public will be summarized in the minutes of each Decision Making /Status meeting. The draft minutes will be made available on the Consortium web site within two weeks of the meeting.

Only comments made in person at the Executive Committee meetings will be addressed and reflected in the meeting minutes. Draft meeting minutes will be posted on the Consortium website within two weeks of the meeting and final minutes posted after ESC approval.

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.

The Consortium participation list of interested parties is an extensive representation of Orange County entities related to the breadth of the five plus two (seven) program areas covered by AEBG104.

This contact list of those providing education and workforce services for adults will receive an email with the agenda and date/time/location of the meeting within 72 hours prior to the meeting. All consortium meetings are open to the public.

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

The distribution schedule will be on a quarterly based timeline, summer, fall, winter, and spring, and on a 60/40 split of the two pathways of the SOCRC. 60% Saddleback College and K-12 Districts; 40% to IVC and K-12 Districts.

The following language was approved during the October 22nd, 2015 Consortium Meeting:

2015-2016

The consortium members will distribute the remaining funds, totally \$2,147,410, using a 60/40 (South/North) split model with \$1,288,446 going to the South members (CUSD, SVUSD, and Saddleback) and \$858,964 going to the North members (TUSD, IUSD, LBUUSD, and IVC).

2016-2017

The consortium members will consider 2016-2017 a transition year and will wait for the State of California's decision on funding allocation to determine distribution of consortium dollars. The 60/40 split would apply to any 2016/17 funds that may be folded or included in the base (vs. MOE funds sent separately and directly to each district).

2017-2018

The consortium member's intention for the 2017 2018 school year is a 60/40 (South/North) split of consortium allocation.

The ESC will develop and approve the distribution schedule based on the annual plan and supporting budget.

The Consortium will evaluate proposals brought forth to the Executive Committee to ensure that they align with the Regional Comprehensive Program Plan priorities. Accordingly, the Executive Committee will vote to approve the requested budget and include it as part of the distribution schedule pursuant to Section 84913.

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 designated SOCCCD to act as the fiscal agent and fund administrator to receive and distribute funds from the program. The colleges will direct funds to member districts based on the funding plan developed and approved by the consortium.

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

A district's board/elected official's approval will be needed from any K-12 or community college district, county department of education, or JPA located within the Consortium district boundaries that would like to join the consortium as a member. If a member opts to leave the consortium, the Consortium will request written notification from the district's board or agency elected official confirming the change. For members to be dismissed, the Consortium will adhere to the member guidelines in AB 104.

Consensus or majority vote is required to add voting members to the Consortium, unless required by law to participate.

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

(Please provide a link)

At present, the Consortium does not have a document beyond this questionnaire. An update with a link will be provided if this changes. The current website url: <http://www.ivc.edu/innovation/ab104/Pages/default.aspx>.

Consortium Member Signature Block

Name:

Marc Patterson

Consortia Member:

Capistrano Unified School District (CUSD)

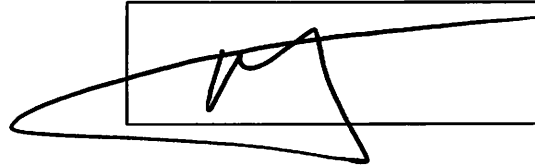
Email:

mbpatterson@capousd.org

Date:

12-15-15

Signature Box:



Name:

Dr. Rebecca Roberts

Consortia Member:

Irvine Unified School District (IUSD)

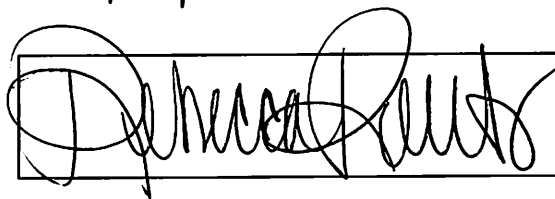
Email:

RebeccaRoberts@iusd.org

Date:

12/15/15

Signature Box:



Name:

Dr. Cathleen Greiner

Consortia Member:

Irvine Valley College (IVC)

Email:

cgreiner@ivc.edu

Date:

12/15/2015

Signature Box:

A. Cathleen Greiner

Name:

Darlene Messinger

Consortia Member:

Laguna Beach Unified School District (LBUSD)

Email:

dmessinger@lbusd.org

Date:

12/15/15

Signature Box:

Darlene Messinger

Name:

Dr. Estella Garrison

Consortia Member:

Saddleback College (SC)

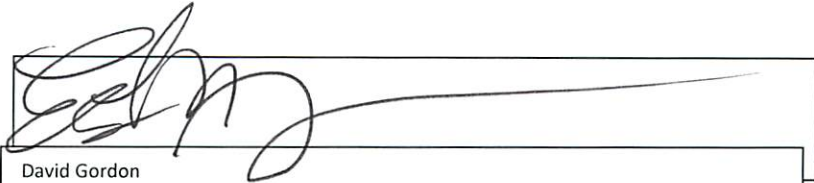
Email:

egarrison@saddleback.edu

Date:

12/15/15

Signature Box:



Name:

David Gordon

Consortia Member:

Saddleback Valley Unified School District (SVUSD)

Email:

David.Gordon@svusd.org

Date:

12/15/2015

Signature Box:



Name:

Kathie Nielson

Consortia Member:

Tustin Unified School District (TUSD)

Email:

knielson@tustin.k12.ca.us

Date:

12/15/15

Signature Box:

Det O'Malley for Kathie Nielson

Name:

Consortia Member:

Email: