

State Center Adult Education Consortium

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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:

State Center Adult Education Consortium (SCAEC)

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

State Center Community College District

Consortium Point Person (or person submitting this document):

Name:

Sherri Watkins

Consortium Role:

Director

E-Mail:

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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. SCAEC gathered all K-12 district contacts within the State Center Community College District (SCCCD) boundaries. All contacts were emailed and invited to all of the meetings.

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. All members have committed to reporting any funds available to each member for the purposes of education and workforce services and their respective uses. The tools which will be utilized are Tables 1.1 A and 1.1 B. These two tables, which were required during the planning phase, provide ample information for reporting all funds and their function.

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?

SCAEC will only allow representatives who are elected by their governing boards that have submitted a signed District Designee document to serve on the SCAEC Governing Board. Verification would also be found in each member district board minutes. Each member is required to have a minimum of one official-designated representative. Members may have a designated alternate approved by their board to represent them on the SCAEC board. Alternates may attend meetings but are not voting representatives of the SCAEC Board

84905 C: "(c) A member of the consortium shall be represented only by an official designated by the governing board of the member."

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

Consortium meetings will follow a calendared schedule which will be published along with meeting agendas on the SCAEC website as well as member websites for all stakeholders to view. Email notifications and reminders will be sent to all members/representatives. A quorum must be established in order to hold a meeting and to make any decisions. The SCAEC plan defines a quorum as a majority (50%+1) of the membership in attendance. Modified Robert's Rules of Order will be followed to ensure transparency and order within the meetings.

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)

The SCAEC plans state the following in regards to voting power: "Each Executive Member District has one vote. Qualified consensus is reached when a recommendation is deemed sufficiently agreeable such that no more than two members of the group oppose it. If two Executive Members vote in the negative, additional discussion of the subject will follow prior to another 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

Qualified consensus will be used to approve decisions as is stated in the SCAEC plan: "Qualified consensus is reached when a recommendation is deemed sufficiently agreeable such that no more than two members of the group oppose it. If two Executive Members vote in the negative, additional discussion of the subject will follow prior to another vote."

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

Beginning on December 20, 2013, and continuing through February 2014, SCAEC developed its organizational structure with the assistance of an outside facilitator. This facilitator helped in shaping group norms, organizational structure, and decision-making processes. From these meetings, the members developed the 1 vote per member structure with a qualified consensus.

If items needed closer analysis, sub-committees were also established to leverage resources.

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

SCAEC will follow the Bylaws established by the SCAEC Board to ensure an open and collaborative meeting amongst the board and all stakeholders (EC 54954.3):

"54954.3. (a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on

the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. However, the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the legislative body. Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item. (b) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. (c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law."

In addition, SCAEC will seek formats that allow for interaction from the public. Also, all meetings would be digitally archived and meeting minutes will be posted on the SCAEC website.

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?

Meeting notices and public comment will follow California Government Code 54954.2 which states:

"At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting."

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

Subject to guidelines intended to provide greater access to the public, comments made in response to agenda items will be included for distribution along with approved minutes. These will be posted on the SCAEC website, as well as member websites.

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.

SCAEC will invite all other entities located in the adult education region that provide education and workforce services for adults via email, online notice and personal contact. In addition, SCAEC will seek formats to allow for interaction from the public. Also, all meetings would be digitally archived as well as the meeting minutes.

EC 54953 (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

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

The approval of the distribution schedule would be done during an SCAEC Board meeting with input from the public. A quorum must be established in order to hold a meeting and to make any decisions. The SCAEC plan defines a quorum as a majority (50%+1) of the membership in attendance. The vote of each official-designated representative shall be recorded as cast. The names of the representatives making and seconding each motion shall be recorded in the consortium minutes. The distribution schedule will follow the funding priorities as specified in the SCAEC AB86 Regional Comprehensive Plan, March 2015.

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 State Center Adult Education Consortium has designated the State Center Community College District to serve as the fund administrator for the 2015-2016 transition year.

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

- The SCAEC will adhere to the membership guidelines as defined by AB104.
- Members who wish to leave shall communicate to the Board via a written resignation to be endorsed by the member's governing board.
In addition to the consideration specified in AB104:
 - Regular attendance is expected at monthly SCAEC board meetings. Issues regarding lack of attendance are referenced in the SCAEC Bylaws.
 - Members who fail to meet the consortium's minimum standards for service and ethics will be notified via written warning to the member's governing board. Failure to resolve areas of concern/service will call for removal from Board.
 - If the member initiates leaving the consortium, SCAEC will require the member's Governing Board approval.
 - If SCAEC initiates dismissal, the consortium will inform the member's Superintendent and Governing Board and follow due process.

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

<http://ab86.cccco.edu/portals/7/docs/plans/13-328-64%20State%20Center%20Adult%20Ed%20Consortium%203.1.15%20Regional%20Plan.pdf>

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October 9, 2015

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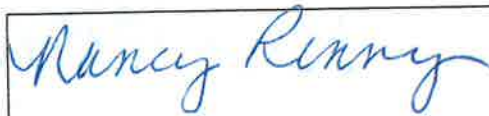
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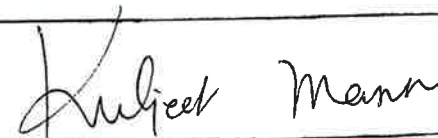
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