

## 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 1<sup>st</sup> Quarter expenditure report.*

Consortium Name:

West Kern

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

Taft College

Consortium Point Person (or person submitting this document):

Name:

Joe'll Chaidez

Consortium Role: E-

AEBG Grant Director

Mail:

29 Cougar Ct, Taft Ca 93268

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. Taft College, Taft Union High School and Maricopa Unified have been designated as co-chairs for the West Kern Consortia.**

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, we have full participation from all current members. All budgets are public information. All expenditures will be approved at monthly meetings. Our Board will review and ratify expenditures.**

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?

**All Board members of the consortia were chosen by their governing boards. In addition, each Board member will request renewal of their position from their governing Boards annually.**

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

In compliance with the Brown Act notice requirements, the agenda for meetings will be posted 72 hours in advance in an accessible location (E.g. the West Kern Community College District Consortia website). The meeting notice and agenda will be mailed to persons who request notice.

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**

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

**Majority 51%**

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

We modeled the governing rules and regulations as established by our respective local boards.

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

In compliance with the Brown Act notice requirements, the agenda for meetings will be posted 72 hours in advance in an accessible location (E.g. the West Kern Consortia website). The meeting notice and agenda will be mailed to persons who request notice.

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?

In compliance with the Brown Act, agendas noting action items will be posted 72 hours in advance of each meeting. During the meeting, there will be opportunities for public comment noted on the agenda. The minutes will reflect comments by members of the public.

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

In compliance with the Brown Act, all comments of the public will be reflected in posted minutes.

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.

**Twice a year, we will conduct summit meetings, inviting all members and consortia partners.**

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

**Our Board members will use Section 84913 as a guideline to make final decisions.**

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?

**A) Yes, Taft College has been appointed as the fund administrator. It has been agreed all funds will flow into TC's district account.**

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

**Annual Memorandum of Agreement will be used to address consortia participation. Representation issues would be handled by consortia.**

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

**Currently we do not have a formal document. However, the consortia will use this document as a framework when we do formally document these areas.**

## Consortium Member Signature Block

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Consortia Member:

Taft College

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Date:

11/12/15

Signature Box:



Name:

Dr. Blanca Cavazos

Consortia Member:

Taft Union High School

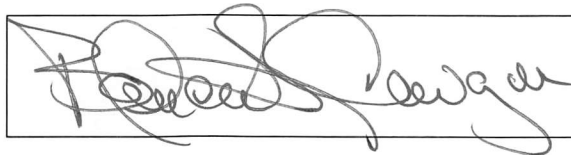
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