

## **Consortia Report on Governance Compliance of Rules and Procedures REVISED 04/13/2023**

- 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?**

For AB104 implementation, seven K-12 districts and Mt. San Antonio College (Mt. SAC) have remained in the Consortium. Two districts (Bonita and Walnut Valley Unified School Districts) and East San Gabriel Valley Regional Occupation Program (ESGVROP) have opted out of the Consortium for various reasons pertaining to their district needs. Other members can provide services to potential BUSD and WVUSD students with adequate funding.

- 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?**

The Mt. SAC & K-12 Consortium member institutions remain committed to reporting funds that are available to their institutions for the purpose of education and workforce services. The Steering Committee discussed and voted on the consortium carryover policy. The Consortium will strive to not exceed a consortium-wide carryover of 20% with oversight from the Consortium Steering Committee. For those individual agencies that may come close to a 40% carryover each year, the Consortium Steering Committee will follow up with that agency to bring the carryover to their attention and discuss opportunities to spend down the additional carryover prior to certification. When a member is intending to use CAEP funds for capital improvement, this will be shared with the Consortium co-chairs followed by a notification to the State CAEP Office verifying the Consortium's support of the expenditure.

- 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 Mt. SAC & K-12 Consortium Steering Committee is comprised of one official point person per district to allow equitable representation within the consortium. This was the practice established as part of the regional planning process. This will continue with the implementation of CAEP.

The Steering Committee members will obtain official Consortium designation from their respective institutions' governing boards. An official proxy member will also be board approved in the event that a member's primary designee is unable to attend a meeting or cast a vote. Written records of board approval for Consortium points of contact will be maintained by the Fiscal Certifier.

In addition to continuing with one point of contact for each member agency, the Steering Committee also voted to have committee co-chairs. One co-chair will be from a K-12 district and the other co-chair from the community college. The selection of co-chairs will align with

the term of the 3-year plan. The co-chairs will work together to ensure that member decisions are followed through by the Fiscal Certifier as well as ensure the integrity of fiscal decisions based on the consortium governance rules.

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

Each of our eight member agencies brings great strengths to this collaborative effort as do both representative educational systems. The Mt. San Antonio College & K-12 Consortium Steering Committee has held standing monthly meetings since the inception of regional planning, a practice that continues with the implementation of CAEP. The Steering Committee, which includes official designees from all member institutions, has ongoing discussions of all CAEP developments or issues.

Members vote on decisions when necessary. Additional meetings are scheduled as needed, and committee members communicate through email and Google documents in the interim. Furthermore, there is a consortium program manager who assures that agendas, minutes, and other information are gathered and disseminated via email and the consortium website. To ensure that members are fully informed, all Steering Committee members are continually made aware of Consortium events, past meeting discussions, and future decision-making.

It is expected that all members of the Steering Committee participate in the decision-making process. Upcoming agendas and a draft of minutes from previous meetings are sent out to Steering Committee members via email at least three days prior to the Steering Committee meeting.

Action items affecting the fiscal allocations of members will be presented for review in a written format with a discussion at an initial meeting. No action will be taken until the next meeting. This policy may be superseded in the case that an item has been deemed urgent by the consortium co-chairs, with documented evidence (i.e. urgent state request with the request and deadline outside of standard meeting parameters).

The Steering Committee has been transparent with stakeholders on matters relating to the Consortium and inclusive of broader participation, often inviting comments and input from adult education faculty, staff, and partners. This has been demonstrated by various events, such as the Partner breakfast and the Regional Consortium Summit where feedback was requested from all attendees.

**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 Mt. SAC & K-12 Consortium Steering Committee thoroughly discussed and determined that voting power will be one vote per member agency.

**6. How the decision will be approved?**

**e.g. by majority vote of 51%, or 50% +1 vote, or ⅔ of votes e.g. by consensus**

The Mt. SAC & K-12 Consortium Steering Committee determined that decisions will be approved by a majority vote of 51% with each member of the consortium having one vote per member. Furthermore, decisions made at each meeting will be final.

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

This decision-making model was first determined by the Steering Committee during the AB86 Planning Grant period, and the process is still in effect. At the August 2015 Steering Committee meeting, members discussed both the voting power structure and how decisions will be approved. Because the existing model has been effective, the Steering Committee voted to retain the process. The Steering Committee co-chairs also ensured that the decision-making model was in compliance with the AB104 language, Section 84905.

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

Steering Committee meetings will be conducted in accordance with the Brown Act – California Government Code 54950.

Minutes and agendas will be posted at least 72 hours in advance at each member institution and on the Consortium website.

Proposals for any new policy will have first readings at a scheduled steering committee meeting. Voting for the proposal would take place at a subsequent scheduled steering committee meeting.

**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?**

Public comment for new proposals will be considered at first readings and will be included as part of the Steering Committee meeting agenda indicating the time allotted for discussion.

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

Public comment will be included in the minutes after Steering Committee approval and 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.**

The Mt. SAC Regional Adult Education Consortium has established monthly Steering Committee meetings which are published on the consortium's website. Minutes and Agendas are posted on the Consortium website. at least 72 hours prior to each meeting allowing all partner organizations access. Partners will be invited to meetings where relevant topics are discussed. Furthermore, partners and community agencies will be invited and included at Consortium summits where additional information will be distributed, and input will be solicited.

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

The Mt. SAC Regional Adult Education Consortium has moved to a direct funding model and a distribution schedule is no longer needed.

**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?**

For the implementation of CAEP, the Steering Committee voted to move to a direct funding model. As such, each member will have their MOE and consortia funds directly allocated to their individual institution. Mt. San Antonio College was designated with the oversight of shared consortium staff, events, resources, and unallocated funds. Mt. SAC will also certify in the portal all fiscal and annual report submissions.

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

The Mt. SAC Regional Adult Education Consortium is currently at eight members including the community college district and seven regional adult schools. At this time, all funds have been distributed.

If members wish to leave the Consortium, the departing member's designee should inform the Steering Committee in writing of the intent to leave. Consortia funds would no longer be available for members separating from the Consortium. The Steering Committee co-chairs would also be responsible for informing the state CAEP officials of any members opting out of the Consortium.

If any member fails to fulfill its commitment to the Consortium by not participating in governance, work groups or overall implementation of the CAEP or is not complying with fiscal requirements, then the Consortium will attempt to resolve the situation to restore full engagement and/or compliance of the member. However, if efforts do not result in improvement of the situation then the Steering Committee co-chairs will agendize concerns to the Steering Committee at a scheduled meeting. A vote shall be taken by the Steering Committee to seek consultation with State adult education governing representatives on the next steps or to request that the member be removed from the Consortium.

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

Other than the Steering Committee and the Workgroup meeting minutes, the Consortium has not developed any other formal documents detailing its work beyond this questionnaire. If any future documents are developed, these will be found at the consortium website.