

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:

North Orange County Regional Consortium

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

North Orange County Community College District: School of Continuing Education

Consortium Point Person (or person submitting this document):

Name:

Jesse Crete

Consortium Role:

North Orange County Regional Consortium AEBG Director

E-Mail:

jcrete@sce.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?

Yes, all community college districts, school districts, county offices of education, and/or joint powers authority consisting of community college districts, school districts, county offices of education, ROPs or a combination of these, located within the boundaries of the adult education region have been allowed to join the consortium as a member.

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 available funds they receive for the purposes of education and workforce services for adults and the uses of those funds. The available funds will be reported to the Consortium Lead and evaluated by the Executive Committee.

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?

Each consortium member's board-approved designee and/or their board-approved alternate will attend every Executive Committee meeting. Their attendance and participation will be recorded in the Executive Committee meeting minutes.

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

Each consortium member's board-approved designee and/or their board-approved alternate will attend every Executive Committee meeting. Their attendance and participation will be recorded in the Executive Committee meeting minutes.

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)

Each member of the NOCRC will have a single vote. In addition, the Executive Committee has decided that the Workgroup Representatives, Cypress College, and Fullerton College will also each have a vote. (The NOCRC board-approved designee is the School of Continuing Education's Provost.)

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

Once a quorum has been reached, decisions will be approved via consensus of all present Executive Committee Members. If initial consensus cannot be reached, the Executive Committee will continue discussion on the topic until consensus can be reached in a timely manner as required by the task. If final consensus cannot be reached, the decision will be made by a simple majority vote of all present Executive Committee Members.

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

During the AB86 planning phase, the NOCRC structured themselves in order to maintain maximum input from all consortium stakeholders - administrators, faculty, and staff. This resulted in an Executive Committee made up of one representative from each institution, as opposed to district, and Workgroup Representatives. The Workgroup Reps are comprised of two elected leaders representing different entities from each program area who speak on behalf of their respective Workgroups. NOCRC wanted to maintain this level of equity, transparency, and inclusion.

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

Proposed decisions will be considered only at open, properly noticed public consortium meetings at which members of the public may comment. All such meetings will be listed in advance on the consortium website (www.nocrcae.org), sent via email blast to all partners and public who have signed-up for such notifications through the consortium website, and physically posted at NOCRC member sites in English. Notices in other languages will be made available upon request. This option will be written in various languages at the bottom of the postings/emails/notices.

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?

Notice of proposed decisions will be included in the NOCRC agenda, accompanied documents, and posted on the consortium website three business days prior to the meeting. Members of the public may submit comments via the consortium website and/or may make comments in person at the Executive Committee meetings. Comments submitted via the website will be distributed to the Executive Committee for consideration at the meeting.

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

Only comments made in person at the Executive Committee meetings will be included in the meeting minutes and posted on the consortium website within three days following the meeting.

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 will solicit comments and input from other entities in the adult education region via email distribution specifically written for this audience. Additionally, personal invitations to the Executive Committee meeting will be made to stakeholder entities who may be affected by, or have specifically related input regarding, a proposed decision.

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

The Executive Committee will approve eligible allowable program area strategies with accompanying budgets and schedules brought forth by the Workgroup Representatives as well as consortium management needs brought forth by the Consortium Lead. The approved strategy budgets, schedules, and approved consortium management needs will dictate 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 NOCRC has designated North Orange County Community College District's School of Continuing Education as the consortium fund administrator.

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

Members may join or leave the consortium by having the Board-approved Designee submit a formal written notice to the Executive Committee. Members may be dismissed from the consortium by a formal written notice signed by the consortium Board-approved Designees and the Project Director. All efforts will be made to ensure continuity of services in the event of changes to the consortium membership.

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

In addition to the NOCRC's Regional Comprehensive Plan, consortium by-laws will be written using this Governance Template as a base. However, that document has not yet been completed.

Consortium Member Signature Block

Name:

Valentina Purtell

Consortia Member:

North Orange County Community College District

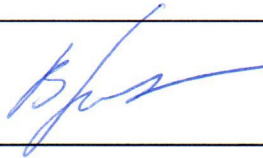
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Date:

October 15, 2015

Signature Box:



Name:

Cynthia Vasquez Petitt

Consortia Member:

Anaheim Union High School District

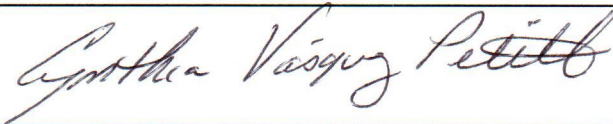
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Sandra Layana

Consortia Member:

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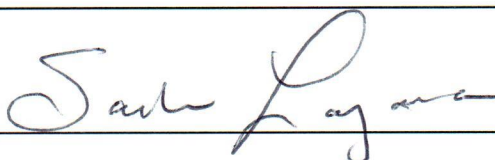
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Heidi Olshan

Consortia Member:

Los Alamitos Unified School District

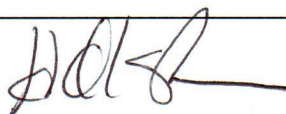
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