

## Consortia Report on Governance Compliance of Rules and Procedures

The state is requesting that all consortia download, complete, and return this template in order to satisfy the Adult Education Block Grant governance requirement. This will also help each consortium develop a decision making structure/process that is agreed upon by consortium members.

Download and save this PDF, open it with Adobe Acrobat Reader, fill in the form fields, print the completed form, have each officially designated member sign the document, scan and email to the AB86 inbox: [ab86@cccco.edu](mailto:ab86@cccco.edu). Due by October 31, 2015 or sooner so that we can accept your 15-16 annual plan, consortium allocation schedule, and budget.

Consortium Name:

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

Consortium Point Person (or person submitting this document):

Name:

Consortium Role:

E-Mail:

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?

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

By consensus. After due deliberation, if full consensus cannot be reached, a majority of 80% (currently ~~3~~ 4 out of 4) will carry the decision.

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

The governance plan was developed by the Steering Committee. Bylaws were adopted by consensus vote at the committee meeting on September 15, 2015.

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

Consortium Bylaws require public meetings of the Steering Committee in the fall and spring of each year.

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?

Consortium Bylaws require posting of the agenda for the public Steering Committee meetings on member websites, at member District Office, the consortium website, in writing to each partner organization, and/or other commonly accepted venues for public notices at least two weeks prior to the meeting.

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

Consortium Bylaws describe these processes.

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

Sierra Joint Consortium for Adult Education Bylaws - September 2015

Name:

Bill Bettencourt

District Represented:

Placer Union High School District

E-mail:

bbettencourt@puhsd.k12.ca.us

Date:

10/13/15



Yes, I am the officially designated member representing my K-12 district for the adult education block grant.

Signature Box:

Bill Bettencourt

Name:

Darlene Jackson

District Represented:

Sierra Joint Community College District

E-mail:

djackson@sierracollege.edu

Date:

11/02/15

Yes, I am the officially designated member representing my K-12 district for the adult education block grant.

Signature Box:

*Darlene Jackson*

Name:

Melissa Madigan

District Represented:

Nevada Joint Union High School District

E-mail:

mmadigan@njuhsd.com

Date:

10/13/15

Yes, I am the officially designated member representing my K-12 district for the adult education block grant.

Signature Box:

*Melissa Madigan*

# **The Sierra Joint Consortium for Adult Education**

## **Bylaws**

**September 2015**

### **Article I. Name**

The name of this organization shall be the Sierra Joint Consortium for Adult Education (SJCAE or The Consortium).

### **Article II. Purpose**

The Sierra Joint Consortium for Adult Education, serving Placer and Nevada Counties in California, is committed to leveraging the strengths of members and partners to deliver outstanding adult education programs and services with seamless transitions into the workforce or postsecondary education. The Consortium accomplishes this mission by working closely with member and partner organizations to address regional gaps in adult education programs, provide seamless transitions for students, accelerate student progress towards goals, and provide professional development for faculty and staff.

### **Article III. Membership**

#### **A. Members**

- a. Member institutions are Nevada Joint Union High School District – Nevada Union Adult School, Placer Union High School District -Placer School for Adults, Roseville Joint Union High School District - Roseville Adult School, and Sierra Joint Community College District – Sierra College (all campuses).
- b. Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section 39, Article 9, Section 84900, shall be added as a member. Such organizations must provide in writing to the Consortium Lead/Point Person the name of the “Official Representative” (and alternate) of the organization, and verification of the funding stream as cited in the legislation.

- c. Other eligible organizations that meet the above criteria may petition to be added as a member.
  - i. Petition for membership shall be submitted in writing to the Consortium Lead/Point Person.
  - ii. The petition shall include the name of the official representative and alternate, a description of the adult education programs and services provided by the organization and rationale for being added as a member.
  - iii. For inclusion in the fiscal year beginning July 1st, petition for membership must be submitted prior to February 28<sup>th</sup> of each calendar year. (e.g. for inclusion in fiscal 2016-17 membership petitions must be received by February 28<sup>th</sup> of 2016.)
  - iv. Petitions for membership will be reviewed and approved at the public meeting held in the spring of each year and new members will be included in the budget for the upcoming fiscal year.
  - v. Members may petition to leave the Consortium at any time by submitting a written request.

## B. Member Rights and Responsibilities

### a. Rights

- i. Members have the right to participate in the decision making process for development of regional adult education programs and services.
- ii. Members have the right to funding for staff, facilities, equipment, outreach, and professional development associated with the delivery of regional adult education programs and services.

### b. Responsibilities

- i. Members shall adhere to laws and regulations governing adult education programs and services, including submission of annual plans and reporting requirements for expenditures and student data.
- ii. Members shall be familiar with and agree to abide by the current annual regional master work plan.
- iii. Members shall designate at least one "official representative" and an alternate representative to serve on the steering committee and represent the interests of the member organization. Designation shall be in writing and formally approved by the governing board of each institution.
- iv. Members shall actively participate in Consortium meetings, Consortium activities, and the decision-making process for

development of regional adult education programs and services.

- v. When representing a member institution, alternates unfamiliar with the issues under discussion shall abstain from voting.

#### C. Dismissal of Members

Members may be dismissed from the Consortium for the following reasons:

- a. Failure to adhere to laws and regulations governing adult education programs and services.
- b. Failure to submit annual plans.
- c. Failure to adhere to reporting requirements for expenditures and student data.
- d. Failure to designate at least one "official representative" (in writing and approved by the governing board) to serve on the steering committee and represent the interests of the member organization.
- e. Failure to participate in the decision making process for development of regional adult education programs and services.
- f. Failure to deliver adult education programs and services in accordance with standards established in AB 104, Section 39, Article 9, Section 84900

## **Article IV. Governance and Decision-making**

#### A. Governing Structure

- a. The Executive Oversight Committee, as outlined in Article V, provides strategic advice and direction to the Consortium.
- b. The Steering Committee, as outlined in Article VI, coordinates and implements regional-level program development, writes program plans, files required reports, ensures compliance with relevant laws and regulations, and carries out management duties.
- c. Workgroups, as outlined in Article VII, are responsible for operational-level program and plan development, coordination, and implementation, and are responsible for sharing program plan information with the Steering Committee.

#### B. Decisions

- a. The voting members of the Steering Committee make final decisions about work plans, allocation of resources to support work plans, and policies and procedures necessary for compliance with AB 104, Section 39, Article 9, Section 84900.

- b. When making final decisions the Steering Committee will use input from Work Groups, the Executive Oversight Committee, partner organizations, and the public.
- c. The Steering Committee, Executive Oversight Committee, and Workgroups use consensus decision-making.
- d. In the event consensus cannot be reached 80% majority will prevail.

## **Article V. Executive Oversight Committee**

The Executive Oversight Committee (EOC) is composed of the Superintendent, President, Chief Executive Officer, or designee of each member institution.

### **A. Roles and Responsibilities**

- a. The EOC provides strategic direction and advice to the consortium Steering Committee for the development of plans for regional delivery of adult education programs and services in accordance with the laws and regulations of the State of California and AB104, Section 39.
- b. The EOC reviews and provides input on all Consortium program plans and the related plans for allocation of funds for program development, staffing, professional development, supplies and equipment, facilities, conference/travel, and other normal operating expenses.

## **Article VI. Steering Committee**

The Steering Committee is composed of the Official Representative(s) (or alternates) of each member institution. By agreement of the Official Representatives (or alternates), committee membership may be expanded to include non-voting members such as: support personnel, faculty, counselors, consultants, contract personnel, subject matter experts or others that may help the committee fulfill the mission of the Consortium.

### **A. Responsibilities**

- a. The Steering Committee makes decisions for the strategic and day-to-day management of regional adult education programs and services. The Steering Committee integrates input from the CCCCCO/CDE Coordinating Committee, the public, the Executive Oversight Committee, and Workgroups in the development and day-to-day management of regional programs and services.



- b. The Steering Committee reports to the California Community College Chancellor's Office, the California Department of Education, and the Executive Oversight Committee.

#### B. Meetings

- a. The Steering Committee meets twice each month or on an as-needed basis throughout the year.
- b. The Steering Committee will hold semi-annual public meetings the fall and spring of every year to allow opportunities for public comment on proposed decisions. These meetings are noticed to members, partners, and the general public at least two weeks prior to the meeting via postings at member District Offices, email, website postings and/or other commonly accepted venues for posting of public meetings.
- c. Minutes of the meetings are shared with members, partners, and the general public within two weeks of the meeting via postings at member District Offices, email, website postings and/or other commonly accepted venues for posting of meeting minutes.

## **Article VII. Workgroups**

Workgroups vary in size and are composed of faculty, staff, and other delegates from member and partner institutions, however decision-making resides with member institutions. Workgroups represent the interests of the program areas specified in Assembly Bill 104, Section 39, Article 9, Section 84900: Basic Skills, English as a Second Language/Citizenship, Adults with Disabilities, Career and Technical Education, and Apprenticeships, and Programs for Older Adults. Workgroups are co-chaired by one college faculty and one adult education instructor from a member institution. The respective academic departments appoint college faculty co-chairs; the adult school principals appoint adult education instructor co-chairs. Workgroups may be formed/disbanded as needed.

#### A. Responsibilities

- a. Workgroups are responsible for operational level program development, coordination, and implementation, and for sharing program plans with the Steering Committee.

#### B. Meetings

- a. Workgroups meet as-needed.

## **Article VIII. Fiscal Agency**

- A. The Consortium fiscal agent is Roseville Joint Union High School District.
- B. The Consortium is governed by the financial operating principles, and related administrative policies and procedures of the fiscal agent.

## **Article IX. Amendments**

These bylaws will be reviewed annually, but may be amended as needed with a consensus vote by members.

Adopted by the SJCAE Steering Committee Members September 15, 2015.

# Sierra Joint Consortium for Adult Education

