

# The North Coast Adult Education Consortium Bylaws March 3, 2019

## **Article I. Name**

The name of this organization shall be the North Coast Adult Education Consortium (NCAEC or The Consortium).

## **Article II. Guiding Principles**

### Introduction

Established by the AB86 legislation of June, 2013; the North Coast Adult Education Consortium region is defined as Humboldt and Del Norte Counties. The Consortium's shared vision is to serve the region's adult learner needs; including adult education pathways into careers or postsecondary education. The Consortium produced a comprehensive plan to document the need for adult education in the region, address program gaps as well as identify instructional models and practices to accelerate the learning of adults acquiring skills for college and career readiness. The Consortium planning process is ongoing and the Consortium members work together using California Adult Education funding to implement the North Coast Adult Education Consortium plan.

Guiding Principles are to:

- Focus on the needs of adult education students first
- Work with transparency and inclusion with all members and partners
- Embrace collaboration and partnership to have a positive collective impact on the region
- Explore expansion and innovation in adult education services in the region
- Seek other community partnerships and connections to leverage resources and achieve better outcomes
- Commit to ideas, decisions and practices that anticipate the future needs for adult learners in the region

## **Article III. Purpose**

### Primary Functions

The primary function of the North Coast Adult Education Consortium (NCAEC) is to develop and approve annual activities and the related fund distribution schedule; for the funding awarded to the region from the California Adult Education Program (CAEP). The Consortium takes responsibility for the implementation of services and activities as well as the achievements and outcomes. The NCAEC will monitor and review the implementation, as well as provide oversight and certification of the CAEP deliverables as defined by the AB104 Legislation, the Chancellor's Office of the California Community Colleges, and the California Department of Education. In addition to the development of the annual activities and outcomes aligned to the region, the Consortium, responds to the critical need for expansion and innovation in adult education for the region by seeking numerous partnerships and resources to leverage. The Consortium provides insight on long-term strategies in support of other legislative mandates. Members of the Consortium ensure the needs and objectives of the region are being adequately addressed.

In practice, these responsibilities are carried out by performing the following functions:

- Monitor and review the objectives of the annual activities at regular Consortium meetings
- Give direction to the NCAEC workgroups
- Provide guidance and assistance to the members and their staff when required
- Review the annual activities' scope as data and evaluation suggest possible changes, ensuring that scope aligns with the regional needs
- Determine how the planning is to be amended as relevant new information emerges
- Assure there is timely and appropriate contribution of NCAEC community partners and key stakeholder groups to review decisions
- Resolve possible member conflicts, reconciling differences of opinion and approach through the agreed upon consensus decision-making process
- Evaluate and provide formal acceptance of NCAEC deliverables as defined by the state
- Evaluate progress annually toward regional objectives and determine the need for additions or amendments

### Decision-Making Responsibilities

The Consortium is responsible for approving the use of the California Adult Education Program funds awarded by the State to the region served by the community college district and the high school members. The Consortium will assure that funded activities align with the region's objectives and include decisions such as:

- Prioritization of objectives and outcomes as identified in the region, and required by the state
- Developing and approving an annual fund distribution schedule; including determining funding amounts and reporting responsibilities for each member for annual activities
- Receiving and certifying deliverables as identified in the annual activities and as required by the state
- Determining the need to amend both the annual activities and approving such amendments

The Consortium formally meets on a quarterly basis or more frequently as needed: 1) to develop the annual activities aligned to the related funding distribution schedule, 2) to monitor and/or amend the annual activities and 3) to review outcomes and certify the deliverables required by the State. Formal meetings are attended by the members' designated representative and proxies are appointed by the district member's governance board. Informal meetings all members participate in the decision-making process through consensus vote.

Formal Meetings will adhere to the public process described and agreed to in the NCAEC By-Laws. Members participate in all decisions regarding the regional needs, the annual activities, funding allocation schedule and the reception, evaluation and certification of required State deliverables.

The Consortium will assure that meetings where the above listed decisions are discussed and approved will follow the guiding principles below:

- For formal meetings the date, time, place and agendas with supporting documents will be published according to Brown Act.
- Decision-making meeting notices and agendas posted on the NCAEC website and disseminated to established

lists of community partners, stakeholders and interested public

- Announcing meetings and inviting public comment through the members' own communication channels and protocols
- Public comment will be requested directly from the essential community-based partners, and other critical stakeholders, including but not limited to the faculties of the Consortium members
- Public meetings with public comment solicited, in-person OR written form
- In formal meetings the Consortium will follow public meeting protocols in the conduct of meetings, motions, and discussion according to approved governance
- Posting meeting minutes and other supporting documents on the NCAEC website.

#### **Article IV. Membership**

The following districts have committed to serving as members of this Consortium:

Member institutions: Del Norte County Unified School District, Eureka City Schools, Redwoods Community College District, and Northern Humboldt Union High School District.

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 84905 (a), 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. The NCAEC can vote to add an additional entity as a member, who is providing adult education services which are in alignment with the NCAEC goals and objectives.

#### **Consortium Partners**

Non-voting community partners will work collaboratively towards the Consortium goals and objectives. The NCAEC members have the right to invite agencies and institutions that share the NCAEC purpose and principles to participate in the Consortium as non-voting members. These agencies (herein referred to as "Partners") are encouraged to assist NCAEC members to achieve their goals.

In practice, this means:

- Provide comment and feedback regarding NCAEC goals and decisions
- Participate in informal, ad hoc meetings
- Collaborate with NCAEC members to meet the regional adult education, immigrant integration, and workforce development needs
- Contribute funding, in kind donations, and/or other resources to collaboratively support NCAEC members with meeting and serving the adult learners needs within the region
- If receiving funding from a member district, provide student outcome data and report on spending to the member and/or the NCAEC

In the event that a partner organization is no longer supporting the NCAEC goals and objectives, the Consortium reserves the right to remove the partner from serving in the ad hoc meetings or other informal roles within the NCAEC.

### Voting

All member districts of the Consortium shall be entitled to one (1) vote per district. The President/Superintendent/Principal/Official Representative of the district shall be the primary voting member; however, he/she may appoint a designee to act on their behalf. If the Superintendent chooses to appoint a designee, the President/Superintendent/Principal/Official Representative needs to send correspondence to the Consortium, so that the designee is appointed as the official voting member representative for their district.

Voting membership term is open-ended, unless one or more of the following conditions occur:

- The voting member provides written notification of their resignation from the Consortium
- A majority of the voting membership terminates voting privileges for due cause
- The voting member fails to attend at least 50% of the regularly scheduled meetings during the 12-month fiscal year calendar

In this event, the NCAEC will notify the member district Official Representative in writing that the appointed designee no longer represents the member district and that the Official Representative will need to attend the NCAEC meetings or designate in writing a new designee.

A quorum shall consist of all approved voting members or their alternates. Due to the geographic distance between members, voting members may attend and vote via agreed upon platforms with advanced notice (72 hours); including but not limited to, calling in by telephone and/or CCC Zoom. Any action of the Consortium requires a consensus vote from the appointed voting members to pass. In the event of a tie, a second vote will be held. If the tie is not broken after the second vote, the action item is defeated as it did not receive consensus vote.

### Role of the Consortium Member:

It is intended that the Consortium members leverage their experiences, expertise, and insight as representatives of their respective member districts. Consortium members are directly responsible for managing annual activities, also to provide support and guidance for those who conduct activities. Thus, individually, Consortium members should:

- Have a comprehensive understanding of the strategic implications and outcomes of the regional annual and three-year plan activities
- Appreciate the significance of the project for some or all major stakeholders and represent their interests
- Be an advocate for broad regional support for outcomes
- Have a deep understanding of the region and its adult education, Immigrant integration, and workforce development needs

In practice, this means:

- Take appropriate effort regularly to review the status of the annual activities

- Attend at least 50% of the regularly scheduled meetings in the fiscal year calendar
- Read and review emails and other correspondence from CAEP and NCAEC
- Represent their member district's interests, but the region's need for comprehensive adult education services will take priority
- Ensure the annual activities meet the requirements of the state, the NCAEC Annual and Three-Year Plans, and key stakeholders
- Help balance conflicting priorities and resources
- Provide guidance to the NCAEC workgroups•
- Solicit and consider ideas and issues raised by community partners, faculty, students and other stakeholders
- Check adherence of annual activities to standards of best practice both within their member districts and in a wider context
- Foster positive communication outside of the Consortium regarding the annual activities and the progress and outcomes
- Report and evaluate member services whose outcomes may help achieve objectives. Such service may include, but not be limited to, funding from WIOA Title II, Carl Perkins, non-credit adult education, and other grants
- Participate in CAEP hosted webinars, trainings, and other CAEP educational opportunities to maintain current and accurate information regarding CAEP reporting guidelines and regulations, as well as best practices for delivery of adult education services
- As directed, members will adhere to NCAEC's internal deadlines for reporting data and fiscal information into CAEP's NOVA system, TOPS Pro Enterprise, or other future approved systems
- If the NCAEC has not provided notice of an internal deadline for reporting CAEP data and fiscal information, into CAEP's NOVA system, TOPS Pro Enterprise, or other future approved systems, members will submit all reports and documentation following the CAEP deadlines

### Membership Effectiveness

Member funding can be reduced per education code based on the following circumstances:

The member no longer wishes to provide services consistent with the adult education plan. The member cannot provide services that address the needs identified in the adult education plan. The member has been ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. Member effectiveness is described by the State as per this document.

<https://caladulthood.org/DownloadFile/350>. Any member not following these requirements will be deemed ineffective and technical assistance will be provided. After a reasonable intervention, and no improvement, the Consortium members will reduce that member's funding.

## **Article V. Informal Meetings & Workgroups**

### **Meeting Protocols**

The Consortium may also meet informally, more regularly as required, to monitor progress toward, and other issues relating to implementation. At informal meetings members' alternate representatives and other critical staff and stakeholders may attend and participate. Members can co-facilitate the Consortium meetings, with agendas for all meetings posted publicly. The Consortium may also delegate some oversight responsibilities to other staff and groups, including but not limited to workgroups, counselors, community-based partners, and others, all of whom may confer in ad hoc meetings.

### **Workgroups**

They can 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 are co-chaired by a member institution. Workgroups represent the interests of the program areas for development of adult education services. Workgroups may be formed/disbanded as needed.

#### **A. Responsibilities**

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

#### **B. Meetings**

- Workgroups meet as-needed.

## **Article VI. Fiscal Agency**

The Consortium fiscal agent is College of the Redwoods Community College District. Consortium members can reserve the right to change the fiscal agency through an unanimous vote by members. The Consortium is governed by the financial operating principles, and related administrative policies and procedures of the fiscal agent.

## **Article VII. Amendments**

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