

California Adult Education Program : CFAD : 2022-23 Produced: May 3, 2022, 02:18 AM UTC Vicki Gravlin

32 Coastal North County Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 32 Coastal North County Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: MiraCosta CCD

Narrative: On April 4, 2022, during a Coastal North County Adult Education Consortium (CNCAEC) public meeting, CNCAEC Board members approved the 2022-23 Consortium Fiscal Declaration (CFAD). It was agreed to continue designating MiraCosta College District (MCCD) as the fiscal agent for the consortium. MCCD is providing all adult education for the consortium’s region, the Board agreed to allocate the full amount of 2022-23 funds to MCCD. The Director, Noncredit & Adult Education Programs and the Dean, Community Learning Center, Continuing and Community Education manage the budgets approved by the consortium’s Board. As the Consortium’s fiscal agent, MCCD’s fiscal services department assists in the administration of the entire funding. The California Adult Education Program (CAEP) is assigned distinct fund accounting numbers which allow payments from the California Community College Chancellor’s Office (CCCCO) and activity expenditures to be tracked through MCCD’s fiscal system. The Director, Noncredit & Adult Education Programs and the Dean, Community Learning Center, Continuing and Community Education work with MCCD fiscal services personnel to balance and report the budget and expenditures to the CCCCCO, in accordance with statewide deadlines.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
MiraCosta CCD	\$1,336,903	\$1,238,144	\$1,247,782
Total Allocated to Members	\$1,336,903	\$1,238,144	\$1,247,782
Total CAEP Funds	\$1,336,903	\$1,269,252	\$1,219,848
Total Remaining	\$0	\$31,108	\$-27,934

Consortia Report on Governance Compliance of Rules and Procedures v.1

1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? *

Yes

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? *

Yes

3. How will the available funds be reported and evaluated? *

The CNCAEC ByLaws, Article 8 addresses fiscal agent, funding, distribution, fiscal management, allowable uses and prohibited uses for the consortium funds. MiraCosta College serves as the fiscal agent and only provider of adult education within the consortium boundaries. MiraCosta College reports quarterly expenditures that are in alignment with the AEP Administration Fiscal Management Guide. During public meetings, the CNCAEC board review budgets and expenditures at least once annually.

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

4. 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 CNCAEC ByLaws, Article 5, addresses consortium membership. Section 3 of Article 5, Representation of Members – Officials, states that the Consortium Board may consist of the members referenced in Section 2 of this Article and any additional parties added by Consortium consensus. Each member of the consortium may be represented by an official and may have one alternate (proxy). The Consortium Board may also include representatives from local workforce or nongovernmental agencies. The Consortium Board does not receive compensation from the consortium for their service.

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

5. How will you assure that each member of the consortium participates in any decision made by the consortium? *

The CNCAEC ByLaws, Article 5, Section 2, addresses Quorum. Each Consortium member is represented by a single official (or the member's alternate) to serve on the Consortium's Board, and each Consortium member official has a single vote. A majority of the board must be present at a meeting before a vote can be taken. In the event a quorum is not present at a publicly noticed meeting, discussion without a vote may still occur on items set forth in the agenda for the meeting. Proxy voting through an alternate approved by the governing board of a Consortium member is permitted. Decision-making is made through consensus and efforts are made to negotiate agenda items to reach a unanimous consensus.

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

6. What will be the relative voting power of each member? *

1 member = 1 vote

7. How will decisions be approved? *

by consensus

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

Following the state guidance and during the ByLaws development, the CNCAEC Board agreed that each member would have an equal vote.

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

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

The CNCAEC ByLaws, Article 6, Section 1 addresses meeting open to the public. The board meets during open meetings at the same time and location, including teleconference location as permitted, to hear, discuss or deliberate or take action upon any item that is within the subject matter jurisdiction of the consortium. Brown Act § 54952.2 All Board meetings, including teleconferenced meetings if permitted by these bylaws, shall be governed by the publicly noticed meeting requirements set forth under Ed Code Section 84905 and Brown Act section 54953.

All votes, except for those cast in permissible closed sessions, must be cast in public. The board shall publicly report any action taken and the vote or abstention on that action of each member present. Brown Act § 54953(2).

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. *

The CNCAEC ByLaws, Article 6, Section 4, states that the board shall approve the scheduling of its regular meetings. The Consortium administrator shall post this information (including the location, room, address and time) on the Consortium website for public access. The meeting notice shall include: a. a posting of the agenda, with a brief description of each matter (including items to be discussed in closed session) to be introduced as well as an indication as to which items seek action; and b. documents referenced by or listed on the agenda for action or consideration.

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

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

The CNCAEC ByLaws, Article 6, Section 8, addresses public comments. Members of the audience may address the CNCAEC on any item listed on the agenda during this time. Comments will be limited to three (3) minutes per person for a total of thirty (30) minutes of public comment. Feedback from the public will be discussed at public meetings and with the minutes on the CNCAEC webpage.

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

12. 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. *

The consortium works with entities including local public agencies, departments, and offices, particularly those responsible for local public safety and social services, workforce investment boards, libraries, and community-based organizations.

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

The consortium board approves an annual schedule. Article 3, Section 2 of the CNCAEC ByLaws states that the purpose of the consortium is to expand and improve the provision of adult education and pathways to enable adult populations targeted by Ed Code section 84913 of Article 9 of the Community College Apportionment Act to access better jobs and/or higher education and to bridge workforce gaps. Specifically, the goal is to accelerate a student's progress towards his or her academic or career goals, maintain the current capacity of instruction, improve transition and acceleration systems, strengthen regional infrastructure and collaboration, expand capacity, and using research-based practices in instruction and instructional delivery.

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

14. 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) designated a member to serve as the fund administrator to receive and distribute funds from the program

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

The CNCAEC ByLaws, Article 5, Section 5 addresses Removal of a Consortium Member. Consortium members may voluntarily leave the consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return any allocation provided for that year to the fiscal agent within 15 days of the effective date of leaving. The remaining Consortium members shall decide how to allocate any returned funds.

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

16. How does the consortium monitor and administer carryover funds? *

Expenditure reports are evaluated every quarter for targeted spending. The FIFO report is used to monitor expenses and carryover funds. The fiscal lead reports carryover funds at the end of the fiscal year.

17. What bylaws do you have that governs carryover? *

The CNCAEC ByLaws address funding and expenditures; carryover is not addressed directly; however, as the work detailed in the three-year plan and annual plans are completed, the carryover funds are less, as demonstrated by the quarterly and FIFO reports.

18. How does your consortium define member effectiveness? *

The CNCAEC ByLaws, Article 4, Section 2 lists the responsibilities of the consortium members.

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

19. What bylaws does your consortium have addressing member effectiveness? *

The CNCAEC ByLaws, Article 4, details the responsibilities of the consortium members. Nine sections are listed detailing the guidelines for a member to be effective.

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

20. Does the consortium have a formal document detailing its work beyond the questionnaire? *

Yes

20.1 (Yes) Use the space below to provide a link to the formal document. *

The CNCAEC ByLaws contains nine articles and numerous sections that address topics governing the consortium. This document is posted and accessible to the public on the consortium's website at:

<https://www.miracosta.edu/academics/continuing-education/cncaec/index.html>

https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf

Member Agencies

Member Agency	Member Type	Contact	Phone
MiraCosta CCD	District	John Makevich	
San Dieguito Union High	High School District	Manuel Zapata	(760) 753-6491
Alliance For Regional Solutions, North County Works	Other	Marylynn McCorkle	(760) 529-9979 ext: 216
Oceanside Unified	Unified School District	Vicki Gravlin	(760) 525-3179
San Diego Workforce Partnership	Other	Sara Fox	(619) 913-8344

Certification & Assurances



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

Assurances

Membership & Decision-Making

- I certify that any community college district, school district, or county office 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 shall be permitted to join the consortium as a member (EC 84905 (a) (b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1) (A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been

distributed publicly (EC 84905 (d)(1)(C)).

- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any “local body created by state or federal statute.” (Ed. Code, section 54952.)

Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district’s work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

Alliance For Regional Solutions, North County Works - Member Representative

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 Collaboration Manager
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Approved by Marylynn McCorkle

05/02/2022 03:43 PM PDT

MiraCosta CCD - Member Representative

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Approved by John Makevich

05/02/2022 04:32 PM PDT

Oceanside Unified - Member Representative

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05/02/2022 07:18 PM PDT

San Diego Workforce Partnership - Member Representative

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Approved by Sara Fox

05/02/2022 03:54 PM PDT

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