



# North Orange County Regional Consortium for Adult Education (NOCRC)

## Decision-Making Guidelines and Action Steps

## PREFACE

These decision-making guidelines were adopted by the NOCRC Executive Committee voting action on **Thursday, September 16, 2021**. Subsequent to this Date, all revisions and additions shall be followed in parentheses by the Date of adoption.

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## Article I. Definitions

For purposes of these Decision-Making Guidelines:

- (a) "Consortium" refers to NOCRC.
- (b) "Executive Committee" refers to the NOCRC decision-making body. Unless otherwise noted, "Committee" refers to the NOCRC Executive Committee.
- (c) "Adult" means a person 18 years or older.
- (d) "Notice(d)" means included on a regular Committee meeting agenda and posted in compliance with the Brown Act.
- (e) "Consensus" is defined as a generally accepted opinion or decision among a group of people.
- (f) "GC" refers to California Government Code.
- (g) "EC" refers to California Education Code.
- (h) "Strategy" a plan of action(s) designed to achieve a major goal.
- (i) "Activity" a specific action step designed to contribute towards completion of a strategy and produce CAEP outcomes.

## Article II. Name

This organization's name shall be the *North Orange County Regional Consortium for Adult Education* or more commonly referred to as NOCRC. The NOCRC office is currently located at 505 N. Euclid St., Suite 200, Anaheim, CA 92801. Phone: 714-462-9218 [www.nocrcae.org](http://www.nocrcae.org)

## Article III. Mission, Vision, and Values

### A. Mission

NOCRC supports members in creating, redesigning, and delivering regionally relevant academic programs and support services for adult students to reach their personal and professional goals.

### B. Vision

NOCRC members collaborate to deliver innovative and inclusive adult education programs.

### C. Values

#### (1) Collaboration

NOCRC provides the structure and resources for collaboration between members, partners, and community stakeholders.

#### (2) Transparency

NOCRC fosters and welcomes dialogue that is data-informed and focused on CAEP outcomes and best practices.

(3) Accountability and Innovation

NOCRC gathers, provides, and analyzes relevant data to assess and improve CAEP outcomes.

(4) Diversity, Equity, Inclusion, and Anti-Racism

NOCRC promotes equitable and inclusive programs and services aimed to eliminate barriers for historically marginalized populations.

(5) Respect

In the interest of student success, NOCRC members embrace diverse perspectives and respond with collegiality.

(6) Sustainability

NOCRC is committed to nurturing sustainable programs and partnerships by leveraging resources.

## Article IV. Membership

### A. Members

(1) Initial Consortium members include Anaheim Union High School District, Fullerton Joint Union High School District, Garden Grove Unified School District, Los Alamitos Unified School District, Placentia-Yorba Linda Unified School District, North Orange County Community College District, Orange County Department of Education, and North Orange County Regional Occupational Program.

(2) Any organization or institution that receives funding from the State of California for delivery of adult education as described in Assembly Bill 104, Article 9, Section 84905, and operating with the NOCRC region shall be permitted to join the Consortium as a member. To be added as a member:

(a) The district superintendent, chancellor, or executive officer of such an organization must provide a written request to the NOCRC Executive Committee, including verifying the funding described in EC 84905(b).

(b) A representative must be appointed to the Executive Committee by the new institution or organization. Verification of this appointment's approval must be presented to the NOCRC Executive Committee in the form of approved Committee meeting minutes.

(c) Requests for membership shall be reviewed, and membership shall be approved at a noticed and agendized "open meeting" by the NOCRC Executive Committee.

(d) Once appointed, the district representative shall work with NOCRC representatives to incorporate and align their district with NOCRC's regional comprehensive plan.

(3) Any member may elect to leave the Consortium through a written request by the district superintendent, chancellor, or the agency's executive officer delivered to the NOCRC Executive Committee. Any member leaving the Consortium shall:

(a) Provide written notice to the Executive Committee thirty (30) days before vacating membership.

(b) Return its remaining allocation to the Consortium as agreed by the NOCRC Executive Committee.

(4) Should any member be unable to discharge any of its responsibilities as listed in section E. (2), that member may be removed from the state software system (NOVA) temporarily until such determination is reached that the member is either a) capable of fully resuming its duties, or b) ineffective and therefore subject to permanent dismissal from the Consortium.

(5) Dismissal from the Consortium shall follow in alignment with AB104 and Education Code Section 84914.

## B. Member Rights and Responsibilities

### (1) Rights of members

(a) Members have the right to participate in the decision-making process for the development of regional adult education plans.

(b) Members have the right to participate in determining the allocation of Consortium funding; however Members do not unilaterally have the right to veto funding decisions. The allocation of Consortium funding shall be determined by vote of the NOCRC Executive Committee.

### (2) Responsibilities of Members

(a) Members shall adhere to laws and regulations governing adult education programs and services outlined in Education Code 84900-84920, including submitting annual plans and reporting requirements for expenditures and student data.

(b) Members shall agree to implement the current regional 3-year and annual plans.

(c) Members shall designate one "official representative" to serve on the Executive Committee and represent the member organization's interests. The designation shall be in writing and formally approved by the governing Committee of each institution.

(d) Members shall actively participate in Consortium meetings and the decision-making process to develop regional adult education programs and services.

(e) Members must follow the Consortium's Decision-Making Guidelines and abide by AB104 legislative member requirements and California Education Code.

(f) Members shall commit to promptly reporting any funds available to them for the purpose of adult education (EC 84916)

(g) Members shall report outcomes for the activities funded by CAEP.

(h) Consortium membership alone does not guarantee funding.

- (i) Failure to follow these requirements can result in a member being dismissed from the Consortium or reducing CAEP funding. Procedures for dismissal of a member shall be determined by the NOCRC Executive Committee.

## Article V. Governance and Decision-Making

### A. Governing Structure

- (1) The Executive Committee, as outlined in Article VI, provides direction to the Consortium.
- (2) The CAEP Director coordinates regional planning and collaboration as specified by the grant and ensures compliance with relevant regulations.
- (3) As outlined in Article X, workgroups contribute to regional three-year and annual plans by identifying gaps in adult education services in their respective CAEP program areas

### B. Decisions

- (1) The Executive Committee makes final decisions about work plans, allocates funding, authorizes budget transfers exceeding \$60,000, and adopts policies and procedures necessary for compliance with AB 104 and EC 84900-84920.
- (2) When making final decisions, the Executive Committee shall use input from Staff, workgroups, partner organizations, and the public. Information shall be provided in accordance with the Brown Act.
- (3) The Executive Committee uses voting by majority as the approach to decision-making. A majority of voting members can pass a motion as long as a quorum is established, as outlined in Article VII, Section D.
- (4) For voting purposes, each member organization has one vote, and Executive Committee members or their designated alternates must be "present" at the meeting to cast a vote. There are no proxies. For this item's purposes, "present" may include teleconferencing provided that compliance with Brown Act is met (GC54953).
- (5) According to EC 84906(F), decisions are final.

### C. Budget Decision-Making Guidelines

- (1) NOCRC is a student-centered consortium. Budget decisions should focus on maximizing resources to support the access and success of adult learners.
- (2) Make decisions to develop long-term and sustainable programs for adult learners.
- (3) While complying with CAEP requirements, evaluate all possible scenarios and consider innovative approaches to maximize access and learning outcomes.

- (4) Be good stewards of human, financial, and physical resources by adopting the principle of "good use of funds" when designing CAEP strategies.
- (5) To increase the Consortium's capacity, rely on every consortium member's strengths and avoid unnecessary duplication of services.
- (6) As appropriate, leverage other funding sources to ensure breadth and sustainability of NOCRC programs and services.
- (7) Use data when making decisions with the understanding that other, non-quantifiable factors may be considered as well.
- (8) Ensure that personnel cost does not exceed 85% of the total CAEP budget.
- (9) Align investment of resources with activities producing CAEP outcomes.

#### D. Allocation

Education Code 84914 (see below) guides the allocation process for all members. This education code governs the appropriate percentage allowed for members in good standing and provides for a reduced number of members who cannot or no longer wish to follow the Consortium-approved CAEP annual plan (or if the member is ineffective in providing services identified in the CAEP annual plan).

EC84914 (2) For any year in which the chancellor and the Superintendent allocate an amount of funds to the Consortium less than the amount allocated in the prior year, the amount of funds to be distributed to a member of that Consortium shall not be reduced by a percentage greater than the percentage by which the total amount of funds allocated to the Consortium decreased unless the Consortium makes at least one of the following findings related to the member for which the distribution would be reduced further:

- (A) The member no longer wishes to provide services consistent with the adult education plan.
- (B) The member cannot provide services that address the needs identified in the adult education plan.
- (C) As determined in the reasonable discretion of the Executive Committee, 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.

## Article VI. Executive Committee

### A. Members

The NOCRC Executive Committee is composed of one designee and one alternate (optional) from each member organization. These designees and alternates must be officially appointed by the Governing Board of each respective member organization, with the appointment reflected in official minutes. Only Board -appointed Executive Committee members or their alternates may vote on behalf of their districts. There is not allowance for proxies.

### B. Roles and Responsibilities

- (1) The Executive Committee provides direction for the development of plans for regional delivery of adult education programs and services under the laws and regulations of the State of California, AB104, and EC 84900-84920. Each consortium member's board-approved designee and/or their board-approved alternate makes every effort to attend every Executive Committee meeting to review, discuss, and vote on strategic proposals submitted by the NOCRC workgroups. Voting members have the authority to vote on strategies, activities, budgets, and other items required by the grant or consortium protocols. They are expected to remain unbiased during the decision-making process. Voting members should also possess a working knowledge of CAEP program guidance, fiscal policies, and data and accountability requirements.
- (2) The Executive Committee approves the Consortium Fiscal Administration Declaration (CFAD), allocating funds to each district in accordance with the laws and regulations of the State of California and EC 84900-84920.
- (3) The Executive Committee members oversee the implementation of the Consortium's 3-year regional and annual plans in their respective districts, including communication and coordination with local stakeholders.
- (4) The Executive Committee members work with their district personnel and CAEP Director to ensure compliance with California Adult Education Program Fiscal Management Guide Allowable Uses of Program Funds.

### C. Professional Governance Standards

- (1) Committee Members shall abide by the following standards of governance:
  - a. Members shall develop and communicate a shared vision with its primary focus learning and achievement for all adult learners.
  - b. Members shall practice open communication and integrity.
  - c. Members shall demonstrate respect, civility, and mutual support.
  - d. Members shall consider consortium's discussions and public comments when making policy decisions and shall make policy decisions keeping in mind the interests of the adult learners served by the consortium.

- e. Members shall maintain an ongoing awareness of issues, projects, activities, and trends that impact adult education and the North Orange County Region.
- f. To maintain high ethical standards and help ensure that decisions are made in the Consortium's and the public's best interest, member representatives shall disclose any related conflict of interest and, as necessary, shall abstain from participating in related decision-making.
- g. Members shall operate in compliance with the Brown Act (GC 54950-54963) in all required respects including, but not limited to:
  - i. Providing for open and transparent public meetings when applicable
  - ii. Not engaging in serial meetings
  - iii. Providing an opportunity for public comment
  - iv. Providing Committee documents for public inspection
  - v. Posting and sending agendas in advance
  - vi. Having discussions aligned with the agenda
  - vii. Following closed session policies

## Article VII. Meetings

### A. Regular Meetings

- (1) The NOCRC Executive Committee shall hold regular meetings at a time and on dates determined by the Committee on or before each year's last meeting.
- (2) Meeting dates and times are posted on the Consortium website and made available to the public in Committee packets.
- (3) Locations for Executive Committee meetings shall be within the NOCRC region at the NOCRC office or one of the members district sites. Meeting places are posted on the Consortium website and made available to the public.
- (4) The NOCRC Executive Committee or NOCRC Staff may reschedule, delay, or relocate scheduled meetings, as necessary.
- (5) Committee agendas, containing a brief general description of each item of business to be transacted or discussed at the meeting, are posted to the Consortium website, at the meeting location, and distributed to each member district for posting, at least 72 hours before the time of a Regular Meeting (in compliance with GC Section 54954 and 54956).
- (6) All meetings shall operate in compliance with the Brown Act (GC 54954) and include an opportunity for public comment.

- (7) Meeting minutes are made available in the next meeting's Committee packet and after official approval on the Consortium website.

## B. Special Meetings

- (1) A majority of the Executive Committee may call special meetings via written consensus or at a duly noticed Committee meeting. The purpose of the meetings shall be stated and specified in the agenda.
- (2) The agenda for a special meeting shall be posted at least 24 hours prior to the meeting.
- (3) No other business, other than noted in the posted agenda should be considered during the special meeting (in accordance with GC 54956).

## C. Emergency Meeting

- (1) Emergency meetings may be called in compliance with GC 54956.5.

## D. Quorum

- (1) A majority of the Executive Committee member representatives shall constitute a quorum for the transaction of business. As of the date these Guidelines are adopted, the quorum is five. If a quorum is not present within 20 minutes of the posted start time, those present may adjourn the meeting to a specified time.
- (2) To pass a motion, a simple majority of the Executive Committee members present is required. (See Article V.B.5 for voting)
- (3) If a quorum is established, and no consensus is reached, and a 2-2 tie is recorded for a vote, then the item shall be deferred to another meeting.

## E. Public Participation

- a. Unless specifically exempted by law, all meetings of the NOCRC Executive Committee shall be open and public. Unless otherwise protected by applicable law, all NOCRC Executive Committee records shall be open to public inspection. (GC 54950-54963)
- b. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the NOCRC Executive Committee on any item of interest to the public, before or during the Committee's consideration of the item at the time specified and agendaized for public comment, unless otherwise determined by the Executive Committee. Those interested in offering a public comment shall check in with Staff at the meeting prior to the public comment section. There are no sign-ups in advance of the meeting. Speakers shall be taken on a first-come-first-serve basis when doors open, with a maximum of 20 speakers.
- c. Concerning public comments, NOCRC Executive Committee members may take no action. No discussion shall be undertaken on any item not appearing on the posted agenda, except that Committee Members may briefly respond to statements made or questions posed by persons exercising their public comment rights.

- d. Request for a disability-related modification or reasonable accommodation shall be made at least 24 hours in advance by calling the NOCRC office.
- e. Request for translation should be made at least 48 hours in advance by calling the NOCRC office.
- f. The NOCRC Executive Committee may schedule a Committee workshop as part of a regular or special meeting. The Committee may allow for expanded participation by the public and other stakeholders. Participation details shall be provided at the start of the workshop.
- g. Committee meeting materials distributed to the NOCRC Executive Committee are available for public inspection during the meeting and within 10 working days after the meeting at <http://nocrc.org>.
- h. The NOCRC Executive Committee agenda is posted at least 72 hours in advance as addressed in Article VII.A(5) and in compliance with the Brown Act (GC 54954 and 59456).

## Article VIII. CAEP Director and Staff

### A. CAEP Director

- (1) Appointed by and serves in the discretion of the Executive Committee.
- (2) Provides leadership in the administration of the California Adult Education Program (CAEP), including resource development, in accordance with laws, regulations, and District policies.
- (3) Provides research and analysis of current needs and service gaps for adult education within the North Orange County Region.
- (4) Facilitates the development of plans for the North Orange County Regional Consortium for Adult Education (NOCRC).
- (5) Monitors the implementation of the CAEP plans and ensures the evaluation of their effectiveness; prepares public information materials for assigned projects.
- (6) Develops annual preliminary budgets for CAEP activities; monitors budget expenditures; directs preparation and maintenance of detailed and comprehensive reports, records and files regarding CAEP operations and activities.
- (7) Ensures reporting of required enrollment and outcome data.
- (8) Serves as a liaison for all NOCRC members, community partners, and other stakeholders. Represents NOCRC at CAEP regional and state venues.

### B. CAEP Support Staff

- (1) Works under the direction of the CAEP Director.
- (2) Provides technical assistance to the consortium members in the implementation of NOCRC's three-year and annual plans.

- (3) Assists members and workgroups with the preparation of grant deliverables.
- (4) Assists with collection of data related to grant deliverables.
- (5) Assists with the preparation and response to state and Consortium requests for information and/or audits.

#### C. Grants and Special Projects Assistant

- (1) Monitors compliance with CAEP fiscal guidelines.
- (2) Assists with the preparation and monitoring of CAEP budgets.
- (3) Supports technical assistance to ensure compliance with district, state, and federal guidelines, regulations, and laws.
- (4) Assists with the preparation of documentation in response to state and Consortium requests for information and/or audits.
- (5) Performs other duties as assigned.

#### D. Administrative Assistant

- (1) Assists in planning and organizing NOCRC meetings.
- (2) Completes minutes for the Executive Committee meetings.
- (3) Assists in organizing and maintaining NOCRC related records, databases, and files.
- (4) Interfaces with visitors, answers phones, and replies to information inquiries.
- (5) Sets up conference and teleconferencing calls and online meetings.
- (6) Performs other duties as assigned.

## Article IX. Workgroups

### A. Description

NOCRC workgroups consist of practitioners representing each of the CAEP program areas. They were developed as part of the Consortium's regional comprehensive plan to identify adult education gaps and facilitate regional efforts in addressing these gaps. Workgroup members include faculty, staff, managers, and student service professionals from the consortium members that have expertise in a specific program area.

The role of workgroups is to inform three-year and annual planning in their respective CAEP program areas by identifying gaps in programs and services and by bringing forth proposals endorsed by their respective institutions.

## B. Workgroup Member Responsibilities

- (1) Provide expertise to inform three-year and annual planning in their respective CAEP program areas.
  - a. Identify adult education gaps in the region for their respective CAEP program areas.
  - b. Vet information on the identified gaps with the appropriate leadership team in their respective member districts to determine if services already exist to bridge the gaps or if new strategies and activities need to be developed.
  - c. Work with appropriate constituent groups in their institutions to develop proposals for new activities ensuring that the activities are aligned with strategic plans and priorities of their respective institutions.
  - d. Through workgroup consensus, move the recommended strategy and activity proposals to Executive Committee for approval.
  - e. Provide regular updates to fellow workgroup members on the progress of CAEP-funded activities in their respective institutions.
  - f. Provide budget oversight for approved activities.
  - g. Adhere to all required deadlines of the grant.

## C. Selection of Members

- (1) At the beginning of each school year or as practicable, the Executive Committee Member shall provide the CAEP Director a list of members for each workgroup. These district staff members shall be invited to the workgroup meetings and included in workgroup communications.
- (2) Each member organization may appoint at least one staff member to each workgroup. Organizations may choose to appoint more than one or none. The intent is to maximize the implementation of the plan and engagement all consortium members.
- (3) Additional experts may be invited to workgroup meetings as needed and based on activities and projects being discussed.
- (4) Unless otherwise stated by the member district, the term of service shall be one school year.
- (5) Workgroup members may serve multiple terms and in multiple groups at the discretion of their district.
- (6) Each year the member districts shall provide an official list of their workgroup representatives to CAEP Director.
- (7) Workgroup members may be changed at any time at the discretion of their district. In the event a workgroup member leaves mid-year, the Executive Committee Member from that district has an option of amending their representative list and submitting it to CAEP Director.
- (8) Workgroups do not have the ability to add or remove members. All official members should be included in communications and invitations.

## D. Workgroup Leaders

### (1) Selection of Workgroup Leaders

- a. At the initial meeting of the workgroup (first meeting after July 1<sup>st</sup>), the group members shall select two workgroup leaders.
- b. Unless otherwise determined by the workgroup and for purposes of equity, each co-leader should be from a different member district.
- c. The term of service shall be one school year. The same workgroup leader may serve multiple terms.

### (2) If a workgroup leader leaves the group mid-year, a new leader may be selected to complete the term. General Duties of the Workgroup Leaders:

- a. Facilitate the fulfillment of workgroup member responsibilities as specified in Section IX (B).
- b. Solicit topics and create meeting agendas.
- c. Work and consult with NOCRC Staff.
- d. Provide meeting schedule and agendas, summary notes, progress reports, and required deliverables, to NOCRC Staff by established deadlines.
- e. Facilitate a collaborative environment during meetings.

## E. Meetings

- (1) The purpose of the meeting is for the workgroup members to engage in regional planning discussions as specified in Section B (1).
- (2) Meetings will be scheduled on a quarterly basis in alignment with grant deliverable deadlines.
- (3) The consensus model is the preferred method of decision-making. If consensus cannot be reached, further discussion with additional information and resources is warranted.

## F. Temporary Workgroups

1. In consultation with the Consortium members, temporary workgroups may be convened by the CAEP Director to create a venue for conversation requiring concentrated time and energy, such as fulfillment of CAEP required reporting.
2. The temporary workgroups are designed to fulfill short-term projects or work that lies outside of established workgroups. It is the intent to have these groups assemble to complete a specific task, then dissolve.
3. The structure of temporary workgroups may differ from the regular workgroups outlined in Article X.A-D. Based on the tasks at hand, the scope of work and group structure shall be recommended by the CAEP Director in consultation with stakeholders.

4. Each district reserves the right to determine its level of participation in the temporary workgroups.

## Article X. NOCRC Budget

- A. The North Orange County Community College District shall serve as the fiscal agent for the North Orange County Regional Consortium for Adult Education.
- B. The NOCRC office operational budget shall be included in the CFAD allocation for the district-of-record. This budget consists of the CAEP Director and staff members outlined in Article VIII, office operating expenses, as well as funding for Consortium-related activities.
- C. Any member district may become the district-of-record for specific allocations or Consortium employees, pursuant to Committee action.
- D. The North Orange County Community College District is currently the district-of-record for the NOCRC office operational budget and NOCRC staff.

## Article XI. Parliamentary Authority

The NOCRC Executive Committee complies with Brown Act (GC 54950-63) and follows necessary parliamentary procedures, including making a motion, 2<sup>nd</sup>, discussion, and voting. Any rules of order and procedures specified in these decision-making guidelines shall be followed until amended (See Article XIV), or new rules are adopted. Furthermore, the NOCRC Executive Committee is bound by the Brown Act and policies set forth in AB 104 legislation, California Education Code, California Government Code, and local control guidelines and ratifications of individual member-districts. In the event of a discussion on points of order which are unresolved in these decision-making guidelines, the Executive Committee shall resolve issues by consensus or majority agreement.

## Article XII. Amendments

These decision-making guidelines may be amended at any time and will be reviewed annually. Proposed amendments shall be noticed in an Executive Committee Meeting agenda and posted in compliance with the Brown Act. Amendments can be made at regular or special open meetings. Amendments shall be passed with a majority vote, as long as a quorum is reached (Article VII.E). Amendments shall be noted in this document by a date following the amendment.

**8/19/2021:** NOCRC Mission, Vision, and Values adopted by the NOCRC Executive Committee.

**9/16/2021:** NOCRC Decision-making guidelines adopted by the NOCRC Executive Committee.

## Article XIII. Action Steps (Not part of Decision Making Guidelines)

### A. Regionalizing CAEP Activities and Outcomes

#### (1) Outreach

- a. Strengthen collaborative efforts with community resource centers, workforce development boards, healthcare providers, K-12 social services, and other local partners.
- b. Work more diligently with members and member providers to assist in promoting NOCRC activities among adults in their service areas.

#### (2) Communication

- a. Develop a system for members to share best practices and investigate gaps in services between institutions and ensure that there is a broad spectrum of programs with minimal overlap or unnecessary duplication.
- b. Extend NOCRC Executive Committee meetings by 30 minutes to allow additional designated space for members and partners to promote and discuss programs, share updates, exchange information, and initiate collaborative efforts.
- c. Designate time during NOCRC Executive Committee (or during extension period) for workgroup leaders to provide updates on partnerships and what their workgroups are doing that may benefit other workgroups. Provide access to workgroup meeting agendas through the NOCRC website.

#### (3) Partners

- a. Create a contact list of community partners to include what services each partner offers and have it in the NOCRC newsletter and the NOCRC website.

### B. NOCRC Workgroup Structure and Procedures

#### (1) In-reach

- a. Improve collaboration in promoting courses between member school districts, as well as awareness of member program activities through site visits and information sharing.
- b. Promote inclusivity among partners, identify stakeholders who may not be at the table, and recruit critical constituents.

#### (2) Communication

- a. Ensure that data and metrics inform the discussion in workgroup meetings – e.g., progress towards meeting annual goals. Promote the CAEP state dashboard more effectively to look at comparisons between consortia.
- b. Establish a process for reporting on activities and updates to and from each workgroup.
- c. Establish guidelines and clarify roles for workgroup participation (i.e., membership and decision making) that keeps members and contributors focused on achieving CAEP outcomes.

- d. Produce notes during workgroup meetings (using a standardized template) to be shared among workgroup members so that those who were unable to attend can still see what was discussed and any action items that require follow-up.
- e. Ensure that workgroup meeting dates and times are conducive to faculty participation. Take into consideration academic calendars and schedules outside of CAEP when planning meetings.
- f. Consider establishing an annual CAEP retreat wherein time is set aside to collaborate on CAEP activities.

### (3) Planning

- a. Examine data on outcomes from other consortia to cross-reference state outcomes and needs.
- b. Hold CAEP outcome-based planning and review sessions throughout the academic year.
- c. Encourage a cross-collaborative process that allows for activities to be developed and implemented by more than one workgroup and promotes leveraging of resources.

### (4) Structure, Organization, and Centralization

- a. In addition to 'workgroup,' 'workgroup leader,' and 'workgroup member,' classify a fourth role category for 'CAEP support' (e.g., Special Projects Administrators, Administrative Assistant(s), Research Analysts, Marketing and Outreach Specialists, Grants and Special Projects Assistants).
- b. Clarify the role of the workgroup.
- c. Create a shared document folder for CAEP activities, so that workgroup members have access to projects other workgroups are working on. This should include minutes and notes from workgroup meetings, as well as NOCRC policies and procedures, and be available on the NOCRC website.
- d. Create a live document that shows which approvals are required for MOUs and other contracts and agreements requiring approvals.

## C. NOCRC Approval Process

### (1) CAEP Activities: Connection to Outcomes

- a. Establish an annual cost-benefit analysis within the evaluation process that helps determine how well the activity proposal will advance NOCRC's mission and vision with respect to the cost of implementing an activity.
- b. If an activity is continuing for its third year or longer, consider requiring workgroups to demonstrate the efficacy of the expenditures for the activity by presenting data that shows how the activity contributes to CAEP outcomes.
- c. Allot time for updates to the Executive Committee where workgroups can provide information on the implementation of activities and whether there have been any changes or obstacles in the process.
- d. Establish guidelines for identifying when an activity is becoming too difficult to implement or does not meet the needs of the community.

### (2) Process Considerations

- a. Obtain information on general timelines for the approval and hiring of new positions and ensure that information is considered during the budget process (e.g., if the process takes four months on average, budget for eight months of salary and benefits position instead of a full year).

## References

### Legislative

California Education Code addressing the Adult Education Program

[http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=EDC&division=7.&title=3.&part=50.&chapter=5.&article=9](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=7.&title=3.&part=50.&chapter=5.&article=9).

### Brown Act

California Government Code addressing the Brown Act

[http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=)

Office of the Attorney General, The Brown Act: Open Meetings for Local Legislative Bodies 2003 (still source document) <https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>

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