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## CONSORTIUM BYLAWS

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### **Vision and Membership**

The Santa Monica Regional Consortium for Adult Education is composed of two members: Santa Monica College (Noncredit Programs) and Santa Monica Malibu Unified School District (Adult Education Center), the only 2 districts that administer adult education programs in the region. The Consortium's vision is to serve the needs of adult learners in the Santa Monica and Malibu region. The Consortium is committed to the creation of equitable adult education pathways into postsecondary education and career.

Membership is determined by the governing board and their respective districts' Board of Trustees. Motion for changes in membership must be brought to SMRC governing board leadership. Each Co-Chair will be responsible for making recommendations to their respective Board of Trustees for final approval. The Consortium is governed by California Assembly Bill 86 (Planning) and Assembly Bill 104 (Implementation).

### **Primary Functions**

The primary function of the Santa Monica Regional Consortium for Adult Education Governing Board is to provide oversight and certification of the California Adult Education Program (CAEP) deliverables as defined by AB104 legislation, the California Community Colleges Chancellor's Office, and the California Department of Education.

The Governing Board is responsible for planning, writing, and implementation of consortium objectives and activities, in addition to the achievement of outcomes included in the CAEP Three-Year and Annual Plans. The Governing Board will monitor and review the objectives of the annual activities at periodic Governing Board meetings. The Governing Board ensures all plan objectives are adequately addressed.

The Governing Board responds to the critical need for expansion and innovation in adult education by initiating and facilitating partnerships to leverage regional resources into developing a mesh of programs in support of unemployed and underemployed adult learners.

The Governing Board provides insight on strategies in support of CAEP mandates, in addition to other adult education and noncredit initiatives including Student Equity and Achievement, Strong Workforce Program, and Workforce Innovation Opportunity Act I and II.

Thus, Governing Board members:

- Actively participate in Governing Board planning meetings and retreats to review, certify, and monitor activities ensure ongoing alignment with current CAEP objectives.
- Determine how plans are written/amended as regional/statewide changes arise (i.e., new labor market trends).
- Collaborate with researchers to evaluate activities ensuring the scope of activities align with Consortium plans.
- Assure there is timely and appropriate contribution of community partners and key stakeholders to provide input for Three-Year and Annual Plans.
- Support Consortium participants and fellow members in making decisions through the agreed upon consensus decision-making process.

Thus, Governing Board members (continued):

- Evaluate and provide formal acceptance of Consortium deliverables as defined by CAEP.
- Assess progress annually toward achieving objectives and determine the need for additions or amendments.

## **Governing Board Members**

Each member agency (SMC and SMMUSD) is represented by one Co-Chair, one Co-Director, one Co-Faculty Lead, and one Administrative Assistant or clerical staff. Generally, the Co-Chairs are the Dean of Noncredit (SMC) and designated SMMUSD administrator determined by the SMMUSD Assistant Superintendent; the Co-Project Directors are the Project Manager of Noncredit Initiatives (SMC) and the Principal of the Adult Education Center (SMMUSD); Faculty Leads includes one noncredit faculty (SMC) and one adult education teacher (SMMUSD); and the Administrative Assistants or clerical support staff are classified professionals directly supporting noncredit (SMC) and adult education (SMMUSD) administrators.

As mandated by CAEP, the Consortium has a primary consortium member who is responsible for certifying final Consortium plans, deliverables, budgets, and expenditures. The primary member is the Dean of Noncredit (SMC).

Individually, Governing Board Members need to:

- Be an advocate of adult education and the needs of adult learners.
- Understand the region's adult education, immigrant integration, and workforce development needs.
- Have a comprehensive understanding of the strategic implications and outcomes of consortium plans, including objectives and activities.
- Awareness of Consortium stakeholders' interests, to best represent and address needs of the region.

In practice, this means Governing Board members will:

- Represent the region's need for comprehensive adult education services as a priority followed by both members' local needs in alignment with CAEP objectives and mandates.
- Ensure objectives and activities meet CAEP requirements and fulfill the needs of the region as communicated by partners and stakeholders.
- Regularly review all consortium objectives and activities.
- Solicit and consider ideas/challenges shared by stakeholders: partners, faculty, teachers, students, etc.
- Foster positive communication with all partners and stakeholders, in support of intentional and measurable objectives, activities, and outcomes.
- Identify and leverage resources to support activities of the Three-Year and Annual Plans.
- Report/evaluate member services whose outcomes may help achieve Consortium objectives. Such services may include/aren't limited to: WIOA Title II funding or other noncredit/adult education initiatives.

## **Governing Board Members (continued):**

### **Co-Chairs' Responsibilities:**

- Liaisons to SMC, SMMUSD, and CAEP.
- Remain updated on legislation, policies, and reports.
- Participate in CAEP-related meetings and events.
- Establish and communicate priorities.
- Certify budgets, plans, and reports.
- Facilitate periodic governing board meetings and biannual retreats.

### **Co-Directors' Responsibilities:**

- Facilitate general meetings, retreats, events, and activities.
- Remain updated on legislation, policies, and reports.
- Establish and communicate SMRC agenda topics and minutes in collaboration with Co-Chairs and Administrative Assistants.
- Prepare and submit budgets, plans, and reports.
- Ensure CAEP activities and objectives are accomplished or modified as needed.

### **Faculty Leads' Responsibilities:**

- Facilitate SMC Noncredit-SMMUSD Adult Education curriculum discussions and alignment for ESL, CTE and other Noncredit areas as deemed appropriate.
- Lead SMC Noncredit-SMMUSD Adult Education instructor professional development activities.
- Participate in CAEP and WIOA II external professional development.

### **Administrative Assistants' Responsibilities:**

- (SMC Noncredit) Regular updates to SMRC web site.
- (SMC Noncredit) Format and distribute agendas as directed by Co-Directors.
- (SMMUSD AEC) Format and distribute minutes.
- Prepare budget expenditures, signature items, and meeting materials.

## Meetings and Decision-Making Process

The Governing Board generally meets at least three times per year following each General Meeting, and as needed, plus the retreat(s) scheduled biannually to submit timely reports. The Governing Board meets formally and informally to: 1) develop and review Consortium plans, outcomes, budgets, and expenditures; 2) monitor and/or amend plans; and, 3) review outcomes and certify deliverables:

- The Governing Board is responsible for allocating CAEP funds appropriately, which includes the SMMUSD (Adult Education Center) MOE funds. This includes: Prioritize objectives and activities, in addition to assessing and reporting outcomes as identified in Consortium plans and required by CAEP.
- Receive and certify deliverables as identified in Consortium plans as required by CAEP.
- Amend, when needed, Consortium plans; including objectives and activities to assure that public input and guided principles are adhered to for all decisions.
- Announce meetings and invite public comment on each meeting agenda, through the members' own communication channels and protocols, and post minutes and other supporting documents on the Consortium website. Public comment will be requested directly from students, faculty, staff, the essential community-based partners, and other critical stakeholders. In these formal meetings, the Governing Board will follow public meeting motions, and discussion. In these formal meetings public comment, written in advance or received in person, will be sought and carefully reviewed.
- Consortium programs, activities, decisions, general meetings' date/time/location/agenda/minutes, and supporting documents will be posted on the SMRC website. Meeting agendas and supporting documents will be disseminated to all interested parties with the explicit intention of eliciting public comment.
- The Consortium follows Brown Act guidelines; meeting notices/agendas include date, time, location, invitation and are posted to the consortium website, disseminated to member student bodies, campus staff, partners, stakeholders and interested parties at least 72 hours before the meeting date. Minutes and other supporting documents to be posted on the SMRC min 72 hours before each public meeting.
- All public comments will be accounted for in all meeting notes. Meeting notes will be posted on the SMRC website and distributed to interested parties at least 72 hours before each upcoming public meeting.
- Outreach to community partners and industries to encourage participation in general consortium meetings. The structure of the public meetings is designed to engage all participants in dialogue and decision making. Parties unable to attend public meetings are encouraged to meet with governing board leadership. Information and planning conducted in these separate meetings is discussed at the subsequent general meeting.

## Voting and Decision Approval

All decisions under the jurisdiction of Governing Board Members will be decided by a simple majority vote unless otherwise indicated in these by-laws. Whenever possible, Board Members strive for unanimous decisions as a demonstration of cohesion and collaboration. Decision making is through consensus. Discussion of issues continues until all members are able to accept the decision. If, for any reason, consensus is not reached:

- a) The Co-Chairs will be charged to negotiate a solution.
- b) The Co-Chairs will bring back resolution to the remaining Governing Board Members for consensus.

These bylaws are reviewed, and, if necessary, voted to be renewed by April 30 or prior to the annual submission of the Consortia Fiscal Administration Declaration (CFAD) each year.

## **Fiscal Responsibilities**

Each CAEP member is direct funded. COLA increases are divided equally between both members. MOE Funds are allocated by CAEP directly to the SMMUSD to support Adult Education Center operations as determined and monitored by SMMUSD administrators and CAEP. In the event of an allocation reduction or increase, members will adhere to California Education Code 84914.

Reporting and Evaluating Available Funds: Each member is responsible for preparing budget reports to distribute and discussion at public general consortium meetings. Additionally, at the end of each semester each Co-Director is responsible for presenting on the progress of activities and expenditures.

## **Carryover Funds**

Each member is responsible for preparing budget reports including carryover reports to distribute and discuss at each public general consortium meeting. As direct funded members with different district policies, each member is responsible for spending down funds the CAEP deadlines. As a direct funded consortium, each respective member is responsible for administering and monitoring their carryover.

Each member of the Consortium should strive to carryover no more than 20% of their allocation into the next year. This should enable the Consortium to ensure a max carryover balance of 20%, consistent with CAEP stated objectives. Should a member carry over more than 20% in two consecutive years, then the Consortium may vote to reduce and redistribute that excessive carryover balance to other members by no more than the amount of the member's carryover for any member that exceeded the Consortium-determined excessive carryover percentage.

In the event that a member is unable to spend down to 20% or less carryover, the motion would be brought to the governing board leadership to reallocate the excess carryover.

## **Member Effectiveness and Consortia Participation**

As a direct funded two-member consortia, consisting of one adult school and one noncredit community college program, self-assessment is utilized to address member effectiveness.

Member effectiveness is measured by having members represented by an official, designated by each district, that are committed to creating programs and support for adult learners, and reporting any funds available to them for the purposes of adult education.

Effective members are active contributors in SMRC meetings and events. Effective members submit all required CAEP reporting deliverables in a timely manner. In the event of disagreement, the Co-Chairs are responsible for reaching a solution and making any needed recommendations to their respective Board of Trustees.



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SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT