

# **Cradle-to-Career Community Engagement Advisory Board Application**

Thank you for your interest in serving on the Community Engagement Advisory Board for the Cradle-to-Career (C2C) Governing Board. Please complete and submit this questionnaire as part of the application and selection process. C2C will use this information to review your application and possible selection as a representative on the Advisory Board. Please ensure the information you provide is complete and accurate. Your name, organizational affiliation, and statement of qualifications will be shared in a public meeting.

## **Authority**

The responsibility of the Community Engagement Advisory Board is to examine whether the Office of Cradle-to-Career Data (the Office) is creating strong feedback loops with data users, supporting evidence-based decision making and analytical capacity, and ensuring equitable access to actionable information.<sup>1</sup>

## **Membership and Terms**

The Community Engagement Advisory Board members shall consist of 16 public members, appointed by the Governing Board. Members include the end users of the data system including practitioners, families, students, adult learners and workers, community organization staff, research organization staff, and advocacy organization staff.

Community Engagement Advisory Board members serve three year terms.

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<sup>1</sup> [Education Code Section 10865\(b\)\(1\)\(B\)](#).

Representatives of specific institutions serve no more than one consecutive term and can only have one seat on the Community Engagement Advisory Board at a time.

Advisory Board members must be California residents<sup>2</sup> and shall be subject to the requirements of the California Political Reform Act, including the C2C's Conflict of Interest Policy, and Form 700 filing requirement.

## **Meetings**

- Meetings will occur at least twice a year.
- In addition to regular meetings, the Community Engagement Advisory Board may establish ad hoc committees as needed.
- All meetings are subject to the provisions of the Bagley-Keene Act.
- The quorum for meetings is that a simple majority of the Community Engagement Advisory Board members (9 Advisory Board members).

## **Member Expectations and Responsibilities**

All members of the Community Engagement Advisory Board are expected to attend meetings and advocate for the Cradle-to-Career System to key stakeholders.

Through feedback provided in meetings, the Community Engagement Advisory Board members offer suggestions for the Governing Board and the Office including, but not limited to:

- Professional development and technical assistance models that foster evidence-based decision-making, strengthen analytical capacity to use available data tools, and enable end users to understand structural factors that influence outcomes
- Communication structures that ensure a broad range of Californians know about and are using the tools

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<sup>2</sup> Government Code Section 1062.

- Feedback loops that ensure meaningful and equitable public input, access, and utilization of the available information.

When there are significant gaps regarding feedback loops with data users, evidence-based decision making and analytical capacity, and equitable access to actionable information, the Advisory Board may make formal recommendations about the community engagement framework to the Governing Board for ways to improve feedback loops.

At the fall Advisory Board meeting, Advisory Board members may bring forward proposals for ways to amend the community engagement framework to address the significant gap.

At the spring Advisory Board meeting, the Office will present on the feasibility studies. The Advisory Board will discuss the findings, amend the proposal if needed, and then vote on whether the proposal should be advanced to the Governing Board as a recommendation. The same voting protocol will be used as in the decision to implement a feasibility study.

Members will be required to:

- Attend two in-person meetings in Sacramento per year (note: reimbursement will be provided for travel within the State of California. Reimbursement covers public transportation, mileage, parking, as well as airfare and hotel for those located more than 100 miles away.)
- Review draft documents in advance of meetings
- Gather input from and share information with community members
- Complete forms to document any potential conflicts of interest

## **Selection**

Advisory board members will be selected to ensure a broad representation of perspectives and expertise that can inform the resources developed by C2C. Specific desired characteristics include:

- Ability to support community engagement with both analytical data sets (like dashboards) and tools for students and educators (such as resources for college and financial aid applications)
- Access to forums to better understand community member needs and concerns or current service as an ambassador to a specific community or user group
- Familiar with education issues (for this first cohort of advisory board members, particularly K-12, community colleges, universities, and teacher training)
- Ability to make information about education more understandable and useful
- Able to commit time to review materials, solicit input from community members, and participate in advisory board meetings
- Willing to work collaboratively toward common solutions

## Application

1. First Name
2. Last Name
3. Job Title
4. Organizational Affiliation
5. Email Address
6. Phone Number
7. Please describe why you would like to join the Community Engagement Advisory Board.
8. What communities would you represent on the Advisory Board (such as a region, or an experience such as being a student or teacher)? Please select all that apply.
  - Practitioner
    - Early Learning
    - K-12
    - California Community Colleges
    - California State University

- University of California
- Non-public Higher Education
- Workforce
- Student
- Research Organization
- Advocacy Organization
- Regionally focused work
  - Statewide
  - Los Angeles
  - Inland Empire
  - Central Valley
  - Bay Area
  - Northern California
- Other [describe]

9. Do you belong to any membership organizations, user groups, or affinity groups that relate to the work of C2C? Please add them here.

10. How are you an ambassador in the community or communities that you engage with and how could you solicit input from and share the needs and concerns that are relevant to C2C?

11. What experience have you had supporting awareness of and access to student and educator tools, particularly regarding college, career, and financial aid planning?

12. Do you know of any conflicts of interest that would prohibit you from serving on this Advisory Board?

13. If additional relevant information about you is available online, such as on a website or LinkedIn, please provide a link.