

Cradle-to-Career Ad Hoc Committee Scope: 2023 Governance Manual Edits

Purpose

The Governance Manual Ad Hoc Committee shall assist the Cradle-to-Career (C2C) Governing Board by working with the Office of Cradle-to-Career Office staff (C2C Team) in developing and updating the governance manual. Pursuant to Education Code section 10867:

(b) The managing entity shall implement and manage the data system based on the direction set by the governing board.

(1) The managing entity shall be responsible for all of the following:

(B) Supporting the development and updating of the governance manual.

Membership

The Governance Manual Ad Hoc Committee shall consist of C2C Governing Board members. The C2C Governing Board Chair will invite two board members to serve as liaisons to the C2C Staff if needed.

Scope of Work

The Governing Board established the Governance Manual Ad Hoc Committee at its November 2, 2022 Governing Board Meeting to address the following topics:

1. Describing the process for approving additional data points
2. Providing more specificity on the process for selecting advisory board members
3. Moving the timeframe for electing the incoming board chair to August to allow for appointments to happen first
4. Reviewing and integrating recommendations from the proposed Advisory Boards' Governance Manual Edits ad hoc committee

In a collaborative and inclusive environment, the ad hoc committee will meet and confer to provide direction and guidance on these priority topics. As needed, the ad hoc committee may request information and expertise from external stakeholders.

Given the guidance provided by the ad hoc committee, the liaisons will work directly with the C2C staff to develop work products supporting the scope of work, including reviewing and editing interim drafts of the Governance Manual edits as needed. The Governance Manual is required to conform to the C2C style guide.

The ad hoc committee will review proposed edits to the Governance Manual compiled by the C2C staff and approve the final draft version to be brought to the Governing Board. The liaisons will develop a presentation for the Governing Board and facilitate discussion.

A majority of the committee members shall constitute a quorum. Decisions of the ad hoc committee can be made by a majority of the quorum.

Review

This information sheet captures information about the ad hoc committee and its creation. The ad hoc committee retains operational flexibility in completing its scope of work and may introduce updates as needed during the review process.