

Cradle-to-Career Governing Board Staff Report

Date Report Issued: October 25, 2023
Attention: Members of Cradle-to-Career Governing Board
Subject: **Formation of an Ad Hoc Committee for Governance Manual Review**
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the Governing Board (Board) will have the opportunity to form a new Ad Hoc Committee for Governance Manual Review (Committee) to be responsible for reviewing and editing specific sections of the [Governance Manual](#) for recommendation to and approval by the Board.

Requested Action:

After review and consideration of the Committee charter and the Board members currently serving or having served the Board on various committees, Staff recommends that the Board approve the Committee charter and designate at least five members to form a Committee, including the Board Chair.

- ❖ Move to approve the Committee charter, designate five Board members, including the Board Chair to form the Ad Hoc Committee, and authorize the Committee to review and provide edits as specified in the charter for approval by the Board.

Background:

The [Governance Manual](#) states “[it] will be a living document, which will be amended by the Governing Board over time to reflect the evolution of the Cradle-to-Career System. Changes to the manual will be considered by an ad hoc board committee at least once per year, at the second meeting after the start of the fiscal year. Additional changes may be considered based on proposals brought to Governing Board meetings and approved by the

agreement threshold established in law, regulation, and/or the Governance Manual."

The charter, Attachment A, sets forth the purpose, duration, scope of work, and activities of the Committee. As members consider the formation of the new Committee, current memberships of the various committees should be also reviewed; these can be found in Attachment B.

If the charter is approved by the Board, the work of the Committee should begin during the winter to ideally seek Board approval of the recommended edits at the February 2024 Board meeting.



2023-24 Governance Manual Review Ad Hoc Committee Charter

Purpose:

The Governance Manual Review Ad Hoc Committee (Committee) shall assist the Governing Board (Board) by working with the Office of Cradle-to-Career Data (Office) 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.

Duration:

This will be a short-term Committee that will sunset after the recommendations are finalized by the Board.

Membership:

The Committee shall consist of at least five Board members, including the Board Chair. It is at the discretion of the Chair to appoint liaison(s) to assist the Office through the process.

Scope of Work:

The Governance Manual needs updating in the following areas:

1. Providing more specificity around member expectations, including advisory board members, to ensure congruence around requirements
2. Clarify scope and governance for advisory board processes
3. Revisit the "agreement scale" voting procedure
4. Aligning timeframes to be more consistent with the meeting cadence and structure

5. Correcting typographical errors or updating vernacular to be in line with terms and procedures that have been implemented by the Office (including incorporating edits based on previous Board action, such as the Executive Director review process, and aligning language on standing committees)

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

Given the guidance provided by the Committee, the liaison(s) will work directly with the Office 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 Cradle-to-Career style guide.

The Committee will review proposed edits to the Governance Manual compiled by the Office and approve the final draft version which will be brought to the Board. The liaison(s) will develop a presentation for the Board and facilitate discussion.

A majority of the Committee members shall constitute a quorum. Decisions of the Committee can be made by a majority of the quorum.

Review:

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



2023 Ad Hoc Committee Membership of the Governing Board

Executive Director Ad Hoc Committee

Robert Tagorda, Chair
Marisol Aviña
Jessica Moldoff
Gavin Payne
Jerry Winkler

Advisory Boards Selection Ad Hoc Committee

Gavin Payne, Chair
Sylvia Alva
Marisol Aviña
Deborah Cochrane
Thomas Vu

Strategic Planning Ad Hoc Committee

Robert Tagorda, Chair
Catalina Cifuentes
Amy Fong
Jessica Moldoff
Gavin Payne
Javier Romero
Thomas Vu