

## Cradle-to-Career Governing Board Staff Report

Date Report Issued: February 14, 2024  
Attention: Members of Cradle-to-Career Governing Board  
Subject: **Formation of a Selection for Advisory Boards Committee**  
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 Selection for Advisory Boards Committee (Committee) to be responsible for working with the Office of Cradle-to-Career Data (Office) to finalize the recruitment and selection process of Advisory Board member nominations.

### 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.

- ❖ Move to approve the Committee charter, designate five Board members to form a Committee, and authorize the Committee to finalize selection and recruitment materials and identify a candidate pool as specified in the charter for approval by the Board.

### Background:

[Education Code Section 10865\(b\)\(2\)](#) states that “Members of each of the advisory boards shall be appointed by the governing board”.

The charter, Attachment A, sets forth the purpose, duration, membership, 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 spring to ideally seek Board approval of the recommended applicants at the August 2024 Board meeting.



## 2024 Selection for Advisory Boards Committee Charter

### Purpose:

The 2024 Selection for Advisory Boards Committee (Committee) shall assist the Governing Board (Board) by working in tandem with the Office of Cradle-to-Career Data System (Office) to create a list of candidates to fill openings on each of the two Advisory Boards. Pursuant to [Education Code Section 10865](#):

(b) (1) There are hereby established two advisory boards to provide input and feedback to the governing board on topics as follows:

(A) The Data and Tools Advisory Board, with responsibility for examining whether the data system is providing actionable information and identifying ways to improve access to that information

(B) The Community Engagement Advisory Board, with responsibility for examining whether the managing entity is creating strong feedback loops with data users, supporting evidence-based decision-making and analytical capacity, and ensuring equitable access to actionable information.

(2) Members of each of the advisory boards shall be appointed by the governing board, and shall serve three-year terms.

In 2024, there will be five vacant positions on the Data and Tools Advisory Board and five vacant positions on the Community Engagement Advisory Board Board.

### Duration:

This will be a short-term Committee that will sunset after the recommendations are finalized by the Board. The proposed schedule for the Committee is as follows:

- February 2024: Creation of the 2024 Committee.
- April 2024: Committee members will convene in a public meeting to determine desired characteristics and expertise for Advisory Board

members and work with the Office to finalize the selection rubrics, recruitment materials, and dissemination plans.

- May 2024: The Advisory Boards application forms will be posted and two weeks later, the application process will close.
- June 2024: Committee members will perform an initial review and scoring of the applications received and the Committee members will convene in a public meeting to slate candidates.
- August 2024: The Committee will bring the recommended slating to the Board for approval.

### Membership:

The Committee shall consist of at least five Board members.

### Scope of Work:

In establishing the Committee, the Board acknowledges the significance of recruiting Advisory Board members with diverse expertise in advancing equity. A well-structured application process will aid in highlighting the strengths of individuals interested in serving on the Advisory Boards. The Committee is tasked with ensuring that the Advisory Boards consist of collaborative individuals with diverse perspectives and relevant expertise, enabling them to provide timely and high-quality recommendations to the Board.

In a collaborative, inclusive, and public facing environment, the Committee will meet and confer to provide direction and guidance on the recruitment process and selection of applicants. As needed, the Committee may request information and expertise from external stakeholders.

The Committee will review proposed selection rubrics, recruitment materials, and dissemination plans. Additionally, the Committee will review applications received by the Office and make final recommendations which will be brought to the Board.

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.

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## 2023 Committee Membership of the Governing Board

### Executive Director Committee\*

Robert Tagorda, Chair  
Jessica Moldoff  
Gavin Payne

### Advisory Boards Selection Committee\*

Gavin Payne, Chair  
Deborah Cochrane  
Thomas Vu

### Strategic Planning Committee

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

\*Only current Governing Board  
members are listed.