

Cradle-to-Career Community Engagement Advisory Board

Staff Report

Date Report Issued: March 11, 2024
Attention: Members of Community Engagement Advisory Board
Subject: **Advisory Board Member Recruitment**
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the Community Engagement Advisory Board (CEAB) will have the opportunity to provide input on the Advisory Board selection draft application, rubric, and member recruitment process.

Requested Action:

There is no requested action for this item. This is an informational item only.

Background:

The CEAB, established through [Education Code Section 10865\(b\)\(2\)](#), is responsible 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. Each year, Advisory Board members are appointed by the Governing Board (Board).

At the February 28, 2024 Board meeting, members of the Board voted to approve the [formation of the Advisory Board Selection Committee](#) (Committee), composed of five Board members. 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.

The Committee will convene to provide direction regarding the recruitment process and selection of applicants. It will assess proposed selection rubrics, recruitment materials, and dissemination plans. Furthermore, the Committee will evaluate applications received by the Office of the Cradle-to-Career Data (Office) and formulate final recommendations to be brought for consideration and approval to the Board.

The Committee will first convene in April 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. The Advisory Board application forms will be posted for two weeks, beginning May 2024. Following the application submission process, the Committee will perform an initial review and scoring of the applications received and reconvene in a public meeting to slate candidates. The final slating of Advisory Board candidates will be brought for Board approval at the August 14, 2024 Board meeting.

Member Recruitment:

The [Governance Manual](#) states that “focusing on how the incoming slate of candidates would improve diversity, lived experience, skills, expertise, and planned activities, the Governing Board will review and determine whether to approve the slate of candidates.” In order to enable the Advisory Board to provide timely and high-quality recommendations to the Board, the Governing Board prioritizes the selection of collaborative individuals with diverse perspectives and relevant expertise. Four CEAB members will complete their terms in August 2024. While the Committee and Governing Board are ultimately responsible for selecting Advisory Board members, both are seeking input from the CEAB on ideas related to new member recruitment and selection to fill the four vacancies.

Three Attachments are included with this staff report. Attachment A is the proposed Advisory Board application. Attachment B is the proposed Advisory Board rubric. Attachment C presents two key graphs. The first graph offers a detailed breakdown showcasing the sectors or populations represented by

CEAB members who have reached the end of their term. The second graph presents an overview of the CEAB composition as of August 2024.

In addition, to facilitate the CEAB's deliberation and ideation, the Office has compiled key questions for members to consider.

- What sector or population would you like to see represented on the CEAB?
- Considering the scope of the CEAB, how will adding these sectors or populations increase the capacity of the CEAB?
- Are there any additional questions that would improve the CEAB application and increase the diversity and quality of applicants?
- Are there additional criteria that should be included in the CEAB rubric?



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.¹

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.

¹ [Education Code Section 10865\(b\)\(1\)\(B\)](#).

Community Engagement Advisory Board members serve three year terms.

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 residents² 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.

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 with 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

² 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 will 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)
- Understanding of community member needs and concerns or currently serve as an ambassador to a specific groups or communities
- Familiarity with education issues (particularly K-12, community colleges, universities, and teacher training) through personal and/or professional experience
- Ability to make information about education more understandable, useful, and relatable
- Ability to commit time to review materials, solicit input from community members, and participate in Advisory Board meetings
- Willing to work collaboratively toward common solutions and share lived experiences that can be beneficial to the Advisory Board

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 are you affiliated with that will bring value to the Advisory Board (such as your experience as a student or teacher or with regionally focused work)? Please select all that apply to your contributions, experience, and/or work.
 - Practitioner
 - Early Learning
 - K-12
 - California Community Colleges

- California State University
 - University of California
 - Independent Institutions of Higher Education
 - Private PostSecondary Education Institutions
 - Workforce Development
 - Student
 - Parent/Family Member
 - Research Organization
 - Advocacy Organization
 - Community Organization
 - Regional Level of Focused of Work
 - County
 - State-wide
 - Other [describe]
 - Other [describe]
9. Are you affiliated with 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? How could you solicit input from communities or draw from your own lived experience to share 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. How did you hear about this position?

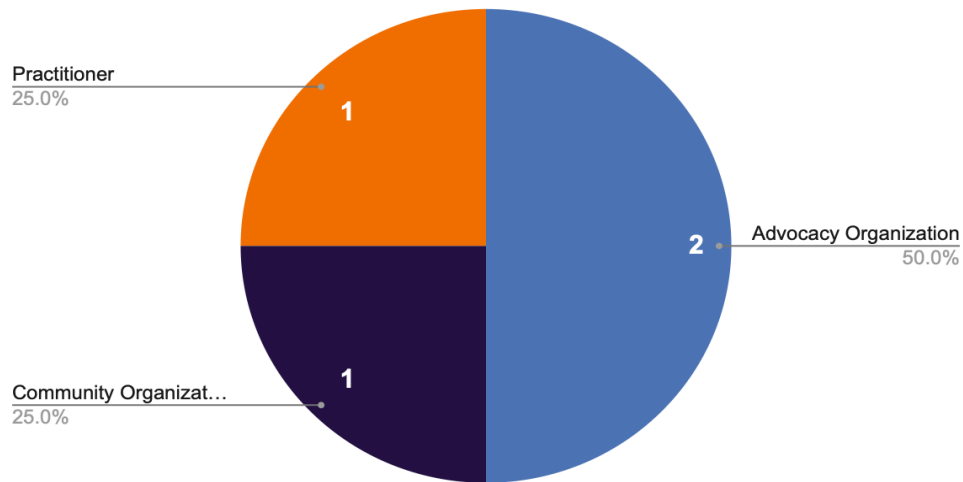
Cradle-to-Career Community Engagement Advisory Board Rubric

Criteria	1 point	3 points	5 points
Community affiliation	No description of affiliation with groups or communities relevant to C2C's work	Demonstrated affiliation with groups or communities relevant to C2C's work	Affiliation with groups or communities that are currently unrepresented on the Advisory Board per the vacancy analysis. For example students
Community Ambassador or actionable experience	No experience serving as an ambassador for a specific community or user group or relevant lived experience described	Some experience with and ability to reach communities and user groups or relevant lived experience described	Demonstrated ability to reach and learn from communities and user groups; adept at informing decision making with lived experiences
Soliciting input and communicating needs and concerns	No experience with soliciting input and communicating community concerns described	Some experience with soliciting input and communicating community concerns described	Demonstrated ability to solicit input and communicate community concerns that can inform the shape of C2C's work described
Student and educator tools	No experience with relevant student or educator-facing operational tools described	Some experience supporting awareness of student or educator-facing operational tools described	Demonstrated experience supporting access to student and educator-facing operational tools; experience relevant to college, career, and financial aid planning described



Cradle-to-Career Community Engagement Advisory Board Vacancy Analysis

Term Out 2024 Analysis



2024 Board Composition

