Cradle-to-Career Data and Tools Advisory Board Staff Report

Date Report Issued: March 1, 2024
Attention: Members of Data and Tools Advisory Board
Subject: **Changes to the Governance Manual**
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and
                        Partnerships

At this meeting, the Data and Tools Advisory Board will have the opportunity to hear updates about edits to the Governance Manual. This item was discussed and voted on at the February 28, Governing Board meeting.

Requested Action:

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

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 the Governance Manual Review Committee [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."

At the November Board meeting, the Governing Board approved the formation of this Committee, along with the Committee charter. The Committee first met on Monday, December 11, 2023 and reviewed the proposed changes provided by the Office of Cradle-to-Career Data System (Office), which were organized into three categories of edits: stylistic, technical additions, clarifications, or corrections, and potential changes for member discussion. During the meeting, the Committee approved 22 types of corrections that fell into the categories of

stylistic edits and technical additions, clarifications, or corrections. The Committee further deliberated four specific areas of corrections related to Governing Board member expectations, Advisory Board member expectations, the Advisory Board recommendation process, and the congruency of the role of the Community Engagement Advisory Board versus the authority. The Committee selected two members to work offline in tandem with the Office to provide draft language edits on the four sections discussed during member deliberation.

The Committee reconvened on Tuesday, January 30, 2024 to review and finalize the draft language pertaining to the deliberated four sections of the Governance Manual. At this meeting, the Committee discussed and approved proposed draft language on the four sections.

On February 28, 2024, the Governing Board approved the changes that were proposed by the Committee. Altogether, there were 27 approved edits, divided into two sections: stylistic changes and substantive changes. Below is a detailed breakdown of the proposed edits that will specifically affect the Data and Tools Advisory Board members. For a complete, itemized list of changes, please refer to the [staff report](#) that was shared at the February 28, 2024 Governing Board meeting.

Advisory Board Member Expectations
The language was revised to provide clarity regarding the attendance requirements for Advisory Board members, and a procedure was implemented to address unexpected vacancies on the Advisory Board.

Below is the referenced section of the Governance Manual (page 34 of the [redlined version](#)) with additions, clarifications, and corrections made in red.

Member Expectations and Responsibilities
All members of the Data and Tools Advisory Board are expected to:
- Advocate for the Cradle-to-Career Data System to key stakeholders;

- Complete all required paperwork and trainings;
- ~~Attend meetings.~~ <u>Attend all meetings. In the event of emergency, provide advance notice to the Office. If a member misses any meeting outside of emergency circumstances, the Office has the authority to ask the member to step down and offer the position to the runner up that was approved during the selection process.</u>

Advisory Board Recommendation Process

The language was revised in response to expressed support from both Advisory Boards and the public for updating and modifying the Advisory Board Proposal Process. Additional language was included to integrate some of the requested changes. Due to the intricate details and nuances noted in the Governance Manual, sections pertaining to the Advisory Board Proposal Process, a detailed graphic outlining this procedure was included to aid in understanding the information.

Below is the referenced section of the Governance Manual (page 35 and 36 of the [redlined version](#)) with additions, clarifications, and corrections made in red.

~~Two months before the fall~~ <u>The Data and Tools Advisory Board will convene in a public session in the spring. At this meeting, the Advisory Board will review and approve a proposal form and a rubric. The proposal form will be made publicly available on the C2C website at least one month prior to the summer meeting, which will allow any member of the public (including Community Engagement Advisory Board members) to submit a proposal form.</u>

<u>At least two weeks prior to the summer Advisory Board meeting, proposal forms will be due from members of the public. The Office intends to post the forms it receives from members of the public on the C2C website for the Data and Tools Advisory Board members' review. The Office may provide additional context or screen out spam or inappropriate submissions. T</u>he Office will convene a ~~public~~ <u>summer</u> meeting where Advisory Board members can learn more about available data points and ask questions of the data providers about additional information that might be useful to access through C2C. This meeting would help to share information about data that are only available through C2C's data providers. <u>Additionally, members will be provided dedicated time to publicly discuss the ideation of recommendations received from the public. At the summer meeting,</u>

members will also determine if they would like to form an ad hoc committee of up to five members who will convene publicly and write a report with their recommended prioritization of the proposal forms submitted by Data and Tools Advisory Board members. The report will be due and posted on the C2C website at least one week prior to the pre-meeting survey.

The proposal form must be submitted by Data and Tools Advisory Board members at least one month before the fall Advisory Board meeting and posted on the C2C website. Members may choose to submit their own proposal form, sponsor a proposal form that was received over the summer, or further refine concepts from a form that was submitted over summer. Members can submit a proposal form(s) recommending adding one data point or several clearly related data points to the data system. Forms may also be submitted for changes to tools or the data request process. Using a pre-meeting survey, Advisory Board members will rank order proposals. Advisory Board members will use a rubric developed by the Office that was discussed in the spring meeting to evaluate the proposals to examine potential impact and to align it with the C2C vision, mission, and authority. Additionally, members would review the final report written by the committee with a prioritization of the proposals if an ad hoc committee was formed over the summer.

At the fall Advisory Board meeting, up to three proposals that were prioritized in the pre meeting survey will be considered. The Advisory Board member who submitted the proposal will present the idea to the Advisory Board, followed by public comment. Then the Advisory Board members will discuss the proposal, to evaluate whether the proposal would effectively address the issue that has been flagged and would meaningfully advance the work of C2C. Advisory Board members may make amendments to the proposal.

Advisory Board members will be asked to vote on whether the proposal should be advanced to the Office, so that it can conduct a feasibility study regarding data availability, reliability, and validity; legal requirements; startup and ongoing costs to the Office and to the data providers; potential approaches for collecting the information; and any political or other implications that would jeopardize the neutrality of the Office. Before voting, there will be another period of public comment.

The vote shall require a simple majority of those present.
- Advisory Board members can vote to approve a motion using one of two options: agree or agree with reservations. Any reservations will be entered into the record.
- Advisory Board members can vote against a motion by disagreeing.

~~Reasons for disagreeing will be entered into the record.~~
- Advisory Board members can also abstain. ~~Reasons for abstaining will be entered into the record.~~
- 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.

ADVISORY BOARD RECOMMENDATION PROCESS

ADVISORY BOARD MEETING
- Advisory Board reviews the blank proposal form and rubric

ADVISORY BOARD MEETING
- Data providers are invited to this meeting to answer questions about data
- Advisory Board may discuss proposals received from the public
- Advisory Board determines if ad hoc committee is needed

ADVISORY BOARD MEETING
- Advisory Board decides which three proposals advance to the Office for a feasibility study

ADVISORY BOARD MEETING
- Advisory Board discusses results of the feasibility study for each proposal and decides which proposals advance to the Governing Board

GOVERNING BOARD MEETING
- Proposals are presented to the Governing Board
- The Governing Board may vote on the proposals

SPRING → SUMMER → FALL → SPRING → MAY

PRE-MEETING
- Public submits proposal forms and the Office publicly posts and shares forms

PRE-MEETING
- Advisory Board submits proposal forms to the Office which are then publicly posted
- Ad hoc committee may convene to discuss these proposals
- Advisory Board Members fill out pre-meeting survey to rank proposals

PRE-MEETING
- The Office conducts feasibility studies

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