

Cradle-to-Career Selection for Advisory Boards Committee

Staff Report

Date Report Issued: April 3, 2024
Attention: Members of Selection for Advisory Boards Committee
Subject: **Background of the Advisory Boards and Selection of New Members**
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the Selection for Advisory Boards Committee (Committee) will have the opportunity to receive an overview of Advisory Boards' background, as well as receive an overview of the selection process for new Advisory Board members.

Requested Action:

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

Background:

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.

At the outset of the Cradle-to-Career Data's (C2C) development, all seats were appointed in staggered term lengths; however, after the initial year, all appointed positions serve three-year terms.

In accordance with the [Governance Manual](#), "in order to ensure that Advisory Board members represent the public, starting in fiscal year 2024, a person who works for an organization or person represented on the Governing Board may not be selected to serve on an Advisory Board. An organization is defined as a state agency or representative of a segment (such as Association of Independent California Colleges and Universities), as opposed to providers that report to an agency (for example, a representative from a specific University of California would be eligible to serve, even though the University of California Office of the President is represented on the Governing Board."

[Role of Committee Members, Timeline of Activities, and the Selection Process of New Advisory Board Members:](#)

Understanding the overall process is as crucial to understanding the underlying nuances of the process. This section defines the role and involvement of the Committee, lays out the components of the process, and provides a timeline and key milestones.

[The Role of the Committee:](#)

At the February 28, 2024 Governing Board meeting, the Committee [charter](#) was approved, and five Governing Board members were designated to form the Committee. Their role is to finalize selection and recruitment materials and to identify a candidate pool for Governing Board approval. In alignment with the Governance Manual, 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 Governing Board.

Component	Responsible Party
Provide draft application, rubric, and selection process plan	Office
Approve and provide input on application, rubric, and selection process plan	Committee
Provide slating resources including a scoring rubric, an application packet with submitted applications, a summary spreadsheet for member review, and a Google Form to score applicants	Office
Review all slating resources and score applicants	Committee Members*
Tabulate the results of Committee scoring and provide the top scoring applicants	Office
Determine a final slate of applicants	Committee
Approve final slating of candidates and runners up for each Advisory Board	Governing Board Members

**This work is committed individually; all other components are actions taken by the Committee collectively.*

Timeline of Activities:

Date	Activity
April 12, 2024	<u>Committee Meeting One</u> : approve and provide input on application, rubric, and selection process plan
April 29, 2024	<u>Application period begins</u> : application will be open to the public
May 17, 2024	<u>Application period closes</u> : application will close
June 7, 2024	<u>Slating Resources Provided</u> : members of the Committee

	will review all slating materials to score applications
June 17, 2024	<u>Scoring Complete</u> : Members of the Committee must have their applications scored
June 17 to June 21, 2024	<u>Office Tabulates Scores</u> : from the member scoring results, the Office will provide the top scoring applicants
June 26, 2024	<u>Committee Meeting Two</u> : determine a final slate of applicants
August 14, 2024	<u>Governing Board Meeting Presentation</u> : will consider the adoption of the Committee recommended Advisory Boards slating

Selection Process for New Advisory Board Members:

In 2024, there will be five vacant positions on the Data and Tools Advisory Board and four vacant positions on the Community Engagement Advisory Board. The term for these positions will run from 2024 through 2027.

During the initial Committee meeting on April 12, 2024, Committee members will review the current Advisory Boards composition to determine desired characteristics and expertise for members of each Advisory Board. Committee members will also have the opportunity to provide input to the Office and finalize the selection rubrics, recruitment materials, and dissemination plans.

Afterwards, the Office will create documentation to publicize the opportunity to apply, including requirements for participation, anticipated activities, the selection rubric, and an application form. In addition, the Office will partner with Governing Board members, current Advisory Board members, and community partners to recruit for Advisory Board nominations. The 2024 Advisory Boards applications forms will be posted on the C2C website from April 29, 2024 through May 17, 2024 for interested candidates to apply.

In preparation for the June Committee meeting, the Office will compile slating resources, which include a scoring rubric which defines the criteria used for scoring the applications; an application packet with the submitted applications; a summary spreadsheet of the applicants assigned to each member for review; a Google Form for members to submit the results of scoring the applicants based on the rubric. In addition, prior to the June Committee meeting, Committee members will have at least ten days to review and score each application against the rubric. The Office will calculate the aggregated assessments of all candidates, which will be shared prior to the Committee meeting. Members will need to consult the top scoring candidates in preparation for member deliberation which will take place at the second Committee meeting.

On June 26, 2024, the second Committee meeting, Committee members will have the opportunity to discuss and deliberate final slates for each Advisory Board, including rank-ordering runner up candidates. Per the Governance Manual, Committee members will focus on how the incoming slate of candidates would improve diversity, lived experience, skills, expertise, and planned activities.

The Committee will bring the recommended slating to the Governing Board for approval at the August 14, 2024 Governing Board meeting. The Governing Board will review and determine whether to approve the slate of candidates, including offering positions to runner-up candidates in the order recommended by the Committee if Advisory Board members elect not to serve.