

Cradle-to-Career Data Governing Board Staff Report

Date Report Issued: November 6, 2024
Attention: Members of Cradle-to-Career Data Governing Board
Subject: **Formation of Governance Manual Review Committee (Agenda Item 12)**
Staff Contact: Stephanie Gutierrez-Valdez, Board Liaison and Governance Specialist

At this meeting, the Governing Board (Board) will have the opportunity to form a new Governance Manual Review Committee (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 and Interim Chair Elect.

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

Background:

On page 4, 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 Data System. Changes to the manual will be considered by the Governance Manual Review 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 also be 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 28, 2025 Board meeting.



2024-25 Governance Manual Review Committee Charter

Purpose:

The Governance Manual Review 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. The Interim Chair-Elect will serve as the Committee Chair. It is at the discretion of the Committee Chair to appoint liaison(s) to assist the Office through the process.

Scope of Work:

The Governance Manual should be updated in the following areas:

1. Revisit Chair and Chair Elect elections process and terms;
2. Clarify procedures related to per diem for Committees and Subcommittees as well as representation of Advisory Board members;
3. Consider changes to the Advisory Board Recommendation Process;
4. Provide stylistic changes or technical additions and/or corrections.

In a collaborative, inclusive, and public facing environment, the Committee will meet and confer to provide direction and guidance on these priority topics.

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.

Activities and Proposed Schedule:

The activities and proposed schedule for the Committee is as follows:

- December 6, 2024: The Committee will convene, be reminded of the Governance Manual review process, and engage in deliberations related to recommendations or modifications to the Governance Manual.
- January 30, 2025: The Committee will have the opportunity to review drafted language related to specific areas in the [Governance Manual](#) in accordance with the Committee charter for recommendation to and approval by the Board.

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.



2024-2025 Committee Membership of the Governing Board

Governance Manual Review

Robert Tagorda, Chair

Deborah Cochrane

Amy Fong

Chris Furgiele

Gavin Payne

Selection for Advisory Boards

Gavin Payne, Chair

Ana Luz Gonzalez-Vasquez, PhD

John Ohanian

Javier Romero

Thomas Vu

Executive Director Review

Gavin Payne, Chair

Chris Furgiele

Meredith Lee

Jessica Moldoff

Robert Tagorda