

Cradle-to-Career Data Governance Manual Review Committee Report

Date Report Issued: December 3, 2024
Attention: Members of the Governance Manual Review
Committee
Subject: **Layout of the Governance Manual Review Process
(Agenda Item Two)**
Staff Contact: Stephanie Gutierrez-Valdez, Board Liaison and
Governance Specialist

At this meeting, the Governance Manual Review Committee (Committee) will have the opportunity to review the key components and milestones of the Governance Manual Review process.

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 (C2C) 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 (Board) meetings and approved by the agreement threshold established in law, regulation, and/or the Governance Manual” (page 4).

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

The Role of the Committee:

Per Education Code Section 10867 (b), the managing entity is responsible for supporting the development and updating of the Governance Manual. At the November 15, 2024 Board meeting, the Committee [charter](#) was approved, and five Governing Board members were designated to form the Committee. The role of the Committee is to provide direction and guidance on the following priority topics:

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

Governance Manual Review Process Timeline and Key Milestones:

Date	Activity
December 6, 2024	<u>Committee Meeting One</u> : provide direction and guidance on priority topics
December 9, 2024 - January 9, 2025	<u>Develop Draft Version</u> : Committee liaisons will work directly with the Office to review and edit the draft Governance Manual
January 30, 2025	<u>Committee Meeting Two</u> : approve the final draft version of the Governance Manual, which will be brought to the Board
February 28, 2025	<u>Governing Board Meeting Presentation</u> : the Board will consider the adoption of the proposed edits to the Governance Manual

Governance Manual Review Components and Key Roles:

Component	Responsible Party
Provide the Office of Cradle-to-Career Data (Office) with direction and guidance on priority topics identified in the Committee charter's scope of work	Committee
Work with the Office to review and edit draft language to the Governance Manual	Committee Liaisons*
Work with the Committee Liaisons and Leading Resources Inc. (LRI) to incorporate all proposed language to the draft Governance Manual	Office
Review the draft Governance Manual with drafted language and approve the final draft version	Committee
Approve proposed edits to the Governance Manual that were proposed by the Committee	Governing Board Members

**The Committee liaisons will be identified at the initial Committee meeting on December 6, 2024.*