

Cradle-to-Career Data Governing Board Staff Report

Date Report Issued: February 14, 2025
Attention: Members of Cradle-to-Career Data Governing Board
Subject: **January 30, 2025 Governance Manual Review
Committee Minutes (Agenda Item Five)**
Staff Contact: Stephanie Gutierrez-Valdez, Board Liaison and
Governance Specialist

At this meeting, the Governance Manual Review Committee (Committee) members will have the opportunity to discuss and approve the January 30, 2025 Committee meeting minutes.

Requested Action:

After review and consideration of the minutes, Staff recommends that the Committee approve the January 30, 2025 meeting minutes.

- ❖ Move to approve the Governance Manual Review Committee meeting minutes from January 30, 2025.

Background:

On January 30, 2025, the Committee conducted their final meeting and there is no set date for when the Committee will next convene. Typically, the Committee will use the next meeting to vote on the previous session's minutes. With no set meeting date, there will be no opportunity for the Committee to approve the minutes, therefore, the minutes have been brought to the Governing Board meeting for approval by the Committee. Only Committee members shall vote on this agenda item. The meeting minutes can be found in Attachment A.

Members of the Committee:

Robert Tagorda, Committee Chair
Deborah Cochrane

Gavin Payne
Brian G. Soublet, JD
Liberty Van Natten



Governance Manual Review Committee

January 30, 2025

Meeting Minutes

Members Present:

Robert Tagorda, Committee Chair
Deborah Cochrane
Gavin Payne
Brian G. Soublet, JD

Members Absent:

Liberty Van Natten

Agenda Item 1 Call to Order, Establishment of Quorum, and Welcome

Robert Tagorda, Committee Chair, called the meeting of the Committee for the Governance Manual Review to order on January 30, 2025 at 1:37 p.m. A quorum was present.

Agenda Item 2 Approval of the Minutes from the December 6, 2024

Governance Manual Review Committee Meeting

Robert Tagorda, Committee Chair, presented this item.

Brian G. Soublet made a motion to approve the December 6, 2024 meeting minutes; second Gavin Payne.

No public comment.

The motion carried (3-0-1; Cochrane abstained).

Agenda Item 3 Update, Discussion, Public Comment, and Possible Action on
Governance Manual Review Modified Wording Changes

Robert Tagorda, Committee Chair, presented this item.

Brian G. Soublet made a motion to approve the proposed edits as specified in the report and determined by the Committee as reflected by a notes document prepared during the meeting (*found in Attachment A*); second Deborah Cochrane.

No public comment.

The motion carried (4-0).

Agenda Item 4 Review of the Next Steps in the Governance Manual Review
Committee Process

Robert Tagorda, Committee Chair, presented this item.

Agenda Item 5 General Public Comment

No public comment.

Agenda Item 6 Future Agenda Items

Robert Tagorda, Committee Chair, presented this item.

No public comment.

Agenda Item 7 Adjournment

Robert Tagorda, Committee Chair, adjourned the meeting at 2:49 p.m.

Governance Manual Review Committee

January 30, 2025

Notes Document

The following changes were discussed by the committee and made to the options set forth in the staff report and adopted by the committee:

Section One: Succession Planning

- Hyphen in "Vice-Chair"

Section Three:

Representation of Advisory Board Members

- Option B
 - Updated redlined language: **Data and Tools Advisory Board members are appointed as individuals based on their experiences, expertise, and perspectives. An Advisory Board member or applicant shall not be employed by an entity with representation on the Governing Board, as outlined in the selection criteria detailed on page 24.**
- Request the Office to look at the words entity, organization, institution in detail and align language to use just one in the redlined manual.

Additional Changes: Technical Additions, Clarifications, or Corrections

Update to the Advisory Board Selection Criteria (Correction Number 7):

- Option B
 - Updated redlined language: **If a seated Advisory Board member accepts employment with an organization already represented on the Governing Board, the member shall promptly notify the Office of their change in employment and resulting ineligibility to continue**

their term. Upon such notification, the Advisory Board member will be deemed ineligible to complete the remainder of their three-year term. However, the member may continue to serve in their Advisory Board capacity until the Governing Board conducts its annual approval of Advisory Board appointments.