

Cradle-to-Career Data Governing Board Staff Report

Date Report Issued: October 31, 2025
Attention: Members of Cradle-to-Career Data Governing Board
Subject: **Formation of Governance Manual Review Committee (Agenda Item 5.4)**
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the Governing Board (Board) will have the opportunity to form a Governance Manual Review Committee (Committee) to be responsible for reviewing and editing specific sections of the [Governance Manual](#) for approval by the Board.

Requested Action:

After review and consideration of this staff report, Staff recommends that the Board approve the Committee charter and designate at least four members to form a Committee, including the Board Vice-Chair.

- ❖ Move to approve the Committee charter, designate four Board members, including the Board Vice-Chair 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 [Board] over time to reflect the evolution of the Cradle-to-Career Data (C2C) System. Changes to the manual will be considered by the [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 the [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. If the charter is approved by the Board, the work of the Committee will begin during the winter to ideally seek Board approval of the recommended edits at the February 25, 2026 Board meeting.

Governance Manual Review Process Timeline and Key Milestones:

The following chart lays out the components of the process, a timeline and key milestones, and member responsibilities.

Date	Activity	Responsible Party
December 10, 2025	<u>Committee Meeting One</u> : discuss the Governance Manual Review process and discuss recommendations and/or modifications to the Governance Manual.	Committee
January 28, 2026	<u>Committee Meeting Two</u> : review drafted language related to specific areas in the Governance Manual for recommendations and approval by the Board.	Committee
February 25, 2026	<u>Board Meeting Presentation</u> : consider the adoption and approval of the Committee's proposed edits to the Governance Manual.	Board

2025-26 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 four Board members. The Board Vice-Chair 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 the Selection for Advisory Boards Committee process and Advisory Board member term limits, expectations, and responsibilities;
2. Correcting typographical errors, providing stylistic changes, or adding technical additions and/or corrections to be in line with terms and procedures that have been implemented by the Office.

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 10, 2025: 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 28, 2026: 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 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.