



# Inland Empire/Desert Regional Consortium

## Governance Structure – FINAL *(approved 9/9/16)*

*Committed to Transparency and Informed Decision Making*

### Colleges/Districts:

- Barstow CCD
- Chaffey CCD
- College of the Desert (Desert CCD)
- Copper Mountain CCD
- Mt. San Jacinto CCD
- Palo Verde CCD
- Riverside CCD
  - Moreno Valley College
  - Norco College
  - Riverside City College
- San Bernardino CCD
  - Crafton Hills College
  - San Bernardino Valley College
- Victor Valley CCD

### Member Commitments:

- Act in the best interest of the region.
- Provide leadership and support for regional efforts.
- Promote regional collaboration.
- Seek input from constituents and experts in order to make informed decisions.
- Promote open communication and transparency between council / committees and colleges.

## Regional Community College CEOs

The governance structure and decision-making authority granted to councils and committees of the IE/DRC is under the purview of the regional community college presidents and district chancellors (CEOs). The CEOs will: appoint executive council; stay informed of potential action items and issues, and review the governance structure annually.

## Executive Council

### **Membership:**

- Members will be from different colleges
- 2 CEO
  - 2 CIO
  - 2 CTE Faculty
  - 3 CTE Dean\*
  - 2 Econ Dev/Contract Ed\*
  - IE/DRC Chair *(Non-voting)*
  - On an as-needed basis, other constituent group representatives and experts will be invited to participate in Executive Council meetings *(non-voting)*

### **Authority:**

- Approve Strong Workforce(SWP) regional plan
- Approve annual SWP budget
- Approve new project resource allocations not included in the annual SWP budget
- Resolve disputes related to:
  - fiscal allocation
  - program endorsement
  - other IE/DRC disputes

## IE/DRC Steering Committee

### **Membership:**

- Voting Members of IE/Desert\*
- IE/DRC Chair
- COE Director *(ex-officio)*
- SB1070 Director *(ex-officio)*
- SWP Fiscal Agent Project Manager *(ex-officio)*
- DSNs and Standing Committee chairs *(as needed, non-voting)*

*\*2 appointed by each college president*

### **Authority:**

- Prepare SWP regional plan and budget.
- Approve reallocations/budget changes up to 20% for any previously approved SWP project.
- Review/endorse annual DWM workplans/budgets that are specific to the region
- Review/endorse SWP local and regional proposals and evaluate regionally funded projects.
- Identify and recommend emerging and priority sectors for DWM.
- When requested or required, review regional grant proposals for regional endorsement.

## Standing Committees

CTE Deans	Econ Dev/Contract Ed	Key Talent
<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• College CTE Deans*</li> <li>• IE/DRC Chair <i>(non-voting)</i></li> <li>• COE Director <i>(non-voting)</i></li> <li>• DSNs &amp; other key talent <i>(as needed, non-voting)</i></li> </ul> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>• Review &amp; endorse colleges' new CTE program proposals</li> </ul> <p><i>*Each college has one vote</i></p>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Contract Ed, Not-for-Credit Program Staff</li> <li>• County WDB Staff</li> <li>• DSNs &amp; other key talent <i>(as needed)</i></li> </ul> <p><b>Domain:</b></p> <ul style="list-style-type: none"> <li>• Develop and/or recommend contract ed projects</li> </ul>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• IE/DRC Chair</li> <li>• COE Director</li> <li>• 6 Deputy Sector Navigators</li> <li>• SB1070 Project Director</li> <li>• Prop 39 Project Director</li> </ul> <p><b>Domain:</b></p> <ul style="list-style-type: none"> <li>• Develop and/or recommend sector projects for SWP funding</li> <li>• Develop and implement DWM annual workplans and budgets</li> </ul>



# *Inland Empire/Desert Regional Consortium*

## Governance Structure and IE/DRC Staffing:

## Authority, Roles, and Responsibilities

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**REVISED** Approved 5/8/2017

# Inland Empire/Desert Regional Consortium

## The regional organization of community college workforce and economic development

The Inland Empire/Desert Regional Consortium (IE/DRC) is comprised of the 12 community colleges (9 community college districts) in San Bernardino and Riverside counties.

Colleges: Barstow, Chaffey, College of the Desert, Copper Mountain, Crafton Hills (SBCCD), Moreno Valley (RCCD), Mt. San Jacinto, Norco (RCCD), Palo Verde, Riverside City (RCCD), San Bernardino Valley (SBCCD), Victor Valley.

Regional workforce grants awarded through the California Community Colleges Chancellor's Office (CCCCO) to the geographic region known as the Inland Empire/Desert Region, Region 9, or Region F, are part of the IE/Desert Regional Consortium.

## Governance

### Regional CEOs

The governance structure and decision-making authority granted to councils and committees of the IE/DRC is under the purview of the regional community college presidents and district chancellors, referred to as CEOs in this document, and the structure and authority are outlined herein. The governance structure was approved by the CEOs at their meeting on September 9, 2016 and will remain in effect until such time that the CEOs elect to change it. The CEOs will review the efficacy of the governance structure annually. There are three levels to the governance structure. They are:

1. Executive Council
2. Steering Committee
3. Standing Committees

The CEOs will appoint representatives to the Executive Council from among names submitted by each respective constituent group and will notify individuals of their appointment to the Executive Council. The CEOs may also designate an alternate(s) to serve in the absence of the regular appointee from each constituent group. To the extent possible, Executive Council membership will be restricted to no more than one representative from any community college in the region.

Effective communication and transparency is a priority of the CEOs. It is the responsibility of regional members, at every level, to promote these principles. Regional resources shall be allocated to support structural mechanisms that ensure that effective communication and transparency is achieved.

### 1) Executive Council

#### Final Decision, SWP Plan Endorsement, Funding Allocations, and Dispute Resolution

The Executive Council is comprised of representatives from five key IE/Desert Region community college constituent groups: Chief Executive Officers (CEOs), Chief Instructional Officers (CIOs), CTE Deans, Economic Development/Contract Education, and CTE Faculty. The IE/DRC Chair will be a non-voting member of the Executive Council and will provide staffing as necessary. Each constituent group will forward four or five names from among their membership to the CEOs for appointment to the Executive Council. Members shall serve two-year terms and may be re-appointed for an additional year at the end of their initial two-year term. Unless otherwise specified by the CEOs when making an appointment, all terms shall begin on July 1st of the school year in which the member was appointed, regardless of the actual date of the appointment. The council shall elect a chair from among its members and will identify the length of the chair's term at the time of the election. The IE/DRC Chair will notify the council when a chair's term is expiring and will oversee the voting process for a new chair.

### Membership:

- 2 CEO
- 2 CIO
- 2 CTE Faculty (*selected from among college Academic Senate CTE Liaisons*)
- 3 CTE Deans (*at least one shall also be a member of the IE/DRC Steering Committee*)
- 2 Economic Development/Contract Ed (*at least one shall also be a member of the IE/DRC Steering Committee*)
- IE/DRC Chair (*non-voting*)
- On an as-needed basis, other constituent group representatives and experts will be invited to participate in Executive Council meetings (*non-voting*)

### Quorum:

- Seven members must be present at any meeting where a vote will be taken and a simple majority plus one is required to pass any action.

### Authority:

- Approve Strong Workforce Program (SWP) regional plan
- Approve annual SWP budget
- Approve new project resource allocations not included in the annual SWP budget
- Resolve disputes related to:
  - fiscal allocation
  - program endorsement
  - other IE/DRC disputes

### Meetings:

- The Executive Council will meet twice a year or as necessary.
- Meetings may be in-person or may be convened electronically.
- The Executive Council shall elect a chair from among their members.

### Member Responsibility:

- Act in the best interest of the region as a whole.
- Serve as liaison between the Executive Council and their representative group(s).
- Communicate action taken and rationale for decisions to both their representative group and to their college leadership.
- Attend meetings regularly or ensure their designated alternate attends in their absence.
- Seek input from constituents and experts in order to make informed decisions.

### Formal Communications:

- IE/DRC Chair will:
  - send meeting minutes to CEOs and CIOs
  - publish all meeting agendas and minutes on the [desertcolleges.org](http://desertcolleges.org) website

### **Appointment of Voting Members**

- Voting members will be appointed by the Region 9 CEO Committee. Only Region 9 CEOs who represent the community colleges in the IE/Desert region will take part in the appointment process.
- All appointed members must be employed by an IE/Desert region college in the representative capacity.
- Selection will be from among names forwarded to the CEOs from each constituent group.
- The CEOs may appoint ex-officio members to the Executive Council at their discretion.
- Except for ex-officio members, appointed Executive Council members may not be a “key talent” (someone whose primary position(s) is funded by DWM or other CCCCO regional grants).

## **2) Steering Committee**

### **Strong Workforce Regional Plan Development and Funding Recommendations**

The Steering Committee is comprised of the designated voting members from each of the region’s 12 community colleges and the IE/DRC Chair, who serves as the chair of the Steering Committee, COE Director (ex-officio), SB1070 Director (ex-officio), and regionally designated project directors (key talent) as necessary.

### Membership:

- Voting members\*
- IE/DRC chair (*voting*)
- Ex-officio/as needed (*non-voting*)
  - Center of Excellence Director
  - SB1070 Director
  - SWP Fiscal Agent Project Manager
  - Standing committee chairs (*if not voting members*)
  - DSNs and other key talent

### Quorum:

- The equivalent of 16\* (voting) members must be present at any meeting where a vote is to be taken.
- A simple majority plus one is required to pass any action.

*\*Some colleges have appointed one individual to cast both college votes. These individuals will be counted as two voting members for the purpose of achieving a quorum.*

### **\*Appointment of Voting Members**

- Voting members are designated by the college president (CEO).
- Each of the region's 12 colleges will designate two voting members. The purpose of two votes per college is to help ensure regional colleges, and the "for credit" (CTE) and "not-for-credit" (contract education) entities within each college, are represented equitably in regional decision-making. However, at the discretion of the college president, one individual may be designated to cast both of a college's two votes.
- The college president may change their college designee(s) at any time, via written notification to the IE/DRC chair.

### Authority:

- Prepare SWP regional plan and budget.
- Approve reallocations/budget changes up to 20% for any previously approved SWP projects when the budget change does not affect the overall project scope.
- Review/endorse annual Doing What Matters for Jobs and the Economy (DWM) workplans/budgets that are specific to the region (some statewide activities/budget may be required as a condition of grant funding).
- Review/endorse SWP local and regional project proposals and evaluate regionally funded projects.
- Identify and recommend emerging and priority sectors for DWM.
- When requested or required, review regional grant proposals and provide regional endorsement.

### Meetings:

- The Steering Committee will meet four times a year or as necessary. Meetings may be in-person or may be convened electronically.
- The IE/DRC Chair will serve as the chair of the Steering Committee.

### Member Responsibility:

- Act in the best interest of the region as a whole.
- Communicate issues pending and action taken at Steering Committee meetings (and rationale for decisions made) to their college leadership and CTE faculty (as appropriate).
- Serve as liaison between the Steering Committee and their college.
- Assist in disseminating information pertaining to IE/DRC efforts and activities.
- Attend meetings regularly or designate an alternate to attend in their absence.
- Chair standing committees and ad hoc workgroups as needed.
- Coordinate and support regional workforce & economic development education and training programs and activities.
- Provide leadership and assist in coordinating regional efforts.
- Seek input from constituents and experts in order to make informed decisions.
- Promote collaboration on regional projects and grants.

### Formal Communication:

- IE/DRC Chair will:
  - send meeting minutes to Executive Council, CEOs and CIOs
  - publish all meeting agendas and minutes on the [desertcolleges.org](http://desertcolleges.org) website

### 3) Standing Committees

#### A) CTE Deans

##### Membership:

- CTE Deans (*each of the region's 12 colleges will have one vote, vested in the CTE Dean or his/her designee*)
- IE/DRC Chair (*non-voting*)
- Center of Excellence Director (*non-voting*)
- DSNs and other key talent as necessary (*non-voting*)

##### Quorum:

- A minimum of eight colleges must participate in any meeting where a vote is to be taken.
- Seven votes are required to pass any action.

##### Authority:

- Review and recommend colleges' new CTE program proposals prior to submission to the Chancellor's Office.

##### Meetings:

- The CTE Deans Committee will meet monthly from September to May to review and recommend new programs and will meet during the months of June, July and August only as needed. Meetings may be in-person or may be convened electronically.
- The committee will elect a chair from among the college CTE Deans every two years. A chair may be re-elected to serve additional two-year terms. The IE/DRC Chair will notify the committee when a chair's term is expiring and will oversee the voting process for a new chair.

##### Member Responsibility:

- Act in the best interest of the region as a whole.
- Communicate new programs pending review and action taken at CTE Deans meetings (and rationale for decisions made) to CTE program faculty and college leaders.
- Assist college CTE faculty in preparing new program applications for review by the regional consortium.

#### B) Economic Development/Contract Education/Not for Credit Training

##### Membership:

- Community college and district staff with responsibility for the contract education, not-for-credit offerings at their college/district
- County workforce development staff
- DSN and other key talent as needed

##### Domain:

- Develop and/or recommend contract education strategies for regional funding.

##### Meetings:

- Meet four times per year, or as needed, to address topics of mutual concern among members.
- The committee will elect a chair from among its college members every two years. A chair may be re-elected to serve additional two-year terms. The IE/DRC Chair will notify the committee when a chair's term is expiring and will oversee the voting process for a new chair.

##### Member Responsibility:

- Act in the best interest of the region as a whole.
- Promote regional collaboration among regional colleges.

## C) Key Talent

### Membership:

- IE/DRC Chair
- COE Director
- 6 Deputy Sector Navigators
- SB1070 Project Director
- Prop 39 Project Director
- Others (as funding becomes available through SWP or DWM)

### Domain:

- Develop and/or recommend industry/sector specific strategies for funding through the Strong Workforce Program and DWM.
- Develop and implement DWM annual workplans and budgets.

### Responsibilities:

- Work collaboratively with regional partners to strengthen regional SWP projects.
- Assist in evaluating SWP industry specific projects.

## Staffing

The IE/Desert Regional Consortium is staffed through various grant-funded initiatives awarded by the California Community Colleges Chancellor's Office [Doing What Matters for Jobs and the Economy (DWM) and the Strong Workforce Program SWP)]. Currently 11 key talent positions are funded in support of the IE/DRC infrastructure, along with variety of support personnel. New key talent positions may be added or deleted over time as new funding becomes available or as positions are no longer needed. The positions are:

1. IE/DRC Chair (1)
2. Fiscal Agent/Project Manager of the Strong Workforce Funds (1)\*
3. Center of Excellence Director (1)
4. Deputy Sector Navigators for regional priority and emerging industry sectors (6)
5. K-14 Pathways - Regional Technical Assistance Provider (1)
6. Prop 39 Energy (1)

\*Not currently staffed, however, it is funded under the Strong Workforce Program

Key talent will adhere to all responsibilities, terms and conditions required by their specific grant agreement. However, as representatives of the Inland Empire/Desert Region, and acting on behalf of the region, key talent are expected to assume additional responsibilities outlined below, and others that may be identified in the future. Carrying out these additional responsibilities is required in order to maintain the official endorsement of the IE/DRC Governing bodies. Any additional responsibilities are aligned with the regional grant terms that fund various key talent positions.