

Inland Empire/Desert Regional Consortium K-12 Strong Workforce Selection Committee

Reference Ed Code 88829(b) Decisions governing, or relating to, the distribution of fiscal resources for the K-12 component [of Strong Workforce] shall be made exclusively by the K-12 Selection Committee, including selection of grant recipients and specific funding amounts for each grant. (<http://doingwhatmatters.cccco.edu/portals/6/docs/SW/K12/K12-SWP-Legislation.pdf>)

Reference California Community College Chancellor's Office and California Department of Education's joint guidance memo issued 12/12/2018: Guidance on the K-12 Strong Workforce Program Selection Committee (<http://doingwhatmatters.cccco.edu/portals/6/docs/SW/K12/K12-SWP-Selection-Committee-Memo.pdf>)

Once approved, the Inland Empire/Desert Regional Consortium (IEDRC) governance document will be amended to include the following guidelines related to the SWP K-12 Selection Committee.

The California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) will make final appointments to each region's K-12 Strong Workforce Selection Committee. They will:

- Establish a standard application and rubric.
- Set a timeline for application submission.
- Solicit applications from individuals wishing to serve in this capacity.

Regional Review Team

Each time that appointments to the K-12 Selection Committee are to be made, the region will convene a Regional Review Team to review applications submitted by individuals wishing to serve on the region's K-12 Selection Committee.

Review Team Composition:

- The Regional Review Team shall be made up of eight members:
 - **Four** K-12 representatives appointed by the two county superintendents of schools (two from Riverside County and two from San Bernardino County).
 - **Four** community college representatives appointed by the Region 9 CEO group, (two from Riverside County and two from San Bernardino County). At least two representatives shall be voting members of the IE/DRC Executive Council and/or Steering Committee.
 - A district shall not have more than one representative on the Regional Review Team.
- While serving on the Regional Review Team, members may not apply to be on the K-12 Selection Committee.
- Members will not vote on any applicant from their own organization¹.

Review Team Responsibility

- Evaluate all K-12 Selection Committee applications using the statewide rubric and make recommendations for appointment.

¹ For the purpose of this document, the term organization means an educational district and all of its associated schools/colleges.

Inland Empire/Desert Regional Consortium K-12 Strong Workforce Selection Committee

- The IEDRC Chair shall convene the Regional Review Team to vote on recommendations.
- A simple majority vote is required for any action. The IEDRC chair shall cast a vote only when necessary to break a tie.
- The IEDRC chair will forward the Regional Review Team's recommendations to the two county superintendents and will then submit the recommendations to the IE/DRC Executive Council for certification. Once certified, the IE/DRC Chair will submit the recommendations to the CCCC.

K-12 Selection Committee

When a vacancy exists on the K-12 Selection Committee, the IE/DRC chair will work with the CCCC/CDE to solicit applications from the field.

Selection Committee Composition:

- A total of 18 members shall be appointed from the following categories:
 - **Five** current or former K-12 career technical education teachers and administrators (*from public K-12 and ROP schools/districts*). There shall be a minimum of one CTE teacher and one administrator.
 - **Two** charter school representatives.
 - **Two** career guidance counselors. This includes any individual whose primary responsibility is to provide career guidance, counseling, and/or career coaching to students. Representatives may be from any of the K-12 SWP eligible LEA institutions or a community college.
 - **Three** representatives from business/industry representing sectors prioritized by the IEDRC. Representatives should have job duties that are consistent with or focus on workforce development. Current IEDRC sector priorities are:
 - Advanced Manufacturing
 - Advanced Transportation and Logistics
 - Business and Entrepreneurship
 - Energy, Construction and Utilities
 - Health
 - Information and Communications Technology/Digital Media
 - **Three** community college faculty or administrators. At least one member shall be a representative of the IEDRC Executive Council or Steering Committee.
 - **Three** other stakeholders from among the following: county schools, adult education, UCR or CSUSB, labor organizations, apprenticeship, workforce development departments/WIOA boards, workforce intermediaries, economic development agencies or organizations.
- Additionally, **six** alternates will be identified, one from each category.
- To the extent possible, members of the committee should:
 - Be balanced between representatives from Riverside and San Bernardino counties.
 - Demonstrate they have an understanding of or have experience with serving underrepresented populations.
- Organizations shall not have more than one individual serve on the K-12 Selection Committee at the same time (*see footnote on page 1*).

Inland Empire/Desert Regional Consortium K-12 Strong Workforce Selection Committee

Selection Committee Terms:

- Terms shall be set by the CCCCCO/CDE. In the first round of funding, K-12 Selection Committee members will likely serve for two years, and term end dates may be staggered in an effort to establish continuity across funding cycles.
- The IEDRC may petition the CCCCCO/CDE to remove a member from the committee. Factors that could result in the IEDRC requesting that a member be removed from the committee could include, but are not limited to, a change in the committee member's employment (change of employer or change in position/role such that they no longer represent the category to which they were appointed to fill), an inability to fully participate in the annual selection process, or absence from two or more consecutive meetings.

Quorum:

- A minimum of 14 members must be in attendance at any meeting where a vote will be taken.
- A majority plus one is required to pass a vote.

Selection Committee Duties:

- Guidance from the CCCCCO/CDE indicates that the K-12 Selection Committee will:
 - Help identify high-quality applications that meet the priorities of the K-12 SWP
 - Review applications submitted regionally, select grant recipients, and determine funding amount for each grant
 - Report on the amount awarded to the CCC Chancellor's office for distributed
- Additionally, the IEDRC expects that the K-12 Selection Committee will:
 - Establish committee operating procedures, including the minimum number of readers assigned to applications and a process to resolve disputes.

Selection Committee Meetings:

- The committee will meet as necessary to carry out their duties. Members will not be compensated for their work on the committee, however, travel costs for attending training and meetings will be reimbursed.
- The committee shall elect a chair from among its members
- The IEDRC chair will conduct/oversee the committee chair election.
- The K-14 Technical Assistance Provider (or the IEDRC chair in the absence of the K-14 TAP) shall serve as a **consultant** to committee.

Selection Committee Member Responsibility:

- Members shall agree to abide by the Selection Committee Member terms set forth by the CCCCCO/CDE.