

North Santa Clara County Student Transition Consortium

Consortium Charter

I. This Charter leadership committee will be called the STC Leadership Board (hereafter named Board). The Board is authorized through legislative action to serve the adult learning population of the region.

II. Purposes

The Board is created for the purpose of collaborating and improving the success of adult learners in the region. Specifically, the Board will seek to implement an annual action plan, revising as needed based on the needs of the community of learners. The specific purposes of the Committee may include the following responsibilities:

- Collaborating to assist in placing students at employment sites
- Determining necessary entry-level skills, attitude and knowledge competencies as well as performance levels for target occupations
- Facilitating cooperation and communication between the program and the community
- Assisting in program evaluation and improvement
- Assisting the consortium and its programs in setting priorities, including participating in ongoing planning activities of the program
- Facilitating joint instructor inservice education / staff development

III. Membership

1. The Leadership Board will be comprised of, at minimum, one representative from each of the five originating Adult Education agencies (DeAnza College, Foothill College, Mountain View-Los Altos Adult School, Palo Alto Adult School, and the Fremont Union High School District Adult School).
2. Other “honorary” members may be included for some or all of the meetings as needed by an agency; “honorary” members have full participation rights but do not vote. It is each agency’s prerogative to include, or not, other members of their agency. To enhance collaboration and trust, all agencies will share their choice of adding or deleting members and their reasoning prior to making the change and will, in good faith, consider the feedback of the other consortium members.
3. Voting shall be handled per the procedural rules listed in VI.

V. Organizational Structure

The organizational structure (chair, secretary, etc.) will be voted upon annually based on the needs of the consortium’s action plan and the directives of the state. This structure will be voted on before July 1st of the year in which the structure will be utilized.

VI. Procedural Rules

Voting: Per Education Code 84905(c), the voting member of the consortium “shall be represented only by an official designated by the governing board of the member.” Further, “All members of the consortium shall participate in any decision made by the consortium” [84905(A)]; “A proposed decision is considered an open, properly noticed public meeting of the consortium at which members of the public may comment” [48905(B)]; and “A decision is final” (48905(E)). Any additional changes and requirements set forth in future legislation must also be met by the five voting members of the five agencies (DeAnza College, Foothill College, Mountain View-Los Altos Adult School, Palo Alto Adult School, and the Fremont Union High School District Adult School).

Meetings: The Board will meet at least quarterly. Written notices of upcoming meetings will be mailed or emailed to members at least ten days before a meeting.

Minutes: Minutes of each meeting will be kept. Copies will be mailed to the Board. Minutes will be made available to anyone from the public upon request within 10 days.

Recommendations and Reports: Sub-Committee/Action Group recommendations and reports will be submitted in writing to the board. Documents will include both suggested action and justification for suggestions. The board will respond/react to such recommendations/reports in writing.

Public Input and Announcements:

1. Per the directive of the Education Code 84905 (C-D), the Board will provide the public with adequate notice of decisions, request comments, consider and respond to comments.
2. While members are expected and encouraged to discuss the instructional program within the community, members shall not report individual opinions expressed in meetings.