

**ORANGE
COUNTY
REGIONAL
CONSORTIUM**

**WORKFORCE
DEVELOPMENT ALLIANCE**

**ORANGE COUNTY
REGIONAL CONSORTIUM
BYLAWS 2.0 DRAFT**

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BYLAWS

Orange County Regional Consortium (OCRC)

ARTICLE 1. FISCAL AGENT

1.1 Selection of Fiscal Agent

The fiscal agent shall be selected by simple majority vote of the member districts of the OCRC. Member Districts may select a new fiscal agent by making said recommendation to the Governance Council.

1.2 Role of Fiscal Agent

The fiscal agent shall dispense, monitor, and audit sub-grants once spending decisions have been authorized by the OCRC as stipulated in the Strong Workforce Legislation.

1.3 Principal Office

The principal office of the OCRC shall be designated by the fiscal agent and located within the fiscal agent's district. The OCRC may have other offices outside of the fiscal agent's district within the California Community College Chancellor's Office designated Orange County region.

ARTICLE 2. MEMBERSHIP

2.1 Membership

OCRC membership shall include all the community college districts in Orange County that are a designated member college of the OCRC by the Chancellor's Office.

ARTICLE 3. GOVERNANCE COUNCIL

3.1 Selection of Fiscal Agent

The Governance Council shall be comprised of all the community college districts in Orange County that are designated part of the OCRC by the Chancellor's Office. Each member district shall have one (1) vote.

3.2 Proxy

The Governance Council shall send a senior level proxy, such as a Vice President, Vice Chancellor, or President in cases where the representative has a planned absence – to vote on action items on his/her behalf, including attending and voting by conference call and/or virtual platforms.

3.3 Chairperson and Vice Chairperson

The Chairperson shall be selected by a simple majority vote of the Governance Council members and shall serve for a term of two (2) academic years. The Vice Chairperson shall be

selected by a simple majority vote of the Governance Council members and shall serve for a term of two (2) academic years.

3.4 Role and Authority of the Governance Council

The Governance Council shall be the final decision-making body of the OCRC, including, but not limited to, decisions on budget, resource allocation (including unspent funding), strategic planning, policy, advocacy, regional plans and dispute resolution.

3.4.1 Governance Council Budget Reallocation

For instances in which there is a surplus of regional SWP funding on an approved project, the regional project lead shall have first right of refusal for reallocating the surplus funds within the project, provided the funding can be expended within the performance period of that regional project. Such reallocations within the same regional project do not require approval by the Governance Council. However for instances in which the project lead cannot reallocate the funds within the project to be expended within the performance period, surplus funds can be allocated to other regional SWP projects within the same funding period with prior approval from the Governance Council.

ARTICLE 4. CEO EXECUTIVE COMMITTEE

4.1 Membership

The Executive Committee shall be selected by a simple majority vote of the Governance Council and comprised of five (5) members, including at least one (1) member from each county of the Governance Council. The CEO of the Fiscal Agent shall also serve as one of the five (5) members. Each member shall serve a term of two (2) academic years and may be reappointed to additional terms. Appointments shall occur every other year at the spring meeting of the Governance Council by simple majority vote.

4.2 Role and Authority of the CEO Executive Committee

The CEO Executive Committee shall serve as the Board to the Governance Council, and make recommendations to the Governance Council regarding budget, resource allocation, strategic planning, policy, advocacy and regional plans, coordinate strategic efforts with the Executive Director, and receive recommendations from College Presidents, CIO/CSSO Liaisons, and Dean Resource Associates on behalf of the College Resource Leadership Council.

ARTICLE 5. COLLEGE PRESIDENTS

5.1 Membership

The College Presidents shall be comprised of the **10** Presidents from the nine (9) colleges and North Orange Continuing Education Center (NOCE) in Orange County.

5.2 Role of College Presidents

The College Presidents shall communicate, advise, collaborate, and make recommendations with the CEO Executive Committee, Assistant Vice Chancellor of Economic Development, and

CIO/CSSO Liaisons on behalf of the Dean Resource Associates and College Resource Leadership Council. College Presidents shall be designated to participate as CEO Work Group members and contribute to the purpose and outcomes of CEO Work Groups.

ARTICLE 6. CIO/CSSO LIAISONS

6.1 Membership

The Governance Council shall designate a liaison team that is comprised of a Chief Instructional Officer and Chief Student Services Officer for the Orange County region.

6.2 Role of CIO/CSSO Liaisons

The Chief Instructional Officer/Chief Student Services Officer Liaisons shall serve as liaisons between the Dean Resource Associates/College Resource Leadership Council and the Governance Council, and institutionalize the inclusion of the Strong Workforce Program as an agenda item at the CIO and CSSO regional meetings. The CIO/CSSO Liaisons should attend the CRLC meetings and provide recommendations to the Governance Council as well as to the DRA to stay abreast of new program recommendations and activities, and attend the Governance Council quarterly and interim business meetings to provide any necessary updates.

ARTICLE 7. DEAN RESOURCES ASSOCIATES

7.1 Membership

The Dean Resource Associates (DRA) shall be selected by a simple majority vote of the College Resource Leadership Council (CRLC) and shall be comprised of two (2) members of the CRLC. The members shall include two (2) from the Orange County districts (both a credit and noncredit representative). Each member shall serve a term of two (2) academic years and may be reappointed to additional terms. Appointments shall occur every other year at the June meeting of the CRLC by simple majority vote. Vacancies shall be filled at the next scheduled CRLC meeting by simple majority vote of the CRLC members of the represented colleges. The appointee will complete the remainder of the term vacated.

7.2 Role of the Dean Resource Associates

The Dean Resource Associates shall represent the interests of the CRLC and communicate, advise and collaborate with the Assistant Vice Chancellor and CIO/ CSSO Liaisons. The DRA shall review draft Bylaws amendments and other policy and funding matters from the CRLC, Assistant Vice Chancellor and make recommendations to the CRLC for action.

7.3 Chairperson

The DRA Chairperson shall be one (1) of the six (6) DRA members. The Chairperson shall be selected by a simple majority vote of the CRLC every other year at the CRLC June meeting.

They shall serve a term of two (2) academic years and may be reappointed to additional terms. The Chairperson shall preside over the DRA and CRCL meetings and approve meeting agendas prior to dissemination and posting. The DRA members also will select a Vice-Chairperson.

ARTICLE 8. COLLEGE RESOURCE LEADERSHIP COUNCIL

8.1 Membership

The College Resource Leadership Council shall be comprised of 10 Voting Members: one (1) Voting Member from each of the nine (9) community colleges in Orange Counties, and one (1) from the standalone continuing education center. There may also be one (1) Alternate Voting Member per college/center who may serve as a Voting Member in the absence of the Voting Member.

8.2 Role of the College Resource Leadership Council

The CRLC shall be responsible primarily for the review and recommendation of programs in accordance with California Education Code, Title 5, and the Chancellor's Office. The CRLC will collaborate, advise and coordinate efforts with the Assistant Vice Chancellor, Economic and Workforce Development, and provide input regarding programmatic budget, resource allocation, strategic planning, policy, advocacy and regional plans and coordination of strategic efforts.

8.3 Appointment

Members are appointed by the Chancellor or their designee from each college or district.

8.4 Chairperson

The Chairperson of the DRA shall serve in the role as Chairperson of the CRLC, and shall be elected by a simple majority vote as described in Bylaws Section 7.3. They shall serve a term of two (2) academic years and may be reappointed to additional terms. The Chairperson shall be a voting member of the CRLC and shall preside over the meetings and approve meeting agendas prior to dissemination and posting. They shall also serve as the DRA Chairperson.

8.5 Vice Chairperson

The CRLC Vice Chairperson shall be selected by a simple majority vote of the CRLC every other year at the CRLC June meeting. They shall serve a term of two (2) academic years and may be reappointed to additional terms. The Vice Chairperson shall be a voting member of the CRLC and shall preside over the meetings and approve meeting agendas prior to dissemination and posting in the absence of the Chairperson. The Vice Chairperson may or may not be an elected member of the DRA.

8.6 Chairperson and Vice Chairperson Replacement

Replacement of the DRA/CRLC Chair or CRLC Vice-Chair due to resignation prior to end of their term shall occur at the next scheduled meeting of the CRLC and they shall serve in the role only for the duration of the term for the vacated position.

ARTICLE 9. OCRC STAFF

9.1 Assistant Vice Chancellor, Economic and Workforce Development

The Assistant Vice Chancellor shall be an employee of the fiscal agent and shall be hired and evaluated under the policies and processes of the fiscal agent. The fiscal agent shall work with the DRA in selecting the Assistant Vice Chancellor. The fiscal agent shall make a final recommendation for appointment to the Executive Committee.

9.2 Role and Authority of Assistant Vice Chancellor, Economic and Workforce Development

The Assistant Vice Chancellor shall review the Strong Workforce regional plans and submit all required documentation to the Chancellor's Office, develop annual OCRC workplan and budget in collaboration with the CIO/CSSO Liaison, DRA and CRLC, collaborate and coordinate efforts, convene and preside over all joint regional meetings and provide staff support to the Executive Committee and Governance Council.

ARTICLE 10. SUB-REGIONAL COUNCILS AND COLLABORATIVES

10.1 Role of Sub-Regional Councils

The Sub-Regional Councils will prepare regional initiative plans and budgets. The Orange County Directors shall provide regular updates to the DRA and CRLC, from the OCRC Office to support transparency and promote collaboration between the two Councils and sub-regions. The Councils will facilitate and assist colleges with leveraging the external resources and key stakeholders in the sub-region required to successfully develop and implement Strong Workforce initiatives. The councils will collaborate with Workforce Development Boards (WDBs) in the sub-regions and Collaboratives to identify priority and emerging sectors, viable regional projects, and regional professional development opportunities.

10.2 Orange County Collaborative

The Orange County Collaborative is comprised of Voting Members and Alternate Voting Members of the 9 community colleges, key talent in Orange County (Regional Directors of Employer Engagement, Technical Assistance Providers, Centers of Excellence for Labor Market Research), local educational agencies, adult education, K-12 schools and districts, interested campuses of the California State University and University of California, civic representatives, community-based organizations, workforce development boards, representatives of labor, and economic development and industry sector leaders.

10.3 Orange County Collaborative – Chairperson

The Orange County Collaborative shall be chaired by the Orange County Chair.

ARTICLE 11. MEETING/VOTING

11.1 Location of Meetings and Voting

Meeting locations will be established by the Chairperson of each committee or council with the mutual agreement of the fiscal agent. Voting on all committees and council may be in person or by electronic vote.

11.2 Sub-Committees and Ad Hoc Committees

The Governance Council and all OCRC committees may establish sub-committees and ad hoc committees as required.

11.3 Governance Council Meetings

The Governance Council shall meet at least four times (4) during the academic year. An annual calendar with meeting dates shall be developed and approved by the Governance Council at their spring meeting. Quorum shall be established by a majority of members in attendance at the meeting. The Governance Council can elect to have interim meetings for the purposes of taking action on recommendations from the CRLC and discussing emerging regional consortium business matters.

11.4 CEO Executive Committee Meetings

The Executive Committee shall meet quarterly. An annual calendar with meeting dates shall be developed and approved by the Executive Committee no later than their June meeting. Quorum shall be established by a majority of members in attendance at the meeting.

11.5 DRA Meetings

The DRA shall meet at least quarterly, prior to the Executive Committee meeting, and attend the Executive Committee meeting, as scheduled. An annual calendar with meeting dates shall be developed and approved by the DRA no later than their June meeting. Quorum shall be established by a majority of members in attendance at the meeting.

11.6 CRLC Business Meetings

The College Resource Leadership Council shall have a minimum of 7 monthly meetings from September through June as stipulated in the grant requirements. An annual calendar with meeting dates and program recommendation deadlines will be developed and approved by the CRLC no later than their June meeting. For purposes of program recommendation, business meeting minutes will be made available to CRLC members in accordance with requirements in the most recent published version of the Program and Course Approval Handbook (PCAH).

11.7 CRLC Quorum

Fifty percent plus one (50% + 1) of the CRLC members entitled to vote, represented in person (including attending by conference call and/or virtual platforms), shall constitute a quorum at a meeting of the members. If less than a quorum of the members entitled to vote is represented at a meeting, no action may be taken.

ARTICLE 12. MINUTES

12.1 Minutes

Minutes shall be taken and posted on the OCRC website for CRLC Business Meetings. Governance Council minutes shall be shared with Governance Council members.

12.2 Rule of Procedures

The rules of procedure for all meetings shall be rules contained in Roberts' Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and when not inconsistent with these Bylaws.

12.3 Meetings by Telephone, Zoom, or Webinar

At the discretion of the council or committee chairperson, meetings may be held in full or partially by telephone, Zoom, or webinar. Participation by such means shall constitute presence in person at a meeting.

12.4 Bylaws

The Assistant Vice Chancellor and Fiscal Agent shall be responsible for drafting proposed amendments to the OCRC Bylaws for initial review by the DRA. The DRA, upon approval by a majority vote, shall forward draft Bylaws amendments to the CRLC for consideration and action on a recommendation. Approval is required by two-thirds majority vote of CRLC Voting Members present. CRLC recommendations shall be forwarded to the CEO Executive Committee for consideration and action at their next meeting. Approval by a majority of CEO Executive Committee is required to recommend action by the Governance Council at its next scheduled meeting. Notice of approved bylaws amendments shall be posted on the OCRC website within 72 hours of approval by the Governance Council and shall take immediate effect once posted.