

## ProjectAttain! Board of Directors

# Charter of the

# Sacramento K-16 Collaborative Executive Committee

September 2022

## Authority

The Executive Committee (“committee”) is established pursuant to the terms of the Sacramento K-16 Collaborative application to the State of California.<sup>1</sup> The committee was the entity responsible for designing the Collaborative and preparing the application.

The Collaborative is a shared project of the Los Rios Community College District, Sacramento State University, UC Davis, and the Sacramento County of Education, embedded in ProjectAttain!. Los Rios is the lead education agency for the grant and its fiscal agent. In addition to complying with the provisions of the application, the Collaborative also operates under the terms of memoranda of understanding between these four educational institutions and ProjectAttain!.

The Collaborative is a networked collaborative rather than a linear hierarchy. By design, there is substantial overlap in membership among this committee, the ProjectAttain! Board (“board”), and the Steering Committee. By streamlining communication and decision making through a networked collaborative, the partners intend to optimize the Collaborative’s progress toward achieving the ambitious goals to which it has committed itself in winning the state grant. The application notes that “the Collaborative is an enabler of the work rather than a process obstacle.” However, ProjectAttain! as the anchor and Los Rios as the fiscal agent are ultimately responsible for compliance with the terms of the state grant program and for fulfillment of the grant commitments, and therefore this charter requires ratification of certain key executive committee actions by the board.

## Membership

1. As specified in the grant application:
  1. Chancellor of the Los Rios Community College District
  2. President of Sacramento State University
  3. Chancellor of UC Davis
  4. Board Chair of ProjectAttain!
  5. Board Chair of the 1300 Campaign

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<sup>1</sup> The application is comprised of four April 30, 2022, documents: Introduction, Questions, and Information; Application Narrative and Q1-Q11; Sacramento Collaborative Partners; Collaborative Budget; and K16 MOUs and Letters of Commitment. The primary source document for governance and this charter is Application Narrative and Q1-Q11

6. Executive from the Community Economic Resilience Collaborative
  7. Superintendent of the Sacramento County Office of Education
  8. K-12 Superintendent
  9. Senior Executive, Healthcare Pathway Employer
  10. Senior Executive, Engineering Pathway Employer
2. Any modification of this roster represents a deviation from the state-approved application, and therefore requires ratification by the board. Any modification shall comply with the terms and conditions of the state grant, including any requirements for employer share.
  3. Appointment of specific individuals to categories 8-10 above shall be for the term of three years, ending in June 2025, or until the individual no longer holds the position qualifying for the category. The committee shall nominate persons for these categories subject to ratification/appointment by the board.
  4. Membership is non-delegable and proxy voting shall not be permitted.

## Responsibilities

1. Policy, governance, resource allocation, partner alignment, and strategy for the Collaborative are led by the Executive Committee. This authority is subject to board ratification of decisions related to finance, resource allocation, and overall accountability (see *Ratification* below).
2. The primary role of the committee is to resolve strategic questions and ensure the various initiatives are meeting target benchmarks and milestones.
3. The committee will seek to align executive-level policies and priorities at the partner institutions and organizations to support implementation of the Collaborative's initiatives and achievement of its goals. It will also serve as a point of leadership alignment for the Collaborative with other related regional consortia.
4. Each quarter, the committee, in conjunction with the Steering Committee, will provide a progress report, including the dashboards, to the board, and submit any formal actions on behalf of the Collaborative for ratification.
5. The committee will report to the board on any unresolved conflicts among member institutions in the determination of funding distributions, program priorities, and grant deliverables.

## Formal Actions Requiring Ratification by the ProjectAttain! Board

1. Any modification or deviation from the grant application, or an action required due to further guidelines or requirements from the State of California.
2. Budgets and budget amendments for the primary Collaborative initiatives.
3. Criteria for determining core Collaborative partner allocation disbursement pursuant to state guidelines.
4. Implementation Plan for the Scale Up Accelerator Awards.

5. Entering into contracts or other binding agreements on behalf of the Collaborative.
6. Other matters necessary to assure overall accountability of the Collaborative to its commitments and conditions under the state grant.

## Operations

The committee shall elect a chair and vice chair annually. The committee will meet at least quarterly, at the call of chair, vice chair, or the board.

The committee will be supported by the Collaborative's backbone support, which may include a project director, staff, and/or professional services, as provided in the state grant budget. The committee shall make recommendations to the board on the organizational approach for backbone support.