

## ProjectAttain! Board of Directors

# Charter of the Sacramento K16 Collaborative Steering Committee

September 2022

### Authority

The Steering Committee (“committee”) is established pursuant to the terms of the Sacramento K16 Collaborative application to the State of California.<sup>1</sup>

The Collaborative is a shared project of the Los Rios Community College District, Sacramento State University, UC Davis, and the Sacramento County Office 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 Project Attain!.

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.” 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 the fulfillment of the grant commitments, and therefore this charter delineates roles, authority, and responsibilities.

### Membership

1. As specified in the grant application, the committee has 28 members:
  1. Chief executives of the following postsecondary institutions:
    - a. Los Rios Community College District
    - b. Sacramento State University
    - c. UC Davis
    - d. Yuba Community College District
    - e. Sierra Community College District

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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.

- f . Lake Tahoe Community College District
  - 2. Board Chair of ProjectAttain!
  - 3. Board Chair of the 1300 Campaign
  - 4. CEO of Valley Vision, as Community Economic Resilience Fund collaborative lead
  - 5. Superintendents of the Sacramento, Placer, and Yuba county offices of education
  - 6. Three K-12 Superintendents
  - 7. Employer representatives:
    - a . Kaiser Permanente
    - b . Sutter Health
    - c . UC Davis Medical Center
    - d . Dignity Health
    - e . Sacramento Municipal Utility District
    - f . Accenture
    - g . Intel
  - 8. Liaisons from each Collaborative working group:
    - a . Dual Enrollment
    - b . Data Sharing
    - c . Transfer Pathways
    - d . Target Student Populations
    - e . Engineering Pathway
    - f . Healthcare Pathway
2. Any modification of this roster represents a deviation from the state-approved application, and therefore requires ratification by the ProjectAttain! 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 6 and 7 above shall be for the term of four years, ending in June 2026, or until the individual no longer holds the position qualifying for the category.
  4. Members in category 7 shall be nominated by the named employer and appointed by the committee. Members in category 8 shall be nominated by the respective working group and appointed by the

committee. Members in category 6 shall be appointed by the committee, except that the Executive Committee shall make the initial appointments to form the Steering Committee.

5. Membership is non-delegable and proxy voting shall not be permitted, except that any member who is also a member of the Executive Committee may designate a permanent representative to serve in their place on the Steering Committee.

## Responsibilities

1. Primarily responsible for the coordination of the Collaborative's overall, integrated work plan.<sup>2</sup> The committee is empowered to make decisions on behalf of the Collaborative to the extent that such decisions are (1) consistent with the terms, application, award, and guidelines of the state grant, (2) within the project budget approved by the Executive Committee and ratified by the ProjectAttain! Board, and (3) have not otherwise been determined to be within the decision scope of the Executive Committee or ProjectAttain! Board. The intent expressed in the Collaborative application is that decision making is devolved "without the need for every action to get prior approval".
2. Receive reports of the work groups on progress toward the work plan, challenges and obstacles, and requests for partner or institutional action, and affirmatively align work group progress toward the goals to which the Collaborative has committed itself.
3. Act as principal link between the Collaborative and related collaboratives in the region, including the Community Economic Resilience Fund and the Regional Equity and Recovery Partnership; it is responsible for optimizing the K16 contribution to those other regional efforts.
4. Each quarter, the committee, in conjunction with the Executive Committee, will provide a progress report, including the dashboards, to the ProjectAttain! Board.
5. Track and report progress toward the Collaborative's goals and build the regional data sharing and data systems needed to do so.

## Operations

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

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<sup>2</sup> Policy, governance, resource allocation, partner alignment, and strategy for the Collaborative are led by the Executive Committee. This authority is subject to ProjectAttain! Board ratification of decisions related to finance, resource allocation, and overall accountability.