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Concurrent Enrollment Advisory Board

OPERATING PROCEDURES

2018-19

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OPERATING PROCEDURES

The following procedures shall govern and control all actions of the Concurrent Enrollment Advisory Board and its committees.

Article I. Name. We shall be called the

CONCURRENT ENROLLMENT ADVISORY BOARD

Article II. Concurrent Enrollment Advisory Board Mission and Vision.

MISSION

Charged by the General Assembly of the State of Colorado.

Creating pathways between high schools and institutions of higher education (including academic and career and technical programs) is essential to fulfilling the Colorado promise of doubling the number of postsecondary degrees earned by Coloradans and reducing by half the number of students who drop out of high schools in the state. The expanded mission of concurrent enrollment programs is to serve a wider range of students, particularly those who represent communities with historically low college participation rates.

[C.R.S 22-35-102 (1)(a) & (d)]

VISION

By accomplishing this mission,

To broaden access and improve the quality of concurrent enrollment programs, the General Assembly concludes that it is appropriate and in the best interests of the state to support policies designed to improve coordination between institutions of secondary education, higher education, career and technical programs and to ensure financial transparency and accountability.

[C.R.S 22-35-102 (4)]

Article III. Definitions. Per C.R.S. 22-35-103:

- A. Concurrent Enrollment – the simultaneous enrollment of a qualified student in a local education provider and in one or more postsecondary courses, including academic or career and technical education courses, at an institution of higher education.
 - a. Does not include a student’s simultaneous enrollment in a local education provider and in one or more *secondary* career and technical education programs
- B. ASCENT – Accelerating Students Through Concurrent Enrollment program. An option for students to participate in concurrent enrollment in the year directly following their 12th grade year.
- C. Department – The Colorado Department of Education, existing pursuant to section 24-1-115, C.R.S.

Article IV. Composition of the Board.

- A. Composition. As specified in section 22-35-107 (2), C.R.S.,
 - a. Three representatives from the state system of elementary and secondary education appointed by the Commissioner of Education, including at least one member who represents a rural public school or school district and at least one member who represents a school district where a relatively low percentage of recent high school graduates have enrolled in institutions of higher education.
 - b. Four representatives from the state systems of higher education appointed by the Executive Director of the Department of Higher Education, including at least two members who represent the Colorado Community College System, one member who represents a public, four-year institution of higher education and one member who represents a local district college.
 - c. Three members are appointed by the Governor, including one with experience in postsecondary student counseling, student admissions, and financial aid and at least one member with experience in public budgeting and finance.
 - d. The Director of accreditation and regional services within the Department of his/her designee.
 - e. Two representatives of postsecondary career and technical programs, one of whom is the director of career and technical colleges and one of whom represents the state system of elementary and secondary education and is appointed by the state board for community colleges and

occupational education.

- B. Length of Term. Each member of the Board shall serve at the pleasure of the member's appointing authority for a term of three years with the possibility of extending to a second term based upon the member's eligibility.
- C. Vacancy. A vacancy that may occur by reason of death, removal, resignation from office, or change of status in relationship to the board's focused representation shall be filled by the appropriate appointing authority that may arise during a member's term on the board.
- D. C.R.S. 22-35-107 (5) states, "The board members shall serve without compensation and without reimbursement for expenses. Upon request of the Board Chair, the Department, and to the extent possible within existing resources shall provide meeting space, equipment, and staff services for the board to carry out its duties under this section."
- E. Officers.
 - 1. Elected Officers. The Concurrent Enrollment Advisory Board shall elect from its own membership a chair and vice chair who shall hold office for terms of three years.
 - 2. Appointed Officers. A member of the Department shall act as secretary to the Concurrent Enrollment Advisory Board.
 - 3. Election of Officers
 - a. Date. The election of officers shall occur at the first meeting. The immediate past chairpersons, or in the instance of the initial meeting, the Board shall elect from its members a chair pro tem to conduct the meeting until a chair person is elected.
 - b. Nominations. Nominations shall be made from the floor. Each nomination shall require a second. A nominee must be present or have given written consent to his/her candidacy. No member may make more than one nomination nor second more than one nomination for each office unless the chair

reopens the nomination process. No member may both nominate and second any individual candidate.

- c. Election Procedure. Elections shall be by ballot, except in the case of a single nominee for an office, when election may be by voice.

- 1. Balloting for each office shall immediately follow the nominations from the floor for that office. Each member may vote for no more than one nominee on each ballot. A majority vote shall elect.

- 2. If there is not an initial majority vote, additional balloting until a chairperson is elected will be used. The same procedure shall be followed for the election of the vice chair.

- d. Assumption of Duties. Officers shall assume their duties immediately upon election.

4. Vacancies

- a. Chair. A vacancy in the office of chair shall be filled immediately by the vice chair. An election to select a new vice chair shall be held at the next regularly scheduled meeting.

- b. Vice Chair. A vacancy in the office of vice chair shall be filled by election at the next regular meeting.

- c. If the vacancy in the office of chair or vice chair simultaneously creates a vacancy on the Board, the Board vacancy shall be filled prior to selecting a new vice chair.

5. Duties of Officers

- a. Chair. The Board as a whole authorizes the chair's duties and responsibilities for the year, i.e., assign/invite board members to participate in special events, those that require immediate action.

The chair is the presiding officer of the Concurrent Enrollment Advisory Board. The presiding officer shall perform the following duties:

- 1) Call the meeting to order.
 - 2) Announce the sequence of the agenda, including omissions and additions to the printed agenda.
 - 3) Recognize Board members, staff, and visitors who are entitled to the floor.
 - 4) Protect the body from obvious frivolous or dilatory dialogue and debate in order to maintain decorum within the meeting.
 - 5) Expedite business in every way compatible with the rights of Board members.
 - 6) Ensure that Board meetings follow Robert's Rules of Order.
 - 7) Respond to inquiries of members relating to parliamentary procedure, factual information or business of the body.
 - 8) Decide all questions of order subject to appeal.
 - 9) Authenticate by his or her signature, when necessary, all acts, orders, and proceedings of the Concurrent Enrollment Advisory Board.
 - 10) Serve as official spokesperson for the Concurrent Enrollment Advisory Board.
 - 11) Support and provide opportunities for the Board's growth and professional development.
 - 12) Declare meeting adjourned.
 - 13) Perform other duties as delegated by the Board.
- b. Vice Chair. The vice chair shall perform the following duties:
- 1) Act as presiding officer in the absence of the chair.
 - 2) Perform duties as designated by law, by the chair, or by the Concurrent Enrollment Advisory Board.
- c. Chair Pro Tem. In the absence of the chair and vice chair, the secretary shall call the meeting to order, and the Board shall immediately elect one of its members a chair pro tem to preside for that session. This temporary chair's office is terminated by the entrance of the chair or vice chair, or by adjournment.

Article V. Purposes.

A. Authority.

Specific duties and obligations have been assigned by the Colorado General Assembly per C.R.S. 22-35-107 (6). The Concurrent Enrollment Advisory Board will work to broaden access and improve the quality of concurrent enrollment programs, and the General Assembly has concluded that is appropriate and in the best interests of the state to support policies designed to improve coordination between institutions of secondary education, higher education, career and technical programs and to ensure financial transparency and accountability.

B. Powers and Duties.

The duties of the Concurrent Enrollment Advisory Board are specified throughout C.R.S. 22-35-107.

1. General Powers and Duties of the Board

- a) Establishing the guidelines for the administration of the ASCENT program pursuant to section 22-35-108(4), C.R.S.;
- b) Advising and assisting local education providers and institutions of higher education in preparing cooperative agreements;
- c) Making recommendations as necessary to the General Assembly, the State Board, and the Commission concerning the improvement or updating of state policies relating to concurrent enrollment programs, including, but not limited to recommending policies that will allow every local education provider in the state to have adequate resources to enter into at least one cooperative agreement; and recommendations of a funding allocation model in the event that the number of qualified students identified by local education providers exceeds available appropriations pursuant to section 22-35-108 (2);

- d) Submitting to the state board for its approval or disapproval recommendations made pursuant to paragraphs (c) of this subsection (6)

2. Duties of Individual Board Members

- a. Attend meetings of the Board, enter into discussion, and vote on items coming before the Board for decision.
- b. Recognize that he or she, as an individual Board member, has no authority to bind, to speak or to act for the Concurrent Enrollment Advisory Board, except as authorized by the Board. If acting as a candidate or an individual, a Board member has the ability to state his or her position on a given issue. However, the Board member has an obligation to make the Board effective.
- c. Keep fellow Board members, and the Department apprised of issues before going public with them.
- d. Advise, as appropriate, the Department.
- e. Support official actions and policies of the Board. This duty shall not abridge the Board member's first amendment rights.
- f. Keep current on educational issues and programs.
- g. Refer significant educational issues and policy recommendation to the Department for investigation, interpretation, or presentation to the Board.
- h. Serve as liaison to committees/commissions/task forces or external organizations as needed.
- i. Represent the Board at official functions.
- j. Participate in official Concurrent Enrollment Advisory Board functions, activities, meetings, and events.

- k. Present individual Board member reports. Board members may be responsible for concise, planned reports given at regular Board meetings.
- l. Uphold standards of conduct and ethical principles.
 - 1) Having no ex parte communications either before or after hearings;
 - 2) Exhibiting impartiality before, during, and after hearings; and
 - 3) Recusing oneself if 1) and 2) are not possible.
- m. Represent the best interests of students throughout the State of Colorado.

Article VI. Meetings

A. Regular Meetings

- 1. Time, Date. The Concurrent Enrollment Advisory Board shall meet by request of the chair approximately every other month or bi-monthly.
- 2. Call. A schedule of regular meetings shall be approved by the Board and published.
- 3. Notice. Full and timely public notice shall be provided for each meeting. At a minimum, the notice must be posted in the designated public area no less than 24 hours prior to the meeting, under C.R.S. 24-6-402(2)(c). The public place for posting such notice shall be designated annually at the Board's first regular meeting of each calendar year, as required under the same statute.
- 4. Agenda.
 - a. The chair shall be responsible for maintaining oversight of the proposed agenda.
 - b. The proposed agenda and related materials will be prepared under the supervision of the Department in consultation with the Department of Higher Education and Board chair.

- c. A standard agenda format shall be followed for all regular meetings.
 - d. Board members may submit items for inclusion on the agenda up until 48 hours prior to a regular meeting.
 - e. In emergencies with less than 48 hours lead time, it is the Board member's responsibility to notify fellow Board members, and the Department.
 - f. The draft agenda will be provided to all Board members at least seven days prior to the regular meeting date and publicly posted on the Department's website.
 - g. The agenda shall be subject to revision by the Board at the meeting and becomes official upon approval at the beginning of each meeting.
 - h. Every regular meeting should provide time for citizens to address the Board and the timeframe should be made public through public notice.
5. Conduct of Meeting
- a. The order of business for a regular meeting of the Concurrent Enrollment Advisory Board shall be at the discretion of the chair.
 - b. Voting. All formal actions shall be accomplished by a motion, a second, and voting, which shall be called by roll call. The names of the board members shall be called by the chair and each member present shall vote "yes" or "no" upon each question. There shall be no voting by secret ballot, except in the election of the Board's own officers. All motions shall be declared lost unless approved by a majority vote of the Board members present. Board members cannot abstain.
 - c. Board Members' Reports. Time allotted to this activity shall be adequate for all members to report within the agenda's format.
6. Open Meetings Law

- a. All meetings of two or more members of the Board at which any public business, including legislative issues, is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times, except for executive session (See Article V-D of this document), in compliance with provisions of Article 6 (Colorado Sunshine Law), Part 4 (Open Meetings Law), C.R.S. 24-6-401 and 402.
- b. If the Board uses electronic mail to discuss pending legislation or other public business among themselves, the electronic mail shall be subject to the requirements of the Open Meetings Law cited above.

7. Record of Meeting

a. Regular meetings

1. The official record of each Board meeting is minutes, available for review by the public through the Department.
2. All official records are prepared, archived, and disseminated under the supervision of the Department.

b. Special Meetings

1. Call. Special meetings may be called by the chair or by a majority of its members. Special meetings may also be called by the vice chair in the absence of the chair, or by three or more board members submitting a written request to the chair or the Department for such a meeting. Notice shall be given to all Board members within a reasonable length of time.

B. Electronic Meetings

1. Board members may attend board meetings via conference call or webinar with prior permission from the chair if these vehicles are available.

C. Executive Sessions

1. The Board may convene an executive session at any regular or special meeting with a two-thirds affirmative vote of the entire membership for:

- a. Conferences with its attorney;
 - b. Matters required to be kept confidential by federal law, or rules, or by state statutes.
 - c. To review, approve and/or amend minutes of a previous executive session.
 - d. Other matters specified in C.R.S. 24-6-402.
2. No formal action may be taken by the Board in executive session, per C.R.S. 24-6-402.
 3. The chair shall declare the executive session adjourned at its conclusion.
 4. The announcement of executive session must include the specific citation permitting the executive session and the identification of the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.
 5. Recording an executive session. The executive session must be recorded in the same fashion as the open meeting. The record of the executive session must be retained for at least 90 days after the session.
 6. Following every executive session, the chair must certify in writing that the executive session was appropriate and whether or not it was recorded.
- D. Proxies. There shall be no provision for proxy voting on any matter to come before the board, nor any provision for absentee voting.
- E. Quorum. A quorum shall consist of a majority of the Board. A quorum shall be required for all official Board meetings and for all official actions of the Concurrent Enrollment Advisory Board.
- F. Censure. The Board will entertain resolutions to censure its members who behave in an egregious manner with willful disregard of the Board's operating procedures and legally promulgated actions.
- G. Authority of Procedure. Rules for conducting meetings for the Concurrent Enrollment Advisory Board shall be the rules contained in the current edition of Robert's Rules of Order, Newly Revised, which shall govern in all cases to which

they are applicable, and in which they are not inconsistent with these Operating Procedures or rules of the Board.

Article VII. Policies

- A. Definition: Policies of the Concurrent Enrollment Advisory Board shall be those philosophies or parameters within which decisions are considered. The Board is responsible for establishing policies for the efficient and effective management and operation of the Concurrent Enrollment Advisory Board.
- B. Concurrent Enrollment Advisory Board Operating Procedures establish the procedural operation for the Board's self-governance.
- C. Rule-Making
 1. Definition. A rule implements, interprets, or declares law or policy, or sets forth its procedure or practice requirements.
 2. Authority. C.R.S. 22-35-111, states that on or before July 1, 2010, the State Board shall promulgate rules pursuant to the "State Administrative Procedures Act", Article 4 OF Title 24, C.R.S., for the administration of the Concurrent Enrollment Programs Act. The Concurrent Enrollment Advisory Board has specific rule-making advisory authority under the Concurrent Enrollment Programs Act, and thus must advise the State Board regarding the content of these rules. The rules, at a minimum, shall establish:
 - a. Guidelines for local education providers to use in creating standard concurrent enrollment application forms, as described in section 22-33-104 (2)(c); and
 - b. Guidelines for principals, counselors and teacher advisors to use in approving or disapproving academic plans of study, as described in Section 22-35-104(3).
 3. Rule-Making Procedures are specified in the "Concurrent Enrollment Programs Act", Article 35 of Title 22, C.R.S.
 - a. Staff Involvement in Drafting and Recommending Rules to the Board. The Board shall direct the Department to prescribe rule-making procedures consistent with the Department.
 - b. Rule-Making Hearings. The Concurrent Enrollment Advisory Board shall conduct all hearings in compliance with statutes, thereby assuring that all parties are accorded due process of law under C.R.S. 24-4-103.

D. Guidelines

1. Definition. Guidelines are Board policy statements that describe recommended practices. They are non-binding for schools.
2. Duration. Guidelines remain in effect indefinitely until amended or repealed by the Concurrent Enrollment Advisory Board.

Article VIII. Concurrent Enrollment Advisory Board Committees/Commissions/Task Forces.

- A. Committees. In order to accomplish its mission, the Concurrent Enrollment Advisory Board may appoint advisory and working committees in order to receive and consider public input to its decision-making process. Committees of the Board shall choose to continue or dissolve a committee following the completion and reporting of the designated charge and timeline.

Article IX. Enactment, Amendment or Repeal of Facility Board Policy Manual

- A. Vote. Policy amendments, additions, and/or deletions to this Policy Manual shall be made as needed by the Board. Changes shall take place over the course of two regular Board meetings – the first meeting for information, and the next month for action – and shall require a majority vote of the Board.
- B. Suspension. Any policy contained in this Policy Manual may be suspended for that meeting by the unanimous vote of the Board without previous notice having been given. No amendment thereof shall be inconsistent with the law.
- C. Regular Review. There shall be a review of this Concurrent Enrollment Advisory Board Policy Manual in even-numbered years. In addition, Board policies shall be amended whenever necessary to reflect Board decisions, changes made in law or court decisions.

Amendment History

June, 2018

1. Deleted... *to be approved by the state board on or before July 1, 2013*, from the 7th line of Article V (B)(1)(c)
2. Deleted Article V (B)(1)(d)