SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
CITIZENS’ BOND OVERSIGHT COMMITTEE

THURSDAY, SEPTEMBER 22, 2016

BEGINNING AT 9:30AM – 11:30AM

AT

GOUGH STREET CAMPUS AUDITORIUM
33 GOUGH STREET, SAN FRANCISCO

AGENDA

I. Review and approve minutes - June 16, 2016 CBOC meeting
II. Review of Current Projects
III. Comments from the Public
IV. Facilities Master Plan Review – Phil Newsom, TBP Architects
V. Approve 2015 Community Annual Report
VI. Citizens Oversight Committee Bylaws Review
VII. Agenda Items for future meetings
VIII. Adjournment
CITIZENS’ BOND OVERSIGHT COMMITTEE

MINUTES

THURSDAY, JUNE 16, 2016
GOGH STREET CAMPUS AUDITORIUM
33 GOGH STREET, SAN FRANCISCO

Members Present: Ms. Christine Hanson, Mr. Kenneth Laslavic, Mr. Rafael Musni, Mr. Todd A. Suchevits, Ms. Karen Waltz, and Mr. Daniel Weaver

Member Absent: Mr. Robert Linscheid, Mr. Faruq Ahmad & Brenna Stroud, & Mr. John Mahoney

Presenters: Ronald P. Gerhard, Vice Chancellor of Finance & Administration; Mr. David Martin, CFO; Brandon Harrison, Partner - Vavrinek, Trine, Day & Co., LLP.

Call to order: Mr. Rafael Musni, Chair called the meeting to order at 9:22 AM.

I. Review and approve minutes from the January 28, 2016 CBOC Meeting & October 22, 2015 - Moved/Seconded by: Weaver/Laslavic. Minutes to the January 28, 2016 and October 22, 2015 was approved. Rafael Musni abstained from the vote.

II. Review 2015 Fiscal End Audit Report – Brandon Harris from VTD gave an explanation of the Financial Statement audit and the performance audit reports. He stated that only one finding in the performance audit regarding the CBOC performance. He explained that it was rectified once the CBOC started meeting again.

CBOC committee member Dan Weaver asked for a brief overview of the ad hoc committee findings.

VCFA Gerhard explained that the ad hoc committee did a couple of things. One was to discuss the previous year’s audit reports as we discussed in January. Second was to draft the CBOC annual report. He explained that the ad hoc committee reviewed 5 years of audit reports and made various modifications to the report to get to the version that is presented at the meeting.

CBOC committee member, Todd Suchevits explained that he reviewed the performance audit and noted there were a few material weaknesses over the last 5 years, none of which would have led to a mischaracterization of bond funds. He explained that there was nothing he saw that would have led to unusual expenditures. He asked Mr. Harrison how you would rate the District internal controls and processes.

Mr. Harrison explained that in the current year there is not a lot of activity going on in bonds. He explained that he sees adequate progress in line with other districts.

CBOC committee member Christine Hanson expressed her concerns about a PO report which she reviewed. She asked detailed questions about various vendors who were cited on the report. District staff mentioned they would look into her concerns and get back to her.
VCFA Gerhard explained that during the scope of the audit Mr. Harrison went through the report and VTD looked at actual expenditures and VTD cited they have reviewed those actual expenditures not the encumbrances. He explained that based upon the threshold they either look at the sample or all expenditures and found them to be permissible expenditures.

CBOC member Dan Weaver expressed concerns regarding process. He suggested that when a committee meets or a member of this group ask for something the committee has a whole should be included. He stated that it would great if documents that are requested could be posted to the CBOC website. He also asked if there was something that the CBOC members needed to approve for the annual audit report.

VCFA Gerhard stated that the Board of Trustees filed this report in February and Administration has provided the Board a similar presentation as to what they are presenting today to the CBOC. He explained that the information will ultimately go into the CBOC annual report.

CBOC member Christine Hanson asked if the CBOC is supposed to be getting the performance audit as the same as the Board.

VCFA Gerhard explained that it isn’t necessary and not a requirement of any standards and being that it’s a draft it not publicly available and discussed until it has been finalized.

Brandon Harrison from VTD explained that it’s only finalized when it’s accepted by the Board and filed.

CBOC member Christine Hanson expressed her concerns about research about other school districts receiving the draft as the same time as the district.

VCFA Gerhard explained that the District has been following the bylaws of the CBOC which are part of the Board of Trustees policy. The timeliness of which the District is following are consistent with other colleges through the state and are consistent in following the timelines that are in the bylaws of the CBOC.

He also explained that as VTD pointed out there are two audit reports. One is the financial audit and the second is the compliance audit. He explained that the financial audit finding in the prior year was carried over to 2015 related to short term borrowing. He explained the cash flow was a short term borrowing between the 2 bonds, bond 2001 and 2005 bond fund. VTD has pointed out that this borrowing actually occurred in 2011 or somewhere thereabouts. The monies have been paid back and will be resolved in the 2016 audit report.


VCFA Gerhard explained that the ad hoc committee (Rafael, Faruq, Christine & Todd) had a meeting to discuss a draft of this report. Modifications were made to the draft report to present at today’s meeting. He explained that Faruq had further modifications and will provide those modifications to the VCFA office to include in the next draft of the report. He also read comments and suggestions that CBOC member Faruq Ahmad wanted to share with the CBOC members.
He stated that the Board of Trustees has met in April and had an extensive discussion about the Performance Arts Center. The Board of Trustees is moving forward on this project. They directed VCFA Gerhard to pursue the project, and find some funding alternatives. He explained that the project budget is in excess of 130 million dollars, so the district has some work to do in terms of fully funding that project but efforts are underway.

CBOC member Dan Weaver suggest that modifications should be made to the Performing Arts paragraph to reflect VCFA Gerhard’s comments.

VCFA Gerhard suggested that his comments would be included in the report, and continued to explain direction that the board gave in terms of a couple different funding alternatives. First was pursuing receiving state funding, and having the ability to get highest priority in receiving state funding for this project. He stated that the District has had discussions with the architect for phasing and is waiting for some information to come back for review. He continued to explain that the ad hoc committee had discussion not only with the Performing Arts Center but all the projects. He stated that the annual report will be publicly distributed and would fulfill the duties of the CBOC. He said the paper copy of the annual report would be publicly distributed to the community and if people had further questions they could go onto the CBOC website.

Discussion occurred regarding the Performing Arts Center shortfall of 20 million. CBOC member Christine Hanson raised concerned about the special trustee with extraordinary powers. Further modifications were suggested for the 14-15 Annual Report.

After discussion occurred regarding the shortfall of 20 million, CBOC member Ken Laslavic expressed his discomfort with the modifications that were suggested.

CBOC member Hanson expressed her concerns about the modifications which she would like to be reflected in the report. She feels that by administration handing the CBOC the report doesn’t fulfill the CBOC job and that historical references should be included in the report.

CBOC member Suchevits provided modifications to the Leverage of Bond funding section of the report. VCFA Gerhard suggested that the modifications will be reflected.

CBOC Member Hanson proposed language she supplied to Administration back in September 2015, that the California Boards of Governors passed a resolution allowing community college to recoup from groups that might rent the facility offsetting the cost of facility operation. VCFA Gerhard mentioned that the college remains committed and will add the language. CBOC Members Laslavic & Waltz expressed concerns if this was necessary. CBOC member Waltz stated that the CBOC should not write reasons why something is not being funded but stating the monies were used properly and what happened to left over funds. It is her understanding that details of the project moving forward is just for today’s meeting. CBOC Hanson explained that due to lack of recording for that period it is important to include that historical element. CBOC member Waltz explained that it isn’t under the scope of what the CBOC needs to provide to the public. She concluded that if it should be included in the report it should be reflected in the footnotes. Further discussion occurred about including that detailed information would be provided on the CBOC website.
CBOC member Suchevits suggested since the District didn’t receive the funds from the State it should be modified in the report to reflect that funds were reverted back to the State. VCFA Gerhard agreed and will make the modification.

CBOC Member Weaver expressed his concerns about the table in the report. He raised concerns about how complicated it was to read. VCFA Gerhard explained that it was part of the challenge with this report. The CBOC has to cover 5 fiscal years, and the District has purposefully added the language in there to reflect the desire to review the past 4 years. CBOC member Weaver suggested to separate 14-15 from the previous years. VCFA suggested that the language would go under the narrative and would read something similar to bond proceeds for fiscal year 14-15, then another paragraph saying fiscal’s year 2011-2013 there was no annual report and they are included and audited by (audit firm name). CBOC Weaver liked the clear organized idea.

President Musni stated that he would like to have another meeting and proposed September 22, 2016 to approve this report. He stated that he would like it distributed for the public to review, and also have language from the CBOC members for the website. He suggested that a field trip should be organized for the CBOC members to tour the facilities, such as, Chinatown, Childcare facilities, and the basement of the MUB, which are being funded by bond funds. CBOC members concluded that the tour will occur on July 14, 2016 @ 9:30am, beginning at the Ocean campus. CBOC member Waltz stated that she won’t be able to attend but would like the CBOC members who are participating in the field trip to discuss their findings.

IV. Comments from the Public:
Ellen Wall, retired faculty member stated a few modifications she thought would benefit the annual report.

Madeline Mueller, faculty member expressed her concerns about building the Performing Arts Center, by highlighting facts and history of the project.

Harry Bernstein, retired faculty member highlighted Bond information about Performing Arts Center. He then expressed his concerns about the CBOC annual report and suggested some modifications.

V. Adjournment: Meeting adjourned at 11:21am
BOARD OF TRUSTEES

Rafael Mandelman, President
Thea Selby, Vice President
Amy Bacharach, Member
Dr. Brigitte Davila, Member
Steve Ngo, Member
Alex Randolph, Member
John Rizzo, Member
Bouchra Simmons, Student Trustee

MEASURE A OVERSIGHT COMMITTEE MEMBERS

Rafael Musni – Chair – Community Member Representative
Faruq Ahmad – Member at Large Representative
Christine Hanson – Member at Large Representative
Kenneth Laslavic – Member at Large Representative
Robert Linscheid – Business Organization Representative
John Mahoney – Foundation Representative
Todd A. Suchevits – Member at Large Representative
Brenna Stroud – Student Representative
Karen Waltz – Tax Payers Association Representative

ACTIVITIES OF THE OVERSIGHT COMMITTEE

The Oversight Committee met regularly during the year to review bond expenditures, receive updates on bond projects, and review annual fiscal financial and performance audits. They met on May 27, 2015, October 22, 2015, January 28, 2016, and again on June 16, 2016 at 33 Gough Street.

Effective July 2013, City College was under the supervision of a State appointed "Special Trustee With Extraordinary Powers." The elected Board of Trustees were not in power at that time. On January 7, 2015 the elected Board of Trustees were sworn in and their ability to vote on school policy was phased in over fiscal year 2015, while a Special Trustee continued with stay and rescind authority. The Special Trustee's stay and rescind authority was removed effective January 2016.

BACKGROUND OF BONDS

In 2001, the voters of the San Francisco Community College District approved Proposition A, a $195 million bond measure. Under the ballot measure approved, the District was authorized to use the proceeds to eliminate portable buildings; improve disabled accessibility; complete the creation of a technology network; and build/complete new campuses in the Mission and Chinatown/North Beach neighborhoods.

In 2005, the voters of the San Francisco Community College District approved Proposition A, a $246.3 million bond measure. Under the ballot measure approved, the District was authorized to use the proceeds to: provide for capital improvements including increasing student access to advanced computer technology and bio/STEM cell technology, renovating classrooms, building new facilities for upper division classes, neighborhood classes and the performing arts.

BOND OVERSIGHT COMMITTEE FORMED

On February 28, 2002, the Board of Trustees established an independent Citizens' Oversight Committee to inform the public about the expenditure of bond revenues. The Committee is designated as the San Francisco Community College District Citizens' Bond Oversight Committee (CBOC).

The purpose of the CBOC is to inform the public concerning the expenditure and uses of bond revenues. The CBOC shall actively review and report on the expenditure of taxpayers' money for bond-funded construction. The CBOC shall convene to provide oversight of the following:

- Ensuring that bond revenues are expended only for the purposes described in the official proposition which includes the ballot measure and the General Bond Project Report; and
- Ensuring that, as prohibited by Article XIII A, Section 1, subdivision (b)(3)(A) of the California Constitution, no funds are used for any teacher or administrative salaries or other school operating expenses. Notwithstanding the foregoing, the CBOC shall recognize that the District is authorized to use bond proceeds for the payment of salaries of District employees who perform oversight work on construction projects.

For ongoing updates to the CBOC, please visit http://www.ccsf.edu/Board/Bond/
PROJECT HIGHLIGHTS AND OVERVIEWS

1. Completed Projects:
   - Mission Center - Fall 2007
   - Community Health & Wellness Center - Fall 2008
   - Student Health Center - Summer 2006
   - Downtown Center - Fall 2004
   - Chinatown/ North Beach Center - Fall 2012
   - John Adams Center - Summer 2010

2. Ongoing Projects
   - Child Development Center - Spring 2008

3. Chinatown/North Beach Center
   The purpose of the project was to provide a new building that would become the permanent home to the academic and student service programs offered through the Chinatown/North Beach Center. Educational programs at the Chinatown/North Beach Center include credit and noncredit classes: noncredit ESL, Home Health Aide, credit and noncredit Business. The new Chinatown/ North Beach Center is also home for many other credit classes - Math, Physics, Chemistry, Geology, Nutrition, Fashion, Astronomy, Health Sciences and Foreign Languages. The new Chinatown/ North Beach Center total square feet is 186,764 and has a library, a book store, and Culinary program

4. Multi-Use Building
   The primary purpose of this project is to provide needed instructional space to fulfill program and enrollment requirements of the City College campus. Initially, this project was to construct a building that would be shared with San Francisco State University for collaborative training and integrated degree programs but ultimately the District moved forward with solely constructing and occupying the new facility.

5. Performing Arts
   In October 2013, the Special Trustee With Extraordinary Powers did not pursue the building of the Performing Arts and Education Center citing a shortfall of approximately 20 million dollars and lack of planning for facility maintenance. To date, $26 million dollars has been spent on architectural planning and site preparation for this structure. After not pursuing the project, $22 million dollars in matching funds were reverted to the state. The College remains committed to this project and will resume its planning and construction efforts once the project has been fully funded. Approximately $42.7 million in local bond dollars remain in this project budget. For further information please visit: http://www.ccsf.edu/Board/Bond/PerformingArts

BOND EXPENDITURE UPDATE

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In addition to amounts shown above, City College received and expended $202,415 in donations and contributions from private sources.

LEVERAGING OF BOND FUNDS

The District makes every effort to leverage locally supported bond funds with other local state and federal funds in order to stretch tax payers' dollars. Of the $563.6 million spent to-date on bond approved projects, approximately $420 million was from bond funds and $143.6 was received from federal, state, and local sources. This shared approach to funding resulted in 75% of project costs coming from bond funds and 25% paid for by the state or other local agencies.

The funding strategy used in the past will be utilized whenever possible for future capital construction projects. This funding strategy demonstrates the efforts the District has made to maximize the use of local bond funds.

Additionally, the District refinanced its general obligation bond funds in 2015. This refinancing resulted in debt service savings to property tax payers of $48.7 million as well as provided an opportunity for the District's bond ratings to be raised to Aa3 and A/Stable for Moody's, S&P, and Fitch respectively, the highest level since 2011.
Section 1. Committee Established. The San Francisco Community College District (the “District”) was successful at the election conducted on November 6, 2001 (the “2001 Election”) in obtaining authorization from the District’s voters to issue up to $195,000,000 aggregate principal amount of the District’s general obligation bonds (“2001 Proposition A”). The District was also successful at the election conducted on November 8, 2005 (the “2005 Election” and together with the 2001 Election, the “Elections”) in obtaining authorization from the District’s voters to issue up to $246,300,000 aggregate principal amount of the District’s general obligation bonds (“2005 Proposition A” and together with 2001 Proposition A, the “Propositions”). The Elections were conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State (“Prop 39”). Pursuant to Section 15278 of the Education Code, the District is obligated to establish an Independent Citizens’ Bond Oversight Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the San Francisco Community College District (the “Board”) has established an Independent Citizens’ Bond Oversight Committee (the “Committee”) which shall have the duties and rights set forth in these Amended and Restated Bylaws. The Committee does not have legal capacity independent from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee’s purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as “bond proceeds.” The Committee shall confine itself specifically to bond proceeds generated under the Propositions. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee’s review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the duties set forth in Sections 3.1, 3.2, and 3.3 hereof, and shall refrain from those activities set forth in Sections 3.4 and 3.5.

3.1 Inform the Public. The Committee shall inform the public concerning the District’s expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Propositions; and (b) no bond proceeds were used for teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.
3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee’s proceedings and activities for the preceding year.

3.4 **Duties of the Board/Chancellor.** Either the Board or the Chancellor, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

(i) Approval of contracts,

(ii) Approval of change orders,

(iii) Expenditures of bond funds,

(iv) Handling of all legal matters,

(v) Approval of project plans and schedules,

(vi) Approval of all deferred maintenance plans, and

(vii) Approval of the sale of bonds.

3.5 **Propositions Projects Only.** In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board’s sole discretion as part of carrying out its function under Prop 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive copies of the District’s annual, independent performance audit and annual, independent financial audit required by Prop 39 (Article XIII A of the California Constitution) (together, the “Audits”) at the same time said Audits are submitted to the District, and review the Audits.

(b) Inspect District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District’s Chancellor.

(c) Review copies of deferred maintenance plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

(e) Receive from the Board, within three months of the District receiving the Audits, responses to any and all findings, recommendations, and concerns addressed in the Audits, and review said responses.

Section 5. Membership.

5.1 Number.

The Committee shall consist of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

• One (1) student enrolled and active in a community college support group, such as student government.

• One (1) member active in a business organization representing the business community located in the District.

• One (1) member active in a senior citizens' organization.

• One (1) member active in a bona-fide taxpayers association.

• One (1) member active in a support organization for the college, such as a foundation.
• Two (2) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest.

(a) Members of the Committee are not subject to the Political Reform Act (Gov. Code §§ 81000 et seq.), and are not required to complete Form 700; but each member shall comply with the Committee Ethics Policy attached as “Attachment A” to these Bylaws.

(b) Pursuant to Section 35233 of the Education Code, the prohibitions contained in Article 4 (commencing with Section 1090) of Division 4 of Title 1 of the Government Code (“Article 4”) and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code (“Article 4.7”) are applicable to members of the Committee. Accordingly:

(i) Members of the Committee shall not be financially interested in any contract made by them in their official capacities or by the Committee, nor shall they be purchasers at any sale or vendors at any purchase made by them in their official capacity, all as prohibited by Article 4; and

(ii) Members of the Committee shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to duties as a member of the Committee or with the duties, functions, or responsibilities of the Committee or the District. A member of the Committee shall not perform any work, service, or counsel for compensation where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of the District’s Board of Trustees, except as permitted under Article 4.7.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing as of the date of appointment by the Board. No member may serve more than three (3) consecutive terms. At the Committee’s first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed. Terms commence on the date or number is appointed to the Committee by the Board of Trustees.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District will advertise in the local newspapers, on its website, and in other customary forums, as well as solicit appropriate local groups for applications; (b) the Chancellor will review the applications; and (c) the Chancellor will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member’s removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any
vacancies on the Committee. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy.

5.7 **Compensation.** The Committee members shall not be compensated for their services.

5.8 **Authority of Members.** (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; (c) the Committee shall not establish sub-committees for any purpose; and (d) the Committee shall have the right to request and receive copies of any public records relating to projects funded by the Propositions.

Section 6. **Meetings of the Committee.**

6.1 **Regular Meetings.** The Committee shall meet at least once a year, but shall not meet more frequently than quarterly.

6.2 **Location.** All meetings shall be held within the boundaries of the San Francisco Community College District, located in San Francisco, California.

6.3 **Procedures.** All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

Section 7. **District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation, translation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.
Section 8.  **Reports.**  In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9.  **Officers.**  The Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10.  **Amendment of Bylaws.**  Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11.  **Termination.**  The Committee shall automatically terminate and disband concurrently with the Committee’s submission of the final Annual Report which reflects the final accounting of the expenditure of all monies authorized by the Propositions.
CITIZENS’ BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

• CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member’s outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

• OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

• COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the San Francisco Community College District.

• COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.