

ATTACHMENT A

CITIZENS' OVERSIGHT COMMITTEE ROLE & STRUCTURE **San Bernardino Community College District** **Citizens' Bond Oversight Committee**

The governing board of the community college district shall establish and appoint members to an independent citizens' oversight committee, pursuant to California Ed. Code Section 15282, within 60 days of the date that the governing board enters the election results on its minutes, pursuant to Section 15274.

STATUTORY DUTIES OF THE COMMITTEE

The implementing legislation (Sections 15278 through 15282 of the Ed. Code) states that the purpose of the Committee is "to inform the public concerning the expenditure of bond revenues." This is a general statement, which does not dictate the specific functions of the Committee. The specific mandatory functions of the Committee are set forth in the Code, as follows:

- ✓ Actively review and report on the proper expenditure of taxpayers' money for school construction;
- ✓ Advise the public as to whether the District is in compliance with Article XIII A, Section 1(b)(3);
- ✓ Provide oversight for both of the following:
 - Ensuring that bond revenues are expended only for the purposes described in Article XIII A, Section 1(b)(3), and
 - Ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses.
- ✓ Issue regular reports on the results of activities, at least once a year.

MEMBERSHIP

The San Bernardino Community College District Citizens' Bond Oversight Committee shall consist of at least seven members to serve a term of two years without compensation. Individuals may serve for no more than two consecutive terms. While consisting of a minimum of at least seven members, the Committee shall be comprised and include one member from each category as delineated:

- ✓ One member shall be active in a business organization representing the business community located within the District;
- ✓ One member shall be active in a senior citizens' organization;
- ✓ One member shall be active in a bona fide taxpayers' organization;
- ✓ One member shall be a student who is both currently enrolled in the District and active in a community college group, such as student government. The community college student member may, at the discretion of the Board, serve up to six months after his or her graduation; and

- ✓ One member shall be active in the support and organization of the District, such as a member of the Foundation or an already existing College advisory council.

Further, certain individuals are excluded from participating:

- ✓ No employee or official of the District shall be appointed to the San Bernardino Community College District Citizens' Bond Oversight Committee.
- ✓ No vendor, contractor, or consultant of the District shall be appointed to the San Bernardino Community College District Citizens' Bond Oversight Committee.

Members of the San Bernardino Community College District Citizens' Bond Oversight Committee shall, pursuant to Sections 35233 and 72533, abide by the prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code.

MEETING PROCEDURES OF THE COMMITTEE

Attendance

- ✓ Regular attendance by Committee members is essential to effective operation of the Committee and timely implementation of bond projects.
- ✓ If a Committee member is unable to attend regularly scheduled meetings, the Board of Trustees may appoint a replacement for that member on recommendation of the Chancellor.
- ✓ After a Committee member has had two consecutive absences without reasonable excuses, the Committee shall recommend that the Board of Trustees remove the member from the panel and seek a replacement.
- ✓ The replacement member shall represent the required Committee membership (category and criteria).

Meeting Dates and Times

- ✓ Regular meeting dates, time, and place shall be established by the Committee and published/posted in accordance with the Ralph M. Brown Act and District Procedures.
- ✓ All Committee proceedings shall be open to the public and shall be subject to the provisions of the Ralph M. Brown Act.

Conducting the Meetings

- ✓ The Committee shall operate under the latest edition of Roberts Rules of Order.
- ✓ Committee actions and decisions shall be made and recorded as individual votes, noting the Committee member's name and response.
- ✓ Committee decisions shall be by majority vote of the members of the Committee present, provided that there is a quorum.

- ✓ All documents received by the Committee and reports issued by the Committee shall be a matter of public record.

Community Attendance

- ✓ Community members and news media representatives shall be encouraged to attend Committee meetings.
- ✓ Members of the audience shall have an opportunity to address the Committee. Notice of Committee meetings and Committee actions shall be reported at Board of Trustees meetings as well as submitted for publication in the College's student newspaper and local news media.

Reporting of the Committee's Work

- ✓ Reports by the Committee shall be presented at San Bernardino Community College District Board of Trustees meetings.
- ✓ Reports and documents received by the Committee shall be placed on the District's web site.

DISTRICT SUPPORT OF THE COMMITTEE

The governing board, without any use of bond funds, shall provide the Committee with:

- ✓ Any necessary technical assistance and administrative assistance in the furtherance of the Committee's purpose; and
- ✓ Sufficient resources to publicize the conclusions of the Committee.

ATTACHMENT B

DESIRABLE QUALITIES FOR CANDIDATES

Board of Trustees Appointment to the San Bernardino Community College District Citizens' Bond Oversight Committee

- Knowledge of the San Bernardino Community College District
- Knowledge of the local (San Bernardino) community
- Knowledge of financial/budgeting matters
- Availability to invest time to attend scheduled meetings
- Experience in community relations and local community involvement
- Demonstrated interest in higher education issues
- Involvement in previous volunteer position(s)
- Absence of conflict of interest issues (i.e., District staff, direct or indirect connection with District consultants, contractors, or likely future business partners)

INSTRUCTIONS FOR SUBMITTING NOMINATIONS/APPLICATIONS
San Bernardino Community College District
Citizens' Bond Oversight Committee

Individuals who have the support of the interest groups listed in Section I of the Nomination/Application Form may submit nominations, or they may be submitted by organizations that fall within those categories.

1. Complete the Nomination/Application Form

- If nominees meet the criteria for one or more of the required categories, they need to indicate so in Section I on the application form.
- All nominees will complete the information requested in Section II and III of the application form.
 - ✓ Statement of expected contributions if appointed;
 - ✓ Brief statement of qualifications; and
 - ✓ Names, addresses, and phone numbers of three (3) professional references.
- Resume may be attached, but it is OPTIONAL.

2. All applications must be mailed or delivered in person by November 24, 2008 to:

San Bernardino Community College District
c/o Donna Hoffmann
114 S. Del Rosa Dr.
San Bernardino, CA 92408

ATTACHMENT D

San Bernardino Community College District
Citizens' Bond Oversight Committee
114 S. Del Rosa Dr.
San Bernardino, CA 92408

NOMINATION/APPLICATION FORM

Name:	
Date of Application:	
Address:	
City, State, Zip Code:	
Home Phone Number:	Work Phone Number:
Fax Number:	
Email Address:	

Section I. Select the public interest category(ies) in which you are active and that you wish to represent:

- San Bernardino Valley College or Crafton Hills College Associated Student Government or decision-making body.
- Recognized community business organization within the district
- Senior citizens' organization
- Bona fide taxpayers' organization
- San Bernardino Valley College, Crafton Hills College or KVCR Foundation member
- Community-at-large

Section II. Complete the following information.
Statement of expected contributions if appointed:

NOMINATION/APPLICATION FORM

Section II, continued.

Brief statement of qualifications (See Desirable Qualities for Candidates—Attachment B):

Section III. Professional References:

1. Name: _____
Position: _____
Address: _____
City, State & Zip Code: _____
Phone Number(s): _____

2. Name: _____
Position: _____
Address: _____
City, State & Zip Code: _____
Phone Number(s): _____

3. Name: _____
Position: _____
Address: _____
City, State & Zip Code: _____
Phone Number(s): _____