

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.14 (BP 6740)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 8.14 Bond Oversight Committee and Accountability Measures  
**Revision Date:** 3/13; 10/13; ~~xx/xx~~  
**Policy References:** Education Code Sections 15278, 15280 and 15282; California Constitution Articles XIII A Section 1(b) and XVI Section 18(b)

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1. The Bond Oversight Committee shall consist of at least seven members and no more than 15 members who will each serve for a term of ~~two~~-four years without compensation and for no more than two consecutive terms.
  - a) Five members should represent distinct constituencies as mandated by law:
    - 1) One member who is active in a business organization representing the business community within the District
    - 2) One member who is active in a senior citizens' organization
    - 3) One member who is active in a bona fide taxpayers' organization
    - 4) One member who is a student both currently enrolled and an active member in a group, such as student government
    - 5) One member who is active in the support and organization of the District, such as a member of the Foundation.
  - b) Other members, selected by the Board of Trustees, will be selected based upon the applicant's professional and/or practical experience; recognition or contributions to his/her community; the diversity of experience and expertise of the Committee as a whole; and representation of the Committee from various communities and geographic areas within the District.
  - c) The Committee may not include any employee or official of the school District or any vendor, contractor, or consultant of the District.
2. All Committee meetings shall be open to the public and are subject to the Brown Act. District staff, as designated by the Chancellor, will be responsible for working with the chair of the Bond Oversight Committee to prepare and properly notice agendas, minutes and reports of the Committee. No bond funds may be used to pay any of these expenses.
3. At its organizational meeting and annually thereafter, the Bond Oversight Committee will select a Chair and Vice-Chair/Secretary. Committee members should attempt to reach decisions by consensus wherever possible. Failing that, decisions will be made by majority vote of a quorum present and shall follow Robert's Rules. For purposes of this committee, a quorum consists of half of the total membership plus one member. All members shall be entitled to one vote on Committee recommendations.

BP 8.14 Bond Oversight Committee and Accountability Measures (continued)

4. The Committee shall meet at least semiannually. Any member who misses three consecutive meetings without an excuse acceptable to the Committee Chair shall be automatically dropped. The District shall not remove any member of the Committee, except for cause, i.e., illegal activity or violation of District or State regulations. The Board of Trustees may, at its discretion, fill any vacancy, whether caused by dismissal, resignation or death. In making appointments, the Board will use the selection criteria described in 8.14 (1a) and (1b).
5. The Committee is charged by State law to ensure that bond proceeds are spent only for construction, reconstruction, rehabilitation or replacement of District facilities, including the furnishing and equipping of facilities or the acquisition or lease of real property, in compliance with the specific projects listed in Measure A on the November, 2005 ballot; for a list of specific projects, see Administrative Procedure 8.14.1. The Committee shall ensure that no funds are expended for teacher or administrator salaries or other operating expenses. The Committee is required to issue an annual report on its proceedings, which shall be presented to the Board of Trustees. In accordance with law, this report will be posted on the District's web site.
6. The Committee is authorized to engage in any of the following activities necessary to fulfill its purpose:
  - a) Receive and review copies of the annual independent performance audit required by Proposition 39;
  - b) Receive and review copies of the annual independent financial audit required by Proposition. 39;
  - c) Inspect school facilities and grounds to ensure bond revenues are expended in compliance with Proposition 39;
  - d) Receive and review copies of any deferred maintenance proposals or plans developed by the District;
  - e) Review efforts by the District to maximize bond revenues by implementing cost-saving measures, including, but not limited to the following:
    - ❖ Mechanisms designed to reduce the costs of professional fees.
    - ❖ Mechanisms designed to reduce the costs of site preparation.
    - ❖ Recommendations regarding the joint use of core facilities.
    - ❖ Mechanisms designed to reduce costs by incorporating efficiencies in school site design.
    - ❖ Recommendations regarding the use of cost-effective and efficient reusable facility plans.
7. To assist the Committee in its work, District staff shall present, for the Committee's review, a report that will include bond and other capital outlay project plans, timelines and cost information. The Committee will also be provided with the performance audit and annual audit that are required by law. The District will provide technical and administrative assistance in furtherance of the Committee's work. No bond funds may be used to fund any of these administrative expenses.
8. When issuing or refinancing general obligation bonds, staff will evaluate multiple financing options, review them with the Board and make decisions based upon the District's specific financing objectives.