

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

BOARD POLICY
San Mateo County Community College District

Subject: 8.14 Bond Oversight Committee and Accountability Measures
Revision Date: ~~12/10xx/xx~~
Policy References: Education Code Sections 15278, 15280 and 15282; California Constitution Articles XIII A Section 1(b) and XVI Section 18(b)

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 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.

8.14 Bond Oversight Committee and Accountability Measures (continued)

4. The Committee shall meet at least ~~quarterly~~ 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 C on the San Mateo County November, 2001 ballot and~~ Measure A on the November, 2005 ballot (see attached lists). 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 ~~quarterly~~ 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.

8.14 Bond Oversight Committee and Accountability Measures (continued)

MEASURE C BOND PROJECTS LIST

REPAIR & RENOVATION AT DISTRICT CAMPUSES WHERE AND AS NEEDED

- Repair or replace roofing
- Remove hazardous materials, including asbestos
- Renovate or replace plumbing systems
- Energy Efficiency projects:
 - Replace or upgrade electrical systems
 - Replace or install new lighting systems
 - Repair, replace, or install new heating, ventilation, and air conditioning systems
 - Repair or upgrade windows
 - Install energy management systems
 - Replace or upgrade environmental controls
- Renovate or replace storm drainage systems
- Repair or replace sanitary drainage systems
- Improve handicapped accessibility
- Make seismic and structural upgrades
- Repair, replace, or renovate underground hot water piping system
- Replace or upgrade fire alarm systems
- Replace or upgrade building fire sprinkler systems
- Renovate or upgrade restrooms
- Repair, renovate or construct elevators and lifts
- Install battery backup power for elevators
- Grade slopes to improve accessibility
- Repair or replace asphalt and concrete surfaces
- Replace or install campus signage to improve accessibility
- Interior and exterior painting and waterproofing
- Replace, repair, or renovate interior finishes
- Repair or replace door hardware and locks
- Replace or repair landscape irrigation systems
- Erosion mitigation projects

TECHNOLOGY AND EQUIPMENT AT DISTRICT CAMPUSES WHERE AND AS NEEDED

- Upgrade or replace science lab equipment (e.g., imaging astronomy cameras, Planetarium star projector, measuring scales, seismograph stations, weather instruments, optic systems and timers, microscopes, etc.)
- Upgrade or replace workforce development, vocational, and occupational lab equipment (e.g., aircraft scales, vacuum systems, fiber optic kits, cutters/torches, motion graphics equipment and software, X-ray systems, light curing units, patient beds, facial machines, professional hair dryers, automotive lifts, and Law Enforcement, Fire Safety and Emergency Medical Training units, etc.)
- Upgrade or replace computer hardware, including network equipment
- Replace obsolete voice and data communications systems
- Renovate, upgrade or install infrastructure for networks
- Replace analog systems with digital broadcast equipment and related communications devices
- Replace or upgrade software
- Upgrade or replace audio visual equipment
- Upgrade or replace visual/performing arts equipment (e.g., pianos, keyboards, music stands, cameras, projectors, enlargers, developers, audio sound machines, editing machines, recorders)
- Replace or upgrade computer software
- Replace or upgrade furniture and fixtures (e.g., desks, workstations, chairs, tables, podiums, screens, lecterns, white boards, chalk boards)

8.14 Bond Oversight Committee and Accountability Measures (continued)

MASTER PLAN PROJECTS

~~Cañada College~~

- ~~• Library/Learning Resource Center~~
- ~~• University Center~~
- ~~• Student Support Services Extension~~

~~College of San Mateo~~

- ~~• Integrated Science Center~~
- ~~• Vocational Technology & Communications Center~~
- ~~• Regional Public Safety Center~~
- ~~• Student Support Services Center~~

~~Skyline College~~

- ~~• Occupational & Work Force Development Center~~
- ~~• Student Support & Community Services Center~~
- ~~• Childhood Development Center~~
- ~~• Pacific Heights campus redevelopment~~
- ~~• Automotive Technology Transmission Facility~~

~~Districtwide~~

- ~~• Temporary classroom, lab, office, restroom, and storage facilities during reconstruction~~
- ~~• Other property acquisitions and improvements to meet student and community needs~~
- ~~• Leased facilities at one or more off-campus locations within the County to accommodate growth and improve accessibility~~

8.14 Bond Oversight Committee and Accountability Measures (continued)

MEASURE A BOND PROJECTS LIST

REPAIR, RENOVATION & CONSTRUCTION at District Colleges where and as needed

- Make seismic and structural upgrades
- Repair or replace roofing
- Remove hazardous materials, including asbestos
- Renovate or replace plumbing, natural gas, storm and sanitary drainage systems
- Install or upgrade building fire sprinkler and alarm systems
- Renovate and improve accessibility of restrooms
- Modifications/renovations for handicapped accessibility to classrooms, labs and other facilities, including new elevators and lifts
- Repair, modernize and construct interior and exterior instructional and support facilities on all three campuses
- Install security access and communications systems to improve safety and security
- Replace or install campus signage to improve accessibility, circulation, and emergency disaster response
- Apply interior and exterior waterproofing and painting
- Repair/replace interior finishes, including flooring, windows and wall systems, hardware, whiteboards, etc.
- Replace, repair or install erosion mitigation and landscape irrigation systems; complete other landscaping projects
- Energy efficiency projects to reduce operational costs and improve efficiency including but not limited to:
 - Install/upgrade energy management and environmental control systems
 - Repair, replace or install new heating, ventilation and air conditioning systems to improve indoor air quality
 - Repair, replace or upgrade windows
 - Replace or upgrade electrical and lighting systems
- Repair/modernize College libraries

TECHNOLOGY AND EQUIPMENT at District Colleges where and as needed

- Upgrade or purchase new workforce development equipment (e.g., specialized equipment for law enforcement, fire safety, emergency and medical technician, forensics, nursing, biotechnology, automotive technology programs, etc)
- Upgrade or purchase new science lab equipment (e.g., microscopes, centrifuges; electronic balances, measuring scales, seismograph stations, vacuum pumps, incubators; optic systems and timers, etc)
- Renovate, upgrade or install infrastructure for networks to support instructional and administrative functions including distance learning
- Upgrade or replace computer hardware and software, including audio visual equipment
- Replace or upgrade obsolete communications and broadcast systems
- Replace or upgrade classroom equipment, furniture and fixtures (e.g., desks, workstations, chairs, tables, podiums, screens, lecterns, white boards, etc) and equipment and machinery to support College operations
- Upgrade College emergency and disaster response systems, in coordination with City and County agencies.
- Update College library collections

8.14 Bond Oversight Committee and Accountability Measures (continued)

MAJOR PROJECTS at Cañada College, College of San Mateo and Skyline College

- Reconstruction/renovation of facilities to accommodate fire science, law enforcement, emergency and medical technician programs
- Reconstruction/renovation of existing facilities for nursing, anatomy and other science laboratories and classrooms
- Renovation of facilities to house the Emerging Technologies Center, including computer forensics, nanotechnology and bio-medical technology programs
- Reconstruction/renovation of existing facilities to support Math and Multimedia Programs
- Construction of new Workforce Development Center for programs such as biotechnology training programs, the Center for International Trade Development and other economic development programs
- Renovation/new construction of facilities to house the Student Support Services Center (e.g., admissions, financial aid, counseling, etc)
- Renovation or construction of an Early Childhood Development Center
- Construction of new High Tech Automotive Instructional Center
- Demolition of outdated, non-compliant structures
- Other property acquisitions and improvements to meet student and community needs, including payment of lease obligations, to accommodate growth and improve accessibility
- Repair, replace and re-route existing roadways, pedestrian walkways, parking and public transit facilities to improve accessibility, circulation, safety and emergency response
- Reconstruction/renovation of existing facilities to support the University Center