

**ADMINISTRATIVE PROCEDURE 6740 CITIZENS' OVERSIGHT COMMITTEE**

The Chancellors directs that the following regulations apply to any Citizens' Oversight Committee at the Peralta Community College District. A separate Citizens' Oversight Committee shall be established for general obligation bond measures and a separate committee for parcel tax measures levied on behalf of the Peralta Community College District.

- I. **Membership.** The committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than three (3) consecutive terms. Members shall serve without compensation. The committee shall be comprised of at least:
  - A. One member active in a business organization representing the business community located within the district;
  - B. One member who is a resident of the district and active in a senior citizen's organization;
  - C. One member who is a resident of the district and active in a bona fide taxpayer's organization;
  - D. One member enrolled as a student and active in a campus group. The student may serve up to one (1) year after his or her status as a student ends;
  - E. One member active in an organization supporting the district such as the foundation.
  - F. Two members who are residents of the district representing Community-at-Large
- II. **Membership exclusion.** No employee, official, contractor, consultant, or vendor of Peralta Community College District shall be appointed to, or serve on, the committee. No Peralta district elected official shall be appointed to, or serve on, the committee.
- III. **Purpose.**
  - A. The Citizens Oversight Committee shall inform the public concerning the expenditure of bond revenues including the following:
    1. An annual report of the committee shall advise the public as to whether the district is in compliance with the California Constitution Article XIII A requirement that all funds have been used for the construction, reconstruction, rehabilitation of facilities, including furnishing and equipping of facilities, upgrade of technology or for the acquisition or lease of real property as authorized by the voters.
    2. The committee shall ensure that no funds are used for any teacher or administrative salaries or other school operating expenses except if such administrators dedicate ninety-nine percent (99%) of their duties to the Bond Revenue Capital and Construction Management Program, as recommended by the Chancellor and approved by the governing Board of Trustees. Such administrator's in-house duties may be utilized to reduce the cost of program administration, which is intended to benefit the taxpayers.
    3. In furtherance of its purpose the committee may engage in any of the following activities:
      - (a) Receiving and reviewing copies of the annual, independent performance audit.
      - (b) Receiving and reviewing copies of the annual, independent financial audit.
      - (c) Inspecting facilities and grounds to ensure that bond revenues are expended for the construction, reconstruction, rehabilitation of facilities, including furnishing and equipping of facilities, or for the acquisition or lease of real property as authorized by the voters.

- (d) Receiving and reviewing copies of deferred maintenance proposals or plans.
- (e). Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including, but not limited to the following:
  - i. Mechanisms designed to reduce the costs of professional fees.
  - ii. Mechanisms designed to reduce the costs of site preparation.
  - iii. Recommendations regarding the joint use of core facilities.
  - iv. Mechanisms designed to reduce costs by incorporating efficiencies in design.
  - v. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

B. A Citizens' Oversight Committee shall inform the public concerning the expenditures of Parcel Tax Revenues including the following: (new section)

1. An annual report of the committee shall advise the public as to whether the district is in compliance with the Parcel Tax Resolution.
2. The committee shall ensure that no parcel tax funds are used for any administrative salaries or supplanting of district/college operating expenses.
3. In furtherance of its purpose, the committee may engage in any of the following:
  - (a) Receiving and reviewing copies of the annual independent performance audit;
  - (b) Receiving and reviewing copies of the annual independent financial audit; and
  - (c) Receiving and reviewing copies of expenditure plans, presentations, and finalized parcel tax budgets; and

#### **IV. Meetings, Minutes and Records.**

- A. All meetings of the Citizens Oversight Committee shall be open to the public as specified in the Ralph M. Brown Act.
- B. If the committee does not adopt an annual calendar of meetings, it shall adopt a schedule of meetings at least once every six months for the following six-month period.
- C. A quorum of the committee shall consist of any four members plus the Chancellor or the Vice Chancellor of General Services.
- D. Minutes of the proceedings of the committee, all documents received by the committee and all reports issued by the committee are public records which, to the extent the Chancellor or the Vice Chancellor of General Services deems feasible, will be made available on a website maintained by the District.

Approved by the Chancellor: November 2, 2012

Revised and approved by the Chancellor: September 28, 2016

Revised and approved by the Chancellor: September 14, 2018