

CITIZENS' OVERSIGHT COMMITTEE

Membership

The Committee must be appointed within sixty days of the date that the district enters the election results in its minutes. Committee membership includes:

- Representative Active in a Local Business Organization
- Representative Active in a Senior Citizens' Organization
- Representative Active in a Bona Fide Taxpayers' Organization
- Currently Enrolled Student Active in a Student Organization
- Representative Active in PTSA or the PCC Foundation
- Additional Member
- Additional Member
- Additional Member
- Additional Member
- Additional Member
- Additional Member
- Additional Member
- Additional Member

The Committee cannot include any employee or official of the district, or any vendor, contractor, or consultant to the district.

Additional members may be from the following professions: architecture, engineering, construction law, educational administration, financial management, real estate/development, construction management, and public administration.

Committee members serve for two years, without compensation, and no more than two consecutive terms.

CITIZENS' OVERSIGHT COMMITTEE

Purpose

The purpose of the Citizens' Oversight Committee is to inform the public concerning the expenditure of bond revenues. The Committee:

- A. Actively reviews and reports on the proper expenditure of taxpayers' money on school construction,
- B. Advises the public as to whether the college is in compliance with the California Constitution sections governing allowable expenses,
- C. Convenes to provide oversight for:
 - 1. Ensuring that bond revenues are expended only for allowed purposes.
 - 2. Ensuring that no funds are used for teacher or administrative salaries or other school operating expenses.
 - 3. Committee activities may include:
 - a. Receiving and reviewing copies of the annual, independent performance audit,
 - b. Inspecting college facilities and grounds to ensure that bond revenues are properly expended,
 - c. Receiving and reviewing copies of deferred maintenance proposals or plans,
 - d. Reviewing efforts by the college to maximize bond revenues by implementing cost-saving measures, including:
 - (1.) Mechanisms designed to reduce professional fees,
 - (2.) Mechanisms designed to reduce the costs of site preparations,
 - (3.) Recommendations regarding joint use of core facilities,
 - (4.) Mechanisms designed to reduce costs by incorporating efficiencies in design,
 - (5.) Recommendations regarding the use of cost effective and efficient reusable facility plans.

Operations

The District must provide the Committee with technical and administrative assistance to carry out their required tasks – not out of bond funds.

All Committee meetings must comply with the Brown Act.

The Committee must issue a report at least once a year.

Committee minutes and reports are public records and must be posted on the district website.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEASURE P
CITIZENS' OVERSIGHT COMMITTEE

STRUCTURE AND RESPONSIBILITIES

A. MEMBERSHIP

The committee shall consist of twelve (12) members, who are residents of the Pasadena Area Community college District, as follows:

	Initial <u>Term(s)</u>
1. Representative Active in a Local Business Organization	1+1
2. Representative Active in a Senior Citizens' organization	1 only
3. Representative Active in a Bona Fide Taxpayers' Organization	1+1
4. Currently Enrolled Student Active in a Student Organization	1 only
5. Representative Active in PTSA or the PCC Foundation	1+1
6. Representative of Area Trustee #1	1 only
7. Representative of Area Trustee #2	1+1
8. Representative of Area Trustee #3	1 only
9. Representative of Area Trustee #4	1+1
10. Representative of Area Trustee #5	1 only
11. Representative of Area Trustee #6	1+1
12. Representative of Area Trustee #7	1 only

B. APPOINTMENT OF COMMITTEE MEMBERS

1. All appointments are made by the Board of Trustees.
2. A slate of nominees for the first five positions (1-5) will be prepared by an ad-hoc subcommittee of the Board of Trustees, appointed by the Board President, and will be presented to the full Board for approval.
3. Each trustee will nominate an n individual to serve as his or her representative on the committee (positions 6-12). The trustees' nominees will be presented to the full Board for approval.
4. In the event that a committee member is not able to serve his or her entire term, the replacement process is the same as in 1 through 3 above.

C. TERM OF MEMBERSHIP

1. All appointees serve for a two-year term.
2. One-half of the initial appointees will be allowed to serve only one two-year term as indicated in paragraph A. above. The other initial appointees will be eligible for reappointment by the Board to a second consecutive two-year term.
3. An individual who has served on the committee, and then remained off of the committee for at least two years, may be reappointed to the committee by the Board.

4. The Board of Trustees may remove any committee member for cause, including failure to attend three consecutive committee meetings or for failure to comply with the Committee Ethics Statement attached as Attachment A to this document. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with B 1-3 above, shall fill any vacancies on the committee.

D. MEETINGS

1. The committee will meet four times a year (January, April, July, and October) together with a designated member of the Board of Trustees, the College President, the Vice President for Administrative Services, the Director of Facilities, and the Director of Public Relations.
2. The committee meets as a committee of the whole.
3. All meetings shall be held at Pasadena City College, Pasadena, California.

E. COMMITTEE RESPONSIBILITIES

In accordance with Education Code Section 15278(b), "the purpose of the Citizens' Oversight Committee shall be to inform the public concerning the expenditure of bond revenues." Specifically, the Committee shall:

1. Review quarterly progress reports on the implementation of the Measure P projects.
2. Review quarterly expenditure reports to ensure that bond revenues are being expended only for allowable purposes, and not for teacher or administrative salaries or for other school operating expenses.
3. Make quarterly visits to those projects under construction with bond revenues.
4. Publish an annual *Report to the Community* on the status of the projects and the expenditure of bond revenues.

F. OTHER

1. The Committee meetings must comply with the Brown Act.
2. The Committee minutes and reports must be posted on the college website.
3. The Committee members serve without compensation.
4. Administrative support for the committee will be provided through the office of the Vice President for Administrative Services.
5. The committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.

Attachment A

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEASURE P
CITIZENS' OVERSIGHT COMMITTEE**

ETHICS STATEMENT

This Ethics Statement provides general guidelines for committee members to follow in carrying out their roles. 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.

- **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 related to: (1) any contract funded by bond proceeds, or (2) any construction project. A 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 Pasadena Area 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.