



## BUDGET & PLANNING COMMITTEE

Regular Meeting Notice – March 4, 2022  
12:30p.m.-2:30 p.m. – [Zoom](#)

Tim Flood, Co-chair  
Vice President of Administrative Services

Joe Salamon, Co-chair  
Faculty, Physical Science Department

### AGENDA

- I. **Call to Order**
- II. **Comments/Announcements**
- III. **Changes In/Additions to the Agenda**
- IV. **Standing Reports**
  - A. College Council—5 minutes
  - B. Fiscal Matters—5 minutes
    - Sacramento Update (*attachments*)
  - C. Accreditation Update
  - D. Long Term Planning Taskforce Update
- V. **Committee Business**
  - A. Budget Subcommittee Ranking Update—10 minutes
  - B. Review and Approve Updates to BP/APs—15 minutes
    - AP 6306: Equipment Replacement (*attachment*)
    - BP/AP 6740: Independent Citizens' Bond Oversight Committee (*attachment*)
    - BP 7400: Employee Travel (*attachment*)
  - C. BPC Involvement in Planning Document Update Processes—10 minutes
    - FMP Task Force—5 minutes
    - HR Hiring Plan Volunteers—5 minutes
  - D. FTES Growth Update for 2022-23 and Enrollment Management Discussion—15 minutes
- VI. **Future Agenda Items and Calendar Dates**
  - A. Rubric Review
  - B. Ranking Recommendations
- VII. **Adjournment**

**Next Meeting: Friday, March 18 – 12:30 p.m. Zoom**



## BUDGET & PLANNING COMMITTEE

MINUTES – February 4, 2022  
12:30p.m.-2:30p.m

### Members Present:

Carl Banks, Kristin Bebout, Raymond Clark,  
Christy Coobatis, Tim Flood, Luke Lara, Dung Le,  
Anri Le Roux, Denée Pescarmona, Leila  
Safaralian, Joe Salamon, Edwina Williams, Alketa  
Wojcik

### Prior Notification of Absence:

Angelena Boles, Maria Figueroa

### Absent:

### Guests/Resources:

Benjamin Gamboa, Katie White

### I. Call to Order

Meeting was called to order at 12:35 pm.

### II. Comments/Announcements

None

### III. Changes In/Additions to the Agenda

None

### IV. Standing Reports

#### A. College Council

- Jan 27th District Update – review of how first week of classes went. 65 classes are meeting in person.
- Update on COVID trends – cases are starting to drop, hospitalizations are expected to follow.
- Enrollment – Down 8%, with 12% down in FTES. Similar patterns throughout the region and the state, which increases the need for a meaningful enrollment recovery plan.
- All College Day and Flex Week discussion.
- Assessment of Professional Development –20 MiraCostans attended Dream Conference. Achieving the Dream recommendations are moving through the college – how do we redefine professional development.
- Futures Update – getting ready for next sessions in February and March and reviewing the various plan updates and Futures integration into those plans. Sessions will be made available in Canvas.
- EEO Advisory Committee – RPIE engaged in aligning EEO plan.
- Updates on Redesigning Student Experience – 20 students attended ACP workshop.
- Accreditation Update –Initial data collection is complete. Teams and leads are now working on writing.

#### B. Fiscal Matters

##### • Sacramento Update

##### Legislative Update:

- AB 201 – CCAP Programs – gain apportionment for supervised tutoring.
- AB 1505 – Resetting of the FON – Fall 2022 actual full-time faculty # would be set at the new year's FON.
- K-16 Regional Collaborative - \$250M, managed by Dept of General Services.
- CCC Economic Value – New report shows that every \$1 invested in CC system, student see \$4 increase in net earnings and state tax revenues \$2 net increase.

**C. Accreditation Update**

Teams are in the writing and reviewing stages.

**V. Committee Business**

**A. Preliminary Budget Workshop**

Flood provided the preliminary budget workshop to the committee. The full presentation will be posted in the BPC portal documents.

Salamon requested an overview of where CARES act funds are being spent. CARES act quarterly reports are available on the website, broken out by categories.

**B. Strong Workforce Presentation**

Gamboa provided an overview of the Strong Workforce and Perkins V history, planning requirements and funding qualifications, as well as best practices.

**C. Budget Subcommittee Assignments**

With EMT rankings complete, BPC will need to assign members to the Budget subcommittee so they may begin their work ranking requests and recommending a resource allocation budget amount. Interested members were asked to email Salamon.

**D. BPC Faculty Co-Chair FY23-FY25**

Salamon's term as faculty co-chair is ending this semester. A new faculty co-chair will need to be identified before semester end.

**E. Non-Resident Tuition**

Each February, non-resident tuition needs to be approved by the board. The district can choose to use one of several calculations to determine non-resident tuition for the district, and will recommend \$304, a decrease of \$3 from FY22, to the board. The current state-wide average is increasing to \$332.

**VI. Future Agenda Items and Calendar Dates**

- A. Budget Subcommittee Ranking Recommendations
- B. Audit Presentation

**VII. Adjournment**

Meeting was adjourned at 2:38 pm.

**Next Meeting: Friday, March 4 – 12:30 p.m. Zoom**



## SACRAMENTO REPORT

### February 14, 2022

#### IN THIS SACRAMENTO REPORT

- **Legislative Update**
- **New Republican Leader**
- **Latinx and Black Report**
- **PPIC Report**
- **Recall Reform**
- **Bills of Interest**

#### EXECUTIVE SUMMARY

- **Legislative Update:** This Friday is the deadline for members of the Legislature to introduce measures. Once bills are introduced, they need to be in print for thirty days before they can be amended or heard in committee. Among the bills that were introduced were AB 1993 which would require mandatory COVID-19 vaccinations. In the higher education world, Assemblymember Medina re-introduced a bill that would increase the maximum part-time faculty load to 85%, a spot bill from Assemblymember Holden to provide free transit passes to all California students K-University, and a bill from Assemblymember Muratsuchi which would fully fund ISAs.
- **New Republican Leader:** Assemblymember James Gallagher was selected to be the next Assembly Republican leader. He will lead a caucus of 19 (current count before the next election) out of 80 members of the Assembly. Assemblymember Gallagher represents an area just north of Sacramento which includes the Yuba Community College District.
- **Latinx and Black Report:** The Campaign for College Opportunity released a new report examining how Latinx and black students are fairing in education in the Los Angeles area. According to the report, roughly two-thirds of Black (61%) transfer students and Latinx (68%) transfer students who enrolled at UCLA in 2016 earned a bachelor's degree in two years, with nine out of ten Black and Latinx transfer students who enrolled in 2016 graduating in four years



- **PPIC Report:** The PPIC released a report last week examining how Californians feel towards the Governor's recently released budget plan. According to the poll, when read a general overview of the budget plan, 60% of likely voters favor the plan.
- **Recall Reform:** The Little Hoover Commission has been exploring potential reforms to the recall process. This was spurred by the recall of our current Governor. The commission released a report with six recommendations for reform. One of those recommendations is to create a "snap" recall election in which all those running would appear on the ballot, including the person that would be currently holding office.

## **LEGISLATIVE UPDATE**

This Friday is the deadline for members of the Legislature to introduce bills. Once introduced, bills must be in print for 30 days prior to being amended or heard in committee. We anticipate many more bills being introduced this week prior to the deadline. Many bills at this point will be "spot bills" which means that they will make a small, nonsubstantive change, or state legislative intent. These bills are considered placeholders for more substantive language to be amended into at a later date.

Among the bills that were introduced was a measure by Assemblymember Buffy Wicks that would mandate vaccinations in California. Under the bill, AB 1993, an employer would be required to require each person who is an employee or independent contractor, and who is eligible to receive the COVID-19 vaccine, to show proof to the employer, or an authorized agent thereof, that the person has been vaccinated against COVID-19.

Other major bills of interest related to higher education that have been introduced thus far are:

- AB 1856 (Medina) which is a re-introduction to a bill last year that was vetoed by the Governor. The bill would increase the load for part-time faculty to a maximum of 85% and provide for rehire rights up to 80%.
- AB 1919 (Holden) which is a spot bill that would state the intent of the Legislature to enact future legislation to ensure all public school pupils and all students attending the California State University, the University of California, and the



California Community Colleges receive free and unfettered access to student transit passes.

- AB 1942 (Muratsuchi) which would fully fund ISA programs.
- AB 1987 (Salas) which would require the University of California, the California State University and the Chancellor's Office of the California Community Colleges to submit a report by March 1 each year to the Department of Finance and the relevant policy and fiscal committees of the Legislature on the use of funds allocated for student mental health resources.

## **NEW REPUBLICAN LEADER**

Last week, Assemblymember James Gallagher was selected to replace Assemblymember Marie Waldren as Minority Leader in the Assembly. Assemblymember Gallagher has been one of the most vocal critics of the current Administration and their use of their emergency powers. He has also been very involved and a leader in fire suppression and wildfire policy over the past few years. Gallagher will oversee a caucus of 19 members out of 80 total assembly seats so it will be difficult for him to drive policy in the majority – Democrat chamber.

He represents area just north of Sacramento which includes Yuba City and Chico. He represents Yuba College of the Yuba Community College District.

## **LATINX AND BLACK REPORT**

The Campaign for College Opportunity released a new report on Latinx and black students in the Los Angeles area.

Among the findings of the report are the following:

- ✓ Among Latinx graduates who earned associate degrees from community colleges within the Los Angeles Community College District (LACCD) in 2019-2020, more than half earned an Associate Degree for Transfer (ADT).
- ✓ Half of all first-time, full-time Black and Latinx students enrolling at California State University, Los Angeles (Cal State LA) are graduating within six years of their initial enrollment.



- ✓ Support for Latinx transfer students at Cal State LA has meant Latinx transfer students graduate in two and four years at rates exceeding those of their white peers.
- ✓ Over 80% of Black and Latinx freshmen at the University of California, Los Angeles (UCLA) graduated in six years.
- ✓ Roughly two-thirds of Black (61%) transfer students and Latinx (68%) transfer students who enrolled at UCLA in 2016 earned a bachelor's degree in two years, with nine out of ten Black and Latinx transfer students who enrolled in 2016 graduating in four years.
- ✓ COVID-19 reduced first-time student enrollment at LACCD by 32% for Latinx students and 40% for Black students.
- ✓ Black and Latinx students transfer at far lower rates than their peers – only 13% of Black students and 13% of Latinx students enrolling in 2014-15 transferred within four years of enrolling, compared to 46% of white students.

Among the recommendations that the report makes are the following:

- ✓ Strengthen implementation of equitable placement reforms at colleges within the LACCD and ensure that students are supported to enroll in and pass transfer-level English and math coursework within one year of their initial enrollment in English and math courses.
- ✓ Improve transfer rates and close gaps by race/ethnicity by strengthening the ADT pathway to ensure students are supported to earn a degree and enroll in the CSU or UC.
- ✓ Increase enrollment funding for the UC and the CSU to increase the number of students who meet the eligibility requirements for the two systems and allow campuses like UCLA and Cal State LA to better serve students in their regions.

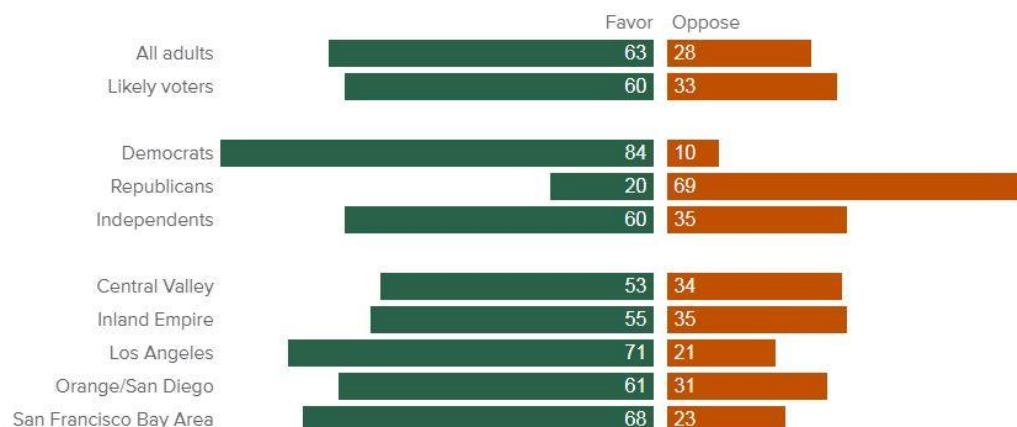
You can download the entire report [here](#).

## **PPIC REPORT**

The Public Policy Institute of California released a report examining how Californians feel about the Governor's proposed budget. The Administration released their initial proposal for a state spending outline on January 10<sup>th</sup>. According to the poll, after hearing a brief description of the budget, 63% of adults and 60% of likely voters favor the plan (oppose: 28% adults, 33% likely voters).



### Solid majorities of adults and likely voters favor the 2022-23 state budget proposal



SOURCE: PPIC Statewide Survey, February 2022. Survey was fielded from January 16-25, 2022.

FROM: PPIC Blog, February 2022.

[Get the data](#) • [Embed](#) • [Download image](#)

You can download the entire report from the PPIC website [here](#).

## RECALL REFORM

Over the past several months, California's Little Hoover Commission has been exploring potential changes to California's recall system. The commission was prompted by the recent recall of the current Governor, Gavin Newsom, in which he defeated the recall by about the same percentage vote by which he was elected.

The Little Hoover Commission released a report last week on potential recall reform which included a number of recommendations.

- ✓ Setting the signature threshold for statewide recalls at 10% of registered voters (rather than 12% of the vote in the last election for office) would provide greater consistency in the triggering of recalls.

The Commission examined other options for the election:

- ✓ A "Snap" Special Recall Election: This approach, in which the official targeted for recall is placed on the ballot with all potential replacements, guarantees that the candidate who receives the most votes wins the election.
- ✓ A Top-Two Runoff: This ensures that the winner receives a majority of the votes.





- ✓ A Separate Replacement Election. This would eliminate the incentive for targeted officials to clear the field of co-partisans.
- ✓ Replacement as with a Vacancy Caused by Other Means. In gubernatorial recalls in California, this would mean automatic succession by the Lieutenant Governor.

Ultimately, the commission made six recommendations:

**Recommendation 1:** The Legislature should refer a constitutional amendment to the voters in November 2022 raising the signature requirement for triggering a recall election involving a statewide officer to 10 percent of the number of registered voters.

**Recommendation 2:** The Legislature should refer Senate Constitutional Amendment 3 to the voters in November 2022. This proposed amendment would replace the existing recall process with a “snap” recall election.

**Recommendation 3:** The Legislature should refer a constitutional amendment to the voters in November 2022, extending the timeframe for conducting recall elections to no less than 88 days and no more than 125 days.

**Recommendation 4:** The Legislature should refer a constitutional amendment to the voters to prohibit the initiation of recall proceedings against state office-holders during the first 90 days and the last six months of their term of office.

**Recommendation 5:** The Legislature should refer constitutional amendments relating to recall reform to the voters as separate propositions.

**Recommendation 6:** The Legislature should clarify the nomination standard for recall replacement candidates.

You can download the entire report [here](#).

## **BILLS OF INTEREST**

**AB 1795 (Fong)** would require state bodies, subject to existing exceptions, to provide all persons the ability to participate both in-person and remotely, as defined, in any meeting and to address the body remotely.



**AB 1796 (Choi)** would require the California State University, and request the University of California, to require each campus in their respective systems to grant students up to five years to reenroll in their baccalaureate degree program after withdrawing.

**AB 1844 (Medina)** is a spot bill that would make nonsubstantive changes to a provision relating to the postsecondary rape and sexual assault education program.

**AB 1856 (Medina)** would require community colleges, as a condition of receiving funding allocated for the Student Equity and Achievement Program, to negotiate in good faith with the exclusive representatives for part-time, temporary faculty on the terms of the reemployment preference for part-time, temporary faculty assignments and the regular evaluation process for part-time, temporary faculty. The bill would require that negotiation on reemployment preference for part-time, temporary faculty assignments be based on the minimum standards not exceeding 80% to 85% of a full-time equivalent load and would prohibit the community college district from restricting the terms of the negotiated agreement to less than that range, unless explicitly agreed upon by an individual part-time, temporary faculty member and the district.

**AB 1877 (Fong)** would exempt from the postretirement compensation limit the compensation of a member retired for service who was a classroom teacher, who has returned to work to fulfill a critical need in a position due to a teacher shortage in the area of special education. The bill would require a local school district, county office of education, or other local educational agency exercising this exemption to submit specified documentation, certified under penalty of perjury, to substantiate a retired member's eligibility.

**AB 1913 (Bryan)** would establish the California Center for Climate Change Education, as part of the Los Angeles Community College District, to be located at West Los Angeles College, for purposes of establish partnerships and developing educational resources to assist students and faculty of the state's public elementary, secondary, and postsecondary systems by providing fact-based education about climate change and its direct relation to equity and environmental justice issues.

**AB 1919 (Holden)** is a spot bill that would state the intent of the Legislature to enact future legislation to ensure all public school pupils and all students attending the California State University, the University of California, and the California Community Colleges receive free and unfettered access to student transit passes.

**AB 1942 (Muratsuchi)** would require instruction provided by community college districts under instructional service agreements with public safety agencies to be funded



under the apportionment formula used for instruction in career development and college preparation.

**AB 1987 (Salas)** would require the University of California, the California State University and the Chancellor's Office of the California Community Colleges to submit a report by March 1 each year to the Department of Finance and the relevant policy and fiscal committees of the Legislature on the use of funds allocated for student mental health resources.

**AB 1993 (Wicks)** would require an employer to require to each person who is an employee or independent contractor, and who is eligible to receive the COVID-19 vaccine, to show proof to the employer, or an authorized agent thereof, that the person has been vaccinated against COVID-19.

**AB 1998 (Smith)** is a spot bill that would express the intent of the Legislature to enact subsequent legislation to address nonresident tuition fees at California community colleges.

**SB 941 (Portantino)** would authorize the governing board of a school district, a county board of education, or the governing body of a charter school to enter into an agreement with one or more local educational agencies to offer individual classes to pupils from other local educational agencies who have been impacted by disruptions, cancellations, or teacher shortages in science, technology, engineering, or mathematics classes, or dual language immersion programs.

Each year, the Budget and Planning Committee (BPC) reviews and makes recommends regarding the college budget as well as all resource allocation requests through the program review and resources allocation process. The BPC budget subcommittee will consider requests and recommend to the superintendent/president by the end of the spring semester for the following fiscal year budget. BPC reviews and makes recommendations on the implementation of the Facilities Master Plan (FMP), scheduled maintenance/instructional equipment 5-year plan and technology plan, which include equipment replacement cycles.

In order to plan adequately for replacing worn and/or obsolete equipment, a base annual budget for equipment replacement shall be established. ~~A base annual budget amount shall be granted to each of the five divisions (superintendent/president, instructional services, student services, human resources, administrative services). Funds are established for general equipment, instructional equipment and technology equipment. Unspent categorical Physical Plant and Instructional Supplies (PPIS) funds are allowed to carryover up to the grant's expiration date.~~

~~Each year, the Budget and Planning Committee (BPC) reviews and makes recommends regarding the college budget as well as all resource allocation requests through the program review and resources allocation process. The BPC budget subcommittee will consider requests and recommend to the superintendent/president by the end of the spring semester for the following fiscal year budget. BPC reviews and makes recommendations on the implementation of the Facilities Master Plan (FMP) and technology plan, which include equipment replacement cycles may recommend an augmentation to the base annual budget to plan for replacement of BPC-approved additions to the plant, of program review additions to the plant, and of furniture, fixtures and equipment (FF&E) additions to the plant that are related to new and upgraded facilities.~~

~~Base annual budget funds that are unspent by June 30 of each year shall roll over to the next fiscal year. Each division may spend up to the base plus carry forward budget without obtaining prior approval from BPC. Proposed expenditures in excess of the base plus carry forward amount shall require prior approval from BPC.~~

BPC shall review the equipment replacement expenditures for ~~the district each of the four five divisions~~ on an annual yearly basis as part of the budget preparation cycle.

**Commented [KW1]:** In lean years, we may need to reduce and not augment. Our base budget has been underspent. In FY2018-19, we were underspent by \$76,000.

**MiraCosta Community College District**

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Effective Date: 2/2/10

References: Education Code §70902  
Accreditation Standard III.D.1

CCLC Update: --

Steering: BPC / Admin

If a bond measure is authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the superintendent/president shall establish an Independent Citizens' Bond Oversight Committee in accordance with the San Diego County Taxpayers Association's *Independent Citizens' Oversight Committee Best Practices*, applicable laws, and regulations, and ensure adherence to the provisions included within Education Code sections 15140–15150 and Government Code sections 3508.5 and 53508.6 concerning capital appreciation bonds.

The district will not authorize the sale of any form of capital appreciation bonds or convertible capital appreciation bonds without review by the district's Citizens' Bond Oversight Committee. All annual assessed value growth assumptions within any proposed financing will be the lesser of (a) the average of the past ten years, or (b) five percent.

The Board of Trustees as part of a regularly scheduled and publicly noticed meeting shall appoint committee members.

See Administrative Procedure 6740, Independent Citizens' Bond Oversight Committee.

## Purpose

The purpose of the Independent Citizens' Bond Oversight Committee is to (1) inform the public about the expenditure of bond revenues, (2) review and report on the proper expenditure of taxpayers' money for school construction, and (3) advise the public as to the MiraCosta Community College District's compliance with Proposition 39 requirements as contained in the California Constitution.

## Activities

The activities of the committee will include the following:

- A. Receive and review copies of the annual, independent performance audit.
- B. Receive and review copies of the annual, independent financial audit.
- C. Inspect school facilities and grounds to ensure that bond revenues are expended properly.
- D. Receive and review copies of any deferred maintenance proposals or plans developed by the MiraCosta Community College District.
- E. Review efforts by the MiraCosta Community College District to maximize bond revenues by implementing cost-saving measures.

## Members

The committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than ~~two-three~~ (32) consecutive terms. Members shall serve without compensation. The district may appointment more members to the committee as necessary.

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 active in a senior citizens' organization.

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### MiraCosta Community College District

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Adoption History: 6/19/12

Periodic Review: 5/20/16

References: Education Code §§15278, 15280, 15282

California Constitution Article XIII A §1(b), Article XVI §18(b)

CCLC Update: #3, 8/02

Steering: BPC/Admin

- C. One member active in a bona fide taxpayers' organization.
- D. One member who is a student, both currently enrolled in the MiraCosta Community College District and active in a campus group. The student may serve up to six (6) months after their graduation;
- E. One member active in a support organization of the MiraCosta Community College District.

No employee, official, vendor, contractor, or consultant of the MiraCosta Community College District shall be appointed to the committee. All members ~~shall~~ should be residents of the MiraCosta Community College District whenever possible.

### **Assistance**

The MiraCosta Community College District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

### **Public Meetings**

Meetings shall be open to the public and notice provided in accordance with the provisions of open meeting laws.

### **Reports**

At least once a year, the committee shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued by the committee are matters of public record and shall be made available on an Internet Web site maintained by the district.

### **Best Practices**

Whenever possible the district will follow the San Diego County Taxpayers Association's Independent Citizens' Oversight Committee *Best Practices*, ~~in effect as of May 25, 2012, as follows:~~

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#### ***Notification***

#### ***Recruitment, Selection, and Appointment***

~~For at least forty-five days, the district or agency shall inform the public and the entities listed below of vacancies on the oversight committee by all available means in order to recruit qualified, motivated committee members.~~

- ~~• San Diego County Taxpayers Association~~
- ~~• Associated General Contractors of San Diego~~



- ~~Associated Builders and Contractors of San Diego~~
- ~~Parent teacher organizations~~
- ~~American Institute of Architects~~
- ~~Financial Executives International~~
- ~~Construction Managers Association of America~~
- ~~American Society of Civil Engineers~~
- ~~Labor organizations~~
- ~~Community organizations (e.g. Rotary, Kiwanis, etc.)~~
- ~~Local and community papers~~
- ~~Local chambers of commerce~~

~~These announcements shall include a description of the oversight committee duties and scope of authority. Eligibility requirements and selection criteria shall be made available. Appointments shall be made at a regularly scheduled publicly noticed meeting of the district or agency.~~

### **~~Membership Composition~~**

~~A majority of the members of the committee shall possess expertise in one or more of the following areas:~~

- ~~Large scale construction operations~~
- ~~Municipal/public finance matters~~
- ~~Performance and financial auditing~~
- ~~Construction related project management~~
- ~~Real estate acquisition or sales~~
- ~~Environmental laws or regulations Information technology~~

~~At least one member of the committee shall be a representative of SDCTA. SDCTA will identify and nominate a member to fulfill the duties of the member of a bona fide taxpayers association. In the case that a member of SDCTA cannot be identified to serve on the oversight committee, solicitation for such representation shall be opened to the broader community. The elected board as part of a regularly scheduled and publicly noticed meeting shall appoint committee members. The process shall include a statement of qualifications to the public, as well as the opportunity for public comment on the nominees. It is impermissible for any bond monies that are the responsibility of the oversight committee to be spent before the formation and first~~

~~official meeting of the oversight committee; this includes carryover funds from previous bonds. At its first meeting, the committee shall appoint a chairperson and vice-chairperson to serve in the absence of the chairperson.~~

### **~~Terms~~**

~~The elected board shall determine the term duration and staggering of oversight committee members' terms.~~

### **~~Bylaws~~**

~~Although not required by law, it is customary practice for governing boards to adopt administrative regulations outlining fundamental aspects of committee operations and activities. While this may take the form of bylaws, it is a best practice for the committee to be granted the opportunity of prior review and the opportunity to propose changes since these bylaws will describe the manner or governing board policy in which the committee carries out its responsibilities. At a minimum, the bylaws should describe the term limits of the oversight committee's members. Bylaws must be adopted before the oversight committee is formed.~~

### **~~Orientation~~**

~~Before a new oversight committee begins work, a comprehensive orientation is essential. It is important that each oversight committee member receive a thorough briefing by the district's staff, including copies of relevant codes, bond resolutions, project descriptions, budgets and schedules, financial reports, and minutes of recent meetings. It is desirable that new appointees tour facilities included in or affected by the bond-funded program; however, tours at every committee meeting are excessive. Oversight committee members that are new to the committee mid-bond (due to term limits or for other reasons) shall receive the same in-depth, thorough orientation as those who were oriented upon the formation of the committee. Oversight committee members may request an orientation to the process by SDCTA. For Proposition 39 committees, a copy and overview of Proposition 39 shall be provided.~~

### **~~Access to Information~~**

~~Access to critical, benchmarking data in a timely and easily comprehensible manner is essential. This frequently takes the form of a so-called "dashboard", which summarizes critical metrics in graphic form. Whenever bond revenues are combined or used in conjunction with other sources of funding, the oversight committee shall be kept informed of the status of all funds. Reports shall summarize the original funds budgeted and allocated, amounts expended and obligated to date, and the percent of completion as of the close of the most recent accounting quarter. A regularly updated Program Evaluation Review Technique (PERT) chart or its equivalent with milestones for each project in the program is necessary to allow oversight committee members to track progress.~~

### **~~Public Disclosure~~**

~~Transparency is achieved by promptly displaying detailed information about the progress of each project included in the ballot measure and resolution, as well as the committee's minutes and materials it has received on the oversight committee Website. Oversight committee Websites shall disclose, at a minimum, the following:~~

- ~~Minutes of meetings within a reasonable amount of time~~
- ~~Materials provided to the committee at each meeting~~
- ~~Sufficient notice of the dates, times, and agendas of planned meetings of the oversight committee and its subcommittees, when applicable~~
- ~~List of the committee's members and their contact information~~
- ~~List of projects accompanied by measurements of their status in terms of budgets and timelines~~
- ~~Any alterations to project budgets or timelines with adequate explanation for these changes~~
- ~~Comparison of current status of projects in terms of budgets and timelines to the original budget and timeline estimates of the project~~

## **Meetings**

~~The oversight committee must meet with sufficient frequency to ensure that members remain fully informed about all relevant current conditions. The committee shall schedule at least quarterly meetings (or more frequently as needed) as either a full body or in the form of subcommittees that shall then report back to the full committee at its next regularly scheduled meeting for the initial two years after passage of the bond measure or until twenty percent of bond projects are completed, and at least quarterly thereafter. Subcommittees may be formed to monitor specific components of program implementation such as the audit process or construction progress and prepare the annual report to the elected board and public. Both committees and subcommittees shall be subject to the Brown Act. As appropriate, there should be updates provided to the elected board on the oversight committee's activities.~~

## **Budget**

~~Pursuant to Assembly Bill 1908, the governing board of the district shall without expending bond funds provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of its purpose and sufficient resources to publicize the conclusions of the citizens' oversight committee.~~

## **Financial Audit**

~~It is desirable for the oversight committee to participate in the process of screening independent auditors of the bond-funded program, recognizing that the governing board has the sole authority to make such appointments. Financial audits should at a minimum comply with government auditing standards and all Proposition 39 requirements.~~

~~The oversight committee shall review and comment upon the annual financial report prior to its presentation to the elected board. Independent auditors shall meet annually~~

~~with the oversight committee audit subcommittee and/or the full committee (prior to presentation to the elected board) at a regularly scheduled meeting. The oversight committee should make recommendations and provide input on the audit.~~

### **~~Performance Audit~~**

~~In addition to the compliance audit usually prepared by the financial auditors, the oversight committee shall participate in a comprehensive performance audit conducted by qualified independent professionals who have demonstrated knowledge in the fields of project management and construction industry best practices. The purpose of this audit is to provide accountability to the public that those projects that were supported through their approval of the bond are being completed, and that any changes to the projects have been adequately explained. All performance audits should at a minimum comply with those standards outlined under Proposition 39 and Senate Bill 1473 and provide an independent review and evaluation of at least the following:~~

- ~~• Current bond program management program/plan~~
- ~~• Design and construction timelines that include benchmarking to industry standards~~
- ~~• Review of project budgets~~
- ~~• Use of best practices and technology regarding the planning and construction of school facilities~~
- ~~• Payment procedures and payment processing time~~
- ~~• Program and construction management structure including staff and fees~~
- ~~• Change order procedures and results that include benchmarking to industry standards~~
- ~~• Construction project delivery methods and performance analysis~~
- ~~• Best practices for procurement of contractors and professional services and compliance with public contracting code~~
- ~~• Evaluation of public outreach and communication program~~
- ~~• Evaluation of overall transparency of bond program, including but not limited to the evaluation of the bond Website information~~
- ~~• Compliance with legal requirements for prevailing wage and labor compliance~~
- ~~• Review performance of Independent Citizen's Bond Oversight Committee~~

~~The oversight committee shall review and comment upon the annual performance audit prior to its presentation to the elected board. The oversight committee should make recommendations and provide input on the audit.~~

## **~~Access to the Board of Trustees and Chief Administrative Officer~~**

~~The oversight committee shall periodically meet with the chief administrative officer of the district or agency and at least annually with the Board of Trustees. It is recommended that oversight committee members monitor the district's governing board meetings. The oversight committee shall meet with the governing board prior to the oversight committee's presentation of its performance assessment report. Any matters related to the bond shall go to the oversight committee prior to the elected board.~~

## **~~Significant Program Changes~~**

~~The Board of Trustees shall provide the oversight committee with the opportunity to review and comment upon major changes in each bond-funded program, allocation, and project prior to final action being taken. A major change is one that affects the lesser of ten percent of a specific project budget allocation or \$1 million or a delay of a major project by six months or more. In the event of significant program changes, the committee shall produce a special report in addition to its annual report specifically covering the program changes to scope, budget, and timelines. This report shall be readily available to the public and submitted to appropriate media outlets.~~

## **~~Annual Report~~**

~~The oversight committee shall be the principal author, with staff assistance as may be requested, of its required annual report to the public. The district or agency shall provide technical, production, and distribution support. The report shall appear on the oversight committee Website and be available at principal offices of the district or agency. The project priority shall be those specific projects that were approved by the public upon approval of the bond measure. The report shall contain, at a minimum, the following:~~

- ~~• List of all original projects and their status regarding budget, scope and/or implementation~~
- ~~• Certification of all expenditures~~
- ~~• Any changes, such as specific project cancellations or scope reductions, shall be highlighted and thoroughly explained~~
- ~~• A list of joint-use projects~~
- ~~• Status and scoring of deferred maintenance projects~~
- ~~• Prevailing-wage-requirements compliance report~~

## **~~Bond Issuance~~**

~~The district or agency shall inform the oversight committee concerning the full details of the selection of bond counsel, underwriters, and the issuance of bonds. The oversight committee shall be fully informed before each new series of bonds is issued.~~

## **Joint Use**

~~The oversight committee shall assure that the agency or district has demonstrated that best efforts have been applied to maximize opportunities for bond-funded projects to be used in conjunction with other local agencies in a manner that benefits the public and reduces costs. Joint-use efforts should be described and scored in the annual report.~~

## **Deferred Maintenance**

~~Part of the oversight committee's responsibility is to review the status of the district or agency's deferred maintenance elimination plan and major repair and replacement plan. The district shall submit a board-approved funding plan to eliminate deferred maintenance using general fund revenues, and if necessary, with a limited reliance on bond revenues, and an approved major repair and replacement funding plan to ensure that both new and renovated facilities do not become maintenance deferred once the backlog has been eliminated. Within the submitted plan, the district shall include the deferred maintenance funding, including the amount of state matching funds received, for the previous ten fiscal years. The district shall also include a current list of those projects and their respective costs within the district's deferred maintenance backlog. Status of deferred maintenance should be described and scored in the annual report.~~

## **Certification of Expenditures**

~~The oversight committee must review whether expenses are within the constraints of the bond, and any non-certified expenditures shall be publicly reported. The district or agency shall present to the oversight committee written certification that all bond revenues currently expended have been in conformity with the bond resolution and applicable statutes on an annual basis. Certification of expenditures must be in the annual report.~~

## **Prevailing Wage Requirements**

~~Most, if not all, publicly funded projects fall under prevailing wage requirements. The oversight committee shall request and receive an annual compliance report from the agency or district detailing related compliance issues of importance.~~

## **Liability**

~~Committee members may be concerned about personal liability arising from serving. While this does not appear to be a problem, if requested, the Board of Trustees must provide written hold-harmless agreements. This may appear in the oversight committee's bylaws.~~

## **Final Report**

~~Upon final completion of the entire bond fund program, the oversight committee shall prepare and distribute a complete detailed analysis of all expenditures, noting significant variances from the original stated expenditure plan, why they occurred, and how they were mitigated.~~

## Overview

MiraCosta Community College District's policy is to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the district. Travel will normally be limited to meetings held within the United States.

## Authorization and Responsibility

The superintendent/president shall establish authorization for travel expenditures and publicize procedures regarding the attendance of employees at conferences, meetings, or activities. The procedures shall include prepaid travel, travel advances, reimbursements, and travel expense claims.

The superintendent/president is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the district.

~~All travel outside of California must be approved in advance by the superintendent/president.~~

Commented [MH1]: In AP

~~For prepaid travel or travel advances, employee travel must be authorized at least 14 days in advance of the travel. Unauthorized absence from work is not covered by liability insurance policies.~~

Commented [MH2]: In AP

~~All travel outside the United States must be approved in advance by the Board.~~

Commented [MH3]: Best practice suggested CCLC language

See Administrative Procedure 7400.

### MiraCosta Community College District

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Adoption Date: 1/18/11, 8/17/17  
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