



3600 M Street, Merced CA 95348-2898
(209) 384-6000
www.mccd.edu

Dear Applicant,

On behalf of the Merced Community College District (MCCD) Board of Trustees, thank you for your interest in serving on the Merced College Citizens' Bond Oversight Committee. Attached you will find an application, structure and responsibilities sheet along with the Ethics Policy statement for the committee.

Completed applications should be mailed to:

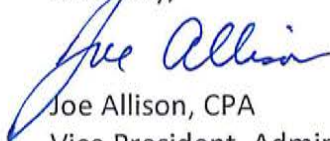
Merced Community College District
Vice President of Administrative Services – Stop 04
3600 M Street
Merced, CA 95348

Or delivered to:

Merced Community College District
Vice President of Administrative Services Office
Administration Building
3600 M Street
Merced,

If you have any questions, please contact me at 209-384-6108. Additional information can be found at <http://www.mccd.edu/about/committees/bond-oversight/index.html>.

Sincerely,



Joe Allison, CPA
Vice President, Administrative Services

JA/db

Enclosures

Chris Vitelli
Superintendent/President

Board of Trustees
Ernie Ochoa, Board President

John Pedrozo, Vice President
Joe Gutierrez, Clerk

Carmen Ramirez
Sue Chappell

Jean Upton
Mario Mendoza

**Merced Community College District
Citizens' Bond Oversight Committee – Application**

SECTION 1: (Please Print or Type)

Name: _____ Contact Phone: _____

Address: _____

E-Mail: _____

SECTION 2: I can represent the following constituencies located in the District (check all that apply):

- Business Representative** – Active in a business organization representing local commerce.

Organization(s):

- Senior Citizen Group Representative** – Active member in a senior citizens' organization.

Organization(s):

- Taxpayer Organization Member** – Active member in a bona fide taxpayers' association.

Organization(s):

- Merced College Student** – Enrolled and active in a community college support group.

Organization(s):

- At Large Community Member** – Resident of the Merced Community College District.

SECTION 3: Limited to the space provided below, please explain why you wish to serve on this committee and describe any qualifications you have which you feel may be an asset to the committee.

SECTION 4: I am applying to serve on the Citizens' Bond Oversight Committee. I have read the conflict of interest information in the Ethics Policy Statement and I do not have a conflict of interest that would prevent my serving on the committee. I agree to report such conflict to the committee chair and District administration should it arise.

Signature: _____ Date: _____

Please submit this application to:
Merced College, Vice President of Administrative Services
3600 M Street, Merced, CA 95348
209-384-6108

Merced Community College District Citizens' Bond Oversight Committee STRUCTURE AND RESPONSIBILITIES

The Bond Election

On November 5, 2002, voters residing in the Merced Community College District (MCCD) passed Measures H and J.

Establishment of a Citizens' Oversight Committee

When the bonds passed, Proposition 39 (state law) required that the Merced College Board of Trustees appoint a Citizens' Bond Oversight Committee to work with the community college district.

Committee Membership

The committee will consist of at least seven (7) members and must include:

- One (1) **Business Representative** – Active in a business organization representing local commerce.
- One (1) **Senior Citizen Group Representative** – Active member in a senior citizens' organization.
- One (1) **Taxpayer Organization Member** – Active in a bona fide taxpayers' association.
- One (1) **Merced College Student** – Enrolled and active in a community college support group.
- One (1) **Member of College Support Organization** – Active in an organization, such as the Foundation.
- One (1) **At Large Community Member** – Resident of the Merced Community College District.

To be qualified person, he or she must be at least 18 years of age. No member may be an employee or official of the District or a vendor, contractor or consultant of the District.

Committee Responsibilities

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

Specifically, the Committee shall:

- actively review and report on the proper expenditure of taxpayers' money for school construction;
- ensure that bond revenues are expended pursuant to constitutional requirements;
- receive annual performance and financial audits;
- make annual reports to the community.

Appointment of Committee Members

All appointments will be made by the Board of Trustees, chosen from application submitted to the District.

Time Commitment and Term

Members shall serve a two-year term. Initial appointment were staggered, such that one-half of the initial appointees were allowed to serve one full two-year term. The other initial appointments only served one-year, but are eligible for reappointment by the Board for a second and third consecutive two-year term.

Meetings

The committee is expected to meet twice a year (fall and spring) together with a designated members of the District. Special meetings can be scheduled as needed.

Would You be Interested in Serving?

If you wish to serve on this important committee, please submit the application materials to Merced College, Vice President of Administrative Services Office, Administration Building, 3600 M Street, Merced, CA 95348.

State law and committee bylaws require that committee members not have potential conflict of interest. Specifically, a committee member may not be a District employee, vendor, contractor or consultant. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy 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. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **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 relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction 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 Merced 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.