

BOARD of SUPERVISORS



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MEMORANDUM

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Date: June 1, 2017

To: The Honorable Members, Board of Supervisors

From:  Angela Calvillo, Clerk of the Board

Subject: Administrative Code – San Francisco City College Financial Assistance Fund (File No. 170555)

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Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

File No. 170555      Administrative Code – San Francisco City College Financial Assistance Fund

- Does a current body address the same or similar subject matter?

*No current body provides oversight for the established fund.*

- Language requiring the body to meet at least once every four months

*Section 10.100-288(d)(2)(C) states, on page 4, lines 19-20, "The Oversight Committee shall meet at least once every three months..."*

- Language indicating members serve at the pleasure of the appointing authority

*Section 10.100-288(d)(2)(B) states, on page 4, lines 11-13, "Each member shall serve at the pleasure of the member's appointing authority, and shall serve for the life of the Oversight Committee unless removed by the appointing authority."*

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- Language establishing attendance requirements

*Section 10.100-288(d)(2)(B) states, on page 4, lines 13-16, "Any member who misses three regular meetings of the Oversight Committee without the express approval of the Oversight Committee at or before each missed meeting shall be deemed to have resigned from the Oversight Committee ten days after the third unapproved absence."*

- Number of seats and qualifications

*There are a total of 11 seats:*

*(3 members) the City College Board of Trustees shall appoint one member of the Governing Board of City College, one City College financial aid counselor or specialist, and one member of from the Office of the Chancellor of City College;*

*(2 members) the City College Academic Senate shall appoint two faculty members;*

*(1 member) the the City College Associated Students Executive Council shall appoint one student body representative;*

*(2 members) the Board of Supervisors shall appoint one member of the Board of Supervisors and one person not otherwise eligible to serve in one of the dedicated seats on the Oversight Committee; and*

*(1 member) the San Francisco Board of Education shall appoint one member of the Board of Education;*

*(1 member) the Mayor shall appoint one member from the staff of the Mayor's Office; and*

*(1 member) the Controller shall appoint one member from the staff of the Controller's Office.*

- Term limits (i.e., commencement date? staggered terms?)

*Section 10.100-288(d)(2)(B) states, on page 4, lines 11-13, "Each member shall serve at the pleasure of the member's appointing authority, and shall serve for the life of the Oversight Committee unless removed by the appointing authority."*



- Administering department

*The Department of Children, Youth, and Their Families shall administer the Fund. The Department and City College will provide administrative support for the Oversight Committee.*

- Reporting requirements

*Section 10.100-288(d)(2)(A) states, on page 3, lines 9-12, “[The] Oversight Committee to review City College’s implementation of the grant agreement and to prepare an annual public report to the Mayor, the Board of Supervisors, and the Department Agency Department, as well as to City College, concerning the implementation of the grant agreement and disbursements from the Fund.”*

- Sunset date

*Section 10.100-288(d)(2)(D) states, on page 4, lines 22-23, “Unless the Board of Supervisors by ordinance extends the term of the Oversight Committee, the Oversight Committee shall terminate on December 31, 2019.”*