

BOARD of SUPERVISORS



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MEMORANDUM

Date: July 3, 2019

To: The Honorable Members, Board of Supervisors

From: Angela Calvillo, Clerk of the Board

Subject: Administrative Code – City College Financial Assistance Fund – Free City
Collee Oversight Committee (File No. 190730)

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. 190730 Administrative Code – City College Financial Assistance Fund –
Free City College Oversight Committee

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

The Free City College Oversight Committee replaces the City College Financial Assistance Fund Oversight Committee. No other body provides oversight for the established fund.

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

Section 5.2-5 states, on page 8, lines 8-9, "The Oversight Committee shall hold a regular meeting not less than once every three months."

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

Section 5.2-3(a) states, on page 7, lines 3-5, "Each member of the Oversight Committee 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."



- Language establishing attendance requirements

Section 5.2-3(c) states, on page 7, lines 9-12, “Any member who misses three regular meetings of the Oversight Committee in a six-month period without the express approval of the Oversight Committee at or before each missed meeting shall be deemed by operation of law to have resigned from the Oversight Committee ten days after the third unapproved absence.”

- Number of seats and qualifications

There are a total of 13 voting seats and 1 non-voting seat:

- *Seat 1 shall be held by the Mayor or the Mayor’s designee.*
- *Seat 2 shall be held by the president of the City College Board of Trustees or the president’s designee.*
- *Seat 3 shall be held by a student at City College, appointed by the Mayor.*
- *Seat 4 shall be held by a student at City College, appointed by the Board of Supervisors.*
- *Seat 5 shall be held by a member of the Board of Supervisors, appointed by the Board of Supervisors or that member’s designee.*
- *Seat 6 shall be held by an employee or officer of the San Francisco Unified School District, appointed by the Board of Education of the San Francisco Unified School District.*
- *Seat 7 shall be held by the Controller or the Controller’s designee.*
- *Seat 8 shall be held by an employee of the Department of Children, Youth and Their Families, appointed by the director of the Department.*
- *Seat 9 shall be held by a City College employee who is involved in the administration of the Free City College program, appointed by the City College Board of Trustees.*
- *Seat 10 shall be held by a City College faculty member, appointed by the president of the City College Board of Trustees.*
- *Seat 11 shall be held by a classified staff member of City College, appointed by the president of the City College Board of Trustees.*
- *Seat 12 shall be held by a member of the public, appointed by the Mayor.*
- *Seat 13 shall be held by a member of the public, appointed by the Board of Supervisors.*
- *Seat 14 shall be a non-voting seat held by the student trustee member of the City College Board of Trustees. If, at any point, the City College Board of Trustees, the President of the City College Board of Trustees, or the Board of Education of the San Francisco Unified School District declines to appoint a member to a seat for which it has appointing authority and leaves that seat vacant for more than 90 days, the Board of Supervisors may appoint a member of the public to fill the seat until the appointing authority appoints a person to the seat.*



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

Section 5.2-3 (a) states, on page 7, lines 2-5, "Each member of the Oversight Committee 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 provide clerical and administrative support and staffing for the Oversight Committee.

- Reporting requirements

Section 5.2-4(a) states, on pages 7-8, "The Oversight Committee shall provide advice to the Board of Supervisors, the Mayor, the Department of Children, Youth and Their Families, all other relevant City departments, and City College regarding implementation of the Memorandum of Understanding between the City and City College authorized by resolution in Board File No. _____, as it may be amended by the City and City College from time to time (the "Free City College MOU"). The Oversight Committee's advice may include recommendations regarding the uses of funds disbursed under the Free City College MOU and proposed changes in uses of the funds. In providing its advice and recommendations, the Oversight Committee shall consider the audit reports provided by the Controller under Section 10.100-288 of this Code, as well as reports that the Chancellor of City College or the Chancellor's designee has provided to the Oversight Committee under the Free City College MOU."

- Sunset date

Section 5.2-6 states, on page 8, lines 17-21, " Notwithstanding Rule 2.21 of the Board of Supervisors Rules of Order, which provides that advisory bodies created by the Board should sunset within three years, this Article II shall expire by operation of law, and the Oversight Committee shall terminate, on June 30, 2029. After the expiration of the Oversight Committee, the City Attorney shall cause this Article to be removed from the Administrative Code."