

City College of San Francisco

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CITIZENS' BOND OVERSIGHT COMMITTEE

MINUTES

FRIDAY, OCTOBER 13, 2017 Room (92 ROOM) BUILDING
50 PHELAN AVENUE, SAN FRANCISCO

Members Present: Faruq Ahmad, Anni Chung, Christine Hanson, Rafael Musni, Karen Waltz, Daniel Weaver

Members Absent: Bradley Hook, Kenneth Laslavic

Staff: David Martin

1. **Call to order and Roll Call:** Rafael Musni, Chair called the meeting to order at 9:30 AM.
2. **Chair Report and Update**
 - a. Committee Chair Musni announced Committee Member Faruq Ahmad's resignation from the CBOC effective today. Committee Member Ahmad read aloud written remarks to the Committee. Committee Chair Musni thanked Committee Member Ahmad for his service.
 - b. Committee Chair Musni provided a brief update on the activities of the Annual Report Subcommittee. The Annual Report Subcommittee met on various occasions working on creating a draft report and a postcard that will be mailed out.
3. **CBOC Draft 2017 Annual Report for Fiscal Year 2015-16**
 - a. The Committee reviewed and provided comments on the draft report. Discussion that occurred:
 - i. Committee Member Hanson noted that a reconciliation to the audit did not make it into the draft report. She will email it to District staff for inclusion. *The figures in the chart were authored by David Martin.*
 - ii. It was noted that the draft is to be approved by November and issued by the end of the year in December.
 - iii. Committee Member Weaver commented to clarify in the document that the report summarized activities that occurred in the 2015-16 fiscal year, July 2015 to June 2016.
 - iv. Committee Vice Chair Waltz suggested to condense and combine content in the CBOC Roles and Responsibilities, Background and Activities sections. Committee Member Ahmad supported inclusion of the activity detail in the report and Committee Member Hanson added that under Proposition 39 the

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Committee is to report on activities to the public. Committee Member Weaver suggested a report with high level details.

- v. David Martin provided clarification that the audit procedures performed by the external auditors are set by government auditing standards and not by the District. The auditor was selected through a formal RFP process and approved by the Board of Trustees.
- vi. Committee Chair Musni noted that the Annual Report Subcommittee is working on a postcard design for mail distribution that will have 3 to 4 images of completed projects on one side and on the reverse side two pie charts illustrating Proposition A 2001 and 2005 funds, a link to the report

