Present: Trustees Bill Withrow and Nicky Yuen; Chancellor Elihu Harris; Associate Vice Chancellor Tom Smith; Faculty Member Joseph Bielanski; and Recording Secretary Kashi Yamashita

Absent: Trustee President William Riley

Chair Withrow convened the committee meeting at 5:10 p.m.

The following chart shows action/assignments for District Administration following review of various items by the Committee:

<table>
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<tr>
<th>Respondent</th>
<th>Item</th>
<th>For Date</th>
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| Chancellor Harris Smith Largent | **Proposed Inspector General Position**<br>Regarding discussion for the proposed Inspector General (IG) position, a draft description of duties prepared by Chair Withrow was reviewed by the Committee. Trustees requested the following:  
  • Forward outlined duties to the Vice Chancellor for Human Resources to develop a job announcement that would be agendized for a future Board meeting in April 2005  
  • Assure that the draft position description is in compliance with Board Policy 1.18 and its implementing procedures are followed to include constituency group consultation  
  • Solicit Human Resources to coordinate the consultative process  
  • Iron out the scope of duties for the position related to reporting protocol of the IG, such as reporting measurable/general concerns opposed to personal complaints, that boundaries be delineated for areas of inspection so as to not encroach upon program review and academic aspects of the college’s educational mission, and that the IG would be accountable to the Chancellor and Board  
  • Define how the IG would report on issues and/or complaints in adherence to Whistleblower guidelines and establish which issues would be legitimately looked into  
  • Determine if the position would be a 1.0 or .50 FTE and if the position would be internal or external  
  • Establish minimum qualifications for the position to include possessing a Bachelor’s Degree, MBA preferred; background and experience in Information Technology, Budget and Finance, Boards and committees, community college systems, purchasing, contract compliance, construction and maintenance operations  
  • Determine the timeline for hiring the IG/Auditor (Committee proposed hire date by Fall 2005) and determine the role of the IG as it relates to reporting to the Audit & Finance Committee (as first-line oversight prior to Board reporting) | Chair Withrow, Yuen  
Chair Withrow  
April 2005  
April 2005  
April 2005 |
Strategies, Priorities and Charge of the Audit & Finance Committee

The committee reviewed and discussed the proposed *Outline of Strategies, Priorities and Charge of the Audit & Finance Committee* drafted by Chair Withrow. After discussion, the Committee determined the following:

- Item 1D (developing contingency plans) was modified acknowledging that the Committee's role was not to *develop* contingencies and that this area is more of District administrative function. The language would be modified changing “Develop contingency plans,...” to “Ensure contingency plans,...” and, that the Committee’s role would serve more as a “fact finding committee”

- CFO Smith will bring sample of duties and responsibilities of an Audit Committee he had from prior years for Committee review and consideration

Process for 2005-06 Budget Development and Status Report

- Regarding the recent approval by the Board of Governors to add $31.4 M in PFE funds back into the statewide budget, trustee Yuen inquired how this addition would offset the mid-year cuts and the District's current budget. CFO Smith indicated he would get back to the committee regarding the calculations.

- CFO Smith will bring a copy of the draft Budget Development Planning Process for the Fiscal Year 2005-06 with the addition of college and district flow-charts for Committee review

The next Audit & Finance Committee is scheduled to meet Thursday, **April 14, 2005 at 5:00 p.m.**

Meeting adjourned at 6:20 p.m.