
AUDIT AND BUDGET COMMITTEE MEETING MINUTES

**Coast Community College District
Special Meeting of the Audit and Budget Committee**

Date: May 1, 2012 at 3:30 p.m.

**Board of Trustees' Conference Room
1370 Adams Avenue, Costa Mesa, CA 92626**

1. **Call to Order** – Trustee Jim Moreno called the meeting to order at 3:30 p.m.

2. **Roll Call**

Trustees Present: Jim Moreno and Mary Hornbuckle
Trustees Absent: None

In Attendance - Chancellor Dr. Andrew Jones; Vice Chancellor of Finance and Administrative Services W. Andrew Dunn; Orange Coast College President Dr. Dennis Harkins; CFE, Bob Fey; Acting Director of Fiscal Affairs, Wanda Doty; Orange Coast College Accountant Helen Rothgeb; Coastline College Vice President of Administrative Services Christine Nguyen; Payroll Systems Supervisor Daniela Thompson; Director of Fiscal Services Paul Wisner, and Secretary of the Board of Trustees Dr. Christian Teeter

3. **Opportunity for Public Comment**

There were no requests to address the Committee during Public Comment.

4. **Approval of Minutes**

It was moved by Trustee Hornbuckle and seconded by Trustee Moreno to approve the minutes of the Special Meeting of March 13, 2012.

Motion carried with the following vote:

Aye: Trustee Moreno, Trustee Hornbuckle
No: None
Absent: None

5. **Status of Fiscal Year 2011-2012 Audit Planning and Status of Stabilization-Coast Community College District FY 2012-2013**

Agenda item #5 and #7 were addressed at this time.

Ms. Dunn walked the members of the Audit and Budget Committee through the power point presentation Budget Development 2012-2013. In his presentation, Mr. Dunn noted that his team will be creating a budget to present to the Board of Trustees next month. Items highlighted included the balanced budget solutions for 2012-2013 fiscal year,

Coast internal operating deficit, health and welfare cost per employee per year, the rainy day fund construct, multi-year FTES trend, and the budget development calendar.

6. Current District Cash Position

Mr. Dunn informed the Audit and Budget Committee members that there is no current change to report.

7. Internal Audit Quarterly Report

a. Status of Internal Audit Function

Agenda item #8 was addressed at this time.

Mr. Dunn informed the members of the Audit and Budget Committee that “Tracy Young is still doing requests of the audits.” Trustee Moreno asked if the Committee could be provided with the schedules Ms. Young is following. Mr. Dunn is to provide this schedule to the members of the Audit and Budget Committee.

8. Set Future Meeting Dates

Agenda item #9 was addressed at this time.

The next meeting of the Audit and Budget Committee will take place on June 12, 2012 at 3:30 p.m.

9. Adjourn

Agenda item #10 was addressed at this time.

There being no further business, it was moved by Trustee Hornbuckle and seconded by Trustee Moreno that the meeting be adjourned.

Motion carried with the following vote:

Aye:	Trustee Moreno, Trustee Hornbuckle
No:	None
Absent:	None

Chair Moreno adjourned the meeting 4:42 p.m.

Interim Secretary of the Board of Trustees