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# AUDIT AND BUDGET COMMITTEE MEETING MINUTES

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

**Date: May 8, 2013 at 1:00 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 1:00 p.m.

2. **Roll Call**

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

In Attendance – Vice Chancellor of Finance and Administrative Services, Mr. W. Andrew Dunn; Orange Coast College President, Dr. Dennis Harkins; Payroll Systems Supervisor, Ms. Daniela Thompson; Coastline College Director of Fiscal Services, Mr. Richard Kudlik; Board Secretary, Ms. Julie Frazier-Mathews; Orange Coast College Vice President of Instruction, Dr. Rich Pagel; Golden West College Director of Fiscal Services, Mr. Paul Wisner; Coast Federation of Educators Representative, Mr. Dean Mancina; Coast Federation of Educators Representative, Mr. Bob Fey; Chancellor, Dr. Andrew Jones; Acting Accounting and Budgeting Manager, Ms. Suzie Payne, and Mr. Chuck Thompson

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 expanded minutes of the Special Meeting of February 12, 2013.

Motion carried with the following vote:

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

5. **OPEB Consulting Services Presentation**

Mr. Thompson provided the Audit and Budget Committee with a presentation on OPEB Consulting Services.

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Mr. Dunn informed the Committee that estimated costs would be \$48,000, to be paid out from *Plan Assets*. He further shared that this item would be presented to the Board of Trustees as a one year term item with the potential for a second year extension, at the May 15, 2013 Meeting of the Board. Trustee Moreno expressed his concern about liability and Trustee Hornbuckle expressed the need for a Retirement Board and shared that the City of Costa Mesa had a model that the District could work with. Trustee Moreno recommended that Union Representatives be included in the Retirement Board.

**6. Fiscal Health Self Assessment**

Mr. Dunn presented the Audit and Budget Committee with a Fiscal Self Assessment based on the Fiscal Year 11-12. He added that this was a yearly information item that was presented at the Committee Level only. Trustee Moreno asked that the Fiscal Self Assessment be distributed to the Board.

**9. Third Quarter Financial Report (311 Q)**

Ms. Thompson presented the Audit and Budget Committee with the Third Quarter Financial Report that would be presented to the Board at the May 15, 2013 Board of Trustees Meeting.

**8. Budget Presentation 2013-2014**

Mr. Dunn Provided an overview on the 2013-2014 Budget to the Audit and Budget Committee and shared that the 2013-2014 Budget would be presented, for adoption, to the Board at the June 19, 2013 Meeting of the Board of Trustees.

**12. Set Future Meeting Dates**

The next meeting of the Audit and Budget Committee was scheduled for June 11, 2013 at 3:00 p.m.

**10. Report from Internal Auditor**

Mr. Kudlik provided a report on the Quarter ending March 31, 2013 and an overview on his activities since his return to the District. The Committee discussed the issue of Bonding of Employees who handle cash. Trustee Moreno asked that a Report on the Bonding of Employees be added to the Board Log.

**7. Solicitation for External Auditor**

The Committee discussed the concerns with the current External Auditor and the need to open up the solicitation for an external auditor. Mr. Dunn shared that the District would issue a request for proposal. Trustee Moreno asked that Mr. Kudlik share this information with Vasquez and Trustee Hornbuckle added that Vasquez and Company would not be precluded from submitting a proposal.

**11. Future Agenda Items**

The following item was added as future Agenda item:

- a. Measure M Bond Sales Tracking (progress report of sales, recurring item)

**13. Adjournment**

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

Trustee Moreno adjourned the meeting 2:30 p.m.

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Secretary of the Board of Trustees