
AUDIT AND BUDGET COMMITTEE MINUTES

Coast Community College District

Special Meeting of the Audit and Budget Committee

November 5, 2020

Zoom Telephonic Conference Meeting

1. Call to Order

The meeting was called to order at 12:00 p.m.

2. Roll Call

Trustees Present: Trustee Jim Moreno and Trustee Mary Hornbuckle

Trustees Absent: None

In Attendance – Dr. John Weispfenning, Chancellor; Dr. Andreea Serban, Vice Chancellor of Educational Services and Technology; Dr. Marco Baeza, Vice Chancellor Human Resources; Tim McGrath, President GWC; Rachel Snell, District Director of Internal Audit; Paul Wisner, GWC Director of Business Services; Janet Houlihan, GWC Vice President of Administrative Services; Dr. Rich Pagel, OCC Vice President Administrative Services; Derek Bui, CCC Director Business Services; Daniela Thompson, Executive Director Fiscal Affairs; Christine Nguyen, CCC Vice President, Administrative Services; Tanya Tran, District Budget Manager; Colleen Goesser, Crowe LLP; Jeff Jensen, Crowe LLP; Jennifer Richards, Crowe LLP; Austin Webster, Townsend Public Affairs; Mary Grady Administrative Assistant, Board of Trustees; Jane Burton, Manager/Board Secretary

3. Opportunity for Public Comment

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

4. Approval of Minutes: Meeting of September 10, 2020 Minutes

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Committee voted to approve the minutes of the Special Meeting of September 10, 2020.

Motion carried with the following vote:

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

5. Review, Discuss, and Possible Action Regarding Internal Audit Quarterly Update

Ms. Rachel Snell, District Director of Internal Audit, provided an internal audit quarterly update for the committee. In addition to the written report, Ms. Snell commented on the following topics:

- Teammate + Migration: The Migration and Configuration was completed.
- The OCC Children's Center Draft Report concerning Management Operations was in the process of being prepared.
- The Planetarium Employee Reference Guide (Consulting) was completed. The handbook would be presented to the Board of Trustees at the December 9, 2020 meeting.
- The AP 3600 follow up audit related to axillary organizations was in process.
- The Institute of Internal Auditors Zoom Event would be held November 13, 2020 with presenters from CCCD participating.

6. Review, Discuss, and Possible Action Regarding External Audit Quarterly Update

The Committee welcomed Mr. Jeff Jensen from Crowe, LLP as a guest to the meeting to provide an update regarding the external audit progress to date.

Mr. Jensen reported the CARES ACT federal audit guidelines had not yet been issued. The federal compliance supplement would be necessary to proceed with auditing the distribution of the CARES ACT funds. The State Chancellor's Office had implemented a time extension to February 28, 2021.

The federal government, in a FAQ issued in October 2020, changed the interpretation of some of the allowable expenditures for the institutional portion of the CARES ACT funds. Updates for draft reports were in process.

The status of all individual external audit reports was provided to the Committee in memo format. Most of the reports were in the final stages of audit.

The Committee invited Mr. Jensen to present an update to the full Board of Trustees at the January 20, 2021 Board meeting.

7. Future Meeting Date

The next meeting date for the Audit and Budget Committee was scheduled for Thursday, January 7, 2021 at 2:00 p.m.

8. Future Agenda Items

- (a) Internal Audit quarterly update
- (b) External Audit quarterly update - Crowe LLP
- (c) State Chancellor's Office Update

(d) Operational Budget Updates for District and each Campus (expenses and offsets related to COVID-19)

9. Adjourn

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Committee adjourned the meeting in memory of Sean Connery at 12:23 p.m.

Motion carried with the following vote:

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



Jane Burton
Secretary of the Board

