

AUDIT & FINANCE COMMITTEE MEETING MINUTES MARCH 15, 2004

Present

Robert Grimm, Sandy Hay, Pat Millar, Hal Plotkin, Delia Ybarra

Absent

Kent Peterson

Others

Mike Brandy, Bob Clifford, Will Coursey, Jane Enright, Bernadine Fong, Alan Harvey, Jeanine Hawk, Martha Kanter, Jim Klingensmith, Judy Miner, Jose Nava, Jon O'Bergh, Anne Paye, Hector Quinonez, John Schulze, Arnold Teten, Tonette Torres, Claudette Weber

1. PUBLIC HEARING

There were no members of the public who wished to address items not on the agenda.

2. APPROVAL OF MINUTES

The January 20, 2004 minutes were approved with one correction to the list of members present.

3. MEASURE E PROJECTS REPORT

Schulze discussed a claim from West Coast Contractors in response to the District's claim for liquidated damages for not meeting the construction completion date on the De Anza Science Building project. Factors related to the claim and alternative remedies were discussed. The contractor's claim, at \$182,000, is about equal to the District's claim for liquidated damages. As a result of these developments, Schulze explained that the Science Building project may go over budget, but the amount is only 1-1.5% of the project budget.

Klingensmith gave an update on projects at both campuses, and Weber reviewed the Measure E Management Reporting Statement of Consolidated Revenues as of January 31, 2004. Weber announced her intent to organize a tour of De Anza projects in conjunction with the next meeting of the Committee. Grimm distributed a Measure E Progress Report.

4. PREPARATION FOR 2004-05 AUDIT

Quinonez distributed a tentative audit schedule, noting that a status report on prior year findings would be provided to the Committee in mid-May and the audit report presented in mid-November.

5. WORKSHOP TUTORIAL ON FACULTY LOAD

Brandy, Enright, Harvey and Miner gave an overview on faculty load and responded to questions from the Committee members.

6. 2ND QUARTER REPORT

Brandy provided a brief review of the 2nd Quarter Report. He noted that the operation of Flint Center remains problematic, with an estimated \$100,000 loss, and there is a concern about a drop in sales at the bookstores which could amount to a loss of \$600,000. Grimm asked about the status of the Griffin House sale, and Schulze responded that several weeks still remain for offers to be made.

7. NEXT MEETING DATE

The next meeting was scheduled for May 17 at 4:30 p.m.

CALENDAR OF PENDING ITEMS

Measure E Projects Report (Weber)	May 17, 2004
Status Report on Prior Year Audit Findings (Quinonez)	May 17, 2004

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Approved 5/17/04