



CBOC – Annual Work Plan / Task Timeline

DATE	ACTION		MATRIX ITEM #
October 16, 2003	Review process and procedures for construction activities	Construction Sub Committee	9.b
November 20, 2003	Review process and procedures	Construction Sub Committee	9.b
November 27 & 28, 2003	<i>GCCCD Closed</i>		
December 15, 2003 +/-	Discuss walk through calendar; discuss performance audit issues.	Construction Sub Committee	7 2.d
December 2003	As necessary	Audit Sub Committee	
November 2003	Discuss Annual Report format	Communication Sub Committee	1 & 3
December 2003	Review & recommend Annual report	Communication Sub Committee	1 & 3
December 24, 2003 through January 2, 2004	<i>GCCCD Closed</i>		
January 14, 2004	Approve 2003 Annual report	CBOC Meeting	
January 19, 2004	<i>GCCCD Closed</i>		
January 20, 2004	CBOC Annual Report to Governing Board	CBOC	
January 2004	Publish 2003 Annual report	Program staff	
February 2004	Review specs and process for auditor; review signed Ethics Policy Statements	Audit Sub Committee	2.d 4.
Feb. 13 & 16, 2004	<i>GCCCD Closed</i>		
Feb. or Mar. 2004	As necessary	Communications Sub Committee	
Feb. or Mar. 2004	Conduct Walk-throughs – Cuyamaca College	Construction Sub Committee	7.



Mar. or April 2004	Conduct Walk Throughs – Grossmont College	Construction Sub Committee	7.
April 9, 2004	<i>GCCCD Closed</i>		
April 21, 2004		CBOC Meeting	
May 31, 2004	<i>GCCCD Closed</i>		
May or June 2004	Review: <ul style="list-style-type: none">• Scheduled Maintenance Plan• Professional fee review• Joint use• Site master plan review• Options for reuse	Construction Sub Committee	8. 9.a 9.c 9.d 9.e
May or June 2004	As necessary	Audit Sub Committee	
May or June 2004	As necessary	Communication Sub Committee	
July 21, 2004		CBOC Meeting	
Aug. or Sept. 2004	Review and recommend Annual Financial and Performance Audit, including Progress Checklist	Audit Sub Committee	2.a 2.b 2.c 2.e 5 6
Aug. or Sept. 2004	As necessary	Construction Sub Committee	
Aug. or Sept. 2004	As necessary	Communication Sub Committee	
October 20, 2004	Receive and Approve Annual Financial and Performance Audit Report	CBOC Meeting	
November 2004	Discuss Annual Report format	Communication Sub Committee	1 & 3
December 2004	Review & recommend Annual report	Communication Sub Committee	1 & 3



GROSSMONT-CUYAMACA

COMMUNITY COLLEGE DISTRICT

Moving Forward



Nov. or Dec. 2004	As necessary	Audit Sub Committee	
Nov. or Dec. 2004	As necessary	Construction Sub Committee	
January 19, 2005	Approve 2004 Annual report	CBOC Meeting	
January 2005	Publish 2004 Annual report	Program staff	