



CBOC – 2005 Annual Work Plan / Task Timeline

DATE	ACTION		MATRIX ITEM #
December 2004	Discuss 2004 Annual Report format	Communication Sub Committee	1 & 3
December 24, 2004 through January 2, 2005	<i>GCCCD Closed</i>		
January 2005	Review & recommend 2004 Annual report	Communication Sub Committee	1 & 3
January 17, 2005	<i>GCCCD Closed</i>		
January 19, 2005	Approve 2004 Annual report	CBOC Meeting	
February 18, 2005	CBOC 2004 Annual Report to Governing Board	CBOC	
February 2005	Publish 2004 Annual report (following Gov. Board Mtg.)	Program staff	
Feb. or Mar. 2005	Review specs and process for auditor; review signed Ethics Policy Statements	Audit Sub Committee	2.d 4.
Feb. 18 & 21, 2005	<i>GCCCD Closed</i>		
Feb. or Mar. 2005	As necessary	Communications Sub Committee	
Feb. or Mar. 2005	Conduct Walk-throughs and Project Reviews	Construction Sub Committee	7.
March 25, 2005	<i>GCCCD Closed</i>		
April 20, 2005		CBOC Meeting	
May 30, 2005	<i>GCCCD Closed</i>		



May or June 2005	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 2005	As necessary	Audit Sub Committee	
May or June 2005	As necessary	Communication Sub Committee	
July 20, 2005	Receive District's Annual Update of Prop. R Spending Plan	CBOC Meeting	
Aug. or Sept. 2005	Review and recommend Annual Financial and Performance Audit.	Audit Sub Committee	2.a 2.b 2.c 2.e 5 6
Aug. or Sept. 2005	As necessary	Construction Sub Committee	
Aug. or Sept. 2005	As necessary	Communication Sub Committee	
October 19, 2005	Receive and Approve Annual Financial and Performance Audit Report	CBOC Meeting	
Nov. or Dec. 2005	Discuss Annual Report format	Communication Sub Committee	1 & 3
Nov. or Dec. 2005	As necessary	Audit Sub Committee	
Nov. or Dec. 2005	As necessary	Construction Sub Committee	
December 2005	Review & recommend Annual report	Communication Sub Committee	1 & 3
January 18, 2006	Approve 2005 Annual report	CBOC Meeting	
February 2006	Publish 2005 Annual report	Program staff	