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SUMMARY OF THE MEETING OF
THE BOARD COMMITTEE ON FINANCE & ADMINISTRATIVE SERVICES
November 3, 1998

Office of Finance Report:

- The FY 1998 unrestricted audit is approximately 80% complete. We do not anticipate any delays in meeting the extended November 30 deadline.
- The subcontractors hired by KPMG to complete the restricted fund audits are confident that they will be able to meet the due dates.
- The Committee discussed their concerns regarding the audit of the military program in Germany with the KPMG Partner.
- The Office of Finance reported that the US Department of Education Office of the Inspector General have concluded their survey. They have identified three issues they would like to further review. A report to the Committee on their findings will be presented at a later date.
- FY 1999 Budget filed with City, State and other agencies.
- A report on the FY 2000 ICCB Funding Update was presented to the Committee.

Office of Information Technology Report:

- The Office of Information Technology reported two RFP's were issued for the PeopleSoft Implementation and Technical Support for Financial Applications.
- Four Firms responded to each RFP, and a recommendation will be made to the Chancellor and to the full Board on Thursday.
- The Office of Information Technology accomplishments for October was presented to the Committee for review.

Office of Administrative Services Report:

- Presented the monthly Capital Project Status Report for review.
- Presented the Public Building Commission Activity to the Committee for review.
- The M/WBE report was presented for the month of October for the Committee's review.
- Included in this month's report is the FY 1999 Capital Projects Plan based on the Committee's approval of last month's FY 1999 Capital Budget, the Chin Report and the College President's priorities.
- Reported to the Committee on the findings of the meeting with the PBC as to how they ascertain that bids are reasonable in terms of the market.
- Reported that the revised 5-Year Strategic Plan will soon be finalized.
- CCC was awarded a \$10,000 grant for Leadership & Core Values Grant Program from the ICCB Review Panel for 1998 to assist in the implementation of the District's Strategic Plan.
- The Committee reviewed all board reports submitted.