



2012 CBOC Annual Work Plan / Task Timeline

DATE	ACTION	SUB-COMMITTEE
September 2011	Discuss review of Annual Project Performance Review (Third Party Review)	Audit Sub-committee Meeting
October 2011	Discuss Draft 2011 Annual Report	Communication Sub-committee Meeting
December 2011	Conduct Walk-throughs and Project Reviews as necessary	Construction Sub-committee
December 2011	Review Annual Performance Audit and Financial Audit for Prop R	Audit Sub-committee Meeting
January 9, 2012	Receive and Review Annual Performance Audit and Financial Audit for Prop R	CBOC Meeting
January 16, 2011	<i>GCCCD Closed</i>	
February 2012	Approve 2011 CBOC Annual Report	Communication Sub-committee
Feb. 17,18 & 20, 2012	<i>GCCCD Closed</i>	
March 20, 2012	Present CBOC 2011 Annual Report to Governing Board	CBOC
March 2012	Publish 2011 Annual report (following Gov. Board Mtg.)	Program staff
March 2012	Discuss review of Annual Project Performance Review (Third Party Review)	Audit Sub-committee Meeting
March 2012	As necessary (tentatively)	Communications Sub-committee
March 2012	Conduct Walk-throughs and Project Reviews as necessary	Construction Sub-committee



April 2012	GC Student Center and Administrative Services Building Grand Opening – date TBD	
April 6, 2012	<i>GCCCD Closed</i>	
April 9, 2012		CBOC Meeting
May 28, 2012	<i>GCCCD Closed</i>	
May or June 2012	As necessary	Audit Sub-committee
May or June 2012	As necessary	Communication Sub-committee
June 2012	Conduct Walk-throughs and Project Reviews (TBD)	Construction Sub-committee
June 2012	Review Annual Project Performance Review to Governing Board (Third Party Review) - tentative	Audit Sub-committee Meeting
July 4, 2012	<i>GCCCD Closed</i>	
<i>SUMMER PROJECTS ONLY:</i>		
July 9, 2012		CBOC Meeting
September 2012	Review and recommend Annual Financial and Performance Audit for Prop R	Audit Sub-committee
September 2012	Conduct Walk-throughs and Project Reviews	Construction Sub-committee
October 2012	Discuss Draft 2012 Annual Report	Communication Sub-committee
October 8, 2012	Receive District's Annual Update of Prop. R Spending Plan	CBOC Meeting
October or November 2012	As necessary	Audit Sub-committee
November or December 2012	As necessary	Construction Sub-committee
December 2012	Discuss 2012 CBOC Annual Report (TBD)	Communication Sub-committee