



Coast Community College District Enterprise, Inc.

AGENDA

Board of Directors Meeting

Tuesday, September 10, 2013 12:00 P.M.

BOARD OFFICE CONFERENCE ROOM

REGULAR MEETING

1370 Adams Ave., Costa Mesa, CA 92626

I. Call to Order

II. Roll Call

III. Opportunity for Public Comment

At this time, members of the public have the opportunity to address the Enterprise Board of Directors on any item which is within the jurisdiction of the Enterprise Corporation, even if the item is not on the agenda. Persons wishing to make comments are allowed five minutes per item. A "Request to Address the Board of Directors" card needs to be completed and filed with the Secretary of the Enterprise Corporation prior to speaking.

The Board of Directors requests that the public speak on matters which are on this agenda at the time that the item is considered by the Board. Please note that the Board of Directors cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the Board of Directors that are not on the agenda may, at their discretion, be referred to staff or placed on the next agenda for their consideration.

It is the intention of the Coast Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact the Secretary of the Board at (714) 438-4848, as soon as possible prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

IV. Approval of Minutes from Meeting of June 11, 2013

V. Election of the Chairman of the Board of Directors and Election of the Vice Chairman of the Board of Directors

VI. Update on Swap Meet Operations

- a) Orange Coast College
- b) Golden West College
- c) Review of the June 30, 2013 Financial Statements

VII. Report and Ratification of Staff Board Deliverables Per Master Agreement Requirements Sections 8, 10,11,13,22, and 28 (See Attached Duties under the Master Agreement)

VIII. Ratification of Enterprise Operations Director and Officer Liability Insurance Coverage for FY 2013-2014

IX. Report on the Affordable Health Care Act of 2010 and Impact to the Coast Community College District and CCCD Enterprise, Inc. (CCCD Human Resources)

X. Reports

- a) Timeline and Process for 2013/2014 Corporate Officer Goal Setting and Evaluations
- b) Mission Statement, Ethics, and Operating Values – (Employee Handbook)
- c) Market Study for Revenue Enhancement Strategies

XI. Discussion of Alternate Management Strategies for the Enterprise Corporation

XII. Future Meeting Dates

December 10, 2013 - Regular Meeting

March 11, 2014 - Regular Meeting

June 10, 2014 - Regular Meeting/Organizational Meeting

XIII. Future Agenda Items

- a. Consideration of a New Outside Accounting Auditor
- b.
- c.

XIV. Adjourn

Duties of Enterprise Corporation Under Master Agreement with District

Section #	Section Title	Duty	Schedule
8	Management Oversight	Pay 1½% of gross revenues from Swap Meets to District Foundation	Quarterly
10	Property License Fee	Pay to District fees per District Board Policy 6702	Quarterly
11	Trademark Licenses	Pay to District annual fee of \$60,000	Quarterly
13	Expenses	Reimburse District for Swap Meet costs and expenses paid by District	Quarterly
16	Permits/Approvals	Obtain and maintain all necessary licenses, permits, approvals, and authorizations	As needed
17	Agreements with Vendors	Contract with Swap Meet vendors	As needed
19	Audit	Contract for annual audit; submit audit report to District's Board of Trustees and to State Chancellor's Office; publish audited statement of financial condition	Annually
20	Enterprise's Expenditures	Enterprise Board to approve/ratify all Enterprise expenditures	As needed
21	Personnel	Ensure that there are sufficient personnel to provide for orderly operation, supervision, and management of Swap Meets	As needed
22	Enterprise Use of District Employees	Reimburse District for personnel costs	Quarterly
24	Supplies	Provide all necessary supplies for operation, supervision, and management of Swap Meets	As needed
25	Advertising	Provide or arrange for advertising related to Swap Meets	As needed
26	Record-Keeping	Keep all records necessary for the Swap Meet operations	As needed
28	Enterprise Use of District Facilities	Pay fees to District	Quarterly

Section #	Section Title	Duty	Schedule
29	Enterprise Funds	Expend funds for purposes to augment District appropriations for the operation of District	Annually
30	Enterprise Policies	Enterprise Board to review its policies pertaining to ethics, conflicts of interest, roles of directors, committees, mission statement, gift-acceptance, and whistle blowing	Bi-annually
31	Enterprise Bylaws and Articles of Incorporation	Enterprise Board to review its Bylaws and Articles of Incorporation	Bi-annually
35	Maintenance	Maintain properties clean and free of potential hazards	As necessary
36	Defacement of Property/Waste	Maintain properties in good condition and good repair	As necessary
38	Insurance	Consult with District to review insurance coverages for Swap Meets	Annually