



Coast Community College District Enterprise, Inc.

AGENDA

Board of Directors Meeting

April 19, 2016 at 12 noon

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 January 12, 2016 (Attachment #1)

V. Report from Shareholders Meeting

a) Board Member Selection

VI. Review and Approval of Audit Report 2014-2015 and update on the 2015-2016 Audit Process (Vicenti, Lloyd & Stutzman, LLP) (See Attachment #2)

VII. Update on Swap Meet Operations

- a) Orange Coast College
- b) Golden West College

VIII. Report and Ratification of Staff Board Deliverables per Master Agreement Requirements Sections 8, 10, 11, 13, 20, 22 and 28 (See Attachment #3)

IX. Reports:

- a) Financial Report
- b) Insurance Renewal Update for the 2016-2017 Policies (Risk Services)
- c) Construction Update

X. Discussion and Action regarding the Statewide Facilities Education Bond scheduled for November 2016 (Attachment #4)

XI. Discussion and Action regarding the CCCD Enterprise, Inc. Successor Master Agreement with Coast Community College District and Coast Community College District Foundation.

XII. Recess to Closed Session

Conducted in accordance with applicable sections of California law. Closed Sessions are not open to the public.

a. Conference with Legal Counsel: Anticipated Litigation

(Significant exposure to litigation pursuant to *Government Code* Section 54956.9 (d) (2)
One case.

XIII. Reconvene to Open Session

XIV. Report of Action from Closed Session (if any)

XV. Future Agenda Items

- a) Future Meeting Dates
 - i. July 12, 2016
 - ii. October 11, 2016
 - iii. January 10, 2017

XVI. Adjourn



Coast Community College District Enterprise, Inc.

BOARD OF DIRECTORS REGULAR MEETING

January 12, 2016 at 12 noon

BOARD OFFICE CONFERENCE ROOM

1370 Adams Ave., Costa Mesa, CA 92626

MINUTES

I. Call to Order

The meeting was called to order at 12:00 noon

II. Roll Call

Present:

Mr. David Cline, Mr. Jim McIlwain, Ms. Jane Hilgendorf, Mr. Raymond Roberts and Student Trustee Quentin Cronk.

Absent:

Mr. Richard M. Kapko and Interim Chancellor Gene Farrell

In Attendance:

Trustee Mary Hornbuckle, Dr. Jack Lipton, Ms. Rachel Snell, Dr. Andy Dunn, Ms. Janet Houlihan, Mr. Jerry Marchbank, Ms. Daniela Thompson, Ms. Julie Clevenger, Ms. Tina Henton, and Ms. Julie Frazier-Mathews. Dr. Rich Pagel joined the meeting via teleconference.

(Dr. Dunn attended the meeting on behalf of Interim Chancellor Farrell, however, it was noted that he would not have voting rights. It was also discussed that the by-laws may need to be reviewed regarding this.)

III. Opportunity for Public Comment

There were no requests to address the Enterprise Board.

IV. Approval of Minutes from Meeting of October 13, 2015

On a motion by Ms. Hilgendorf, seconded by Mr. Roberts, the Board of Directors voted 5-0-2 to approve the minutes of the October 13, 2015 Meeting.

Members Voting Yes:	Mr. Cline, Mr. McIlwain, Ms. Hilgendorf, Mr. Roberts and Mr. Cronk
Members Voting No:	None
Members Absent:	Mr. Kapko and Mr. Farrell

V. Report on the Annual Shareholders Meeting

- a. Enterprise Board of Directors Terms of Office/Reappointments**
- b. Election of Chairman and Vice Chairman of the Enterprise, Inc.**

Ms. Houlihan reported that a Shareholders Meeting had been held earlier in the day with the Shareholders of the Enterprise and that a brief operational/audit/financial update was provided. The Shareholders reappointed Mr. McIlwain and Mr. Kapko to serve as Directors, retroactively from September 30, 2015 until September 30, 2017.

Members Voting Yes:	Mr. Cline, Mr. McIlwain, Ms. Hilgendorf, Mr. Roberts and Mr. Cronk
Members Voting No:	None
Members Absent:	Mr. Kapko and Mr. Farrell

On a motion by Ms. Hilgendorf, seconded by Mr. McIlwain, the Board of Directors voted 5-0-2 to appoint Mr. Cline to serve as Chairman of the Enterprise, Inc.

Members Voting Yes:	Mr. Cline, Mr. McIlwain, Ms. Hilgendorf, Mr. Roberts and Mr. Cronk
Members Voting No:	None
Members Absent:	Mr. Kapko and Mr. Farrell

On a motion by Ms. Hilgendorf, seconded by Mr. Roberts, the Board of Directors voted 5-0-2 to appoint Mr. McIlwain to serve as Vice Chairman of the Enterprise, Inc.

Members Voting Yes:	Mr. Cline, Mr. McIlwain, Ms. Hilgendorf, Mr. Roberts and Mr. Cronk
Members Voting No:	None
Members Absent:	Mr. Kapko and Mr. Farrell

VI. Audit Report 2014-2015 (Vicenti, Lloyd and Stutzman, LLP)

Ms. Tina Henton of Vicenti, Lloyd and Stutzman provided an update on the 2014-2015 audit report, indicating that the report was very clean with no findings and no management letters being issued. Ms. Henton reported that she would return to the April 2016 meeting to present the final report for the Board of Directors' review and approval.

VII. Update on Swap Meet Operations

- a. Orange Coast College: Mr. Jerry Marchbank introduced Ms. Julie Clevenger, Director of College and Community Support, who reported that Swap Meet Manager, Mike Canet, had retired and currently a team of classified staff was covering his duties. His job position was currently going through the hiring process and should be filled by mid-March. Julie indicated she was working on a vendor informational booklet and an employee handbook.
- b. Golden West College: Ms. Janet Houlihan reported that operations were moving along well. The increase in vendor space fees was still on the back burner because of the need to keep the vendors happy during the construction at both Golden West and Orange Coast Colleges.

VIII. Report and Ratification of Staff Board Deliverables per Master Agreement Requirements Sections 8, 10, 11, 13, 20, 22 and 28

Ms. Daniela Thompson provided a brief overview of the deliverables per the Master Agreement requirements. On a motion by Mr. Roberts, seconded by Mr. McIlwain, the Board of Directors voted 5-0-2 to ratify the financial statements and authorized staff to forward a summary report for

the 1st and 2nd quarters that was representative of the approved financial statements to the Coast Community College Board of Trustees on the February 3, 2016 agenda.

Members Voting Yes: Mr. Cline, Mr. Mcllwain, Ms. Hilgendorf, Mr. Roberts and Mr. Cronk
Members Voting No: None
Members Absent: Mr. Kapko and Mr. Farrell

IX. Reports

a. Financial Report

Ms. Thompson gave a brief overview of the 1st Quarter Financial Statements, reporting that 1st Quarter income was slightly below prior year's, however, through September 30, 2015 income was 23.3% higher than current budgeted income. Expenses were trending in the right direction, 8.67% lower than last year and 3.12% lower than current budget. The net profit as of September 30, 2015 was \$440,188, with a cash balance of \$1,687,420.

b. Construction Update

Mr. Marchbank reported that a carport was being constructed in the Adams lot that would cover approximately 6 rows of parking, two of which were vendor spaces. The project was about 60% complete. He indicated that infrastructure improvements would be ongoing during spring and they would continue to work with swap meet vendors. Also, in November the CEQA document had been approved by the Board allowing them to proceed with the rest of our Measure M Vision 2020 Plan to include the new PE development, possible student housing, and new recycling center, and conversations were beginning as to how they would logistically handle this construction while minimizing disruption to the swap meet.

Ms. Houlihan reported that the GWC Public Safety project was wrapping up and the building would be open at the end of this month/beginning of February, incorporating the Community Education, swap meet offices and restrooms for the swap meet. She indicated that other projects currently impacting the swap meet were the upcoming math/science project as well as signage around parking lots and a security project installing phones and lighting into the parking lots. Additionally, the demolition of the old library was impacting way finding, and the construction team was working on signage to help alleviate problems. Ms. Houlihan also reported they were working closely with the DSPS office to minimize impact to those students.

X. Discussion of the Successor Master Agreement with Coast Community College District

Ms. Houlihan reported that she and Dr. Pagel had met with Chancellor Farrell in the fall to discuss the Master Agreement, and some small adjustments had been discussed, e.g. extension of the term of the Chair to 2 years, and then the agreement could be extended out for 5 years. Dr. Pagel suggested they work with Dr. Dunn and Chancellor Farrell to prepare for a 5 year extension, and Ms. Houlihan indicated they could bring a redlined version to the April meeting for consideration. Mr. Cline gave a directive that staff should meet to discuss any proposed adjustments, including any recommendations from Dr. Lipton, and have this ready for review at the next meeting of the Board of Directors. Ms. Houlihan indicated she would work with Ms. Frazier-Mathews to schedule this.

XI. Recess to Closed Session

The Board of Directors recessed to Closed Session at 1:35 p.m. to discuss the following:

a. Conference with Legal Counsel: Anticipated Litigation

(Significant exposure to litigation pursuant to *Government Code* Section 54956.9(d)(2)
One case involving an injury at Orange Coast College Swap Meet

XII. Reconvene to Open Session

The meeting was reconvened at 1:45 p.m.

XIII. Report of Action from Closed Session

There was no report of action from Closed Session.

XIV. Future Agenda Items

Bylaws

Approval of Audit Report

a. Future Meeting Dates:

April 19, 2016,

July 12, 2016

October 11, 2016

January 10, 2017

XV. Adjourn

On a motion by Ms. Hilgendorf, seconded by Mr. Cline, the Board of Directors voted 5-0-2 to adjourn the meeting at 1:57 p.m.

Members Voting Yes:

Mr. Cline, Mr. McIlwain, Ms. Hilgendorf, Mr. Roberts and Mr. Cronk

Members Voting No:

None

Members Absent:

Mr. Kapko and Mr. Farrell

Secretary of the Enterprise



March 1, 2016

To the Board of Directors
Coast Community College District Enterprise Corporation

We have audited the financial statements of Coast Community College District Enterprise Corporation (the Enterprise) for the year ended June 30, 2015, and have issued our report thereon dated March 1, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 15, 2015. Professional standards also require that we communicate to you the following information related to our audits.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Enterprise are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015. We noted no transactions entered into by the Enterprise during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates and disclosures are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most significant estimates and disclosures affecting the financial statements of the Enterprise were:

Deferred tax assets and liabilities are provided for the temporary differences between the financial basis and tax basis of the Enterprise's assets and liabilities. The major temporary difference that gives rise to the deferred tax assets are the Enterprise's contribution carryforwards. The use of alternative useful lives of property and equipment for book and tax purposes gives rise to the deferred tax liabilities.

In addition, US GAAP requires management to evaluate tax positions taken by the Enterprise and recognize a tax liability (or asset) if an uncertain position has been taken that more likely than not would not be sustained upon examination. Management has analyzed the tax positions taken by the

Qualitative Aspects of Accounting Practices (continued)

Enterprise, and has concluded that as of June 30, 2015, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or an asset) or disclosure in the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audits.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. A schedule of audit adjustments is provided at Exhibit A. A schedule of reclassifications is provided at Exhibit B.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audits.

Management Representations

We have requested certain representations from management that are included in the management representation letters dated March 1, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Enterprise's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

To the Board of Directors
Coast Community College District Enterprise Corporation
Page 3

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Enterprise's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of the Enterprise and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Vicenti, Lloyd & Stutzman LLP", with a stylized flourish at the end.

VICENTI, LLOYD & STUTZMAN LLP
Glendora, California
March 1, 2016

Coast Community College Enterprise
Adjusting Journal Entries
June 30, 2015
Exhibit A

<u>AJE #</u>	<u>Account/Description</u>	<u>Account #</u>	<u>Debit</u>	<u>Credit</u>	<u>Effect on Fund Balance/Net Position</u>
1	Income tax	OC7000-504700	\$	\$ 4,400	\$
	Prepaid tax	OC7000-190VLS		5,067	
	Due from GWC	OC7000-120VLS	4,555		
	Deferred tax liability asset	OC7000-282800	4,800		
	Income tax	OC7000-504700	112		
	Income tax	GW3000-504700		2,863	
	Due to OCC	GW3000-200VLS		4,555	
	Deferred tax liability	GW3000-255000	10,700		
	Income tax	GW3000-504700		3,282	10,433
<i>To record tax provision.</i>					
2	Salaries - Contract	GW3000-502000	35,968		
	Accounts payable - Payroll	GW3000-240500		35,968	(35,968)
<i>To reverse double reversal of adjustment to AP relating to entry #20259</i>					
			Net decrease in net position	\$	<u>(25,535)</u>

Coast Community College Enterprise
Reclassifying Journal Entries
June 30, 2015
Exhibit B

<u>RJE #</u>	<u>Account/Description</u>	<u>Account #</u>	<u>Debit</u>	<u>Credit</u>
1	Waste disposal	OC7000-527500	\$ 50,000	\$
	Retained earnings	OC7000-303000		50,000
<i>To reverse the \$50k for period loss</i>				
2	Retained earnings	OC7000-303000	32,400	
	Sales - Spaces	OC7000-407500		31,559
	Sales - Spaces	OC7000-407500		841
<i>To reclass to match PY auditor's report</i>				
3	Retained earnings	GW3000-320000	6,436	
	Accounts payable - Payroll	GW3000-240500		23,836
	Depreciation - Equipment	GW3000-502200		5,632
	Retained earnings	GW3000-320000	5,632	
	Retained earnings	GW3000-320000	17,400	
<i>To reclass to match PY auditor's report</i>				
4	Prepaid tax	OC7000-190VLS	2,500	
	Accounts payable - Trade	OC7000-201000		2,500
<i>To reclass immaterial amount booked to prepaid taxes to match actual</i>				

Fiscal Affairs

Memorandum

TO: David Cline, Chairman

FROM: Daniela Thompson, Administrative Director, Fiscal Affairs

DATE: April 11, 2016

RE: Fiscal Year 2015-2016 Second Quarter Enterprise Financial Statements
Ending December 31, 2015

The Second Quarter Financial Statements for Fiscal Year 2015-2016 are attached for your review with the following notations:

- Current year income compared to last year has decreased 0.76%. Through December 31, 2015, income is 7.06% higher than current budgeted income.
- Expenses are 1.28% lower than last year and 2.01% lower than the current budget.
- Net profit is \$315,564 as of December 31, 2015. This indicates an increase of 17.04% compared to last year.
- Cash balance as of December 31, 2015 is \$2,099,727. Compared to last year this represents a cash increase of 4.85% and a decrease of 3.30% for net assets.

If I can provide additional information, please let me know.

Attachments

Attachment 3

Second Quarter Financial Statements

Period Ending December 31, 2015

CCCD ENTERPRISE, Inc.
Statement of Net Assets
For the Period Ending December 31, 2015

	<i>OCC</i>	<i>GWC</i>	<i>TOTAL</i>
ASSETS			
Cash in Bank - Union Bank	\$ 563,267	\$ 1,536,460	\$ 2,099,727
Equipment (Fixed Assets)	\$ 33,657	\$ 605,053	\$ 638,710
Accumulated Depreciation (Equipment)	(33,657)	(581,257)	(614,914)
Total Fixed Assets	\$ -	\$ 23,796	\$ 23,796
Prepaid Expense	\$ 27,297	\$ 11,000	\$ 38,297
Accounts Receivable		10,000	10,000
Deferred Expense Payroll & Other Assets	40,000	59,468	99,468
Total Other Assets	\$ 67,297	\$ 80,468	\$ 147,765
TOTAL ASSETS	\$ 630,564	\$ 1,640,725	\$ 2,271,289
LIABILITIES			
Accounts Payable	\$ 60,274	\$ 185,225	\$ 245,499
Deferred Income			\$ -
Reserve for Stated dated Checks	\$ 5,378		\$ 5,378
Accounts Payable-Encumbrances		\$ 843,002	\$ 843,002
Accrued Expense			\$ -
Deferred Taxes	\$ (5,100)	\$ 4,100	\$ (1,000)
Due to OCC		\$ -	\$ -
Suspense - Liabilities			\$ -
Total Other Liabilities	\$ 278	\$ 847,102	\$ 847,380
Total Liabilities	\$ 60,552	\$ 1,032,327	\$ 1,092,879
EQUITY			
Retained Earnings	\$ 1,577,156	\$ 2,510,531	\$ 4,087,687
Common Stock/Equity	\$ 158		\$ 158
Dividends	\$ (1,200,000)	\$ (2,025,000)	\$ (3,225,000)
Net Profit	\$ 192,698	\$ 122,866	\$ 315,564
Total Equity	\$ 570,012	\$ 608,398	\$ 1,178,409
TOTAL LIABILITIES and EQUITY	\$ 630,564	\$ 1,640,725	\$ 2,271,288

CCCD ENTERPRISE, Inc.
Statement of Revenue and Expenses
For the Period Ending December 31, 2015

	OCC	GWC	TOTAL	YTD BUDGET	ANNUAL BUDGET TOTAL
REVENUE					
Sales - Tickets/Spaces	\$ 1,680,035	\$ 1,590,495	\$ 3,270,530	\$ 3,059,000	\$ 6,118,000
Interest Income		\$ 65	\$ 65	\$ 70	140
Misc. Income & Other Fees	9,825		9,825	5,000	10,000
Total Other Income	\$ 9,825	\$ 65	\$ 9,890	\$ 5,070	\$ 10,140
TOTAL REVENUE	\$ 1,689,860	\$ 1,590,560	\$ 3,280,420	\$ 3,064,070	\$ 6,128,140
EXPENSES (Master Agreement #: 13 & 20)					
Salaries and Benefits (#22)					
Salaries	\$ 636,389	\$ 523,569	\$ 1,159,958	\$ 1,203,037	\$ 2,406,075
Benefits	41,902	120,245	162,146	192,499	\$ 384,998
Subtotal	\$ 678,291	\$ 643,814	\$ 1,322,105	\$ 1,395,537	\$ 2,791,073
Operating expenses					
Custodial Supplies	-	40,000	40,000	20,000	\$ 40,000
Grounds/Cart Maintenance	-	-	-	-	\$ -
Maintenance Supplies	-	-	-	-	\$ -
Rent - Facility (#28)	60,000	72,500	132,500	143,900	\$ 287,800
Rent - Parking Spaces (#10)	600,000	458,640	1,058,640	1,058,640	\$ 2,117,280
Repair & Maint. - Site	-	-	-	8,750	\$ 17,500
Repair & Maint. - Equipment & Vehicle	1,344	18,521	19,865	17,150	\$ 34,300
Repair & Maint. - Parking Lot	1,772	-	1,772	22,500	\$ 45,000
Service Maintenance Agreements	-	71,550	71,550	27,500	\$ 55,000
Supplies	8,347	14,500	22,847	11,250	\$ 22,500
Technology Software Support	-	4,740	4,740	3,750	\$ 7,500
Subtotal	\$ 671,463	\$ 680,451	\$ 1,351,914	\$ 1,313,440	\$ 2,626,880
Other Expenses					
Accounting/Tax Service	-	-	-	1,250	\$ 2,500
Advertising	17,500	-	17,500	13,350	\$ 26,700
Audit Fees	-	-	-	2,750	\$ 5,500
Bad Debt	-	2,720	2,720	750	\$ 1,500
Bank Charges	3,798	9,950	13,748	12,250	\$ 24,500
Cash Over/Short	354	60	414	100	\$ 200
Compensation Pool	-	-	-	-	\$ -
Conferences, Meetings, & Mileage	-	-	-	250	\$ 500
Contributions/College Support	-	25,000	25,000	17,500	\$ 35,000
Dues/Memberships	-	1,118	1,118	1,350	\$ 2,700
Equipment Depreciation	-	-	-	12,500	\$ 25,000
Equipment Lease	-	-	-	10,000	\$ 20,000
Equipment Purchase	800	2,984	3,784	9,750	\$ 19,500
Food & Beverage	1,088	-	1,088	1,000	\$ 2,000
Insurance - Prop/Liab	23,433	-	23,433	22,707	\$ 45,413
Insurance - Directors/Officers	12,813	12,813	25,625	12,813	\$ 25,625
Legal Fees	2,291	-	2,291	6,250	\$ 12,500
Management Oversight Fees (#8)	19,204	23,938	43,142	45,963	\$ 91,925
Merchant Fees	509	6,445	6,954	16,000	\$ 32,000
Office Supplies	1,244	8,195	9,438	1,000	\$ 2,000
Other Expense	-	-	-	500	\$ 1,000
Permits/Licenses	-	618	618	2,750	\$ 5,500
Postage	481	-	481	900	\$ 1,800
Printing	-	941	941	-	\$ 3,000
Telephone/Utilities	902	-	902	35,446	\$ 70,891
Trademark License (#11)	15,000	15,000	30,000	30,000	\$ 60,000
Uniforms	-	2,559	2,559	1,250	\$ 2,500
Waste Disposal	79,937	31,089	111,027	91,000	\$ 182,000
TOTAL EXPENSES	\$ 1,529,107	\$ 1,467,694	\$ 2,996,801	\$ 3,058,354	\$ 6,119,707
Taxes	(31,945)	-	(31,945)	-	-
NET REVENUE/(LOSS)	192,698	122,866	315,564	5,717	8,433

CCCD ENTERPRISE, Inc.
Statement of Expenditures
For the Period Ending December 31, 2015

Staff Board Deliverables Per Master Agreement Requirements Sections 8, 10, 11, 13, 20, 22, and 28

Section #	Title	Description	2nd Qtr Pymts
8	Management Oversight	Pay 1.5% of gross revenues from Enterprise to District Foundation	43,142
10	Property License Fee	Pay to District fees per District Board Policy 6700 GWC: 1260 Parking Spaces x \$7 = \$8,820 x 99 Days/year = \$873,180 OCC: 1649 Parking Spaces x \$7 = \$11,543 x 104 Days/year = \$1,200,472 Total Amount for Parking Spaces per year : \$2,073,652	1,058,640
11	Trademark Licenses	Pay to District annual fee of \$60,000 to utilize the names "Coast Community College District", "Orane Coast College", and "Golden West College"	30,000
22	Enterprise Use of Dist Employees	Reimburse District for personnel costs	1,322,105
28	Enterprise Use of Dist Facilities	Pay fees to District for Facilities used set forth in Appendix C of Master Agreement GWC: \$152,800 Annually OCC \$135,000 Annually	132,500
13	Expenses	Reimburse District for any expenses incurred by the District related to the operation and management of the Enterprise (items 8, 10, 11, 22, and 28)	2,586,387
20	Enterprise's Expenditures	Enterprise Board to approve/ratify all Enterprise expenditures	2,996,801

**RATIFICATION/APPROVAL OF PO
CCCD ENTERPRISE BOARD
October - December 2015**

PO#	DATE	VENDOR	PO AMOUNT	SITE	OBJECT CODE
70362	11/4/2015	Bearcom	\$ 777.54	OCC	564700
70363	11/9/2015	Ware Disposal	\$ 30,000.00	OCC	527500
70364	11/25/2015	Adrenalin Sports Apparel	\$ 4,000.00	OCC	567000
70365	12/8/2015	Home Depot	\$ 2,000.00	OCC	443000
OCC Total:			\$ 36,777.54		
E2288	7/1/2015	GWC Campus Support Staff	\$ 56,506.35	GWC	501005/507005
E2289	7/13/2015	GWC Rental AGMT.	\$ 265,570.03	GWC	522510/522500
E2290	7/31/2015	CCCD Foundation Man.Oversight	\$ 14,487.53	GWC	535300
E2291	7/13/2015	CCCD Foundation License Fee	\$ 7,500.00	GWC	567350
E2292	7/2/2015	Alan's Lawnmower	\$ 1,000.00	GWC	524500
E2293	7/2/2015	Battery Systems of Brea	\$ 5,000.00	GWC	524500
E2294	7/6/2015	Candy Lundell-Paypall	\$ 383.40	GWC	563500
E2295	7/2/2015	E-Softsys LLC	\$ 4,740.00	GWC	564500
E2296	7/2/2015	GWC Toner Cartridge	\$ 600.00	GWC	567000
E2297	7/2/2015	Great Western Sanitary Supplies	\$ 13,500.00	GWC	567010
E2298	7/2/2015	Tom's Truck Center	\$ 3,000.00	GWC	524500
E2299	7/2/2015	Waxie Sanitary Supply	\$ 40,000.00	GWC	567000
E2300	7/2/2015	Yale Chase Equip. & services	\$ 2,000.00	GWC	524500
E2301	7/13/2015	Candy Lundell	\$ 134.28	GWC	563500
E2302	7/13/2015	Allegra-Marketing-Print-Signs	\$ 3,260.49	GWC	567000
E2304	7/13/2015	Steamx, LLC	\$ 3,000.00	GWC	524500
E2305	7/13/2015	Staples	\$ 4,000.00	GWC	567000
E2306	8/6/2015	GWC-UB Deficit	\$ 10,000.00	GWC	561500
E2307	8/6/2015	Galls/L.B. Uniform Co.	\$ 1,000.00	GWC	566000
E2308	8/7/2015	Bear Com	\$ 2,663.81	GWC	564100
E2311	8/27/2015	Par West Turf services Inc	\$ 1,000.00	GWC	524500
E2312	9/15/2015	Entenman-Rovin Co	\$ 559.06	GWC	566000
E2313	9/15/2015	Home Depot	\$ 1,000.00	GWC	567010
E2314	9/15/2015	Pete's Road Services	\$ 1,000.00	GWC	524500
E2315	9/15/2015	Pep Boys	\$ 1,500.00	GWC	524500
E2316	9/18/2015	Canon Solutions America	\$ 1,500.00	GWC	564300
E2317	9/25/2015	ACE Business	\$ 319.80	GWC	564100
GWC Total:			\$ 445,224.75		
PO TOTAL:			\$ 482,002.29		

**RATIFICATION/APPROVAL OF PO
CCCD ENTERPRISE BOARD
October - December 2015**

OBJECT CODE	DESCRIPTION	AMOUNT
<u>Master Agreement # 13 & 20</u>		
7750-443000	Purchases - Supplies	\$ 2,000.00
7750-524500	Repair & Maint - Equipment	
527500	Waste Disposal	\$ 30,000.00
7750-564700	Equipment - Purchase	\$ 777.54
7000-565000	Food & Beverage	
7750-567000	Office Supplies	\$ 4,000.00
<u>Master Agreement # 28</u>		
5645	Equipment - Lease/Rental	
OCC Total:		\$ 36,777.54
<u>Master Agreement # 8</u>		
535300	Management Oversight Fees	\$ 14,487.53
<u>Master Agreement # 10</u>		
522510/522500	Rental-Parking Spaces / Rent-Facilities	\$ 265,570.03
<u>Master Agreement # 11</u>		
567350	Trademark License Fee	\$ 7,500.00
<u>Master Agreement # 13 & 20</u>		
3495-567000	Custodial Supplies	\$ 40,000.00
5025	Waste Disposal Service	
564100	Equipment	\$ 2,983.61
3000-524500	Repair and Maintenance - Equipment	\$ 14,500.00
5052	Permits and Licenses	
3495-567010	Maintenance Dept. Supplies	\$ 14,500.00
3495-524500	Maintenance Dept Repairs	\$ 3,000.00
561500	Bank Deficit	\$ 10,000.00
563500	Memberships & Subscriptions	\$ 517.68
566000	Uniforms	\$ 1,559.06
564300	Service Maintenance Agreements	\$ 1,500.00
567000	Supplies	\$ 7,860.49
<u>Master Agreement # 22</u>		
564500	Technology Software/Support	\$ 4,740.00
501005/507005	Salaries - Contract / Fringe Benefits (CB)	\$ 56,506.35
5079	Security	
GWC Total:		\$ 445,224.75

RATIFICATION of CHECKS
CCCD ENTERPRISE BOARD
October - December 2015

CHECK #	VENDOR	AMOUNT	SPLIT	ACCOUNT	SITE
74320	MESA GOLF CART INC.	\$ 570.00		524500	OCC
74321	OCC ANCILLARY A/R	\$ 358.42		567500	OCC
74322	WAXIE SANITARY SUPPLY	\$ 1,603.15		443000	OCC
74323	COAST COMMUNITY COLLEGE DISTR	\$ 35,796.67		202000	OCC
74324	HOME DEPOT THE	\$ 383.87		443000	OCC
74325	LOPEZ WORKS INCORPORATED	\$ 10,750.00		527500	OCC
74326	VERIZON WIRELESS	\$ 163.32		525500	OCC
74327	WARE DISPOSAL INC	\$ 2,360.53		527500	OCC
74328	OCC CAFETERIA	\$ 245.66		565000	OCC
74329	WARE DISPOSAL INC	\$ 3,468.49		527500	OCC
74330	WAXIE SANITARY SUPPLY	\$ 676.68		443000	OCC
74331	CCCD FOUNDATION	\$ 2,500.00		535300	OCC
74332	COAST COMMUNITY COLLEGE DISTR	\$ 41,666.67		202000	OCC
74333	GUERRA, IGNACIO	\$ 600.00		197000	OCC
74334	KHALIL, NAIEF	\$ 320.00		197000	OCC
74335	OCC ANCILLARY	\$ 3,797.55		443000	OCC
74336	OCC ANCILLARY A/R	\$ 94,500.00	\$ 30,000.00	560000	OCC
			\$ 20,000.00	522500	OCC
			\$ 19,000.00	537400	OCC
			\$ 23,000.00	535000	OCC
			\$ 2,500.00	568200	OCC
74337	OCC CO-CURRICULAR	\$ 200,000.00		444500	OCC
74338	COAST COMMUNITY COLLEGE DISTR	\$ 36,840.45		202000	OCC
74339	LOPEZ WORKS INCORPORATED	\$ 10,750.00		527500	OCC
74340	WARE DISPOSAL INC	\$ 1,095.53		527500	OCC
74341	BEARCOM	\$ 800.49		564700	OCC
74342	CCCD FOUNDATION	\$ 10,113.48		535300	OCC
74343	COAST COMMUNITY COLLEGE DISTR	\$ 41,666.67		202000	OCC
74344	WARE DISPOSAL INC	\$ 3,063.14		527500	OCC
74345	BURKE, WILLIAMS & SORENSEN, LLP	\$ 1,189.00		566300	OCC
74346	CCCD FOUNDATION	\$ 7,613.48		535300	OCC
74347	COAST COMMUNITY COLLEGE DISTR	\$ 2,500.00		202000	OCC
74348	HOME DEPOT THE	\$ 450.90		443000	OCC
74349	LOPEZ WORKS INCORPORATED	\$ 10,750.00		527500	OCC
74350	OCC CO-CURRICULAR	\$ 100,000.00		444500	OCC
74351	VERIZON WIRELESS	\$ 142.10		525500	OCC
74352	WARE DISPOSAL INC	\$ 2,247.99		527500	OCC
74353	WAXIE SANITARY SUPPLY	\$ 1,496.28		443000	OCC
74354	COAST COMMUNITY COLLEGE DISTR	\$ 41,666.67		202000	OCC
74355	STAPLES CREDIT PLAN	\$ 880.07		567000	OCC
74356	COAST COMMUNITY COLLEGE DISTR	\$ 2,500.00		202000	OCC
74357	COAST COMMUNITY COLLEGE DISTR	\$ 43,113.44		202000	OCC
74358	OCC ANCILLARY A/R	\$ 47,250.00	\$ 15,000.00	560000	OCC
			\$ 10,000.00	522500	OCC
			\$ 9,500.00	537400	OCC
			\$ 11,500.00	535000	OCC
			\$ 1,250.00	568200	OCC
74359	THE TULSA RIB COMPANY	\$ 626.40		565000	OCC

OCC Total: \$ 766,517.10

RATIFICATION of CHECKS

CCCD ENTERPRISE BOARD

October - December 2015

CHECK #	VENDOR	AMOUNT	SPLIT	ACCOUNT	SITE
5261	Canon Solutions America, Inc	\$ 142.68		564300	GWC
5262	E-SoftSys LLC	\$ 410.00		564500	GWC
5263	Great Western Sanitary Supplie	\$ 531.14		3495-567010	GWC
5264	Golden West College	\$ 366.50		568000	GWC
5265	Orange Coast College	\$ 5,500.00		190005	GWC
5266	Alan's Lawn and Garden Center,	\$ 323.98		3495-524500	GWC
5267	STEAMX, LLC	\$ 702.03		524500	GWC
5268	Par West Turf Services, Inc	\$ 482.65		524500	GWC
5269	Lundell, Candy	\$ 31.95		563500	GWC
5270	Staples Credit Plan	\$ 44.31		567000	GWC
5271	Waxie Sanitary Supply	\$ 9,133.02		3495-567000	GWC
5272	CCCD	\$ 77,389.05	21,952.93	501000	GWC
			38,811.94	502000	GWC
			14,367.29	507000	GWC
			2,256.89	3495-501000	GWC
5273	Canon Solutions America, Inc	\$ 515.74		564300	GWC
*5274	Golden West College	VOID			GWC
5275	Lundell, Candy	\$ 31.95		563500	GWC
5276	Staples Credit Plan	\$ 281.97		567000	GWC
5277	E-SoftSys LLC	\$ 410.00		564500	GWC
5278	On-Site Lasermedic Corp	\$ 137.16		524500	GWC
5279	Lundell, Candy	\$ 334.05		567000	GWC
5280	Great Western Sanitary Supplie	\$ 708.55		3495-567010	GWC
5281	Golden West College	\$ 84.36		568000	GWC
5282	Ace Business Machines, Inc	\$ 319.80		564100	GWC
			21,392.18	501000	GWC
			43,863.00	502000	GWC
			14,458.34	507000	GWC
5283	CCCD	\$ 80,446.72	733.20	3495-501000	GWC
5284	Battery Systems	\$ 1,131.75		524500	GWC
5285	Great Western Sanitary Supplie	\$ 734.90		3495-567010	GWC
5286	Orange Coast College	\$ 5,500.00		190005	GWC
5287	So Cal Property Services	\$ 31,776.44		564300	GWC
5288	E-SoftSys LLC	\$ 410.00		564500	GWC
5289	Lundell, Candy	\$ 31.95		563500	GWC
5290	Canon Solutions America, Inc	\$ 191.87		564300	GWC
5291	E-SoftSys LLC	\$ 410.00		564500	GWC
5292	Great Western Sanitary Supplie	\$ 585.92		3495-567010	GWC
5293	Pep Boys	\$ 174.84		3495-524500	GWC

GWC Total: \$ 219,275.28

OCC: \$ 766,517.10

GWC: \$ 219,275.28

TOTAL CHECKS: \$ 985,792.38

Check Register Summary of Accounts according to Master Agreement

ACCOUNT	DESCRIPTION	AMOUNT
	<u>Master Agreement #8</u>	
535300	Management Oversight Fees	\$ 20,226.96
	<u>Master Agreement #10</u>	
444500	Purchases - Space Rent	\$ 300,000.00
	<u>Master Agreement #22</u>	
202000	Accounts Payable - Payroll	\$ 245,750.57
560000	Accounting/Tax Expense	\$ 45,000.00
535200	Management Fees	
537400	Security	\$ 28,500.00
	<u>Master Agreement #28</u>	
522500	Rent Expense - Bldg	\$ 30,000.00
	<u>Master Agreement #13 & 20</u>	
197000	Suspense - Assets	\$ 920.00
207000	Federal/State Taxes Payable	
443000	Purchase Supplies	\$ 8,408.43
524000	Repair & Maint - Parking Lot	
524500	Repair & Maint - Equipment	\$ 570.00
525500	Telephone	\$ 305.42
527500	Waste Disposal	\$ 44,485.68
5340	General Services	
535000	Maintenance	\$ 34,500.00
7750-564700	Equipment - Purchase	\$ 800.49
565000	Food & Beverage	\$ 872.06
566300	Legal Fees	\$ 1,189.00
567000	Office Supplies	\$ 880.07
5673	Permits	
567500	Postage	\$ 358.42
568200	Public Relations	\$ 3,750.00
TOTAL OCC:		<u>\$ 766,517.10</u>

Check Register Summary of Accounts according to Master Agreement

ACCOUNT	DESCRIPTION	AMOUNT
<u>Master Agreement #13 & 20</u>		
190005	Prepaid Taxes	\$ 11,000.00
3495-567000	Custodial Supplies	\$ 9,133.02
527500	Waste Disposal Service	
524500	Repair and Maintenance - Equipment	\$ 2,453.59
564100	Equipment	\$ 319.80
520500	Insurance	
567300	Permits and Licenses	
3495-524500	Maintenance Dept. Repairs	\$ 498.82
563500	Memberships & Subscriptions	\$ 95.85
3495-567010	Maintenance Dept. Supplies	\$ 2,560.51
5073	College Support	
568000	Printing	\$ 450.86
561500	Bank Deficit Charges	
567000	Supplies	\$ 660.33
526000	Utilities	
564300	Service Maintenance Agreements	\$ 32,626.73
<u>Master Agreement #22</u>		
564500	Technology Software/Support	\$ 1,640.00
501000	Salaries - Contract	\$ 43,345.11
501005	Salaries - Contract (CB)	
507000	Salaries - Fringe Benefits	\$ 28,825.63
5039	Salaries - Fringe Benefits (CB)	
502000	Salaries - Hourly	\$ 82,674.94
3495-501000	Maintenance Crew Salaries	\$ 2,990.09
5079	Security	
<u>Master Agreement #28</u>		
522500	Rent - Facilities	
TOTAL GWC:		\$ 219,275.28

RESOLUTION #16-05

A Resolution of the Board of Trustees of the Coast Community College District in Support of the Kindergarten-Community College Public Facilities Bond Act of 2016

WHEREAS, the Board of Trustees (the "Board") of the Coast Community College District (the "District"), representing Coastline Community College, Golden West College and Orange Coast College, has approved the Coast Colleges Vision 2020 Educational Master Plan (the "Master Plan") which sets long-term strategic goals for each of Coastline, Golden West and Orange Coast Colleges; and

WHEREAS, the Board has determined that certain educational facilities and equipment at each of the three colleges need to be constructed, renovated, acquired and equipped in a fiscally prudent manner, to enable the District to maintain Coastline, Golden West and Orange Coast as valuable community resources that provide an affordable, local education, and increase the educational opportunities of the local students, veterans and active military in the District who desire to learn job skills and transfer to four-year universities; and

WHEREAS, implementing the District's Master Plan is largely dependent upon the financial assistance provided by the California Community Colleges Capital Outlay Grant Program, which was last funded in 2006; and

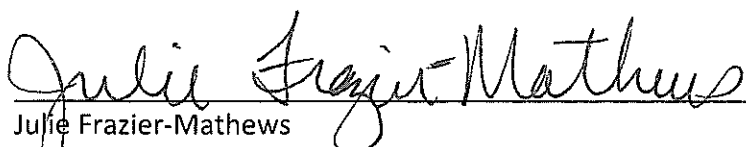
WHEREAS, the Kindergarten-Community College Public Facilities Bond Act of 2016 would authorize \$9 billion of state general obligation bonds, providing \$7 billion to Kindergarten through 12th grade schools and \$2B to community college districts, to construct and modernize education facilities; and

WHEREAS, the Kindergarten-Community College Public Facilities Bond Act of 2016 would become operative only if approved by the voters at the November 8, 2016, statewide general election; and

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Coast Community College District hereby supports and will encourage community members, students, employees, educational institutions, and other legislative bodies through California to support the Kindergarten-Community College Public Facilities Bond Act of 2016.

I, Julie Frazier-Mathews, District Director of the Office of the Board of Trustees/Secretary of the Board, hereby certify that on March 2, 2016, this Resolution was adopted by the Board by a vote of 5-0.

Aye: Trustees Grant, Hornbuckle, Prinsky, Patterson and Moreno
No: None
Abstain: None
Absent: None


Julie Frazier-Mathews

District Director of the Office of the Board of Trustees/Secretary of the Board