



Coast Community College District Enterprise, Inc.

A G E N D A

Regular Meeting of the Board of Directors

Thursday, September 15, 2022 at 12 noon

Due to COVID-19 gathering restrictions, attendance and public comment are available telephonically and via Zoom

1-669-900-6833 (US Toll)
Meeting ID: 95238994781

1. Roll Call

2. Opportunity for Public Comment

Members of the public have the opportunity to address the Enterprise Board of Directors on any item that has been described in this notice. and on any matter within the subject matter jurisdiction of the Enterprise Board of Directors even if the item is not on the agenda. Persons wishing to make comments for this purpose will be recognized at this point in the meeting. Individuals will have up to five minutes per Agenda item, and there is a 20-minute total limit per item. These time limitations may be extended by the Board. The Board cannot respond to these public comments but at the Board's discretion, these matters may be referred to staff or placed on a subsequent agenda for Board consideration.

It is the intention of the Enterprise Corporation to comply with the Americans with Disabilities Act (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 Enterprise Corporation will attempt to accommodate you in every reasonable manner. Please contact the Secretary of the Enterprise Corporation at jburtan@cccd.edu as soon as possible prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

3. Authorization under Brown Act, Government Code § 54953(e), for Conducting Board Meetings Remotely Due to the COVID-19 Emergency Because Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees

Recommendation: The Board has reconsidered the circumstances of the state of emergency and finds that the state of emergency continues to directly impact the ability of the Directors to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

4. Report on the Annual Shareholders Meeting of September 15, 2022

5. Welcome to Newly Appointed Director

6. Election of Chair and Vice Chair of the Enterprise Board of Directors

Recommendation: It is recommended that the Board appoints Ms. Blankenhorn to serve the remainder of Mr. Kapko's term as Chair of the Enterprise, and appoints a new Vice Chair. The term ends in February 2023.

7. Approval of Minutes from Regular Meeting of May 20, 2022, and the Special Meeting of July 29, 2022 (Attachments #1 and #2)

Recommendation: *It is recommended that the Board approves the minutes of May 20, 2022.*

8. Swap Meet Operational Update

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

9. Financial Reports, and Report and Ratification of Staff Board Deliverables per Master Agreement Requirements, Sections 8, 10, 11, 13, 20 and 28 (Paul Wisner)
(Attachment #3)

- **2022-2023 Budget**
- **Financials Quarterly Reports**
- **Deliverables per Master Agreement**

Recommendation: *It is recommended that the Board approves the 2022-23 Budget, Statement of Deliverables for the quarter ending June 30, 2022 as presented, and ratifies the purchase orders and checks.*

10. Review, Discussion and Possible Action regarding Possible Increase in Vendor Rates

11. Review, Discussion and Possible Action Regarding Annual Insurance Policies, to Include Ramifications of the Premium Increases, Funding Sources, and Clarification of D&O Coverage (Craig Morris, Marsh Risk & Insurance Services))

12. Review, Discussion and Possible Action regarding Transition of Officers

13. Review, Discussion and Possible Action regarding Covid-19, Mask Mandates and Future In-Person Meetings

14. Future Agenda Items

- a.
- b.

15. Future Meeting Date

16. Adjournment

Under the Brown Act, the public has the right to receive copies of any non-exempt public documents relating to an agenda item that are distributed to the Board of Directors. Please contact the Office of the Board of Trustees at jburton@cccd.edu prior to the meeting to facilitate the distribution of these documents.



Coast Community College District Enterprise, Inc.

BOARD OF DIRECTORS SPECIAL MEETING

July 29, 2022 (Zoom)

MINUTES

1. Call to Order and Roll Call

The meeting was called to order at 10:30 a.m.

Present:

Richard Armendariz, Regina Blankenhorn, David Cline, Arlis Reynolds, and Student Trustee Jose Fuentes-Perez

Absent: Chancellor John Weispenning

In Attendance:

Janet Houlihan, Dr. Rich Pagel, Jane Burton, Marlene Drinkwine, Ruben Barriga, Julie Clevenger, Erik Fallis, Dr. Jack Lipton, and Craig Morris and Lisa Frick of Marsh Risk and Insurance Services

2. Opportunity for Public Comment

There were no requests to address the Enterprise Board.

3. Review, Discussion and Possible Action Regarding Annual Insurance Policies

Ms. Houlihan reported that she had been working with Craig Morris of Marsh Insurance who had been able to secure a one-month extension through the end of July. Mr. Morris and Ms. Frick gave a brief overview of options, and Mr. Morris reiterated that the insurance marketplace for the unique swap-meet liability and D & O coverage was very challenging, and they had not been able to meet the budget caps for premium established at the May 20 Board Meeting.

Mr. Morris indicated that the most competitive option for General Liability coverage was James River, with excess provided by Scottsdale. The expiring premium for the combined General Liability and Umbrella coverages was approximately \$51,000, with the renewal premium at \$69,816.

The Directors and Officers policy was also up for renewal with \$1M coverage through AIG, and an additional \$1M through Chubb. This renewal came in much closer to the expiring premium. Mr. Morris noted the Board's directive to obtain higher limits of \$5M, however, explained that he had been unsuccessful in obtaining more than \$2M. The new premium would be \$16,632. The total premium for both policies totaled \$86,448.89.

The term of the two policies was requested to be August 1, 2022 – August 1, 2023. Ms. Frick indicated that the D & O premium might increase slightly as it had been quoted through July 1, 2023.

On a motion by Mr. Cline, seconded by Ms. Reynolds, the Board of Directors voted to accept the renewal premiums as presented. Mr. Cline also recommended that at the next Board of Directors meeting the ramifications of this increase in premium be discussed, in addition to clarification of the D & O coverage and funding sources for the insurance premiums.

Motion passed unanimously with the following vote:

Ayes:	Mr. Armendariz, Ms. Blankenhorn, Ms. Reynolds, Mr. Cline, and Student Trustee Fuentes-Perez
Nos:	None
Abstain:	None
Absent:	Chancellor Weispfenning

4. Adjournment

The meeting was adjourned at 10:53 a.m.

Jane Burton, Secretary of the Enterprise



Coast Community College District Enterprise, Inc.

BOARD OF DIRECTORS REGULAR MEETING

May 20, 2022 (Zoom Meeting)

MINUTES

1. Call to Order and Roll Call

The meeting was called to order at 2:00 p.m.

Present:

Richard Armendariz, Regina Blankenhorn, David Cline, Richard Kapko, Arlis Reynolds, Chancellor John Weispfenning, Student Trustee Roy Sahachaisere

Absent: None

In Attendance:

Trustee Jerry Patterson, Janet Houlihan, Dr. Rich Pagel, Dr. Andy Dunn, Paul Wisner, Jane Burton, Julia Clevenger, Dr. Jack Lipton, Ruben Barriga, Rachel Kubik, Rachell Snell, Erik Fallis, and Craig Morris of Marsh Risk and Insurance Services

2. Opportunity for Public Comment

There were no requests to address the Enterprise Board.

3. Authorization under Brown Act, Government Code § 54953(e), for Conducting Board Meetings Remotely Due to the COVID-19 Emergency Because Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees

On a motion by Mr. Cline, seconded by Ms. Blankenhorn, the Board of Directors voted to extend the authorization for conducting board meetings remotely due to the Covid-19 emergency, because meeting in person would present imminent risks to the health and safety of attendees.

Motion passed unanimously with the following vote:

Ayes:	Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, Mr. Kapko, Ms. Reynolds, Chancellor Weispfenning and Student Trustee Sahachaisere
Nos:	None
Abstain:	None
Absent:	None

4. Approval of Minutes from Regular Meeting of February 3, 2022

On a motion by Mr. Armendariz, seconded by Mr. Kapko, the Board of Directors voted to approve the minutes of the February 3, 2022 meeting as submitted.

Motion passed with the following vote:

Ayes:	Mr. Armendariz, Ms. Blankenhorn, Mr. Kapko, Ms. Reynolds, and Student Trustee Sahachaisere
Nos:	None
Abstain:	Mr. Cline and Chancellor Weispfenning
Absent:	None

5. Review, Discussion and Possible Action Regarding Annual Insurance Policies

Craig Morris, Senior Vice President, Client Executive from Marsh Risk and Insurance Services, provided a detailed presentation for the Board. The Liability and D&O coverage and potential risks and exposure for the Enterprise, and the Directors and Officers, was discussed. The Directors expressed a desire to increase the D&O policy to \$10M coverage, however, Mr. Morris stated this would not be easily attainable. He suggested trying to obtain \$5M which would probably cost approximately \$35,000. His recommended strategy would be to approach AIG and Chubb for renewal terms and, if necessary, do additional selective marketing.

On a motion by Richard Kapko, seconded by David Cline, the Board of Directors voted to authorize the officers of the Board to approve the insurance premium for Liability of \$2 million with a “not to exceed” premium of \$52,000, and coverage for D&O for \$5 million with a “not to exceed” premium of \$35,000 annual premium. Furthermore, if either the Liability or D&O coverage could not be obtained for these amounts, a Special Meeting of the Board of Directors would be scheduled for further review and approval.

Motion passed unanimously with the following vote:

Ayes:	Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, Mr. Kapko, Ms. Reynolds, Chancellor Weispfenning and Student Trustee Sahachaisere
Nos:	None
Abstain:	None
Absent:	None

6. Update on the Enterprise Annual Report and Report of Good Standing Presented to the Board of Trustees at the March 16, 2022 Board Meeting

Janet Houlihan gave a brief overview of District Board Policy BP 3600 and the requirement for all auxiliary operations to obtain approvals from the Board of Trustees on an annual basis. She noted that the annual report and the Enterprise Corporation’s Report of Good Standing had been approved by the presented to the Board of Trustees on March 16, 2022.

7. Swap Meet Operational Update

- a) **Golden West College Update from Janet Houlihan:** The GWC swap meet had continued to operate smoothly, and spaces were repeatedly selling out. The Language Arts Building Project was currently under construction, and construction crews were clearing the swap meet areas for the weekends. Rachel Snell, Director of Internal Audit, had provided a survey for swap meet employees and vendors at both Golden West and Orange Coast swap-meets. The survey had been sent out and results were pending. The results of the survey would be used to improve operations.
- b) **Orange Coast College Update from Dr. Rich Pagel:** The OCC swap meet was continuing to grow, with Sundays selling out. There was a problem with vehicle theft at the swap meet, and they were working with the City of Costa Mesa Police Department and the Orange County Vehicle Task Force. A vendor meeting was held to reinforce the rules and regulations. The swap meet survey was highlighted at the vendor meeting to encourage feedback.

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

- **Financials Quarterly Reports**
- **Deliverables Per Master Agreement/COVID-19**
- **Cash flow update**

Paul Wisner provided the Board with the financials and deliverables for the quarter ending March 31, 2022.

Cash in bank:	OCC \$304,498 and GWC \$365,146: Total \$669,644
Total Assets:	OCC \$373,060 and GWC \$549,447: Total \$922,507
Total Liabilities:	OCC \$209,845 and GWC \$563,179: Total \$773,024
Total Equity & Liabilities:	OCC \$373,060 and GWC \$549,447: Total \$922,506

Master Agreement Expenses \$3.4M

Total Expenses:	OCC \$1,717,261 and GWC \$2,001,968: Total \$3,719,229
Net Revenue:	OCC \$62,404 and GWC \$50,007: Total \$112,411

Mr. Wisner noted that the year-to-date budget amount shown was slightly inaccurate as it was only through the 2nd Quarter instead of 3rd Quarter, so the numbers presented were a little lower. However, he calculated that Total Revenue was \$3.8M which matched the YTD Budget, noting we were still on track for total year of \$5.1M.

On a motion by Mr. Kapko, seconded by Mr. Armendariz, the Board voted to approve the Statement of Deliverables for Quarter Ending March 31, 2022 as presented, and to ratify the purchase orders and checks.

Motion passed unanimously with the following vote:

Ayes: Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, Mr. Kapko, Ms. Reynolds,
Chancellor Weispfenning and Student Trustee Sahachaisere
Nos: None
Abstain: None
Absent: None

9. Review, Discussion and Possible Action regarding Compensation for Directors of Enterprise

Chancellor Weispfenning spoke to this item, clarifying the District Board of Trustees' and his position regarding this topic. He noted that the current by-laws of the organization did not allow for compensation for the Directors, and the Master Agreement for the Enterprise Corporation called for expenditures to be made in the best interest of the District, under the Chancellor's authority. Chancellor Weispfenning relayed the Board's desire that the Enterprise Board not move forward with Director compensation as this could produce inequities among other District auxiliary boards. He also thanked the Enterprise Board of Directors, assuring them that their support was greatly valued and appreciated.

Compensation for the Officers would be discussed in Closed Session.

10.Future Agenda Items

- a. Covid-19, mask mandates and discussion regarding future in-person meetings.
- b. Presentation regarding possibility of raising the vendor rates.

11.Future Meeting Date

A future meeting date was set for Wednesday, August 24, 2022 at noon.

12.Recess to Closed Session

Conducted in accordance with applicable sections of California law. Closed Sessions are not open to the public. Trustee Patterson was invited to join Closed Session.

a. Conference with Legal Counsel – Anticipated Litigation.

Significant exposure to litigation pursuant to sub-sections "d-2" and "e-1" of Government Code Section 54956.9. One case.

b. Conference with Legal Counsel – Anticipated Litigation.

Potential litigation under sub-sections "d-2" and "e-3" of Government Code Section 54956.9: Crispina Barrita

c. Conference with Labor Negotiator

Enterprise Negotiator: Chancellor
Employees: Corporate Officers

13.Reconvene to Open Session

14.Report of Action in Closed Session (if any)

There was no report from closed session.

15.Adjournment

On a motion by Mr. Kapko, seconded by Mr. Armendariz, the Board voted to adjourn the meeting at 1:50 p.m.

Motion passed unanimously with the following vote:

Ayes:	Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, Mr. Kapko, Ms. Reynolds, Chancellor Weispenning and Student Trustee Sahachaisere
Nos:	None
Abstain:	None
Absent:	None

Jane Burton, Secretary of the Enterprise

CCCD ENTERPRISE, Inc.
Proposed Budget
2022-2023

	<i>OCC</i>	<i>GWC</i>	<i>TOTAL</i>
REVENUE			
Sales - Tickets/Spaces	\$ 2,525,000	\$ 2,797,000	\$ 5,322,000
Interest, Late & Other Vendor Fees	\$ 7,200	\$ 3,800	\$ 11,000
Total Other Income	\$ 7,200	\$ 3,800	\$ 11,000
TOTAL REVENUE	\$ 2,532,200	\$ 2,800,800	\$ 5,333,000

MASTER AGREEMENT EXPENSES (#13) (Master Agreement items 8, 10, 11, 22, and 28)

Management Oversight Fees (#8)	\$ 38,400	\$ 42,000	\$ 80,400
Rent - Parking Spaces (#10)	874,440	890,820	1,765,260
Trademark License (#11)	30,000	30,000	60,000
Salaries, Benefits & Assessments (#22)	564,100	579,582	1,143,682
Rent - Facility (#28)	120,000	227,800	347,800
Campus Assessments (#13 & #21)	601,680	789,975	1,391,655
Master Agreement Expenses (#13)	\$ 2,228,620	\$ 2,560,177	\$ 4,788,797

Other Direct Expenses

Advertising	\$ 5,000	\$ -	\$ 5,000
Bank Charges			
Cash Over/Short		200	200
Banking Merchant Fees	15,700	15,000	30,700
Conferences, Meetings, & Mileage	2,800	1,000	3,800
Dues/Memberships	500	1,000	1,500
Equipment - Purchase	2,500	-	2,500
Depreciation	8,900	14,000	22,900
Food & Beverage	400		400
Insurance - Prop/Liab	35,000	35,000	70,000
Directors/Officers	8,500	8,500	17,000
Legal Fees	5,000	7,200	12,200
Penalties	500		500
Postage & Printing	3,200	2,500	5,700
Permits/Licenses	3,500	710	4,210
Public Relations	15,000		15,000
Repair & Maintenance	1,000	4,700	5,700
Service Maintenance Agreements		960	960
Supplies	6,000	4,200	10,200
Technology Software Support		5,000	5,000
Uniforms	5,000		5,000
Waste Disposal	180,000	135,000	315,000
Subtotal Other Direct Expenses	\$ 298,500	\$ 234,970	\$ 533,470
TOTAL EXPENSES (#20)	\$ 2,527,120	\$ 2,795,147	\$ 5,322,267
Taxes	-	-	-
NET REVENUE/(LOSS)	\$ 5,080	\$ 5,653	\$ 10,733

CCCD ENTERPRISE, Inc.
Statement of Net Assets
For the Quarter Ending June 30, 2022

	OCC	GWC	TOTAL
ASSETS			
Cash in Bank - Union Bank	\$ 373,149	\$ 475,048	\$ 848,197
Deferred tax liability asset	-	83,900	83,900
Equipment (Fixed Assets)	50,957	471,858	522,815
Accumulated Depreciation (Equipment)	(35,276)	(442,485)	(477,761)
Total Fixed Assets	\$ 15,681	\$ 29,373	\$ 45,054
Prepaid Expense	\$ 3,222	\$ -	\$ 3,222
Accounts Receivable	800	40,635	41,435
Suspense - Assets	-	-	-
Deferred Expense Payroll & Other Assets	40,000	-	40,000
Total Other Assets	\$ 44,022	\$ 40,635	\$ 84,657
TOTAL ASSETS	\$ 432,852	\$ 628,956	\$ 1,061,808
LIABILITIES			
Accounts Payable	\$ 41,042	\$ 384,698	\$ 425,740
Deferred Income	\$ 198,445	\$ 234,925	\$ 433,370
Reserve for Stale dated Checks	\$ 1,130	160.00	1,290
Accrued Expense	90,915		90,915
Due to OCC		\$ 400.00	\$ 400.00
Suspense - Liabilities	-	-	-
Total Other Liabilities	\$ 290,490	\$ 235,485	\$ 525,975
Total Liabilities	\$ 331,532	\$ 620,183	\$ 951,715
EQUITY			
Retained Earnings	\$ 1,300,652	\$ 1,961,260	\$ 3,261,913
Common Stock/Equity	158		158
Dividends	(1,200,000)	(2,025,000)	(3,225,000)
Net Profit	510	72,512	73,022
Total Equity	\$ 101,320	\$ 8,772	\$ 110,093
TOTAL LIABILITIES and EQUITY	\$ 432,852	\$ 628,956	\$ 1,061,807

CCCD ENTERPRISE, Inc.
Statement of Revenue and Expenses
For the Quarter Ending June 30, 2022

	OCC	GWC	ACTUALS TOTAL	YTD BUDGET	PROPOSED BUDGET TOTAL
REVENUE					
Sales - Tickets/Spaces	\$ 2,438,485	\$ 2,778,959	\$ 5,217,444	\$ 5,131,000	\$ 5,131,000
Interest, Late & Other Vendor Fees	\$ 7,630	\$ 3,838	\$ 11,468	\$ 14,500	\$ 14,500
Total Other Income	\$ 7,630	\$ 3,838	\$ 11,468	\$ 14,500	\$ 14,500
TOTAL REVENUE	\$ 2,446,115	\$ 2,782,797	\$ 5,228,912	\$ 5,145,500	\$ 5,145,500
MASTER AGREEMENT EXPENSES (#13) (Master Agreement items 8, 10, 11, 22, and 28)					
Management Oversight Fees (#8)	\$ 36,683	\$ 41,771	\$ 78,455	\$ 76,965	\$ 76,965
Rent - Parking Spaces (#10)	942,480	908,460	1,850,940	\$ 1,850,940	\$ 1,850,940
Trademark License (#11)	35,000	30,000	65,000	\$ 60,000	\$ 60,000
Salaries, Benefits & Assessments (#22)	382,300	538,691	920,991	\$ 976,819	\$ 976,819
Rent - Facility (#28)	120,000	227,800	347,800	\$ 347,800	\$ 347,800
Campus Assessments (#13 & #21)	650,400	751,093	1,401,493	\$ 1,329,493	\$ 1,329,493
Master Agreement Expenses (#13)	\$ 2,166,863	\$ 2,497,815	\$ 4,664,678	\$ 4,642,017	\$ 4,642,017
Other Direct Expenses					
Advertising	\$ -	\$ -	\$ -	\$ 17,000	\$ 17,000
Bank Charges				\$ -	\$ -
Bad Debt			-	\$ -	\$ -
Cash Over/Short	(72)	137	65	\$ 200	\$ 200
Banking Merchant Fees	14,108	14,709	28,817	\$ 17,500	\$ 17,500
Conferences, Meetings, & Mileage	2,636		2,636	\$ 2,000	\$ 2,000
Custodial Supplies			-	\$ -	\$ -
Dues/Memberships	475	425	900	\$ 3,175	\$ 3,175
Equipment - Purchase	1,900		1,900	\$ 8,000	\$ 8,000
Lease			-	\$ 350	\$ 350
Depreciation	8,858	13,863	22,721	\$ 23,358	\$ 23,358
Food & Beverage	345		345	\$ 2,000	\$ 2,000
Insurance - Prop/Liab	22,304	22,304	44,607	\$ 46,304	\$ 46,304
Directors/Officers	7,381	7,381	14,762	\$ 17,381	\$ 17,381
Legal Fees		7,250	7,250	\$ 10,000	\$ 10,000
Penalties	228		228	\$ -	\$ -
Postage & Printing	2,540		2,540	\$ 3,700	\$ 3,700
Permits/Licenses	3,409	706	4,115	\$ 5,700	\$ 5,700
Public Relations	15,000		15,000	\$ 15,000	\$ 15,000
Repair & Maintenance	622	4,665	5,287	\$ 7,000	\$ 7,000
Service Maintenance Agreements		747	747	\$ 3,000	\$ 3,000
Supplies	11,456	4,208	15,664	\$ 19,900	\$ 19,900
Technology Software Support		4,510	4,510	\$ 4,920	\$ 4,920
Uniforms			-	\$ 5,000	\$ 5,000
Waste Disposal	185,952	131,567	317,519	\$ 291,000	\$ 291,000
Subtotal Other Direct Expenses	\$ 277,142	\$ 212,470	\$ 489,612	\$ 502,488	\$ 502,488
TOTAL EXPENSES (#20)	\$ 2,444,005	\$ 2,710,285	\$ 5,154,290	\$ 5,144,505	\$ 5,144,505
Taxes	1,600	-	1,600	-	-
NET REVENUE/(LOSS)	\$ 510	\$ 72,512	\$ 73,022	\$ 995	\$ 995

CCCD ENTERPRISE, Inc.
Statement of Deliverables
For the Quarter Ending June 30, 2022

Staff Board Deliverables Per Master Agreement Requirements Sections 8, 10, 11, 13, 20, 21, 22, and 28

Section #	Title	Description	Payments thru 6/30/22
8	Management Oversight	Pay 1.5% of gross revenues from Enterprise to District Foundation	\$ 78,455
10	Property License Fee	Pay to District fees per District Board Policy 6700 GWC: 1,260 Parking Spaces x \$7 = \$8,820 x 104 Days/year = \$917,280 OCC: 1,649 Parking Spaces x \$7 = \$11,543 x 104 Days/year = \$1,200,472 Total Amount for Parking Spaces per year : \$2,117,752	\$ 1,850,940
11	Trademark Licenses	Pay to District Foundation annual fee of \$60,000 to utilize the names "Coast Community College District", "Orange Coast College", and "Golden West College"	\$ 65,000
21	Personnel/Assessments	Reimburse Campuses for Indirect Swap Meet Oversight	\$ 1,401,493
22	Enterprise Use of Dist Employees	Reimburse District for personnel costs	\$ 920,991
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	\$ 347,800
13	Campus Expenses per Master Agreement	Payments made to District or District Foundation for expenses related to the operation & management of the Enterprise (Total of items 8, 10, 11, 22, and 28)	\$ 4,664,678
	Other Operating Payments	Payments made directly to outside vendors and contractors.	\$ 489,612
20	Total Enterprise Expenses	Ratification/Approval of total Enterprise Expenses	\$ 5,154,290

**RATIFICATION/APPROVAL OF PO
CCCD ENTERPRISE BOARD
APRIL - JUNE 2022**

PO#	DATE	VENDOR	PO AMOUNT	SITE	OBJECT CODE
			OCC Total:	\$	-
GWC-E-2505	6/17/2022	Orange County Monstercarts, Inc.	\$	10,000.00	GWC 3000-524000
			GWC Total:	\$	10,000.00
			PO TOTAL:	\$	10,000.00

OBJECT CODE	DESCRIPTION	AMOUNT
		OCC Total:
		\$ -
3000-524000	<u>Master Agreement # 13 & 20</u> Repairs & Maintenance	\$ 10,000.00
		GWC Total:
		\$ 10,000.00

RATIFICATION/APPROVAL OF CHECKS
CCCD ENTERPRISE BOARD
APRIL - JUNE 2022

CHECK #	VENDOR	AMOUNT	SPLIT	ACCOUNT	SITE
75727	C R & R INCORPORATED	3,794.45		7750-527500	OCC
75728	GORM, INC.	981.76		7750-443000	OCC
75729	HOME DEPOT THE	376.11		7750-443000	OCC
75730	LOPEZ WORKS INCORPORATED	11,825.00		7750-527500	OCC
75731	APPLE COMPUTER, INC.	1,166.62		7750-564700	OCC
75732	COAST COMMUNITY COLLEGE DISTR	30,228.24		7000-202000	OCC
75733	COAST COMMUNITY COLLEGE DISTR	80.04		7750-567000	OCC
75734	LINARES, OSCAR	180.00		7000-197000	OCC
75735	LINARES, OSCAR	240.00		7000-197000	OCC
75736	NATIONAL FLEA MARKET ASSOC	475.00		7750-563500	OCC
75737	TOTTY PRINTING	191.40		7750-567000	OCC
75738	COAST COMMUNITY COLLEGE DISTR	2,916.67		7750-567350	OCC
75739	OCC ANCILLARY A/R	59,532.15	7750-535200 \$18,000 7750-567500 \$82.15 7750-560000 \$15,000 7750-522500 \$10,000 7750-537400 \$7,600 7750-535000 \$7,600 7750-568200 \$1,250	7750-535200	OCC
75740	OCC CO-CURRICULAR	83,160.00		7750-444500	OCC
75741	OCC ANCILLARY	160.00		7000-287500	OCC
75742	C R & R INCORPORATED	19,507.70		7750-527500	OCC
75743	OCC REPROGRAPHICS	213.90		7750-568000	OCC
75744	CCCD FOUNDATION	2,952.53		7750-535300	OCC
75745	COAST COMMUNITY COLLEGE DISTR	2,916.67		7750-567350	OCC
75746	COAST COMMUNITY COLLEGE DISTR	80.02		7750-567000	OCC
75747	LOPEZ WORKS INCORPORATED	11,825.00		7750-527500	OCC
75748	OCC ANCILLARY A/R	59,636.56	7750-535200 \$18,000 7750-567500 \$186.56 7750-560000 \$15,000 7750-522500 \$10,000 7750-537400 \$7,600 7750-535000 \$7,600 7750-568200 \$1,250	7750-535200	OCC
75749	OCC CO-CURRICULAR	83,160.00		7750-444500	OCC
75750	OCC REPROGRAPHICS	691.48		7750-568000	OCC
75751	BEARCOM	1,384.40		7750-567000	OCC
75752	CITY OF COSTA MESA	3,409.00		7750-567300	OCC
75753	COAST COMMUNITY COLLEGE DISTR	37,301.20		7000-202000	OCC
75754	APPLE COMPUTER, INC.	229.00		7750-564700	OCC
75755	CCCD FOUNDATION	6,390.30		7750-535300	OCC
75756	COAST COMMUNITY COLLEGE DISTR	36,939.80		7000-202000	OCC
75757	LOPEZ WORKS INCORPORATED	11,825.00		7750-527500	OCC
75758	BARRIGA, RUBEN S.	823.22		7750-562500	OCC

**RATIFICATION/APPROVAL OF CHECKS
CCCD ENTERPRISE BOARD
APRIL - JUNE 2022**

CHECK #	VENDOR	AMOUNT	SPLIT	ACCOUNT	SITE
75759	CCCD FOUNDATION	3,533.78		7750-535300	OCC
75760	COAST COMMUNITY COLLEGE DISTR	2,916.67		7750-567350	OCC
75761	OCC ANCILLARY A/R	59,548.58	7750-535200 \$18,000 7750-567500 \$98.58 7750-560000 \$15,000 7750-522500 \$10,000 7750-537400 \$7,600 7750-535000 \$7,600 7750-568200 \$1,250	7750-535200	OCC
75762	OCC CAFETERIA	344.80		7750-565000	OCC
75763	OCC CO-CURRICULAR	73,920.00		7750-444500	OCC

OCC Total: \$ 614,857.05

CHECK #	VENDOR	AMOUNT	SPLIT	ACCOUNT	SITE
6516	E-SoftSys LLC	\$410.00		3000-564500	GWC
6517	Golden West College	\$1,422.29		3000-563200	GWC
6518	Ready Refresh	\$63.56		3000-534000	GWC
6519	Staples Credit Plan	\$200.13		3000-567000	GWC
6520	Golden West College	\$171.88		3000-563200	GWC
6521	So Cal Property Services	\$6,150.00		3000-564300	GWC
6522	Canon Solutions America, Inc	\$5.86		3000-564300	GWC
6523	CR&R Inc	\$5,619.04		3000-527500	GWC
6524	Golden West College	\$31.95		3000-563200	GWC
6526	CCCD	\$4,639.95 \$36,300.88 \$4,025.79 \$1,127.90	\$46,094.52	3000-501010 3000-502000 3000-507000 3000-507010	GWC GWC GWC GWC
6527	CCCD	\$2,500.00 \$3,446.33	\$5,946.33	3000-567350 3000-535300	GWC GWC
6528	E-SoftSys LLC	\$410.00		3000-564500	GWC
6529	Golden West College	\$18,983.33 \$75,705.00 \$62,591.08	\$157,279.41	3000-522500 3000-522510 3000-535310	GWC GWC GWC
6530	Ready Refresh	\$36.09		3000-534000	GWC
6531	So Cal Property Services	\$6,150.00		3000-564300	GWC
6532	CR&R Inc	\$4,754.07		3000-527500	GWC
6533	Burke, Williams & Sorensen, LL	\$870.00		3000-566300	GWC
6534	CCCD	\$4,639.95 \$40,083.00 \$4,140.66 \$1,127.90	\$49,991.51	3000-501010 3000-502000 3000-507000 3000-507010	GWC GWC GWC GWC

**RATIFICATION/APPROVAL OF CHECKS
 CCCD ENTERPRISE BOARD
 APRIL - JUNE 2022**

CHECK #	VENDOR	AMOUNT	SPLIT	ACCOUNT	SITE
6535	Golden West College	\$18,983.33	\$157,279.41	3000-522500	GWC
		\$75,705.00		3000-522510	GWC
		\$62,591.08		3000-535310	GWC
6536	CCCD	\$2,500.00		3000-567350	GWC
6537	CCCD	\$3,392.18		3000-535300	GWC
6538	Golden West College	\$55.00	\$86.95	3000-567000	GWC
		\$31.95		3000-563200	GWC
6539	Pacheco, Claudia	\$40.00		3000-411000	GWC
6540	Ace Business Machines, Inc	\$470.00		3000-564300	GWC
6541	E-SoftSys LLC	\$410.00		3000-564500	GWC
6542	Ready Refresh	\$74.79		3000-534000	GWC
6543	So Cal Property Services	\$6,150.00		3000-564300	GWC
6544	CCCD	\$5,772.91	\$52,071.55	3000-501000	GWC
		\$4,639.95		3000-501010	GWC
		\$35,509.24		3000-502000	GWC
		\$5,021.55		3000-507000	GWC
		\$1,127.90		3000-507010	GWC
6545	CCCD	\$3,899.25		3000-535300	GWC
6546	Golden West College	\$31.95		3000-563200	GWC
6547	CCCD	\$2,500.00		3000-567350	GWC
6548	Golden West College	\$18,983.33	\$157,279.41	3000-522500	GWC
		\$75,705.00		3000-522510	GWC
		\$62,591.08		3000-535310	GWC
6549	CR&R Inc	\$5,270.72		3000-527500	GWC
6550	Golden West College	\$313.55		3000-567000	GWC
6551	Canon Solutions America, Inc	\$12.15		3000-564300	GWC
6552	So Cal Property Services	\$6,150.00		3000-564300	GWC
6553	STEAMX, LLC	\$900.91		3000-524500	GWC
6554	CCCD	\$3,745.95	\$12,257.08	3000-535300	GWC
		\$3,511.13		3000-535300	GWC
		\$2,500.00		3000-567350	GWC
		\$2,500.00		3000-567350	GWC
6555	Golden West College	\$37,966.66	\$189,376.66	3000-522500	GWC
		\$151,410.00		3000-522510	GWC

GWC Total: \$ 886,073.20
OCC: \$ 614,857.05
GWC: \$ 886,073.20
TOTAL CHECKS: \$ 1,500,930.25

**CCCD ENTERPRISE BOARD
APRIL - JUNE 2022**

Check Register Summary of Accounts according to Master Agreement

OCC	ACCOUNT	DESCRIPTION	AMOUNT
		<u>Master Agreement #8</u>	
	7750-535300	Management Oversight Fees	12,876.61
		<u>Master Agreement #10</u>	
	7750-444500	Purchases - Space Rent	240,240.00
		<u>Master Agreement #11</u>	
	7750-567350	Trademark License Fee	8,750.01
		<u>Master Agreement #22</u>	
	7000-202000	Accounts Payable - Payroll	104,469.24
	7750-535200	Management Fees	178,717.29
		<u>Master Agreement #13 & 20</u>	
	7000-197000	Suspense - Assets	420.00
	7000-287500	Suspense - Liabilities	160.00
	7750-443000	Purchase Supplies	1,357.87
	7750-527500	Waste Disposal	58,777.15
	7750-562500	Conferences & Meetings	823.22
	7750-563500	Membership & Subscriptions	475.00
	7750-564700	Equipment - Purchase	1,395.62
	7750-565000	Food & Beverage	344.80
	7750-567000	Office Supplies	1,735.86
	7750-567300	Permits	3,409.00
	7750-568000	Printing	905.38
TOTAL OCC:			<u>\$ 614,857.05</u>

**CCCD ENTERPRISE BOARD
APRIL - JUNE 2022**

Check Register Summary of Accounts according to Master Agreement

GWC	ACCOUNT	DESCRIPTION	AMOUNT
		<u>Master Agreement #8</u>	
	3000-535300	Management Oversight Fees	17,994.84
		<u>Master Agreement #10</u>	
	3000-522510	Rental - Parking Spaces	378,525.00
		<u>Master Agreement #11</u>	
	3000-567350	Trademark License Fee	12,500.00
		<u>Master Agreement #13 & 20</u>	
	3000-411000	Refunds	40.00
	3000-524500	Repair and Maintenance - Equipment	900.91
	3000-527500	Waste Disposal Service	15,643.83
	3000-534000	Services	174.44
	3000-563200	Bank Charges	1,690.02
	3000-564300	Service Maintenance Agreements	25,088.01
	3000-566300	Legal Fees	870.00
	3000-567000	Supplies	568.68
		<u>Master Agreement #22</u>	
	3000-501000	Salaries - Contract	5,772.91
	3000-501010	Salaries - Management	13,919.85
	3000-502000	Salaries - Hourly	111,893.12
	3000-507000	Salaries - Fringe Benefits	13,188.00
	3000-507010	Salaries - Fringe Benefits (MGT)	3,383.70
	3000-535310	Campus Assessments	187,773.24
	3000-564500	Technology Software/Support	1,230.00
		<u>Master Agreement #28</u>	
	3000-522500	Rent - Facilities	94,916.65
TOTAL GWC:			<u>\$ 886,073.20</u>

District Wide discussion regarding Swap Meet rates:

Vendor Classification	Current GWC Rates	Current OCC Rates	Proposed Rates	
Daily Vendors	\$40 Both Days	\$35/\$45	\$50 Both Days	
Monthly Venodrs	\$40 Both Days	\$35/\$40	\$50 Both Days	
Corner Vendors	\$90 Both Days	\$90/\$110	\$120 Both Days	
Prepared Food Vendors	\$65-\$185 Both Days	\$60/\$90	\$85-\$210 Both Days	
Packaged Food Vendor	\$40 Both Days	\$35/\$40	\$50 Both Days	
Produce Vendor	\$40 Both Days	\$60/\$90	OCC \$80/\$110 GWC \$50/\$50	* Based on space sizes which are different at each site.
Day Of Vendor	\$50 Both Days	\$45/\$55	\$60 Both Days	

\$25 fee to process an application for a new monthly vendor

\$125 monthly fee for prepared food vendors for cleaning

\$125 monthly fee for produce vendor for cleaning

\$100 monthly fee per dumpster

\$100 a year to put a second person on the contract (business license and/or sellers permit will have to have that individual on there as well)

Penalties -

Late to leave - 1 warning and then \$50 fee, \$100 fee and then 2 week suspension

Trash left behind - 1 warning and then a \$50 fee, \$100 fee and then 2 week suspension

Daily vendors wouldn't be allowed to reserve spaces until suspension is completed

Daily vendors wouldn't be allowed to reserve spaces until suspension is completed