



Coast Community College District Enterprise, Inc.

A G E N D A

Regular Meeting of the Board of Directors

Thursday, July 13, 2023, at 12:00 noon

Coast Colleges District Office, Board Conference Room

1370 Adams Ave., Costa Mesa, Ca 92626

For Emergency Zoom Attendance: 1-669-900-6833 (US Toll), Meeting ID: 817 1419 2682
<https://cccd-edu.zoom.us/j/81714192682>

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 jclevenger@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. Approval of Minutes from Regular Meeting of April 27, 2023 (attachment #1)

Recommendation: *It is recommended that the Board approves the minutes of April 27, 2023.*

4. Swap Meet Operational Update

- a) **Golden West College (Houlihan)**
- b) **Orange Coast College (Pagel)**

5. Discussions Regarding Tax Strategies for 2022-2023 and 2023-2024

Recommendation: *None at this time.*

6. 2023-2024 Budget Review and Approval (attachment #2)

Recommendation: *It is recommended that the Board Approves the Enterprise 2023-2024 Budget as presented.*

7. Review and Recommendation to CCCD for Modifications to Professional Expert Salary Schedules.

Recommendation: *It is recommended that the Board propose modifications to the Professional Expert Salary Schedules for fiscal year 2024-2025.*

8. Future Agenda Items

- a.
- b.

9. Future Meeting Date

10. 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 jclevenger@cccd.edu to the meeting to facilitate the distribution of these documents.



Coast Community College District Enterprise, Inc.

BOARD OF DIRECTORS REGULAR MEETING

April 27, 2023 (Zoom)

MINUTES

1. Call to Order and Roll Call

The meeting was called to order at 12:00 p.m.

Present:

Richard Armendariz, Regina Blankenhorn, Lorena Ortega, David Cline, Chancellor Yamamura was in attendance until 12:23 p.m.

Absent: Student Trustee John Bruning

In Attendance:

Janet Houlihan, Dr. Rich Pagel, Julie Clevenger, Rachel Snell, Paul Wisner, Maira De La Torre, Rachel Kubik, Dr. Jack Lipton, Meridith Randall

2. Opportunity for Public Comment

There were no requests to address the Enterprise Board.

3. Approval of Minutes from Regular Meeting of February 16, 2023

On a motion by Mr. Cline, seconded by Mr. Armendariz, the Board of Directors voted to approve the minutes from the February 16, 2023 Board of Directors Meeting, amended to include Dr. Jack Lipton in attendance.

Motion passed unanimously with the following vote:

Ayes: Mr. Armendariz, Ms. Blankenhorn, Ms. Ortega, Mr. Cline, and Chancellor Yamamura

Nos: None

Abstain: None

Absent: Student Trustee John Bruning

4. Swap Meet Operational Update

a) Golden West College

Janet Houlihan provided the update for Golden West College and welcomed the new Interim President for GWC to the meeting, Meridith Randall.

Operationally, the GWC swap meet was doing very well and had increased the rates in March 2023 with no complaints. The swap meet had continued to sell out.

- An extra gate and other operational improvements were made for the swap meet.
- The number of public safety officers available for the weekends was improving.
- Patrol vehicles would soon have iPads integrated into the vehicles.
- Wi-Fi would be available for the swap meet by the end of the current fiscal year.
- Contracts were in review to determine if additional fees/penalties should be added for payment by the vendors that did not pick up their trash.
- The swap meet operations department would continue to monitor the parking lot and sweeping company.

Rachel Snell, Director Internal Audit Services, continued the conversation with questions about the sweeping company vendor. Janet Houlihan explained the sweeping company was recently replaced and the new vendor contract term was shorter than the previous contract term. Immediate improvements by the new vendor were anticipated, with the understanding that if improvements were not seen, a replacement vendor would be required.

b) Orange Coast College

Rich Pagel provided an update for the OCC swap meet. The swap meet was running well and was sold out just about every Sunday.

- Construction on the OCC campus chemistry building had not affected the swap meet.
- Parking and the Harbor residence area had provided some challenges for the swap meet. Public Safety and security were increased to handle traffic control.
- Fees were increased November 1, 2022. Parking tickets would be implemented and enforced beginning June 1, 2023.
- The annual vendor meeting would be held in May-June 2023.
- Wi-Fi access would be improved in the near future. Guest Wi-Fi was already available.
- Car thefts were a problem in the past, however after working with the Costa Mesa Police Department the incidents had subsided and possibly stopped.
- OCC continued to have a great working relationship with both the Huntington Beach Police Department and the Costa Mesa Police Department.

Mr. Cline congratulated Dr. Rich Pagel and Janet Houlihan for doing such a fine job keeping things together during the pandemic and swap meet closures. The swap meets emerged from the closures in very fine form with glowing reports. The financials reflected the success. Commendations and congratulations were offered to both Rich and Janet.

Mr. Cline went on to explain to the new members of the Board that the focus on increasing fees was due to The Enterprise Corporation being a “for-profit” California Corporation. The extra duty put on Dr. Rich Pagel and Janet Houlihan was a tremendous burden which was ongoing every weekend with much complexity involved. The Enterprise Corporation profits were used in part to bring in Measure M and Measure C funds for the colleges

which was a billion dollars, realized in the construction projects completed on the college campuses.

Each swap meet opened about 50 years ago, prior to the formation of the Enterprise Corporation. Both swap meets had become cultural centers in their communities and at the colleges. Preservation of the swap meets would be an important aspect for the quality and respect of the institution.

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

Director Blankenhorn commented on the success of the swap meets and that the revenues were above projections.

Rachel Kubik provided the financial update for the Board of Directors for the Quarter ending March 31, 2023.

• Financials, Quarterly Reports, and Deliverables per Master Agreement

All documents were reviewed, discussion items included:

Statement of Net Assets:

Total Cash in Bank: \$1,309,204

Total Assets: \$1,514,286

Total Liabilities: \$1,022,976

Net Profit: \$382,016

Total Liabilities and Equity: \$1,514,286

Statement of Revenue and Expenses:

Total Revenue Actuals Total: \$4,530,296

Total Expenses Actuals Total: \$4,148,280

Net Revenue (LOSS) Actuals Total: \$382,016

On a motion by Mr. Cline, seconded by Mr. Armendariz, the Board of Directors voted to approve the Financials, Quarterly Reports and Deliverables and Ratify the Purchase Orders and Checks for Quarter Ending March 31, 2023.

Motion passed unanimously with the following vote:

Ayes: Mr. Armendariz, Ms. Blankenhorn, Ms. Ortega, Mr. Cline

Nos: None

Abstain: None

Absent: Student Trustee John Bruning, Chancellor Yamamura

6. Update on Participation in the July 4th Huntington Beach Parade

Rich Pagel provided the update regarding participation in the July 4th Huntington Beach Parade. Due to limited resources, there would not be participation this year, however, consideration for participation in 2024 would be discussed next year.

7. Future Agenda Items

- a. 2023-2024 Insurance Review
- b. Discussions to determine tax strategies for 2022-2023 & 2023-2024
- c. Increase to campus assessments - Parking
- d. Review and recommendation to CCCD for modifications to Professional Expert salary schedules.

8. Future Meeting Date

The next Enterprise Board of Directors meeting was scheduled for Thursday, July 13, 2023 at 12:00 pm (noon) in person.

9. Adjournment

The meeting was adjourned at 12:49 p.m.

Julie Clevenger, Secretary of the Enterprise

CCCD ENTERPRISE, Inc.
Proposed Budget
2023-2024

	OCC	GWC	TOTAL
REVENUE			
Sales - Tickets/Spaces	\$ 3,231,029	\$ 3,360,000	\$ 6,591,029
Interest, Late & Other Vendor Fees	\$ 33,800	\$ 14,000	\$ 47,800
Total Other Income	\$ 33,800	\$ 14,000	\$ 47,800
TOTAL REVENUE	\$ 3,264,829	\$ 3,374,000	\$ 6,638,829
 MASTER AGREEMENT EXPENSES (#13) (Master Agreement items 8, 10, 11, 22, and 28)			
Management Oversight Fees (#8)	\$ 48,800	\$ 54,000	\$ 102,800
Rent - Parking Spaces (#10)	882,504	908,460	1,790,964
Trademark License (#11)	35,000	40,000	75,000
Salaries, Benefits & Assessments (#22)	989,952	1,049,192	2,039,144
Rent - Facility (#28)	120,000	227,800	347,800
Campus Assessments (#13 & #21)	601,680	664,181	1,265,861
Master Agreement Expenses (#13)	\$ 2,677,936	\$ 2,943,633	\$ 5,621,569
 Other Direct Expenses			
Bank Charges			
Bad Debt	-	600	600
Cash Over/Short	-	200	200
Banking Merchant Fees	18,000	18,700	36,700
Conferences, Meetings, & Mileage	2,500	1,000	3,500
Custodial Supplies	9,600	-	9,600
Dues/Memberships	1,000	1,000	2,000
Equipment - Purchase	24,000	10,000	34,000
Lease	12,000	-	12,000
Depreciation	5,915	14,000	19,915
Food & Beverage	3,000	-	3,000
Franchise Fees	400	400	800
Insurance - Prop/Liab	42,000	42,000	84,000
Directors/Officers	12,000	12,000	24,000
Legal Fees	5,000	-	5,000
OCC Campus Parking	212,925	-	212,925
Postage & Printing	2,200	2,500	4,700
Permits/Licenses	3,500	2,500	6,000
Public Relations	15,000	-	15,000
Repair & Maintenance	26,400	17,050	43,450
Service Maintenance Agreements	-	2,800	2,800
Office Supplies	1,500	11,350	12,850
Technology Software Support	-	5,720	5,720
Other Services	7,500	2,000	9,500
Waste Disposal	180,000	140,000	320,000
Subtotal Other Direct Expenses	\$ 584,440	\$ 283,820	\$ 868,260
TOTAL EXPENSES (#20)	\$ 3,262,376	\$ 3,227,453	\$ 6,489,829
Taxes	-	-	-
NET REVENUE/(LOSS)	\$ 2,453	\$ 146,547	\$ 149,000