



Coast Community College District Enterprise, Inc.

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## **AGENDA**

### **Regular Meeting of the Board of Directors**

**Thursday, August 1, 2024 at 12:00 noon**

**1370 Adams Ave., Costa Mesa, Ca. 92626, Board Conference Room**

#### **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](mailto: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 25, 2024 (attachment #1)**

*Recommendation:* *It is recommended that the Board approves the minutes of April 25, 2024.*

#### **4. Swap Meet Operational Update**

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

#### **5. Financial Reports, and Report and Ratification of Staff Board Deliverables per Master Agreement Requirements, Sections 8, 10, 11, 13, 20 and 28 (Rachel Kubik)**

- **Financials Quarterly Reports**
- **Deliverables per Master Agreement**

*Recommendation:* *It is recommended that the Board approves the Deliverables as presented and ratifies the purchase orders and checks.*

#### **6. New External Auditor Introduction, Alicia Herrera, CPA, Partner, Eide Bailly LLP**

- 7. Annual Insurance Policies Review to Include Premium, Funding Sources and Clarification of D&O Coverage, Craig Morris, Senior Vice President, Marsh & Associates**
- 8. The Enterprise Budget 2024-2025 Budget Review and Approval**
- 9. Future Agenda Items**
  - a. 2024 Shareholder's Meeting
  - b.
  - c.
- 10. Future Meeting Date**
- 11. Closed Session – No Closed Session Discussion Needed**
- 12. 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 [jcleveneger@cccd.edu](mailto:jcleveneger@cccd.edu) to the meeting to facilitate the distribution of these documents.*



Coast Community College District Enterprise, Inc.

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## **BOARD OF DIRECTORS REGULAR MEETING**

**April 25, 2024 at noon**

**Board Office Conference Room, Coast Colleges District Office**

**1370 Adams Ave., Costa Mesa, CA 92626**

### **MINUTES**

#### **1. Call to Order and Roll Call**

The meeting was called to order at 12:04 p.m.

**Present:**

Regina Blankenhorn, Richard Armendariz, David Cline, Mike Carey, Lorena Ortega, Chancellor Yamamura

**Absent:** Student Trustee John Bruning

**In Attendance:**

Julie Clevenger, Rich Pagel, Rachel Snell, Paul Wisner, Dr. Jack Lipton, Rick Hicks, Trustee Parker, Rachel Kubik, Ruben Barriga, Rachel Kubik, Crystal Crane, Brandi Williams, Paul Wisner, Maira De La Torre, 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 15, 2024**

On a motion by Mr. Armendarez, seconded by Mr. Cline, the minutes from February 15, 2024 were approved.

Motion passed unanimously with the following vote:

<b>Ayes:</b>	Ms. Blankenhorn, Mr. Armendariz, Mr. Cline, Mr. Carey, Ms. Ortega and Chancellor Yamamura
<b>Nos:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	Student Trustee John Bruning

#### **4. Swap Meet Operational Update**

- a. Golden West College – Rick Hicks  
The GWC swap meet was continuing strong and was already sold out for May.
- b. Orange Coast College – Rich Pagel
  - \* OCC was doing very well and was selling out spaces at 100%.
  - \* The City of Costa Mesa would begin intersection road improvements to be completed by November 2024.
  - \* A new street sweeper for the swap meet areas was on site to control construction nails.
  - \* Dr. Pagel recognized Ruben Barriga and his efforts working toward implementing a proposed fee increase for the swap meets.

#### **5. Financial Reports, and Report and Ratification of Staff Board Deliverables per Master Agreement Requirements, Sections 8, 10, 11, 13, 20 and 28 (Rachel Kubik)**

Rachel Kubik provided the financial update.

Total Assets: \$1,872,170  
Total Liabilities: \$1,190,323  
Total Equity: \$676,848  
Total Liabilities & Equity: \$1,872,170  
Total Revenue Actuals: \$5391,342  
Total Master Agreement Expenses Actual: \$4,382,013  
Total Expenses Actual: \$5,003,487  
Total Net Revenue Actual \$387,205

Trademark fees for the colleges was discussed.

On a motion by Mr. Armendariz, seconded by Chancellor Yamamura, 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, 2024.

Motion passed unanimously with the following votes:

Ayes:	Ms. Blankenhorn, Mr. Armendariz, Mr. Cline, Mr. Carey, Ms. Ortega and Chancellor Yamamura
Nos:	None
Abstain:	None
Absent:	Student Trustee John Bruning

#### **6. Discuss Revenue Trends and Expenses Based on Inflation**

Rachel Kubick provided detailed information for the Board to review the revenue trends and expenses based on inflation.

The Statement of Revenue and Expenses ECPI Index percentages were discussed, and it was noted the numbers were compounding year over year. Increases in revenue

were not keeping up with increased costs. The ECPI Index calculations justified planning for future increases in fees at the swap meets and would prove the increases were needed to keep up with expenses. This information would be important for the vendors to understand.

The information was received and filed.

## **7. Discuss Trends – Compensation for Lead Employees and Other Professionals**

Dr. Rich Pagel thanked Crystal Crane from Coast District HR for providing a professional experts compensation trends report for the Board. The proposed new rates and salary schedules were reviewed and discussed. This item was received and filed.

## **8. Discuss Fee Increases at the Swap Meets**

Dr. Rich Pagel discussed swap meet competitors and their fees charged compared to the Enterprise swap meet fees charged. Fee structures were taken into consideration comparing space sizes, entrance fees, parking, monthly advances, cleaning fees and rising costs.

A fee increase was planned for June or July of 2024 for both OCC and GWC swap meets.

The proposed fee increase for each space for the vendors would rise per day from \$50 to \$55 and then \$60 in July of 2025 for 2025-2026. At the door last minute spaces would be \$60 in 2024-25 and then move up to \$65 and \$70 per day. Corner spaces would be a higher rate.

Previous rate increases were:  
OCC November 2022  
GWC March 2023

The information was received and filed.

## **9. Future Agenda Items**

- a. New External Auditor Introduction
- b. Insurance – Marsh & Associates
- c. The Enterprise Budget

## **10. Future Meeting Date**

The next Enterprise meeting will be held August 1, 2024 at noon.

## **11. Recess to Closed Session**

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

**Conference with Legal Counsel: Anticipated Litigation**

Significant exposure to litigation pursuant to sub-sections “d-2” and “e-2” of Government Code Section 54956.9.

Three cases:

Lawsuit by Crispina Barrita against the District

Claim by Berta Gonzalez against the District

Claim by Iris Gonzalez against the District

**12.Reconvene to Open Session**

**13.Report of Acton in Closed Session (if any)**

There was no report of action from closed session.

**14.Adjournment**

The meeting was adjourned at 12:59 p.m.

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Julie Clevenger, Secretary of the Enterprise