



Coast Community College District Enterprise, Inc.

BOARD OF DIRECTORS MEETING

December 4, 2012

BOARD OFFICE CONFERENCE ROOM

1370 Adams Avenue, Costa Mesa, CA 92626

MINUTES

I. Call to Order

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

II. Roll Call

Mr. Cline - Present
Ms. Hilgendorf - Present
Mr. Yokoyama - Present
Mr. Nguyen - Present
Mr. Roberts - Present
Dr. Jones - Present
Mr. Torre - Absent

In Attendance

Dr. Jack P. Lipton, Dr. Richard Pagel, Ms. Janet Houlihan, Ms. Daniela Thompson, Mr. W. Andrew Dunn, Ms. Julie Frazier-Mathews, Ms. Elizabeth Parker, Mr. Doug Bennett, and Trustee Jerry Patterson.

III. Opportunity for Public Comment

None.

IV. Approval of Minutes from Meeting of September 11, 2012

On a motion by Ms. Hilgendorf and seconded by Mr. Yokoyama, the Board of Directors voted 6-0 to approve the Minutes of September 11, 2012.

Members Voting Yes:	Ms. Hilgendorf, Mr. Cline, Mr. Yokoyama, Mr. Nguyen, Mr. Roberts, and Dr. Jones
Members Voting No:	None
Members Absent:	Mr. Torre

V. Report of Staff Board Deliverables and Ratification of Contracts from Finance Sub-Committee

Dr. Pagel reported on the work of the Enterprise Finance Sub-Committee. He shared that it was the intent of the Sub-Committee that the financial statements be presented such that they satisfy the requirements outlined in the Staff Board Deliverables/Master Agreement.

Dr. Jones confirmed that the current method of communication was satisfactory for the Chancellor's Office.

Dr. Lipton advised that the Board of Directors needed to take action to ratify the expenditures either at the current meeting or in the future. Mr. Dunn clarified that the concern by Dr. Lipton was that the Agenda item was written as an information item, but needed to be written as an action item.

Trustee Patterson advised that the Board of Directors ratify all the action taken during the course of the quarter/fiscal year. He also clarified that the approval required a clear delineation of the items contained within the document.

Mr. Cline clarified that this Agenda item would be addressed as a report and not as an action item.

Ms. Houlihan suggested that the Agenda item could read *Ratification of Expenditures, Quarterly Expenditures* with the subheading *Statement of Net Assets Statement*. Mr. Cline agreed, and commented that an expansion of Agenda items should also be done for contracts.

Dr. Lipton advised that when the item comes back for ratification that the reports provide additional information to clarify the use of funds.

Mr. Nguyen requested that a column with a description of the purpose of the payment be added to the report.

Mr. Cline summarized that there would be no action taken on the item at that time, however the item would come back in March with the modifications suggested, for approval.

VI. Financial Report

Ms. Thompson provided a report on the Enterprise Corporation financial statements to the Enterprise Board of Directors. She shared that the same reports were brought forth, from the last meeting with modifications as developed by the Sub-Committee. Ms. Thompson informed the Board of Directors that the Enterprise Corporation would receive a tax refund in the estimated amount of \$180,000.

VII. Ratification of Job Descriptions

- a. President**
- b. Vice President**
- c. Chief Financial Officer**

d. Secretary

The positions listed above were brought to the Enterprise Corporation for first review and would be brought back to the Board of Directors for ratification at the March meeting.

Dr. Pagel confirmed that the changes would be brought forth in redline revision so that the Enterprise Board of Directors could clearly see the changes. It was agreed that requests for modifications of these documents would go to Dr. Pagel and Ms. Frazier-Mathews.

Mr. Cline noted that the revised description of the Secretary position required that all notes be destroyed after the approval of the Minutes.

Mr. Cline recommended a table of contents to help restructure the current Enterprise binders. Dr. Pagel confirmed that the new binders would be available at the March meeting.

Report on Planning Session to Grow Market Share and Revenue of Swap Meet

a. Farmer's Market

b. Preferred Parking for Customers

c. Other Opportunities

Dr. Pagel provided a report on a planning session to grow market share and revenue of swap meet to the Enterprise Board of Directors. He shared that Ms. Parker would be conducting an analysis of the potential for a farmer's market, preferred parking for customers, and other opportunities, and provide the Corporation with recommendations in March. Dr. Pagel shared that there would be brainstorming session in January, reports in February, and a final report in March. He shared that the Enterprise Corporation should prioritize a May deadline for the recommendation on the Farmer's Market. Dr. Pagel shared that under the Brown Act, the Brainstorming meetings would have to be treated as Study Sessions with Agenda items being limited to Brainstorming topics. He also agreed to share the reports with the Board of Directors via email.

Mr. Cline directed the President to explore this avenue of growing market share for the farmer's market, preferred parking for customers, and other operations.

VIII. Update on Swap Meet Operations

Dr. Pagel provided an update on Swap Meet Operations at Orange Coast College.

Ms. Houlihan provided an update on Swap Meet Operations at Golden West College.

IX. Ratification of Resolution to Set Meeting Dates through the end of Fiscal Year 12-13

On a motion by Mr. Nguyen and seconded by Mr. Yokoyama, the Board of Directors voted 6-0 to ratify Resolution 12-1 Adopting the Board of Directors Meeting Schedule for Fiscal Year 2012-2013.

Members Voting Yes:	Ms. Hilgendorf, Mr. Cline, Mr. Yokoyama, Mr. Nguyen, Mr. Roberts, and Dr. Jones
Members Voting No:	None
Members Absent:	Mr. Torre

Ms. Frazier Mathews provided a copy of the Sturgis Rules of Order to the Enterprise Board of Directors and Officers.

X. Adjourn

There being no further business to discuss, it was moved by Mr. Yokoyama and seconded by Ms. Hilgendorf to adjourn the meeting at 1:13 p.m.

Members Voting Yes:	Ms. Hilgendorf, Mr. Cline, Mr. Yokoyama, Mr. Nguyen, Dr. Jones, and Mr. Roberts
Members Voting No:	None
Members Absent:	Mr. Torre

Secretary of the Enterprise