



Coast Community College District Enterprise, Inc.

BOARD OF DIRECTORS SPECIAL MEETING

June 11, 2013

BOARD OFFICE CONFERENCE ROOM

1370 Adams Avenue, Costa Mesa, CA 92626

REVISED MINUTES

I. Call to Order

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

II. Roll Call

Present

Mr. David Cline, Ms. Jane Hilgendorf, Mr. Susumu Yokoyama, Mr. Bao Nguyen, Dr. Andrew Jones, and Mr. Ray Roberts.

Absent

None.

In Attendance

Dr. Jack P. Lipton, Dr. Richard Pagel, Ms. Janet Houlihan, Ms. Daniela Thompson, Ms. Julie Frazier-Mathews, Ms. Liz Parker, Mr. Andy Dunn, Ms. Geri Wile, Ms. Colleen Rymas, Mr. Tanner Kelly, and Mr. Jim Moreno.

III. Opportunity for Public Comment

None.

IV. Approval of Minutes from Meeting of March 26, 2013

On a motion by Ms. Hilgendorf and seconded by Mr. Yokoyama, the Board of Directors voted 6-0 to approve the Minutes of March 26, 2013.

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

V. Update on Swap Meet Operations

a) Orange Coast College

Dr. Pagel provided an update on swap meet operations at Orange Coast College. He further provided a status report on student housing and the restroom project.

b) Golden West College

Ms. Houlihan provided an update on swap meet operations at Golden West College. As part of the update, she informed the Board of Directors that Golden West College had met with the City of Huntington Beach Health Department Inspector and that the outcome of their meeting was very favorable.

VI. Update FY 2012-2013 Insurance and Authorization to Enter into Agreements with Board of Director Ratification at the September 10, 2013 Meeting (CCCD Risk Services)

Ms. Rymas provided an update on FY 2012-2013 Insurance. As part of her update, Ms. Rymas highlighted the coverage for the Directors and Officers of the Corporation, including the limit of liability (\$1,000,000), deductible (\$2,500), and premium (\$34,072).

On a motion by Mr. Yokoyama and seconded by Ms. Hilgendorf the Board of Directors voted 6-0 to enter into an agreement with Burlington and for the Board of Directors to ratify this agreement at the September 10, 2013 Meeting of the Enterprise Board of Directors.

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

VII. Report on the Affordable Health Care Act of 2010 and Impact to the Coast Community College District and CCCD Enterprise, Inc. (CCCD Human Resources)

Ms. Wile provided a report on the Affordable Health Care Act of 2010 and its impact to the Coast Community College District and CCCD Enterprise, Inc.

On a motion by Mr. Yokoyama and seconded by Ms. Hilgendorf the Board of Directors voted 6-0 to approve the contracting of Axis with a \$10,000 deductible and a premium of \$7,161 and for the Board of Directors to ratify this at the September 10, 2013 Meeting of the Enterprise Board of Directors.

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

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

On a motion by Mr. Yokoyama and second by Mr. Nguyen, the Board of Directors voted 6-0 to accept the report as provided, with provisions at future meetings.

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

IX. Review of the April 30, 2013 Financial Statements

Ms. Thompson provided an overview of the April 30, 2013 financial statements, including a statement of net assets and statement of revenue and expense.

X. Review and Adoption of 2013-2014 CCCD Enterprise Inc. Budget

On a motion by Mr. Yokoyama and seconded by Mr. Roberts, the Board of Directors voted 6-0 to adopt the 2013-2014 CCCD, Enterprise, Inc. Budget.

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

XI. Reports

a) Timeline and Process for 2013/2014 Corporate Officer Goal Setting and Evaluations

Dr. Pagel presented a timeline and process for 2013/2014 Corporate Officer Goal Setting and Evaluations. Items discussed included the following: officers' evaluation list, forms, checks, evaluation, and self review by Enterprise Chair.

b) Ethics and Operating Values – 2nd Review

On a motion by Ms. Hilgendorf and seconded by Dr. Jones, the Board of Directors voted 6-0 to accept the Ethics and Operating Values as corrected.

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

c) Market Study for Revenue Enhancement Strategies (Liz Parker)

Ms. Parker provided a summary of the market study results for revenue enhancement strategies. Ms. Parker was to provide the Mission Statement to all Directors and Officers of the Enterprise Corporation.

XII. Appointment of Corporate Officers 2013-2014

- a) Ms. Janet Houlihan as President
- b) Dr. Rich Pagel as Vice President

On a motion by Ms. Hilgendorf and seconded by Mr. Yokoyama, the Board of Directors voted 6-0 to appoint Ms. Houlihan as President and Dr. Pagel as Vice President of the Enterprise Corporation.

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

XIII. Recess to Closed Session

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

The Board recessed to Closed Session at 1:25 p.m. to discuss the following:

Conference with Labor Negotiation:
Name of Corporation's Negotiator: David Cline
Employee Group: Unrepresented Corporate Officers

XIV. Reconvene Regular Meeting

Mr. Cline reconvened the meeting at 2:06 p.m.

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

There were no reportable actions.

XVI. Future Meeting Dates

a) Resolution 13-1 Adopting the Board of Directors' Meeting Schedule for Fiscal Year 2013-2014

On a motion by Ms. Hilgendorf and seconded by Mr. Yokoyama, the Board of Directors voted 6-0 to approve Resolution 13-1 Adopting the Board of Directors Meeting Schedule for Fiscal Year 2013-2014 with the following dates taking place at 12:00 p.m.:

September 10, 2013	Regular Meeting
December 10, 2013	Regular Meeting
March 11, 2014	Regular Meeting
June 10, 2014	Regular Meeting

Members Voting Yes:	Ms. Hilgendorf, Mr. Cline, Mr. Yokoyama, Mr. Nguyen, Dr. Jones, and Mr. Roberts
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Members Voting No:	None
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Members Absent:	None
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b) Annual Shareholders Meeting

On a motion by Mr. Roberts and seconded by Mr. Yokoyama, the Board of Directors voted 6-0 to set September 10, 2013 at 10:00 a.m. as the Annual Meeting date of the Shareholders.

Members Voting Yes:	Ms. Hilgendorf, Mr. Cline, Mr. Yokoyama, Mr. Nguyen, Dr. Jones, and Mr. Roberts
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Members Voting No:	None
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Members Absent:	None
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XVII. Future Agenda Items

On a motion by Ms. Hilgendorf and seconded by Mr. Yokoyama, the Board of Directors voted 6-0 to request that the following Agenda Items be featured on the September 10, 2013 Enterprise Board of Directors Meeting Agenda:

a) Ratification of FY 2012-2013 Insurance Agreements

b) Ratification of Staff Board Deliverables Per Master Agreement Requirements Sections 8, 10, 11, 13, 22, and 28

c) Reports: Mission Statement

d) Closed Session: Conference with Labor Negotiator

e) Review of the April 30, 2013 Financial Statements (Review PO)

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

There being no further business to discuss, it was moved by Mr. Yokoyama and seconded by Dr. Jones to adjourn the meeting at 2:15 p.m.

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

Secretary of the Enterprise Corporation