



Coast Community College District Enterprise, Inc.

BOARD OF DIRECTORS REGULAR MEETING

July 21, 2016 at 12 noon

BOARD OFFICE CONFERENCE ROOM

1370 Adams Ave., Costa Mesa, CA 92626

MINUTES

I. Call to Order

The meeting was called to order at 12:10 p.m.

II. Roll Call and Introductions

Present:

Mr. David Cline, Ms. Sharon Donoff, Mr. Jim McIlwain, Mr. Raymond Roberts (joined at 12:16 p.m., Dr. John Weispfenning, and Student Trustee Stephanie Eichman.

Absent:

Mr. Richard Kapko and Trustee Mary Hornbuckle

In Attendance:

Mr. Joe Buchman, Dr. Andy Dunn, Ms. Julie Clevenger, Ms. Rachel Kubik, Ms. Christine De Nicola, Ms. Daniela Thompson, Dr. Rich Pagel, Ms. Janet Houlihan, and Ms. Julie Frazier-Mathews.

III. Opportunity for Public Comment

There were no requests to address the Enterprise Board.

IV. Approval of Minutes from Meeting of April 19, 2016

On a motion by Mr. McIlwain, seconded by Mr. Cline, the Board of Directors voted 5-0-2 to approve the minutes of the April 19, 2016 Meeting.

Members Voting Yes: Mr. Cline, Ms. Donoff, Mr. McIlwain, Dr. Weispfenning, and Ms. Eichman

Members Voting No: None

Members Absent: Mr. Kapko and Mr. Roberts

V. Appointment of Officers of Enterprise for July 2016 – June 2018

Mr. Cline called for the appointment of Officers of the Coast Community College District Enterprise, Inc. The following persons were appointed to the office preceding their name:

Office	Name
President	Janet Houlihan
Vice President	Rich Pagel
Secretary	Julie Frazier-Mathews
Chief Financial Office	Daniela Thompson

On a motion by Dr. Weispfenning, seconded by Mr. McIlwain, the Board of Directors voted 5-0-2 for the appointment of Officers for the term July 2016 through June 2018.

Members Voting Yes: Mr. Cline, Ms. Donoff, Mr. McIlwain, Dr. Weispfenning, and Ms. Eichman
Members Voting No: None
Members Absent: Mr. Kapko and Mr. Roberts

VI. Report from Shareholders Meeting

a. Board Member Selection

Dr. Pagel reported that a Shareholders Meeting had been held on June 16, 2016 with the Shareholders of the Enterprise.

- The Board of Directors appointed Ms. Sharon Donoff to serve as Director to the Enterprise Corporation until November 12, 2016, filling the vacancy caused by the passing of Ms. Hilgendorf, and to continue for the term November 12, 2016 through November 12, 2018.
- The Board of Directors appointed Mr. Richard Armendariz to serve as Director to the Enterprise Corporation for the term November 12, 2016 through November 12, 2018, filling the vacancy caused by the resignation of Mr. Raymond Roberts, effective November 12, 2016.
- The Board of Directors re-appointed Mr. David Cline to serve as Director to the Enterprise Corporation through November 12, 2018.
- The Board of Directors recognized Ms. Stephanie Eichman as Student Trustee to the Enterprise Corporation for the term June 1, 2016 through May 31, 2017.

VII. Swap Meet Operations/Construction Update

a. Orange Coast College

Ms. Clevenger reported general attendance was approximately 8,000 shoppers on Saturdays and 4,500 shoppers on Sundays. Monthly vendors were down due to construction and management changes. Marketing efforts included radio ads with Univision and a possible partnership with OC Weekly to bring in more shoppers and vendors. Ms. Clevenger indicated that a trial Black Friday may be introduced this year.

b. Golden West College

Ms. Houlihan reported that construction continued to impact revenue, however, marketing measures were being taken to increase full time vendors. Ms. Houlihan also reported that she was working with District IT to expand the wireless components into the parking lots. This wireless program would allow vendors to accept credit card transactions with their phones. Vendor outreach programs would be implemented through a partnership with CIELO and Community Education. Due to the 50th Celebration and expectant attendance of more than 1,000 people, the Swap Meet would be closed for one day in October and early communication would be made to the vendors.

VIII. Report and Ratification of Staff Board Deliverables per Master Agreement Requirements Sections 8, 10, 11, 13, 20, 22 and 28

Dr. Dunn indicated that routine reports had been sent to the Board of Trustees. Ms. Thompson provided a brief overview of the deliverables per the Master Agreement requirements. On a motion by Mr. McIlwain, seconded by Mr. Roberts, the Board of Directors voted 6-0-1 to ratify statements and forward a summary report to the Coast Community College Board of Trustees.

Members Voting Yes:	Mr. Cline, Ms. Donoff, Mr. McIlwain, Mr. Roberts, Dr. Weispfenning, and Ms. Eichman
Members Voting No:	None
Members Absent:	Mr. Kapko

IX. Reports

a. Financial Report

Ms. Thompson gave a brief overview of the 3rd Quarter Financial Statements, reporting that current year income through March 31, 2016 was 0.67% higher than current budget income. Expenses were 3.33% lower than the current budget. The net profit as of March 31, 2016 was \$191,866, with a cash balance of \$1,698,449.

b. Insurance Renewal Update for the 2016-2017 Policies (Risk Services)

The Board reviewed Insurance Binders from IFG Companies, Marsh, and Rockhill. Insurance policies were bound on July 1, 2016. Due to Mr. Bill Kerwin's absence, this update was added to the October 2016 Agenda for ratification.

X. Report and Adoption of 2016-2017 Budget

Ms. Thompson presented the Enterprise Inc. Tentative Budget for Fiscal Year 2016-2017. On a motion by Mr. Roberts, seconded by Mr. McIlwain, the Board of Directors voted 6-0-1 to add rate increases and timeline to the October 2016 Agenda.

Members Voting Yes:	Mr. Cline, Ms. Donoff, Mr. McIlwain, Mr. Roberts, Dr. Weispfenning, and Ms. Eichman
Members Voting No:	None
Members Absent:	Mr. Kapko

XI. Statewide Facilities Education Bond Update

Dr. Dunn gave a brief status update on the Statewide Facilities Education Bond. This Bond was assigned Proposition 51 and would be on the November 8, 2016 Ballot. Proposition 51 would authorize issuance and sale of \$9 billion in bonds for education and schools.

XII. CCCD Enterprise, Inc. Successor Master Agreement with Coast Community College District and Coast Community College District Foundation, Reviewed and Approved by Enterprise Shareholders for the period July 1, 2016 – June 30, 2021

Dr. Pagel presented the Enterprise Master Agreement among Coast Community College District, Coast Community College District Foundation, and Coast Community College District Enterprise, Inc. He indicated that no changes had been made and the renewal of Agreement would stay the same at 5 years term. The Agreement was presented to District, Foundation and Enterprise for approval and signature, and brought to the Board of Trustees on June 15, 2016.

XIII. Future Agenda Items

- a. Insurance Renewal for the 2016-2017 Policies – Ratification
- b. Report and Adoption of 2016-2017 Budget – Rate Increases and Timeline

XIV. Future Meeting Dates

- a. October 13, 2016
- b. January 12, 2017
- c. April 13, 2017

XV. Adjourn

On a motion by Ms. Donoff, seconded by Mr. Roberts, the Board of Directors voted 6-0-1 to adjourn the meeting at 1:20 p.m.

Members Voting Yes:	Mr. Cline, Ms. Donoff, Mr. McIlwain, Mr. Roberts, Dr. Weispfenning, and Ms. Eichman
Members Voting No:	None
Members Absent:	Mr. Kapko



Secretary of the Enterprise