



Coast Community College District Enterprise, Inc.

BOARD OF DIRECTORS REGULAR MEETING

October 22, 2020 (Zoom Meeting)

MINUTES

1. Call to Order and Roll Call

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

Present:

Richard Armendariz, Regina Blankenhorn, David Cline, Richard Kapko and Dr. John Weispfenning

Absent:

Laura Reichelt, Student Trustee Angela Finkley

In Attendance:

Trustee Lorraine Prinsky, Dr. Rich Pagel, Janet Houlihan, Jane Burton, Julia Clevenger, Dr. Jack Lipton, Ruben Barriga, Rachel Snell, Rachel Kubik, Paul Wisner

2. Opportunity for Public Comment

There were no requests to address the Enterprise Board.

3. Approval of Minutes from Regular Meeting of July 23, 2020

On a motion by Ms. Blankenhorn, seconded by Mr. Cline, the Board of Directors voted to approve the minutes of the Regular Meeting of July 23, 2020.

Motion carried with the following vote:

Ayes: Mr. Armendariz, Ms. Blankenhorn, Mr. Cline and Dr. Weispfenning

Nos: None

Abstain: Mr. Kapko

Absent: Ms. Reichelt and Ms. Finkley

4. Report on Annual Shareholder's Meeting October 12, 2020

Ms. Janet Houlihan provided a brief report from the October 12, 2020 Shareholder's meeting and updates regarding the three Board members whose terms would expire in November 2020. She reported that the Shareholders had reappointed Mr. Cline and

Mr. Armendariz to two year terms, and Ms. Arlis Reynolds had been appointed to take the place of Ms. Laura Reichelt who had chosen not to serve a second term.

On a motion by Mr. Kapko, seconded by Ms. Blankenhorn, the Board of Directors voted to elect Ms. Arlis Reynolds to serve on the Enterprise Board of Directors and re-elect Mr. David Cline and Mr. Richard Armendariz to serve two more years on the Enterprise Board of Directors for the November 2020 to November 2022 term.

Motion carried with the following vote:

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| Ayes: | Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, Mr. Kapko and Dr. Weispfenning |
| Nos: | None |
| Abstain: | None |
| Absent: | Laura Reichelt, Student Trustee Angela Finkley |

A change motion was made by Mr. Cline and seconded by Ms. Blankenhorn to amend the previous motion to read as follows: The Board of Directors voted to acknowledge the Enterprise Shareholder's election of Ms. Arlis Reynolds to serve on the Enterprise Board of Directors and re-election of Mr. David Cline and Mr. Richard Armendariz to serve two more years on the Enterprise Board of Directors for the November 2020 to November 2022 term.

Motion carried with the following vote:

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| Ayes: | Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, Mr. Kapko and Dr. Weispfenning |
| Nos: | None |
| Abstain: | None |
| Absent: | Laura Reichelt, Student Trustee Angela Finkley |

The Board would welcome new Board member Arlis Reynolds at the next meeting.

5. Swap Meet Operations Report and COVID-19 Update

a. Swap meet closure March 14, 2020

Ms. Houlihan continued the discussions with an update for the swap meet operations. There were no operations as of this meeting date, although behind the scenes meetings continued.

- I. Current Orange County Health Mandates/Recommendations – Tier levels were discussed for reopening.
- II. Continuing Communications with Vendors/Community – Communications with vendors and the community were ongoing.
- III. Updates on Vendor Refund, Credits and other COVID-19 Assistance – Refunds and credits were issued previously. Some vendors chose to leave a credit on the books. The vendors were anxious to re-open.

b. Reopening Efforts – A financial analysis was in process including public safety and custodial considerations. Training efforts were planned for COVID-19 protocol. Reopening was not expected before December 2020.

c. Construction Update

- The Housing project had 300 residents living on site.
- The Literature and Language project was under construction with an expected completion date for Spring 2021.
- The pool kinesiology project was completed.
- The solar panels and battery backup project was scheduled for May-June 2021.
- The parking lot would be resurfaced early spring 2021.

6. 2020-2021 Budget, Financial Reports, and Report and Ratification of Staff Board Deliverables per Master Agreement Requirements Sections 8, 10, 11, 13, 20, and 28

Paul Wisner presented an update of the financial and budget status for December through June 2021. The budget anticipated a December 2020 reopening for the swap meets. Reports discussed in detail included:

- **20-21 Budget**
- **Financials Quarterly Report**
- **Deliverables per Master Agreement/COVID-19**
- **Pro Forma Assessment**
- **Cash Flow Projections**
- **Investment Opportunities** – to be considered once back to operations

On a motion by Mr. Cline, seconded by Ms. Blankenhorn, the Board of Directors voted to direct staff to meet with the Chancellor and explore ways to deal with the budgetary issues in light of the pandemic, including but not limited to, revisions to board policy and the master agreement.

Motion carried with the following vote:

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| Ayes: | Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, and Mr. Kapko |
| Nos: | None |
| Abstain: | Dr. Weispfenning |
| Absent: | Laura Reichelt, Student Trustee Angela Finkley |

On a motion by Mr. Cline, seconded by Mr. Kapko, the Board voted to adopt the budget for 2020-2021 with the understanding there may be revisions as the year progresses due to COVID-19.

Motion carried with the following vote:

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| Ayes: | Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, and Mr. Kapko, Dr. Weispfenning |
| Nos: | None |

Abstain: None
Absent: Laura Reichelt, Student Trustee Angela Finkley

On a motion by Dr. Weispfenning, seconded by Mr. Cline, the Board voted to ratify and approve the Statement of Deliverables, quarter ending June 30, 2020.

Motion carried with the following vote:

Ayes: Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, and Mr. Kapko, Dr. Weispfenning
Nos: None
Abstain: None
Absent: Laura Reichelt, Student Trustee Angela Finkley

On a motion by Mr. Cline, seconded by Ms. Blankenhorn, the Board voted to approve/ratify the checks report for April – June 2020.

Motion carried with the following vote:

Ayes: Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, and Mr. Kapko, Dr. Weispfenning
Nos: None
Abstain: None
Absent: Laura Reichelt, Student Trustee Angela Finkley

On a motion by Mr. Kapko, seconded by Ms. Blankenhorn the Board voted to receive and accept the quarterly financial reports for quarter ending June 30, 2020.

Motion carried with the following vote:

Ayes: Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, and Mr. Kapko, Dr. Weispfenning
Nos: None
Abstain: None
Absent: Laura Reichelt, Student Trustee Angela Finkley

7. Review, Discussion, and Possible Action Regarding 2019-2020 External Financial Audit

Ms. Janet Houlihan provided an update from the external financial auditor Crowe LLP explaining the audit was in the final review stage. A final report would be available at the next Enterprise meeting in January 2021.

8. Review, Discussion and Possible Action Regarding Annual Insurance Policies

No change at this time for additional coverage. The current coverage is \$2 million.

9. Resolution of the Board of Directors of Coast Community College District Enterprise, Inc. Re-affirming its Corporate Purpose to Provide Services to Benefit the Coast Community College District

No action. This agenda item was withdrawn.

10. Future Agenda Items

No action.

11. Future Meeting Date

The next meeting was scheduled for January 28, 2020 at 12:00 noon.

12. Recess to Closed Session

The Board recessed to Closed Session to meet with Mr. Cary Quan regarding legal matters.

13. Reconvene to Open Session

The Board reconvened to Open Session.


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

15. Adjournment

On a motion by Mr. Cline, seconded by Ms. Blankenhorn, the Board of Directors voted to adjourn the meeting at 1:49 p.m.

Motion carried with the following vote:

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| Ayes: | Mr. Armendariz, Ms. Blankenhorn, Mr. Cline, and Mr. Kapko, Dr. Weispfenning |
| Nos: | None |
| Abstain: | None |
| Absent: | Laura Reichelt, Student Trustee Angela Finkley |


Jane Burton, Secretary of the Enterprise