



Coast Community College District Enterprise, Inc.

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## **BOARD OF DIRECTORS REGULAR MEETING**

**April 27, 2023 (Zoom)**

### **MINUTES**

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

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

**Present:**

Richard Armendariz, Regina Blankenhorn, Lorena Ortega, David Cline, Chancellor Yamamura was in attendance until 12:23 p.m.

**Absent:** Student Trustee John Bruning

**In Attendance:**

Janet Houlihan, Dr. Rich Pagel, Julie Clevenger, Rachel Snell, Paul Wisner, Maira De La Torre, Rachel Kubik, Dr. Jack Lipton, 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 16, 2023**

On a motion by Mr. Cline, seconded by Mr. Armendariz, the Board of Directors voted to approve the minutes from the February 16, 2023 Board of Directors Meeting, amended to include Dr. Jack Lipton in attendance.

Motion passed unanimously with the following vote:

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

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

**a) Golden West College**

Janet Houlihan provided the update for Golden West College and welcomed the new Interim President for GWC to the meeting, Meridith Randall.

Operationally, the GWC swap meet was doing very well and had increased the rates in March 2023 with no complaints. The swap meet had continued to sell out.

- An extra gate and other operational improvements were made for the swap meet.
- The number of public safety officers available for the weekends was improving.
- Patrol vehicles would soon have iPads integrated into the vehicles.
- Wi-Fi would be available for the swap meet by the end of the current fiscal year.
- Contracts were in review to determine if additional fees/penalties should be added for payment by the vendors that did not pick up their trash.
- The swap meet operations department would continue to monitor the parking lot and sweeping company.

Rachel Snell, Director Internal Audit Services, continued the conversation with questions about the sweeping company vendor. Janet Houlihan explained the sweeping company was recently replaced and the new vendor contract term was shorter than the previous contract term. Immediate improvements by the new vendor were anticipated, with the understanding that if improvements were not seen, a replacement vendor would be required.

#### **b) Orange Coast College**

Rich Pagel provided an update for the OCC swap meet. The swap meet was running well and was sold out just about every Sunday.

- Construction on the OCC campus chemistry building had not affected the swap meet.
- Parking and the Harbor residence area had provided some challenges for the swap meet. Public Safety and security were increased to handle traffic control.
- Fees were increased November 1, 2022. Parking tickets would be implemented and enforced beginning June 1, 2023.
- The annual vendor meeting would be held in May-June 2023.
- Wi-Fi access would be improved in the near future. Guest Wi-Fi was already available.
- Car thefts were a problem in the past, however after working with the Costa Mesa Police Department the incidents had subsided and possibly stopped.
- OCC continued to have a great working relationship with both the Huntington Beach Police Department and the Costa Mesa Police Department.

Mr. Cline congratulated Dr. Rich Pagel and Janet Houlihan for doing such a fine job keeping things together during the pandemic and swap meet closures. The swap meets emerged from the closures in very fine form with glowing reports. The financials reflected the success. Commendations and congratulations were offered to both Rich and Janet.

Mr. Cline went on to explain to the new members of the Board that the focus on increasing fees was due to The Enterprise Corporation being a "for-profit" California Corporation. The extra duty put on Dr. Rich Pagel and Janet Houlihan was a tremendous burden which

was ongoing every weekend with much complexity involved. The Enterprise Corporation profits were used in part to bring in Measure M and Measure C funds for the colleges which was a billion dollars, realized in the construction projects completed on the college campuses.

Each swap meet opened about 50 years ago, prior to the formation of the Enterprise Corporation. Both swap meets had become cultural centers in their communities and at the colleges. Preservation of the swap meets would be an important aspect for the quality and respect of the institution.

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

Director Blankenhorn commented on the success of the swap meets and that the revenues were above projections.

Rachel Kubik provided the financial update for the Board of Directors for the Quarter ending March 31, 2023.

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

All documents were reviewed, discussion items included:

Statement of Net Assets:

Total Cash in Bank: \$1,309,204

Total Assets: \$1,514,286

Total Liabilities: \$1,022,976

Net Profit: \$382,016

Total Liabilities and Equity: \$1,514,286

Statement of Revenue and Expenses:

Total Revenue Actuals Total: \$4,530,296

Total Expenses Actuals Total: \$4,148,280

Net Revenue (LOSS) Actuals Total: \$382,016

On a motion by Mr. Cline, seconded by Mr. Armendariz, 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, 2023.

Motion passed unanimously with the following vote:

Ayes: Mr. Armendariz, Ms. Blankenhorn, Ms. Ortega, Mr. Cline

Nos: None

Abstain: None

Absent: Student Trustee John Bruning, Chancellor Yamamura

## **6. Update on Participation in the July 4<sup>th</sup> Huntington Beach Parade**

Rich Pagel provided the update regarding participation in the July 4<sup>th</sup> Huntington Beach Parade. Due to limited resources, there would not be participation this year, however, consideration for participation in 2024 would be discussed next year.

## **7. Future Agenda Items**

- a. 2023-2024 Insurance Review
- b. Discussions to determine tax strategies for 2022-2023 & 2023-2024
- c. Increase to campus assessments - Parking
- d. Review and recommendation to CCCD for modifications to Professional Expert salary schedules.

## **8. Future Meeting Date**

The next Enterprise Board of Directors meeting was scheduled for Thursday, July 13, 2023 at 12:00 pm (noon) in person.

## **9. Adjournment**

The meeting was adjourned at 12:49 p.m.

  
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Julie Clevenger, Secretary of the Enterprise