



Coast Community College District Enterprise, Inc.

BOARD OF DIRECTORS REGULAR MEETING

November 30, 2023 at noon

Board Office Conference Room, Coast Colleges District Office

1370 Adams Ave., Costa Mesa, CA 92626

MINUTES

1. Call to Order and Roll Call

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

Present:

Regina Blankenhorn, Richard Armendariz, Lorena Ortega, David Cline, Mike Carey
Chancellor Yamamura

Absent: Student Trustee John Bruning

In Attendance:

Julie Clevenger, Janet Houlihan, Rachel Snell, Paul Wisner, Dr. Jack Lipton, Marlene
Drinkwine, Rick Hicks, Trustee Moreno, Rachel Kubik

2. Opportunity for Public Comment

There were no requests to address the Enterprise Board.

3. Move agenda item #8 Membership Resolution – Arlis Reynolds up to #3

On a motion by Ms. Blankenhorn, seconded by Chancellor Yamamura it was approved
to move agenda item #8 up to agenda item #4.

Motion passed unanimously with the following vote:

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

4. Membership Resolution – Arlis Reynolds (Original Agenda Item #8)

On a motion by Mr. Cline, seconded by Ms. Ortega the Board of Directors voted to adopt the Resolution #2023-1 Declaring a Vacancy on Board of Directors.

Motion passed unanimously with the following vote:

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

5. Approval of Minutes from Regular Meeting of September 14, 2023 (original Agenda Item #3)

On a motion by Chancellor Yamamura, seconded by Mr. Carey the Board of Directors voted to approve the minutes from the September 14, 2023, Board of Directors Meeting Minutes.

Motion passed unanimously with the following vote:

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

6. Welcome Newly Appointed Director Mike Carey (Original Agenda Item #4)

The new director was welcomed by the board and Mr. Carey shared his appreciation for being appointed.

7. Update on the 2022-2023 Annual Financial Audit Conducted by Crowe, LLP (Jeff Jensen via Zoom) (Original Agenda Item #5)

Mr. Jeff Jensen from Crowe, LLP began the presentation with a summary of the audit presented as final draft stage. Mr. Jensen reported a clean audit with no material adjustments and full cooperation by management.

On a motion by Mr. Cline, seconded by Chancellor Yamamura, the Board of Directors voted to accept the Financial Audit report as presented.

Motion passed unanimously with the following votes:

Ayes:	Ms. Blankenhorn, Mr. Armendariz, Ms. Ortega, Mr. Cline, Mr. Carey, and Chancellor Yamamura
Nos:	None

Abstain: None
Absent: Student Trustee John Bruning

8. Swap Meet Operational Update (Original Agenda Item #6)

- a. Golden West College – Rick Hicks
- b. Orange Coast College – Ruben Barriga

The reports from both swap meets were encouraging as both swap meets sold out (GWC did so with at the door sales) with the spaces for no-shows being re-sold on the day of the swap meet. Rachel Kubik reported on behalf of Ruben Barriga, who was out ill.

9. Financial Reports, and Report and Ratification of Staff Board Deliverables per Master Agreement Requirements, Sections 8, 10, 11, 13, 20 and 28 (Rachel Kubik) (Original Agenda Item #7)

Ms. Rachel Kubik provided the financial reports and updates.

For Quarter Ending September 30, 2023, Total Assets: \$2,267,215
Total Liabilities and Equity: \$2,267,215
Total Revenues: \$6,638,829

Master Agreement Expenses - \$5,621,569
Other Total Expenses – \$6,489,829
Net Revenue/(Loss) - \$149,000

Statement of Deliverables - Total Enterprise Expenses for Approval: \$1,582,173

On a motion by Mr. Armendariz, seconded by Chancellor Yamamura, the Board of Directors voted to approve the Financials, Quarterly Reports and Deliverables and Ratify the Purchase Orders and Checks for Quarter Ending September 30, 2023.

Motion passed unanimously with the following votes:

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

10. Future Agenda Items (Original Agenda Item #9)

- Insurance Review
- Trends on revenue and expenses – Based on inflation.
- Bylaws Review for Alignment with Assessment Language and Financials.

- Trends on compensation for lead employees and other professional experts.
- Report in closed session for update on any pending/existing litigation

11.Future Meeting Date (Original Agenda Item #10)

The next Enterprise Board of Directors meeting was scheduled for Thursday, February 15, 2024, at 12:00 pm (noon) in person.

12.Adjournment (Original Agenda Item #11)

The meeting was adjourned at 12:46 p.m.


Julie Clevenger, Secretary of the Enterprise