

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: September 14, 2020 MINUTES

CALL TO ORDER

President Vickers called the meeting to order at 10:07 a.m.

Call to Order

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

There were no Closed Session Comments.

On a motion from Trustee Jones, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to recess to Closed Session to discuss Public Health Emergency.

Closed
Session

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

The regular meeting of the Board of Trustees reconvened to Open Session and was called to order by President Vickers at 10:40 a.m.

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

Trustee McNicholas led the Pledge of Allegiance.

APPROVAL OF AGENDA

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a roll call vote of 5-0 to approve the agenda.

Approval of
Agenda

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

REPORT ON CLOSED SESSION ACTION

No reportable action.

Closed
Session

BOARD AND EXECUTIVE DIRECTOR COMMENTS

COMMENTS FROM THE PUBLIC

There were no comments from the public.

Public
Comments

CONSENT CALENDAR

A correction to the Personnel Assignment Order was noted. New hire dates and the additional assignment should reflect an end date of 2021 not 2020.

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to approve the consent calendar to include the following:

Minutes of the Board meeting on June 29, 2020 as presented.

Minutes

Minutes of the Board meeting on July 29, 2020 as presented.

Minutes

Purchase Orders as presented.

Purchase Orders

Checks as presented.

Checks

Personnel Assignment Order with noted corrections.

Personnel
Assignment
Order

Business-Plus Support and Software Support Service Agreement #42929, Amendment #4 as presented.

Agreement

Human Resources Application Software Support Service Agreement #46314, Amendment #2 as presented.

Agreement

Memorandum of Understanding with Orange County Department of Education as presented.

MOU

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

REOPENING OF COLLEGE AND CAREER TRAINING CENTER FOR THE ADULT PROGRAM

College and Career Advantage would like to move forward with a blended model of instruction in which small groups of adult students are on campus for hands-on skills training but continue with online instruction. Staff is anticipating an opening date of September 14, 2020. Health and safety protocols have been established and were presented to the Board.

Reopening
of College
and
Career
Training
Center for
Adult
Program

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to approve reopening the College and Career Training Center for the Adult Program.

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

UNAUDITED ACTUALS

Mrs. Fox, CCA Accountant, provided a summary review of the 2019-20 unaudited actuals.

Unaudited Actuals

On a motion from Trustee Hanacek, seconded by Trustee Jones, it carried by a roll call vote of 5-0 to approve certification of the 2019-20 unaudited actuals.

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

BUDGET ADJUSTMENTS AND TRANSFERS AFTER SECOND INTERIM

Mrs. Fox, CCA Accountant, provided a summary review of the budget adjustments and transfers made after second interim.

Budget Adjustments and Transfers

ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES

On a motion from Trustee Jones, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to acknowledge receipt of the Actuarial Study of Retiree Health Liabilities.

Actuarial Study

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

CTE's ROLE IN THE FUTURE OF WORK

Board members viewed a PowerPoint presentation with information gathered from a workshop Patricia Romo, Executive Director, attended. The PowerPoint provided information on how COVID-19 is changing the workforce and provided statistical information on the loss of jobs, the unemployment rate, and recovery of job loss due to the pandemic. In response to this crisis, College and Career Advantage's focus will be on the way we train our students for jobs in the future and what is most valued when students begin looking for jobs

CTE's Role in the Future of Work

CCA will focus on several key areas to prepare students for training that will lead to both college and career options. Additionally, ROPs are working with the California Department of Education to develop a seal for

career technical education certificates as an added value for both the student and employers.

CONFLICT OF INTEREST CODE BIENNIAL REVIEW

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to approve the Biennial Review of the Conflict of Interest Code.

Conflict of Interest Code

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

FIRST READING BOARD POLICY 4145, 4254, 4354 - HEALTH AND WELFARE BENEFITS

Revisions to Board Policy 4154, 4254 and 4354, Health and Welfare Benefits, were presented to the Board. The Policy was last updated June 2010 and has been revised to reflect the practices of other ROPs. Trustees unanimously agreed a second reading was not necessary and approved revisions to the Board Policy after first reading.

First Reading BP 4154, 4254, 4354

On a motion from Trustee Jones, seconded by Trustee McNicholas it carried by a roll call vote of 5-0 to approve revisions to Board Policy 4154, 4254 and 4354, Health and Welfare Benefits, after first reading..

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

FIRST READING BOARD POLICY 4260, 4360 - VACATIONS

The Board reviewed new Board Policy 4260, 4360 – Vacations. Upon reviewing the corresponding Administrative Regulation staff noted a Board Policy for vacations was never adopted. The Board Policy presented reflects the corresponding Administrative Regulation.

First Reading BP 4260, 4360

Board Policy 4260, 4360 – Vacations will be brought back to the next Board meeting for second reading along with the corresponding Administrative Regulation for informational purposes.

ORGANIZATIONAL GOALS 2019-20

A year-end status update of the Organizational Goals for 2019-20 was presented to the Board.

Organizational Goals 2019-20

ORGANIZATIONAL GOALS 2020-21

The Organizational Goals for 2020-21 were presented to the Board for discussion and review.

Organizational Goals 2020-21

SALARY SCHEDULE – CLASSIFIED MANAGEMENT FOR COLLEGE AND CAREER GUIDANCE COUNSELOR

Salary Schedule

On a motion from Trustee Perry, seconded by Trustee Vickers, it carried by a roll call vote of 5-0 to approve the new salary schedule for the classified management position of College and Career Guidance Coordinator

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

ENROLLMENT DATA – FALL 2020

Enrollment Data

Kim Thomas, Administrator, Instructional Programs, presented enrollment data for fall 2020. Enrollment is strong and classes are full even though enrollment numbers are lower than fall 2019. The lower enrollment is due to budget cuts, the current health crisis and lowered graduation requirements for electives.

COURSE INVENTORY

Course inventory

To enhance current course offerings and build upon existing career pathways, the Board was requested to approve new course offerings for the fall 2020 semester. The proposed classes are based on labor market information and local industry needs, school site interests, career opportunities, course sequencing and student interest.

The Board also received a list of sections which have been cancelled for the 2020-21 school year due to low enrollment, budget cuts or teacher reassignment.

On a motion from Trustee Jones, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to approve additional course offerings for fall 2020.

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

ADJOURNMENT

Adjournment

On a motion from Trustee Perry, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to adjourn the meeting at 12:44 p.m.

ROLL CALL: Present: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
Absent: None

President

Secretary