

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: December 7, 2022 MINUTES

CALL TO ORDER

Trustee Jones called the meeting to order at 9:13 a.m.

ROLL CALL: Present: Trustees Davis, Jones, McNicholas
Absent: Trustees Perry, Vickers

Trustee Jones led the Pledge of Allegiance.

APPROVAL OF AGENDA

Item 27, 2021-2022 Audit, will be presented prior to other agenda items.

Approval of Agenda

On a motion from Trustee McNicholas, seconded by Trustee Davis, it carried by a vote of 3-0-2 to approve the agenda as amended.

VOTE: Present: Trustees Davis, Jones, McNicholas
Absent: Trustees Perry, Vickers

COMMENTS FROM THE PUBLIC

There were no public comments.

Public Comments

2021-2022 AUDIT

The audit firm Christy White conducted an audit of the organization for the year ended June 30, 2022. Heather Reynolds from the audit firm presented a summary review of the 2021-2022 audit report noting there were no material weaknesses, significant deficiencies and no non-compliance material to financial statements resulting in an unmodified opinion. The report was clean with no findings.

2021-2022 Audit

On motion from Trustee Davis, seconded by Trustee McNicholas, it carried by a vote of 3-0-2 to acknowledge receipt of the 2021-2022 audit report.

VOTE: Present: Trustees Davis, Jones, McNicholas
Absent: Trustees Perry, Vickers

CONSENT CALENDAR

Staff requested that Items 8 and 22 be pulled for further discussion.

On a motion from Trustee Davis, seconded by Trustee McNicholas, it carried by a roll call vote of 3-0-2 to approve the consent calendar to include the following.

Minutes of the Board meeting on September 14, 2022	<u>Minutes</u>
Purchase Orders	<u>Purchase Orders</u>
Checks	<u>Checks</u>
Personnel Assignment Order	<u>Personnel Assignment Order</u>
Starbucks donation	<u>Donation</u>
Urban Café donation	<u>Donation</u>
Appointment of SchoolsFirst Plan Administrator to provide 457(b) plan administration and compliance services for CCA	<u>SchoolsFirst</u>
Agreement #10002253 with the Orange County Superintendent of Schools	<u>Agreement 10002253</u>
Board Policy 1000 Concept and Roles	<u>BP 1000</u>
Board Policy 1100 Communication with the Public	<u>BP 1100</u>
Board Policy 1112 Media Relations	<u>BP 1112</u>
Board Policy 1113 College and Career Advantage Website	<u>BP 1113</u>
Board Policy 1150 Commendations and Awards	<u>BP 1150</u>
Board Policy 1160 Political Processes	<u>BP 1160</u>
Board Policy 1250 Visitors/Outsiders	<u>BP 1250</u>
Board Policy 1270 Refreshments at Public Events	<u>BP 1270</u>
Board Policy 1312.1 Complaints Concerning College and Career Advantage Employees	<u>BP 1312.1</u>
Board Policy 1312.2 Complaints Concerning Instructional Materials	<u>BP 1312.2</u>
Board Policy 1312.3 Uniform Complaint Procedures	<u>BP 1312.3</u>

Board Policy 1325 Advertising and Promotion **BP 1325**

Board Policy 1340 Access to College and Career Advantage Records **BP 1340**

Board Policy 1400 Relations Between Other Governmental Agencies and the Schools **BP 1400**

Board Policy 4215 Evaluation/Supervision Classified Personnel **BP 4215**

Board Policy 4315 Evaluation/Supervision Administrative and Supervisory Personnel **BP 4315**

ROLL CALL: Ayes: Trustees Davis, Jones, McNicholas
Nos: None
Absent: Trustees Perry, Vickers

Following discussion of consent calendar item #8 and on a motion from Trustee McNicholas, seconded by Trustee Davis, it carried by a vote of 3-0-2 to approve consent calendar item #8.

VOTE: Ayes: Trustees Davis, Jones, McNicholas
Nos: None
Absent: Trustees Perry, Vickers

Following discussion of consent calendar item #22 and on a motion from Trustee Jones, seconded by Trustee McNicholas, it carried by a vote of 3-0-2 to approve consent calendar item #22.

VOTE: Ayes: Trustees Davis, Jones, McNicholas
Nos: None
Absent: Trustees Perry, Vickers

SINGLE BUDGET ADOPTION

On a motion from Trustee Jones, seconded by Trustee Davis, it carried by a vote of 3-0-2 to approve continuing the single budget adoption process for fiscal year 2023-2024.

**Single
Budget
Adoption**

VOTE: Ayes: Trustees Davis, Jones, McNicholas
Nos: None
Absent: Trustees Perry, Vickers

FIRST INTERIM REPORT

Melanie Inskeep, Accountant, provided the Board with a summary review of the First Interim Report and addressed Trustee questions.

**First interim
Report**

On a motion from Trustee Davis, seconded by Trustee McNicholas, it carried by a vote of 4-0-1 to approve the First Interim Report for positive certification

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

APPROVAL OF THE 2022-2023 ORGANIZATIONAL GOALS

A word change was suggested at the last Board meeting. The change has been incorporated in the 2022-2023 Organizational Goals.

**2022-2023
Organizational
Goals**

On a motion from Trustee McNicholas, seconded by Trustee Davis, it carried by a vote of 4-0-1 to approve the 2022-2023 Organizational Goals.

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

APPROVAL OF THE 2022-2023 WASC GOALS

Dr. Weir presented the 2022-2023 WASC Goals which will be the focus of the organization's WASC self-study process. These goals have also been shared with staff. Board questions were addressed. Following discussion and on a motion from Trustee McNicholas, seconded by Trustee Davis, it carried by a vote of 4-0-1 to approve the 2022-2023 WASC Goals.

**2022-2023
WASC Goals**

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

**ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
(ACTE) CAREER TECH VISION CONFERENCE 2022**

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a vote of 4-0-1 to ratify/approve attendance at the ACTE Career Tech Vision Conference

**ACTE Career
Tech Vision
Conference**

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

EXECUTIVE DIRECTOR'S REPORT

Dr. Weir reported that the K12 SWP intent to fund was received, however the actual award amount will not be known until later this month. The CTEIG application was submitted, and it is anticipated we will receive information on funding soon.

Saddleback Community College received notice from the California University Office of President that articulation agreements have been reinstated.

Two new instructors will begin teaching for CCA at the beginning of the new semester: a new automotive instructor and a new veterinary technician teacher. Both new instructors are located at Capistrano Valley High School.

Trustees received information on upcoming ribbon cutting ceremonies.

Staff will be attending the Educating for Careers Conference in February and Dr. Weir will be presenting on the "iCAN" project.

A six-part counselor induction program regarding CTE will begin and will include information on core sequencing, dual enrollment, how to enroll in classes, attaining college credit and so much more.

Contact has been made with the regional manager of the Marriott in Irvine; the first field trip has been set up for students to go through different departments of the hotel.

Meetings were scheduled with high school Principals and Vice Principals to review program planning. Administrators were proud of their CTE offerings and would like to see the CTE programs grow.

The State will continue to push for consolidation of K12-SWP and CTEIG funding under the umbrella of CTEIG and there have been discussions occurring that would create a funding stream for unpaid internships. CCA will continue to follow these two items.

SPECIAL RECOGNITION

Dr. Weir presented Trustee McNicholas with a plaque in appreciation for her many years of service as a Trustee, and for her hard work and advocacy on behalf of College and Career Advantage.

BOARD COMMENTS

Trustees thanked Martha McNicholas for her years of service and dedication.

Executive Director's Report

Special Recognition

Board Comments

ADJOURNMENT

Adjournment

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a vote of 4-0-1 to adjourn the meeting at 10:50 a.m.

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
 Nos: None
 Absent: Trustee Perry

Vice President

Secretary