

# COLLEGE AND CAREER ADVANTAGE

## BOARD MEETING: September 12, 2019 MINUTES

Vice President Vickers called the meeting to order at 8:35 a.m.

Call to Order

**ROLL CALL:** Present: Trustees Jones, McNicholas, Vickers, Wolff  
Absent: Trustees Holloway, Reardon

Trustee Vickers led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Prior to approval of the agenda, Trustee Vickers announced that updated, corrected documentation for Agenda Items #19, #27 and #28 were provided to Trustees. Staff pulled Agenda Item #11, Minutes of the Special Board Meeting on June 17, 2019, and was directed to bring this item back to the next Board meeting for approval.

Approval of  
Agenda

On a motion from Trustee McNicholas, seconded by Trustee Wolff, it carried by a vote of 4-0-2 to approve the agenda as modified.

**VOTE:** Ayes: Trustees Jones, McNicholas, Vickers, Wolff  
No: None  
Absent: Trustees Holloway, Reardon

### SPECIAL RECOGNITION

There were no special recognitions.

Special  
Recognition

### BOARD COMMENTS

There were no Board comments.

Board  
Comments

### COMMENTS FROM THE PUBLIC

There were no comments from the public.

Public  
Comments

## CONSENT CALENDAR

On a motion from Trustee McNicholas, seconded by Trustee Wolff, it carried by a roll call vote of 4-0-2 to approve the consent calendar to include the following:

Minutes of the Board meeting on June 17, 2019, as presented.

Minutes

Minutes of the Board meeting on August 14, 2019, as presented.

Minutes

Purchase Orders as presented.

Purchase Orders

Checks as presented.

Checks

Personnel Assignment Order as presented.

Personnel  
Assignment  
Order

Training Agreement – Sea View Pharmacy as presented.

Training  
Agreement

MOU with Orange County Department of Education as presented.

OCDE MOU

MOU with Laguna Beach Unified School District as presented.

LBUSD MOU

**ROLL CALL:** AYES: Trustees Jones, McNicholas, Vickers, Wolff  
NOES: None  
ABSENT: Trustees Holloway, Reardon

## UNAUDITED ACTUALS

Mrs. Fox, CCA Accountant, provided a summary of the 2018-19 unaudited actuals. On a motion from Trustee Jones, seconded by Trustee McNicholas, it carried by a vote of 4-0-2 to approve certification of the 2018-19 unaudited actuals as presented.

Unaudited  
Actuals

**VOTE:** Ayes: Trustees Jones, McNicholas, Vickers, Wolff  
No: None  
Absent: Trustees Holloway, Reardon

## BUDGET ADJUSTMENTS AND TRANSFERS AFTER SECOND INTERIM

Mrs. Fox, Accountant, provided the Board with a summary of budget adjustments and transfers after second interim. On a motion from Trustee

Budget  
Adjustments and

Jones, seconded by Trustee McNicholas, it carried by a vote of 4-0-2 to approve the budget adjustments and transfers after second interim.

**Transfers**

**VOTE:** Ayes: Trustees Jones, McNicholas, Vickers, Wolff  
No: None  
Absent: Trustees Holloway, Reardon

### **ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES**

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by a roll call vote of 4-0-2 to acknowledge receipt of the Actuarial Study of Retiree Health Liabilities.

**Actuarial Study**

**ROLL CALL:** AYES: Trustees Jones, McNicholas, Vickers, Wolff  
NOES: None  
ABSENT: Trustees Holloway, Reardon

### **COLLEGE AND CAREER ADVANTAGE (CCA) REGIONAL OCCUPATIONAL PROGRAM FOURTH AMENDED JOINT POWERS AGREEMENT**

On a motion of Trustee Jones, seconded by Trustee Wolff, it carried by a vote of 4-0-2 to approve the CCA Regional Occupational Program Fourth Amended Joint Powers Agreement.

**CCA Fourth Amended Joint Powers Agreement**

**VOTE:** Ayes: Trustees Jones, McNicholas, Vickers, Wolff  
No: None  
Absent: Trustees Holloway, Reardon

### **MEMORANDUM OF UNDERSTANDING (MOU) WITH CAPISTRANO UNIFIED SCHOOL DISTRICT (CUSD) REGARDING THE EXECUTIVE DIRECTOR OF COLLEGE AND CAREER ADVANTAGE (CCA)**

On a motion of Trustee Wolff, seconded by Trustee Jones, it carried by a vote of 4-0-2 to approve the MOU with CUSD and CCA.

**MOU WITH CUSD AND CCA**

**VOTE:** Ayes: Trustees Jones, McNicholas, Vickers, Wolff  
No: None  
Absent: Trustees Holloway, Reardon

### **SECOND READING- BOARD POLICY 4116, AT-WILL STATUS**

On a motion from Trustee Wolff, Seconded by Trustee McNicholas, it

**BP 4116**

carried by a vote of 4-0-2 to approve Board Policy 4116, At-Will Status.

**VOTE:** AYES: Trustees Jones, McNicholas, Vickers, Wolff  
NOES: None  
ABSENT: Trustees Holloway, Reardon

## **COLLEGE AND CAREER ADVANTAGE REVISED EMPLOYEE MANUAL**

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a vote of 4-0-2 to approve the College and Career Advantage Revised Employee Manual.

**CCA Employee Manual**

**VOTE:** AYES: Trustees Jones, McNicholas, Vickers, Wolff  
NOES: None  
ABSENT: Trustees Holloway, Reardon

## **ADULT EDUCATION CONSORTIUM PROGRAM APPOINTMENT OF REPRESENTATIVES**

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by a vote of 4-0-2 to approve appointing Patricia Romo, Executive Director, as the CCA representative to the South Orange County Regional Consortium and appointing Anne Moore, Student Services Manager, as at-large representative.

**Appointment of Representatives**

**VOTE:** AYES: Trustees Jones, McNicholas, Vickers, Wolff  
NOES: None  
ABSENT: Trustees Holloway, Reardon

## **ORGANIZATIONAL GOALS**

The Board reviewed and discussed the proposed Organizational Goals for 2019-20 and suggest a minor change to Goal 2b.

**Organizational Goals**

## **COURSE INVENTORY**

On a motion from Trustee Wolff, seconded by Trustee Jones, it carried by a vote of 4-0-2 to approve the Course Inventory as presented.

**Course Inventory**

**VOTE:** AYES: Trustees Jones, McNicholas, Vickers, Wolff  
NOES: None  
ABSENT: Trustees Holloway, Reardon

## **ADJOURNMENT**

On a motion from Trustee McNicholas, seconded by Trustee Wolff, it carried by a 4-0-2 vote to adjourn the meeting at 9:08 a.m. until the next regularly scheduled meeting.

**Adjournment**

**VOTE:** AYES: Trustees Jones, McNicholas, Vickers, Wolff  
NOES: None  
ABSENT: Trustees Holloway, Reardon

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**President**

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**Secretary**