

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: September 14, 2018 MINUTES

Trustee Jones, President, called the meeting to order in Training Room 3 at Capistrano Unified School District at 1:35 p.m.

Trustee Jones led the Pledge of Allegiance.

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

OTHERS PRESENT: Dr. Chad Mabery, LBUSD Director of Assessment and Accountability

APPROVAL OF AGENDA

Prior to approval of the Agenda, staff requested that Item #14 be discussed prior to the Executive Director's Report.

On a motion from Trustee McNicholas, seconded by Trustee Brown, it carried unanimously to approve the agenda as modified.

CONSENT CALENDAR

On a motion from Trustee Brown, seconded by Trustee Vickers, it carried by a roll call vote of five ayes and no noes to approve the consent calendar to include the following:

Minutes of the Board meeting on June 19, 2018, as presented.

Minutes

Purchase orders as presented.

Purchase Orders

Checks as presented.

Checks

Personnel assignment order as presented.

Personnel
Assignment Order

College and Career Advantage course catalog as presented.

CCA Course
Catalog

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

ROLL CALL: AYES: Trustees Brown, Hanacek, Jones, McNicholas, Vickers
NOES: None
ABSENT: None

COMMENTS FROM THE PUBLIC

There were no comments from the public.

Comments from the Public

MEMORANDUM OF UNDERSTANDING WITH LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Board members and staff discussed course offerings and enrollment numbers for Laguna Beach High School students, the Memorandum of Understanding between CCA and LBUSD, and allocation of funds from Laguna Beach Unified School District. Trustees Brown and Vickers will be discussing the above mentioned items with LBUSD Trustees at their next Board meeting.

MOU with LBUSD

Trustee Vickers left the CCA Board meeting at 2:20 p.m.

EXECUTIVE DIRECTOR'S REPORT

Orange County Teachers of the Year Banquet

The annual Orange County Teachers of the Year Banquet will be held on Friday, November 2, 2018, at the Disneyland Hotel. Katherine Amoukhteh, Engineering Instructor, will be honored as Teacher of the Year. Trustees were invited to attend the event and sit at the College and Career Advantage table.

O.C. TOTY

Enrollment Data

Mrs. Shirran distributed several reports regarding enrollment data for the 2017-2018 and 2018-2019 school years. CCA tracks bell and after-bell enrollment to project and plan for future course offerings. This information will be useful and discussed with high school principals during the month of October.

Enrollment Data

Staff Meeting Update

Mrs. Romo reported the back-to-school staff meeting held in August 2018 was well attended. Instructors were updated on the improvements made over the last year. Mr. Reid, Video Production instructor, produced a video of an emergency medical technician student and her parent discussing how career technical education classes helped her identify a career pathway. The video was shared with staff at the back-to-school staff meeting.

Staff Meeting Update

Several staff members received service awards with one instructor receiving an award for 35 years of dedicated service.

Funding Update

Mrs. Romo discussed future funding for career technical education. The California Department of Education expects CCA to receive approximately \$500,000 from the Governor's approved budget.

Funding Update

The Chancellor's office will receive a large appropriation of funds for career technical education which they will use to fund regional programs, not career technical education for K-12. It is not anticipated that the Chancellor's office will pass through funds to ROPs.

School Services is lobbying for increased funding for regional occupational programs and is optimistic that the amount of funding ROPs receive will increase in the future.

New Courses for Fall

Mrs. Shirran, Director of Instructional Services, distributed to Trustees a list of new fall course offerings. Mrs. Shirran also provided Trustees data representing the CCA sections offered at each site. The data provided a comparison of 2017-18 bell and after-bell classes compared to 2018-19 bell and after-bell classes. It was noted that the data represented CCA funded classes only.

New Courses for Fall

New Catalog Design

Mrs. Romo presented Trustees a copy of the new CCA course catalog. Every academic advisor, counselor and Futureology will receive a copy of the user friendly course catalog. Mrs. Romo reported that a meeting with all high school and middle school academic advisors will be held September 26, 2018. A suggestion was made that the new catalog be made available for check-out at libraries. Mrs. Romo will research this suggestion.

New Catalog Design

Mrs. Romo also reported that the California Department of Education requires students to take career technical education courses in sequence. This may result in CCA offering more concentrator courses and less capstone courses.

Brandman Meeting

Mrs. Romo and Trustee Hanacek attended a meeting at Brandman University hosted by the Chamber of Commerce. The goal of the meeting was to bring together a large group of professionals to bridge the job skills' gap.

Brandman Meeting

Saddleback Community College Meeting

The Academic Senate turned down the three classes offered to adult students at the College and Career Campus. CCA and Saddleback College will be working with the oversight boards for these classes to obtain accredited and the Academic Senate's approval.

Saddleback Meeting

Career Technical Education Seal

Mrs. Romo was pleased to announce that the California Department of Education approved a seal for CTE pathway completion.

CTE Seal

UNAUDITED ACTUALS

Mrs. Fox, CCA Accountant, provided a summary of the 2017-18 unaudited actuals. On a motion from Trustee Brown, seconded by Trustee McNicholas, it carried by a vote of 4-0-1 to approve certification of the 2017-18 unaudited actuals as presented.

Unaudited Actuals

VOTE: Ayes: Trustees Brown, Hanacek, Jones, McNicholas
Noes: None
Absent: Trustee Vickers

CONFLICT OF INTEREST CODE BIENNIAL REVIEW

On a motion from Trustee Brown, seconded by Trustee McNicholas, it carried by a vote of 4-0-1 to approve the biennial review of the Conflict of Interest Code.

Conflict of Interest Code

VOTE: Ayes: Trustees Brown, Hanacek, Jones, McNicholas
Noes: None
Absent: Trustee Vickers

BUDGET ADJUSTMENTS AND TRANSFERS AFTER SECOND INTERIM

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

**Budget
Adjustments
and
Transfers**

ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES

On a motion from Trustee Brown, seconded by Trustee McNicholas, it called by a roll call vote of 4-0-1 to acknowledge receipt of the Actuarial Study of Retiree Health Liabilities.

**Actuarial
Study**

ROLL CALL: AYES: Trustees Brown, Hanacek, Jones, McNicholas
NOES: None
ABSENT: Trustee Vickers

COMMENTS FROM THE BOARD

Trustees thanked staff for doing so much for so little.

**Comments
From the
Board**

FUTURE AGENDA ITEMS

Items for the October 18, 2018, Board Meeting will include the following:

- First Interim
- 2018-19 Organizational Goals
- CUSD Memorandums of Understanding for Instructional Sections
- LBUUSD Memorandums of Understanding for Instructional Sections

**Future
Agenda Items**

CLOSED SESSION

There was no Closed Session

**Closed
Session**

ADJOURNMENT

On a motion from Trustee Brown, seconded by Trustee McNicholas, it carried by a vote of 4-0-1 to adjourn the meeting at 3:38 p.m. until the next regularly scheduled Board meeting on Thursday, October 18, 2018.

Adjournment

VOTE: Ayes: Trustees Brown, Hanacek, Jones, McNicholas
Noes: None
Absent: Trustee Vickers

President

Secretary