

# COLLEGE AND CAREER ADVANTAGE

## BOARD MEETING: December 20, 2021 MINUTES

Martha McNicholas called the meeting to order at 9:13 a.m.

### Call to Order

**ROLL CALL:** Present: Trustees Braunstein, Jones, McNicholas, Perry  
Absent: Trustee Vickers

Trustee McNicholas led the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

### Approval of Agenda

It was noted that Agenda Item #1 was on the Consent Calendar and Agenda Items #2 – #10 were Discussion/Action Items.

On a motion from Trustee Jones, seconded by Trustee Braunstein, it carried by a roll call vote of 4-0-1 to approve the Agenda as amended.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry  
Nos: None  
Absent: Trustee Vickers

### **REORGANIZATION OF THE BOARD**

#### **ELECTION OF PRESIDENT**

### Election of President

Trustee McNicholas called for nominations for the office of President of the CCA Governing Board for 2022. Trustee Jones nominated Trustee Braunstein, seconded by Trustee Perry. Trustee Braunstein accepted the nomination. It carried by a roll call vote of 5-0-0 to elect Trustee Braunstein as President for 2022.

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

#### **ELECTION OF VICE PRESIDENT**

### Election of Vice President

Trustee McNicholas called for nominations for the office of Vice President of the CCA Governing Board for 2022. Trustee Jones nominated Trustee Perry, seconded by Trustee McNicholas. Trustee Perry accepted the nomination. It carried by a roll call vote of 5-0-1 to elect Trustee Perry as Vice President for 2022.

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

## COMMENTS FROM THE PUBLIC

There were no comments from the public.

Public  
Comments

## CONSENT CALENDAR

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

Memorandum of Understanding Between College and Career Advantage and the City of Mission Viejo as presented.

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

## NEW COURSE OUTLINE

On a motion from Trustee Jones, seconded by Trustee Braunstein, it carried by a roll call vote of 5-0-0 to approve the new course outline for Lifeguard.

New Course  
Outline

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

## CCA LOGO RE-DESIGN

Trustees and staff discussed the top five options for the CCA logo re-design which were selected by staff and students for presentation to the Board. After discussion and Board input, Trustees selected Option 2 requesting that the word "Advantage" be in larger font.

CCA Logo Re-  
Design

On a motion from Trustee Braunstein, seconded by Trustee Perry, it carried by a roll call vote of 4-0-1 to select Option 2, with Trustee recommendations, for the CCA Logo Re-Design.

**ROLL CALL:** Ayes: Trustees Braunstein, McNicholas, Perry, Vickers  
Nos: None  
Absent: Trustee Jones

## RESOLUTION #01-21/22 – SETTING OF REGULAR MEETING DATES

Trustees discussed Board meeting dates for 2022 and requested that the CCA Board meetings be held on Wednesday mornings, preferably avoiding CUSD and LBUSD Board meeting dates. An email will be sent to Trustees with the 2022 dates.

Resolution  
#01-21/22

On a motion from Trustee Vickers, seconded by Trustee Braunstein, it carried by a roll call vote of 4-0-1 to approve Resolution #01-21/22, Setting of Regular Meeting Dates, to be held on Wednesday mornings preferably avoiding CUSD and LBUSD Board meeting dates. The next meeting of the

CCA Governing Board will be held Wednesday, January 26, 2022, at 9:00 a.m.

**ROLL CALL:** Ayes: Trustees Braunstein, McNicholas, Perry, Vickers  
Nos: None  
Absent: Trustee Jones

**RESOLUTION #02-21/22 – AUTHORIZATION OF SIGNATURES**

On a motion from Trustee Braunstein, seconded by Trustee Perry, it carried by a roll call vote of 4-0-1 to approve Resolution #02-21/22, Authorization of Signatures.

**Resolution  
#02-21/22**

**ROLL CALL:** Ayes: Trustees Braunstein, McNicholas, Perry, Vickers  
Nos: None  
Absent: Trustee Jones

**RESOLUTION #03-21/22 – AUTHORIZATION OF SIGNATURES FOR SCHOOLSFIRST FEDERAL CREDIT UNION AND FARMERS & MERCHANTS BANK**

On a motion from Trustee Vickers, seconded by Trustee Perry, it carried by a roll call vote of 4-0-1 to approve Resolution #03-21/22, Authorization of Signatures for SchoolsFirst Federal Credit Union and Farmers & Merchants Bank.

**Resolution  
#03-21/22**

**ROLL CALL:** Ayes: Trustees Braunstein, McNicholas, Perry, Vickers  
Nos: None  
Absent: Trustee Jones

**RESOLUTION #04-21/22 – AUTHORIZATION TO APPROVE VENDOR PAYMENTS ON THE BUSINESS PLUS SYSTEM**

On a motion from Trustee Perry, seconded by Trustee Vickers, it carried by a roll call vote of 4-0-1 to approve Resolution #04-21/22, Authorization to Approve Vendor Payments on the Business Plus System.

**Resolution  
#04-21/22**

**ROLL CALL:** Ayes: Trustees Braunstein, McNicholas, Perry, Vickers  
Nos: None  
Absent: Trustee Jones

**RESOLUTION #05-21/22 – AUTHORIZATION TO APPROVE VENDOR PAYMENTS ELECTRONICALLY**

On a motion from Trustee Braunstein, seconded by Trustee Perry, it carried by a roll call vote of 4-0-1 to approve Resolution #5-21/22, Authorization to Approve Vendor Payments Electronically.

**Resolution  
#05-21/22**

**ROLL CALL:** Ayes: Trustees Braunstein, McNicholas, Perry, Vickers  
Nos: None  
Absent: Trustee Jones

**BOARD COMMENTS**

Trustees wished everyone happy holidays.

**Board  
Comments**

**ADJOURNMENT**

On a motion from Trustee Braunstein, seconded by Trustee Perry, it carried by a roll call vote of 4-0-1 to adjourn the meeting at 9:47 a.m.

**Adjournment**

**ROLL CALL:** Ayes: Trustees Braunstein, McNicholas, Perry, Vickers  
Nos: None  
Absent: Trustee Jones

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**Vice President**

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**Secretary**