

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: December 13, 2023 MINUTES

Dr. Weir called the meeting to order at 10:33 a.m.

Call to Order

Trustee Davis, alternate Board member for Capistrano Unified School District, was in attendance for Trustee Pritchard. Trustee Kelly, alternate Board member for Laguna Beach Unified School District, was in attendance for Trustee Vickers.

ROLL CALL: Present: Trustees Davis, Hanacek, Kelly, Parham, Perry
Absent: None

Dr. Weir led the Pledge of Allegiance.

APPROVAL OF AGENDA

The 2022-2023 Audit Report will be presented immediately after the Board reorganization. On a motion from Trustee Davis, seconded by Trustee Perry, it carried by a vote of 5-0-0 to approve the agenda as amended.

Approval of Agenda

VOTE: Ayes: Trustees Davis, Hanacek, Kelly, Parham, Perry
Nos: None
Absent: None

EXECUTIVE DIRECTOR'S REPORT

Dr. Weir welcomed new trustees to the CCA Board.

Executive Director's Report

Dr. Weir reported that CCA, in partnership with CUSD, received the Golden Bell award for its outstanding program in career technical education. The award application focused heavily on the expansion of the iCan program into elementary schools.

CCA ambassadors are being trained on the iCan program tools. Next semester high school students will run after-school iCan camps at elementary schools for elementary students. Staff will begin mapping availability with school sites and students and plan to begin working with elementary students in January.

CCA is conducting CTE road shows for new guidance techs and counselors. The road shows visit CTE sites, the adult campus labs, and school sites to view programs available for students. This gives guidance techs and counselors first-hand knowledge of the opportunities and offerings available for students. CCA will continue the road shows as new guidance techs and counselors join school sites.

CCA has been working with the South Bay Workforce Investment Board to list adult classes on their website which directs adults to retraining and

available opportunities. CCA was able to list three programs on their site and those three programs were medical assisting, surgical technologist, and pharmacy technician.

The Mission Hospital internship for medical students is going well. CCA is working on possible internships at other hospitals for next fall.

CCA is preparing for its first career fair to be held in March and is actively reaching out to business and industry partners to participate. CCA is also working through the Chambers of Commerce to connect with new businesses.

Dr. Weir updated the Board on the Governor's CTE Executive Order and discussed the budget, grant availability and CTEIG award amounts.

REORGANIZATION OF THE BOARD

ELECTION OF PRESIDENT

Dr. Weir called for nominations for the office of President of the CCA Governing Board for 2024. Trustee Davis nominated Trustee Perry, seconded by Trustee Kelly. Trustee Perry accepted the nomination. It carried by a vote of 5-0-0 to elect Trustee Perry as President for 2024.

VOTE: Ayes: Trustees Davis, Hanacek, Kelly, Parham, Perry
 Nos: None
 Absent: None

**Election of
President**

ELECTION OF VICE PRESIDENT

Trustee Perry called for nominations for the office of Vice President of the CCA Governing Board for 2024. Trustee Hanacek nominated Trustee Parham, seconded by Trustee Perry. Trustee Parham accepted the nomination. It carried by a vote of 5-0-0 to elect Trustee Parham as Vice President for 2024.

VOTE: Ayes: Trustees Davis, Hanacek, Kelly, Parham, Perry
 Nos: None
 Absent: None

**Election of
Vice
President**

2022-2023 AUDIT

Valerie McMasters-Shaw, Executive Senior Director with the audit firm Christy White, presented the 2022-2023 audit report via Zoom and reported there were no audit findings and no audit adjustments. On a motion from Trustee Parham, seconded by Trustee Hanacek, it carried by a vote of 5-0-0 to acknowledge receipt of the 2022-2023 audit report.

VOTE: Ayes: Trustees Davis, Hanacek, Kelly, Parham, Perry
 Nos: None
 Absent: None

**2022-2023
Audit**

CONSENT CALENDAR

Staff requested that Item #6 be pulled from the consent calendar.

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

Minutes of the Board meeting on September 13, 2023

Minutes

Purchase Orders

Purchase
Orders

Checks

Checks

Personnel Assignment Order

Personnel
Assignment
Order

Donation

Donation

2024 Youth Business Summit

Youth
Business
Summit

Golden Bell Ceremony

Golden Bell
Ceremony

ROLL CALL: Ayes: Trustees Davis, Hanacek, Kelly, Parham, Perry
Nos: None
Absent: None

Staff discussed agenda item #6, Memorandum of Understanding with Laguna Beach Unified School District. Upon conclusion of the discussion and on a motion from Trustee Hanacek, seconded by Trustee Davis, it carried by a vote of 5-0-0 to approve the MOU with LBUSD.

LBUSD MOU

VOTE: Ayes: Trustees Davis, Hanacek, Kelly, Parham, Perry
Nos: None
Absent: None

SINGLE BUDGET ADOPTION

Suggestions were made to hold one or two budget workshops in early June to work on and review the budget prior to approval of the 2024-2025 budget.

Single
Budget
Adoption

On a motion from Trustee Hanacek, seconded by Trustee Davis, it carried by a vote of 5-0-0 to approve continuing the single budget adoption process for fiscal year 2024-2025.

VOTE: Ayes: Trustees Davis, Hanacek, Kelly, Parham, Perry
Nos: None
Absent: None

FIRST INTERIM REPORT

Melanie Inskeep, Accountant, provided a summary review of the First Interim Report and addressed Trustee questions. Following discussion and on a motion from Trustee Hanacek, seconded by Trustee Parham, it carried by a vote of 5-0-0 to certify the First Interim Report.

First Interim Report

VOTE: Ayes: Trustees Davis, Hanacek, Kelly, Parham, Perry
Nos: None
Absent: None

CAL-CARD UPDATE

Melanie Inskeep, Accountant, reported CCA received approval for the Cal-Card. CCA will migrate off usage of the American Express credit card and transition to the Cal-Card which earns cash back rewards.

Cal-Card Update

RESOLUTION #01-23/24 – SETTING OF REGULAR MEETING DATES

On a motion from Trustee Kelly, seconded by Trustee Parham, and on a roll call vote of 5-0-0, the Board agreed that Resolution #01-23/24 be brought back to the December 20, 2023, Board meeting.

Resolution #01-23/24

ROLL CALL: Ayes: Trustees Davis, Hanacek, Kelly, Parham, Perry
Nos: None
Absent: None

RESOLUTION #02-23/24 – AUTHORIZATION OF SIGNATURES

On a motion from Trustee Parham, seconded by Trustee Perry, it carried by a roll call vote of 4-0-1 to approve Resolution #02-23/24, Authorization of Signatures.

Resolution #02-23/24

ROLL CALL: Ayes: Trustees Davis, Hanacek, Parham, Perry
Nos: None
Absent: Trustee Kelly

RESOLUTION #03-23/24 – AUTHORIZATION OF TITLE CHANGE

On a motion from Trustee Hanacek, seconded by Trustee Parham, and on a roll call vote of 4-0-1, the Board agreed that Resolution #03-23/24 be brought back to the December 20, 2023, Board meeting.

Resolution #03-23/24

ROLL CALL: Ayes: Trustees Davis, Hanacek, Parham, Perry
Nos: None
Absent: Trustee Kelly

DELETION OF BOARD POLICY 3220.1, LOTTERY FUNDS

On a motion from Trustee Parham, seconded by Trustee Perry, it carried by a vote of 4-0-1 to approve deletion of Board Policy 3220.1, Lottery Funds.

BP 3220.1

VOTE: Ayes: Trustees Davis, Hanacek, Parham, Perry
Nos: None
Absent: Trustee Kelly

APPROVAL OF THE 2023-2024 ORGANIZATIONAL GOALS

On a motion from Trustee Hanacek, seconded by Trustee Perry, it carried by a vote of 4-0-1 to bring back the 2023-2024 Organizational Goals for approval at the December 20, 2023, Board meeting.

Organizational Goals

VOTE: Ayes: Trustees Davis, Hanacek, Parham, Perry
Nos: None
Absent: Trustee Kelly

CANCELLATION OF DECEMBER 20, 2023, BOARD MEETING

On a motion from Trustee Parham, seconded by Trustee Hanacek, it carried by a vote of 4-0-1 to hold the regularly scheduled December 20, 2023, Board meeting.

December 20, 2023, Board Meeting

VOTE: Ayes: Trustees Davis, Hanacek, Parham, Perry
Nos: None
Absent: Trustee Kelly

BOARD COMMENTS

Trustees thanked staff for their hard work and dedication.

Board Comments

ADJOURNMENT

On a motion from Trustee Davis, seconded by Trustee Hanacek, it carried by a vote of 4-0-1 to adjourn the meeting at 11:52 a.m.

Adjournment

VOTE: Ayes: Trustees Davis, Hanacek, Parham, Perry
Nos: None
Absent: Trustee Kelly

Vice President

Secretary