

Approved – 3/8/17

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
SPECIAL COMMISSION MEETING
Tuesday, February 21, 2017**

- I. **Call to Order:** The meeting was called to order by Joe Lenz, President, at 3:07 p.m. at Baldy View ROP, 1501 S. Bon View Ave., Room 503, Ontario, California.

Present:	Charles Uhalley	Chaffey District
	Sylvia Orozco	Chino Valley Unified
	David Nemer	Claremont Unified
	Joe Lenz	Upland Unified District
	Shelley Adams	Superintendent
	Carla Roberts	Director of Business Services
	Michael Moore	Administrative Services Coordinator

Mr. Lenz welcomed everyone to the meeting and thanked them for attending.

- II. **Review of Agenda:**

Changes – None Deletions – None

- III. **Approval of Agenda:** It was moved by Mr. Uhalley and seconded by Mr. Nemer to approve the Agenda. The motion carried unanimously.

- IV. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Lenz.

- V. **Public Participation:** There was no public participation.

- VI. **Administration:**

- A. It was moved by Mr. Uhalley and seconded by Mrs. Orozco to approve allocating \$3.6 million of the ending fund balance for building/renovations of the Career Training Center. The motion carried unanimously.

Ms. Adams reviewed the proposed scope of work to expand the CTC campus using money from the ending fund balance. She estimated it would take approximately two years to complete the expansion and be ready for classes in fall 2019. A project manager would be hired to oversee the renovation project. Mr. Uhalley clarified that this approval was authorizing use of the funds but not approval to start construction; that approval would be considered when the final plan with costs is presented.

B. Discussion of the proposed revised Baldy View ROP organizational structure.

Ms. Adams reviewed the proposed five-year growth of the organizational structure and the benefits it would provide to students and the community. The growth of the program would be contingent upon grant funding, adult education consortium funding, and federal financial aid funding. Mr. Uhalley stated that all new funding shouldn't go to just positions but also educational opportunities and services for students.

C. Recommendation to approve posting for Director of Personnel Services was tabled until the March 8, 2017, Commission meeting.

Ms. Adams shared that there is a need to add a Director of Personnel Services to the organizational structure. Currently, she and the assistant superintendent of educational services are handling all personnel complaints and investigations. Mr. Uhalley stated that he understood the need for the position but had a concern with the organization being seen as being too top heavy in management. He asked that a comparative analysis be completed with other similar size organizations to show ratio of administrators to students, sites, and programs. Mrs. Orozco asked that a five-year budget projection be provided at the next meeting to ensure that the cost is sustainable for future years.

VII. **Adjournment:** The meeting was adjourned at 4:51 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, March 8, 2017, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.