

Approved – 7/11/18

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, June 13, 2018**

- I. **Call to Order:** The meeting was called to order by Jack Young, at 6:00 p.m. at Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.

Present:	Sue Ovitt	Chaffey District
	Sylvia Orozco	Chino Valley Unified
	Nancy Treser Osgood	Claremont Unified
	Jack Young	Upland Unified
	Shelley Adams	Superintendent
	Forest DeRenzo	Assistant Superintendent of Educational Services
	Carla Roberts	Director of Business Services
	Dora Edney	Director of Development/Public Relations
	Lisa Porter	Director of Personnel Services
	Michael Moore	Administrative Services Coordinator
	Roseanne Redfearn	Coordinator
	Crystal Whitley	Coordinator
Absent:	Charles Uhalley	Chaffey District
	P. Joseph Lenz	Upland Unified
Others		
Present:	Virginia Kelsen	Chaffey District Representative
	Julian Rodriguez	Chino Valley Representative

Mr. Young 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 Mrs. Treser Osgood and seconded by Mrs. Ovitt to approve the Agenda. The motion carried unanimously.
- IV. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Young.
- V. **Approval of Minutes:** It was moved by Mrs. Orozco and seconded by Mrs. Treser Osgood to approve the May 9, 2018, Commission Meeting Minutes. The motion carried unanimously.

- VI. **Staff Recognition:** Dr. Adams recognized the following employees on their retirement and shared they were unable to attend tonight: Tom Evans, Stage Design Technology Instructor, 7 years; Kathy Holguin, Careers in Child Development/Education Instructor, 13 years; John McNicoll, LVN Instructor, 7 years; Patricia Campbell, Airport Careers Instructor, 7 years; and Greg Stewart, Plumbing Instructor, 19 years.

Dr. Adams recognized the following employees for their years of service and shared they were unable to attend tonight: Lorraine Avalos, Retail Marketing/Event Planning Instructor, 10 years; Julianne Baun, Health Care Occupations/Health Support Services Instructor, 10 years; Kimberly Hansen, Sports Medicine Instructor, 10 years; James Londagin, Virtual Enterprise/Retail Marketing Instructor, 10 years; and Marie Sliney, Health Care Occupations/Medical Assisting Instructor, 10 years. Mrs. Porter presented Dr. Adams, Superintendent with her 5-year recognition pin.

Mr. Young on behalf of the Commission thanked staff for their dedicated service.

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

VIII. **Oral Communications:**

- A. **Superintendent's Comments:** Dr. Adams shared the following:

- The Governor's budget includes \$150 million ongoing CTE funding, \$150 million through the Chancellor's office, and \$14 million for technical assistance. She will be working with our stakeholders on the best use of these funds.
- Dr. Adams reported the following for the Cabinet members:
 - Distributed the latest issue of the Baldy View ROP newsletter.
 - Summer school had 422 students on the first day.
 - Personnel services has been busy interviewing potential instructors for the fall semester.

- B. **Cabinet's Comments:**

Educational Services: No report.

Business Services: No report.

Development/Public Relations: No report.

Personnel Services: No report.

- C. **Commission Comments:** Mrs. Orozco wished all a happy summer. She reported on her districts graduation ceremonies and on her two son's graduations.

Mrs. Treser Osgood shared that Claremont High School would be holding their graduation ceremony tomorrow afternoon. She reported on her attendance at the ROP Law Enforcement Academy and Registered Dental Assistant ceremonies and thanked the staff, instructors, and students.

Mrs. Ovitt stated she was pleased to be here this evening. She reported that Chaffey JUHSD held their graduations the end of May and their summer school began on May 29 and will end June 29.

Mr. Young thanked Dr. Adams for meeting with him last week to review the Commission agenda. He reported on the grand opening of the health academy at Upland High School and extended his congratulations to Marie Sliney. Mr. Young reported that Upland USD held their graduation ceremonies on June 6 and 7. He wished those who retired a happy retirement and thanked the staff for their longevity.

IX. **Written Communications:**

A. Commission Calendar.

X. **Approval of Consent Calendar:** It was moved by Mrs. Ovitt and seconded by Mrs. Orozco to approve the Consent Calendar as presented. The motion carried unanimously.

- A. Approved the warrant register, Batch #0920-1071 for the period of April 25, 2018, through May 30, 2018.
- B. Approved the annual agreements/contracts as presented for the period of July 1, 2018, through June 30, 2019.
- C. Approved the Memorandum of Understanding between Baldy View ROP and Inland Health Professions Coalition Reach Out.
- D. Approved initial variable term waivers for the following employees while they obtain their official English Language Authorization for the period of July 1, 2018, through July 31, 2019; CCSD Waivers for: Kassandra Wilson and Kayla Wilson.
- E. Approved the following certificated personnel actions:

APPROVAL OF EMPLOYMENT:

CERTIFICATED:

Name: Jeffrey Ellingsen
Position: Program Specialist (As needed up to 16 hours per week)
Division: Educational Services
Salary: \$46.77 hourly C5/S5
Effective: July 1, 2018 – June 30, 2019

Name: Hesham Diab
Position: Program Specialist – Curriculum Development
Division: Educational Services
Salary: \$44.55 hourly C4/S5
Effective: July 1, 2018 – June 30, 2019

Name: Christine Pendergraph
Position: Special Projects and Grants Liaison (Health/Medical and Information Technology) Temporary, Grant-Funded
Division: Educational Services
Salary: \$59.25 hourly C5/S13
Effective: July 1, 2018 – June 30, 2019

Name: Shawneece Coyle
Position: Special Projects and Grants Liaison (Transportation-Logistics) and Program Specialist-Curriculum Development (Temporary-Grant Funded)
Division: Educational Services
Salary: \$40.77 hourly C4/S2
Effective: July 1, 2018 – June 30, 2019

APPROVAL OF RETIREMENT:

Name: Tom Evans
Position: Stage Design Technology Instructor
Division: Educational Services
Effective: June 30, 2018

Name: Kathy Holguin
Position: Careers in Child Development/Education Instructor
Division: Educational Services
Effective: June 30, 2018

Name: John McNicoll
Position: LVN Instructor
Division: Educational Services
Effective: June 30, 2018

APPROVAL OF INTERMITTENT FMLA LEAVE:

Name: Shawneece Coyle
Position: Special Projects and Grants Liaison (Transportation-Logistics) and
Program Specialist-Curriculum Development (Temporary-Grant
Funded)
Division: Educational Services
Effective: March 13, 2018 to March 12, 2019. Estimated time, dates, days
required tentative due to intermittent leave.

Name: Joseph Nash
Position: Instructor
Division: Educational Services
Effective: March 16, 2018 to March 15, 2019. Estimated time, dates, days
required tentative due to intermittent leave.

F. Approved the following classified personnel actions:

CLASSIFIED:

APPROVAL TO END TEMPORARY ASSIGNMENT:

Name: Adelina Lang
Position: Marketing and Public Relations Assistant (Temporary- Grant
Funded)
Division: Marketing and Public Relations
Effective: June 30, 2018

APPROVAL OF EMPLOYMENT:

Name: David Buchanan
Position: Campus Supervisor (Temporary)
Division: Educational Services
Effective: June 11, 2018 – July 24, 2018

G. Approved the following management personnel non-cabinet actions:

APPROVAL OF EMPLOYMENT:

CERTIFICATED NON-CABINET:

Name: Roseanne Redfearn
Position: Coordinator
Division: Educational Services
Hours: 40 hours per week
Salary: M5 Step E - \$9,428 per month
Effective: July 1, 2018-June 30, 2019

Name: Crystal Whitley
Position: Coordinator
Division: Educational Services
Hours: 40 hours per week
Salary: M5 Step F - \$9,947 per month
Effective: July 1, 2018-June 30, 2019

CLASSIFIED NON-CABINET:

Name: Michael Moore
Position: Administrative Services Coordinator
Division: Administration
Hours: 40 hours per week
Salary: M2 Longevity Year 11 - \$8,953 per month
Effective: July 1, 2018-June 30, 2019

H. Approved the following management personnel cabinet actions:

APPROVAL OF EMPLOYMENT:

CERTIFICATED CABINET:

Name: Forest DeRenzo
Position: Assistant Superintendent of Educational Services
Division: Educational Services
Hours: 40 hours per week
Salary: M7 Step F - \$13,201 per month
Effective: July 1, 2018-June 30, 2019

CLASSIFIED CABINET:

Name: Dora Edney
Position: Director of Development/Public Relations
Division: Business Development
Hours: 40 hours per week
Salary: M5+ Step F, Sub step 4 - \$11,532 per month
Effective: July 1, 2018-June 30, 2019

Name: Lisa Porter
Position: Director of Personnel Services
Division: Administrative Services
Hours: 40 hours per week
Salary: M6 Step D - \$10,361 per month
Effective: July 1, 2018-June 30, 2019

Name: Carla Roberts
Position: Director of Business Services
Division: Business Services
Hours: 40 hours per week
Salary: M6 Step F - \$11,532 per month
Effective: July 1, 2018-June 30, 2019

XI. **Business:**

- A. Mr. Young opened the Public Hearing for the purposes of hearing public input on the 2018-19 Baldy View Regional Occupational Program Budget at 6:14 p.m.

Mrs. Roberts reported the only changes made from the preliminary budget to the adopted budget was the increase in COLA.

Hearing no comments from the public, Mr. Young closed the Public Hearing to receive input on the Baldy View ROP 2018-19 Budget at 6:20 p.m.

- B. It was moved by Mrs. Orozco and seconded by Mrs. Treser Osgood to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 17/18-002 to RMA Group for the purchase of material testing and special inspection consulting services of the building projects at the Career Training Center, in the not to exceed amount of \$70,760.00, as defined in bid number 17/18-002. The motion carried unanimously.

- C. It was moved by Mrs. Treser Osgood and seconded by Mrs. Ovitt to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 17/18-003 to TYR, Inc. for the purchase of DSA project inspection services of the building projects at the Career Training Center, in the amount of \$155,447.60, as defined in bid number 17/18-003. The motion carried unanimously.
- D. It was moved by Mrs. Orozco and seconded by Mrs. Ovitt to approve for Shelley Adams, Superintendent and/or her designee to be authorized to enter into the College and Career Access Pathways (CCAP) Partnership Agreement for Dual Enrollment with Chaffey Community College. The motion carried unanimously.
- E. It was moved by Mrs. Orozco and seconded by Mrs. Treser Osgood to approve for Shelley Adams, Superintendent to be authorized to enter into contract with Silver Creek Industries for modular building purchases as outlined in the proposal. The motion carried unanimously.

XII. **Personnel:**

- A. It was moved by Mrs. Ovitt and seconded by Mrs. Treser Osgood to approve revised job description for Fiscal Analyst. The motion carried unanimously.
- B. It was moved by Mrs. Orozco and seconded by Mrs. Treser Osgood to approve job descriptions for Engineering Instructor and Emergency Medical Responder (EMR/EMT) Dual Enrollment Instructor. The motion carried unanimously.

XIII. **Adjournment:** The meeting adjourned at 6:23 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, June 20, 2018, 5:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.