

Approved – 10/14/20

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION SPECIAL MEETING AND STUDY SESSION**

Friday, October 2, 2020

- I. **Call to Order:** The meeting was called to order telephonically via Google Meet by Sue Ovitt, President at 9:02 a.m.

Present:	Sue Ovitt	Chaffey District
	Joe Schaffer	Chino Valley Unified
	Dave Nemer	Claremont Unified
	Jack Young	Upland Unified
	Shelley Adams	Superintendent
	Rose Bomentre	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

- II. **Review of Agenda:**

Changes – None.

Deletions – None.

- III. **Approval of Agenda:** It was moved by Mr. Young and seconded by Mr. Nemer to approve the Agenda. The motion carried with the following Roll Call vote:

Dave Nemer – Aye  
Joe Schaffer – Aye  
Jack Young – Aye  
Sue Ovitt – Aye

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

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

- VI. **Administration:**

- A. Recommend approval of Public Sector Personnel Consultants proposals which align to staff recommendations based upon budget considerations.

Dr. Adams recapped the history of staffing, salaries, past reclassification and compensation studies, and the process used for this study. Commission members shared their concerns regarding the future of state funding and budgets and the need to be responsible going forward.

- It was moved by Mrs. Ovitt and seconded by Mr. Nemer to approve to reclassify three positions to competitively align to market, effective July 2020, in the following manner:
  - Title change from Financial Aid Advisor to Financial Aid Analyst and remuneration change from C12 to C14 on Classified Pay Schedule; see additional duties per job description revision
  - Remuneration change for Fiscal Analyst from C12 to C14 on Classified Pay Schedule; see additional duties per job description revision
  - Title change from Test Proctor to Assessment Clerk and remuneration change from C7 to C8 on Classified Pay Schedule; see additional duties per job description revision

The motion carried with the following Roll Call vote:

Dave Nemer – Aye  
Joe Schaffer – Aye  
Jack Young – Aye  
Sue Ovitt – Aye

- Due to lack of a motion, this item was tabled until a later meeting. Implement a one-time salary enhancement of 5%, based upon hours of regular assignment from July 1, 2019 to June 30, 2020 for all current employees (does not include substitutes).
- Due to lack of a motion, this item was tabled until a later meeting. Implement a modification to annual degree stipend for Classified and Management groups to maintain competitiveness: \$3,500 for Doctorate, \$2,500 for Masters, \$1,500 for Bachelors, and \$500 for Associate Degree; and \$3,500 for Doctorate for Certificated groups, effective July 2020.

Note: For employees placed on Certificated Instructor Pay Schedules, degree considerations up to Masters level are built into the pay schedule. However, certificated staff are eligible for Doctorate stipend.

- It was moved by Mr. Nemer and seconded by Mr. Young to approve to implement proposed modifications to existing Certificated Instructor Pay Schedule to be nearer to market including deleting one (1) entry step and adding two (2) top out steps. The motion carried with the following Roll Call vote:

Dave Nemer – Aye  
Joe Schaffer – Aye  
Jack Young – Aye  
Sue Ovitt – Aye

- It was moved by Mr. Young and seconded by Mr. Nemer to approve to implement proposed modifications to existing Classified Pay Schedule to be nearer to market including deleting one (1) entry step and adding one (1) top out step and similar longevity steps. The motion carried with the following Roll Call vote:

Dave Nemer – Aye  
Joe Schaffer – Aye  
Jack Young – Aye  
Sue Ovitt – Aye

- It was moved by Mr. Young and seconded by Mr. Nemer to approve to implement proposed modifications to existing Management Pay Schedule to be nearer to market including deleting two (2) entry steps and adding two (2) top out steps and similar longevity steps.

Commission members discussed and shared their concerns and asked that the Superintendent provide more information at a later meeting.

The motion was amended and moved by Mr. Schafer and seconded by Mr. Nemer to table this item until further information can be provided at a later meeting. The motion carried with the following Roll Call vote:

Dave Nemer – Aye  
Joe Schaffer – Aye  
Jack Young – Abstain  
Sue Ovitt – Aye

Mrs. Ovitt expressed her appreciation to the Superintendent and staff for their efforts in compiling this compensation study.

Mr. Young offered his condolences to Dr. O’Neill on the loss of his husband.

The Commission agreed to hold a special study session on October 30, 2020 at 9:00 am to discuss the tabled items listed above.

- VII. **Adjournment:** The meeting adjourned at 11:50 a.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, October 14, 2020, 6:00 p.m., Baldy View ROP, 1501 S. Bon View Avenue, Ontario, California.