

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING  
Wednesday, June 14, 2017**

- I. **Call to Order:** The meeting was called to order by Joe Lenz, President, at 6:01 p.m. at Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.

Present:	Charles Uhalley	Chaffey District
	Sylvia Orozco	Chino Valley Unified
	Dave Nemer	Claremont Unified
	Joe Lenz	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
	Michael Moore	Administrative Services Coordinator
	Roseanne Redfearn	Coordinator
	Crystal Whitley	Coordinator

Others  
Present: Virginia Kelsen Chaffey District Representative  
Julian Rodriguez Chino Valley Representative

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

- II. **Review of Agenda:**

Changes – Item II-D., page 45, date for Jeff Ellingsen should be July 1, 2017 - June 30, 2018.  
Deletions – None

- III. **Approval of Agenda:** It was moved by Mr. Nemer and seconded by Mrs. Orozco to approve the Agenda with change as stated in item II above. The motion carried unanimously.

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

- V. **Approval of Minutes:** It was moved by Mr. Uhalley and seconded by Mr. Nemer to approve the May 10, 2017, Commission Meeting Minutes. The motion carried unanimously.

- VI. **Staff Recognition:** Dr. Adams recognized the following employees for their years of service and shared they were unable to attend tonight: Tom Evans, Stage Design/Technology Instructor, 5 years; John McNicoll, LVN Instructor, 5 years; Michael Garcia, Pharmacy Clerk Instructor, 10 years; and Brianne McKnight, Business Services Technician, 15 years.

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

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

VIII. **Oral Communications:**

A. **UPS Presentation:** Dr. Shelley Adams, Superintendent and Mr. Aldo Fierro, UPS Solutions Area Manager presented on what a logistics program would entail and how it would benefit students and local businesses. Dr. Adams reviewed the concept for the logistics centers at Claremont High School and the Career Training Center. Mr. Fierro shared the benefits of UPS employment and the many opportunities available for advancement within the company.

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

- She is anxiously awaiting the adoption of the state budget.

C. **Cabinet's Comments:**

Educational Services: Dr. DeRenzo shared the following:

- Instructor end of the year checkouts are occurring.
- The Registered Dental Assistant (RDA) graduation was held.
- Summer school has started and 625 students were in attendance.

Business Services: Mrs. Roberts shared the following:

- Auditors will be on-site beginning tomorrow.

Development/Public Relations: Mrs. Edney shared the following:

- Working on the latest newsletter.
- The City of Ontario completed filming of their video at the CTC campus.

D. **Commission Comments:** Mr. Uhalley stated that graduation ceremonies have been completed in the Chaffey district. At their board meeting last night, they received their LCAP report.

Mr. Nemer shared that Claremont High School will be holding their graduation ceremony tomorrow. He reported on his attendance at the Registered Dental Assistant graduation and stated that it was a great event.

Mrs. Orozco shared that Chino Valley USD graduation ceremonies were completed and they held their staff recognition dinner, which had 300 people in attendance. She welcomed and introduced Julian Rodriguez who will be the district representative to the DRC.

Mr. Lenz reported that graduation ceremonies for Upland USD were held. He wished all a nice summer.

IX. **Written Communications:**

A. Commission Calendar.

X. **Approval of Consent Calendar:** It was moved by Mrs. Orozco and seconded by Mr. Uhalley to approve the Consent Calendar as presented. Mr. Uhalley asked that item C be removed from the Consent Calendar for separate action. The motion carried unanimously.

A. Approved the warrant register, Batch #0900-0993 for the period of April 26, 2017, through May 16, 2017.

B. Approved the annual agreements/contracts as presented for the period of July 1, 2017, through June 30, 2018.

C. 2017-18 Conference Plan.

Mr. Uhalley shared that there appeared to be a lot of attendance at conferences for the size of the organization. He is not opposed to staff attending conferences but would like more clarification before approving.

Mrs. Orozco asked if a cover sheet could be provided that list conferences attended last year in relation to the conference plan presented. All agreed to table this item until the next meeting.

D. Approved the following certificated personnel actions:

**APPROVAL OF EMPLOYMENT:**

**CERTIFICATED:**

Name: Don Dellario  
Position: Substitute Instructor  
Division: Educational Services  
Effective: May 2017 (Pending background clearance)

Name: Kelly Binks  
Position: Law Enforcement Instructor  
Division: Educational Services  
Effective: July 2017 (Pending background clearance)

Name: Anne Treglia  
Position: Program Specialist (As needed up to 40 hours per week)  
Division: Educational Services  
Effective: May 31, 2017 – June 30, 2017

Name: Anne Treglia  
Position: Program Specialist (As needed up to 40 hours per week)  
Division: Educational Services  
Effective: July 1, 2017 – December 21, 2017

Minutes of the Baldy View Regional Occupational Program

Commission Meeting, June 14, 2017

Page - 4 -

Name: Jeffrey Ellingsen  
Position: Program Specialist (As needed up to 16 hours per week)  
Division: Educational Services  
Effective: May 23, 2017 – June 30, 2017

Name: Jeffrey Ellingsen  
Position: Program Specialist (As needed up to 16 hours per week)  
Division: Educational Services  
Effective: July 1, 2017 – June 30, 2018

Name: Sigrid Williams  
Position: Program Specialist – Curriculum Development  
Division: Educational Services  
Salary: \$45.41 hourly C5/S4

Name: Hesham Diab  
Position: Program Specialist – Curriculum Development  
Division: Educational Services  
Salary: \$43.25 hourly C4/S4

Name: Christine Thomas  
Position: Special Projects and Grants Liaison (Health/Medical and Information Technology) Temporary, Grant-Funded  
Division: Educational Services  
Salary: \$57.53 hourly C5/S12

Name: Shawneece Coyle  
Position: Special Projects and Grants Liaison (Transportation-Logistics) and Program Specialist-Curriculum Development (Temporary-Grant Funded)  
Division: Educational Services  
Salary: \$39.58 hourly C4/S1  
Effective: July 2017 (Pending Credential Approval)

Name: Jessica Garcia  
Position: Instructional Team Leader  
Division: Educational Services  
Salary: \$100 per month  
Effective: July 2017 – June 2018

Name: Elizabeth McGraw  
Position: Instructional Team Leader  
Division: Educational Services  
Salary: \$100 per month  
Effective: July 2017 – June 2018

CHANGE OF STATUS:

Name: Jeanette Juarez  
Position: Marketing Instructor (Previous Position - Long Term Substitute)  
Division: Educational Services  
Effective: July 2017

Name: Katey Sixsmith  
Position: Vocational Nursing Instructor (Previous - Acting Interim Director until position was filled)  
Division: Educational Services  
Salary: \$44.55 hourly C4/S5

APPROVAL OF EXTENDED LEAVE:

Name: Lisa Fears-Hackett  
Position: Coordinator  
Division: Educational Services  
Effective: April 21, 2017 – June 5, 2017. Sick leave entitlement exhausted on April 20, 2017.

Name: Jessica Carter  
Position: Welding Instructor  
Division: Educational Services  
Effective: March 6, 2017 – August 2, 2017 Sick leave entitlement exhausted on March 3, 2017.

APPROVAL OF RESIGNATION:

Name: Lonzie Johnson  
Position: Marketing Instructor  
Division: Educational Services  
Effective: May 24, 2017

Name: Lisa Fears-Hackett  
Position: Coordinator  
Division: Educational Services  
Effective: June 6, 2017

- E. Approved the following classified personnel actions:

APPROVAL OF EMPLOYMENT:

CLASSIFIED:

Name: David Buchanan  
Position: Campus Supervisor (Temporary)  
Division: Educational Services  
Effective: June 12, 2017

Name: Evangelina Liles  
Position: Personnel Services Technician  
Division: Administrative Services  
Effective: July 2017

Name: Hanika Arora  
Position: Substitute Preschool Instructor  
Division: Administrative Services  
Effective: August 2017 (Pending Background Checks)

APPROVAL OF RESIGNATION:

Name: Diana Cansino  
Position: Marketing and Public Relations Assistant (Temporary- Grant Funded)  
Division: Marketing and Public Relations  
Effective: June 14, 2017

- F. 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 D - \$8,937 per month  
Effective: July 1, 2017-June 30, 2018

Name: Crystal Whitley  
Position: Coordinator  
Division: Educational Services  
Hours: 40 hours per week  
Salary: M5 Step F - \$9,947 per month  
Effective: July 1, 2017-June 30, 2018

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, 2017-June 30, 2018

G. 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, 2017-June 30, 2018

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, 2017-June 30, 2018

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, 2017-June 30, 2018

XI. **Business:**

- A. Mr. Lenz opened the Public Hearing for the purposes of hearing public input on the 2017-18 Baldy View Regional Occupational Program Budget at 6:45 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. Lenz closed the Public Hearing to receive input on the Baldy View ROP 2017-18 Budget at 6:48 p.m.

- B. It was moved by Mrs. Orozco and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to enter into a Fee Proposal/Agreement with Ruhnau Clarke Architects for the Career Training Center Logistics Center Project. The motion carried unanimously.
- C. It was moved by Mr. Uhalley and seconded by Mr. Nemer to approve for Shelley Adams, Superintendent and/or her designee to be authorized to enter into a Fee Proposal/Agreement with Ruhnau Clarke Architects for the Bon View Campus Expansion Project. The motion carried unanimously.
- D. It was moved by Mr. Uhalley and seconded by Mrs. Orozco to approve for Shelley Adams, Superintendent and/or her designee to be authorized to enter into an Agreement with Tilden-Coil Constructors for Construction Management Services for the Bon View Campus Expansion and Logistics Center construction. The motion carried unanimously.
- E. It was moved by Mr. Nemer and seconded by Mrs. Orozco to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 16-17-004 to Consteknik Builders for the purchase of Classroom Demolition, Renovation, and Installation of Flooring and Paint, as defined in bid number 16/17-004. The motion carried unanimously.

XII. **Closed Session:** The meeting adjourned into Closed Session at 6:52 p.m. to discuss and take possible action on:

- A. Public Employee Reassignment/Discipline/Dismissal/Release (Government Code §54957)
- B. Public Employee Performance Evaluation – Government Code §54957

Title: Superintendent



- XIII. **Reconvene to Open Session:** Mr. Lenz reconvened the meeting at 8:15 p.m. and announced that discussion occurred and no action was taken.
- XIV. **Adjournment:** The meeting adjourned at 8:16 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, June 21, 2017, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.