

Approved – 12/12/18

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, November 14, 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 (Alternate)
	Sylvia Orozco	Chino Valley Unified
	Nancy Treser Osgood	Claremont Unified
	Jack Young	Upland Unified (Alternate)
	Shelley Adams	Superintendent
	Dora Edney	Director of Development/Public Relations
	Lisa Porter	Director of Personnel Services
	Adder Argueta	Coordinator
	Michael Moore	Administrative Services Coordinator
	Crystal Whitley	Coordinator
Absent:	Charles Uhalley	Chaffey District
	P. Joseph Lenz	Upland Unified
	Forest DeRenzo	Assistant Superintendent of Educational Services
	Carla Roberts	Director of Business Services
Others		
Present:	Virginia Kelsen	Chaffey District Representative
	Michele Eckersall	Chino Valley District 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. Ovitt and seconded by Mrs. Orozco 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. Treser Osgood and seconded by Mrs. Ovitt to approve the October 10, 2018, Commission Meeting Minutes. The motion carried unanimously.
- VI. **Public Participation:** There was no public participation.

VII. **Oral Communications:**

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

- Reported that photos of the construction progress at the Career Training Center (CTC) are posted on the ROP website. A construction progress meeting was held this morning and everything is on schedule for a July 12, 2019, completion date.
- Attended the *Career Technology and the New Economy Select Committee Informational Hearing: How Do We Best Synchronize Career Technical Education by Community Colleges and the K-12 System?* meeting on Tuesday which was hosted by Senator Richard Roth. Speakers from the Legislative Analyst's Office, CDE, Community College Chancellor's Office, Workforce Development Boards, and joint CTE partnerships were in attendance. A discussion was held on how to incentivize employers to allow their employees to become CTE teachers.
- Introduced Coordinator, Adder Argueta.

B. **Cabinet's Report:**

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

- Announced the next Community Open House will be held on October 19, 2019, at the CTC.
- The Institutional Advisory met on October 26, 2018.
- Thanked Schools First Federal Credit Union for sponsoring the professional development workshop held on October 20, 2018.

Personnel Services: Mrs. Porter shared the following items:

- Announced that Jasmine Muratalla started as the Fiscal Analyst on October 17 and Elizabeth McGraw started as the Program Specialist-Curriculum Development on November 12.
- Currently working on filling the Computer Repair and Medical Assistant instructor positions.

C. **Commission Comments:** Mrs. Orozco shared Chino High School recently held their groundbreaking ceremony for the reconstruction of the high school. She wished all a great thanksgiving.

Mrs. Treser Osgood reported on her attendance at the Citrus College Community Open House. She referred their contact to Dr. DeRenzo on developing a partnership between the high school and the college on pathways.

Mrs. Ovitt stated that she enjoyed attending the groundbreaking ceremony at CTC and is looking forward to the completion next year. She asked if the ROP is invited to the high school career days. Mrs. Edney replied that we are and also the back to school nights which staff attends.

Mr. Young welcomed and congratulated Mr. Argueta. He shared that election results are still not finalized for his district and Joe Lenz retired from the school board and was recognized at the district meeting last night. Mr. Young stated he enjoyed the groundbreaking ceremony and is looking forward to learning more about how ROP integrates with the districts.

VIII. **Written Communications:**

- A. Commission Calendar.
- B. Events Calendar.

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

- A. Approved the warrant register, Batch #0311-0443 for the period of September 27, 2018, through October 30, 2018.
- B. Reviewed the San Bernardino County Pool, 3rd Quarter Investment Report.
- C. Approved the following certificated personnel action:

APPROVAL OF EMPLOYMENT:

Name: Bernardo Alvarez-Batres
Position: Automotive Mechanics Instructor
Division: Educational Services
Effective: October 22, 2018

Name: Jay L. Watkins
Position: Sports Medicine Instructor
Division: Educational Services
Effective: November 5, 2018

CERTIFICATED CHANGE OF STATUS:

From

Name: Elizabeth McGraw
Position: Sports Medicine Instructor
Division: Educational Services
Effective: December 18, 2014

To

Name: Elizabeth McGraw
Position: Program Specialist-Curriculum Development
Division: Educational Services
Effective: November 12, 2018

CERTIFICATED RESIGNATION:

Name: Anne Welsh-Treglia
Position: Program Specialist-Temp
Division: Educational Services
Effective: October 8, 2018

- D. Approved the following classified personnel action:

APPROVAL OF EMPLOYMENT:

Name: Koria January
Position: Fiscal Analyst
Division: Business Services
Salary: C12; Step D
Effective: October 25, 2018

CLASSIFIED CORRECTION:

From
Name: Jasmine Muratalla
Position: Personnel Services Analyst
Division: Educational Services
Salary: C14; Step C
Effective: October 15, 2018

To
Name: Jasmine Muratalla
Position: Personnel Services Analyst
Division: Personnel Services
Salary: C14; Step C
Effective: October 17, 2018

- E. Approved the following management personnel-non-cabinet action:

APPROVAL OF EMPLOYMENT:

CERTIFICATED NON-CABINET:

Name: Adder Argueta
Position: Coordinator
Division: Educational Services
Hours: 40 hours per week
Salary: M5 Step E
Effective: October 10, 2018-June 30, 2019

CERTIFICATED RESIGNATION:

Name: Roseanne Redfearn
Position: Coordinator
Division: Educational Services
Effective: October 5, 2018
Reason: Resignation

X. **Business:**

- A. It was moved by Mrs. Treser Osgood and seconded by Mrs. Orozco to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 18/19-017 to RS Construction and Development, Inc. for the purchase of demolition of old materials, installation of flooring, electrical work, installation of room divider, and painting of one classroom and lab at the Career Training Center, as defined in bid number 18/19-017. The motion carried unanimously.
- B. It was moved by Mrs. Ovitt and seconded by Mrs. Orozco to approve for Dr. Shelley Adams, Superintendent to enter into a use of facilities agreement with the University of California Riverside Extension Center. The motion carried unanimously.

XI. **Administration:**

- A. It was moved by Mrs. Ovitt and seconded by Mrs. Treser Osgood to approve December 12, 2018, for the Annual Organizational Meeting in conjunction with the Regular Meeting. The motion carried unanimously.

XII. **Closed Session:** The meeting adjourned into Closed Session at 6:21 p.m. to discuss and take possible action on:

- A. Conference with Legal Counsel – Anticipated Litigation – Government Code §54954.5(c) pursuant to Government Code §54956.9(b)-(c) – 1 Case
- B. Public Employee Reassignment/Discipline/Dismissal/Release – Government Code §54957
- C. Public Employee Performance Evaluation – Government Code §54957

Title: Superintendent

XIII. **Reconvene to Open Session:** Mr. Young reconvened the meeting at 6:58 p.m. and announced that no action had been taken.

- XIV. **Adjournment:** The meeting adjourned at 6:58 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, December 12, 2018, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.