



## Tri-Valley Regional Occupational Program

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### **JOINT POWERS GOVERNING BOARD Minutes of the Special Board Meeting**

**August 25, 2016**

**5:00 pm Closed Session, 5:15 pm Open Session**

**1. CALL TO ORDER / ROLL CALL**

Chairperson Laursen called the meeting to order at 5:00 pm.

**Roll Call/Establishment of Quorum**

Joan Laursen, Chairperson

Chuck Rogge, Vice Chairperson

Dan Cunningham, Member

Julie Duncan, Secretary to the Board

**2. PUBLIC COMMENT – None**

**3. ADJOURN TO CLOSED SESSION - Pursuant to Government Code §54957**

**3.1 Public Employee Discipline/Dismissal/Release/Leave/Employment**

**4. RECONVENE IN OPEN SESSION**

**4.1 Pledge of Allegiance**

**4.2 Approval of the Agenda**

No changes to the agenda

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Cunningham	Rogge	3	0	0	0

**4.3 Announcement of Any Reportable Action Taken in Closed Session – None**

**5. PUBLIC COMMENT - None**

**6. ACTION ITEMS**

Action items are up for a vote by the Board. Items require a simple majority of Board member votes to pass.

**6.1 Approval of Job Description for Coordinator - Adult Education**

Superintendent Duncan introduced the Job Description for Coordinator, Adult Education. Mr. Rutledge has been working hard at shutting down the jail program, and starting to work in the Tri-Valley together to create and revitalize programs. He is a perfect example of what the Mid Alameda County Consortium is trying to do for overall collaboration between agencies for adult students. This position will bring in Metrix Program, OSHA, Transition Specialist, Welding, Computer Applications, Adults with Disabilities Program. Mr. Rutledge will work with our three member districts, Las Positas and Chabot Colleges and the Tri-Valley One Stop. TVROP will be able to assist our member districts with program set up with equipment and supplies.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Cunningham	Rogge	3	0	0	0

**6.2 Approval of Management Salary Schedule**

Superintendent Duncan explained the change on the salary schedule from Principal, Correctional Education/Adult Programs to Coordinator, Adult Education.



<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Rogge	Cunningham	3	0	0	0

**6.3 Approval of Job Description for Adult Education Transition Specialist**

Position will be posted next week.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Rogge	3	0	0	0

**6.4 Approval of Adult Program Certificated Salary Schedule**

Salary Schedule has been reduced to 180 days worked per diem remains the same less days.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Cunningham	Laursen	3	0	0	0

**6.5 Approval to Surplus Inventory/Property**

Superintendent Duncan explained the property on the list and how TVROP would like to be able to redistribute some items out into the districts or sell.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Cunningham	3	0	0	0

**6.6 Authorize Resolution No. 2016-17.1 - Authorization to Sell Surplus Property**

Superintendent Duncan explained the list of proposal from Five Keys to purchase the list of items.

*Roll Call Vote:*

*Rogge, Aye*

*Laursen, Aye*

*Cunningham, Aye*

**7. CORRESPONDENCE - none**

**8. ANNOUNCEMENTS**

- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, September 14, 2016.

**9. ADJOURNMENT**

There being no further business, Chairperson Laursen adjourned the meeting at 5:28 pm.

Original Signed

Submitted,



Julie Duncan  
Secretary to the Board

Approved and entered into the proceedings  
of the Board this 14<sup>th</sup> day of September, 2016



Joan Laursen  
Board Chairperson