

MEETING MINUTES OF THE CATEC CENTER BOARD

August 21, 2012

At 6:06 p.m., Mrs. Leah Puryear called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mrs. Pam Moynihan, Mrs. Willa Neale (arrived at 6:11 p.m.), and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Mr. Ned Michie and Mrs. Diantha McKeel.

STAFF MEMBERS PRESENT: Mr. Adam Hastings, Director; Mrs. Deborah Gannon, Administrative Intern; and Ms. Leslie Chisholm, Administrative Assistant/Clerk.

OTHERS PRESENT Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction and Innovation; Mr. Tim Breitenbach, Charlottesville City Project Manager; and Mr. Mike Mollica, Charlottesville City Capital Projects Coordinator & Facilities Development Division Manager.

(Because there was not a quorum present at the beginning of the meeting, informational items were addressed first.)

AGENDA ITEM 12-45 AGENDA

Mr. Koleszar offered a **motion** to approve the agenda and Mrs. Moynihan **seconded** it. **The motion passed with Mrs. McKeel and Mr. Michie absent.**

AGENDA ITEM 12-46 MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for May 15, 2012, May 21, 2012, and the Joint Board meeting minutes for May 15, 2012. Mrs. Neale **seconded** the motion. **The motion passed with Mrs. McKeel and Mr. Michie absent.**

AGENDA ITEM: 12-47 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 12-48 APPROVAL OF FINANCIAL STATUS

Mr. Hastings pointed out that the revenue exceeded the expenses and the extra funds will be transferred to the fund balance. Mr. Koleszar offered a **motion** to approve the financial statements for April, May, and June of 2012. Mrs. Moynihan **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

AGENDA ITEM: 12-49 ADA COMPLIANCE

Mr. Hastings reviewed the ADA Office of Civil Rights facility audit that was done. Mr. Mike Mollica and Mr. Tim Breitenbach both provided information (and a handout) about the audit with regard to the voluntary ADA Civil Rights compliance. The Department of Education inspected

the building and created a list of necessary improvements. As a result of multiple meetings on site and with the DOE in Richmond including input from architects, a plan has been completed on which the DOE is willing to sign-off. Funding and a proposed timeline need to be discussed. Mr. Mollica provided a brief overview of the process. The City oversees the capital planning projects and the City and County equally share the cost. (The City actually pays all the costs upfront and then seeks reimbursement for the County's share.) Both entities need to develop their budget with the CIP funding in mind. There was discussion about what had to be/has been done at CATEC to meet the Civil Rights requirements. Topics included cost/funding/timing, renovation of restrooms, door knobs, fire/life safety, compliance requirements, the width of corridors, and the "dignity" factor. The summer of 2014 is when the work is slated to be completed. Mr. Mollica stated that there is an action plan in place and that the DOE is very happy with the City's response to their requests.

Mr. Hastings stated that he has a copy of the Voluntary Compliance Plan from DOE which needs to be signed by both Superintendents. Mr. Koleszar reminded the Board that CATEC does not own the facility; this renovation/funding must be approved by both the City and the County School Boards. Mr. Mollica stated that funding is only allocated on an annual basis and the CIP is a work-in-progress. The general consensus was to recommend that this Voluntary Compliance Plan be sent to the respective boards for approval. Mr. Breitenbach reported that any significant accessibility barriers have already been addressed and gave credit for a lot of the work to CATEC's maintenance foreman, Lloyd Workman. He also reiterated that CATEC, as an election/polling site, is ADA compliant.

AGENDA ITEM: 12-50 **FUND BALANCE**

Mr. Hastings handed out an updated spreadsheet with the fund balance information and explained it in detail including the history of the last three years. There was discussion about what the standard percentage of the operating budget the fund balance should be. The suggestion was made for the board to set a policy for the minimum percentage for the fund balance; the extra would be used to fund other projects. Mr. Hastings acknowledged that a small percentage of the operating budget is Perkins funds. Dr. Atkins pointed out that the operating budget for 2011-12 was much lower and that impacted the fund balance.

AGENDA ITEM: 12-51 **BUDGET**

Mr. Hastings reported that the budget for 2012-13 has been adjusted over the last several months. Several factors impacted the final balance such as increased revenue from Adult Ed and dual enrollment. He reminded the Board of the reduction of the Career and Technology Coordinator's position and Mrs. Gannon's new position as the Administrative Intern. That savings was moved to the contingency fund and, should it not be expended, it will be transferred to the fund balance. Mr. Koleszar stated that, in theory, there should be a balanced budget. Reducing the revenue by transferring it to the fund balance will result in the budget being balanced. Mr. Koleszar offered a **motion** to make these amendments to the CATEC budget. Mrs. Neale **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

AGENDA ITEM: 12-52 **DENTAL CLASSROOM**

There are two options (which were detailed in the updated handout) to consider with regard to possible upgrades for the Dental classroom. Option 1 involves creating a practical lab space for Dental Assistant high school and adult classes with one fully functional dental chair and the appropriate equipment/supplies that would meet all state competencies. Option 2 would result in

the creation of a fully equipped dental “clinic” which could offer the public some dental services. X-ray equipment would be purchased for training purposes, but actual x-rays could not be taken nor will the students be licensed X-ray technicians. Mr. Hastings went into detail about the differences between the two upgrade choices including the difference between a sanitizer and a sterilizer.

Mr. Hastings’, and the Dental Advisory Committee’s, recommendation would be Option 1; the students would learn using real equipment and be able to get their clinical experience in the field. The cost would be covered by the fund balance previously discussed. The renovation could be done within several weeks while the students are at clinicals with minimal classroom disruption. Either upgrade will give CATEC the opportunity to pursue dual enrollment. Mr. Koleszar offered a **motion** to approve implementing, from the fund balance, Option 1 and Mrs. Neale **seconded** the motion. **The motion passed with Mrs. McKeel and Mr. Michie absent.**

AGENDA ITEM: 12-53 2011-12 YEAR IN REVIEW

Student enrollment and demographics were reviewed. Mr. Hastings pointed out that there is a decline in adult day student enrollment; those students are urged to take adult evening classes. He also called the Board’s attention to the performance data that highlighted attendance and grades. The dilemma is how to get the students here and how to handle the change in beginning and ending enrollment; attendance continues to be addressed. The numbers do indicate that student performance is increasing. Mr. Hastings is proudest of the significant drop in discipline referrals last year and he gives a lot of the credit for that to the staff. They have all had Restorative Practices training and that has helped to retain students. As a result, he feels that In School Suspension can be eliminated. In the workforce, discipline infractions lead to termination.

AGENDA ITEM: 12-54 CLOSED SESSION

Mr. Koleszar offered a **motion** that the CATEC Center Board go into a closed meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the Code of Virginia, under Subsection (1) for the purpose of discussing personnel issues and Subsection (5) for the purpose of discussing the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community. Mrs. Neale **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

Certify Closed Meeting

Mr. Koleszar offered a **motion** that the Board certify by recorded vote that to the best of each Board member’s knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. Mrs. Moynihan **seconded** the motion. **Roll was called and the motion passed by the following recorded votes:**

AYES: Mr. Koleszar, Mrs. Puryear, Mrs. Moynihan, and Mrs. Neale

NAYS: None.

ABSENT: Mrs. McKeel and Mr. Michie

The motion carried by a 4:0:2 vote.

Mr. Koleszar offered a **motion** to terminate Employee #1. Mrs. Neal **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

Mr. Koleszar offered a **motion** to direct Mr. Hastings to investigate and negotiate CATEC's contract with the City referencing the Public Access TV space. Mrs. Neale **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

AGENDA ITEM: 12-55 CHARLOTTESVILLE PUBLIC ACCESS

Charlottesville Public Access is currently a tenant at CATEC. The technical equipment in their area is prone to overheating and the present HVAC system was not designed for that equipment; it cannot handle the load. CPA submitted an estimate for a new HVAC system and Charlottesville Public Access would pay for the upgrade. The utilities, thereafter, according to the current contract, would be paid for by CATEC as the landlord. The upgraded system would not affect the HVAC in the rest of the building. Mr. Hastings also stated that it does not seem that the overheating issue can be addressed in any other way than with a HVAC upgrade. Mr. Koleszar offered a **motion** to reject the proposal based on the cost of utilities. Mrs. Neale **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

ADJOURNMENT

At 7:50 p.m. Mrs. Puryear adjourned the meeting.

Mr. Hastings reminded the Board that pictures will be taken of both the Center and the Joint Boards at the October 16, 2012 meeting before the Joint Board meeting.

Heath W. Puryear
Chairperson

Justin N. Charles
Clerk

12-11-12
Date

12.11.2012
Date