

MEETING MINUTES OF THE CATEC CENTER BOARD**December 11, 2012**

At 6:02 p.m., Mrs. Leah Puryear called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mrs. Willa Neale, Mr. Ned Michie, Mrs. Diantha McKeel, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Mrs. Pam Moynihan.

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; Ms. Lee Davis, Charlottesville City Vocational Planner; and Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction and Innovation.

AGENDA ITEM 12-67 AGENDA

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

AGENDA ITEM 12-68 MINUTES

Mr. Koleszar offered a **motion** to approve the Center and Joint Board minutes for October 16, 2012. Mrs. Neale **seconded** the motion. **The motion passed** with Mrs. Moynihan absent.

AGENDA ITEM: 12-69 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 12-70 APPROVAL OF FINANCIAL STATUS

Mr. Koleszar offered a **motion** to approve the financial statements for September and October of 2012. Mr. Michie **seconded** the motion and **the motion passed** with Mrs. Moynihan absent. Mr. Hastings made note that the income from the CFA church next door had not been included in this year's budget; it was anticipated that it would stop in August or September. They have not given notice yet that they will no longer be using CATEC, so that additional income has continued. They have been very good neighbors.

AGENDA ITEM: 12-71 DIRECTOR'S COMMENTS

Mr. Hastings gave credit to Lee Davis and Chad Ratliff for supporting the work done at CATEC. He went on to explain the partnership that has been formed with Leadership Charlottesville as a result of the grant CATEC was awarded. That, in turn, has opened doors to the Associated General Contractors of Virginia and their non-profit foundation, The Virginia Construction Industry Education Foundation. They are partnering with CATEC with the goal of not only assisting the Building Trades program, but also providing a scholarship to CATEC graduates. In

addition, Mr. Hastings is meeting with AHIP to collaborate on the homes CATEC students construct.

On Thursday, the Culinary Arts program will present a check for \$800.00 to the Red Cross for the Hurricane Sandy fundraiser. In addition, the Culinary Arts class netted approximately \$7000.00 from the Thanksgiving holiday catering sales which will fund their trip to the New England Culinary Institute.

Kelsey Rund, the private school student who transferred to Albemarle High School solely to be able to attend CATEC, will be on WINA with several other Culinary students. Mr. Hastings stated that she takes her title of Catering Manager to heart.

CATEC will be hosting five visitors from Besancon, France (Charlottesville's Sister-City) in some of the staff's homes after the holidays. They are, essentially, CATEC instructors in France who requested specifically to visit CATEC.

AGENDA ITEM: 12-72 **PROPOSED 2013 MEETING CALENDAR**

The calendar that was approved by the Board last year ended in December 2012. Consequently, the Board is not aware of the January 2013 meeting date. The meeting schedule presented covers January 2013 through January 2014.

AGENDA ITEM: 12-73 **DIRECTOR'S EVALUATION CYCLE**

Mr. Hastings reminded the Board that the Superintendent of Record rotates each January. The proposal is for the Superintendent, who starts the year, to be the Superintendent who completes Mr. Hastings' evaluation.

AGENDA ITEM: 12-74 **PROGRAM OF STUDIES**

Last year CATEC stopped producing the paper copy of the Program of Studies because the information was already fully integrated into each of the base division's publications. There are no proposed new programs for 2013-14. Mr. Hastings reported that there will be significant updates with regard to the present programs and enrollment is increasing. Pharmacy Tech has been included in both divisions' Program of Studies for next year and is a one-year program. Mr. Hastings intends to start looking for an instructor in January.

There was discussion about the possibility of future students, pursuing a standard diploma, needing to pick up an industry certification. This could have significant impact on students in a variety of ways. Mr. Koleszar offered a **motion** to keep the Program of Studies for 2013-14 the same as the one for 2012-13. Mrs. Neale **seconded** the motion and it **passed** with Mrs. Moynihan absent.

AGENDA ITEM: 12-75 **SY 2013-14 FUNDING REQUEST PROPOSAL**

Mr. Hastings called the Board's attention to a letter from Robinson, Farmer, Cox Associates indicating that they are, presently, doing the audit - as they do every year.

The most updated paper copy of the proposed funding request was given to each Board member. Mr. Hastings reviewed the different sections including the Executive Summary and stated that the

proposal consists mainly of maintenance of the current year's expenditures as well as increases relative to salary and benefits. For the most part, this budget looks very similar to the 2012-13 budget with increases in a few areas.

Mr. Hastings explained that Adult Ed is a cost-neutral operation. If there are increased costs, then the tuition and fees are increased to offset those additional costs. In addition, Mr. Hastings reviewed the figures in great detail including what he gleaned from his conversations with the City and the County's Financial Directors. He presented a three-year overview of the funding and stated that the gap is closing between revenues and expenditures due to a variety of expenses. The budget for 2012-13 is expected to be a balanced one. Mr. Hastings reiterated that Fluvanna County will not be sending students to CATEC, but he has gotten interest from other school divisions about future enrollment. Nothing is definite at this time.

Mr. Hastings called the Board's attention to the operating budget he outlined and, specifically, to the cost centers for expenditures. He explained the changes in revenue and initiated the conversation about options for use of the fund balance which is, slowly, being whittled away. Mr. Hastings requested direction as to the amount of fund balance to retain in relation to the operating budget by presenting four options. There was a detailed discussion about what the standard percentage is and what is appropriate for CATEC to hold back in light of balancing this school year's operating budget. The detailed sliding scale of options influences the amount of appropriations from the fund balance which, in turn, impacts the burden of each locality for the operating budget. Mr. Hastings reviewed CATEC's funding formula and the conclusion was that, the greater the fund balance, the less each school division must contribute to cover the shortage.

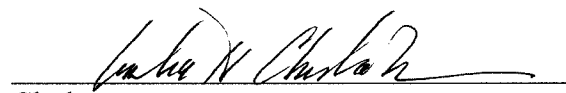
Dr. Moran suggested that the "economy of scale" be taken into consideration; the consensus was that 10% + would be an acceptable amount. Another suggestion that was made was to market CATEC to the local community as a meeting location to increase revenue; there is a shortage of meeting places that are reasonably priced with adequate parking. Language to establish a policy with regard to the fund balance and the approval of the operating budget for 2013-14 will be future action agenda items. (?) Mr. Hastings emphasized that the CATEC website will continue to provide the most updated version of the funding request and he welcomed input from the Board. He stated that he meets with the staff regularly to solicit their thoughts/feedback. Mr. Hastings reminded the Board of the status of the ADA compliance process.

ADJOURNMENT

Mrs. McKeel offered a **motion** to adjourn the meeting and Mr. Michie **seconded** the motion. The motion **passed** with Mrs. Moynihan absent. At 7:05 p.m. Mrs. Puryear adjourned the meeting.



Chairperson



Clerk

3/19/21

Date

3.19.2013

Date