

**MEETING MINUTES OF THE CATEC CENTER BOARD
May 21, 2013**

At 5:04 p.m., Mr. Steve Koleszar called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mrs. Pam Moynihan (arrived at 5:10p.m.), Mrs. Willa Neale, Mr. Ned Michie, Mrs. Diantha McKeel, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT:

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

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pamela Moran, Albemarle County Superintendent; Ms. Lee Davis, Charlottesville City Vocational Planner; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction and Innovation; Paula Pagonakis; and Douglas Walker, Albemarle County Assistant County Executive.

AGENDA ITEM 13-19 AGENDA

Mrs. McKeel offered a **motion** to adopt the agenda and Mrs. Neale **seconded** it. **The motion passed** with Mrs. Moynihan absent.

AGENDA ITEM 13-20 MINUTES

Mrs. Puryear offered a **motion** to approve the Center Board minutes for March 19, 2013. Mrs. McKeel **seconded** the motion and **the motion passed** with Mrs. Moynihan absent.

AGENDA ITEM: 13-21 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 13-22 APPROVAL OF FINANCIAL STATUS

Dr. Hastings said that things are going along just fine. Mrs. McKeel offered a **motion** to approve the financial statements for February and March 2013. Mrs. Puryear **seconded** the motion and **the motion passed** with Mrs. Moynihan absent.

AGENDA ITEM: 13-23 LOCAL PLAN FOR CAREER AND TECHNICAL EDUCATION

Dr. Hastings brought the Local Plan for Career and Technical Education to the Board's attention. CATEC does this in partnership with the City of Charlottesville/Lee Davis and the County of Albemarle/Chad Ratcliff. As a regional center, CATEC is not allocated any funding for its Local Plan. The City and the County's plans, however, include a funding formula that is based on enrollment for the regional center. There is some funding that comes to CATEC from there. Dr. Hastings went into further detail about the Plan and that it has been signed-off by the appropriate individuals including John Donnelly at PVCC. Mr. Michie offered a **motion** to approve the Local Plan and Mrs. McKeel **seconded** it. **The motion passed** with Mrs. Moynihan absent.

AGENDA ITEM: 13-24 **ENROLLMENT/PHARMACY TECHNICIAN**

The Pharmacy Technician program (during the daytime) was difficult to staff this year. Dr. Hastings followed up on several leads without any success; he was not able to find anyone qualified to teach this class who could come during the day. He went into detail about the advantages of a student taking the CATEC evening Pharmacy Tech class; the high school enrollment is low.

Dr. Hastings referenced the enrollment figures for next year; they have increased compared to this time last year. The few students who have enrolled in the Pharmacy Tech program will, most likely, transfer into the Nurse Aide or the Dental Assistant classes. Mr. Koleszar recommended that a decision be made between now and December about offering this class in the Program of Studies for the following school year.

AGENDA ITEM: 13-25 **AUDIT**

Robinson, Farmer, Cox has done the audit for CATEC in previous years. Dr. Hastings commented that it seems straight-forward and there were no negative findings. Mrs. McKeel offered a **motion** to receive and accept the audit report. Mrs. Puryear **seconded** the motion and it **passed** unanimously.

AGENDA ITEM: 13-26 **STRATEGIC PLANNING**

Dr. Hastings reviewed the current Strategic Plan stating that he's been working with Leadership Charlottesville and has been doing the research the Board tasked him to do. He gave Mrs. Pagonakis credit for her assistance and stated that he has also met with someone from Darden and other school administrators. He has come to the conclusion that CATEC needs a strategic design and reviewed the three target categories through his presentation: assets, strengths, and challenges. CATEC is no longer "the only game in town" and it needs to be ready to compete again. He feels that CATEC needs to be more innovative and have a broad view. The annual performance report was reviewed and he stated that CATEC is meeting and exceeding the goals/bench marks. Dr. Hastings' goal is for CATEC students to be regional with industry-caliber certifications, for the work they do to be above and beyond the DOE's qualifications, and that it will be better than the state-of-the-art work. CATEC should be the first place that employers come for new employees. He wants parents in the community to understand the value of, and celebrate, technical training. He also wants CATEC graduates to realize economic independence and prosperity through the work that they do here.

Dr. Hastings presented his Strategic Planning ideas: discover, design, and create and how he intends to accomplish each one. He met with a few different consultants and concluded that the focus should be on community values and being a state-of-the-art vocational center. It needs to be "program" driven and not "building" driven. There is a great interest in the business community for CATEC and that needs to be harnessed. Metro tribal is the firm he spoke to and he explained their philosophy and feels it is important to go with a local firm. They submitted six different proposals. Dr. Hastings met with the City's procurement office and was told that it is not necessary to be put out for a RFP. If it is specific with regard to background skills, he will be able to find those with the CTE expertise. The cost threshold for RFPs is \$30,000. The Board reviewed and discussed the advantages and disadvantages of what is possible. There was consensus for Dr. Hastings to meet with the Chair, Vice Chair, and the two Superintendents and

move forward. If more funds are needed from the separate boards, Dr. Hastings will revisit it with the boards.

AGENDA ITEM: 13-27 CLOSED SESSION

Mrs. Neale 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. McKeel **seconded** the motion and **the motion passed unanimously**.

Certify Closed Meeting

Mrs. Neale offered a **motion** that the Board certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered. Mrs. McKeel **seconded** the motion and **it passed unanimously**.

Roll was called.

Mrs. McKeel offered a motion to have a reduction in force for Employee #1. Mrs. Puryear seconded the motion **and it passed unanimously**.

There was no other action taken.

ADJOURNMENT

At 6:35 p.m. Mr. Koleszar adjourned the meeting.

Walter M. Keel
Chairperson

10/15/13
Date

Julie N. Chisholm
Clerk

10.16.2013
Date