

MEETING MINUTES OF THE CATEC CENTER BOARD
August 20, 2013

At 6:02 p.m., Mr. Steve Koleszar called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mrs. Pam Moynihan, Mrs. Willa Neale, Mr. Ned Michie (arrived at 6:04 p.m.), 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; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction and Innovation; and Mrs. Paula Pagonakis, CATEC Business Development Consultant.

AGENDA ITEM 13-31 AGENDA

Mrs. McKeel offered a **motion** to adopt the agenda. Mrs. Puryear **seconded** it and **the motion passed unanimously**.

AGENDA ITEM 13-32 MINUTES

Mrs. McKeel offered a **motion** to approve the Center and Joint Board minutes for May 21, 2013. Mrs. Puryear **seconded** the motion and **the motion passed unanimously**.

AGENDA ITEM: 13-33 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 13-34 APPROVAL OF FINANCIAL STATUS

Mrs. McKeel offered a **motion** to approve the financial statements for April, May, and June of 2013. Mrs. Neale **seconded** the motion and **the motion passed unanimously**.

AGENDA ITEM: 13-35 FUND BALANCE

Dr. Hastings stated that the books for the SY 2012-13 have been closed. He presented a comparison of the fund balances from 2009 to 2013. He had projected a break-even balance for last year, but there was actually a 5% increase in anticipated revenue and a 5% decrease in expenditures which he explained in detail. Dr. Hastings gave Bruce Bosselman, the Adult Ed Coordinator, a lot of the credit for these positive outcomes. Mr. Koleszar reminded the Board that this money will be available for next year's budget and it is above the 10% threshold that was allocated for the fund balance. The Board confirmed that they want updated budget/fund balance information that is both negative and positive.

AGENDA ITEM: 13-36 PERSONNEL BUDGET ADJUSTMENT

Adjustments need to be made to the 2013-14 operating budget based on personnel. Dr. Hastings called the Board's attention to the changes and these numbers include the total cost including benefits. Dr. Hastings requested that the Board absorb the cost of the Fire Fighting position; the Charlottesville Fire Department will not fund it for the SY 2013-14. It is a part-time, non-benefit position that can be offset by the decrease in expenses for other eliminated positions. There are 15+ students enrolled now and, if it wasn't funded by the Board, the class would be cancelled. This would be a one-time request; if Fire Fighting is offered next year, the salary would be included in the budget. Mr. Michie offered a **motion** to approve the changes to the budget. Mrs. McKeel **seconded** the motion and **the motion passed unanimously**.

AGENDA ITEM: 13-37 ENROLLMENT

Dr. Hastings reported that enrollment numbers are increasing by the day. The current numbers do not include adult students and he anticipates the enrollment will fluctuate throughout the first ten days. Dr. Hastings explained the changes that will be implemented on the first day of school as a huge concerted effort to not only hold present enrollment, but also increase enrollment over the first few weeks. There was discussion about the low numbers in several classes and the future of those programs. Mr. Koleszar stated that CATEC needs to have a policy to address low enrollment in a program with regard to the Director's dilemma of staffing that position.

AGENDA ITEM: 13-38 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 (6) for the purpose of discussing or considering the investment of public funds where competition or bargaining is involved. 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 **roll was called**.

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

NAYS: None.

ABSENT: None.

The motion carried by a 6:0:0 vote.

Mrs. Neale offered a **motion** for the Board to approve the salary changes as presented. Mrs. Puryear **seconded** the motion and **the motion passed unanimously**.

Mrs. Neale offered a **motion** approve the investment of public funds in the contract presented with Bridgewater Innovations, LLC as modified in the Board's discussion. Mrs. McKeel **seconded** the motion and **the motion passed unanimously**.

AGENDA ITEM: 13-39 **STRATEGIC PLAN WORK SESSION**

Mrs. Pagonakis led the group in an activity, and a subsequent discussion, with regard to CATEC's strategic plan. Mr. Koleszar concurred that the Board must be a part of this process. Dr. Hastings will meet with the approved firm and compile a timeline for the next six months. The Joint Board meeting in October will give him the opportunity to explain the plan in more detail and solicit their ideas. His intention is for Strategic Planning to be the focal point for the coming meetings. Dr. Moran reiterated that a contract with a specific list of sign-off deliverables is expected. Dr. Hastings has consulted the City's Procurement Office because they serve as CATEC's fiscal agent and will use their contract language and documentation for this process. Once the language had been chosen, he will review it with both Superintendents and keep the Board abreast of the developments and the timeline. As meetings are planned, Board members and others may want to contribute. Mr. Koleszar reminded the group that, if two board members participate in such a meeting, they need to do so in more of a listening mode than a speaking mode so that they are not in conflict with Freedom of Information Open Meeting requirements.

ADJOURNMENT

At 7:55 p.m. Mr. Koleszar adjourned the meeting.



Chairperson

12/16/13

Date



Clerk

12.20.2013

Date