



*PROPOSED AGENDA FOR A REGULAR MEETING
OF THE CATEC CENTER BOARD*

August 19, 2014 – **5:30 p.m.**

	Order of Business	Agenda Item	Subject	Action Informational
5:30 p.m.	Roll Call			
	Agenda	14-40	Adoption of Agenda	A
5:35 p.m.	Closed Session	14-41	Personnel	A
6:05 p.m.	Minutes	14-42	Approval of Minutes	A
	Community Participation	14-43	Public Comments	I
6:10 p.m.	Director's Comments	14-44	Director's Comments	I
6:20 p.m.	Financials	14-45	Financial Status	I
6:25 p.m.	Business	14-46	Budget Amendment	A
6:35 p.m.		14-47	Facilities: Professional Development	I
6:55 p.m.		14-48	Strategic Plan Update	I
7:30 p.m.	Adjournment			

Next meeting date:
Tuesday, October 21, 2014
Center Board - 5:00
Dinner - 6:00
Joint Board - 6:45

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Minutes

Date: August 19, 2014
Enclosures: 1

APPROVAL OF
MINUTES

Background Information:

The minutes for the Center Board meeting on June 17, 2014 are enclosed.

Recommendation:

These minutes are being submitted to the Center Board for review and approval.

Item Number: 14-42

MEETING MINUTES OF THE CATEC CENTER BOARD

June 17, 2014

At 6:00 p.m., Mrs. Willa Neale called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mr. Ned Michie, Mrs. Willa Neale, Dr. Kate Acuff, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Mrs. Pam Moynihan.

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

OTHERS PRESENT: Dr. Pam Moran, Albemarle County Superintendent.

AGENDA ITEM 14-29 AGENDA

Mr. Koleszar offered a **motion** to approve the agenda and Mrs. Puryear **seconded** it. Dr. Hastings stated that there would be no closed session. **The motion passed with Mrs. Moynihan absent.**

AGENDA ITEM 14-30 MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for May 20, 2014. Mr. Michie **seconded** the motion. **The motion passed with Mrs. Moynihan absent.**

AGENDA ITEM: 14-31 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 14-32 APPROVAL OF FINANCIAL STATUS

Dr. Hastings stated that CATEC had yet to receive payment of CTE appropriated funds from the State of approximately \$115,000, but it was also late last year. He gave Bruce Bosselman credit for almost \$50,000 in revenue (for the second year in a row) from the Adult Education department due to increased enrollment. As a result, Dr. Hastings anticipates that revenues will be in excess of expenditure this year. Mr. Koleszar offered a **motion** to receive the financial reports for April and May 2014. Mr. Michie **seconded** the motion and **it passed with Mrs. Moynihan absent.**

AGENDA ITEM: 14-33 AUDIT SERVICES PROCUREMENT

As a follow-up to the last meeting where questions were asked with regard to the procurement of auditing services, Dr. Hastings conferred with the City's Procurement Office and the suggestion is for CATEC to put out a RFP for professional services related to an audit on a five-year basis. Dr. Hastings recommended that, in the fall once the school year has started, a RFP be issued for auditing the 2013-14 year.

AGENDA ITEM: 14-34 **DIRECTOR'S COMMENTS**

There were none.

AGENDA ITEM: 14-35 **STRATEGIC PLANNING**

Dr. Hastings updated the Board on the status of the Strategic Planning process. He reminded the Board that the purpose of the work, over the summer and into the fall, is raising up the level of performance and rigor that is going on at CATEC. This is so that it is worthy of partnering with PVCC. Both parties need to do “bridge building” and then seek advisory membership and build the councils that support CATEC’s work. There are two types of institutes being reviewed – three that are fairly well flushed out and two that are, essentially, starting from Ground Zero.

Dr. Hastings took the Board through the different institutes explaining each one’s status at this point. He also reviewed the accreditation that each program has, or needs to have, going forward. There are times when the state requirements are balanced with the local and regional industry requirements; that is how it should work, according to Dr. Hastings. Internships and apprenticeships were discussed. Dr. Hastings went on to say that, any instructor in any CTE program, from this point on, will need a battery of industry credentials. Industry partners are good about training in this area.

The Board requested a list of who is on each Advisory Board and when they meet. In addition, Dr. Hastings reviewed the Advisory Boards for the various programs and his intentions with regard to how to make them more effective. The Board offered itself as a resource and discussed the contacts the Board members might have within the Community. Dr. Hastings also said that, when curriculum creation/revision is done, it will have to be at the instructor level as they are the experts. The timeline was reviewed.

Mr. Koleszar stated that the Board needed to have more of an ownership stake in the Strategic Planning process – perhaps needing to meet more often – to give Dr. Hastings the support and guidance necessary. In addition, it would provide a framework for future directors. Dr. Moran told the Board that Dean Tistadt, COO for Albemarle County, offered his experience in managing capital improvement projects and assistance as this is the type of work he did for Fairfax County. It was reiterated that it is important to make sure that the work done at CATEC dovetails with the work done in the base divisions. There was discussion about whether or not there needed to be another Board meeting this summer; there is the potential for an additional meeting in September if Dr. Hastings needs decisions made.

AGENDA ITEM: 14-36 **FACILITIES RELOCATION**

Dr. Hastings started with a list of Frequently Asked Questions as part of an information gathering stage in the process of a possible move of CATEC to PVCC. He called the Board’s attention to two proposals submitted by The Appraisal Group and one from Jim Boyd. Dr. Hastings highlighted points in the proposals and reviewed the steps in the process. The City Council and the Board of Supervisors will need to be involved in this discussion. The ADA compliance deadline was discussed. Dr. Hastings is waiting for feedback from PVCC about the land for a new building; not much can be done until he has that. A cost/benefit analysis needs to

be done with the two options (moving to PVCC or keeping CATEC at its present location) compared side-by-side.

AGENDA ITEM: 14-37 **FACILITIES: Joint Police Rental**

Dr. Hastings does not have a contract yet for the Joint Police rental, though there is still strong interest and the process is on-going. He reviewed the understanding that the Joint Police would be responsible for the upgrade of that space, including utilities, to meet their needs. There was discussion about how long the Joint Police would want to use the facility if they are paying for the improvements – which would benefit CATEC in the long run. The topic will be revisited in August; there was no action on it at this time.

AGENDA ITEM: 14-38 **TECH LAB**

A small group of Tinkersmiths was available in the Masonry lab and the Board went down with Dr. Hastings for a tour. Upon their return, Dr. Hastings reminded the Board that that lab space will be vacant next year. He hopes to, in the next year, utilize the expertise of that group to create a real community engagement area where CATEC can bring in people who are doing what CATEC wants its students to do. Their presence would suit CATEC's logistics so that CATEC students could access that training on an industrial scale in a multi-use facility. The Entrepreneurship piece is also very attractive.

Dr. Hastings addressed the concerns about having adults in the building alongside students. Dr. Hastings' recommendation is to create a shared-use tech shop makerspace at CATEC in partnership with the Charlottesville Tinkersmiths in order to develop a "maker" mindset and curricula for use at CATEC in another year with base divisions for open access to other students. It would be something for which the students want to come. It is important to see this proposal in terms of conceptualization to deployment. The Tinkersmiths are not just designing; they are thinking about it, designing it, making it, and then doing something with what has been made. This is the whole idea of Entrepreneurship at a different level than what has been done at CATEC before. CATEC staff does not have this expertise and the Tinkersmiths will be able to help CATEC create a curriculum around what they do. Dr. Hastings quoted Eric Spiegel, President and CEO of Siemens Corp. U.S.A. "It is no longer about who has the strongest back, but who has the best training in areas like mechanics, computers, software controls, and system design engineering." Dr. Moran said that CATEC has a place (in the continuum) that should be differentiated and, while it builds on that foundation, it should be different in terms of where its trajectory is taking students.

Mr. Koleszar offered a **motion** for the Board to authorize the Director in consultation with the Superintendent and the Chair, pending approval by legal counsel, to establish a contract agreement with the Tinkersmiths. Dr. Acuff **seconded** the motion and it **passed with Mrs. Moynihan absent**. Dr. Hastings' goal is to bring students in for this program full-time in the fall of 2015 and he went over the challenges involved. The next year will be used to develop the certifications and the curriculum.

ADJOURNMENT

At 7:57p.m., without objection, Mrs. Neale adjourned the meeting of the CATEC Center Board.

Chairperson

Clerk

Date

Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Financial Status

Date: August 19, 2014
Enclosures:

INFORMATION FINANCIAL STATUS

Background Information:

The Director will present information with regard to recent financial transactions.

Recommendation:

The financial reports will be submitted for the Center Board's review and approval at a subsequent meeting due to the closure of the fiscal year.

Item Number: 14-45

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Budget Amendment

Date: August 19, 2014
Enclosure: 1

ACTION

Background Information:

The CATEC Director presents an annual operating budget for approval by the CATEC Center Board. The FY2014-2015 budget contains an error. The Director will present a request for supplemental funding from the Fund Balance to address the error. In addition, the Director will request supplemental funding for the reclassification of an OA position.

Recommendation:

The Director recommends that the Center Board approve the allocation of \$9,950.00 for Instructional Equipment from the Fund Balance to the FY2014-2015 Operating Budget.

Operating Budget Amendment
Personnel/Equipment

<u>Description</u>	<u>Change</u>
Adjustment: OA Classification	\$ 2,251.00
Correction: Instructional Equipment	\$ 9,990.00
Total	\$ 12,241.00

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Facilities: Professional Development

Date: August 19, 2014
Enclosures: 2

INFORMATION

Background Information:

Due to changes in programming, CATEC will have a decrease in the overall utilization of classroom space. At previous meetings, the Center Board discussed utilizing CATEC space for base-division professional development needs.

Recommendation:

The Director recommends that the Center Board review the current availability of CATEC facilities for base-division professional development.

**Facilities
Professional Development**

Currently Proposed Changes

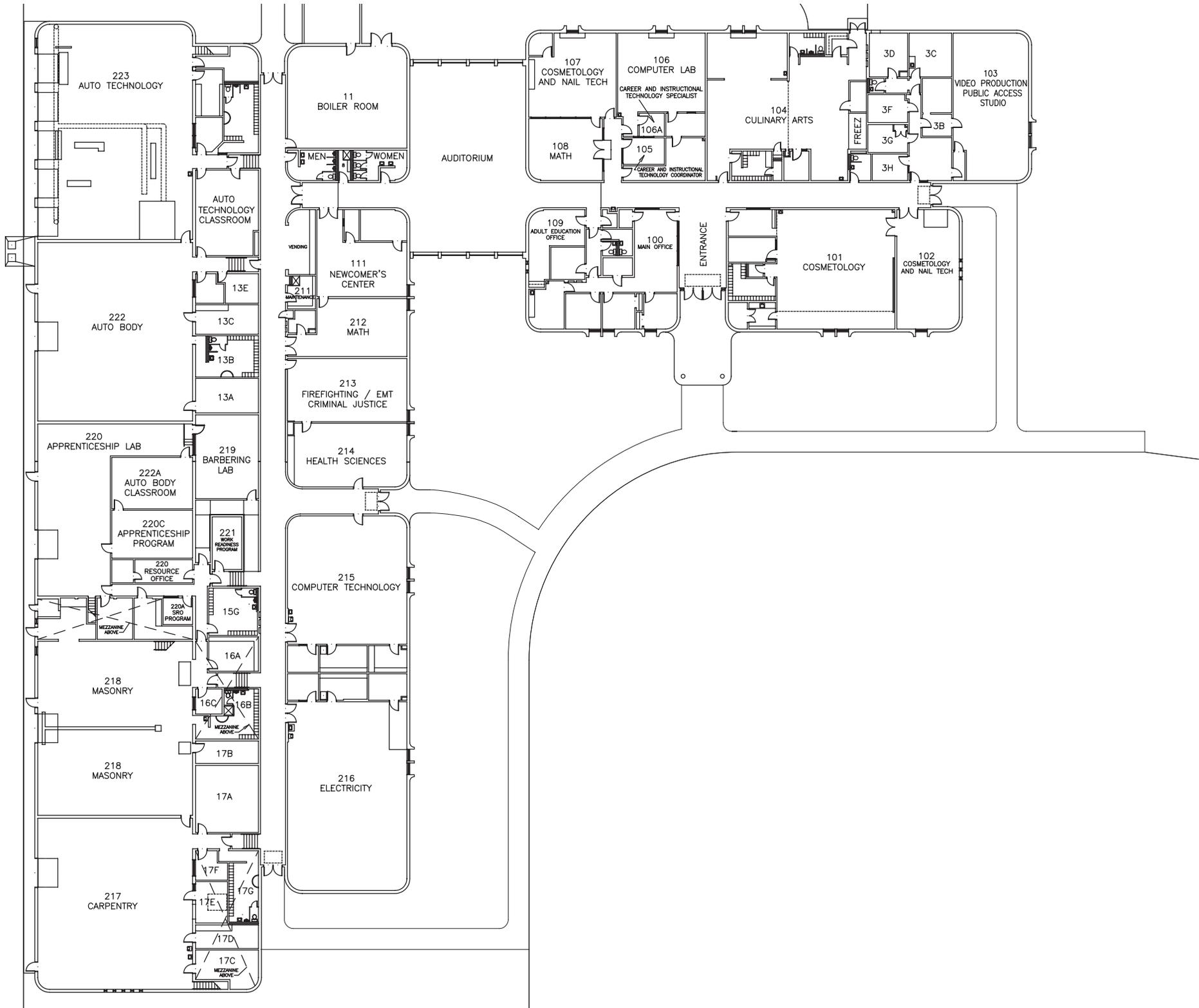
<u>Room</u>	<u>Current Usage</u>	<u>Future Usage</u>	<u>Change Date</u>
103	Former CPA-TV	Joint Police Training	In Progress
218	Former Masonry	Tinkersmiths	In Progress

Potential Changes Discussed in Strategic Planning Programming Review

<u>Room</u>	<u>Current Usage</u>	<u>Future Usage</u>	<u>Change Date</u>
101/102	Cosmetology	Early Childhood Ed.	Summer 2015
108	Cosmetology 1	Cosmetology 1	N/A
111	Resource	Cosmetology 2	Summer 2015
219	Barbering Lab	Cosmetology Lab	Summer 2015

Potential Spaces for Professional Development

<u>Room</u>	<u>Current Usage</u>	<u>Future Usage</u>	<u>Change Date</u>
216	Firefighting	Professional Dev.	TBD
215	Nurse Aide	Professional Dev.	TBD
106	ASE Testing	Nurse Aide	TBD
107	Adult Nurse Aide	Joint Nurse Aide	TBD



CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Strategic Planning

Date: August 19, 2014
Enclosure:

INFORMATION

Background Information:

As an ongoing agenda item, the Center Board is reviewing progress on Strategic Plan implementation. In preparation for the upcoming September work session, the Board will discuss members' perspectives on the role of the Center Board in Strategic Planning and in providing direction to the organization and new Director.

Recommendation:

The Director recommends that the Center Board review its role in Strategic Planning while providing guidance for matters to be discussed in the upcoming work session.