

## MEETING MINUTES OF THE CATEC CENTER BOARD

August 19, 2014

At 5:31 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, Mrs. Pam Moynihan, and Mr. Steve Koleszar.

**BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT:** Mr. Bruce Bosselman, Interim Director; Mrs. Deborah Gannon, Assistant Principal; and Ms. Leslie Chisholm, Clerk.

**OTHERS PRESENT:** Dr. Pam Moran, Albemarle County Superintendent; Dr. Rosa Atkins, Charlottesville City Superintendent; Ms. Gertrude Ivory, Associate Superintendent for Curriculum & Instruction; Stephanie Carter, Program Administrator for Virtual Education; and Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction.

### AGENDA ITEM 14-40    AGENDA

Mr. Koleszar offered a **motion** to approve the agenda and Mrs. Puryear **seconded** it. **The motion passed unanimously.**

### AGENDA ITEM: 14-41    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. Mrs. Puryear **seconded** the motion and **the motion passed unanimously.**

### **Certify Closed Meeting**

Mr. Koleszar 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. Puryear **seconded** the motion **and roll was called.**

**AYES: Mr. Koleszar, Dr. Acuff, Mr. Michie, Mrs. Puryear, Mrs. Moynihan, and Mrs. Neale.**

**NAYS:**

**ABSENT:**

**The motion carried by a 6:0:1 vote.**

Mr. Koleszar offered a **motion** to approve the appointment of Bruce Bosselman as the Interim Director. Mr. Michie **seconded** the motion and **it passed unanimously.**

Mr. Koleszar **offered** a motion to approve the administrative appointments as presented by Mr. Bosselman. Dr. Acuff **seconded** the motion and it **passed unanimously**.

**AGENDA ITEM 14-42**     **MINUTES**

Mr. Koleszar offered a **motion** to approve the Center Board minutes for June 17, 2014. Mr. Michie **seconded** the motion. **The motion passed with Mrs. Moynihan abstaining.**

Dr. Atkins reported to the Board that Charlottesville City Schools received a written threat against the schools and the students. They have been working with the Charlottesville Police Department to investigate the threat. In collaboration with the police, the decision has been made to open schools tomorrow. There will be some very specific security measures in place. Dr. Atkins suggested that Albemarle County Schools be contacted to see if they had similar threats. An alert message was sent to families.

**AGENDA ITEM: 14-43**     **PUBLIC COMMENTS**

There were no public comments.

**AGENDA ITEM: 14-44**     **DIRECTOR'S COMMENTS**

Mr. Bosselman reported on:

1. The work staff (led by Debbie Gannon) did on Standard Based Grading
2. Staff Wellness training
3. Dr. Roger Mackey from Liberty University spoke to the staff about teaching and working with students. He also teaches at the New Teacher Institute.
4. Current enrollment is 302 students. The 10-day count last year was 327. If Mr. Bosselman accounted for the three programs last year that were closed this year, it would have been 299 for 10-day count last year. He went on to say that his plans this year are to increase enrollment and do additional marketing.

Mr. Bosselman stated that it appears that the expenditures are about \$165,000 under budget; that is due to instructors' salaries. The Pharmacy Tech position was in the budget, but it could not be filled. There was also a decrease in expenses for Building Services - possibly due to energy savings throughout the building. Revenue was \$65,000 over budget and that was solely due to increased Adult Ed and Apprenticeship enrollment. There was discussion about offering the Adult Pharmacy Tech class to high school students and the possibility of an on-line component/course offering. Mr. Bosselman went into detail about the work CATEC Adult Ed has done to develop on-line classes.

The Center Board work session in September was clarified. The goal is for the Board to meet with more frequency to stay fully engaged in the Strategic Plan. Tuesday, September 16<sup>th</sup> (at 6:00) is the proposed date for the work session. Dr. Moran reminded the Board that there is an October Joint Board meeting and John Martin will be the speaker at the meeting. He is with a research firm in Richmond that does a lot of work looking at the changing demographics that impact the workforce. She said it will be a good opportunity as it relates to what is happening at

CATEC and what CATEC is doing to build out the skills sets that the students need for the workforce. It will give unifying focus for the two divisions; high school principals and others from PVCC will be invited. She views it as a “bridging session.” Dr. Moran reminded the Board that Dean Tistadt offered to do some work around the real estate piece and has been talking to folks in Fairfax who have done similar work. He could speak to the implications of this building versus a new building. The Board needs to evaluate the pros and cons of CATEC staying in its current location versus moving to PVCC’s campus before going through the process of decision-making. Dr. Moran finished by saying that it is not on the County’s radar in terms of CIP, but it is something that would certainly have to go to the Board of Supervisors at some point.

**AGENDA ITEM: 14-45**      **FINANCIAL STATUS**

There were no financial statements available for the meeting; the fiscal year has not yet been closed.

**AGENDA ITEM: 14-46**      **BUDGET AMMENDMENT**

Mr. Koleszar stated that the personnel piece of this agenda item was discussed in Closed Session. Mr. Koleszar offered a **motion** to amend the 2014-15 CATEC budget to make the instructional equipment line \$9, 990. It was an oversight in the original budget. Mrs. Puryear **seconded** the motion and **it passed unanimously**.

**AGENDA ITEM: 14-47**      **FACILITIES: PROFESSIONAL DEVELOPMENT**

There was discussion about the City and the County being interested in using some of the empty rooms at CATEC for professional development. Mr. Bosselman called the Board’s attention to the relevant information and proposed changes in the Board Book. He reiterated that there has been discussion with the Police Department about possibly using the Public Access space for police training. He has not talked with them about it yet, though. Another possibility is using the Masonry lab by the Tinkersmiths. Mr. Koleszar stated that approval of the concept of the Tinkersmiths was granted at the last meeting and he asked if CATEC has a contract on that. Mr. Bosselman reported that CATEC does not. Mr. Koleszar suggested that the Superintendent or the Chair be involved in the discussion with the Tinkersmiths and Mr. Ratliff said he would follow up with them to check the status of the agreement.

Mr. Koleszar voiced concern about the issue of governance because it is a weakness for CATEC. Due to the fact that it is so Director-centered, when there is a change in Director, momentum is lost. He continued by stating that perhaps it needs to be restructured because there needs to be more continuity when there is a change in Directors. There was discussion about the role/purpose of the Tinkersmiths’ presence in the building. Dr. Moran reminded the Board that the hope was that there might be curriculum or certifications as a result of having the Tinkersmiths at CATEC. They could become teaching partners but a contract to be reviewed by legal counsel is necessary in order to be able to move forward. Mrs. Moynihan stated that she expected they would pay some sort of rent to cover the maintenance and utility costs that CATEC would incur when the Tinkersmiths are there. Mr. Ratliff, Ms. Carter, and Mr. Bosselman were directed by Dr. Moran to discuss it with the Tinkersmiths and lay out what the

contractual agreement should be. The legal team would look at it, as well as both Superintendents, before bringing it back to the Board.

Mr. Bosselman outlined the spaces available for professional development and there was discussion about how they will be utilized. The Board agreed that, as long as it does not get in the way of new programs, the option could be explored.

**AGENDA ITEM: 14-48      STRATEGIC PLAN UPDATE**

Mrs. Neale stated that, during the pre-agenda meeting, they discussed how the Board could help keep the Strategic Plan moving forward. As a result, she forwarded questions to the Board about governance right now with an Interim Director and the Director's job description as it relates to the Strategic Plan. The goal is to implement the Strategic Plan with Mrs. Gannon's and Mr. Bosselman's help. It was suggested that Mr. Bosselman, Ms. Carter, and Mr. Ratliff form a team around the Strategic Planning work and they will meet before the next meeting and map out the big decisions that have to be made. They should come to the September meeting to report on what they think the Board needs to consider. There was discussion about what had already been accomplished by Dr. Hastings and what the specific role was of the Advisory Board for the different institutes. Dr. Moran suggested again consulting with Dean Tistadt with regard to the use of the facility; he has volunteered his expertise.

Mrs. Neale requested the information concerning what Frank Friedman can report about PVCC's intentions with regard to CATEC before the September meeting. She feels that information is necessary to go forward because it impacts the Strategic Plan. In addition, there is the ADA component which has been delayed for a year. Dr. Atkins said, if Dr. Friedman's proposal is a possibility, then the state should be contacted immediately so that the ADA compliance can be delayed even further.

Dr. Moran will contact Dr. Friedman as a follow up. Mrs. Neale requested questions from the Board that they want addressed at the September meeting. Mr. Koleszar has expressed concern that, because of the governance problem, CATEC will never fill its potential unless this problem is solved. Mrs. Puryear reminded the Board of the Foundation Board – they have to play a part as well. Members of the Foundation Board might be needed to help develop relationships as they relate to the Strategic Plan.

It was suggested that the Director's job description be rewritten to ensure continuity. Mrs. Moynihan stated that CATEC keeps developing plans that do not seem to be coming to fruition. Programs were cancelled, but now there is space not being utilized. The same topics keep coming up and are not resolved. Mr. Koleszar stated that change and improvement in education takes years and CATEC needs that continual vision and focus to move in same direction building incrementally. How does CATEC keep moving forward? Mrs. Puryear requested that the committee (of three) report back in September with their findings as to what has been done so far. Then assignments can be made. She went on to say that the Board needs to be ambassadors and active participants in what happens within the building; they need to step up to the plate and do what needs to be done. There was discussion about the building's capacity and past enrollment. Directors should be implementing the Strategic Plan and the Board's vision. Mr. Bosselman reiterated that he is looking for direction from the Board with regard to what

their expectations are for him. Mr. Michie answered that Mr. Bosselman should figure out what the next steps are to creating the institutes and then implement those steps. The question of what the building's future is needs to be addressed. The Board meeting more frequently was proposed again so that they are further engaged.

Mrs. Neale stated that the Board will come to the meeting next month with copies of the Strategic Plan and team of three will propose the immediate next steps and what needs to be accomplished this year and beyond - focusing on the questions she had sent out which included the question about governance. Mr. Koleszar clarified that the work session is what is needed to discuss the strategic plan.

**ADJOURNMENT**

At 7:41p.m., Mr. Michie offered a **motion** to adjourn the meeting of the CATEC Center Board. Mr. Koleszar **seconded** the motion and **it passed unanimously**.

Walter M Neale  
Chairperson

Julia N. Chorlton  
Clerk

10/21/14  
Date

10.21.2014  
Date