

**MEETING MINUTES OF THE CATEC CENTER BOARD  
WORK SESSION**

**September 16, 2014**

At 6:01 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 (arrived at 6:03 p.m.).

**BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT:** Mr. Bruce Bosselman, Interim Director; Mrs. Deborah Gannon, Assistant Principal; Ms. Leslie Chisholm, Clerk; Mrs. Mary Lou Boyd, Certified Nursing Assistant instructor; and Mrs. Pat Tisdelle, Dental Assistant instructor.

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

**WORK SESSION GUESTS:** Ms. Ann McAndrew, Mr. John Freeman, Mr. Tony Borash, Ms. Katina Dudley, Mr. Hal Hurka, Dr. Frank Friedman, Mr. Dean Tisdadt, Mrs. Debbie Collins, Dr. Diane Behrens, Ms. Deb Cook, and Mr. Cliff Haury

**AGENDA ITEM 14-49    AGENDA**

Mrs. Puryear offered a **motion** to approve the agenda and Dr. Acuff **seconded** it. **The motion passed with Mr. Koleszar absent.**

**AGENDA ITEM 14-50    CONSENT AGENDA**

Dr. Acuff offered a **motion** to approve the Consent Agenda which included minutes from the August 19, 2014 Center Board meeting and the financial statements for June, July, and August 2014. Mrs. Puryear **seconded** the motion. **The motion passed with Mr. Koleszar absent.**

**AGENDA ITEM: 14-51    PUBLIC COMMENTS**

There were no public comments.

**AGENDA ITEM: 14-52    FUND BALANCE**

Mr. Bosselman reported briefly on the financial status as it impacts the Fund Balance. Last year was a good one from both the revenue and the expense side as reported at the last meeting. There is an additional \$65, 000 in revenue primarily from Adult Ed. In addition, the expenses were \$166,000 below budget; there was Adult Ed money underspent. He went into detail about the financial statements – in particular the post-year. Mr. Bosselman concluded that the budget is in good shape.

Mr. Bosselman confirmed that the money from the VDOT easement purchase has not come in yet. He reviewed the fund balance handout. There was a carry-over of \$231,000 from the operating budget and all but 10% of the \$243,000 is money from the fund balance that goes into the operating budget for this year. That leaves a fund balance of \$486,869 and, when the budget is done for next year, all but that 10% will go into the operating budget for next year. He reminded the Board that none of the Strategic Plan expenses have been included in the budget, so some of this money may be used for implementation of the Strategic Plan. Those costs are not known at this time.

Mr. Koleszar stated that, when the money comes in from the easement, that should not be put into the regular fund balance. It needs to be set aside for capital and program improvements; very specific purposes that the Board chooses. The policy is that 10% is reserved and the rest goes into the budget for the following year. Mr. Koleszar clarified that the money generated from the sale of the property should be designated to be used for capital (and whatever else the Board decides upon) and not for operations. If the Strategic Plan requires some capital work, the money is there. Mr. Koleszar confirmed that the VDOT money should not count toward the 10%; the 10% would only go against the fund balance that existed beyond the VDOT funds.

There was discussion about what the VDOT funds are/have been and how they were used. Mr. Koleszar offered a **motion** to receive the fund balance report and Mrs. Puryear **seconded** the motion. **The motion passed unanimously.**

### **AGENDA ITEM: 14-53      STRATEGIC PLAN UPDATE**

Mrs. Neale explained the status of the Strategic Plan as a result of the change in CATEC's Director's position. In an effort for the Board to become more engaged and keep the process moving forward, the work session was scheduled. The focus was on two of the proposed institutes – Early Childhood Education and Health Sciences – and what was needed to make them a reality. The topics to be discussed were staffing, space, timeline, partnerships with PVCC and community entities, pathways, and needed certifications. Mr. Ratcliff and Ms. Carter were tasked to lead the work sessions.

### **Work Sessions Reports**

#### **Early Childhood Education**

Mrs. Neale stated that it is clear that more time is needed to seriously address these topics. Ms. Carter reported on the main points the Early Childhood Education panel discussed.

CATEC needs:

1. a clear articulated pathway that will go from pre-school education to k12 teaching through dual enrollment certifications and/or Associate's degrees. What will set the students up for success?
2. a full-time faculty member with credentials so that they can teach dual enrollment courses.
3. A strong hands-on component to attract students - a high quality education program with a high quality day care - that will give them necessary experience.

4. A workgroup to figure out certifications and pathways. The facility was not discussed but that is a key issue; it will determine what the program will look like.

### Health Sciences

Mr. Koleszar reviewed the Health Sciences discussion.

1. Current programs were reviewed and he reported that they are working fairly well.
2. To implement the Strategic Plan, an advisory committee of employers needs to be created. He stated that this is the first thing to get done then the structure will follow based on what the employers say they need. It is not necessary to recreate the wheel; there should be one Advisory Committee in the community for Health and Medical Sciences workforce development. Dr. Friedman did point out that there might be a need for additional committees for the sub-specialties. Using the support of the local dentists, the Dental Assistant program is an example of that broad vision of who is hiring CATEC graduates (both adult and high school) and developing those relationships. CATEC can, then, tailor what it is doing to the employers' needs so the graduates can get jobs or go on to PVCC for additional training. Ideally, it will be both. CATEC, then, meets the workforce needs of the community at all levels.
3. Mrs. Puryear voiced her thoughts about "time" being a barrier. Because the culture is "hung up on seat time," perhaps virtual learning at the home high schools is an option. She proposed using the current virtual education requirement as an opportunity.
4. Dr. Acuff reiterated the idea of joining the Health Sciences Advisory Board already in place. Dr. Friedman suggested looking at the current Advisory Committees and filling in the "gaps." The main question the committee needs to be asked is "who do you hire and what skills/credentials do they need to have? The employers need to answer those questions. It would require a mixture of private and public employers because each might give different answers.
5. According to Dr. Friedman, it is about the community's curriculum – not just CATEC or PVCC's. There needs to be a community advisory committee in each of the career fields.

Dr. Friedman stated that the institutes should lay down certain fundamental skills that cut across all areas which would be a part of the curriculum, but then specialize in particular areas. Dr. Atkins offered that the goal is to think in broader terms across all disciplines and train for the broad spectrum. Mrs. Neale reiterated that establishing the committees is the first piece and after that comes the curriculum. Dr. Moran felt that Ms. Carter, Mrs. Gannon, Mr. Bosselman, and Mr. Ratliff should synthesize and make recommendations for the Board on the next "action" steps for the October meeting. Mrs. Puryear stated that timelines need to be created and the costs associated with those timelines need to be determined.

Mr. Michie reminded the Board that the Strategic document suggested that people to assist in running CATEC day-to-day or to address the Strategic Plan be hired. Mr. Koleszar pointed out that, because almost a full Director's salary in the current year has been saved, that would provide money to hire the people to keep the project moving forward. Mrs. Neale suggested that this topic be a recommendation the "team" make for the staffing time needed.

### Facilities

Mrs. Neale called the Board's attention to the facility discussion draft that Dr. Acuff provided. Dr. Acuff went into detail about a feasibility study being necessary to go forward. The threshold question is whether CATEC should consider relocating to PVCC. What would the benefits of such a move be? She reviewed the list she compiled. Dr. Friedman was asked "is the offer real?" He replied that his vision is for one community pathway for career and tech ed (at different levels) with an industry cluster which included everyone working together to prepare the workforce of the future. One facility would make sense rather than duplicating efforts and each should view the other as a partner in Career and Technical Ed.

Dr. Friedman stated he discussed this topic with the local College Board and they think it is a wonderful idea and the Chancellor is supportive. There are layers of decision making that it would have to go through and he believes the answer from all those layers would be "yes" – if money piece could be worked out. It could be a model in the Commonwealth of Virginia. He cannot make promises but would not waste his time if it was not going anywhere. Mrs. Neale pointed out that the Board needs to consider the money to be spent for assessments and reports and the Board needs to know what PVCC's thoughts are. Before options are considered, the feasibility of relocating will need to be done and that costs money. There was discussion about the next steps and those options. Dr. Friedman stated that, initially, CATEC needs to answer some questions and made some fundamental decisions about what CATEC's vision for the future of Career and Technical Education is within the two school systems. These answers would drive what kind of facility needs to be built.

Mr. Koleszar stated that the community's workforce needs have to be considered; it starts with the employers. The vision for CATEC programs will hinge on that and then they can decide what to build. The discussion will also pivot on the advantages and disadvantages of staying vs. relocating. A timeline must be established. Dr. Atkins stated that a crucial first step is determining which of the institutes the Board wants to focus on in the short and the long term. These institutes need to be flexible enough to respond to what the market is demanding and/or what are "easy wins" for CATEC. These decisions would dictate what the facility would look like and then where it would be best located would follow. All aspects are interrelated and complex, so the suggestion was made for the Superintendents to discuss the first steps and bring those findings to the Board so it can, then, do its work. Funds might be requested to get these steps accomplished. Mrs. Neale reiterated that the Board wants the Strategic Plan to come to fruition and they will provide their support to make that happen. Dr. Atkins emphasized that staff will be needed as well as funds.

Dr. Moran suggested that she work with Dr. Atkins and Dr. Friedman to map out key decision points and report back to the Board in November. Mr. Michie suggested that it be determined if someone needs to be hired to assist with the Strategic Plan implementation and, if so, what that position would look like.

**ADJOURNMENT**

At 7:55p.m., Mr. Michie offered a **motion** to adjourn the meeting of the CATEC Center Board. Mrs. Moynihan **seconded** the motion and **it passed unanimously**.

W Michie  
Chairperson

John N. Chisholm  
Clerk

11/25/14  
Date

11.25.2014  
Date