

## MEETING MINUTES OF THE CATEC CENTER BOARD

January 27, 2016

At 6:00 p.m., Dr. Pam Moran called to order the Organization meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mr. Ned Michie, Mrs. Pam Moynihan, Mrs. Leah Puryear, Mr. David Oberg, Mr. Juandiego Wade, and Mr. Steve Koleszar.

**BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT:** Ms. Catherine Lee, Strategic Planning and Workforce Development Officer; Mr. Craig Smith, Dean of Academic Affairs; Mrs. Deborah Gannon, Assistant Principal; Ms. Leslie Chisholm, Clerk; and Mr. Bruce Bosselman, Adult Education Coordinator.

**OTHERS PRESENT:** Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mr. Chad Ratliff, Director of Instructional Innovation for Albemarle County Public Schools; Ms. Stephanie Carter, Program Administrator for Virtual Education; and Mr. Dean Tistadt, Chief Operating Officer for Albemarle County Public Schools.

### AGENDA ITEM 16-01     AGENDA

Mr. Koleszar offered a **motion** to amend the agenda to 1. remove the Building Trades presentation because they're not ready because of the snow and cannot be here to present and 2. to move the Closed meeting item to after the organization. Mrs. Moynihan **seconded** it. The motion **passed** unanimously.

### AGENDA ITEM: 16-02     PUBLIC COMMENTS

There were no public comments.

### AGENDA ITEM 16-03     MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for Center Board meeting, the Joint Board meeting on October 20, 2015, and the Center Board meeting on December 15, 2015. Mr. Wade **seconded** the motion. The motion **passed** unanimously.

### AGENDA ITEM: 16-04     ANNUAL ORGANIZATION

#### **A: Election of Chairperson**

Mrs. Leah Puryear was elected as the Chairperson for January 2016 to January 2017. Mr. Michie offered a **motion** to nominate Mrs. Puryear. Mr. Koleszar offered a **motion** to close the nominations. Mr. Oberg **seconded** the motion.

**AYES:** Mr. Koleszar, Mr. Michie, Mrs. Moynihan, Mr. Oberg, Mr. Wade, and Mrs. Puryear.

**NAYS:**

**ABSENT:**

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

Mrs. Puryear took over the meeting.

**B: Election of Vice Chairperson**

Mr. Steve Koleszar was elected as Vice Chairperson. Mrs. Moynihan offered a **motion** to nominate Mr. Koleszar and Mr. Michie **seconded** the motion.

**AYES: Mr. Koleszar, Mr. Michie, Mrs. Moynihan, Mr. Oberg, Mrs. Puryear, and Mr. Wade.**

**NAYS:**

**ABSENT:**

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

**C: Election of Clerk**

Ms. Leslie Chisholm was elected as the Clerk. Mr. Koleszar offered a **motion** to nominate Ms. Chisholm and Mr. Michie **seconded** the motion. The motion **passed** unanimously.

**D: Election of Deputy Clerk**

Mrs. Debbie Gannon was elected as the Deputy Clerk. Mr. Koleszar offered a **motion** that Mrs. Gannon serve in the role of Deputy Clerk and Mr. Wade **seconded** the motion. The motion **passed** unanimously.

**E: Election of Superintendent of Record**

Dr. Rosa Atkins was elected as the Superintendent of Record for the 2016 Center Board. Mr. Koleszar offered the **motion** to elect Dr. Atkins as Superintendent of Record and Mrs. Moynihan **seconded** the motion. The motion **passed** unanimously.

**F: Legal Counsel Recommendation**

Mr. Koleszar offered a **motion** to approve counsel as needed. Mr. Michie **seconded** the motion and it **passed** unanimously.

**G: Appointment of Fiscal Officer**

Mr. Jason Vandever, Charlottesville City Treasurer, was elected as Fiscal Officer. Mr. Koleszar offered a **motion** to appoint Jason Vandever as CATEC's fiscal officer. Mr. Wade **seconded** the motion. The motion **passed** unanimously.

**H: Establishment of Date and Time of Meetings**

Mr. Koleszar offered a **motion** to adopt the meeting dates presented in the calendar. Mrs. Moynihan **seconded** the motion. The motion **passed** unanimously.

**I-J: Authorization to Sign Documents in the Absence of the Superintendent of Record**

Mrs. Moynihan offered a **motion** to approve the Superintendent of Record to appoint a designee to represent and sign documents for the Superintendent of Record. Mr. Wade **seconded** the motion. The motion **passed** unanimously. Dr. Atkins recommended Dr. Moran as the designee. Mr. Koleszar offered a **motion** to appoint Dr. Moran to serve as a designee to represent the Superintendent of Record. Mr. Oberg **seconded** the motion and it **passed** unanimously.

**K: Policy Recommendation**

Mr. Koleszar offered a **motion** for the Center Board to continue to operate under the policies of Albemarle County Schools except when specific Center Board policies have been adopted. Mr. Michie **seconded** the motion. The motion **passed** unanimously.

**AGENDA ITEM: 16-10      CLOSED SESSION** (per amended agenda)

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 and Subsection (3) for the purpose of discussing publicly held real property . Mr. Michie **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. Mr. Oberg **seconded** the motion **and roll was called**:

**AYES: Mr. Koleszar, Mr. Michie, Mrs. Moynihan, Mr. Oberg, Mrs. Puryear and Mr. Wade.**

**NAYS:**

**ABSENT:**

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

Mr. Koleszar offered a **motion** to appoint Bobby Elliott as the Firefighting instructor starting the second semester of 2015-16. Mr. Wade **seconded** the motion and it **passed** unanimously.

**AGENDA ITEM: 16-05      APPROVAL OF FINANCIAL STATUS**

Mr. Michie asked if there was anything unusual that needs to be brought to the Board's attention. Mr. Koleszar asked for clarification about the \$115,000 line item under "revenue." Mr. Smith stated he would research it and report to the Board at the next meeting. Mr. Michie requested an additional column on the report called "expected percent at the end of the year." Mr. Koleszar stated that, if it did not involve a lot of additional cost and was able to be done within the accounting system limitations, he agreed that it would be helpful.

Mr. Koleszar offered a **motion** to receive the financial reports (there was no second). The motion was **passed** unanimously.

**AGENDA ITEM: 16-06      PROGRAM PRESENTATION** (per amended agenda)

There was no presentation.

**AGENDA ITEM: 16-07**      **IT ACADEMY RENNOVATION FUNDING APPROVAL**

Ms. Lee stated that she had a new schematic design and also more realistic cost estimates as the design was developed. The estimate for the renovation of the space and program that would allow to move in the Cisco Networking Academy to accommodate 40 students at one time went up. CATEC worked aggressively with the design team from the City and the IT team from Albemarle County and the architect to address the specifics. She went into detail about what was involved. She stated they believe the work can be done for \$311,500 including the furnishings and equipment. Ms. Lee proposed that CATEC would self-fund that out of the reserve balance when the construction dollars need to be allocated. The design and redevelopment have been financed through the Strategic Plan budget. Mr. Wade asked for history on the project and how it is impacted by whether or not CATEC relocated to PVCC's campus. Ms. Lee also explained the budget request and construction/renovation plans in detail and reviewed the objective of the Strategic Plan especially as it pertains to this academy. There was also discussion about additional uses for the space, CATEC's previous technology program, possible certifications/credits students can earn, the timeline for construction, and potential student interest and enrollment for high school and adult students. Mr. Koleszar reminded the Board that this course is already in the Program of Studies and this amount of money ensures that it is done right.

Dr. Moran stated that there is nothing similar to this program in the other high schools and, in fact, Mr. Smith has been working with Jay Thomas who is developing an engineering pathway for Albemarle County (as is the City). This Cisco lab course will be included in that pathway. Mrs. Puryear asked about the timeline and funding for hiring staff for the lab. Ms. Lee explained the multiple ways she believes it can be covered as well as the necessary credential for the instructor. Dr. Atkins reported that CATEC is responding to the needs of the community with this lab. Mr. Smith and Ms. Lee, along with PVCC, invited feedback from community business leaders and stakeholders. The IT program was the area where there was the greatest interest and the credentials that will come out of this program are ones in which everyone expressed an interest. These certificates can lead to good, high-paying jobs.

Mr. Koleszar offered a **motion** to authorize the \$311, 500 from the fund balance to be used to build out the IT Academy. Mr. Wade **seconded** the motion and it **passed** unanimously.

Mr. Oberg asked for the current fund balance. Mr. Koleszar responded that CATEC currently has \$1,000,000 in the fund balance as of 6/30/2015 of which they committed \$339,000 to the current (2015-16) budget. There is a balance of \$728,000 which will decrease to \$417,000 which will allow \$155,000 to be committed to the budget for next year.

**AGENDA ITEM: 16-08**      **2016-17 FUNDING REQUEST**

Mr. Smith gave some funding and Strategic Plan background for the new board members. In addition, he reviewed credentials and certifications that CATEC students can earn, internships/job shadows, business partnerships, and CATEC staffing including Adult Education and Apprenticeship.

The funding request, according to Mr. Smith, represents a 15% increase for the local funding (divided between the City and the County) over the 2015-16 approved budget. (Mr. Wade called the board's attention to the \$115,000 that was in question earlier in the meeting. Mr. Koleszar requested that the line item be changed to reflect that it is for Virginia Department of Education funds. Mr.

Smith explained the increase; a big part of it is compensation. CATEC follows Albemarle County pay scales. Health insurance has increased and they are also budgeting for 2% across the board/on average pay increase. In addition, it includes the growth of the new academies and various program details. Mr. Smith and Ms. Lee both explained CATEC's current dual enrollment status. There was a great deal of discussion with regard to the discrepancies in the presented figures. Ms. Lee stated that she will make sure that the summary and the detail page match and will reissue it. Mr. Koleszar requested in the final budget that credit card fees be reflected as an expense, not a negative income amount.

Ms. Lee explained the strategy of documenting aggressive outreach to students, parents, and counselors. The intention is to audit the enrollment process through PowerSchool and self-enrollment through the student portal. She detailed the outreach to middle school students and the various surveys that are on-going and how that data is being used to increase enrollment. Scheduling changes are being initiated which are beneficial to students and will aid in additional enrollment options. In summary, she stated that rising enrollment comes from three factors: aggressive outreach and tracking, strengthening current valuable programs, and adding new programs.

Mr. Wade offered a **motion** to approve the funding as requested by staff as directed on the spread sheet. Mr. Michie **seconded** the motion. The motion **passed** unanimously.

#### **AGENDA ITEM: 16-09      COMMENTS**

Mr. Smith gave credit to the three maintenance and janitorial personnel (Mr. Knight, Mr. Scott, and Mr. Fitzgerald) who spent the entire weekend clearing snow from the parking lot.

Mr. Bosselman reviewed Adult Education and Apprenticeship enrollment. Currently, for this semester, there are 228 students enrolled which is slightly above what it was last year at this time. He reviewed his areas of concern, but also areas of growth.

Ms. Lee reported on exploring options for student engagement outside of the building including student activities, summer enrichment programs, internships, and job shadows. Models for student involvement in/attainment of various work experience throughout the year were reviewed as well as recruiting businesses to sign up for internships. She reviewed the employers she has recently spoken to as they pertain to her "5-year look ahead."

Mrs. Puryear updated the Board about the CATEC Foundation Board's status and their by-laws. It has been suggested that a process be developed to seek applications from area citizens who may be interested in sitting on the Foundation Board. Dr. Moran reviewed Albemarle County's process for appointments to the various committees. Mr. Koleszar reminded the Board of the Foundation's history, purpose, and structure. He stated that one of the Center Board's goals is to make sure the Foundation Board represents a broader cross-section of the community with a larger vision than in the past. Mrs. Moynihan gave very specific suggestions with regard to soliciting participation. Dr. Atkins reiterated that merging the two sets of by-laws will help give clarity to some of the important questions about the Foundation operations. Mr. Koleszar suggested that CATEC staff responsibilities with regard to the Foundation be addressed in the updated by-laws. Dr. Moran stated that CATEC really needs the Foundation to be in a position of strength as a partner so whatever the Center Board can do to keep them would be positive. She hopes the Center Board will be able to see the by-laws in March. Dr. Atkins continued by saying that the application process and strengthening

the communication between the Center Board and the Foundation Board sends a strong message to the community that donations made will have some level of oversight from the Foundation Board. In addition, there should be some connection to the vision and mission and strategic direction of the Center Board. This would ensure a comprehensive plan and program for the students.

**AGENDA ITEM: 16-11**      **OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

At 7:59 p.m. Mrs. Puryear adjourned the meeting of the CATEC Center Board.

Leah W. Puryear  
Chairperson

Amelia Clark  
Clerk

05-17-16  
Date

5.17.2016  
Date