

MEETING MINUTES OF THE CATEC CENTER BOARD

March 15, 2016

At 6:03 p.m., Mrs. Leah Puryear called to order the 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; Mr. Bruce Bosselman, Adult Education Coordinator; and Chef Patrick Maranuk, Culinary Arts instructor.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; and Mr. Chad Ratliff, Director of Instructional Innovation for Albemarle County Public Schools.

AGENDA ITEM 16-12 AGENDA

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

AGENDA ITEM: 16-13 PUBLIC COMMENTS

There were no public comments.

Mrs. Puryear welcomed Aaron Richardson from Charlottesville Tomorrow.

AGENDA ITEM 16-14 MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for January 27, 2016. Mr. Oberg **seconded** the motion. The motion **passed** unanimously.

AGENDA ITEM: 16-15 APPROVAL OF FINANCIAL STATUS

Mr. Koleszar offered a **motion** to approve the financial status. Mr. Michie **seconded** the motion and it **passed** unanimously. Mr. Smith addressed several items that were brought up at January's meeting:

1. Interest on investments (bank/credit card fees) has been changed to an expense rather than negative revenue on the financial report.
2. "Other payments from another county/city" – it has been renamed to VDOE funds (that were earmarked for CTE education that is received directly from the State).
3. Request for column for "% of funds that are encumbered" – the financial software is not sophisticated enough to calculate that sufficiently and would take too many man-hours.

There was discussion about how to provide the requested information. Mr. Michie reiterated and explained that he was looking for a column that provided “% expected to be used by the end of the year.” He feels that it is more a projection by CATEC than a mathematical calculation. Ms. Lee stated that, if Mr. Michie is asking for a sense of whether or not CATEC is “on budget” for the different line items, that could be done.

AGENDA ITEM: 16-16 **PROGRAM PRESENTATION**

Chef Patrick Marunuk, the Culinary Arts instructor, presented information about his program. Topics he covered included competencies, employment opportunities/earnings, career pathways, and certifications. It was followed by a discussion about the possible upgrade to equipment and facilities for the kitchen.

AGENDA ITEM: 16-17 **FOUNDATION BYLAWS UPDATE**

Ms. Lee reported that, since the last meeting, the attorneys have shared versions of the amended and edited bylaws. She has the copy by Mr. Wood and hopes to have a blended version to bring back to the Board. One of the main focuses of the revision of the bylaws is roles and responsibilities of directors, succession planning for directors, and structuring outreach and nominations for directors to build the Board back up. In addition, the roles and responsibilities of the designee from the Center Board, the City School Board, and the County School Board were suggested. Maybe, by the end of this week, there will be a blended version to distribute to everyone. In the meantime, the Foundation Board has agreed to administer and distribute the traditional scholarship awards for this year. Recruitment for that has started and the applications will be reviewed later this spring. Mrs. Puryear confirmed that the Center Board would get the blended bylaws prior to the next Board meeting so that everyone would have an opportunity to weigh in. She also gave a history of the Foundation and Center Board bylaws to the new Board members and welcomed their input once the new ones are available.

AGENDA ITEM: 16-18 **IT ACADEMY STATUS UPDATE**

Design:

Ms. Lee reviewed the design, renovation time line, staff, and enrollment for the new IT Academy. She called the Board’s attention to renderings of the design; the City Facilities Management department and Albemarle County Public Schools’ DART helped plan the build-out and renovation of the lab space. She went into a detailed explanation of the plans.

Timeline:

- April 10, 2016 - the construction bidding will be complete
- April 28th - Notice to Proceed
- As school ends in June - start construction
- Early August completion is expected early with an opening before school starts.

Ms. Lee stated that this schedule is one that all parties on the team have agreed to and it does have some contingencies in it.

Staffing:

Ms. Lee reviewed the qualifications for the instructor's position and explained the search process. She is also pursuing paying a stipend to program staff coming on to deal with program review, dual enrollment, certifications with PVCC, to help configure and install the lab and equipment, and to do CATEC outreach and PR as needed. Ms. Lee reiterated that CATEC is looking at an educational career pathway that blends with PVCC program and she explained the certifications that could be earned. She went on to say that CATEC has support from CISCO and they will provide the training to be an instructor if the candidate already has the prior CISCO certification. It is dedicated and CISCO knows the timeline.

Enrollment:

Ms. Lee and Mr. Smith went over the potential enrollment for next year, all the factors that are involved in the process, how the numbers are determined, and how students are recruited. Ms. Lee stated that Mr. Bosselman is also looking for ways to utilize other high school program classrooms during the evenings to expand his enrollment. Dr. Atkins reminded the group that CATEC is trying to create, through the Strategic Plan, community pathways for high school, but also for all community members. The businesses have said that being able to offer those credentials to the adult population is one of CATEC's strengths. Ms. Lee stated that PVCC is working to build out their capacity; CATEC high school students will be able to earn dual enrollment credit when that is completed. There was discussion about apprenticeships and sharing instructors between the high school and the adult education programs.

AGENDA ITEM: 16-19 CIP UPDATE – SUMMER 2016

The CIP long-term plan includes some major exterior repairs that have been budgeted and are scheduled for this year. The City's Facilities Department has put together the specs, drawings, and has bid it out. There will also be relocation of classrooms done over the summer to make room for the IT lab. Ms. Lee went into detail about what the repairs - and the schedule - will be.

AGENDA ITEM: 16-20 HIGH SCHOOL ENROLLMENT

Mr. Smith gave an update about enrollment/student data and reviewed the recruitment and scheduling process. He also explained his plans for scheduling options to make CATEC more accessible to high school students with complex schedules.

AGENDA ITEM: 16-21 COMMENTS

Dean's Comments:

- Student competition success – HOSA and SkillsUSA
- Scholarship process
- Student visitors from France
- Interest from surrounding counties to send students on a tuition basis where there is space available (\$1500/student per year)

Adult Education Coordinator's Comments:

- Current enrollment – increased over the last two years
- New courses being considered

Strategic Planning Officer's comments:

- Partner activities – Spring 2016
- Business collaborations
- CATEC student events
- Steering Committee needs analysis

AGENDA ITEM: 16-22 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. Mr. Oberg **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. Michie **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.

AGENDA ITEM: 16-23 OTHER BUSINESS

There was no other business.

ADJOURNMENT

At 8:51p.m. Mr. Koleszar adjourned the meeting of the CATEC Center Board.

Loak W. Puryear
Chairperson

Indie J. Chisholm
Clerk

08-16-16
Date

8-17-2016
Date