



*PROPOSED AGENDA FOR A REGULAR MEETING  
OF THE CATEC CENTER BOARD  
October 20, 2015 – 5:00 p.m.*

Order of Business	Agenda Item	Subject	Action Informational
5:00 p.m.	Roll Call		
	<b>Agenda</b>	<b>15-51</b>	<b>Adoption of Agenda</b>
			<b>A</b>
5:05 p.m.	Community Participation	15-52	Public Comments
			I
<b>5:10 p.m.</b>	<b>Minutes</b>	<b>15-53</b>	<b>Approval of Minutes</b>
			<b>A</b>
	<b>Financials</b>	<b>15-54</b>	<b>Approval of Financial Status</b>
			<b>A</b>
<b>5:15 p.m.</b>	<b>Closed Session</b>	<b>15-55</b>	<b>Closed Session</b>
			<b>A</b>
<b>5:20 p.m.</b>	<b>Business</b>	<b>15-56</b>	<b>VRS Resolution</b>
		15-57	Additional Staffing
		15-58	Budget timeline
			I
5:30 p.m.	Adjournment		

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**Next meeting date: Tuesday, December 15, 2015**

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Minutes

Date: October 20, 2015  
Enclosures: 1

APPROVAL OF  
MINUTES

**Background Information:**

The minutes for the Center Board meeting on August 18, 2015 are enclosed.

**Recommendation:**

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

## MEETING MINUTES OF THE CATEC CENTER BOARD

August 18, 2015

At 6:00 p.m., Mr. Steve Koleszar 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 (arrived at 6:05), 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; Mr. Bruce Bosselman, Adult Education Coordinator; Mrs. Karen Brown, Cosmetology Instructor; Ms. Jacqueline Waller, Cosmetology Instructor; and Ms. Leslie Chisholm, Clerk.

**OTHERS PRESENT:** Dr. Rosa Atkins, Charlottesville City Superintendent and Dr. Pam Moran, Albemarle County Superintendent.

### AGENDA ITEM 15-42    AGENDA

Mrs. Puryear offered a **motion** to approve the agenda and Mrs. Neale **seconded** the motion. **It passed with Mrs. Moynihan absent.**

### AGENDA ITEM: 15-43    PUBLIC COMMENTS

There were no public comments.

### AGENDA ITEM 15-44    MINUTES

Mr. Michie offered a **motion** to approve the Center and Joint Board minutes for May 19, 2015. Dr. Acuff **seconded** the motion. **The motion passed with Mrs. Moynihan absent.**

### AGENDA ITEM: 15-45    COSMETOLOGY

Mrs. Karen Brown spoke, in depth, about the Cosmetology program during her presentation – Cosmetology Arts and Sciences Academy. Her topics included programs of study, classroom activities/competitions, state licensure, employment opportunities/earnings, and Cosmetology career pathways. She showcased her numerous successful graduates and her two guests explained how much their training at CATEC has helped them in their career.

### AGENDA ITEM: 15-46    CATEC FOUNDATION PRESENTATION

Mrs. Paula Pagonakis reported on the status of the CATEC Foundation Board at this point. She introduced the other members, briefly reviewed the history of the Foundation, the recent endowment fund donation, and plans going forward. The Foundation is revising their bylaws and the mission statement; she anticipates that the bylaws will be completed after the next meeting on August 26<sup>th</sup>. Current and proposed committees were reviewed. Mrs. Pagonakis requested

“marketing” assistance from the Center Board for membership recruitment and to help it promote the endowment for scholarships – which she went into detail about. There was discussion about the current board’s membership and the Center Board’s role with regard to the Foundation Board. Mrs. Puryear asked that a copy of the current and revised bylaws be sent to the Center Board in addition to any other requests the Foundation may have. Mrs. Pagonakis reported that insurance for the Board members is being researched. In addition, the scholarship selection process was reviewed thus far. Mr. Hurka reported that the \$25,000 loan to the Foundation (from the Center Board) has been repaid.

**AGENDA ITEM: 15-47      CLOSED SESSION**

Mrs. Neale 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. Mr. Michie **seconded** the motion and **the motion passed unanimously.**

**Certify Closed Meeting**

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

**NAYS:**

**ABSENT:**

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

Mrs. Puryear offered a **motion** to approve the personnel list as presented. Dr. Acuff **seconded** the motion and **it passed unanimously.**

**AGENDA ITEM: 15-48      BANK SIGNATURES**

Ms. Lee reported that CATEC’s interactions with the bank need to be revised. According to the bylaws, the Board needs to approve the assignment of responsibility to do business with Wells Fargo. Jason Vandever needs to be a signatory because he holds the responsibility for the City as the fiscal agent for the Board. The recommendation is to have those members of the Board (representatives of the Board) assign authority to the staff positions and those staff individuals in those positions to be able to do business with Wells Fargo. Mrs. Puryear **offered** a motion to accept the recommendation as presented for the bank signatures. Dr. Acuff **seconded** the motion and it **passed unanimously.**

**AGENDA ITEM: 15-49      APPROVAL OF FINANCIAL STATUS**

Ms. Lee reviewed the last three months’ financial statements including the year-end which has been reconciled. It also included the fund balance which she explained. There were personnel costs not expensed in the last year (lapse factor). Ms. Lee concurred that everything else was “in line”

having done a thorough review of the trend of expenses in anticipation of what needs to happen to implement the Strategic Plan moving forward. There was discussion about the marketing plan; a “needs assessment” is being done right now. Mrs. Neale reminded Ms. Lee to notify the two school divisions if she anticipates a funding increase request – “the earlier, the better.”

Mr. Michie offered a **motion** to approve the financial statements. Mrs. Puryear **seconded** the motion. **The motion passed unanimously.**

### **AGENDA ITEM: 15-50      COMMENTS**

#### **Dean’s Comments**

Mr. Smith reviewed the enrollment handout. He felt that there are several issues that need to be addressed: marketing, scheduling logistics, and the Program of Studies. There have been operational adjustments made with regard to financial issues, leave time, and grade management. The ADA compliance is complete. Mr. Smith stated that Career Development, starting this year, will be included in each of the program areas.

#### **Adult Education Coordinator’s Comments**

Mr. Bosselman gave an update on the Adult Ed and Apprenticeship programs and went into detail about apprenticeships offered at CATEC. There was discussion about marketing, apprenticeship sponsors, current tuition, and possible use of scholarships. Mr. Koleszar reminded the Board that CATEC’s mandate is broader than just k12. Consequently, he suggested that the governance be reviewed and that a seventh board member be added as a representative of the Chamber of Commerce so that the Board better reflects the dual mandate (both k12 and adult/community workforce development).

Ms. Lee reiterated that CATEC’s apprenticeship program stands alone; it is unique, expandable, and governed by the state. The Central Virginia Apprenticeship Council met recently to discuss the role of apprenticeships in the implementation of the Strategic Plan objectives. She also reported that there are local employers who are seeking curriculum to support their industry personnel development needs.

#### **Strategic Planning and Workforce Development Officer’s Comments**

Ms. Lee gave an overview of what she has accomplished since starting at CATEC in May. She has been coordinating with base schools with regard to enrollment, commitment, marketing, and streamlining operations. Ms. Lee went into depth about the employers with whom she has met about the support and opportunities they are offering CATEC students. A joint committee will convene with PVCC, CATEC, and the Chamber of Commerce to review curriculum alignment. The focus (outlined in the Strategic Plan) will be to identify specific high school curriculum intended to increase the number of credentials that high school students receive that will also earn PVCC credit for them. The product will be forwarded to the Center Board for review before October.

The new academy curriculum will be formalized in conjunction with PVCC and the school districts and it will be brought back to the Board within the next month and a half - in time for the next Board book. She also stated that the audit for the past year will be done. The budget needs to implement these proposals for next year will also be reviewed. She is also working with the Foundation on scholarship opportunities to increase enrollment in the high school and adult programs. Mr. Koleszar clarified that, if Ms. Lee was developing a new CATEC program, she

would need to get Board consideration and approval in advance. He went on to say that Board approval for new courses in October would be adequate. Both Superintendents reiterated that their Program of Studies are not due for their Boards until November.

**ADJOURNMENT**

At 8:15 p.m. Mr. Koleszar adjourned the meeting of the CATEC Center Board.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Financial Status

Date: October 20, 2015  
Enclosures: 1

APPROVAL OF  
FINANCIAL STATUS

**Background Information:**

The financial report for July 2015 is enclosed for the Board's review.

**Recommendation:**

The financial report is being submitted for the Center Board's review and approval.

Item Number: 15-54

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH  
 FD-PJT-REV REVENUES SUMMARY REPORT  
 for Fiscal Year 2016 (Fiscal Year 2015-2016)  
 Posted Only Figures  
 Executed By: mhall

Page: 1  
 Date: 09/22/15  
 Time: 15:19:09

Code	Description	Estimated Revenue	Est. Revenue For	Revenue For JULY	Revenue For JULY	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND								
PJT 000 NONCATEGORICAL								
1501020	INTEREST ON INVESTMENTS	\$ 0.00	\$ 0.00	\$ 222.63	\$ 222.63	\$ 222.63	222.63	100.00
1502010	RENTS	\$ 7,000.00	\$ 7,000.00	\$ 1,569.75	\$ 1,569.75	\$ 5,430.25	5,430.25	22.43
1612060	ADULT DAY TUITIONS	\$ 3,000.00	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 3,000.00	3,000.00	0.00
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$ 25,000.00	\$ 85.00	\$ 85.00	\$ 24,915.00	24,915.00	0.34
1899121	APPROPRIATIONS FROM CARRY OVER	\$ 339,867.00	\$ 339,867.00	\$ 0.00	\$ 339,867.00	\$ 0.00	0.00	100.00
1901010	CITY OR COUNTY FUNDS	\$ 1,805,464.00	\$ 1,805,464.00	\$ 0.00	\$ 0.00	\$ 1,805,464.00	1,805,464.00	0.00
1901020	OTHER PAYMENTS FROM ANOTHER COUNT	\$ 115,000.00	\$ 115,000.00	\$ 0.00	\$ 0.00	\$ 115,000.00	115,000.00	0.00
2402520	VOCATIONAL EQUIPMENT	\$ 4,000.00	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00	4,000.00	0.00
000	NONCATEGORICAL	\$ 2,299,331.00	\$ 2,299,331.00	\$ 1,432.12	\$ 341,299.12	\$ 1,958,031.88	1,958,031.88	14.84
PJT 101 ADULT ED								
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$ 11,000.00	\$ 675.00	\$ 675.00	\$ 10,325.00	10,325.00	6.14
1612060	ADULT ED NIGHT FEES	\$ 132,000.00	\$ 132,000.00	\$ 23,898.00	\$ 23,898.00	\$ 108,102.00	108,102.00	18.10
1899120	OTHER FUNDS	\$ 2,500.00	\$ 2,500.00	\$ 220.07	\$ 220.07	\$ 2,279.93	2,279.93	8.80
101	ADULT ED	\$ 145,500.00	\$ 145,500.00	\$ 24,793.07	\$ 24,793.07	\$ 120,706.93	120,706.93	17.04
PJT 200 APPRENTICESHIP								
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$ 23,000.00	\$ 150.00	\$ 150.00	\$ 22,850.00	22,850.00	0.65
1899120	APPRENTICE FEES	\$ 130,000.00	\$ 130,000.00	\$ 2,105.00	\$ 2,105.00	\$ 127,895.00	127,895.00	1.62
1899122	OTHER FUNDS	\$ 500.00	\$ 500.00	\$ 0.00	\$ 0.00	\$ 500.00	500.00	0.00
2402990	OTHER STATE FUNDS	\$ 17,000.00	\$ 17,000.00	\$ 0.00	\$ 0.00	\$ 17,000.00	17,000.00	0.00
200	APPRENTICESHIP	\$ 170,500.00	\$ 170,500.00	\$ 2,255.00	\$ 2,255.00	\$ 168,245.00	168,245.00	1.32
1	GENERAL FUND	\$ 2,615,331.00	\$ 2,615,331.00	\$ 28,480.19	\$ 368,347.19	\$ 2,246,983.81	2,246,983.81	14.08
GRAND TOTAL		\$ 2,615,331.00	\$ 2,615,331.00	\$ 28,480.19	\$ 368,347.19	\$ 2,246,983.81	2,246,983.81	14.08



CATEC-CHARLOTTESVILLE-ALBERMARLE TECH  
 FD-PJT---FUNC- EXPENDITURES SUMMARY REPORT  
 for Fiscal Year 2016 (Fiscal Year 2015-2016)  
 Posted Only Figures  
 Executed By: mhall

Page:  
 Date: 09/22/1  
 Time: 15:18:3

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For JULY	Expenditures Year-to-Date	Available Balance	Percent Use
<b>FD 1 GENERAL FUND</b>							
<b>PJT 000 NON-CATEGORICAL</b>							
61100	Classroom Instruction	\$ 1,131,760.00	\$ 0.00	\$ 2,692.12	\$ 2,692.12	\$ 1,129,067.88	0.2
61310	Improvement of Instruction	\$ 88,199.00	\$ 0.00	\$ 4,772.82	\$ 4,772.82	\$ 83,426.18	5.4
61320	Strategic Plan Implementation	\$ 247,724.00	\$ 0.00	\$ 10,256.13	\$ 10,256.13	\$ 237,467.87	4.1
61410	Office of the Director	\$ 413,334.00	\$ 0.00	\$ 32,388.80	\$ 32,388.80	\$ 380,945.20	7.8
62110	Board Services	\$ 46,350.00	\$ 0.00	\$ 417.66	\$ 417.66	\$ 45,932.34	0.9
62160	Fiscal Services	\$ 78,432.00	\$ 0.00	\$ 8,585.52	\$ 8,585.52	\$ 69,846.48	10.9
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,300.00	0.0
64100	Maintenance Management	\$ 55,551.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,551.00	0.0
64200	Building Services	\$ 212,751.00	\$ 0.00	\$ 15,702.31	\$ 15,702.31	\$ 197,048.69	7.3
64300	Grounds Services	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,000.00	0.0
68000	Technology	\$ 17,000.00	\$ 0.00	\$ 388.00	\$ 388.00	\$ 16,612.00	2.2
000	NON-CATEGORICAL	\$ 2,305,401.00	\$ 0.00	\$ 75,203.36	\$ 75,203.36	\$ 2,230,197.64	3.2
<b>PJT 101 ADULT ED</b>							
61100	Classroom Instruction	\$ 152,379.00	\$ 0.00	\$ 6,517.83	\$ 6,517.83	\$ 145,861.17	4.2
101	ADULT ED	\$ 152,379.00	\$ 0.00	\$ 6,517.83	\$ 6,517.83	\$ 145,861.17	4.2
<b>PJT 200 APPRENTICESHIP</b>							
61100	Classroom Instruction	\$ 157,551.00	\$ 0.00	\$ 4,974.77	\$ 4,974.77	\$ 152,576.23	3.1
200	APPRENTICESHIP	\$ 157,551.00	\$ 0.00	\$ 4,974.77	\$ 4,974.77	\$ 152,576.23	3.1
1	GENERAL FUND	\$ 2,615,331.00	\$ 0.00	\$ 86,695.96	\$ 86,695.96	\$ 2,528,635.04	3.3
<b>GRAND TOTAL</b>		\$ 2,615,331.00	\$ 0.00	\$ 86,695.96	\$ 86,695.96	\$ 2,528,635.04	3.3

**BOOK BALANCE AT 6/30/2015** **\$1,068,708.19**

**BOOK BALANCE AT 7/31/2015** **\$1,010,492.42**

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Resolution to Not Allow Eligible Employees to Direct Hybrid Voluntary Contributions to an Employer-Sponsored Hybrid 403(b) Retirement Plan.

Date: October 20, 2015  
Enclosures:

ACTION

**Background Information:**

Recent legislation (Senate Bill 1162 and House Bill 2178) allows school divisions to elect to allow eligible employees to use an employer-sponsored hybrid 403(b) plan for employee voluntary contributions to the Hybrid Retirement Plan. The employer match on these contributions will go into the 403(b) or the employer's cash match plan pursuant to the Internal Revenue Code 401(a). The school board must elect by October 30 to:

- Allow eligible employees the option to elect to direct hybrid voluntary contributions to an employer-sponsored hybrid 403(b) plan, instead of the VRS Hybrid 457 Deferred Compensation Plan; or
- Not to offer this option, so that hybrid voluntary contributions will continue to be directed into the VRS Hybrid 457 Deferred Compensation Plan only.

Under the Code of Virginia, elections must be made on or before November 1. This is an annual, rather than a one-time, election.

Employers have a number of considerations before electing to offer an employer-sponsored hybrid 403(b) plan, including fiduciary and administrative responsibilities, as well as payroll system changes, accounting and reporting requirements. Because of the quick turnaround required for the both the election process, and the subsequent challenges of getting a local option plan fully vetted and set up by January 1st, staff recommends that we continue the status quo and not elect to create a local option 403b plan for our Hybrid voluntary contributions for the 2016-2017 calendar year. We are scheduled to issue a request for proposals for our 457 and 403b plans later this year and, as part of that process, intend to investigate the option of creating a local option for a subsequent calendar year.

**Recommendation:**

Because CATEC follows Albemarle County policies, it is recommended that the Board approve the Resolution to Not Allow Eligible Employees to Direct Hybrid Voluntary Contributions to an Employer-Sponsored Hybrid 403 (b) Retirement Plan.

Item Number: 15-56

## CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Additional Staffing

Date: October 20, 2015

Enclosure:

INFORMATIONAL

### **Background Information:**

In years past, CATEC was serviced by two janitors and one maintenance mechanic. Several years back, one of those individuals left the position and was not replaced (presumably for cost savings.) More recently, CATEC has survived much of the last school year with only one janitor responsible for the entire 57,000 square foot facility and 20 acres. This negligence shows in the condition of our building and grounds.

In addition, unlike most schools that close their doors at 4 pm and the custodial crew has the evening hours to prepare the building for the next school day, CATEC has students present every night of the week in every instructional area. As we roll out our strategic plan and seek to increase our enrollment and community impact, we need to “look our best.” It is essential that our facilities be in working order and be kept clean and tidy at all times. Therefore, the creation of an additional full-time Janitor/Maintenance Technician is necessary.

### **Recommendation:**

It is proposed that the CATEC Center Board create the new position of Janitor/Maintenance Technician. The information about the additional staffing request, including how the position will be funded, will be presented to the Center Board for review and discussion.

Item Number: 15-57

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Budget timeline

Date: October 20, 2015  
Enclosure:

INFORMATIONAL

**Background Information:**

A timeline for budget development will be presented to the Board.

The Center Board by-laws require that the Center Board *"shall prepare a budget for the operation of the Center by January 31 of the year preceding each fiscal year."* The Dean will present the SY 2016-17 funding request proposal to the Center Board as an information item for review at the December Center Board meeting with a request for approval at the January meeting.

**Recommendation:**

The information about the budget timeline will be presented to the Center Board for review and discussion.

Item Number: 15-58