

MEETING MINUTES OF THE CATEC CENTER BOARD

December 15, 2015

At 6:01 p.m., Mr. Steve Koleszar called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mr. Ned Michie (arrived late 6:04p.m.), Mrs. Willa Neale, Dr. Kate Acuff, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Mrs. Pam Moynihan.

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 Amanda Jay, CATEC English instructor.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent, Dr. Pam Moran, Albemarle County Superintendent; Mr. Dean Tistadt, Chief Operating Officer for Albemarle County Public Schools; and Mr. Jono Alcaro, Albemarle County School Board member.

AGENDA ITEM 15-65 AGENDA

Mr. Koleszar called the Board's attention to changes made to the agenda. Because Board members did not receive the Board book until this afternoon and, as a result, did not have the opportunity to review the minutes or the financial statements, Mr. Koleszar recommended that those agenda items be changed from "action" to "information." Those items will be approved at the January meeting. (Ms. Lee explained the steps that will be taken to prevent the delay from happening again. The board book will be available online no later than a week before the scheduled meeting date.) Mrs. Puryear offered a **motion** to approve the agenda with the changes and Dr. Acuff **seconded** the motion. **It passed with Mrs. Moynihan absent.**

Mr. Koleszar read a Resolution of Appreciation for Mrs. Neale's service to the Center Board.

AGENDA ITEM: 15-66 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 15-67 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, subsection (3) for the purpose of discussing publicly held real property, and Subsection (7) for the purpose of consultation with legal counsel.

Mrs. Puryear **seconded** the motion and **the motion passed with Mrs. Moynihan absent.**

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

NAYS:

ABSENT: Mrs. Moynihan

The motion carried by a 5:0:1 vote.

Dr. Acuff offered a **motion** to approve the personnel recommendations of the staff. Mr. Michie **seconded** the motion and it **passed with Mrs. Moynihan absent.**

Mr. Koleszar introduced Jono Alcaro, a newly elected (and sworn in) Albemarle County School Board member.

AGENDA ITEM 15-68 MINUTES

Designated as information only.

AGENDA ITEM: 15-69 APPROVAL OF FINANCIAL STATUS

Designated as information only.

AGENDA ITEM: 15-70 AUDIT REPORT

Designated as information only.

AGENDA ITEM: 15-71 PROGRAM PRESENTATION

Mrs. Amanda Jay, CATEC English instructor, presented information about the Career Development program pilot she has created including the curriculum she has written. Dr. Acuff asked Mrs. Jay to clarify that this work is, in fact, in addition to her English teaching; the time Ms. Jay has spent on this pilot has been as a volunteer. Dr. Acuff felt this was an important component of preparing CATEC students for the workforce and stated that it may need to be looked at again. Ms. Lee responded that they have looked at increased staffing, resources, and training within the organization under Mrs. Jay's leadership and curriculum development to push through to more students. The staff increase this past fall was with the hopes of having staff work together on this. Dr. Moran commended Mrs. Jay on blending together the face-to-face and digital presence.

AGENDA ITEM: 15-72 PROGRAM OF STUDIES

Mr. Smith explained the changes in the Program of Studies including the two new academies - Health and Medical Academy and Information Engineering Technology (CISCO Networking) Academy. He went on to outline the educational and career pathways that they have been working on with PVCC on to make sure that the curriculum is aligned with theirs. In addition, it is

important that there are clear pathways with multiple entry and exit points for students to participate in any of the programs along with dual enrollment credits. Mr. Smith also reviewed the list of new courses – using the guide that has actually been prepared for counselors. - including those that will be available to 9th graders. The challenges of scheduling the 9th graders and possible alternative schedules (and the rationale behind them) were discussed. The goal is to make it easier for students to attend CATEC. Ms. Lee stated that they're working closely with counselors so they know how to work with students to enroll them at CATEC. Dr. Moran brought up the need for focusing on considerable professional development and a different kind of pedagogy; it is not going to be "business as usual." Mr. Smith conceded that this will be a different model of teaching – more condensed, but also differentiated. When asked about the impact of this on transportation, Dr. Moran replied that Transportation will work with Ms. Lee and Mr. Smith to work it out. Mr. Smith followed up by saying that what he has described will not affect transportation at all. Dr. Atkins voiced her concern about the fact that the goal is to build a cohesive CATEC and give students a sense of "home." Though this model allows for a great deal of flexibility, in that flexibility, will some of creating a center for the students and a place that they belong together – a type of commonality among the students - be lost with this?

Mr. Smith called the Board's attention to the student enrollment interest survey on the CATEC website. It is another tool to determine who potential students are and help them get here. The Board was given the actual Program of Studies document - which had been reviewed at the last meeting. Dr. Acuff offered a **motion** to accept the Program of Studies and Mrs. Neale **seconded** the motion. It **passed with Mrs. Moynihan absent**.

AGENDA ITEM: 15-73 **STRATEGIC PLAN UPDATE**

Ms. Lee reviewed the Strategic Plan Implementation update (hard copy) that was distributed to the Board. Topics included outreach to stakeholders and to local business partners not previously identified by the Strategic Plan, an internal operations audit, and strengthening current traditional programs as well as programming new academies. In addition, she covered the ADA construction project, vacant positions filled, joint CATEC/PVCC Advisory Council pilot, Program of Studies curriculum, IT data lab renovation (including a timeline for construction) including budget and staff recruitment, and joint funding with PVCC for the CACF grant for the IT Academy. Ms. Lee also went over outreach to middle schoolers, the high school enrollment survey, internships and apprenticeships for the high school students through local business partners, and the launch of CATEC's new website. She shared current student interest data, explained the survey methods used, and how the data was interpreted. Ms. Lee told the Board that the Strategic Plan implementation money, for this fiscal year, is in the operating budget and has been used to cover the risk for the IT lab architect and construction.

AGENDA ITEM: 15-74 **FUNDING REQUEST PROPOSAL**

Mr. Smith reviewed the strategies used to develop the Funding Request and then he went into detail about the actual budget items including the fund balance.

AGENDA ITEM: 15-75 **COMMENTS**

Mr. Bosselman reported that enrollment is 302 and they are still enrolling students for next semester. He also explained the status of the new program – Auto Technician – which is geared for professionals who want to go into the field or are in the field and need to upgrade their skills. He

also reviewed the Nurse Aide, Dental Assistant, and Pharmacy Tech classes offered. ASE testing is done at CATEC; he explained how he promotes that to local businesses and stakeholders. Ms. Lee gave Mr. Bosselman credit for addressing the demand that local employers have for training.

Mr. Smith stated that CATEC is helping Albemarle High School alleviate the over-crowding issues it is facing. Mr. Jay Thomas is developing engineering pathways and some of those pathways could come through CATEC.

Ms. Lee stated that CATEC sees itself as a partner with the base schools and PVCC in addition to other community colleges. The impact that CATEC has on the partners, and the pathways, will be more clearly described on the CATEC website.

AGENDA ITEM: 15-76 **OTHER BUSINESS**

There was discussion about the conflict with the next scheduled Center Board meeting on January 19, 2016. Mrs. Neale offered a **motion** to move the meeting to Wednesday, January 27th. Dr. Acuff **seconded** the motion and it **passed with Mrs. Moynihan absent**. Mr. Koleszar brought up the idea of changing the Board's structure to add a 7th member as a member of the Chamber of Commerce. This would be due to the Strategic Plan implementation as CATEC increases its partnership with the business community and gets more involved in workforce development which would include business alliance input for the Adult Ed programs. He will revisit it again in the future.

ADJOURNMENT

At 8:45p.m., Mr. Koleszar adjourned the meeting.

Leah Prayce
Chairperson

Julia N. Chaskin
Clerk

03-15-16
Date

3-15-2016 2-12-2016
Date