

MEETING MINUTES OF THE CATEC CENTER BOARD

August 16, 2016

At 6:03 p.m., Mrs. Leah Puryear called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mr. Steve Koleszar, Mrs. Leah Puryear, Mr. Juandiego Wade (left at 7:36p.m.), Mr. David Oberg, Mr. Ned Michie, (arrived at 6:16p.m.), and Mrs. Pam Moynihan (arrived at 6:11p.m.).

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Dr. Daphne Keiser, Strategic Planning Officer; Mrs. Deborah Gannon, Assistant Principal; Mr. Bruce Bosselman, Adult Education Coordinator; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Matt Haas, Albemarle County Deputy Superintendent; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction; and Ms. Catherine Lee.

AGENDA ITEM 16-39 AGENDA

Mr. Koleszar offered a **motion** to approve the agenda. Mr. Oberg **seconded** it. The motion **passed** with Mrs. Moynihan and Mr. Michie absent.

AGENDA ITEM: 16-40 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM 16-41 MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for:

- Center Board and Foundation Board - May 10, 2016
- Center Board - May 17, 2016
- Center Board Closed session – May 17, 2016
- Joint Board - May 17, 2016
- Center Board Closed Session - June 9, 2016

Mr. Wade **seconded** the motion. The motion **passed** with Mrs. Moynihan and Mr. Michie absent.

AGENDA ITEM: 16-42 APPROVAL OF FINANCIAL STATUS

Dr. Keiser requested that approval of the financial statements be deferred until later in the meeting based on additional information.

AGENDA ITEM: 16-43 **BANK SIGNATURES**

Dr. Keiser requested key financial executives of the CATEC Center Board authorize the following CATEC staff positions and staff to be signatories on the Wells Fargo Bank account:

Director/Strategic Planning Officer – position held by Daphne Keiser

Apprenticeship and Adult Programs Coordinator – position held by Bruce Bosselman

Finance and Budget Specialist – position held by Marlaine Hall

Mr. Koleszar offered a **motion** to approve the signatures on the bank account and Mr. Oberg **seconded** it. The motion **passed** with Mrs. Moynihan and Mr. Michie absent.

AGENDA ITEM: 16-44 **BANK TRANSACTIONS**

Dr. Keiser requested authorization to utilize on-line bill payment for normal monthly business expenses and authorization to utilize electronic transfer for the monthly reimbursement payment to Albemarle County for CATEC payroll. Dr. Keiser confirmed that all necessary steps are in line with Albemarle County's policies and procedures as it relates to this.

Mr. Wade offered a **motion** to authorize these bank transactions and Mr. Oberg **seconded** it. The motion **passed** with Mrs. Moynihan and Mr. Michie absent.

AGENDA ITEM: 16-45 **FUND BALANCE TRANSFER**

Dr. Keiser stated that funds were obligated at the end of the last fiscal year that were not brought to the Center Board's attention at the May 17, 2016 meeting. Those items included:

- New CATEC website
- Security cameras
- Various IT purchases
- Partition wall for the high school cosmetology program

She requested that the Center Board approve the allocation of \$142,325 from the fund balance to be used in FY 2016-17 for those projects. There was discussion about the use of the fund balance money versus using CIP funds for some of the items. Dr. Keiser reported that the fund balance will, then, be \$168,999.83. Mr. Koleszar stated that the minimum for the fund balance is 10% of the total budget. Mrs. Puryear stated, and Dr. Atkins confirmed, that there are the funds to cover the \$142,325 and the fund balance will be in the 10% range because all monies have not been allocated to the fund balance at this current point. Mr. Bosselman confirmed that the partition wall has been completed and paid for. Mr. Wade offered a **motion** for approval for authorization to use the fund balance transfer of \$142,325. Mr. Koleszar **seconded** the motion and it **passed** with Mr. Michie absent.

Dr. Keiser had two additional facility management fiscal items to discuss. She explained the compressor and the chiller repair/replacement options. Dr. Keiser discussed these options with the Facilities Maintenance team of Gerry Martin, Mike Mollica, and Lance Stewart. Facilities Maintenance recommended repairing the compressor at the total potential cost of \$18,377. This repair would be sufficient until the chiller could be replaced in the spring using CIP funding for the

fiscal year 2017. Facilities Maintenance proposed to move several projects (parking lot edge milling, asphalt paving, and restriping) to the fiscal year 2019 (\$150,000) and move the 5 HV unit replacements in shops (\$118,000) and the interior painting (\$42,000) to the fiscal year 2018 in order to replace the chiller in 2017. CATEC administration concurs with Facilities Maintenance and requests permission to move forward with repair of the compressor through the service contract with Riddleberger Brothers, Inc. Dr. Keiser confirmed that there was enough money in the maintenance line item to cover the \$18,377. There was discussion about the money being spent on maintenance of the building, but also the possibility of selling it and moving CATEC elsewhere. Dr. Atkins stated that it may significantly affect the value of the property if the HVAC system is not working properly; maintaining it is a prudent thing to do to retain the value of the property. Mr. Koleszar offered a **motion** to adopt the CIP changes as recommended, the operating expenses incurred, and the chiller repair. Mr. Wade **seconded** the motion and it **passed** unanimously.

Dr. Keiser stated that roof repairs are needed for the leaking roof. Three quotes have been presented and Lance Stewart reviewed the proposals and stated that all three companies were reputable. Based on Mr. Stewart's feedback, Dr. Keiser is requesting permission to move forward with roof repairs for \$10,621. These repairs should be sufficient until the roof replacement in the next CIP cycle. The work would begin as soon as possible. Mr. Michie offered a **motion** to give Dr. Keiser permission to move forward with the roof repair. Mr. Koleszar **seconded** the motion and it **passed** unanimously.

Mr. Koleszar offered a **motion** to approve the financial reports. Mr. Oberg **seconded** the motion and it **passed** unanimously.

AGENDA ITEM: 16-46 **DONATION**

Dr. Keiser stated that a community member has donated \$50,000 for the Ed Ford Scholarship for adult learners in Building Trades. She requested that the Center Board accept the donation. Mr. Koleszar offered a **motion** to accept the donation. Mr. Oberg **seconded** it and it **passed** unanimously. A letter acknowledging the gift will be sent to the donor.

AGENDA ITEM: 16-47 **STUDENT ENROLLMENT**

Preliminary enrollment numbers are currently at 314, according to Dr. Keiser. The EMT class is going to be cancelled; they were not able to find an instructor. There was discussion about EMT enrollment, the possibility of making it a full-time position, and partnering with PVCC and/or the base high schools. Mr. Koleszar would like this topic to come back to the Board at the next meeting with enrollment history for this program so that potential collaboration options could be pursued.

AGENDA ITEM: 16-48 **PROGRAM PRESENTATION**

Captain Bobby Elliott, the Firefighting instructor, presented information about his program. Topics he covered included competencies, employment opportunities/earnings, career pathways, and certifications.

AGENDA ITEM: 16-49 **CATEC FOUNDATION**

Dr. Keiser requested that the CATEC Finance and Budget Specialist maintain the CATEC Foundation Board financial records until a new Treasurer is appointed; the current Treasurer has

resigned. Mr. Koleszar offered a **motion** to have the Finance and Budget Specialist of CATEC maintain the books and financial records for the Foundation until the time that they are in position to take that responsibility back. Mr. Wade **seconded** the motion and it **passed** unanimously.

Dr. Keiser called the Board's attention to the application materials to seek new board members for the Foundation and asked for feedback from the Board. In addition, she presented a plan for appointing new CATEC Foundation Board members and it would include sending advertisements through various methods, contacting local businesses, and reaching out to parents. There was discussion about the timeline for this process; Mr. Koleszar felt the sooner, the better. However, he did not want to rush the process; it needs to be done thoroughly and carefully. There was also discussion about how, and by whom, the applicants would be vetted with the hope that the new members would be appointed at the December Center Board meeting. Dr. Keiser requested feedback on the application (included in the Board book) by Friday, 8/19.

Mrs. Puryear called the Board's attention to the revised Foundation bylaws which need to be voted on in October – if possible. She requested that the Board review the corrected bylaws and contact Dr. Keiser if they have questions or concerns.

AGENDA ITEM: 16-50 COMMENTS

Adult Education Coordinator's Comments

Mr. Bosselman reported that there are currently 244 students enrolled in the adult programs. The adult Cosmetology program will now be under the Department of Professional Occupational Regulations (not VDOE as had been done in the past). The program must be approved by DPOR and be 15,000 hours. The program, consequently, cannot be run as it had been in previous years. (This may also eventually affect the high school program.) He hopes to create a pre-apprenticeship program that will include hands-on training and some classroom/bookwork instruction. This will prepare the students to become apprentices in a salon and he is working with local salons for approval; if they had an opening, they would hire CATEC graduates. He went on to review the status of the other Adult Ed programs. In addition, he stated that – in the past – the money made from the Cosmetology program was used to support other programs. He will not have that money this year and it will affect the budget. Mr. Koleszar recognized Mr. Bosselman for the job that he does and the effort he makes to look for new opportunities for adults to become more job-ready.

Director/Strategic Planning Officer's Comments

Dr. Keiser reviewed the preparations that have been made to get ready for the new school year with regard to building projects, but also meetings with the staff. She reminded the Board of the IT Lab ribbon-cutting ceremony tomorrow evening and shared information about the new CATEC staff members.

AGENDA ITEM: 16-51 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. Michie **seconded** the motion and the motion **passed** with Mr. Wade absent.

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. Mrs. Moynihan **seconded** the motion **and roll was called**:

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

NAYS:

ABSENT: Mr. Wade

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

Mr. Koleszar offered a **motion** to hire Megan Panek, Anne Cate Damoin, Sidney Trimmer, and Garrick Whitehead. Mr. Oberg **seconded** the motion and it **passed** with Mr. Wade absent.

Mr. Koleszar offered a **motion** to accept resignations of Aileen Chua and George Cheape, II. Mr Michie **seconded** the motion and it **passed** with Mr. Wade absent.

Mr. Koleszar offered a **motion** to give an additional stipend to Dr. Keiser of 3% dating from July 1st until the return of Mr. Kiehn. Mr Michie **seconded** the motion and it **passed** with Mr. Wade absent.

ADJOURNMENT

At 7:49p.m., Mr. Koleszar adjourned the meeting of the CATEC Center Board.

Leah W. Puryear
Chairperson

Leslie H. Chudler
Clerk

12-13-16
Date

12.13.2016
Date