MEETING MINUTES OF THE CATEC CENTER BOARD

January 17, 2017

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

BOARD MEMBERS PRESENT: Mr. Ned Michie (arrived at 6:04 p.m.), Mrs. Pam Moynihan, Mrs. Leah Puryear, Mr. David Oberg, Mr. Juandiego Wade, and Mr. Steve Koleszar.

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. Pam Moran, Albemarle County Superintendent; and the new Foundation Board members: Stephanie Carter, Ned Gallaway, Jolene Hamm, Kathy Johnson Harris, André Luck, Trina Murphy, Carlos Palomares, Linda Seaman, and John Waits.

AGENDA ITEM 17-01    AGENDA

Mr. Koleszar offered a motion to approve the agenda. Mr. Wade seconded it and the motion passed with Mr. Michie absent.

AGENDA ITEM: 17-02    PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 17-03    ANNUAL ORGANIZATION

A: Election of Chairperson
Mr. Dave Oberg was elected as the Chair for January 2017 to January 2018. Mr. Koleszar offered a motion to nominate Mr. Oberg. Mr. Wade seconded the motion and it passed unanimously.

Mr. Oberg took over the meeting.

B: Election of Vice Chairperson
Mr. Juandiego Wade was elected as Vice Chair. Mr. Michie offered a motion to nominate Mr. Wade and Mrs. Puryear seconded the motion. The motion passed unanimously.

C: Election of Clerk
Ms. Leslie Chisholm was elected as the Clerk. Mrs. Puryear offered a motion to nominate Ms. Chisholm and Mr. Koleszar seconded the motion. The motion passed unanimously.
D: Election of Deputy Clerk
Mrs. Debbie Gannon was elected as the Deputy Clerk. Mrs. Puryear offered a motion that Mrs. Gannon serve in the role of Deputy Clerk and Mr. Koleszar seconded the motion. The motion passed unanimously.

E: Election of Superintendent of Record
Dr. Pam Moran was elected as the Superintendent of Record for the 2017 Center Board. Mr. Michie offered the motion to elect Dr. Moran as Superintendent of Record and Mr. Koleszar seconded the motion. The motion passed unanimously.

F: Legal Counsel Recommendation
Mr. Koleszar reminded the Board that the Center Board hires legal counsel as needed.

G: Appointment of Fiscal Officer
Mr. Jason Vandever, Charlottesville City Treasurer, was elected as Fiscal Officer. Mr. Koleszar offered a motion to appoint Jason Vandevery as CATEC’s fiscal officer. Mrs. Puryear 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 agenda. Mrs. Puryear seconded the motion. The motion passed unanimously.

I-J: Authorization to Sign Documents in the Absence of the Superintendent of Record
Mr. Koleszar offered a motion to appoint Dr. Rosa Atkins to act in the absence of the Superintendent. Mrs. Puryear seconded the motion and it passed unanimously. Mrs. Puryear offered a motion to authorize Dr. Rosa Atkins to sign documents in the absence of the Superintendent of Record. Mr. Wade seconded the motion and the motion passed unanimously.

K: Policy Recommendation
Mr. Koleszar offered a motion to adopt Albemarle County policies except where specific CATEC policies override it. Mrs. Puryear seconded the motion and it passed unanimously.

AGENDA ITEM 17-04 MINUTES
Mr. Koleszar offered a motion to approve the Center Board minutes. Mrs. Moynihan seconded the motion. The motion passed unanimously.

AGENDA ITEM: 17-05 APPROVAL OF FINANCIAL STATUS
Mr. Michie asked if there was anything unusual to report with regard to the finances. Dr. Keiser said that there was not. Mr. Michie offered a motion to approve the financial reports and Mrs. Puryear seconded the motion. The motion was passed unanimously.
AGENDA ITEM: 17-06  PROGRAM PRESENTATION

Mrs. Katrin Voight, the Dental Careers instructor, presented information about her program. Topics she covered included an overall view of the program, employment opportunities/earnings, career pathways, dual enrollment credits, and certifications.

AGENDA ITEM: 17-07  INTRODUCTION OF FOUNDATION BOARD MEMBERS

Dr. Keiser presented an overview of the Strategic Plan implantation for the new Foundation Board members. She also reiterated the mission and the goals for the Foundation, welcomed the new Board members, and thanked them for their service. Dr. Keiser introduced the new Foundation members: Stephanie Carter, Madison Cummings, Jr., Ned Gallaway, Jolene Hamm, Kathy Johnson Harris, André Luck, Trina Murphy, Carlos Palomares, Linda Seaman, and John Waits.

AGENDA ITEM: 17-08  2017-18 FUNDING REQUEST

Dr. Keiser stated that, based on feedback from December Center Board meeting, the Option #4 funding request for SY 2017-18 is being submitted to the Center Board for final review and approval. However, she recommended delaying the implementation of the Programming course for further discussion and review with the City and County administrators. The total cost projected in the SY 2017-18 budget is $49,837. A summary of the Programming course costs and projected total budget without those costs was presented to the Board. There was discussion about the impact this change would have, the rationale for making this request, and the possibility of offering the course in the future. Mr. Koleszar offered a motion to approve the funding request and send it on to the two school divisions. Mrs. Puryear seconded the motion and it passed unanimously. Mr. Koleszar complimented Dr. Keiser on the decision making process for the budget that was done in a timely fashion. Mrs. Puryear concurred.

AGENDA ITEM: 17-09  COMMENTS

Mr. Bosselman reported on the status of the Adult Education programs at this time; the enrollment has increased 12-13% over last year. He went into detail about what is being offered and the status of those courses.

Dr. Keiser gave an overview of plans for continued collaborations with PVCC. She also reviewed plans for internships, partnerships with local businesses, and the intention to host CATEC Kids’ College with PVCC this summer.

Mr. Michie reiterated that the recommendation for the funding request will be made based on the corrected VRS number.

AGENDA ITEM: 17-10  OTHER BUSINESS

There was no other business.
ADJOURNMENT

At 7:17 p.m. Mr. Oberg adjourned the meeting of the CATEC Center Board.

Chair

Clerk

Date

Date