MEETING MINUTES OF THE CATEC CENTER BOARD

December 13, 2016

At 6:07 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, Mr. David Oberg, Mr. Ned Michie, and Mrs. Pam Moynihan.

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Dr. Daphne Keiser, Strategic Planning Officer; Mr. Carl Kiehn, Director, Mrs. Debrah 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; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction; and Mr. Sid Trimmer, CATEC Building Trades instructor.

AGENDA ITEM 16-71      AGENDA

Mr. Koleszar offered a motion to approve the agenda. Mr. Wade seconded it. The motion passed unanimously.

AGENDA ITEM: 16-72      PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM 16-73      MINUTES

Mr. Koleszar offered a motion to approve the Center Board minutes for October 18, 2016 and Mr. Oberg seconded the motion. The motion passed unanimously.

AGENDA ITEM: 16-74      APPROVAL OF FINANCIAL STATUS

Mr. Koleszar asked if there was anything in the financial statements that the Board should be concerned about. Dr. Keiser said that there was not. Mr. Koleszar offered a motion to approve the financial statements. Mr. Michie seconded the motion and it passed unanimously.

AGENDA ITEM: 16-75      PROGRAM PRESENTATION

Mr. Sidney Trimmer, the Building Trades instructor, presented information about his program. He reviewed what he will be teaching each quarter and his plans for future projects. There was discussion about what can be done to support his intentions to build more CATEC houses. Additional topics he covered included competencies, employment opportunities/earnings, career pathways, and certifications.
AGENDA ITEM: 16-76  BUDGET CHANGES

Mrs. Puryear reminded the board that, at the last meeting, Dr. Keiser brought forth information about changes that needed to be made to the 2016-17 budget. It needs to now be approved. Mr. Wade offered a motion to approve the budget changes. Mr. Oberg seconded the motion and it passed unanimously.

AGENDA ITEM: 16-77  PROGRAM OF STUDIES

Mr. Michie asked if there were budget implications built into the proposed Program of Studies. Dr. Keiser said that the 1.0 FTE for instruction was included in the proposed budget; .5 is for a part-time EMT instructor and the other .5 is for expansion of the IT program.

Mr. Kiehn reviewed the proposed Program of Studies again for the Board. It was reiterated that offering the Electricity class next year will be determined by the enrollment numbers in the Building Trades class; it is already listed in the proposed Program of Studies. Mr. Kiehn explained the request for another course within the Cisco Networking Academy; it is also included in the Program of Studies. Current Ethical Hacking students have shown an interest in a programming/coding class. He went into detail about the advantages and challenges of offering this course. Mr. Ratliff gave his perspective on offering this class and the difficulty with finding a qualified instructor.

Dr. Moran reminded the Board that the Program of Studies is just an “offering” and the response to the offerings dictates the next steps. She stated that this kind of work is emerging over the next few years as being a critical piece of the Workforce Readiness focus by the State. This will, in turn, result in more students taking this kind of coursework than have in the past. Dr. Atkins clarified that the target is to have all of this ready for the fall of 2018. She went on to say that certifications are the way CATEC has to go and the alignment of the comprehensive high school offerings and CATEC offerings is critical for the students. Mr. Koleszar offered a motion to approve the Program of Studies including the Intro to Programming Fundamentals course. Mr. Wade seconded the motion and it passed with Mr. Michie abstaining.

Mr. Kiehn updated the Board about the Cosmetology program. Post-graduates will not be allowed to return to complete the program. There was discussion about the impact this decision will have on current seniors and post-graduates. Mr. Bosselman stated that these students could do an apprenticeship. Mrs. Gannon reiterated the attempts she has made to get the Department of Professional and Occupational Regulation to reconsider. There was discussion about other options. It was decided that Mr. Oberg and Mrs. Puryear will write a letter, from the Board, to the Governor requesting his intervention on this issue. It is impacting approximately 12 students’ ability to succeed in their profession.

Mr. Kiehn presented information Mr. Michie had requested with regard to the number of special education students and English Language Learners at CATEC over the past years. There was discussion about the success these students achieve at CATEC as well as the challenges they face.

AGENDA ITEM: 16-78  FOUNDATION APPLICATIONS

Dr. Keiser reported that the deadline for Foundation applications was extended from Friday, November 11, 2016 to Friday, December 2, 2016. The Board Development Committee reviewed the
applications and would like to submit the recommended finalists to the CATEC Board for review and approval. She summarized the candidates’ experience and qualifications and reviewed the Foundation Board members’ objectives. New members appointed to begin their term in January, 2017 will participate in a New Member professional development facilitated by the Center for Non-Profit Excellence. The individual candidates will be discussed in Closed Session.

AGENDA ITEM: 16-79  FUNDING REQUEST PROPOSAL

Dr. Keiser presented the Funding Request proposal and went into detail about the four different staffing options. There was in-depth discussion about the roles of the Director and the Strategic Planning Officer, the rationale for two separate positions, and whether or not those should continue to be separate positions. Mr. Oberg offered a motion to give direction to pursue Option #4 for CATEC FY 2017-18 funding request. Mr. Wade seconded the motion and it passed unanimously.

AGENDA ITEM: 16-80  COMMENTS

There were no additional comments.

AGENDA ITEM: 16-81  OTHER BUSINESS BY BOARD/SUPERINTENDENTS

There was no additional business.

AGENDA ITEM: 16-82  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 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.

Mr. Koleszar offered a motion to appoint the ten people on the list for the CATEC Foundation Board. Mr. Michie seconded the motion and it passed unanimously.

Mr. Koleszar offered a motion that Employee #1 be allowed to transfer accrued uncompensated sick and vacation leave from their former employer and that Employee #1 be treated as if she had been
employed at CATEC for the number of years she was employed by the City. Mr. Michie seconded
the motion and it passed unanimously.

**ADJOURNMENT**

Mr. Michie offered a motion to adjourn the meeting and Mr. Oberg seconded the motion. It passed
unanimously.

Chairperson

Date

Clerk

Date