

MEETING MINUTES OF THE CATEC CENTER BOARD

May 20, 2014

At 5:02 p.m., Mrs. Willa Neale called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mr. Ned Michie (arrived at 5:04p.m.), Mrs. Willa Neale, Dr. Kate Acuff, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Mrs. Pam Moynihan.

STAFF MEMBERS PRESENT: Dr. Adam Hastings, Director; Mrs. Deborah Gannon, Administrative Intern; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; and Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction.

AGENDA ITEM 14-18 AGENDA

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

AGENDA ITEM 14-19 MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for March 18, 2014. Mrs. Puryear **seconded** the motion. **The motion passed with Mrs. Moynihan and Mr. Michie absent.**

AGENDA ITEM: 14-20 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 14-21 APPROVAL OF FINANCIAL STATUS

When asked, Dr. Hastings reported that everything is moving along as expected. Mr. Koleszar offered a **motion** to receive the financial statements for February and March 2014. Mrs. Puryear **seconded** the motion and **it passed with Mrs. Moynihan absent.**

AGENDA ITEM: 14-22 AUDIT

Mrs. Puryear asked, after reviewing the April 4th letter from Robinson, Farmer, Cox Associates how the issue of past receipts has been addressed. Dr. Hastings explained that the audit being reviewed is for last year. CATEC's cash handling policy (as a result of last year's audit report) is based on Albemarle County's cash handling policy and it went into effect in July of 2013 (this school year). That change will be reflected in the audit a year from now. Dr. Hastings stated that the Bookkeeper, Cheryl Muir, should be recognized for the work she has done on the financials; she is a strong part of the staff. Mrs. Puryear offered a **motion** to accept the audit as

distributed and Mr. Koleszar **seconded** the motion. **The motion passed with Mrs. Moynihan absent.**

AGENDA ITEM: 14-23 **APPRENTICESHIP FUNDS**

Dr. Hastings reminded the Board that CATEC is the regional provider of apprenticeship related instruction under the Department of Labor and Industry in Central Virginia. The Department of Labor and Industry had funds allocated for supplemental advertising funds for apprenticeship only over and above what they would normally fund for apprenticeship. CATEC applied for those supplemental funds and was granted an additional \$17,000 to be utilized for the sole purpose of advertising apprenticeship in various communities. It is a nice opportunity to use money CATEC wouldn't normally have to advertise the programs and gain enrollment. The Apprenticeship Council was aware of it and the money would be used, for example, to broadcast testimonials about the quality of CATEC programs. It is a two-fold goal from the Department of Labor and Industry. The first is to increase the number of people in apprenticeship related instruction. The second is to increase awareness of apprenticeship related instruction which is subsidized by employers. Mr. Michie offered a **motion** to receive said funds and Mr. Koleszar **seconded** the motion. **The motion passed with Mrs. Moynihan absent.**

Dr. Acuff asked about the same firm doing the audit for CATEC for 18 years and whether or not there is a policy about switching firms periodically. Should it be put out to bid? Dr. Moran stated that the County uses the same firm as a part of their bid process. Mr. Koleszar pointed out that there are not many firms who do this type of work, but believed it had been put out to bid several years ago. Dr. Moran stated that the County is audited by Robinson, Farmer, Cox Associates through Local Government so they are the "connecting point" for the County to Robinson, Farmer, Cox Associates. Because CATEC follows Albemarle County policies, it would be the same. Dr. Hastings will check with the County with regard to what they do.

AGENDA ITEM: 14-24 **DIRECTOR'S COMMENTS**

Dr. Hastings framed the discussion around the different institutes as a result of the Strategic Plan process. The work centered around four of the five institutes.

1. He announced that the Auto Technology Department received an excellent score (4.5 out of 5) in the NATEF Accreditation certification. He congratulated Mr. Johnson, Mrs. Tomlin, and Mrs. Gannon for all their effort. The Auto Body department received a large donation from State Farm. In both cases, the Advisory Councils were heavily involved.
2. Dr. Hastings has been working closely with Frank Friedman and John Donnelly from PVCC have met with local manufacturers.
3. Customer Service – will expand Culinary Arts Advisory Council to represent a much wider perspective of the industry. The same idea will also apply to Cosmetology.
4. Early Childhood Education program – He has been working with UVa. to establish a framework of what it will look like going forward. Based on that framework, an advisory committee will be assembled.

There was discussion with regard to defining/elaborating on these institutes. Dr. Hastings explained that the steering committees are at different stages of development depending on which institute is being reviewed. Mrs. Neale hoped that representatives from the local high schools would be included in the planning process.

Dr. Hastings announced that there are two students from Dental Assisting and one in Culinary Arts who are headed to national competition.

AGENDA ITEM: 14-25 **STRATEGIC PLANNING: FACILITIES**

Dr. Hastings reminded the Board that there are facility implications relative to putting the Strategic Plan into action. The labs now were specifically built for the trade and it would be difficult to transform those spaces into something else. He discussed the extension to August 2015 to be in compliance with the Office of Civil Rights/ADA Review. There has been some desire to consider building a new CATEC at PVCC. The question of whether the programs here are going to be revitalized or new ones built somewhere else will drive a lot of the work that will get done. The long-term options need to be considered. Mrs. Neale said that the other Boards – including the Board of Supervisors – will need to be included in the discussion as decisions are made as to what is best for CATEC. There was discussion about what this would look like and how it would impact CATEC students. A feasibility study was proposed with regard to the value of the CATEC property and what the financial transaction would entail.

Frank Friedman shared his thoughts about this possibility and reiterated that PVCC is interested in pursuing it. There has been talk of the curriculum of the future and the model of the future, but not what it physically looks like. Both Dr. Moran and Dr. Atkins spoke to the possibilities this partnership would give students and local employers. The topic of stackable credentials and middle skilled jobs were discussed.

Mrs. Neale summarized the discussion by stating that the two main steps appear to be economic feasibility and taking it out to the community. Presentations to the two School Boards and the governing bodies were suggested; that kind of input and media attention is important. Basic numbers and a conceptual framework need to be in place and the business community should be considered another immediate stakeholder. Dr. Hastings is comfortable contacting the Office of Economic Development and the Chamber of Commerce for their guidance in this process. It is his intention to bring back his findings to the Board in June. Dr. Friedman suggested that the Superintendents contact the VDOE and he offered to inquire at the Chancellor's Office at the Virginia Community College System to see if they have worked with consultants or firms who have done this type of work. Mr. Michie also asked Dr. Friedman to contact his state body to be sure that they are onboard with this plan. Dr. Friedman reminded everyone that this is, at best, Step #1 of a multi-year process. The status of the ADA compliance was discussed; CATEC has until 2015 to complete the work.

AGENDA ITEM: 14-26 **TECH LAB PROPOSAL**

Dr. Hastings introduced the concept of a Manufacturing and Information Technology Institute at CATEC. Two facets of the plan discussed earlier were public/private partnerships and the need to develop curricula around jobs. He presented the first step in building out a

manufacturing institute. The intention is to prepare our students to use what they learn at CATEC in a variety of applications. Dr. Hastings reported that local employers with whom he has met are excited that CATEC is pursuing the creation of a manufacturing training program. He sees the advantages of both making this training available to CATEC students, but also of allowing the community to come into this space and use that area and equipment with CATEC students. The discussion centered around what CATEC would gain with this program and the actual logistics about implementing it. It is about connecting expertise to need and giving CATEC students a wider opportunity to where they go next by developing a set of skills that are industry relevant. Dr. Moran asked that where this plan fits into the continuum be defined so that it makes sense; it is adding something students would not necessarily get in other programs at the other schools. Mid-level jobs are the target. Dr. Atkins stressed that there is a skill-set that should be developed in the students who are exposed to this program.

AGENDA ITEM: 14-27 **PROGRAMMING**

Dr. Hastings reminded the Board of the Strategic Plan criteria for evaluating programs for continuation:

- Student Interest
- Business Interest
- Linkage to community college and post-secondary training options

This is the metric that he used to determine program status. He reviewed current programs and how they align with the Strategic Plan institutes that were chosen. He called the Board's attention to the current enrollment numbers. Neither the Masonry program, nor the Barbering program, meets this litmus test. There was some discussion about the remaining classes and their ability to meet the set criteria and the ambitious timeline for the next year. Mr. Koleszar reiterated that the Board needs to continue to be actively engaged in this process and signing off at the appropriate times. The suggestion was made for Dr. Hastings to present a more detailed timeline for the Board's input on the process. Dr. Hastings expressed his feelings that the Public Access space was not appropriate for the Early Childhood Education program due to the lack of windows, but feels that the Cosmetology space is totally appropriate long term. Cosmetology would, as a consequence, need to move to another space. Uses of other classrooms such as Electricity and Barbering were discussed.

The Joint Regional Police Training facility at CATEC in the Public Access space was brought up again by Dr. Hastings. It would be solely for professional development and the benefits of having the police in the building were reviewed. It would be an on-going annual rental agreement (which the Board will review at the next Board meeting) and the Police departments would do/pay for renovations to the space in lieu of paying rent. Dr. Hastings made it clear that this agreement would allow them to use the space until CATEC would otherwise need it. He also recommended that the Masonry/Green Technology space become the Tech Lab.

Dr. Hastings presented his recommendations:

1. At the end of this year, the Masonry/Green Energy class and the Barbering class would no longer be offered.
2. Continue to evaluate Cosmetology, Music Industry, and Auto Body for alignment with the Institutes' model

3. Authorize Dr. Hastings to move forward with the rental agreement with the Regional Police Departments that he can bring back for Center Board approval in June.

Mr. Koleszar offered a **motion** to eliminate the Barbering and Masonry/Green Technology programs. Dr. Acuff **seconded** the motion and **the motion passed with Mrs. Moynihan absent**.

There was consensus for Dr. Hastings to evaluate the other programs and the use of the Public Access area by the Joint Regional Police Departments. Dr. Hastings was directed to have an attorney (the independent lawyer for the City School Board was designated because there is not a conflict of interest) review the rental agreement before it is brought to the Board at the next meeting. The lease will have to have multiple exit points. Dr. Atkins and Mr. Koleszar reminded the Board that Dr. Hastings could contact legal counsel when necessary.

AGENDA ITEM: 14-28 **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 issues. Mr. Michie **seconded** the motion and **the motion passed with Mrs. Moynihan 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. Mr. Michie **seconded** the motion **and roll was called**.

AYES: Mr. Koleszar, Dr. Acuff, Mr. Michie, Mrs. Puryear, and Mrs. Neale.

NAYS:

ABSENT: Mrs. Moynihan.

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

Mr. Koleszar offered a **motion** to accept the resignation of Mr. Workman and hire, pending background check, Anthony Holland. Mr. Michie **seconded** the motion and **it passed with Mrs. Moynihan absent**.

Mr. Koleszar offered a **motion** to accept the retirement of Cheryl Muir. Mr. Michie **seconded** the motion and **it passed with Mrs. Moynihan absent**.

Mr. Koleszar offered a **motion** that, because of program reduction changes, that the Board non-renew Richard Fletcher and Charmarie Whetzel. Dr. Acuff **seconded** the motion **and it passed with Mrs. Moynihan absent**.

Mr. Koleszar offered a **motion** to reappoint, as per the list attached, staff with the exception of Mr. Fletcher and Mrs. Whetzel. Mr. Michie **seconded** the motion and **it passed with Mrs. Moynihan absent.**

Mr. Koleszar offered a **motion** to reduce one Instructional Assistant position. Mrs. Puryear **seconded** the motion and **it passed with Mrs. Moynihan absent.**

ADJOURNMENT

At 7:27p.m., Mr. Koleszar offered a **motion** to adjourn the meeting of the CATEC Center Board. Mrs. Puryear **seconded** the motion and **it passed with Mrs. Moynihan absent.**

William M. Made
Chairperson

8/19/14
Date

Julia V. Chaska
Clerk

8.20.2014
Date