

## MEETING MINUTES OF THE CATEC CENTER BOARD

November 25, 2014

At 5:05 p.m., Mrs. Willa Neale called to order the meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mrs. Leah Puryear, Mr. Ned Michie, Mrs. Willa Neale, Dr. Kate Acuff, and Mrs. Pam Moynihan (arrived at 5:26 p.m.).

**BOARD MEMBERS ABSENT:** Mr. Steve Koleszar.

**STAFF MEMBERS PRESENT:** Mr. Bruce Bosselman, Interim Director and Ms. Leslie Chisholm, Clerk.

**OTHERS PRESENT:** Dr. Pam Moran, Albemarle County Superintendent; Dr. Rosa Atkins, Charlottesville City Superintendent; Mr. Dean Tistadt, Chief Operating Officer; Dr. Matthew Haas, Assistant Superintendent for Organizational and Human Resource Leadership; and Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction.

### AGENDA ITEM 14-67    AGENDA

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

### AGENDA ITEM 14-68    MINUTES

Dr. Acuff offered a **motion** to approve the Center Board minutes for October 21, 2014. Mr. Michie **seconded** the motion. **The motion passed with Mr. Koleszar absent.**

### AGENDA ITEM: 14-69    PUBLIC COMMENTS

There were no public comments.

### AGENDA ITEM: 14-70    DIRECTOR'S COMMENTS

Mr. Bosselman reported on:

1. The proposed CATEC trip will be to France over Spring Break 2015 as part of the exchange with French students last year. Mr. Bosselman reviewed the details about who would be going and the fundraising that will be needed. Dr. Moran stated that, if it is a sanctioned trip, the County will work on the insurance coverage. An application for an international trip will have to go through the approval process which is different than a state or national trip. Mrs. Puryear **offered** a motion to approve the exchange trip for the CATEC students to Besancon, France. Mr. Michie **seconded** it. **The motion passed with Mr. Koleszar absent.** The request was made that the students going on the trip report back to the Board at the May Joint Board meeting.
2. Though a great deal of advertising has been done, there have been no applications submitted for the EMT position. Mr. Bosselman explained the current issues/obstacles to finding an instructor and the solution – which is to offer a Firefighting II class to those

students who would have taken EMT in the spring. Dr. Moran suggested talking to PVCC about giving the students the opportunity to take the EMT class there. Mr. Bosselman went into detail about what certifications/information the students will be exposed to during the Firefighting II class. Mrs. Puryear requested additional information about the class and the likelihood of these students taking the EMT course at PVCC with regard to the students' pass rates, the cost, and transportation.

3. Mr. Bosselman met with the staff to review the Strategic Plan and promised he would pass their suggestions on to the Board. That list of proposed programs included: Vet Tech/Assistant, Computer Programming/Networking/Software Design, E-Gaming, Machinist/Small Engine Repair, Career Development, Masonry, Health Care Administration, and Hospitality/Tourism.
4. Ninety new computers were purchased and there will be three new laptop carts for student use.
5. Newsplex came in and filmed the Culinary Arts Holiday fundraising.

**AGENDA ITEM: 14-71      APPROVAL OF FINANCIAL STATUS**

Mr. Bosselman reported that "we're in good shape." Expenses have decreased- spending for the year is at 30% or below. With regard to revenue, 45 % of the revenue budgeted has already been taken in. County and City funds and appropriations from the carry-over are a large part of that, but there is still about 90% of the Adult Ed night fees that have been budgeted have been received. About 44% of the apprenticeship fees have come in. Cosmetology is one of the largest revenue-producing programs in Adult Ed. Mr. Michie **offered** a motion to approve what is being done with the financials. Dr. Acuff **seconded** the motion and **it passed with Mr. Koleszar absent.**

**AGENDA ITEM: 14-72      VDOT FUNDS UPDATE**

Mr. Bosselman reported that the VDOT funds are in the City/County CIP for CATEC to request for any capital improvements. It is still being held by the City and the County until the Board gives direction. Dr. Moran stated that the County School Board asked the Board of Supervisors to return the money back to the School Board to return to CATEC – particularly given that, when the funds are held in CIP, that does place some limits on how the funds can be used. The Center Board had discussed using the money for some things that, potentially, could be needs that might not qualify as CIP. There was discussion about how to access the money for expenses not considered CIP including the ADA compliance work. Dr. Moran went on to clarify that, when CATEC has a specific project that they propose to the Board of Supervisors, the Board will consider/vote upon that request.

**AGENDA ITEM: 14-73      SOLICITATION FOR PROPERTY EVALUATION**

Dean Tistadt handed out a document for the Board's consideration. One element is to determine if locating CATEC at PVCC is even an option. He went into detail about zoning, special use options, possible value to a buyer, and the specifics in the RFP. The Board directed Mr. Tistadt to go forward and to include separate and distinct pricing for different evaluations of the property in the RFP.

**AGENDA ITEM: 14-74**      **STRATEGIC PLAN UPDATE**

Dr. Moran and Dr. Atkins gave their presentation “CATEC Strategic Next Steps” along with six different recommendations that they believe the Center Board needs to consider in order to move forward.

1. Institute Implementation
2. Institute New Programs
3. Workforce Development Advisory Teams
4. Existing Programs and Courses
5. Operational Decisions
6. Strategic Decisions

Dr. Moran and Dr. Atkins met with Dr. Frank Friedman on two separate occasions and they came up with the following directions that have aligned with the needs of the community based on reports that have come out of UVa. and the Strategic Plan documents. They felt these areas would have the greatest impact in getting credentials for the students to ensure a keen alignment with what was being done at CATEC and what is going on at PVCC.

Institute Implementation – each was discussed in detail  
Health and Medical Sciences (15-16)  
Information Tech/Engineering Tech (15-16)  
Skilled Trades (16-17)  
Recreation, Leisure, and Retail Management (16-17)

The Strategic Plan speaks to the articulation of programs from high school to college. One of the considerations for these different institutes was what are some of the credentials that a student could leave high school with that would open up work opportunities – for the workplace or to continue their education. Each one of the institutes has a customer service focus embedded along with soft skills, interpersonal skills, entrepreneurship, and opportunities for internships and apprenticeships. These four institutes are a place to start; at some point in the future, other possibilities could emerge to become institutes that would address community-wide issues. Dr. Moran stated that the end-result is what to keep in mind; what is the workforce and the skill sets that CATEC is aiming toward and then backward map it. The goal is to make the high school diploma more valuable.

There was detailed discussion about what courses/programs would be offered in each institute as outlined in the presentation – all of which would be implemented by 2018. Much of the alignment will yield dual-enrollment courses for students so that, when they finish in one of the career pathways, they not only have career and technical certifications, but they also have dual-enrollment credits. Dr. Atkins also explained wanting to have local employers as representatives on the development teams so that CATEC can align what it offers to meet those employers’ needs and create those opportunities for students. All the current programs will be evaluated; some clearly fit with the institute model and some may not fit CATEC’s mission. These decisions will be made by November 2015 for the 2016-17 school year. All programs that are currently in the Program of Studies will be recommended for next year.

Operational decisions were reviewed next and that involves hiring someone in a temporary full-time capacity to help get the “new” CATEC off the ground. This person would do the work to support, with the leadership here, as well as in the two school divisions and in the community to get CATEC to that next level. Dr. Atkins explained that this person would convene the Work development teams, identify the experts that would serve on each of the teams, and actually laying out the deliverables for the Work Development team. This process and position were discussed in detail. According to Dr. Moran, here is a “sense of urgency” to get this work all started after the winter holiday.

Recommendations:

- Have the new position (which was discussed in detail) filled before the winter holidays if possible.
- Have the Center Board approve 2015-16 the institutes and new programs.
- Get Workforce Development Advisory teams established by 2/15 to convene by 3/15.
- Hire new permanent CATEC Director by 4/15.
- Hire instructors/staff and have resources in place for new programs by 6/15.
- To transition CATEC into a Regional Workforce Development hub for 11<sup>th</sup> and 12<sup>th</sup> grades with shared resources between PVCC, CATEC, Albemarle, and Charlottesville with regard to faculty, facilities, and equipment by 6/15.
- Rename CATEC – by February 1<sup>st</sup> - with emphasis on being a workforce center with institutes and partnership with PVCC preparing students for tomorrow.
- Issue a RFP to determine assessed value of the current building. The point was made that the facility and its location are secondary to creating the institutes.
- Scheduling options and different delivery models also need to be addressed with regard to what the students’ interests and needs are. Student surveys and actually talking with the students will gather the information and the results will have implications for scheduling, transportation, and other issues.

Dr. Moran reminded the Board that they have until August to get all the ADA work done on the building and that is not tied to the Strategic Plan. These renovations need to be done regardless of the future of the facility and, by January 2015, direction is needed from the Board in terms of what the next steps on the ADA work are. Funding sources need to be taken into consideration. Mr. Bosselman reiterated that the ADA work has to be completed by August. Dr. Moran suggested that the ADA compliance needs to be an action item in January.

There was discussion about the specifics of the Strategic Planning Coordinator’s position with regard to the salary range including benefits as well as necessary skill sets, experience, and education. It would be a half of a position this year and a full position for the next year. It will not be advertised as a licensed position because they want an individual with an understanding of local businesses.

Mr. Michie **offered** a motion for approval of the temporary Strategic Coordinator. Mrs. Puryear **seconded** the motion and it **passed with Mr. Koleszar absent**. Mrs. Puryear **offered** a motion to approve the recommendation set forth by the presentation done by Dr. Moran and Dr. Atkins

– CATEC Strategic Next Steps. Dr. Acuff **seconded** the motion and **it passed with Mr. Koleszar absent**. Dr. Moran pointed out that the new courses, which will be added to the Program of Studies, will need to be highlighted as new additions for the County and City School Boards to include in their final approval. Dr. Moran stated that this work will be used as part of the recruitment of the new Director to find a person who is well-aligned with the direction CATEC sees itself going.

Dr. Atkins stated that the Adult Education program needs to be reviewed and what role should that program play in the alignment and how it should be viewed in the new relationship with PVCC. Dr. Moran stated that the team will need to build a CATEC Improvement Advisory Group that will do an in-depth strategic focus. There was Board consensus to start the renaming of CATEC in December.

**AGENDA ITEM: 14-75**      **CLOSED SESSION**

Mrs. Puryear 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 unanimously**.

**Certify Closed Meeting**

Mrs. Puryear 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: Mrs. Moynihan, Dr. Acuff, Mr. Michie, Mrs. Neale, and Mrs. Puryear**

**NAYS:**


**ABSENT: Mr. Koleszar**


**The motion carried by a 6:0:1 vote.**

Mr. Michie **offered** a motion for the Career Resource Coordinator position to be moved to a pay grade 11 from the current pay grade 10. Dr. Acuff **seconded** the motion and **it passed with Mr. Koleszar absent**.


**ADJOURNMENT**

At 7:26 p.m., Mrs. Neale adjourned the meeting

  
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Chairperson

  
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Date

  
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Clerk

  
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Date