

MEETING MINUTES OF THE CATEC CENTER BOARD

August 18, 2015

At 6:00 p.m., Mr. Steve Koleszar 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, Mrs. Pam Moynihan (arrived at 6:05), and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Ms. Catherine Lee, Strategic Planning and Workforce Development Officer; Mr. Craig Smith, Dean of Academic Affairs; Mrs. Deborah Gannon, Assistant Principal; Mr. Bruce Bosselman, Adult Education Coordinator; Mrs. Karen Brown, Cosmetology Instructor; Ms. Jacqueline Waller, Cosmetology Instructor; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent and Dr. Pam Moran, Albemarle County Superintendent.

AGENDA ITEM 15-42 AGENDA

Mrs. Puryear offered a **motion** to approve the agenda and Mrs. Neale **seconded** the motion. **It passed with Mrs. Moynihan absent.**

AGENDA ITEM: 15-43 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM 15-44 MINUTES

Mr. Michie offered a **motion** to approve the Center and Joint Board minutes for May 19, 2015. Dr. Acuff **seconded** the motion. **The motion passed with Mrs. Moynihan absent.**

AGENDA ITEM: 15-45 COSMETOLOGY

Mrs. Karen Brown spoke, in depth, about the Cosmetology program during her presentation – Cosmetology Arts and Sciences Academy. Her topics included programs of study, classroom activities/competitions, state licensure, employment opportunities/earnings, and Cosmetology career pathways. She showcased her numerous successful graduates and her two guests explained how much their training at CATEC has helped them in their career.

AGENDA ITEM: 15-46 CATEC FOUNDATION PRESENTATION

Mrs. Paula Pagonakis reported on the status of the CATEC Foundation Board at this point. She introduced the other members, briefly reviewed the history of the Foundation, the recent endowment fund donation, and plans going forward. The Foundation is revising their bylaws and the mission statement; she anticipates that the bylaws will be completed after the next meeting on August 26th. Current and proposed committees were reviewed. Mrs. Pagonakis requested

“marketing” assistance from the Center Board for membership recruitment and to help it promote the endowment for scholarships – which she went into detail about. There was discussion about the current board’s membership and the Center Board’s role with regard to the Foundation Board. Mrs. Puryear asked that a copy of the current and revised bylaws be sent to the Center Board in addition to any other requests the Foundation may have. Mrs. Pagonakis reported that insurance for the Board members is being researched. In addition, the scholarship selection process was reviewed thus far. Mr. Hurka reported that the \$25,000 loan to the Foundation (from the Center Board) has been repaid.

AGENDA ITEM: 15-47 CLOSED SESSION

Mrs. Neale 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. Neale 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. Puryear **seconded** the motion and **roll was called:**

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

NAYS:

ABSENT:

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

Mrs. Puryear offered a **motion** to approve the personnel list as presented. Dr. Acuff **seconded** the motion and **it passed unanimously.**

AGENDA ITEM: 15-48 BANK SIGNATURES

Ms. Lee reported that CATEC’s interactions with the bank need to be revised. According to the bylaws, the Board needs to approve the assignment of responsibility to do business with Wells Fargo. Jason Vandever needs to be a signatory because he holds the responsibility for the City as the fiscal agent for the Board. The recommendation is to have those members of the Board (representatives of the Board) assign authority to the staff positions and those staff individuals in those positions to be able to do business with Wells Fargo. Mrs. Puryear **offered** a motion to accept the recommendation as presented for the bank signatures. Dr. Acuff **seconded** the motion and it **passed unanimously.**

AGENDA ITEM: 15-49 APPROVAL OF FINANCIAL STATUS

Ms. Lee reviewed the last three months’ financial statements including the year-end which has been reconciled. It also included the fund balance which she explained. There were personnel costs not expensed in the last year (lapse factor). Ms. Lee concurred that everything else was “in line”

having done a thorough review of the trend of expenses in anticipation of what needs to happen to implement the Strategic Plan moving forward. There was discussion about the marketing plan; a “needs assessment” is being done right now. Mrs. Neale reminded Ms. Lee to notify the two school divisions if she anticipates a funding increase request – “the earlier, the better.”

Mr. Michie offered a **motion** to approve the financial statements. Mrs. Puryear **seconded** the motion. **The motion passed unanimously.**

AGENDA ITEM: 15-50 COMMENTS

Dean’s Comments

Mr. Smith reviewed the enrollment handout. He felt that there are several issues that need to be addressed: marketing, scheduling logistics, and the Program of Studies. There have been operational adjustments made with regard to financial issues, leave time, and grade management. The ADA compliance is complete. Mr. Smith stated that Career Development, starting this year, will be included in each of the program areas.

Adult Education Coordinator’s Comments

Mr. Bosselman gave an update on the Adult Ed and Apprenticeship programs and went into detail about apprenticeships offered at CATEC. There was discussion about marketing, apprenticeship sponsors, current tuition, and possible use of scholarships. Mr. Koleszar reminded the Board that CATEC’s mandate is broader than just k12. Consequently, he suggested that the governance be reviewed and that a seventh board member be added as a representative of the Chamber of Commerce so that the Board better reflects the dual mandate (both k12 and adult/community workforce development).

Ms. Lee reiterated that CATEC’s apprenticeship program stands alone; it is unique, expandable, and governed by the state. The Central Virginia Apprenticeship Council met recently to discuss the role of apprenticeships in the implementation of the Strategic Plan objectives. She also reported that there are local employers who are seeking curriculum to support their industry personnel development needs.

Strategic Planning and Workforce Development Officer’s Comments

Ms. Lee gave an overview of what she has accomplished since starting at CATEC in May. She has been coordinating with base schools with regard to enrollment, commitment, marketing, and streamlining operations. Ms. Lee went into depth about the employers with whom she has met about the support and opportunities they are offering CATEC students. A joint committee will convene with PVCC, CATEC, and the Chamber of Commerce to review curriculum alignment. The focus (outlined in the Strategic Plan) will be to identify specific high school curriculum intended to increase the number of credentials that high school students receive that will also earn PVCC credit for them. The product will be forwarded to the Center Board for review before October.

The new academy curriculum will be formalized in conjunction with PVCC and the school districts and it will be brought back to the Board within the next month and a half - in time for the next Board book. She also stated that the audit for the past year will be done. The budget needs to implement these proposals for next year will also be reviewed. She is also working with the Foundation on scholarship opportunities to increase enrollment in the high school and adult programs. Mr. Koleszar clarified that, if Ms. Lee was developing a new CATEC program, she

would need to get Board consideration and approval in advance. He went on to say that Board approval for new courses in October would be adequate. Both Superintendents reiterated that their Program of Studies are not due for their Boards until November.

ADJOURNMENT

At 8:15 p.m. Mr. Koleszar adjourned the meeting of the CATEC Center Board.



Chairperson



Clerk

12/15/15

Date

12.16.2015

Date