

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 6:04p.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 Vandever 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

5/16/2017


Date

5.16.2017