

MEETING MINUTES OF THE CATEC CENTER BOARD

March 21, 2017

At 6:07 p.m., Mr. Dave Oberg called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Pam Moynihan, Mr. David Oberg, Mr. Juandiego Wade, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Mr. Ned Michie and Mrs. Leah Puryear.

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 Mr. Mike Moxham, Music Industry Technology instructor.

AGENDA ITEM 17-11 **AGENDA**

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

AGENDA ITEM: 17-12 **PUBLIC COMMENTS**

There were no public comments.

AGENDA ITEM 17-13 **MINUTES**

Mr. Koleszar offered a **motion** to approve the Center Board minutes for January 17, 2017. Mr. Wade **seconded** the motion. The motion **passed** with Mr. Michie and Mrs. Puryear absent.

AGENDA ITEM: 17-14 **APPROVAL OF FINANCIAL STATUS**

Mr. Koleszar offered a **motion** to approve the financial status and Mr. Wade **seconded** the motion. The motion **passed** with Mr. Michie and Mrs. Puryear absent. Mr. Koleszar asked if there was anything that the Board needed to be concerned about; Dr. Keiser stated that there was not. She told the Board that, in addition to the financial reports for January and February 2017, documentation was provided for the 2016-17 fiscal year and the end-of-the-year projections.

AGENDA ITEM: 17-15 **AUDIT**

Dr. Keiser presented the audit report to the Center Board for review and approval. It was a “clean” audit with no findings. There was one recommendation for the activities account which stated that the instructors needed to turn in receipts and money to the office in a timely manner to ensure that funds are deposited to

the bank within three business days of being received. Dr. Keiser stressed that this recommendation will be communicated to the staff and they will continue to strive to improve in this area. Mr. Koleszar offered a **motion** to receive the audit and Mr. Wade **seconded** the motion. The motion **passed** with Mr. Michie and Mrs. Puryear absent.

AGENDA ITEM: 17-16 **PROGRAM PRESENTATION**

Mr. Mike Moxham, the Music Industry Technology instructor, presented information about his program. Topics he covered included an overall view of the program and the Music Resource studio, employment opportunities/earnings, and career pathways. There was discussion about potential certifications and further training/education that these students could pursue.

AGENDA ITEM: 17-17 **FOUNDATION BOARD UPDATE**

Dr. Keiser presented an overview of the most recent Foundation Board meetings including the election of officers, review of the bylaws, financial statements and investment account, and the meeting schedule. In addition, the Foundation Board discussed initiatives to support CATEC, funding for scholarships, and the details of the donation. The officers are: Jolene Hamm, President; Madison Cummings and André Luck, Vice Presidents; Trina Murphy, Secretary; and Ned Gallaway, Treasurer.

Dr. Keiser updated the Center Board on the CATEC Scholarship process underway.

AGENDA ITEM: 17-18 **COMMENTS**

Mr. Bosselman reported on the status of the Adult Education programs at this time. They are finishing up for this year and getting ready for fall classes. He hopes that registration will start earlier this year and he is working with the website developers to post the adult classes on the new CATEC website. He reviewed new courses he hopes to offer.

Dr. Keiser made the following announcements:

- On February 16, 2017, CATEC received a matched \$15,000 grant from BMO Charitable Fund Program. The initial donation was from an anonymous community member and they wish to provide financial support for the on-going technical programs – specifically Automotive Service Technology, Auto Body Technology, and Information and Engineering Technology. This donation will be added to the \$35,000 that was donated last year. The community member and the anonymous group request that the funding be used for the adult education program to include materials, supplies, books, equipment, tuition, scholarships, and teacher training.
- The Auto Body Technology program, specifically the Collision Repair and Refinishing Technician training program, was evaluated by NATEF (National Automotive Technicians Education Foundation) in January. The program met the strict industry standards required for accreditation in the areas of Damage Analysis/Estimating/Customer Service and Painting and Refinishing.

- Part II of the State Council of Higher Education for Virginia Fund for Excellence and Innovation Education Partnership Planning Grant with UVa's NanoStar and PVCC has been submitted. The goal is to expand the Healthcare and Medical Services Academy curriculum offerings to include laboratory technology and credentialed training applicable to the biotechnology commercial industry and field of research.
- The STEM Team Competition Team Grant Initiative has also been submitted to develop afterschool programming to increase awareness of careers in science, technology, engineering, and mathematics among middle school students through STEM related, problem/project based, team-building activities. This is primarily a collaboration with CATEC's Information and Engineering Technology Academy.
- Dr. Keiser met with Dr. Jolene Hamm from PVCC regarding ideas for program expansion of Healthcare and Medical Services Academy and Building Trades. Suggestions made were Vet Tech, Viniculture, Horticulture, Equine Science, and Landscaping.
- CATEC has received notification that, if a student is beyond the compulsory age and there is a vacant seat within the public high school's Cosmetology program, the adult student may enroll in the program.
- The Albemarle County School Board's work session (to be held at CATEC) will include a panel of students and community partners to discuss the academies, industry certifications, internships, dual-enrollment, and work experiences. This will also include break-out sessions.

AGENDA ITEM: 17-19 **CLOSED SESSION**

Mr. Wade 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. Koleszar **seconded** the motion and the motion **passed** with Mr. Michie and Mrs. Puryear absent.

Certify Closed Meeting

Mr. Wade 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. Koleszar **seconded** the motion and roll was called:

AYES: Mr. Koleszar, Mrs. Moynihan, Mr. Oberg, and Mr. Wade.

NAYS:

ABSENT: Mr. Michie and Mrs. Puryear.

The motion carried by a 4:0:2 vote.

Mr. Wade offered a **motion** that the Board accept Employee A's resignation. Mr. Koleszar **seconded** the motion and it **passed** with Mr. Michie and Mrs. Puryear absent.

AGENDA ITEM: 17-20 OTHER BUSINESS

There was no other business.

ADJOURNMENT

At 7:04 p.m. Mr. Oberg adjourned the meeting of the CATEC Center Board.

Chair

Clerk

Date

Date