

New College Institute  
Executive Committee Meeting  
Benjamin R. Gardner Board Room – Building on Baldwin  
April 21, 2016  
10:00 a.m.

1. Call to Order and Welcome – Chair Gracie Agnew
2. Roll Call – Melanie Ingram, Administrative Assistant
3. NCI's Strategic Direction
4. Bylaws and Committees
5. New Board Members
6. Board Orientation
7. Review of NCI staff positions and evaluations

New College Institute  
Executive Committee Meeting  
April 21, 2016

The Executive Committee of New College Institute met Thursday, April 21, at 10:00 a.m. in the Benjamin R. Gardner Board Room of the Building on Baldwin

**MEMBERS PRESENT**

Ms. Gracie Agnew, Mr. Mark Heath, and Mr. Marshall Stowe

**MEMBERS ABSENT**

None

**OTHERS PRESENT**

Ms. Naomi Hodge-Muse, NCI Board member; Dr. Leanna Blevins, NCI's Acting Executive Director; and Ms. Melanie Ingram, Executive Assistant

**CALL TO ORDER AND WELCOME**

Chair Gracie Agnew called the meeting to order and welcomed those present.

**ROLL CALL**

Melanie Ingram called the roll and noted the presence of a quorum.

**NCI'S STRATEGIC DIRECTION**

At NCI's recent Board meeting, members requested the following information.

1. Martinsville-Henry County demographic information: Mr. Heath and his staff will provide this information to Dr. Blevins for distribution prior to NCI's June board meeting.
2. Local school and industry needs: Dr. Blevins has had discussions with both Martinsville and Henry County Public School leaders and industry representatives regarding educational needs. Mark Heath will share information he has with Dr. Blevins and she will compile this information by the June meeting of the NCI Board.

Once all information is compiled, Chair Agnew and Dr. Blevins will work closely to develop options for strategic direction in consultation with the full NCI Board.

**BYLAWS AND COMMITTEE**

In July of 2015, Dr. Blevins and Chair Agnew reviewed NCI's current bylaws and began discussions of possible changes. Chair Agnew reviewed the composition of the Executive Committee: the three NCI officers, standing committee chairs, and one at-large board member (to be appointed by the Chair.) The two standing committees are Academic Programs and Educational Outreach. The Chair is also charged

with appointing members and naming the chair of each committee. Each board member must serve on one of the committees. Prior to the June meeting, Chair Agnew will discuss committee assignments with each member.

The need for a Governance Committee was mentioned and Dr. Blevins and Chair Agnew will further discuss and review bylaws.

### **NEW BOARD MEMBERS**

At the full board meeting on April 14, a discussion was held concerning the expiration of terms for several board members.

Mr. Mark Heath's term will expire June 30, 2016. He will submit names of leaders in the business/industry sector to Chair Agnew very soon and she will provide them to Senator Bill Stanley. Senator Stanley volunteered to forward the suggested names to the Secretary of the Commonwealth for consideration.

Dr. Weldon Hill, Mr. Marshall Stowe, and Ms. Janice Wilkins are eligible to serve another term. A letter has been submitted to the Secretary of the Commonwealth requesting the reappointment of these three members.

### **BOARD ORIENTATION**

Chair Agnew and Dr. Blevins have discussed conducting a board orientation session for new members as well as existing members. Melanie Ingram is in the process of compiling information to include in the orientation materials. Plans are to review this information with new members prior to his/her first official meeting.

### **REVIEW OF NCI STAFF POSITIONS AND EVALUATIONS**

NCI does not have a Human Resources officer so the Department of Human Resource Management (DHRM) is relied upon heavily to assist with HR functions. DHRM reviewed the current EWPs (Employee Work Profile) and provided feedback to Dr. Blevins and Christina Reed, NCI's Finance Director. As a result of DHRM's feedback, a review of every full-time NC staff member's EWP is underway and necessary changes have begun. Chair Agnew and Dr. Blevins have agreed that the modified EWPs be reviewed with NCI staff members by the end of this fiscal year.

Dr. Blevins and Chair Agnew will continue to meet consistently for status updates.

On motion by Mark Heath, seconded by Marshall Stowe, the meeting adjourned at 10:19 a.m.