

New College Institute
Board of Directors Meeting
October 27, 2016

The Board of Directors of New College Institute met Thursday, October 27, 2016 at 10:30 a.m. in the Martin-Lacy Lecture Hall of the Building on Baldwin in Martinsville, Virginia.

MEMBERS PRESENT

Delegate Les Adams; Ms. Gracie Agnew; Mr. Bob Burger; Senator Emmett Hanger; Dr. Weldon Hill; Ms. Naomi Hodge-Muse; Delegate Danny Marshall; Delegate Charles Poindexter; Senator Bill Stanley; and Ms. Treney Tweedy.

Ms. Janice Wilkins participated by telephone.

MEMBERS ABSENT

Ms. Tanya Foreman

OTHERS PRESENT

Mr. Peter Blake, State Council of Higher Education for Virginia (SCHEV) Director; Dr. Leanna Blevins, NCI Acting Executive Director and Chief Academic Officer; Ms. Beverly Covington, State Council of Higher Education for Virginia (SCHEV) Senior Associate for Academic and Legislative Affairs; Ms. Elizabeth Griffin, Office of the Attorney General; Mr. Charles Guthridge, Public Affairs Consultant; Mr. Morgan Guthridge, Public Affairs Consultant; Ms. Christina Reed, NCI Finance Director; and Ms. Melanie Ingram, Executive Assistant.

CALL TO ORDER AND WELCOME

Chair Gracie Agnew called the meeting to order at 10:35 a.m. and welcomed those in attendance.

INTRODUCE NEW MEMBER, BOB BURGER

Chair Agnew introduced Mr. Bob Burger, NCI's newest board member. Mr. Burger was appointed by the Governor's Office to succeed Mr. Mark Heath, whose term expired June 30, 2016.

ROLL CALL AND APPROVAL OF JULY 20, 2016 MEETING MINUTES

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

On motion by Senator Hanger, seconded by Dr. Hill, the minutes of the July 20, 2016 meeting were approved.

ACADEMIC AFFAIRS COMMITTEE REPORT

Dr. Weldon Hill, Chair of the Academic Affairs Committee, recognized the members of the committee and expressed thanks for their attendance at the meeting held in Lynchburg, Virginia on October 4. He

then reviewed a PowerPoint presentation outlining NCI's Future, Cornerstones for an NCI "Bill of Particulars", and the Next Steps for NCI. Senator Emmett Hanger praised the enthusiasm of the Academic Affairs Committee and indicated that members left the meeting with a roadmap to take NCI to a new level. An email exchange earlier in October between Dr. Hill and Longwood University's President Taylor Reveley was reviewed. From NCI's perspective, four cornerstones were identified upon which a future relationship with Longwood would be developed. They are:

1. Building upon the relationship with Patrick Henry Community College and Danville Community College to identify educational pathways, develop articulation agreements, and partner to deliver workforce training programs;
2. Maintaining or developing partnerships with public and private universities in strategic academic areas as appropriate;
3. Maintaining and developing opportunities to create unique, niche-credit and non-credit programs to attract participants from beyond the immediate region; and,
4. Continuing to seek input and advice from regional business and industry partners regarding current and future workforce trends.

Per President Reveley's email, Longwood's Provost Joan Neff and Longwood's Vice President for Administration and Finance Ken Copeland will be in touch with Dr. Blevins to continue conversations, especially regarding the four items listed above.

- **RECOMMENDATION FROM STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA (SCHEV)**

At its meeting in July, the NCI Board voted to request SCHEV's recommendations for NCI's future. Peter Blake, Director of SCHEV, developed and presented seven options as well as a blending of options previously presented to the Board. The document he presented is attached to these minutes. Mr. Blake indicated his recommendations are not concrete but are presented as an effort to move NCI in the right direction.

Mr. Blake commended the Academic Affairs Committee's work and thanked the board for their invitation to visit Martinsville and attend the meeting.

Mr. Blake pointed out the suggested timeline included in the Blending of Options portion of his document. He believes an affiliation with Longwood University could take up to 18 to 20 months for implementation which would cover two General Assembly sessions. SCHEV recommends that in the 2017 General Assembly session, the Governor and General Assembly could approve legislation or a budget amendment expressing intent to establish the educational assets of NCI as part of Longwood. In the 2018 General Assembly session, the Governor and General Assembly could affirm agreements made in the preceding 18 months and approve legislation abolishing the governing board of NCI.

Delegate Marshall pointed out that with the recent article in The Richmond Times Dispatch, another institution may step up and express interest in affiliating with NCI. Mr. Blake opined that Longwood University would respect other interested institutions and ultimately the decision would be up to the NCI board as to NCI's future. He further stressed that whatever path the board decides to take an endorsement from the Governor and legislature is essential.

Delegate Marshall then asked the status of a memorandum of understanding (MOU) with Longwood University on parameters of an affiliation. Dr. Hill and Dr. Blevins responded that a MOU has not been

written at this time. A discussion ensued. Consensus was reached that a draft MOU should establish the parameters important to the board; however, this draft document would not be exclusive for Longwood University but could be used should another educational institution ask to be considered for an affiliation with NCI.

ACTING EXECUTIVE DIRECTOR'S REPORT

- **ACADEMIC UPDATE**

Dr. Blevins led the board through a PowerPoint presentation which included current NCI student and program testimonials. She stated that more time has recently been spent discussing the legislative and policy sides of NCI, and the real work at NCI is sometimes overshadowed by these issues. NCI continues to provide quality educational programs as well as responding to local and regional industry/workforce needs.

A draft copy of NCI's 2015-2016 Educational Outreach Report was distributed to each member. This report was prepared by Steve Keyser, Coordinator of Educational & Community Engagement, and Sammy Redd, Coordinator of Student Services.

Dr. Blevins reminded the board she has not been tasked with developing new academic programs, but continues to follow-up on several high demand programs, such as,

- Doctorate in Educational Leadership
- Double major in Chemistry and Anthropology
- RN to Bachelor of Science in Nursing
- Cyber Security (possibly host a summit at NCI)

Senator Hanger suggested the addition of an agenda item for future board meetings to hear brief reports from NCI staff members.

FINANCIAL REPORTS

Christina Reed reviewed the following reports. A copy is attached to these minutes.

- **2016 – 2017 BUDGET UPDATE**
- **2017 – 2018 REDUCED PROJECTED BUDGET**

Board approval was not needed for either of these reports. Ms. Reed reported per the Governor's Savings Strategy, NCI has been directed by the Department of Planning and Budget to provide a 7.5% savings budget this week for fiscal year 2017 – 2018.

- **NCF (NEW COLLEGE FOUNDATION)**

At NCI's two previous board meetings (April and July), a request was made for a representative of New College Foundation (NCF) to attend NCI's board meeting to answer questions regarding how NCF spends the funds it receives from NCI's lease payment. In lieu of attending the meeting, a letter was received from Deborah Kaufman, Coordinator of NCF, listing expenditures from its rental income. A discussion was held concerning the list. Delegate Marshall indicated he would like to receive more detailed

information than just a list. He further stated that the total annual rent of \$382,000 paid by NCI state funds to NCF comes from taxpayer dollars and the NCI board should know exactly where the money is being spent. Ms. Elizabeth Griffin explained that NCF is under no legal obligation to provide this information to NCI as there is no Memorandum of Understanding (MOU) between NCI and NCF. A draft MOU has been written and approved by legal counsel for both NCI and NCF; however, neither board has approved the document. Senator Hanger requested that the draft MOU be distributed to the NCI board as soon as possible. Ms. Griffin agreed to forward the draft to Ms. Ingram for dissemination to the members by email.

A brief discussion of building ownership was held.

Delegate Marshall requested again that a representative from NCF attend NCI's next board meeting to provide a detailed accounting of how the lease funds from NCI are being appropriated.

ELECTION OF OFFICERS

Chair Agnew reported the vacancy of two board officer positions due to the expiration of Mark Heath's term and Marshall Stowe's decision not to serve for a second term. She indicated she was prepared to make a recommendation for proposed officers, but first asked if anyone had anything to add. Senator Hanger responded this may be an opportunity for a subcommittee to discuss names and/or make changes to NCI's existing bylaws. Chair Agnew agreed to appoint members to a subcommittee for this purpose and asked for volunteers. Delegate Danny Marshall, Ms. Wilkins, Ms. Hodge-Muse, and Senator Stanley expressed interest in committee membership. The board agreed that the committee should meet and make a proposal at the next board meeting.

CLOSED SESSION

Chair Agnew asked for a motion to enter closed session to discuss the following: *the position of executive director, pursuant to the personnel exemption in Virginia Code §2.2-3711(A)(1)*. Senator Stanley made this motion, seconded by Delegate Marshall. Those voting in the affirmative were Delegate Les Adams, Gracie Agnew, Bob Burger, Senator Emmett Hanger, Dr. Weldon Hill, Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, Treney Tweedy, and Janice Wilkins.

The Board returned to open session on motion by Senator Stanley, seconded by Delegate Marshall. Those voting in the affirmative were Delegate Les Adams, Gracie Agnew, Bob Burger, Senator Emmett Hanger, Dr. Weldon Hill, Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, Treney Tweedy, and Janice Wilkins.

Chair Agnew read the Certification Motion, seconded by Senator Stanley. Those voting in the affirmative were Delegate Les Adams, Gracie Agnew, Bob Burger, Senator Emmett Hanger, Dr. Weldon Hill, Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, Treney Tweedy, and Janice Wilkins.

SET NEXT MEETING DATE

The group discussed possible meeting dates prior to the opening of the General Assembly session on January 11. Senator Stanley suggested the possibility of holding the meeting in Richmond if a suitable date could be determined. Ms. Ingram was directed to send out a Doodle poll to schedule the board's next meeting in early January.

ADJOURNMENT

There being no further business to come before the meeting, the meeting adjourned at 1:30 p.m.

**NCI
Budget - FY 2016-2017**

	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	Notes
	Approved Budget General Fund (0100)	5% Reduction General Fund (0100)	Revised General Fund (0100)	Actual Expenses 9/30/2016 Fund (0100)	Current Remaining General Fund (0100)	
REVENUE						
Appropriation	2,048,181	(102,409)	1,945,772	(425,471)	1,520,301	
Shared Positions (MOU) (Reimbursements)	30,000	-	30,000	-	30,000	TICR-COE grant to fund Ad. Mfg. (30k)
Carryover monies for Maintenance Reserve	34,129	-	34,129	-	34,129	
Pledged monies from 2015-2016	-	(16,000)	16,000	-	16,000	One-time pieced amount at the end of 2015-2016 per Governor's request
TOTAL REVENUE	2,112,310	(86,409)	2,025,901	(425,471)	1,600,430	
EXPENSES						
Program Related						
Academic Prog Contracts	190,000	(66,409)	123,591	-	123,591	Longwood BSW (\$40k) & new programs
Lease payment and Utilities	594,000	-	594,000	144,425	449,575	
Building Misc	34,129	-	34,129	-	34,129	Not anticipated to spend
Total Program Related	818,129	(66,409)	751,720	144,425	607,295	
Salaries & Related						
Salaries and Wages	1,093,181	-	1,093,181	256,733	836,448	
Shared Position (Reimbursement)	30,000	-	30,000	-	30,000	TICR-COE grant to fund Ad. Mfg. (30k)
Total Salaries & Related	1,123,181	-	1,123,181	256,733	866,448	
Administrative & Office						
Office Supplies	-	-	-	-	-	
Printing Services	5,000	-	5,000	615	4,385	
Misc Admin	12,000	-	12,000	1,193	10,807	
Office Appurtenances and Furniture	-	-	-	-	-	
Total Administration & Office	17,000	-	17,000	1,808	15,192	
Professional Fees						
Skilled Services (Security)	40,000	-	40,000	9,625	30,375	
State Services	-	-	-	-	-	
Total Professional Fees	40,000	-	40,000	9,625	30,375	
Information Technology						
Internet Service	44,000	-	44,000	6,000	38,000	
Computer Software and Supplies	-	-	-	-	-	
Computer, Voice and Data Equip	55,000	(20,000)	35,000	563	34,437	
Total Information Technology	99,000	(20,000)	79,000	6,563	72,437	
Travel and Accommodations						
Professional Development	10,000	-	10,000	1,300	8,700	
Travel, Lodging, Meals, Mileage	5,000	-	5,000	5,017	(17)	
Total Travel and Accommodations	15,000	-	15,000	6,317	8,683	
TOTAL EXPENSES	2,112,310	(86,409)	2,025,901	425,471	1,600,430	
BALANCE	-	-	-	-	-	

NCI

Reduced Projected Budget - FY 2017-2018

DRAFT

	2017-2018 Original Projected Budget	2017-2018 5% Savings Strategy	2017-2018 Reduced Projected Budget	Notes
REVENUE				
GF Appropriation	2,048,229	(102,409)	1,945,820	General Fund TICR-COE grant to fund Ad. Mfg. (30k)
Shared Positions (Reimbursements)	30,000	-	30,000	
TOTAL REVENUE	2,078,229	(102,409)	1,975,820	
EXPENSES				
Program Related				
Academic Prog Contracts	190,000	(72,409)	117,591	
Lease payment and Utilities	594,000	-	594,000	
Building Misc	-	-	-	
Total Program Related	784,000	(72,409)	711,591	
Salaries & Related				
Salaries and Wages	1,093,229	-	1,093,229	Assumes no new positions TICR-COE grant to fund Ad. Mfg. (30k)
Shared Positions (MOU) (Reimbursements)	30,000	-	30,000	
Total Salaries & Related	1,123,229	-	1,123,229	
Administrative & Office				
Printing Services	5,000	-	5,000	
Public Relations/Promotional	-	-	-	
Misc Admin	12,000	-	12,000	Fees for State services
Office Appurtenances and Furniture	-	-	-	
Total Administration & Office	17,000	-	17,000	
Professional Fees				
Skilled Services (Security)	40,000	-	40,000	
State Services	-	-	-	
Total Professional Fees	40,000	-	40,000	
Information Technology				
Internet Service	44,000	-	44,000	Internet and Backup
Computer, Voice and Data Equip	55,000	(30,000)	25,000	
Total Information Technology	99,000	(30,000)	69,000	
Travel and Accommodations				
Professional Development	10,000	-	10,000	
Meeting Expenses	-	-	-	
Travel, Lodging, Meals, Mileage	5,000	-	5,000	
Total Travel and Accommodations	15,000	-	15,000	
TOTAL EXPENSES	2,078,229	(102,409)	1,975,820	
BALANCE	-	-	-	