

New College Institute
Board Meeting Minutes
January 7, 2015

The Board of Directors of New College Institute met Wednesday, January 7, 2015 at 9:30 a.m. in the Third Floor Conference Room of the Building on Baldwin.

Members Present

Ms. Gracie Agnew, Senator Emmett Hanger; Mr. Mark Heath; Ms. Naomi Hodge-Muse; Delegate Danny Marshall; Delegate Charles Poindexter; Dr. Ed Snyder; Senator Bill Stanley; Mr. Marshall Stowe; and Ms. Janice Wilkins

Dr. Weldon Hill and Delegate David Toscano participated electronically.

Members Absent

None

Others Present

Senator William Wampler, Jr., NCI Executive Director; Dr. Leanna Blevins, NCI Associate Director and Chief Academic Officer; Ms. Debbie Lewis, NCF Development Officer; Ms. Christina Reed, NCI/NCF Finance Director; Mr. Charles M. Guthridge and Mr. Morgan Guthridge, Public Affairs Consultants; Mr. DeWitt House, NCI's Program Officer from The Harvest Foundation; and Ms. Melanie Ingram, Assistant to the Executive Director.

Call to Order and Welcome

Chair Gracie Agnew called the meeting to order. She introduced NCI's newest Board Member, Ms. Naomi Hodge-Muse and welcomed her to the group.

Roll Call and Approval of November 11, 2014 Meeting Minutes

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

On motion by Delegate Marshall, seconded by Delegate Poindexter, the minutes of the November 11, 2014 meeting were approved.

Academic Update

Dr. Leanna Blevins provided the following updates:

- **Programs Update**

- Academic Programs

Approximately 260 students in the fall semester enrolled in credit-bearing programs and at least another 150 in certificate or continuing education programs.

NCI's largest degree program is Elementary Education with 30+ students currently enrolled.

Individual recertification courses in Educational Leadership were successfully offered and the demand is there for the entire program beginning later this year.

The expansion of the Academy for Engineering and Technology (AET) program to Danville/Pittsylvania County has been successful with additional growth expected next year.

Telehealth Program: 42 certificates were awarded in the fall semester. We are beginning to implement Phase 2 of the program and are waiting to be notified about a HRSA grant in cooperation with UVa's Office of Telemedicine.

- New Programs

Dr. Blevins has been working with NCI's current academic partners to insure we are maximizing what we can offer, as well as refining articulation agreements with Patrick Henry Community College (PHCC), targeted marketing and recruiting.

Staff members are working with University partners about other opportunities for programs here. Most recently in December, Senator Wampler and Dr. Blevins had very good visits and conversations with the University of Virginia, Virginia State University, George Mason University, and Longwood University.

NCI staff members continue to explore new ways to expand NCI's educational offerings such as customized professional development workshops – similar to one recently held for employees of the Department of Social Services led by social work faculty and also involved various staff members.

Several members of NCI's staff, faculty and partners visited NASA Langley along with Secretary of Technology Karen Jackson to explore opportunities for our region to partner with NASA Langley in educational outreach.

- Staff/Faculty News

Sammy Redd, Coordinator of College Access, has been tapped to serve on a national panel involved in redesigning the SAT college entrance exam.

Dr. Pam Randall (Program Director of Longwood University's Elementary Education program at NCI) has been elected Chair of the Virginia ACT State Council for the 2014-15 year.

Dr. Patricia Grant (Program Director of VCU's Criminal Justice Program at NCI) will return from medical leave this semester.

- Internships

Applications are now being accepted for the summer program.

Of the data we have compiled on NCI's Internship Program, at least 25% of the former interns now work in Martinsville-Henry County. Last year we restructured the selection process and gave priority to employers who have difficulty in filling positions – primarily engineering and technology.

- Conferences, Lectures, and Events

More than 50 events have been held in the new building from October through December at which a cumulative total of 3,000+ guests have been in attendance. The majority of the events fall in the categories of educational, community organization workshops/meetings, and social occasions.

- Strategic Plan

- Implementation Plan

Chair Gracie Agnew reported that two meetings have been held by the Strategic Plan Implementation Committee. Discussions have centered on further development of goals and objectives. Members of the Implementation Plan Committee are as follows.

Harvest Foundation representatives: James McClain, Larry Ryder, and DeWitt House
New College Foundation representatives: Laura Bowles, Doug Payne, and Kimble Reynolds
New College Institute representatives – Gracie Agnew and Mark Heath

The Implementation Committee is working closely with Dr. Leanna Blevins and Senator Wampler to complete the Implementation Plan.

Executive Director's Report

Senator Wampler provided the following updates:

- Center of Excellence for Advanced Manufacturing Update (PHCC/DCC/IALR/CCAM)

The Performance Agreement between New College Foundation and The Tobacco Commission (TICR) has been executed. Meetings have been held with representatives from the Commonwealth Center for Advanced Manufacturing (CCAM), TICR, and NCI's Program Officer from The Harvest Foundation. Five of the seven advanced manufacturing equipment sets are now in place in the high bay area of the Building on Baldwin. Compressed air systems for equipment operation will be installed within the next 30 days.

Virginia's General Assembly awarded \$750,000 to NCI two years ago for advanced manufacturing equipment. These funds have been used to purchase an Academic Coating machine that is undergoing a refurbishing process by Optimization, an industry leader in industrial services located in New York state. Representatives from NCI, Eastman, and Commonwealth Laminating recently conducted a site visit to review specifications of the equipment. The refurbished machine is on schedule for a May 2015 delivery to NCI.

- Governor's Budget

- Advanced Manufacturing Supervisor position

Part of NCI's 7% budget reduction (called for by the Governor's Approved Budget) was to defer the hiring of an Advanced Manufacturing Supervisor. NCI's operational plan is to have the position "restricted" and fund it from other sources, not just state. Senator Wampler wanted the Board

members to be aware and understand the situation should they see an advertisement for the position as restricted.

Board members engaged in a discussion of range of pay for this job, the affect a delay in hiring could have on NCI's students, and alternate funding sources for the position.

Finance Reports

Christina Reed reviewed the attached Operating Budget for 2014-2015 which reflects the 5% budget reduction enacted into law after the budget was approved at the June 2014 NCI Board Meeting. On motion by Delegate Marshall, seconded by Senator Stanley, the adjusted 2014-2015 Budget was unanimously approved.

NCF Capital Campaign Update

Debbie Lewis, NCF's Development Officer, provided the following update.

- NCF's Building on Baldwin capital campaign officially ended on December 31, 2014 having exceeded its goal of \$2 million by over \$500,000.
- Grand Opening festivities took place on Friday and Saturday, September 12 and 13. Events included a building dedication with state and local dignitaries and community leader. An appreciation ball for major donors of the Building on Baldwin capital campaign was held as well as a celebration for Martinsville City and Henry County school children and other interested citizens. NCI hosted over 1,000 people throughout the weekend at the various events.
- An engraved brick campaign ("Paving the Path to Higher Education") is currently underway. Individuals may purchase a brick to be engraved and placed permanently on the sidewalk of the Fayette Street entrance to the new building. Bricks may be purchased for \$100 each, either online or here at NCI.
- Two new projects will be announced this month. A 30-minute professionally produced oral history documentary will debut. The video features local individuals who recall life as it was on the Baldwin Block during its vibrant past.
- Three interpretive panels, painted by local artist Amanda Donnelly, depicting the history of the Baldwin Block will be unveiled on the Market Street elevation of the building.

Executive Session

Chair Gracie Agnew stated there was no need for an executive session.

Open Session

- Each member was given a wooden Christmas ornament designed and printed on the 3D printer at the FabLab by Libby Sharp, one of NCI's Academy for Engineering and Technology (AET) faculty.
- Marshall Stowe asked the status of adding Harvest members to the NCI Board as discussed in the last meeting. Senator Wampler responded that no action would be taken until the completion of NCI's Strategic Plan. Delegate Marshall stated that he had spoken with both Allyson Rothrock, President of The Harvest

Foundation, and James McClain, Immediate Past Chairman of The Harvest Foundation Board. Both indicated they would not like to add Harvest members to the NCI Board at this time.

- Marshall Stowe asked for an update on the succession plan of NCI's leadership. Chair Gracie Agnew stated that once the Strategic Plan goals and objectives are defined, the search for a new executive director will begin based upon those goals.

Adjournment

On motion by Delegate Marshall, seconded by Mr. Stowe, the meeting adjourned at 10:39 a.m.

**NEW COLLEGE INSTITUTE
OPERATING BUDGET
2014-2015**

	Actual July- November 2014 (5 mos)	Adjusted 2014-2015 Budget	Variance	Approved 2014-2015 Budget
RECEIPTS				
General Fund (0100)	\$ 1,545,989	\$ 2,059,081	\$ (513,092) ⁵	\$ 2,248,179
HEETF	\$ -	\$ 27,799	\$ (27,799)	\$ 27,799
5% Reduction	\$ -	\$ (75,952)	\$ 75,952	\$ -
Total General Fund (0100)	\$ 1,545,989 ³	\$ 2,010,928 ²	\$ (464,939)	\$ 2,275,978 ¹
Special Fund (0200)	\$ 110,000	\$ 110,000	\$ -	\$ 110,000
TOTAL RECEIPTS	\$ 1,655,989	\$ 2,120,928	\$ (464,939)	\$ 2,385,978
EXPENSES				
Program Related	\$ 294,146	\$ 778,386	\$ (484,240)	\$ 910,497
Capital Repair & Maintenance	\$ -	\$ 100,000	\$ (100,000)	\$ -
Salaries & Related	\$ 486,213	\$ 1,198,180	\$ (711,967)	\$ 1,393,481
Administrative & Office	\$ 6,658	\$ 3,000	\$ 3,658	\$ 15,000
Information Technology	\$ 8,038	\$ 31,362	\$ (23,324)	\$ 57,000
Travel & Accommodations	\$ -	\$ 10,000	\$ (10,000)	\$ 10,000
TOTAL EXPENSES	\$ 795,055 ⁴	\$ 2,120,928	\$ (1,325,873)	\$ 2,385,978
REMAINING	\$ 860,934	\$ -	\$ 860,934	\$ -

¹ Approved by NCI Board as "Option 3", June 2014

After June 2014 NCI Board meeting, Budget Bill enacted into law with \$2,010,928 as appropriated amount to NCI for FY 14-15 (includes 5% reduction)

² Reflects actual Revenue through November 30, 2014

³ Reflects actual Expenses through November 30, 2014

⁴ Department of Planning and Budget cannot project when the \$440,037 of operating and maintenance (of the \$513,092 variance) will be released.

Action Item: Adopt Adjusted 2014-2015 Budget