I. Call to Order and Welcome – Chair Senator Bill Stanley

II. Roll Call


IV. Review and discussion of lease agreements

V. Academic Updates
   a. Status of new agreements
   b. Academy for Engineering and Technology Program

VI. Development of a five-year plan for future growth and development

VII. Closed Session
The Executive Committee of New College Institute met Tuesday, May 30, 2017 at 9:30 a.m. in Room 20 of the Building on Baldwin.

**MEMBERS PRESENT**


Dr. Weldon Hill participated by telephone.

**MEMBERS ABSENT**

None

**OTHERS PRESENT**

Dr. Leanna, Blevins, NCI’s Executive Director; Mr. Richard Crouse, Legislative Assistant to Senator Bill Stanley, NCI’s Chairman of the Board; Ms. Mandy McGhee, NCI’s Fiscal Coordinator; and Ms. Melanie Ingram, Administrative Assistant

Ms. Elizabeth Griffin, Office of the Attorney General, participated by telephone.

**CALL TO ORDER AND WELCOME**

Senator Stanley called the meeting to order at 9:40 a.m.

**ROLL CALL**

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

**REVIEW OF PROPOSED 2017 – 2018 OPERATING BUDGET**

Prior to the review of options for an operating budget, Senator Stanley provided an update of recent events impacting NCI’s budget decision.

Due to the reneging of Harvest Foundation grant funds, NCI presented a budget proposal request of $304,000 to the New College Foundation (NCF) Board of Trustees. The NCF Board met on Wednesday, May 10, and considered NCI’s request. A breakdown of the request is below:

- Longwood Bachelor of Social Work program annual cost: $40,000
- STEM and Outreach activities: $12,500
- Experiential Learning program: $97,000
- Marketing and Branding: $82,500
- Public Affairs/Lobbying support: $72,000
Senator Stanley advised the committee of NCF’s decision to deny NCI’s request for funds, indicating that new policy states that NCF will not provide any funds to NCI until all of NCI’s state funds are depleted. NCI will now be faced with making tough decisions based on this denial by the Foundation because all cost will now shift to an already strained state budget.

Delegate Danny Marshall attended the NCF board meeting in May and provided a summary of the meeting topics and discussions. Based on the actions he observed in that meeting, Delegate Marshall believes NCI must develop a strategy for ways to move forward without the support of NCF and be prepared to discuss future budget plans with the House Appropriations Committee when that group visits NCI on June 27.

A discussion was held covering multiple topics including Baldwin building ownership; the difficult relationships with NCF and The Harvest Foundation; the lack of scholarships awarded by NCF; status of Tobacco Commission grants for the Center of Excellence; as well as a review of NCF’s Operating Budget for the year ending June 30, 2018.

Senator Stanley reported that he has had discussions with Virginia’s Department of General Services regarding ownership of the Building on Baldwin. An appraisal of the building has been ordered by the Department of General Services and should be completed in the month of June. A brief discussion was held concerning each of NCI’s leased buildings. Senator Stanley and Ms. Janice Wilkins agreed to work with the Office of the Attorney General as needed.

Dr. Blevins then directed the members to pages 1 – 3 of the package outlining four scenarios for NCI’s FY 2017 – 2018 Budget. Each scenario was reviewed and discussed.

Scenario 1: Reflects an already reduced budget for NCI for the 2017 – 2018 year as compared to the 2016 – 2017 total amount.

Scenario 2: Reflects a 5% reduction and removes the position of Chief Academic Officer. Dr. Blevins recommended this scenario as a temporary financial solution to the group.

Scenario 3: Reflects a 5% reduction and removes King Hall and costs associated therewith. The Department of General Services recently renewed King Hall’s lease for an additional five-year period. Senator Stanley asked that a copy of this lease agreement be submitted to Elizabeth Griffin, NCI’s representative in the Attorney General’s Office, for her review.

Scenario 4: Reflects a 5% reduction with removing the Baldwin Building and retaining King Hall.

On motion by Naomi Hodge-Muse, Scenario 2 was recommended for approval. Delegate Marshall seconded the motion to approve Scenario 2 and amended the motion to include that further discussions be held with Dr. Mervyn King regarding the lease of King Hall. After discussion, the motion was unanimously approved.

The group agreed to revisit the filling of the Chief Academic Officer position in the fall.

**REVIEW AND DISCUSSION OF LEASE AGREEMENTS**

No further discussion was held on lease agreements.
ACADEMIC UPDATES

Dr. Blevins reported multiple discussions have taken place with Virginia Commonwealth University (VCU), James Madison University (JMU), Old Dominion University (ODU), as well as Averett University (AU).

The Longwood Board of Visitors will visit NCI on June 8 for a tour of the Baldwin Building and will view various activities planned in several of the classrooms.

Dr. Blevins and Senator Stanley plan to visit JMU to review a Memorandum of Understanding, to include a Cybersecurity program offering.

A draft Memorandum of Understanding has been sent to VCU for an engineering program.

Naomi Hodge-Muse suggested that NCF should provide scholarships for an engineering program.

Senator Stanley indicated a contract should be executed soon with the Virginia Manufacturers Association (VMA) to provide career certificates in association with the engineering program.

The Virginia Department of Education is looking at NCI as a hub for teachers and testing. This would provide opportunities for teachers and also generate income for NCI.

Dr. Blevins encouraged all members to attend the House Appropriations Committee’s visit to NCI on Tuesday, June 27 at 3 p.m.

Dr. Blevins reported an increase in the number of companies using NCI’s Center for Advanced Manufacturing for workforce training. The use of this area also generates income for NCI. Senator Stanley complimented staff for efforts in attracting revenue-generating events.

Dr. Weldon Hill asked if Longwood, Virginia Commonwealth University, and Virginia State University would have an interest in NCI participating in CCAL. Dr. Blevins volunteered to explore this opportunity.

DEVELOPMENT OF A FIVE-YEAR PLAN FOR FUTURE GROWTH AND DEVELOPMENT

Dr. Blevins shared her thoughts that the $100,000 included in NCI’s appropriation from the Commonwealth of Virginia should not be used for a consulting plan but should be more of a grassroots effort.

Senator Stanley requested that Autumn Morris, Director of Communications and Marketing, prepare a brochure of what NCI aspires to be in the near future for presentation to the House Appropriations Committee members in June. This brochure would compare to “viewbooks” used by colleges and universities for student recruitment purposes.

A discussion was then held concerning specifics of the House Appropriations visit.

CLOSED SESSION
Janice Wilkins made a motion to enter closed session “to discuss the leave balances of Dr. Leanna Blevins, Executive Director, pursuant to the personnel exemption in Virginia Code §2.2-3711(A)(A).” Delegate Danny Marshall seconded the motion. Those voting in the affirmative by a roll call vote were Delegate Les Adams, Dr. Weldon Hill, Ms. Naomi Hodge-Muse, Delegate Danny Marshall, Senator Bill Stanley, and Ms. Janice Wilkins.

Dr. Blevins was excused from the room.

The Committee returned to open session on motion by Delegate Les Adams, seconded by Delegate Danny Marshall. Those voting in the affirmative by a roll call vote were Delegate Les Adams, Dr. Weldon Hill, Ms. Naomi Hodge-Muse, Delegate Danny Marshall, Senator Bill Stanley, and Ms. Janice Wilkins.

Ms. Janice Wilkins read the Certification Motion, seconded by Ms. Naomi Hodge-Muse. Those voting in the affirmative by a roll call vote were Delegate Les Adams, Dr. Weldon Hill, Ms. Naomi Hodge-Muse, Delegate Danny Marshall, Senator Bill Stanley, and Ms. Janice Wilkins.

Delegate Danny Marshall made a motion that the December 9, 2016 annual leave balance for Dr. Leanna Blevins be frozen. This would allow Dr. Blevins to access and use those hours if she returns to a classified position in the Commonwealth and, further, upon separation from NCI, that she could receive payout of the leave balance at her salary rate on December 9, 2016. A future payout of Dr. Blevins’ Classified Leave will be limited to the maximum balances permitted per DHRM policies as of December 9, 2016. This motion was seconded by Ms. Janice Wilkins and unanimously approved.

There being no further business to come before the meeting, the meeting adjourned at 11:47 a.m.
### DRAFT NOT FOR DISTRIBUTION

#### NCI Budget - FY 2017-2018

<table>
<thead>
<tr>
<th></th>
<th>SCENARIO 1 NCI</th>
<th>SCENARIO 2 NO CHIEF ACADEMIC OFFICER</th>
<th>SCENARIO 3 NO KING</th>
<th>SCENARIO 4* NO BALDWIN</th>
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<td>1,022,658</td>
<td>1,115,515</td>
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<td><strong>Total Salaries &amp; Related</strong></td>
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<td>1,151,039</td>
<td>1,022,658</td>
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<td><strong>Total Professional Fees</strong></td>
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<td>3,000</td>
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<td>15,000</td>
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<td><strong>Total Travel and Accommodations</strong></td>
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<td><strong>TOTAL EXPENSES</strong></td>
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<td>2,269,515</td>
<td>2,136,134</td>
<td>2,109,390</td>
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</tbody>
</table>

**BALANCE**

|                                | 207,355 | (101,722) | 36,658 | 58,403 | 316,802 |

*Scenario 4, if chose, will require additional action items, see notes page*
BUDGET NARRATIVE

2016-2017 PROJECTED BUDGET/EXPENSES
This column reflects the 2016-2017 state monies as well as the "Transition Grant" from the Harvest Foundation.

It is anticipated that NCI will have funds remaining due to not filling the Executive Director position until December 2016 and then the opening of the Chief Academic Officer position. In addition, NCI had budgeted $129,893 new programming for 16-17 that did not occur. A data management software system was researched and determined that at this time NCI would not benefit from this purchase and would continue as is.

NCI has made a request to carryover general fund monies from 2016-2017 in the amount of $100,000.

If the request is approved, this will leave an estimated amount to return to the Commonwealth of $100,000.

NCI must return the Maintenance Reserve monies of $34,129 since they are earmarked for repairs for buildings owned by the state agency, which we do not.

SCENARIO 1
This scenario reflects an already reduced budget for NCI for the 2017-2018 year as compared to the 2016-2017 total amount. The amounts vary by line item. The attached page detail what is included in the 2017-2018 line items with explanations of the differences between each budgets.

SCENARIO 2
This scenario reflects an already reduced budget that also removes the Chief Academic Officer as a position not to be filled.

Chief Academic Officer   $128,381  Salary and benefits
SCENARIO 3
This scenario reflects an already reduced budget that also removes the King building and associated costs.

<table>
<thead>
<tr>
<th></th>
<th>Lease</th>
<th>Utilities</th>
<th>Taxes</th>
<th>Maintenance</th>
<th>Staffing</th>
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<tbody>
<tr>
<td>King Building</td>
<td>$105,170</td>
<td>$14,431</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$35,525</td>
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SCENARIO 4*
This scenario reflects an already reduced budget with removing the Baldwin Building and keeping the King building.

<table>
<thead>
<tr>
<th></th>
<th>Lease</th>
<th>Utilities</th>
<th>Taxes</th>
<th>Maintenance</th>
<th>Staffing</th>
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<tbody>
<tr>
<td>Baldwin Building</td>
<td>$383,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$35,525</td>
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This adjustment would require several items to consider:
1. Renovating Fayette Lab
2. Staffing Fayette Lab
3. Center of Excellence and ownership of equipment and location
NOTES

REVENUE
GF Appropriation
Amount reflects 5% reduction

Original amount
$2,048,229
5% Reduction
($102,412)

HEETF
Higher Ed Equipment Trust Fund monies annually for technology/classroom equipment purchase

One Time Appropriation (Transition)
One-time appropriation amount
Research and develop a 5 year plan

Telemedicine Fees & Grants
NCI program-Projected revenue generated by fees for the STAR courses (covers pay for PT STAR employee)

Summer Camps
NCI program-Fees charged to participants

IDEAL (Teacher Recert)
NCI program-Fees charged to participants

Advanced Manufacturing
NCI program-Anticipate to receive revenue, but still developing and promoting

Shared Positions (MOU) (Reimbursements)
Tobacco COE-Advanced Manufacturing Coordinator 30%
EXPENSES

Program Related

- Academic Prog Contracts
  - Longwood-BSW $40,000
  - Telehealth-revising curriculum $50,000
  - Internships $50,000
  - STEM & Outreach $10,000
  - IDEAL $2,100
  - Summer Camps $3,390

One Time Appropriation (Transition)
- Academic Program Partnerships Contracts
- Branding

Lease payment and Utilities
- Scenario 2 and 3 remove King from the budget
- Scenario 4 removes Baldwin from the budget
*With Scenario 4, additional items must be considered

Salaries & Related

Salaries and Wages:
- Executive Director
- Chief Academic Officer
- Associate Director
  - Removed in Scenario 2
- Finance Director
- Executive Assistant
- Fiscal Coordinator
- Director of Marketing and Communications
- IT Manager
- Academic Scheduler
- Community Access Coordinator
- College Access Coordinator
- Advance Mfg. Coordinator

Hourly
- Customer Service
  - Scenario 1 and 2 has 4; Scenario 3, 4 has 2
- Telemedicine 1
- Experiential Learning 1
- Security Supervisor 1