

New College Institute  
Board of Directors Meeting  
May 21, 2015

The Board of Directors of New College Institute met Thursday, May 21, 2015 in the Third Floor Conference Room of the Building on Baldwin.

**MEMBERS PRESENT**

Ms. Gracie Agnew; Mr. Mark Heath; Ms. Naomi Hodge-Muse; Delegate Danny Marshall; Dr. Ed Snyder; and Mr. Marshall Stowe

Dr. Weldon Hill, Senator Bill Stanley, Delegate David Toscano, and Ms. Janice Wilkins participated by telephone.

**MEMBERS ABSENT**

Senator Emmett Hanger; Delegate Charles Poindexter

**OTHERS PRESENT**

Senator William Wampler, Jr., NCI Executive Director; Dr. Leanna Blevins, NCI Associate Director and Chief Academic Officer; Ms. Christina Reed, NCI/NCF Finance Director; Mr. Morgan Guthridge, Public Affairs Consultant; Mr. Charles Guthridge, Public Affairs Consultant; and Mr. Ronald Forehand, Section Chief of the Education Section of the Office of the Virginia Attorney General.

**CALL TO ORDER AND WELCOME**

Chair Gracie Agnew called the meeting to order and welcomed those in attendance and on the telephone. She introduced Mr. Ron Forehand of the Office of the Virginia Attorney General.

**ROLL CALL AND APPROVAL OF MARCH 6, 2015 MEETING MINUTES**

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

Delegate Danny Marshall referenced a section of the March 6, 2015 meeting minutes regarding development of the job description for the position of NCI Executive Director. The minutes stated that a copy of the job description would be circulated to Board members for input. Delegate Marshall indicated he had not received a copy of the job description and asked if other members had received one. Chair Agnew responded that a job description had not been completed and she would further explain this issue in the Search Committee Update later in the meeting.

On motion by Delegate Marshall, seconded by Mr. Heath, the minutes of the March 6, 2015 meeting were approved.

**ADOPTION OF FY 15-16 NCI BUDGET**

Prior to Christina Reed's presentation of the proposed 15-16 NCI Budget, Senator Wampler described a recent meeting he held with finance staff members and both Chairs of NCI and NCF. The purpose of the joint meeting was to present draft budgets for NCI and NCF simultaneously in order to align both budgets with the Goals, Objectives and Action Steps contained within the adopted Strategic Plan Implementation Plan.

Christina Reed reviewed the Notes page and proposed FY 15-16 NCI Operating Budget in detail. On motion by Delegate Marshall, seconded by Ms. Hodge-Muse, the budget was approved as presented. Copies of the Notes and Operating Budget are attached to these minutes.

## **ACADEMIC UPDATE**

Dr. Leanna Blevins provided the following updates.

### **• PROGRAMS UPDATE**

- Longwood University  
Adding middle school certification
- Virginia Commonwealth University – Criminal Justice  
This contract expires June 30, 2015. A one year extension has been granted and the summer months will be used to evaluate and decide the future of this program.
- University of Virginia – Telemedicine  
NCI is working with UVA to have 45 Universal Service Administrative Company (USAC) employees trained as Certified Telehealth Coordinators.

The HIPAA course, which is the first of the mental health stacked credential, should be available for student enrollment by the end of May 2015.

Working to get the lab on-line as an alternative for out-of-state students.

Stroke Continuing Medical Education planned to launch by end of June

Several summer camps will once again be offered this year.

### **• ENROLLMENT AND EVENTS UPDATE**

Since our opening in September 2014, 156 events have been held in the Lecture Hall of the Building on Baldwin with another 50+ remaining in 2015. Approximately 7,000 individuals have attended these events (total does **not** include classroom usage).

Dr. Blevins reviewed the 2014 – 2015 Enrollment Report. A copy is attached to these minutes.

### **• STRATEGIC PLAN IMPLEMENTATION**

Following approval of the Strategic Plan in March, a faculty and full staff retreat was held. At this retreat, the Plan was reviewed in detail and ownership responsibilities were assigned to all levels of faculty and staff members. Five committees have been established with the request that each faculty or staff member serve on at least two committees.

A survey has been distributed to current Patrick Henry Community College students to gauge interest in degree, certificate, or endorsement programs as well as methods of learning such as face-to-face or online instruction. To date, 132 students have completed the survey.

Dr. Blevins reported two items of good news. Of 610 juniors and seniors studying in VCU's School of Government and Public Affairs Criminal Justice program, two of NCI's students received the prestigious awards of Outstanding Junior and Outstanding Senior.

NCI's Academy for Engineering and Technology program won the Innovative STEM-H program of the year award at the Southern Virginia STEM-H Summit.

## **EXECUTIVE DIRECTOR'S REPORT**

Senator Wampler provided the following reports and updates.

- **AUDITOR OF PUBLIC ACCOUNTS UPDATE**

The Auditor of Public Accounts provided three management points and recommendations from its recent audit. The three points are: Information Technology, Inventory Procedures, and NCI-NCF allocation/reimbursement of portion of state position. Staff generally agreed with the APA's recommendations. Staff anticipates the APA will recommend the development and execution of an MOA between NCI and NCF that reimburses NCI for a portion of the Events Coordinator position.

Board members will be updated once the out brief is completed with the auditors.

- **ACADEMIC COATER, EQUIPMENT UPDATE**

The Academic Coater is the last remaining piece of equipment for the Center of Excellence's high bay area. Anticipated delivery date is late June or early July 2015.

- **DEPARTMENT OF HUMAN RESOURCES (DHRM)**

DHRM has been engaged to review the Employee Work Profiles (EWP) of all NCI positions and make recommendations as to job description(s), classification(s), and/or suggested levels of compensation. This action followed the adoption of the Strategic Plan – Implementation Plan as well as concurrence and direction from Chair Gracie Agnew. The review may extend beyond July 2015.

- **ADVANCED MANUFACTURING EQUIPMENT SUPERVISOR**

NCI advertised this position and is now in the process of scheduling interviews with prospective candidates. Two industry partners will assist with these interviews. Until this position is filled, the equipment in the high bay area cannot be commissioned.

## **SEARCH COMMITTEE UPDATE**

Chair Gracie Agnew provided the following update on the Executive Director Search Committee's progress.

Members of the Committee are:

Brian Miller – Business Representative from Eastman

Simone Redd – Community representative

Larry Ryder – Harvest Foundation representative

Mark Heath – New College Institute Board representative

Dr. Angeline Godwin – Patrick Henry Community College representative

Kimble Reynolds – New College Foundation board representative

Gracie Agnew – New College Institute board representative

Based on recommendations she received from Peter Blake, Director of the State Council of Higher Education for Virginia (SCHEV), Chair Agnew has spoken with Elizabeth Griffin, Senior Assistant Attorney General, for legal advice as well as Sara Wilson, Director of the Human Resources Department of Virginia, for assistance with state processes.

Chair Agnew further reported that she was introduced to Ronald Forehand, Senior Assistant Attorney General Chief, Education Section, who has made himself available to the Search Committee on an ongoing basis. He provided the committee with a list of 40+ search firms from EVA, Virginia's on-line procurement system, that have current contracts with state agencies.

Chair Agnew referenced Delegate Marshall's earlier question regarding completion of the Executive Director job description. She advised that the previously recommended process of writing this job description was not correct per her discussions with the Attorney General's Office and DHRM.

The Search Committee requested proposals from six firms – three firms responded and three were interviewed with the committee recommending one. Funding for the search has been requested of NCF and once approved the firm will be on site to begin its work. The selected Search Firm will meet with board members, staff, and community leaders to receive input on qualifications needed for the executive director position. The firm will then prepare the job description and begin its search.

Three candidates will be presented to the NCI Board for interviews; the Board will choose the new executive director of NCI. She anticipates the selection to be made in the Fall of 2015.

## **EXECUTIVE SESSION**

Mark Heath moved that the Board enter a closed session to discuss the following (1:58 p.m.):

*Personnel matters related to the Executive Director, pursuant to the personnel exemption in Virginia Code §2.2-3711(A)(A).*

This motion was seconded by Delegate Danny Marshall. Those voting in the affirmative were: Chair Gracie Agnew, Mark Heath, Dr. Weldon Hill, Naomi Hodge-Muse, Delegate Danny Marshall, Dr. Ed Snyder, Senator Bill Stanley, Delegate David Toscano, and Janice Wilkins.

The Board returned to open session on a motion by Mark Heath and seconded by Dr. Ed Snyder (2:30 p.m.) Those voting in the affirmative were: Chair Gracie Agnew, Mark Heath, Dr. Weldon Hill, Naomi Hodge-Muse, Delegate Danny Marshall, Dr. Ed Snyder, Senator Bill Stanley and Janice Wilkins. Delegate David Toscano disconnected from the call before closed session ended.

The Certification Motion was made by Mark Heath and seconded by Delegate Danny Marshall. Those voting in the affirmative were: Chair Gracie Agnew, Mark Heath, Dr. Weldon Hill, Naomi Hodge-Muse, Delegate Danny Marshall, Dr. Ed Snyder, Senator Bill Stanley, and Janice Wilkins.

## **ADJOURNMENT**

There was no other business to come before the meeting; therefore, the meeting adjourned at 2:33 p.m.



**DRAFT**

**NCI Budget for FY 2015-2016**

**Notes**

The attached packet contains a draft budget for NCI for the July 2015 – June 2016 fiscal year. A description for each item provided is below:

This spreadsheet shows all sources and uses of funds for NCI for FY 2015-2016. Each funding source is shown in a separate column and there are supporting documents for select funding sources that provide a more detailed breakdown of revenue and expenses.

**#1-** This is the NCI operating budget which is funded through state general funds and non-general funds. Please note that the budget shows a potential \$106k reduction in state funding in the FY 2015-2016 fiscal year. If this reduction does not materialize, those funds will be used for programmatic items. The majority of NCI general fund expenses are related to fixed personnel costs.

The first column provides the FY 2014-2015 projected spend. The next two columns provide the detail budget for the state general and non-general funds.

**NCI 0100** – This column reflects the current general fund appropriations with the potential \$106k reduction with related detail expenses.

There is a new requirement in which NCI must work with NCF on an MOU to transfer \$30k of revenue generated by the Grand Lecture Hall as it relates to the Events Coordinator position, per the Auditor's of Public Accounts.

**NCI 0200** – This column details the NCI operating budget funded through non-general state funds. These are estimated cash flow from grant funds and is currently targeted for the STAR Telehealth program.

The final column reflects the total NCI FY 2015-2016 operating budget.

**#2-** Salary & Wages Detail for NCI FY 2015-2016.

**Operating Budget - FY 2015-2016  
(000s)**

	2014-15	<b>NCI 2015-2016 Budget</b>			<i>Notes</i>
	Projected Spend (1)	State General Funds (0100)	State non-Gen Funds (0200)	Grand Total	
<b>REVENUE</b>					
Appropriation	1,959	1,959	100	2,059	
Appropriation Reduction (2)	(75)	(106)	-	(106)	See footnote
MOU per APA	-	30	-	30	Supplement
Other	-	81	67	148	Supplements
<b>TOTAL REVENUE</b>	<b>1,884</b>	<b>1,964</b>	<b>167</b>	<b>2,131</b>	
<b>EXPENSES</b>					
Program Related					
Awards & Grants to individuals	-	-	-	-	
Current Academic Prog Contracts	39	-	50	50	
New Academic Prog Contracts	-	-	-	-	
Lease payments and Utilities	578	585	-	585	
Materials for Adv Manuf	-	-	-	-	
Internships/Sum Camps/Outreach	-	-	-	-	
Building Maintenance	2	-	-	-	
Building Custodial Serv & Supp	3	-	-	-	
Building Security Systems	-	-	-	-	
TICR - COE Overhead Allowance	-	-	-	-	
PHCC COE Expenses - total	-	-	-	-	
Building Misc	-	-	-	-	
Total Program Related	622	585	50	635	
Salaries & Related					
Salaries and Wages	1,157	1,181	50	1,231	
MOU per APA	-	30	-	30	
NCI Authorized Supplements	-	81	67	148	
Total Salaries & Related	1,157	1,292	117	1,409	
Administrative & Office					
Bank Charges & Fees	-	-	-	-	
D&O, Propty, Auto, Wkr Comp, GL	-	-	-	-	
Office Supplies	1	1	-	1	
Membership Dues & Fees	-	-	-	-	
Postal Services	-	-	-	-	
Printing Services	4	4	-	4	
Public Relations/Promotional	-	-	-	-	
Taxes and Licenses	-	-	-	-	
Catering & Events	-	-	-	-	
Publications/Subscriptions	-	-	-	-	
Misc Admin	-	3	-	3	
Total Administration & Office	5	8	-	8	

**Operating Budget - FY 2015-2016**  
(000s)

	2014-15 Projected Spend (1)	NCI 2015-2016 Budget			Notes
		State General Funds (0100)	State non-Gen Funds (0200)	Grand Total	
Fundraising					
Fundraising events	-	-	-	-	
Fundraising supplies	-	-	-	-	
Total Fundraising	-	-	-	-	
Professional Fees					
Media Services/Advertising	-	-	-	-	
CPA & Auditors	-	-	-	-	
Communication Consultant	-	-	-	-	
Grant Administrator	-	-	-	-	
Legal Services	-	-	-	-	
Program Consulting	-	-	-	-	
Public Relations Consultant	-	-	-	-	
Skilled Services (Security)	41	41	-	41	
State Services	2	10	-	10	
Total Professional Fees	43	51	-	51	
Information Technology					
Cell Phones	-	-	-	-	
Equipment/Repair and Maint	-	-	-	-	
Internet Service	18	18	-	18	
Computer Software and Supplies	2	3	-	3	
Computer, Voice and Data Equip	30	-	-	-	
Total Information Technology	50	21	-	21	
Travel and Accommodations					
Employee Training/Devel	-	-	-	-	
Automobile Lease	-	-	-	-	
Meeting Expenses	-	-	-	-	
Travel, Lodging, Meals, Mileage	7	7	-	7	
Total Travel and Accommodations	7	7	-	7	
<b>TOTAL EXPENSES</b>	<b>1,884</b>	<b>1,964</b>	<b>167</b>	<b>2,131</b>	
<b>BALANCE</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	

(1) Based on Jul 14-Mar 15 actual expenses

(2) Not yet confirmed for 2015-16. If reduction is not at this amount, it will be used for programmatic items.

**NCI**

**--Draft--**

**Salaries & Wages**

**NCI-General Fund (0100)**           \$ 1,181,000

*Full-Time*

- Executive Director
- Associate Director
- Facilities Manager
- Finance Director
- IT Manager
- Academic Scheduler
- Community Access Coordinator
- Coordinator of Student Services
- Executive Assistant
- Marketing & Communications
- Fiscal Coordinator
- Advanced Mfg. Equip. Supervisor
- Events Coordinator

*Part-Time*

Receptionist (4)

**NCF Supplement to NCI**

Events Coordinator	\$ (30,000) 0100	Pending MOU per Auditor of Public Accounts
Finance Director	\$ (45,000) 0100	
Fiscal Coordinator	\$ (6,240) 0100	
Advanced Manufacturing	\$ (30,000) 0100	
	<u>\$ (111,240)</u>	

**NCI-Non-General Fund (0200)**

*Part-Time*

STAR Program                           \$ 50,000 0200

**NCF Supplement to NCI**

Executive Director	\$ (67,000) 0200	Item 4-6.01,2.00)
	<u>\$ (67,000)</u>	Item 4-71.10



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Partner Institution	Degree Program	Details	Total Students	Student Status		Location	
				Full-time	Part-time	Martinsville	Other
Averett University	BBA 166	Bachelors	8	8	0	8	0
Duke University	Non-Profit Leadership	Certificate	25	0	25	25	0
James Madison University	Leadership Development	Endorsement	12	0	12	12	0
Longwood University	Liberal Studies	Elementary Education Licensure	32	29	3	29	3
	BSW-Social Work	Bachelors	4	0	4	4	0
Norfolk State University	MSW-Social Work	Masters	2	0	2	2	0
University of Virginia	STAR Telehealth	Certificate	47	0	47	0	47
Va. Commonwealth Univ	Criminal Justice	Bachelors	12	12	0	12	0
Virginia State University	Academy of Engineering Technology (AET)	STEM	58	0	58	34	24
Piedmont Governors School	PHCC	STEM	75	0	75	75	0
<b>Total Enrollment for 2014-2015</b>			<b>275</b>	<b>49</b>	<b>226</b>	<b>201</b>	<b>74</b>

Enrollment History Summary							
			Total	Full-time	Part-time	Martinsville	Other
2009-10 total			413	243	150	354	59
2010-11 total			327	192	135	268	59
2011-12 total			282	97	185	181	101
2012-13 total			322	74	248	263	59
2013-14 total			565	41	524	460	105
2014-15 total			275	49	226	201	74

## Continuing and Professional Education

Fall 2014

Community Partner	Name of Program	Total Participants
HCPS/UVA	SCOPE 9 Session	50
Piedmont Va Dental Health Foundation	Continuing Education for Dental Hygenists	15
Memorial Hospital of MHC	Nursing Supervisor Training	20
Memorial Hospital of MHC	Continuing Education for Doctors	25
HCPS	LEGO Symposium for Teachers	60
YMCA	Reach & Rise Mentor Training	25
Piedmont Community Services	Crisis Services Staff Training	20
United Way-Smart Beginnings	Childcare Provider Training	18
CONTACT	Volunteer Staff Training	5
Dept. of Behaviorial Health	Staff Continuing Education	20
STEP, Inc.	Staff Training	10
HEY Group (PCS)	Life Skills Training for Youth Group	15
State & Local Police	Law Enforcement Workshop	10
Piedmont Community Services	New Policy Staff Training	25
Dept. of Social Services	Professional Development Training	35
<b>Total Fall 2014</b>		<b>353</b>

## Continuing and Professional Education

Spring 2015

Community Partner	Name of Program	Total Participants
Hooker Furniture Corp.	Staff Workshop(s) - Professional Development	30
Eastman Corp.	Staff Workshop(s) - Professional Development	62
HEY Group	Life Skills Training for Youth Group	10
Martinsville Police Dept.	Staff Development	18
Dependable Home Care	PCA Training	10
Piedmont Community Services	Suicide Collaboration (Educational)	25
Piedmont Community Services	First Aid Training	10
NCI Staff & Faculty	Professional Development Seminar(s) for Piedmont Comm Svcs Staff	75
Piedmont Housing Coalition	Staff Computer Software Training	3
W. Piedmont Workforce Development	Staff Computer Software Training	10
MHC EDC	Smart Start Series	11
Cyber Security Commission	Educational Program	60
YMCA	Reach & Rise Mentor Training	5
Alzheimers Association	Workshop - Educational Program	50
Upward Bound	Child Abuse Training	20
MHC EDC	Workshop - How to Bid on State Contracts	43

<b>YMCA</b>	Lifeguard Training for staff	8
<b>NCI</b>	Non-Credit Lecture(s)	30
<b>Total Spring 2015</b>		<b>480</b>

**Continuing and Professional Education Total for 2014 - 15 833**