

NCI Board Meeting
Board of Directors Meeting
December 3, 2018

The Board of directors of the New College Institute (NCI) met Monday, December 3, 2018 at 2:00 p.m. in the Martin-Lacy Lecture Hall Section A of the Baldwin Building in Martinsville, Virginia.

MEMBERS PRESENT

Senator Stanley, Tanya Foreman, Senator Emmett Hanger, Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Treney Tweedy, Bob Burger, and Richard Hall. Delegate Les Adams participated by phone.

MEMBERS ABSENT

Janice Wilkins

Dr. Weldon Hill

OTHERS PRESENT

Dr. Leanna Blevins, NCI Executive Director

Christina Reed, NCI Assistant Director of Finance and Operations

Melany Stowe, NCI Assistant Director of Academics and Marketing

Elizabeth Griffin, Sr. Assistant Attorney General, Office of the Attorney General

Mandy McGhee, NCI Executive Project Coordinator

JoAnn Shelhammer-Fox, NCI Finance and Operation's Analyst

CALL TO ORDER AND WELCOME

NCI's Board Chairman, Senator Stanley called the meeting to order at approximately 2:15 p.m. Senator Stanley thanked board members for attending the meeting and appreciated their commitment to New College Institute.

ROLL CALL

Mandy McGhee called the roll, noting the presence of a quorum.

10 YEAR SERVICE RECOGNITION

Senator Stanley and NCI's Executive Director, Dr. Leanna Blevins recognized Ruby Jones, Administrative Services Coordinator, for her 10 years of service to NCI and the Commonwealth of Virginia.

PERFORMANCE FILM PROGRAM PRESENTATION

Senator Stanley introduced NCI's Coordinator of Performance Film, Ralph Schultz, followed by a brief description of his professional experience.

Ralph Schultz discussed New College Institute's Performance Films program, his presentation included a brief history of the program and capabilities of the program. Ralph explained the vision and growth for the Performance Films Program relating how the pilot coating machine is designed with flexibility to enable various coating configurations and web conveyance configurations. These various machine set-ups will be used as a teaching platform for coating formulation, web coating, web dynamics, machinery control, process measurement and process control to support Phases I, II, III and IV in the Manufacturing and Performance Films Technology curriculum. Ralph provided examples of various products with film to help illustrate how useful the technology is across multiple industries.

Ralph explained the program phase: 1.a. Traineeship to Apprenticeships and the evolution of the Center for Film Manufacturing (CAFM) partnership with Patrick Henry Community College and Martinsville Henry County Development Corporation, Eastman and Commonwealth Laminating and Coating. Phase II encompasses In-depth Operator and Technician trainings, including the ability to offer private, customized courses and seminars to industries. The ability to offer customized training, mostly in converting to manufacturers, lends itself to workforce training and the pipeline cycle.

Ralph discussed the target audience and benefits of NCI's membership with AMICAL. AIMCAL, the Association of international Metallizers, Coaters, and Laminators, is a global non-profit trade association representing converters of metalized, laminated and coated flexible substrates and their suppliers. Ralph explained the local and regional training needs, in addition to attracting other companies for seminars at New College Institute. Ralph explained working with HR directors of local and regional employers to identify training needs and target audience.

He shared, starting in Fall 2019, NCI will start working with students ranging in ages from 16-18, giving them access to vocational training. He discussed the differences in the certification program and non-credit training opportunities.

The entire process at NCI does not replicate existing programs. NCI can take an entry level employee thru engineer level with NCI partnerships. He added, the partnerships with James Madison University and Old Dominion University are to be developed next year. Delegate Marshall described how Danville Economic Development Corporation uses Danville Community College and their programs as a recruitment tool, adding the addition of four new companies planning to locate to Danville.

Ralph described the use of film technology in windmill protection, high-end energy flat films, protective film, solar, diaper material, label industry, release line, and other examples of film technology and training opportunities available at NCI.

Board member, Tanya Foreman, highlighted the effectiveness of film technology and referenced a video about the film used as a protection shield. The protection shields, or film applied to vulnerable points of entry such as windows and doors, because the film makes glass more challenging to shatter and penetrate, slowing an intruder's entry. Dr. Blevins agreed to send a link to the video to board members.

APPROVAL MINUTES

On motion by Bob Burger to approve meeting minutes, (amended by Bob Burger for a few grammatical changes), the motion was seconded by Delegate Danny Marshall and the minutes from the August 29, 2018 board meeting were approved.

The minutes from the Educational Outreach and Marketing Committee were also included in the packet and reviewed. Delegate Les Adams provided a summary of the Educational Outreach and Marketing committee meeting held November 5, 2018.

CHAIRMAN REMARKS

Senator Stanley discussed the boards and NCI's accomplishments during the past two years. The determination the board of directors and staff used to identify goals, including the four focus areas adopted one year ago. He noted the significant increase in general fund appropriation in FY2019. The next two years the focus will be executing goals. NCI received an additional \$600,000 appropriation this year, a significant increase from \$2.1M appropriation 2 years ago. NCI now has control of Tobacco Commission Grant awarded for the Center of Excellence for NCI's Center for Advanced Manufacturing. He applauded NCI and partners for their work in bringing Newport News Shipbuilding Digital Experience Mobile Trailer to Martinsville and its program partnerships. Senator Stanley discussed NCI's Telehealth Program and positive partnership with the University of Virginia.

NCI's board chair congratulated the board for the progress over past two years. He has high expectations for the next two years. He explained how NCI and the board will maintain steady growth to earn more support from the Commonwealth of Virginia and General Assembly. He reiterated the focus on awareness and recruitment into world class programs offered at NCI. He thanked the board for their hard work.

UPDATES FROM RICHMOND

Senator Hanger discussed updates from Richmond to include the process for submitting draft legislation and how it relates to Higher Education. He added, we are at a different point with Higher Education in Commonwealth and the pipeline is not on the trajectory. Senator Emmett Hanger described a renewed emphasis on workforce training. He felt NCI is uniquely situation with opportunities for growth. NCI is

positioned well to obtain necessary funding to pursue its mission, recognizing a potential surplus after the two-year budget was in place.

Delegate Charles Poindexter indicated he will learn more around December 18 when Governor Northam proposes a new budget. He expects larger issues with impacts as it related to the Federal Tax Law (2018) and Virginia Tax Code. He added, extra money will be thin after expansion of Medicare, likely see decline in funding for major colleges. Delegate Poindexter indicated, we need to work hard in the next year to bring workforce development and apprenticeship efforts to fruition; which will affect the Commonwealth with the types of programs offered, now is the time to deliver.

Delegate Marshall discussed the tragic shooting in Parkland, Florida and as of result, the General Assembly designated a school safety committee early in 2018 and held many meetings in 2018. Delegate Marshall stated, he serves as Vice-Chair of the Committee. The purpose of the committee will review the state and local policy on school safety and currently drafting ideas for legislation during the 2019 Session.

Delegate Les Adams discussed how NCI was also in a good position in terms of vision and growth.

RICHMOND RECEPTION

Senator Stanley discussed NCI's annual reception in Richmond and planning for 2019 is underway. The Chairman discussed the opportunity to advocate for New College Institute among members of the General Assembly and other stakeholders in Richmond and the difference it has made since 2017. He urged board members to make personal contacts by strengthening relationships internally and externally.

ELECTION OF BOARD OFFICERS

On motion by Delegate Marshall, seconded by Delegate Poindexter, Senator Stanley was nominated to serve as Chairman of the Board.

Delegate Danny Marshall then moved that nominations be closed; the motion was unanimously approved. Senator Stanley was reelected as Chairman of the Board and accepted.

On motion by Delegate Danny Marshall, seconded by Bob Burger, Richard Hall was nominated to serve as Vice Chair.

Delegate Charles Poindexter moved that nominations be closed; the motion seconded by Naomi Hodge-Muse. The motion was unanimously approved. Richard Hall was elected Vice Chair and accepted.

On motion by Delegate Danny Marshall, seconded by Delegate Charles Poindexter, Naomi Hodge-Muse was nominated to serve as Secretary of the Board.

Senator Emmett Hanger moved to close the nomination, seconded by Richard Hall. The motion was unanimously approved. Naomi Hodge-Muse was elected to serve as Secretary of the Board and accepted.

Senator Stanley thanked Janice Wilkins for her positive outlook and passion for New College Institute. Janice Wilkins had indicated that due to competing priorities, she would not seek re-election as vice chair, but will remain a member of the NCI's Board of Directors.

EXECUTIVE DIRECTOR'S UPDATES

Dr. Leanna Blevins thanked all board members for the past two years, specifically their assistance with the defining vision last year.

Dr. Blevins began by stating that there is an increase in enrollment due to the demand in areas of non-traditional programs and referred the board's attention to a handout.

She updated the board with information about progress made the partnership with James Madison University. Dr. Blevins announced that Dr. Maria Papadakis, who recently held industry focus groups at NCI, will devote a portion of her time to NCI. She is very excited to partner and promote JMU programs offered at NCI. NCI will soon add a part-time recruiter to assist in recruiting students into NCI programs, position will focus on southern Virginia and VCCS partnerships across the region.

Dr. Blevins provided the board with an update about Radford University's Master's in Counseling, and how the discussion has evolved into offering a Master of Social Work focusing on Mental Health Licensure, that will launch in Spring 2019.

Also included in the Executive Director's report was an update about progress with Online Virginia Network (OVN) partnership. NCI will soon add its logo to their website and be hub for OVN students to have access to computers, broadband, and other resources available at NCI. Old Dominion University and George Mason University are exploring supplementing existing programs with niche offerings from NCI. This could include performance film and telehealth.

Dr. Blevins discussed positive conversations with Averett University and a partnership to offer a Master's in Applied Data Analytics. She advised the board that Averett University continues to build the program with plans to discuss more details in January about offering some courses at New College Institute.

Longwood University has a grant partnership with Virginia Tech, Virginia Community College System (VCCS), and NCI to launch early childhood program Prek-3 license. An anticipated launch date will be in January 2020 or Fall 2020.

Dr. Blevins noted the keychain provided to board members, acknowledging that NCI now has a Robotics Team. She explained how the robotics team aligns with James Madison University and local industry partners. She noted that Eastman supports the local robotics programs. She also discussed many upcoming events scheduled and offered to share dates with board members, so they can also be engaged with the First Stags Robotics Team. The team has been to National Competitions and placed very high in all competitions.

A comprehensive security review was conducted at NCI, with assistance from Longwood University. Longwood University visited NCI and conducted a thorough assessment of safety and security and will be making a few adjustments soon to ensure safety for all students, guests, and staff.

Dr. Blevins shared her recent appointment to State Council of Higher Education in Virginia (SCHEV's) ad hoc committee on educational attainment. She is asked to participate as a subject matter expert on rural and non-traditional students.

Dr. Blevins announced the following staffing changes since the last board meeting:

- Ryan Orton, recently hired as Coordinator of Business Relations and Alumni Outreach
- Brian Pace was recently hired to lead Academy for Engineering & Technology which will encompass NCI's Robotics Team.
- Pamela Carter Taylor recently resigned as Coordinator for Advanced Manufacturing
- New Recruiter and other approved part-time positions for Administrative & I.T. support

Lastly, Dr. Blevins thanked the board for all their support and hard work.

FINANCIAL AND OPERATIONS UPDATE

Christina Reed, NCI's Assistant Director of Finance and Operations, presented the current year budget comparison report thru 10/31/2018 for New College Institute's General Fund appropriation. She discussed page 12 of the packet, the first column is the 2018-2019 approved budget, second column shows expenditures through October 31, 2018. The last column shows the remaining budget for the 2018-2019 year.

Christina noted the appropriated amount received for 2018-2019 was \$2,589,059 including a \$13,983 adjustment from Department of Accounts for payroll premium offsets, increasing the appropriation to \$2,603,042.

Mrs. Reed stated, NCI was in line with an average quarterly spend rate based on the 2018-2019 budget. She highlighted program related expenses in line item category titled, Skilled Services, which represents a large portion of the Academic program costs for new programs. As noted in Dr. Blevins update, NCI will add a new program slated to begin in Spring 2019. The other large expense line item represents Building Rental expenses with an average spend rate for the fiscal year.

The Assistant Director of Finance updated the board with the hiring of approved part-time positions with the established timeline. She noted a new line item of "Salaries, Annual Leave Balance" which was not anticipated but necessary for leave payout for full time employees due to turnover. Christina discussed the additional line item and expense would not affect the overall budget due to the lack of salary expenses with vacant positions.

"Computer Software Main Service" is a new line item added to the budget due to unanticipated maintenance support from the original network developers, suggesting a potential adjustment among line items, as needed. Travel and Accommodation expenses are in line with spend rate, with no changes in the Administrative and Office line item.

New College Institute's Non-General Fund budget found on page 14 of the packet, reflects a beginning balance of \$303,883 for the 2018-2019 fiscal year. Christina recognized revenue increases occurred in the Performance Film Program, which received \$11,700 from a recent seminar. NCI's Telehealth

Program gained \$36,324 in grant funds and certification revenue for the period. Lastly, revenue from the Center of Excellence grant was a reimbursement of \$21,723.

Program related expenses totaled \$10,370 for the period ending October 31, 2018 and related to the Performance Film Program. Also noted, Salaries and Related expenses totaled \$47,521 for the period supporting salaries for program personnel in Telehealth, Performance Film, and Academy for Engineering and Technology (AET).

Christina Reed also informed the Board of Directors that staff members are drafting a Code of Ethics for Agency Risk Management Control Standards (ARMICS) compliance that will be presented at the next board meeting.

PROGRAMS AND COMMUNICATIONS UPDATE

NCI's Assistant Director of Academics and Communications, Melany Stowe referred the Board of Director's attention to the Outreach Pipeline Development Data sheet, citing outcomes and outputs. The document represents NCI's outreach and pipeline development data and participation for the calendar year. The highlighted columns represent individuals enrolled in NCI degree programs, certifications and credentials, and professional development programs. She indicated, the three highlighted columns are the most important to push the need in economic development.

Melany Stowe presented NCI's 2017-2018 academic year enrollment in degree programs totaled 70 individuals. Preliminary enrollment data for 2018-2019 academic year reflects a total of 92 individuals currently enrolled in NCI degree programs, as of October 1, 2018. The average age of students enrolled in NCI programs are 31.

A total of 1,322 individuals earned certifications and credentials since January 1, 2018 at New College Institute. Melany discussed the various types of certifications available at New College Institute. The data in the column represents Board Certified Telemental Health Certification, among other certificate and credentials offered at NCI. Some certification programs are held online and/or on-site. Melany shared certificate holders are enrolling in the programs for job requirements, obtain salary increase, and or pursue job advancements.

Melany discussed K12 outreach and pipeline development data touchpoints made to approximately 4,713 students in local and regional school systems since January 2018.

Melany explained the Professional Development column and while it was not a degree, the professional development opportunities at NCI are industry recognized, competency based, knowledge.

Melany Stowe shared K12 survey results and how useful insight into who gives students the most career advice. This adds value to NCI's target audience, and focus must be on parents and students. She then referred the board to the Outreach and Pipeline Development Data document to discuss Student Services Data and why it is important to serve the underserved.

Melany distinguished differences between NCI Internship experiences and internships facilitated through our partner universities. Learning is ForEver targets age 50 and over, created for individuals that have a love of learning. The purpose of the program is to connect people with NCI and have

reached 1,000 participants in 2018. More than 7,100 individuals participated in NCI educational events in 2018.

Richard Hall discussed a recent event with United States Attorney for the Western District of Virginia, Thomas Cullen at New College Institute. Richard shared with the board, the event was well attended by law enforcement officers and attorneys. He added, it may lead to additional meetings at New College Institute. Richard discussed U.S. Attorney Cullen professional experience and commitment to reduce crime and combat the opioid epidemic. Senator Stanley discussed opioids statistics in Martinsville and surround region.

Melany Stowe discussed what to do with the data, in terms of staff time allocation, marketing and public relations. She also discussed utilizing the data to better define the target population and marketing is strategic for each program offered at New College Institute.

Delegate Danny Marshall asked to see where we are going since collecting the useful data in upcoming meetings. A discussion about utilizing data to determine the organization's return on investment and having data-informed discussions will be held with NCI's Educational Outreach Committee.

FOIA PRESENTATION

Elizabeth Griffin and Mandy McGhee presented information pertaining to the Commonwealth's Freedom of Information Act (FOIA). This annual training is conducted with the New College Institutes' Board of Director's to ensure compliance with FOIA guidelines. The presentation discussed public meeting requirements, closed meeting procedures, and outlined the process for Virginia citizens requesting records that relate to public business. The training included 2018's revision to Virginia Code Section 2.2-3708.2 on joining meetings by phone or other remote participation.

CLOSED SESSION

Delegate Danny Marshall made a motion to enter closed session at 4:57 p.m. for *discussion or consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code §2.2-3711(A)(3), specific to negotiations between NCI and the Department of General Services and the New College Foundation regarding the Building on Baldwin*. Those voting in the affirmative roll call were Richard Hall, Bob Burger, Senator Emmett Hanger, Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, and Senator Bill Stanley.

The Board returned to open session at 5:34 p.m. on motion by Delegate Danny Marshall, seconded by Senator Stanley. Those voting in the affirmative by a roll call vote were Richard Hall, Bob Burger, Senator Emmett Hanger, Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, and Senator Bill Stanley.

Delegate Danny Marshall read the certification motion: *The Board of Directors of the New College Institute hereby certifies that, to the best of each member's knowledge (1) only public business matters lawfully exempted from open meeting requirements under Virginia law; and (2) only such public business*

matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting of the Board of Directors of the New College Institute.

The motion was seconded by Delegate Charles Poindexter. Those voting in the affirmative by a roll call vote were Richard Hall, Bob Burger, Senator Emmett Hanger, Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, and Senator Bill Stanley.

PUBLIC COMMENT

Senator Stanley asked if there was any public comment and there was none.

ADJOURNMENT

On motion by Delegate Charles Poindexter, seconded by Senator Emmett Hanger, the meeting adjourned at 5:35 p.m.