

New College Institute
Board of Directors Meeting
May 17, 2018

The Board of Directors of New College Institute met Thursday, May 17, 2018 at 9:00 a.m. in the Benjamin R. Gardner Board Room of the Building on Baldwin in Martinsville, Virginia.

MEMBERS PRESENT

Delegate Les Adams
Mr. Bob Burger
Delegate Danny Marshall
Delegate Charles Poindexter
Senator Bill Stanley
Ms. Treney Tweedy

MEMBERS ABSENT

Ms. Gracie Agnew
Ms. Tanya Foreman
Senator Emmett Hanger
Dr. Weldon Hill
Ms. Naomi Hodge-Muse
Ms. Janice Wilkins

OTHERS PRESENT

Dr. Leanna Blevins, NCI Executive Director
Ms. Melany Stowe, NCI Assistant Director of Academics and Communications
Ms. Christina Reed, NCI Assistant Director of Finance and Operations
Ms. Elizabeth Griffin, Senior Assistant Attorney General, Office of the Attorney General
Ms. Melanie Ingram, NCI Administrative Assistant

CALL TO ORDER AND WELCOME

Senator Stanley called the meeting to order at 9:20, noting the absence of a quorum. Ms. Naomi Hodge-Muse had planned to join the call via telephone. However, Ms. Hodge-Muse could not participate based upon the Code of Virginia's requirement of a physically assembled quorum at one location for additional members to participate in the meeting though electronic communication means.

ROLL CALL

Ms. Ingram called the roll, noting the absence of a quorum.

Senator Stanley stressed the importance of attendance by all members. Delegate Marshall asked Ms. Griffin, Senior Assistant Attorney General, if there were any attendance requirements for members of the NCI board. Ms. Griffin responded that there are no requirements; however, NCI's bylaws could be amended to reference attendance or the Secretary of the Commonwealth could be contacted regarding attendance issues.

Senator Stanley briefly mentioned that two members are up for reappointment at the end of June. The board can make recommendations and address attendance concerns.

APPROVAL OF DECEMBER 5, 2017 MEETING MINUTES

Due to the lack of a quorum, the minutes could not be approved. They will be presented for approval at NCI's next board meeting.

GUEST SPEAKER – MELVIN JOHNSON

Senator Stanley and Dr. Blevins welcomed and introduced Mr. Melvin Johnson, STEP Re-Entry Coordinator and 2018 Longwood at NCI Graduate.

Mr. Johnson is scheduled to receive his bachelor's degree in social work through Longwood University on May 19th. He shared his experiences as he returned to society following a stint in prison as well as the important role NCI played in the attainment of his social work degree. In his job as the STEP Re-Entry Coordinator, he has many opportunities to assist and give hope to returning citizens to pursue education and obtain a better lifestyle. He thanked Senator Stanley and the board and staff for their support indicating that without NCI in the Martinsville-Henry County area he would not be where he is today.

Board members then engaged in a brief question and answer session with Mr. Johnson.

CHAIRMAN'S REMARKS

Senator Stanley provided the following updates and announcements.

- **SPECIAL PRESENTATION**

Melanie Ingram, Administrative Assistant to the Executive Director and Recording Secretary of the Board of Directors, will retire with 12 years of state service on May 31, 2018. Senator Stanley and Dr. Blevins shared remarks and appreciation to Ms. Ingram for her work over the years. A unique, handmade plaque was presented to Ms. Ingram.

- **GENERAL ASSEMBLY UPDATE**

Reported that the Senate will return to session on Tuesday, May 22, to review the state budget as approved by the House.

Thanked Dr. Blevins for her numerous trips to Richmond during the session.

Congratulated and thanked the board members for visiting Richmond to attend NCI's reception as well as time spent with other legislators lobbying on NCI's behalf.

NCI was given the statutory authority to contract with private entities for any training needs that could not be fulfilled by the community college system or other state colleges/universities.

The NCI legislative members echoed Senator Stanley's observations.

EXECUTIVE DIRECTOR'S UPDATE

Dr. Blevins provided the following brief updates:

- Gave an overview of the internal process for making progress toward executing the vision for NCI. Each staff member is responsible for advancing the mission and is developing program area goals and plans.
- Reviewed the Fall 2017/Spring Enrollment Report (a copy is attached to these minutes)
- Gave an update on academic partnerships and programs with JMU, Radford, Longwood, UVA, Newport News Shipbuilding,
- Gave a brief update on grant-funded projects, including the Advanced Manufacturing Center of Excellence and the Go Virginia grant partnership
- Staffing: A current organizational chart was distributed. The new employees in the room were introduced:
Melany Stowe – Assistant Director of Academics & Communications
Teh-Way Lee – Manager of Technology Integration
John Maxwell – Coordinator of Health and Human Services
NCI is currently advertising a part-time position for the Performance Film Program.

PROGRAMMATIC AND COMMUNICATIONS UPDATE

Ms. Melany Stowe provided the following brief updates:

- Reviewed the Communication Efforts report in detail for the period of January 1, 2018 – April 30, 2018. A copy is attached to these minutes.
- Highlighted the following programs: LIFE- Learning is ForEver, JMU Cyber Competition, using the racing simulators for a systems engineering competition, and development of career modules to teach soft skills
- Discussed new focus on alumni engagement
- Discussed regional industry advisory councils for each of the focus areas

FINANCIAL AND OPERATIONAL UPDATE

Due to the absence of a quorum and the lack of a state budget, the proposed budget included in the materials was not presented. Once a state budget is approved, the Executive Committee will meet to review, discuss, and approve NCI's budget.

CLOSED SESSION

A closed session was not needed.

PUBLIC COMMENT

No public comments were heard as there were no members of the public in attendance at the meeting.

The meeting concluded at 11:58 p.m.