

To NCI Board Meeting
Board of Directors Meeting
November 30, 2020
1 -4pm

The Board of Directors of the New College Institute (NCI) met June 11, 2020 at 1:00 pm via Zoom Meeting with the following access: Join Zoom Meeting

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103.122.166.55 (Australia)

149.137.40.110 (Singapore)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

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Meeting ID: 869 4138 9624

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MEMBERS PRESENT

Senator William Stanley, Senator Emmett Hanger, Delegate Rodney Willett, Delegate Les Adams, Richard Hall, and Naomi Hodge-Muse, Delegate Kathleen Murphy

MEMBERS ABSENT

Treney Tweedy

OTHERS PRESENT

Karen Jackson, Interim Executive Director

Christina Reed, NCI Assistant Director of Finance and Operations

Ramona Taylor, Office of the Attorney General

Chris Niblett, HR & Board Relations Coordinator

Brian Pace, Coordinator of Advanced Manufacturing

John Maxwell, Coordinator of Health and Human Services

Steve Keyser, Coordinator of Educational & Community Engagement

Rebekah Hughes, Webmaster Administrator

CALL TO ORDER AND WELCOME

NCI's Board Chairman, William Stanley called the meeting to order at approximately 1:00 pm. Chairman Stanley welcomed new and returning board members and staff to the meeting.

ROLL CALL

Ms. Niblett called the roll, noting the presence of a quorum.

REMOTE BOARD PARTICIPANT ACTION

Chairman Senator William Stanley noted that this Board of Directors meeting is meeting remotely due to the authority vested by the Commonwealth of Virginia for its political divisions to act remotely in certain situations and to undertake those actions which would necessarily be undertaken in an in-person meeting. Because of the COVID outbreaks, it was decided that this meeting would be held remotely.

This remote action is allowed by Executive Direction and also by the legislature to conduct that business which is necessary for the functioning of this government agency and therefor all notes that will be taken on matters on the agenda will be recorded and also will be binding as if we were in-person.

PUBLIC COMMENT

Senator William Stanley stated that any participant or member of the public who wishes to comment during a period designated by that meeting, usually at the end of those meetings, will be allowed for comment to occur. Chairman Senator William Stanley also noted that if there is anyone who would like to comment who is not a member of the board, we welcome public participation, and public comment will be permitted as it normally would be permitted if we were meeting in-person.

APPROVAL MINUTES

Chairman Senator William Stanley asked if there is anyone on the board who did not receive the meeting minutes from June 11, 2020 who would like to receive those minutes. There were none, so Chairman Senator William Stanley asked if there were any proposed edits to the meeting minutes. Hearing none, Chairman Senator William Stanley required a motion to approve the minutes. On motion by Vice Chair Richard Hall to

approve meeting minutes, the motion was seconded by Del. Les Adams. The minutes from June 11, 2020 Board meeting were approved unanimously.

SPECIAL GUEST REMARKS

Deputy Secretary of Education Fran Bradford thanked the board members for volunteering their service to the board and noted that their service is critical for the continued success of NCI. She also extended out thanks to the NCI Staff for stepping up to the plate during this difficult time and going above and beyond in managing COVID and NCI's programs. Deputy Secretary Fran Bradford stated that she supports higher education centers across the commonwealth and attends their monthly meetings as time allows. During these times, places like NCI are critical in maintaining Virginia's place as the best place for business and to help Virginia surpass and reach its goal of being the best educated state in the nation.

Interim Director Karen Jackson thanked Fran for all that she's done. Thanks to her advocacy with the Governor's office, we were able to receive CARES money. Chairman Senator William Stanley seconded these remarks and thanked Fran for her understanding of the southside's educational needs and for being a voice for us.

CHAIRMAN'S REMARKS

Chairman Senator William Stanley opening remarks noted that, when he started as chairman, we didn't own the building and our enrollment and confidence levels were dropping. At the time, the charitable organization that helped organize NCI from the very beginning had suddenly decided, prior to his chairmanship, that they were going to pull the challenge grant at that time. The Board at the time fought hard, and when he became Chairman, one of the things they decided was that NCI was going to own the building and that there would be a permanent commitment from the Commonwealth of Virginia to New College and its purpose, its future, and to the people of southside and southwest Virginia, particularly in educating them in a new way that otherwise couldn't be achieved and that it was affordable and available. They also worked hard on a plan of action and wanted to be nimble. They wanted to offer things that other colleges didn't offer. In those four years, we have done just that, and we were able to bring on Executive Director Jackson, who has done an amazing job with that mission and goal that this board set forth. They never gave in or gave up, and Chairman Senator William Stanley noted that he was proud that they were able to purchase that building this past year at a reduced price through the efforts of DGS and Vice Chairman Richard Hall, who worked extremely hard at negotiating that deal and making sure that it was the right deal for Martinsville and Henry County, as well as for the Commonwealth of Virginia. Owning this building changes where they go directionally, and it means that they have more freedom and liberty to ensure the building fits what they are trying to do. They can then pivot and accommodate as they change and offer new programs in a way that will always make that building a modern instrument for all of us. Chairman Senator William Stanley thanked all members who served on the board during those four years. The dedication of this board has been outstanding and unswerving, as well as has transformed New College into what it is and where it is today, and we have an exceptionally bright future ahead of us. We've measured that by the successes that we've had and the programs that we've had and are going to be put in place.

1. Election of Board Officers

- a. Every two years, we have to elect board officers. Chairman Senator William Stanley noted that he is available to serve as Chairman again if that is the wishes of this board. He also noted that we have to elect Chairman, Vice Chairman, and Secretary. Chairman Senator William Stanley opened the nominations for the election of chairman. Richard Hall nominated Chairman Senator William Stanley and thanked him for his service in the past. Naomi Hodge-Muse seconded this nomination. Richard Hall motioned to close the nominations. Chairman Senator William Stanley was unanimously elected as Chairman.
- b. Chairman Senator William Stanley asked if there was a notion for nomination of Vice Chair. Naomi Hodge-Muse motioned Danny Marshall. He was not reappointed to the Board by the House, so Naomi motioned Richard Hall. Chairman Senator William Stanley seconded that

nomination. Chairman Senator William Stanley asked for any other nominations. Hearing none, Chairman Senator William Stanley motioned to close all nominations. The motion was seconded by Delegate Kathleen Murphy. Richard Hall was unanimously elected as Vice Chair.

- c. Chairman Senator William Stanley opened the nominations for Secretary. Richard Hall nominated Naomi Hodge-Muse. Delegate Kathleen Murphy moved to close the nominations, and Richard Hall seconded this motion. Naomi Hodge-Muse was unanimously elected as Secretary.
- d. Chairman Senator William Stanley asked if anyone would like to service as Chairman of the Academic Committee. Dr. Hill was Chairman before. This committee helps the board oversee the academic programs that are being brought in and determine what other academic pursuits should be made. This committee also makes sure that we are making our academic curriculum affordable and create educational opportunities to those living in poverty in Southwest Virginia. Naomi Hodge-Muse volunteered to serve as Chair of the Academic Committee. Chairman Senator William Stanley appointed Naomi Hodge-Muse as Chair of the Academic Committee.
- e. Delegate Adams was the Chairman of the Educational Outreach Committee and volunteered to do so again. Chairman Senator William Stanley explained that the role of this committee is to ensure that our program reach the right students and that we're advertising and marketing properly. This committee also ensures that our logo is prominent and that our presence in the community – not just in the local community, but also throughout the Commonwealth of Virginia and northern parts of North Carolina – is relevant and an institution people are thinking about with jobs and curricula in which they want to engage. Chairman Senator William Stanley appointed Delegate Les Adams as Chair of the Educational Outreach Committee.

2. Updates from Richmond & 2020 General Assembly Special Session

- a. We had two pieces of business that were before the general assembly that were approved: one was an increase in the salary range of the Executive Director and the second one was a bill that Chairman Senator William Stanley sponsored – Senate Bill 313 – that was unanimously passed by both House and Senate that increased the number of our Board of Directors from 12 to 15 members so that the non-legislative members could be increased from 7 to 10, based on the fact that we needed more people that were representative of industries across the Commonwealth of Virginia. This idea was brought to Chairman Senator William Stanley by Executive Director Jackson so that we would have more involvement from more companies. Expanding this number allowed us to include three more people that we knew could represent a wide range of industries and businesses throughout the Commonwealth. The bill passed unanimously and signed by the Governor, so now our Board of Directors has been increased by three non-legislative citizen members who will be appointed by the Governor. Executive Director Jackson noted that there are six appointments total that we must make, and we have been working with Fran and the Governor's office to fill these Board seats. We have not received the final appointments at this time, but we are actively in that process.

3. Bylaws Update

- a. Ramona Taylor, senior assistant attorney general, introduced herself as our new council. She has been with her office for five years and previously served as council for Virginia State University. The bylaws update is to make the board aware that Ramona conducts a review whenever she goes into a new agency to make sure that the bylaws are consistent with the code and made some changes. Some were stylistic and the other – on page two under section 4b – she added the new provisions for your increased number in Board members. She also added other changes under sections 4c and 5b2 to be consistent with the Code of Virginia. One of the other significant changes that she made, other than making it consistent with code, was added missing language that allowed us to call meetings if the Chairman was not available but the majority of the Board could call the meeting. She also recommended that – on page five under section 8 – we remove the provision notice all bylaw changes will be sent to the board. All

other changes are consistent with the Code. Ramona offered to send a chart of the changes as well as a draft copy with the tracked changes to those interested in reviewing. Chairman Senator William Stanley noted that we will share those notes and changes prior to the next board meeting and then the changes will be an agenda item at the next board meeting.

EXECUTIVE DIRECTOR REPORT

Karen thanked the Chairman, Vice Chair and all of the members of the board. This pandemic gave us the time to retool and redirect NCI from the old way of doing business to the new way of doing business, which involves a lot of virtual learning. The funding that we've received for the building has come at a perfect time.

Karen has asked staff to present what has been happening in their programs. We provided 2500-2600 PPE to rural healthcare providers. We have made the most out of the situation, including teleworking.

1. Baldwin Building Ownership

- a. Chairman Senator William Stanley noted that purchasing the building at a reduced rate allowed us to update the outdated technology. The Board is also working with NCF to ensure that the building sale money is best used for education and those who otherwise may not be able to afford it. Chairman Senator William Stanley welcomed Kevin DeKonick and Simone Redd to the meeting and for their involvement in the foundation.
- b. Karen echoed all of the comments made and thanked everyone involved in the process.

2. New College Foundation

- a. Kevin DeKonick said he has spent a lot of time this past year thinking about how we are going to move forward from a landlord tenant relationship to that of a true foundation, and he is looking forward to this new model that we are growing into. They are looking at investing the building sale funds as well as looking forward to moving into the new business model. Those funds will be used not only to pay for the operating costs at the Foundation but also to what extent they can put cash back in to NCI to support programs. Simone and Kevin are also looking at bringing in additional talent, leadership roles, and bringing in people with experience that can help provide insight on technology issues and other issues that NCI is moving into. Kevin also stated that he is anxious to see what we can do together for NCI and making the community better.
- b. Simone stated she looks forward to this new chapter working with NCI and seeing what they can get going for the community.
- c. Delegate Les Adams noted that he appreciated hearing the comments from the Foundation and is looking forward to the future.
- d. Kevin also requested to include them in any team meetings that go on so that they can assist with whatever is going on with NCI. Chairman Senator William Stanley noted that NCI wants to assist with fundraising and in any way we can innovate or partnership with the Foundation so that we're really changing people's lives.
- e. Richard Hall asked what Kevin is thinking regarding the new staff additions. Kevin noted he was speaking of new board members who could bring on new additional skills. Governor Hanger mentioned not having a MOA in the past and asked if this is something we should start now. Simone stated this is something they are working on now and hope to present it after this year's annual meeting.
- f. Karen thanked Simone and Karen for working so well with us on the transfer of the building. Karen also noted that we have already been working with Kevin and the Board on scholarship opportunities for students.

3. Grant / CARES Funding

- a. So far, we have received 1.7 million in CARES Act funding alone. The first amount that came through was for PPE and COVID-related items, which was about \$140,000. The second amount we received was about \$51,500 that came from the GEAR funding. Thanks to the legislature, we will also be getting 1.5 million dollars to upgrade the technology in the building.
- b. Matt Leighty also update on grant writing successes for NCI.
 - The first award was \$10,000 from Truist for the NCI High School Robotics Team. The team needed a new piece of equipment, so these funds will help them obtain that.
 - Another award was the \$100,000 grant from the Tobacco Region Revitalization Commission for the AWS re/START Program.
 - The next award was a \$50,000 award from the Appalachian Regional Commission that was a Center for Trades and Entrepreneurship Planning Grant. This is a partnership with ODU School of Entrepreneurship & Innovation and UVA Weldon Cooper Center to examine the feasibility of establishing an entrepreneurship program at NCI. There are no programs like this in the Commonwealth, and through their research, none like this in the US.
 - We have a \$1m USDA Regional Development Grant for Technology Infrastructure pending.
 - We have \$147,000 pending from the Tobacco Region Revitalization Commission for workforce financial aid for students in high demand fields (medical assisting and truck drivers licensing). These are less than six months certifications.
 - There are many grants NCI is eligible for, like the tobacco grants or the USDA grants, but there are many grants out there that are only available to 501(c)3 organizations. Now that we have a great working relationship with the foundation, we can partner together to pursue those grant opportunities. Matt has already identified at least one and will continue working with Kevin to pursue others.

4. GWO

- a. Brian Pace is the Coordinator for Advanced Manufacturing at NCI. We are working to be a part of the Global Wind Organization as a trainer provider. GWO focuses on quality management systems, equipment and resources, instructor qualifications, and training and assessment. We started this program in March 2020. A company in Orlando Florida has been mentoring us.
- b. There are two types of training in the program. The first is Basic Safety Training (BST), which included the following modules: working at heights, first aid, manual handling, and fire awareness. We have a climbing tower to use for this class, which we built in-house. The second training is Basic Technical Training (BTT), which includes mechanical, electrical and hydraulic.
- c. We finished an internal audit a couple of weeks ago. They were overwhelmed by what we had in our facility. We also did mock trainings and brought certified instructors in from out of town. External audit will start in the beginning of January. Audit will be last week of January. After stage two of the audit, we hope to receive certification. We hope to schedule trainings once a month (week long trainings).
- d. Mid-Atlantic Wind Training Alliance includes NCI, and we will be the host. This is a partnership with Centura College and the Mid Atlantic Maritime Academy. NCI will be able to bring courses back from Centura and MAMA to NCI.
- e. Have an advance metrology lab and worked with GO TEC to update lab and bring in students to see what we have. We will also continue to offer CNC Operator courses and an advanced course in the near future.

- f. Karen noted that GWO is an international standards body. NCI will be the first certified location in the Mid Atlantic to offer GWO training. We've also been working with a company out of Texas to do basic math skills with people for those who want to go into manufacturing and trades.

5. AWS

- a. Karen noted that AWS is a cloud training that prepares students for a starting helpdesk and database person certification. This is a 12 week 8-5 program. At the end, you get a free practice exam, a free certification exam, and help finding a job in this field. It's been a challenge finding people in the tobacco region.
- b. Chris McDonald noted there are four cohorts currently. Current cohort has 10 students. Nine out of 10 were interviewed by potential employers and six were called back for second interviews. Amazon sponsored mock interview training and professional Q&A sessions. This is the first program. Naomi asked if a student could work full time and do this program. Chris said that would be very difficult and we haven't seen that yet.
- c. The second cohort has over 400 applications, and 100 of those are VA applicants. We are going through the interview process now for the second cohort, which is part of the entrance process of the program. We will be marketing the third cohort that starts March 12 and the fourth cohort that starts June 8, 2021.
- d. Kevin asked what the criteria is for admission and is there a desire to get these students to live here and work remotely. Chris said that is a desire for those students to get jobs locally. There is an assessment exam for the students to get into the program. We look at their scores and their interviews to be admitted into the program. We hope that you would have some basic IT knowledge to get into the program. Karen noted that we will do the best we can to find them a remote job, but we try to get them jobs here so they don't have to leave. Karen said the only requirement is a GED or high school diploma.

6. Deloitte/Claude Moore Healthcare Workforce Presentation

- a. Dr. Hazel with Claude Moore Charitable Foundation introduced the foundation's program that is designed to bring kids into healthcare careers, such as X-ray and nursing techs, etc. The program has grown and is looking forward to potentially a new program with NCI or the region in the future. There are quite a few needs in the area for these jobs. The model that has been used in the past is a partnership engagement (public schools, post-secondary and healthcare) to get kids interested in the careers. The goal is for these students to have a certification when they graduate high school. One of the ideas is we need to think as health education as a career pathway. Think about moving into the various levels of training to advance your career. Their proposed solution is called Health Sciences Highway, which enables continuous learning beginning in middle school and continuing throughout with professional education. It also facilitates on and off ramps as students transition between school and work for upskilling and career change while contributing to the economic development in local communities. Just as Karen mentioned earlier with workforce having a lack of math skills, we have found that many prospective medical field prospects are lacking in science skills. Their goal is to get kids in and moving through the pipeline and finding the barriers and eliminating them moving forward. Talking to NCI has been interesting because historically Claude Moore has stopped at the community college level, so now they are determining how to get from there to the four year degree or beyond that. The need for health workers is critical. Dr. Hazel shared the projected growth of occupational changes compared to CTE enrollments, showing the enrollments are limited compared to the demand of these careers. To build the highway, there needs to be state investment with funding and decide where the money goes. The board can be strengthened and given tasks. There needs to be data to support this. A huge problem is the cost of dual enrollment, so there needs to be a strategy for working through this. Another issue is there are not enough teachers. Many professionals cannot teach in the school systems. The recommendations are establishing a fund and create incentives for private sector investment,

work with other similar groups so to not confuse people. For this to work, there are significant regional differences, so we need to determine how you pull a region together, who decides what programs we have, and who determines what private sectors are involved. The Harvest Foundation may be interested here. Share the bright spots and think ahead to emerging fields. With NCI's technology, think about the need for telehealth and telemedicine. Not just for the providers but for the people who support. Also need to think of transition from community college to four year degree. We are not working in a vacuum; VA Ready, Re-Employing Virginias, Network2Work, VHWDA, & G3 Initiative are all doing similar work to Claude Moore, and all of these play a role. We did have a meeting that NCI held, and there was a significant interest from community partners here on how we can build this in this area. The desired outcome of the meeting was to develop a collective impact model in southwest Virginia; in relation to state-wide efforts, establish the understanding that southern Virginia is united, organized, and well-suited to leverage state funds for wide ranging impact; and develop a workforce highway in southern Virginia that supports economic development, better health, meaningful careers, and improved quality of life for all residents.

- b. Karen added that NCI is in the process of putting together a letter of interest to Claude Moore to move forward with building this out for southern Virginia. Karen also said there is more information in the packets that Chris sent out.

7. Telehealth

- a. John Maxwell has been working with Secretary Hazel and Claude Moore teams to look at ways to facilitate students and people working with NCI to create the education pathways for many employees who are working in our area to fulfill those career advancement needs, not only face to face positions but also telehealth positions. COVID has been devastating for many people around the world, but telehealth continues to grow as providers and patients have seen the benefits of providing and receiving healthcare safely. NCI has continued to work on developing programs and education where we can provide certifications for partnerships. From January 1, 2020 to October 31, 2020, NCI provided 3,912 certificates nationwide and in 7 foreign counties, 406 of those were in Virginia. Seven universities around the nation are building our coursework into their curriculum. NCI has also held 170 zoom presentations during this time about NCI and STAR Telehealth regarding telehealth education and implementation; these presentations have reached about 85,000 people. These presentations also talk about NCI's other programs. John has also done six radio shows across the US.

8. Academic Update

- a. Steve Keyser noted that Longwood was the only school that was able to continue to meet in person in our building. They have 10 students scheduled to graduate in December. There are 28 students in the education program and nine in the social work program.
- b. VT doctoral program is scheduled to finish next August. There are 11 students in that program. Before, the foundation was only able to give scholarships to bachelors and masters students but Steve and Kevin worked with the board to award three of these doctoral students foundation scholarships.
- c. Since the last meeting, Bluefield Masters of Counselor Education program is now running. There are four students in that program.
- d. We are in conversation with Radford University for a Masters in Strategic Communications degree program.
- e. William and Mary is scheduled to start an MBA program Spring 2021.
- f. The University of Virginia is scheduled for their next Bachelor or Interdisciplinary Studies (BIS) online program to start Fall 2021. There are roughly 225 BIS students across the nation.

- g. Steve has been in contact with James Madison University, who is looking at a new virtual way of providing their Masters of Education program.
- h. Outreach activities since the last meeting:
 - we held a pop-up summer camp drive through with K-12 students. There were 250 students in that program, and they received STEM related activities.
 - We also hosted a Cyber Patriot Camp, which was successful. Thank you to Janet and Teh-Way for being instructors. We had to move this program to virtual. One of our students placed in the top 10 of the National Competition and had two finish in the top 25.
 - We have also continued our Reading for Life program with Martinsville, Henry County and Patrick County. Every kindergarten student in these school systems received a book. Generally we go out and read to these students, but we were not able to do that this year. We are working with Longwood University's education program to send links out to the schools.
 - Lastly, we have partnered with the Virginia Society for Technology and Education (VSTE). We participated in a virtual Leading Ed Forum in October and are scheduled to participate in a Virtual Technology Conference in December.
 - Karen noted that Ms. Hodge-Muse has made an intro for us to NC A&T, so we are potentially pursuing a relationship with them as well. We're also in conversation with Averett and others as well, so we hope to bring on more of the traditional academic opportunities as well. 2:06

9. Technology Update

- a. Mark House has been a contractor and is now a member of the NCI family, and has been working with John Hoag, Michael Palmer, Teh Way, Rebekah Hughes and many others to be able to spend our CARES funds by December 31, 2020 and also take NCI to the cutting edge of technology. The shelf life of technology is six months to one year, so we are trying to put NCI in a position so that we can upgrade easily and be "future proof" in some aspects by putting in software and apps that will work with us into the future.
- b. Mark is working on updating the technology infrastructure so that we can always say yes to things that are happening. Michael Palmer provided an update on the technology refresh program. Cameras will be updated, Zoom or WebEx kits will be installed for instruction, and WiFi will be updated for better coverage. Additionally, we will be using a cloud based infrastructure for class scheduling and room management; security cameras and monitoring; and reducing local footprint, providing better disaster recovery, and remote management. We are pursuing multiple vendors to ensure this is completed by 12/31/20 deadline. We want to make sure that this technology integrates for all of our different partners' needs.
- c. John Hoag discussed the future of the IT at NCI. NCI has received additional funding to update the Learning Management System. Hoping to receive a contract for this upgrade soon. The focus on the design/requirements/platforms is for content construction, student acquisition/marketing, enrollment, billing, engagement, remote test management/proctoring, and certificate management. We are also looking at potential partnerships with Smart Cities and other organizations. Mark noted that we are going to try and procure things that will work in the future and work towards that. He also noted that it would be NCI's benefit if the infrastructure it adapts integrates with the other colleges/universities' systems that it partners with (Zoom, WebEx, Canvas, etc.).

10. Marketing Update

- a. Rebekah Hughes noted the marketing and communications team launched a new website, rebranded, formed a relationship with Collaborative Communications to create press releases and help with social media. The new website allows for faster edits. It is a working progress and is open to feedback. The goal of marketing is to increase awareness of NCI in Virginia and beyond. Trying to increase the number of participants and programs. There are ads going out in new publications. We've also been marketing local events and promoting NCI with virtual events, like Recruit Military.
- b. Maura Keeney works with Collaborative Communications. They looked at NCI through the lens of how others see NCI and developed a new logo that is cleaner and more sophisticated as part of the branding efforts. They also created a variety of materials and tactics for NCI's programs and pushed those out to the media. We've seen great coverage. They have also been using social media strategically to ensure the right audiences are being reached and at the right time.
- c. Chairman Senator William Stanley thanked the staff for the hard work that they've done. He also asked where NCI is in regard to the Newport News 3D Ship Building program. Newport News and ODU are still in the works on this program.

BUDGET UPDATE

1. FY21 Budget Update

- a. Karen Jackson stated that we are on budget and are not overspent. We are on track to spend down what we have been allotted and we have used the grant money we've received accordingly. We will have our submission to the governor's office submitted for the upcoming legislative session. We are requesting some additional positions from the legislative members of the board separately.

CLOSED SESSION

Richard Hall motioned for the board to move into closed session. Delegate Murphy seconded the motion. Richard Hall amended his motion to include the personnel matters so that both items listed below can be voted on during the closed session. Delegate Murphy seconded the amended motion.

Chris Niblett called the roll. Senator Bill Stanley, Richard Hall, Richard Hanger, Les Adams, Delegate Rodney Willet, Delegate Kathleen Murphy, Naomi Hodge Muse and Treney Tweedy were present. Chris Niblett confirmed that there is a quorum to enter into closed session.

1. Real Estate Acquisition and Related Matters
2. Interim Executive Director Contract

Richard Hall motioned to return the meeting to open session. Delegate Murphy seconded the motion to return to open session. Richard Hall amended his motion to correct the date of November 30, 2021. Delegate Murphy seconded the motion.

Chris Niblett called the roll. Senator William Stanley, Richard Hall, Senator Emmitt Hanger, Delegate Les Adams, Delegate Rodney Willit, Delegate Kathleen Murphy, and Naomi-Hodge Muse were present.

1. Chairman Senator William Stanley motioned to give the authority to Executive Director Karen Jackson and Department of General Services permission to negotiate and execute a lease agreement with the current tenant of the Baldwin Block building, which is the Economic Development Corporation of Martinsville, and to do so in a manner agreeable to all parties. Delegate Murphy motioned and Naomi Hodge-Muse seconded the motion. The motion was carried unanimously.
2. The motion to extend Interim Executive Director Karen Jackson's contract for one year up to the rate of pay as determined by the general assembly, and that Chairman Senator William Stanley be permitted

to negotiate and execute said contract between the New College Institute Board of Directors and the Interim Executive Director, Karen Jackson. Delegate Murphy motioned and Naomi Hodge-Muse seconded the motion. The motion was carried unanimously.

CLOSING REMARKS

Karen Jackson asked if NCI needed any motion on the budget update. Ramona Taylor confirmed a motion or vote are not needing because they are not approving a new budget and it was only being offered for information purposes.

Chairman Senator William Stanley opened the meeting for public comment. Chris Niblett confirmed there is no public comment.

Chairman Senator William Stanley thanked everyone for participating in the meeting, the staff for their work, and the new delegates and senators for their participation.

ADJOURNMENT

Delegate Murphy motioned to adjourn and the motion was seconded by Richard Hall.