

**New College Institute
Boards of Directors Meeting
September 21, 2023**

The Board of Directors of New College Institute (NCI) met on Thursday, September 21, 2023, at 1:00 pm in the Benjamin R. Gardner Board Room of the Baldwin Building in Martinsville, VA.

MEMBERS PRESENT:

Eric Jones	Richard Hall (Zoom)
Senator William Stanley	Michael Edwards
Senator Emmett Hanger	Maria Pia Tamburri
Delegate Wren Williams	Dr. Hubert Harris
Cameron Patterson	Rebecca Horner (Zoom)

Treney Tweedy (Not Present)
Delegate Kathleen Murphy (Not Present)
Delegate Les Adams (Not Present)

OTHERS PRESENT: Joe Sumner, Executive Director, Christina Reed, Deputy Director; Cynthia Marquez, Senior Assistant Attorney General; JoAnn Shellhammer-Fox, Finance & Operations Analyst; Jeaneen Eastland, Executive Assistant

CALL TO ORDER AND WELCOME

Senator Stanley called the meeting to order at 1:15 pm.

ROLL CALL

Christina Reed called the roll, noting the presence of a quorum.

APPROVAL OF MINUTES

Upon motion by Senator Emmett Hanger, seconded by Richard Hall, the minutes of the June 21, 2023, Board Meeting were approved unanimously.

NCI CHAIRMAN UPDATE

Senator Stanley updated the Board on the recent meetings that he and Mr. Hall have held with the Governor's representatives regarding New College Institute and its future. Both are very confident that they have represented what NCI has accomplished and future programs forthcoming with the team we have in place now to ensure that NCI is worth the financial commitment the state of Virginia has made and will make in the upcoming biennial budget.

NCI continues to move forward without its supporting foundation. The lack of movement from the Office of Attorney General's is changing in a positive direction and moving forward with development of a new foundation. Mr. Hall thinks he has three of the four board members to serve on the initial board and there will be more information on that coming out soon.

At that point, Senator Stanley turned the meeting over to the Executive Director.

EXECUTIVE DIRECTOR REPORT

Mr. Joe Sumner provided the Board with a presentation on all activities that have occurred at NCI:

Personnel Updates:

New Hires:

Olivia Garrett, Director of Institutional Advancement

Rob Landon, part-time IT

Marshall Thomas, Director of Safety with DiVaris

Diana Pace, Finance and Operations Support Specialist

Kim Phillips, part-time LMS and Data Specialist

Holly Kozelsky (contracted) will be Public Relations

In transitioning Christina Reed into the Deputy Director role, JoAnn Shellhammer-Fox will be transitioning to the Director of Finance role.

Departures: Marketing Director (FT), Customer Service/Receptionist (PT) and Additive Manufacturing Specialist (PT)

Institution Updates:

The joint annual SCHEV report between NCI, Southern Virginia Higher Education Center, and Institute for Advanced Learning and Research was submitted August 18, 2023.

Executive Retreat for NCI leadership team is set for September 27, 2023.

Wendall Scott Foundation 'move-in' set for October 2023.

SACSCOC visit for Longwood University will be March 18, 2024.

Facilities Updates:

Completed Projects:

Cement Repairs have been completed.

The Lecture Hall carpet has been installed.

Ballistic Film Installation is still in progress throughout the entire building, happening in stages.

Future Projects:

Repair the parking lot

Replacement of obsolete lighting in the Lecture Hall

Redesign of Hi Bay electrical area

Maria Pia Tamburri requested that NCI have Electric Vehicle charge stations installed. One Electric Vehicle charge station costs \$50,000. Dr. Hubert Harris concurred that this would be a great grant initiative.

Program Updates:

GWO Program (Global Wind Organization) – there are 4 levels of the GWO program and NCI is now certified in these levels: Basic Safety Training, Basic Technical Training, Advanced Rescue Training and Sea Survival. This is the “one stop shop” for GWO Training.

NCI is scheduling visits from Dominion Energy and Siemens Gamesa and are hoping to have a “Ribbon Cutting” with the wind sector entities soon. With the latest update from Siemens, we can expect an influx of training of Sea Survival very soon. There is a limit of 6 students per week for these classes. BST

(Training) is 4 ½ days, BTT is 4 days, ART is 3 days, Sea Survival is one day training. Virginia based companies are given priority over other places requesting training. We have a contract trainer based out of Texas that NCI can contact for help if needed.

Fiber/Broadband Academy

Instructors were certified as program administrators in August 2023.

Posting for adjunct fiber instructor is needed, and Senator Stanley offered to connect companies with NCI to provide the specialty instructors

Training (non-certification) to begin ASAP (depending on instructor hire)

Next FOA (Fiber Optic Association) Certification is scheduled for December.

Two FOA offerings – Public and Municipalities/Counties

Per Joe Sumner, there will be an exam, both written and “hands-on”, after the training concludes at NCI.

Center for Advanced Film Manufacturing

Still in Planning stages with Patick & Henry Community College and Eastman.

Aiming for January 2024 launch.

Machine has been serviced, updates/maintenance in progress.

Piedmont Criminal Justice Training Academy

On the 2nd floor, Room 207, we have had a Milo Simulator installed in September for training. Be trained for things such as a domestic dispute, mass shootings, a DUI with a non-cooperative individual, etc. This is not a shooting simulator.

Train-the trainer – in September (completed)

Training offerings to begin for PRCJTA in mid to late October.

Offer training to local municipalities/counties – Winter 2023 or Spring 2024.

CyberSafe Initiative

Partnership with VDOE and VSTE

Shenandoah School System event on October 3, 2023.

Will include local municipality personnel – EMS, Firefighters, etc.

Degree Opportunities

Signed MOU with University/College partner – 2 new degree offerings.

Public announcement in near future

Enrollment Updates:

Bluefield University – M.A. – Counseling – 5 students

Longwood University – B.S. – Elementary Education – 20 students

Longwood University – B.S. – Early Childhood Education – 9 students

Radford University – M.S. – Strategic Communication – 1 student

Total of 35 students

Workforce Training Enrollment Update

Global Wind Organization – Basic Safety Training, Basic Technical Training – 33 Credentials Awarded

STAR Telehealth – Telemental Health Certification – 52 Credentials Awarded

Fiber/Broadband – Fiber Optic Association Certified Fiber Optic Technician – 16 Credentials Awarded
FAA Drone License – TRUST Certificate – 30 Credentials Awarded
Total Credentials Awarded 131

Marketing Updates

Marketing Coverage – Cardinal News, WSLS, WRIC8, FM99/106.9, Fiber Billboard, GWO Billboard
NCI has tried to identify specific areas and avenues for marketing.

NCI conducted a Market Research Report with Elevate that included the WSLS viewing area + NCI region in July 2023.

Takeaways/Action Items:

- Improve Youtube Channel
- Improve Website
- Increase marketing on streaming and mobile devices
- Identify flagship programs
 - GWO (Statewide)
 - Fiber (Statewide/Local)
 - Degrees (Local)
- Increase personal story telling in marketing/advertising
 - Highlight graduates & success stories
- Incorporate key motivators in advertising
 - Safe, Affordable, Flexible

Upcoming Local Events:

United Way Day of Action, Friday, September 22, 2023
FIRST Robotics Blue Ridge Brawl, Saturday, September 23, 2023
Career CHOICE Youth Expo, Wednesday, September 27-28, 2023
Cyber Awareness Program for Seniors (CAPS), Thursday, October 12, 2023
3rd Annual STEM Exploration Community Event, Saturday, October 14, 2023
United Way Dollars & Sense, Thursday-Friday, October 19-20, 2023
SOVA Re-Entry Council Family Fall Festival & Resource Fair, Saturday, October 21, 2023
Race Week, last week of October 2023; partnering with the Wendall Scott Foundation
Uptown Trick-or-Treat, Tuesday, October 31, 2023
All Citizens Job and Resource Fair, Wednesday, November 1, 2023

Senator Stanley thanked Mr. Sumner for the update and noted that this is a good time for the Board of Directors to consider Re-Branding the name of New College Institute as the original name was not intended to be permanent. Rebranding will ensure that the Board honors where our institution has stood historically for Martinsville and Danville. Senator Stanley created the following subcommittee and requested Mr. Eric Jones to lead the committee: Eric Jones, Delegate Les Adams, and Delegate Wren Williams.

In addition, Senator Hanger recommended that the current NCI Code and mission be reviewed as well to ensure that it reflects NCI's current path.

NCI REVISED BUDGET 2024 - CHRISTINA REED, DEPUTY DIRECTOR:

Christina Reed presented the Board with a revised budget for general fund and nongeneral fund. The one-line item that is most noteworthy is the contract facility management company (DiVaris) will increase from \$456,000.00 to \$534,000.00. DiVaris houses two of full-time individuals; one increase was due to bringing on the full time Director of Safety and the facilities manager, and the continuation of inflation.

Motion was moved by Senator Hanger that we approve the revised 2024 budget, seconded by Cameron Patterson; the budget was approved unanimously.

CLOSED SESSION:

Wren Williams entered a motion that the meeting go into closed session, “at this time I would like to enter a motion that the Board go into a closed meeting session to discuss personnel matters relating to the employment assignment appointment or performance of specific employees pursuant to Virginia Code section 2.2-3711A1 and consultation with legal counsel employed or obtained by NCI regarding special legal matters requiring the provision of legal advice by such counsel pursuant to Virginia Code Section 2.2-371A8”. Maria Pia Tamburri second the motion. Everyone agreed by saying aye. The Board meeting went into closed session.

At 3:37 pm, Mr. Michael Edwards motioned to enter open session, seconded by Delegate Wren Williams, the Board approved.

Delegate Williams noted that at 3:38 pm, “during its closed meeting, the Board discussed only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and only those public business matters identified in the motion convening the Board in Closed Session”. Roll call approving: Senator William Stanley, Richard Hall, Delegate Wren Williams, Hubert Harris, Eric Jones, Cameron Patterson, Maria Tamburri, Rebecca Horner, and Michael Edwards.

FUTURE BOARD MEETING DATES:

The next Board meeting will be in January in Richmond, Virginia.

PUBLIC COMMENT:

No public comment

ADJOURNMENT:

Motion was made to adjourn by Cameron Patterson, seconded by Dr. Hubert Harris, the board meeting adjourned at 3:46 pm.