

**New College Institute
Board Meeting Minutes
July 24, 2008**

ATTENDANCE

Delegate Ward Armstrong; Ms. Elizabeth Haskell; Senator Robert Hurt; Mr. George Lyle; Delegate Danny Marshall; Delegate Don Merricks; Ms. Amanda Redd; Mr. Joe Roach; and Mr. Rob Spilman. Dr. Eugene Trani participated electronically.

Also present were: **Dr. Leanna Blevins**, NCI Associate Director; **Dr. Barry Dorsey**, NCI Executive Director; **Mr. Charles Guthridge**, Public Affairs Consultant; **Mr. Morgan Guthridge**, Public Affairs Consultant; **Ms. Melanie Ingram**, NCI Assistant to the Executive Director; **Ms. Greer Saunders**, Assistant Attorney General; and **Mr. Charles Toothman**, NCI Fiscal and Human Resources Administrator.

Chairman Rob Spilman welcomed the members and called the meeting to order.

Swearing in of New or Re-appointed Board members

Terms of NCI Board members are staggered so that one or more new members are appointed or re-appointed by the Governor each year. Two members' terms expire this year; however, state law provides for members to continue to serve until the Governor has made his appointments.

Ashby R. Pritchett, Clerk of the Circuit Court for the City of Martinsville, administered the oath of office to the re-appointed members Delegate Danny Marshall, Delegate Ward Armstrong, and Senator Robert Hurt. Delegate Don Merricks was also sworn in as a new member.

Roll Call and Approval of Minutes

Ms. Ingram called the roll and announced that a quorum was present.

On motion by Mr. Roach, seconded by Ms. Haskell, the minutes of the January 2, 2008 meeting were Approved.

Election of Officers

The Board's Bylaws provide for the election of officers every two years. The Board positions are Chairman, Vice Chairman and Secretary. On motion by Ms. Amanda Redd, seconded by Delegate Marshall, Mr. Rob Spilman was re-elected Chairman, Ms. Elizabeth Haskell was re-elected Vice Chairman, and Mr. Kimble Reynolds was re-elected Secretary.

Approval of Resolution Honoring Senator Emmett Hanger

The Senate Rules Committee appointed Senator Robert Hurt to replace Senator Emmett Hanger as one of two senators on the NCI Board. A draft resolution of appreciation to Senator Hanger was presented to the Board. On motion by Mr. Spilman, seconded by Ms. Haskell, the resolution was approved.

Presentation by Students and Faculty on the Earth Science Endorsement Program

NCI established a Teachers' Academy in 2007 to offer teacher education endorsement programs and recertification classes to local teachers. The first endorsement provided was Earth Science, one of the most critically needed science areas throughout Virginia public schools. A special feature of the

program is that faculty at the Virginia Museum of Natural History are teaching in the program. Dr. Alton Dooley, one of the professors in the program, described the program, which takes two years to complete. There are five students enrolled in the program and approximately one-half of the program has been completed. Two students accompanied Dr. Dooley and described the benefits each had received by NCI offering this program in Martinsville through Radford University.

Executive Director's Report

Dr. Dorsey noted the following items:

- NCI's accomplishments over the past two years were reviewed and discussed. (A copy of his report is attached to these minutes.)
- Anticipated changes and highlights in NCI's third year (2008 – 09) were reviewed. (A copy of this report is attached to these minutes.)

Annual Report on NCI Enrollment

Dr. Blevins reported the official enrollment numbers for each program offered at NCI for the 2007 – 2008 academic year. (A copy of her report is attached to these minutes.)

Report on NCI Media

The members viewed a brief video containing clips of NCI's recently produced programs and announcements over the local educational cable channel.

Dr. Dorsey described how information about NCI's programs and activities is being distributed to the public and to potential students, e.g. billboards, newspaper ads, brochures, and our website.

Foundation Report

Ms. Haskell, Chairman of the New College Foundation, noted the following items:

- **Organization of the Fundraising Campaign**

The campaign is well organized and up and running with a quiet campaign. The campaign's goal is to raise \$2.5 million over a four year period. Calls will be made on every Board member of New College Institute and the Foundation Board and it is anticipated that there will be 100% participation from staff members and both boards. The "top 50" prospects have also been identified and will be visited by a board or foundation member along with Dr. Dorsey. Team Leaders are also in place to initiate visits with approximately 170 other prospects.

- Timeline of the Campaign

The Campaign Timeline was reviewed.

- Fundraising Brochure

A brochure to be given to potential donors was presented to each member.

Committee Reports

Report from the Executive Committee

Chairman Spilman reported the following items discussed at the committee meeting earlier in the day:

- NCI received a very favorable initial audit conducted by the Commonwealth of Virginia's Auditor of Public Accounts.
- The Executive Committee approved a Tuition Reimbursement Plan for NCI Employees with an amendment that the student complete the course with a final grade of "B" or higher. The full Board discussed the addition of a clause requiring that once a student is reimbursed for a class that he/she must remain employed by NCI for three years. On motion by Mr. Lyle, seconded by Delegate Marshall, the Plan was approved with the two recommended amendments.
- NCI received \$1,484,809 in state general funds for operations in 2008 – 09. The Executive Committee reviewed the budget earlier in the day and recommended approval to the full Board. On motion by Mr. Roach, seconded by Delegate Marshall, the general fund portion of the total operating budget was approved.

Report from the Academic Affairs Committee

Chairman Roach reported that the following items were discussed at the committee meeting earlier in the day.

- NCI will offer two new degree programs beginning Fall Semester and two additional programs in Spring Semester. They are Individualized Study (BIS – James Madison University), Information Technology (B.S. – Radford University), Early Childhood Education (B.S. – Norfolk State University), and Counseling (M.S. – Old Dominion University). The Academic Affairs Committee approved the programs and contracts and asked that the full Board ratify their approval. On motion by Mr. Roach, seconded by Delegate Marshall, the programs and contracts were approved by the full Board.
- For the second consecutive year, NCI provided teachers from the Martinsville – Henry County area an opportunity to attend summer workshops at Virginia Commonwealth University. This year, 11 teachers are taking advantage of the opportunity, an increase from seven in Summer, 2007.
- The New College Foundation has included funding in its budget for the past two years for a local health employee to enroll in VCU's on-line Master's in Health Administration program. A recipient, Darren Aaron, Director of Growth and Business Development at Memorial Hospital of Martinsville & Henry County, was recently accepted for admission in the program and began classes.

Report from the Outreach Committee

Dr. Blevins reported that the following items were discussed at the committee meeting earlier in the day.

- For the second consecutive year through a grant from the Virginia Tobacco Indemnification and Community Revitalization Committee, NCI offered a summer internship program to 25 college students in Henry and Patrick counties and Martinsville. The purpose of the program is to convince students that career opportunities are available for them locally. A list of the current summer interns and their employer is attached to these minutes.
- Three summer camps are planned for the summer. (1) The Math and Everyday Life camp was held June 16 – 20, focusing on applying and understanding how math is used in everyday life. (2) Camp Idea, held July 14 – 18, was designed to educate middle school students through classroom engagement and practical experience in the hope of retaining and fostering the entrepreneurial spirit

that has existed in our region for generations. (3) Explore Laboratory, scheduled for August 4 – 8, will be taught by the Institute for Advanced Learning and Research and hosted by NCI. This camp is for students in grades three through five.

Other Business

Dr. Dorsey asked the members if they had any other questions or comments to bring before the Board. There was no other business discussed.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 1:10 p.m.

New College Institute: A Summary of Its First Two Years
(July, 2006 – June, 2008)

History

- Established by the 2006 General Assembly, with the final legislation approved April 19; received notice of first operating budget on June 28.
- Became Virginia's newest educational institution and state agency on July 1, 2006.
- Began classes September 22, 2006, a year earlier than projected.

Purpose

- Provide residents of Martinsville – Henry County and all of Southern Virginia an opportunity to complete bachelor's degrees (last two years) or to enroll in master's degree programs;
- Increase the college-going rate in Martinsville – Henry County (educational outreach);
- Help to transform Martinsville – Henry County, and all of Southern Virginia, economically as well as educationally.

Special Features

- Provide access to bachelor's degree-completion and master's programs (NCI is a special-purpose institution);
- Faculty-in-Residence;
- Outreach Educators (two staff to conduct educational outreach in the community);
- Some accelerated programs (cohorts).

NCI's Degree Programs Are Intended To . . .

- Meet the particular needs of Martinsville – Henry County, including those of the school systems;
- Increase the number of graduates of high-demand programs in order to benefit the entire Commonwealth;
- Draw upon and reflect the special resources of the area (e.g., motorsports, the Virginia Museum of Natural History, etc.).

In NCI's First Year (2006 – 07). . .

- A Pilot Program was offered consisting of four degree programs plus courses toward two others;
- 118 students (unduplicated headcount) enrolled in NCI;
- The ground-floor of a vacant Uptown Martinsville building was renovated to house three classrooms (equipped with the latest technology) and a computer lab;
- NCI's Outreach Educators made over 3,000 contacts (in a six month period) in the area to encourage students and their families to value education at all levels and to put themselves in a position to attend college;
- NCI funded a Summer Internship program for college students, as well as two summer camps (forensic science and entrepreneurship) for elementary – secondary students;
- NCI had one Faculty-in-Residence (from Longwood University).

In NCI's Second Year (2007 – 08). . .

- Eleven degree programs were offered, eight undergraduate and three graduate;
- 250 students (unduplicated headcount) enrolled during the year.
- NCI began a Teachers Academy to offer critical endorsement programs (Earth Science in 2007 - 08) and also teacher education recertification classes;
- The first and third floors of the Classroom Building were renovated to house the additional programs that were offered;
- NCI's Outreach Educators made at least 5,000 contacts, and the internship program and summer camps were again offered along with a number of special Outreach activities (e.g., a Reading program in the schools and a Lecture Series);
- NCI had six Faculty-in-Residence/Program Directors.
- Staff and faculty developed a Transfer Guide for each undergraduate program offered at NCI. A Guide lists the courses that a student should take in the first two years of higher education in order to transfer seamlessly into a bachelor's-degree completion program.
- New College Foundation (a separate 501(c)3 organization) began receiving private gifts and grants in support of NCI and organized a campaign to establish an endowment.
 - Using available Harvest Foundation funds, the Foundation provided first-time undergraduate grants to 94 students in the amount of \$4,000 for the entire academic year or \$2,000 for one semester.

Special Notes

- NCI's 2006 – 08 General Fund appropriation was \$1,250,000 in each year of the biennium (reduced by \$37,500 each year as a result of the state budget cut). The FTE staff totaled eight; there were four hourly employees.
- In its first biennium, NCI received matching funds from the Harvest Foundation for operations and a significant grant from the Tobacco Commission to assist in starting three of the new degree programs in 2007 – 08 and to offer the internship program.
- NCI and the other two higher education entities in Southern Virginia are mandated to collaborate in order to meet the educational needs of Southern Virginia and to prevent unnecessary duplication of programs and services. NCI's degree programs will be offered upon request, via videoconferencing, to the other two entities in Southern Virginia (the IALR in Danville and the Southern Virginia Higher Education Center in South Boston).

In NCI's Third Year (2008 – 09), the following highlights are anticipated.

- Twelve degree programs will be offered Fall Semester and fourteen Spring Semester. (One program, the Bachelor of Science in Industrial Technology, was terminated at the end of 2007 – 08.) The list of degree programs and teacher endorsement/certificate programs is attached.
- The additional programs to be added for the second semester include: a Master's in Counseling from Old Dominion University and a Bachelor's in Early Childhood Education from Norfolk State University.
- NCI's technology will be extensively used to offer programs to other sites. Radford University will broadcast its Information Technology courses to three other sites. NCI will be the point of origin for Old Dominion University's Counseling program, which will be offered through ODU's TELETECHNET system to as many as 40 sites.
- The Teachers Academy currently offers Earth Science and this coming year will add an endorsement in English as a Second Language (ESL) and also offer a certificate in Autism Studies. The ESL endorsement will be offered through what's known as "hybrid" or "blended" instruction (a combination of face-to-face and videoconferenced instruction). The Autism certificate will be offered entirely through videoconferenced classes.
- NCI hopes to enroll at least 325 students (unduplicated headcount). By using unexpended Harvest Foundation funds, first-time undergraduate grants in the amount of \$2,000 for the Fall Semester only will be available.
- Because of the increase in degree programs and faculty-in-resident as well as the anticipated enrollment growth, NCI will lease approximately 2400 square feet of space in the Jefferson Plaza building in 2008 – 09.
- NCI's state funding will increase to \$1,484,809, which will be matched by a grant from the Harvest Foundation.
- The staff will increase by at least one FTE (the assistant for the associate director, who assigns classrooms and maintains the website), as a result of the inclusion of 1.5 additional FTE staff in the state budget. NCI is seeking to obtain another .5 FTE in order to hire a full-time recruiter.
- NCI will begin the year with eight Faculty-in-Residence. Two additional resident faculty will be added in January with the addition of two more degree programs for Spring Semester.
- NCI's Outreach Educators will continue to make at least 5,000 contacts with students, parents, and siblings, about the value of education, etc., but will also continue an extensive program of student aid counseling and academic advising for local students. NCI's popular Lecture series will continue. Because the current grant from the Tobacco Commission will be expended in 2008 - 09, NCI will need to seek other outside assistance in order to have funding to continue the summer internship and camp programs in Summer, 2009.
- Staff and faculty will continue to develop a Transfer Guide for each new undergraduate degree program. (An example of a Transfer Guide is attached.)

New College Institute
Preliminary Enrollment Report
2007-08 Academic Year
Summary 7.24.08

Partner Institution	Degree program	Details	Full-time	Part-time	Total students
Averett University					
	M.Ed.	Second cohort # W1-04, <i>graduated 12/07</i>	8		
	M.Ed.	Third cohort #107	10		
	M.Ed.	Fourth cohort #108	17		
	MBA	First cohort #W-105 Moved to NCI from Carlisle, <i>graduated 12/07</i>	12		
	MBA	Second cohort #112	14		
	BBA	First cohort #124	21		
	BBA	Second cohort #125	14		
	BBA	Third cohort #129	13		
					Averett 109
Ferrum College	Criminal Justice		6		
					Ferrum 6
Longwood University	Liberal Studies (Elem. Ed.)		23	1	
					Longwood 24
Old Dominion University	Industrial Technology		4		
	Motorsports		1		
					ODU 5
Virginia Commonwealth University	Homeland Security and Emergency Preparedness		7		
					VCU 7
Norfolk State University	Social Work		6		
					Norfolk State 6

New College Institute 2007-08 Preliminary Enrollment Report Continued

Partner Institution	Degree program	Details	Full-time	Part-time	Total students
Radford University	Nursing		6		
	Nursing	Third year students enrolled at PHCC, anticipated to complete final year in RU program fall 2008	9		
	Special Ed - Medical Aspects	Via video-teleconference		2	
	Information Technology			2	
	Earth Science endorsement cohort	Partnership between NCI, RU, and VMNH	5		
					Radford 24
University of Virginia	Word Study First cohort	Teacher recert		15	
	Word Study Second cohort	Teacher recert		13	
	Middle Math Number Systems	Teacher recert		12	
	School Principalship		17	3	
	Public School Administration		17 (counted above)	2	
	Foundations of Reading	Teacher recert		5	
	Ed Leadership		17 (counted above)	4 (2 counted above)	
	Measurement and Geometric Concepts for Middle School Teachers	Teacher recert		14 (12 counted above)	
	Explorations in Engineering			2	
					UVA 73
			Full-time total:	Part-time total:	TOTAL STUDENTS:
			193	61	254



2008 Summer Internship Program
Funded by the Tobacco Commission

William Cedric Brown	Reynolds Attorney Law Firm	Assistant
Courtney Autumn Clark	MHC Chamber of Commerce	Marketing and Public Relations Assistant
India Dillard	TheatreWorks	Production Assistant
Evan Eggleston	VA Dept of Game & Inland Fisheries	Fairystone Wildlife Management
Alicia R. Fernandez	Rives S. Brown Realtors	Administrative Assistant/Licensed Sales Associate
Jessica L. Flanagan	Henry County Public Schools	Health and Wellness Program
Jacob Foley	Thomas Insurance Agencies	Marketing Initiative Coordinator
Sarah Foley	Memorial Hospital of MHC	Emergency Dept Tech-in-Training/Assistant
Ally Foster	Mark Mahoney, M.D.	Assistant
Allysa Hodges	Dept. of Corrections	Adult Community Corrections
Aimee Kanode	VA Cooperative Extension	Program Assistant
Sarah Beth Keyser	MHC Coalition for Health and Wellness	Healthy Community Initiative
Brandon Martin	Mallard & Mallard, CPAs	Staff Accountant
Christopher Ryan Martin	J.G. Edelen Company, Inc.	Office Assistant
Paul Martin	Virginia Prosthetics	Rehabilitation and Biomechanical Engineering
Taura Motley	Memorial Hospital of MHC	Therapy Department
Mary Pilson	Memorial Hospital of MHC	Dietary Department
Camron Preston	James McKay, M.D.	Student Assistant
Sarah Rakes	VA Museum of Natural History	Curator of Mammals Assistant
Dyer Rothrock	Commonwealth Attorney	Law Clerk