

**New College Institute  
Board Meeting Minutes  
January 2, 2008**

**ATTENDANCE**

**Senator Emmett Hanger; Mr. George Lyle; Delegate Danny Marshall; Ms. Amanda Redd; Senator Roscoe Reynolds; Mr. Joe Roach; Mr. Rob Spilman, and Dr. Eugene Trani. Ms. Elizabeth Haskell participated electronically.**

Also present were: **Dr. Leanna Blevins**, NCI Associate Director; **Dr. Barry Dorsey**, NCI Executive Director; **Mr. Charles 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.

**Roll Call and Approval of Minutes**

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

The minutes of the October 19, 2007 meeting were approved as written.

**Executive Director's Report**

Dr. Dorsey noted the following items:

- On December 12, 2007 NCI hosted an Open House to showcase our newly renovated classroom building and to honor our first graduates. Thirty-two students from the three Averett University programs received degrees at an Averett Commencement in December.
- 209 students were enrolled at NCI in the Fall Semester.
- The social work program from Norfolk State University will begin classes this month (January, 2008). Faculty-in-residence Janie Brazier has moved to Martinsville and has enrolled eight to ten students to-date.
- Lee Probst, NCI's part-time Recruitment Coordinator, was introduced.
- He is working with the faculty-in-residence and our marketing firm to produce a supplement for community college catalogs. The supplement would list required courses for students in their first two years of college in order to ensure their entry to NCI's programs at the junior level.

- With the help of 5<sup>th</sup> District U.S. Representative Virgil Goode, NCI is to receive \$100,000 in federal funds through the Omnibus Appropriations Act. These funds will be used toward technology upgrades.

### **Report on the Legislative Environment for the 2008 Session of the General Assembly**

NCI's legislative consultant, Mr. Charles Guthridge, shared his insights about the upcoming General Assembly Session. He described the make up of the House and Senate following the November elections. Mr. Guthridge feels that the major issue will be the budget. Governor Kaine has recommended a budget and has chosen to use some monies from the Rainy Day Fund. The Senate will probably support the Governor's proposal; however, this may be a point of contention within the House. He forecasted a continuation of revenue deterioration with hopes that the housing market will improve in the second year of the biennium.

### **Report from the Executive Committee Regarding NCI's Legislative Priorities**

Mr. Spilman, Chairman of the Executive Committee, reported the following:

- The committee discussed Governor Kaine's recommended budget to the General Assembly versus NCI's original 2008 – 2010 budget request. The committee concluded that it was in NCI's best interest to do everything possible to hold on to Governor Kaine's budget recommendation.
- NCI would like to be included in the state's Higher Education Equipment Trust Fund. The General Assembly appropriates these funds to all higher education entities. The Executive Committee recommended to the full Board that NCI request \$150,000 for the replacement of technology equipment and purchase of new equipment. On motion by Delegate Marshall, seconded by Mr. Roach, the Board approved moving forward with a \$150,000 request. This budget amendment must be submitted by 5 p.m. on January 17, 2008. Senator Reynolds will handle the request in the Senate and Delegate Marshall will introduce the request in the House.

### **PowerPoint Presentation on NCI**

Dr. Dorsey presented a PowerPoint presentation on NCI's operations and success to date. The presentation may be used during discussions with the education and money committees during the 2008 Session of the General Assembly.

## **Approval of Public Wireless Policy and Approval of Modifications to the Student and Faculty Policies**

Dr. Blevins presented the proposed Public Wireless Policy for NCI. This policy was established to ensure the appropriate use of the Internet and online services supported by the agency. (Copy attached to these minutes.)

Dr. Blevins reviewed proposed updates to the Student and Faculty policies. These policies have been in effect for almost a year and some policies need to be updated. (Copy attached to these minutes.)

On motion by Mr. Roach, seconded by Delegate Marshall, the Public Wireless Policy and updated Student and Faculty policies were approved.

## **Update on the New College Foundation**

Ms. Haskell noted the following items:

- Reported that the Finance and Fundraising committees have been very active. Preparations are being made to launch a quiet fundraising campaign with a kick-off dinner planned for April 3, 2008. Former Governor Gerald Baliles will be the keynote speaker.
- To-date, \$66,350 has been received for the Benjamin R. Gardner Memorial Scholarship Endowment.
- Requested that each member donate to the Foundation and also provide names of potential donors.

## **Reports of Standing Committees: Educational Outreach**

Chairman Redd introduced Dr. Blevins to review the following reports.

1. **Summary of the First Year of Outreach Activities.** (Copy attached to these minutes.)
2. **Report on Community Use of NCI Classroom Building.**  
Dr. Blevins reported that the use of the classroom building by the community and non-profit organizations has steadily increased over the last year. Over 60 different groups have utilized the facilities so are.
3. **Other Items**  
Dr. Blevins encouraged the members to visit NCI's new website. It now has a fresh, modern look and has been up for several weeks.

### **Reports of Standing Committees: Academic Affairs**

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

1. Review of Degree Program Costs
2. Discussion of Proposed Future Programs

### **Other Business and Open Discussion**

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 12:29 p.m.

**Student Policies and Information**  
**Updated January 2008**



- **Alcoholic beverages and tobacco products-** No alcoholic beverages are allowed in the NCI classroom building. Exceptions are made for special events that have permits from the Virginia Department of Alcohol Beverage Control or for events that have been pre-approved by NCI administration. For event approval, please contact Leanna Blevins at 403-5603. NCI is a tobacco-free facility.
- **Cell Phones-** Cell phones may be used in the building, but should be turned off during classroom instruction.
- **Children-** Children must be accompanied by an adult. Children should not attend classes with parents unless pre-approved by the faculty.
- **Classroom use-** All classrooms must be scheduled in advance by contacting Ms. Ruby Jones (403-5605) or Leanna Blevins by completing a Room Reservation form located on the NCI website. NCI classes have first priority when scheduling the classroom building and events that compete with NCI academic programs will not be permitted. There may be a charge for using the classrooms for non-NCI activities. Classrooms should be left clean and furniture should be returned to its original formation. Visual displays cannot be left in the room. Report any damages or problems in the NCI building to the front desk.
- **Code of Conduct-** Students must follow the rules and honor codes of the NCI partner institution at which the students are enrolled.
- **Computers-** A computer lab and several laptop computers are available on the main floor (second floor) of the NCI classroom building. You must be an NCI student and have permission from staff to access this equipment. Food or drinks are not allowed while using the equipment. To check out a laptop, please ask at the front desk.
- **Copier-** A copier is available near the front desk for student use. Students must provide their own paper and use of the printer is free of charge.
- **Emergency-** Students should review the evacuation plans posted in each classroom and be familiar with the location of emergency exits and fire extinguishers (see below). In the event of an emergency, contact local fire and rescue by calling 911.
- **Faculty Contact-** Faculty-in-residence and program coordinator information for each program are listed on the NCI website. To reach

another professor, please refer to your course syllabus or contact the partner institution directly.

- **Fire Extinguishers-** On the second floor (main floor) two fire extinguishers are located to the right of the front desk, one is near room 204 (the Outreach Education office), and one is near the men's restroom. On the third floor, one is near the men's restroom and one is inside the storage closet. On the first floor, one is at the bottom of the stairs and one is at the back exit. Please report any accident or injury to NCI staff.
- **Food and Drink-** Several vending machines are located on the lower level (first floor) of the NCI classroom building. Food and drink are not allowed in the computer lab, but are allowed in the classrooms and the student break area. Please clean any spills up promptly, and leave rooms neat and clean.
- **Honor Code-**All NCI partner institutions subscribe to an honor code which is designed to assure all students a learning community of trust and academic integrity. Students are expected to follow the honor codes of partner institutions.
- **Hours of Operation-** The NCI Classroom building is open on weekdays from 8:30 am- 10:00 p.m. and on Saturdays from 8:30 am- 5:00 pm. The building is closed for state holidays. The building may be opened for other special events when pre-arrangements have been made (see Classroom Use, above).
- **Illegal drugs-** The possession and/or use of illegal drugs is prohibited. Violators will be reported to the proper authorities.
- **Inclement Weather-** In case of inclement weather, New College Institute will determine whether to close the building or delay opening. For evening classes, a determination will be made, if possible, by 2 p.m. The determination will be made independent of local schools and colleges. Faculty members have the right to cancel class at any time, independent of NCI's determination for the building to be open (i.e. the building may be open, but a faculty member may cancel class anyway); however, if the building is closed, faculty must cancel class. In the event of an altered schedule, the public will be notified in the following ways:
  1. The schedule will be posted on the NCI website
  2. The change in schedule will be available by calling 276-403-5600 and pressing 5
  3. Each institutional representative will be contacted by email detailing the altered schedule
  4. The following local media will be notified:

- a. WHEE radio in Martinsville
  - b. WMVA radio in Martinsville
  - c. WZBB radio in Martinsville
  - d. Cable station BTW 21 in Collinsville
  - e. Cable station Media 6 (channel 18) in Martinsville
  - f. WSLs channel 10 in Roanoke
- **Internet use-** (see Public Wireless Access Policy, attached)
  - **Microwave Oven-** A microwave oven is located in the student lounge on the first floor. Please keep it clean.
  - **Parking-** Parking for the NCI classroom building is located along Franklin Street, in the lot along Bridge Street (across from the Courthouse Square), in marked spaces in front of the Courthouse, and in the lot on the lower level of Franklin Street. All parking is public parking and is monitored by the City of Martinsville and the Martinsville Police Department.
  - **Persons with Disabilities-** Individuals requiring assistance to participate in NCI activities should contact our administrative offices at 403-5600.
  - **Printers-** Printers are available for student use on each floor of the Classroom Building. Students must provide their own paper and use of the printer is free of charge.
  - **Public Wireless Access-** (see attached policy)
  - **Registration-** Students must register for classes and make payments through our partner institutions once the student has been accepted in a program of study. Contact information for each of the programs may be found on the NCI website.
  - **Restrooms-** Restrooms facilities are located on the main and upper levels of the classroom building. There are no restrooms on the lower level.
  - **Security Guard-** A security guard is on site and located in our classroom building at the front desk Monday- Friday 5:30 pm to 10:00 pm and on Saturday from 8:30 am to 5:00 pm.
  - **Smoking Policy-** Smoking or the use of tobacco products is not permitted in NCI buildings.
  - **Weather Cancellations-** (please see Inclement Weather)

**Contact Information:**

- Administrative Building:  
29 Jones Street  
Courthouse Square  
Martinsville, VA 24112  
(276) 403-5607  
(276) 403-5604 FAX
- The NCI Classroom Building on Courthouse Square:  
30 Franklin Street  
Martinsville, VA 24112  
(276) 403-5600  
(276) 403-5617 FAX
- Additional contact information for individual staff members is located on the staff page at [www.newcollegeinstitute.org](http://www.newcollegeinstitute.org)