

New College Institute
Executive Committee Meeting
Benjamin R. Gardner Board Room – Building on Baldwin
June 30, 2016
10:00 a.m.

- I. Call to Order and Welcome – Chair Gracie Agnew
- II. Roll Call
- III. Approval of April 21, 2016 Meeting Minutes
- IV. Review of Proposed 2016 – 2017 Operating Budget (Approval Requested)
- V. Adjournment

New College Institute
Executive Committee Meeting
June 30, 2016

The Executive Committee of New College Institute met Thursday, June 30, at 10:00 a.m. in the Benjamin R. Gardner Board Room of the Building on Baldwin

MEMBERS PRESENT

Ms. Gracie Agnew, Mr. Mark Heath, and Mr. Marshall Stowe

MEMBERS ABSENT

None

OTHERS PRESENT

Ms. Naomi Hodge-Muse, NCI Board member, and Dr. Leanna Blevins, NCI's Acting Executive Director

CALL TO ORDER AND WELCOME

Chair Gracie Agnew called the meeting to order (10:04 a.m.) and welcomed those present.

ROLL CALL

Dr. Blevins called the roll and noted the presence of a quorum.

APPROVAL OF MINUTES

On motion by Mark Heath, seconded by Marshall Stowe, the minutes from April 21, 2016, were approved.

CLOSED SESSION

Mark Heath moved that the Committee enter a closed session (10:08 a.m.) to discuss personnel matters affecting the NCI budget *pursuant to the personnel exemption in Virginia Code §2.2-3711(A)(1)*.

This motion was seconded by Marshall Stowe and unanimously approved.

OPEN SESSION

The Committee returned to open session on a motion by Marshall Stowe and seconded by Mark Heath (10:31 a.m.)

The Certification Motion was made by Mark Heath and seconded by Marshall Stowe. Those voting in the affirmative were Gracie Agnew, Mark Heath, and Marshall Stowe.

NCI OPERATING BUDGET FOR 2016-17

On motion by Mark Heath, seconded by Marshall Stowe, the Executive Committee approved the variance to the budget presented on April 16, 2016, and will recommend the budget to the full board.

ADJOURNMENT

On motion by Mark Heath, seconded by Marshall Stowe, the meeting adjourned at 10:38 a.m.

**NCI
Budget - FY 2016-2017
(000s)**

	2016-2017 Approved General Fund (0100)	2016-2017 Revised General Fund (0100)	Variance	Notes
REVENUE				
Appropriation	2,048	2,048	-	
Shared Positions (MOU) (Reimbursements)	280	30	250	TICR-COE grant to fund Ad. Mfg. (30k)
Authorized Supplements (Executive Director)*	-	-	-	
TOTAL REVENUE	2,328	2,078	250	
EXPENSES				
Program Related				
Academic Prog Contracts	274	190	84	Longwood BSW (\$40k) & new programs
Lease payment and Utilities	594	594	-	
Building Misc	-	-	-	
Total Program Related	868	784	84	
Salaries & Related				
Salaries and Wages	1,009	1,093	(84)	Added potential Executive Director Salary, Included 15% Acting, Removed two new part-time positions, Lay-off on 1 position, Not Fill 1 position
Shared Positions (MOU) (Reimbursements)	280	30	250	TICR-COE grant to fund Ad. Mfg. (30k)
Authorized Supplements (Executive Director)*	-	-	-	
Total Salaries & Related	1,289	1,123	166	
Administrative & Office				
Office Supplies	-	-	-	
Printing Services	5	5	-	
Misc Admin	12	12	-	
Office Appurtenances and Furniture	-	-	-	
Total Administration & Office	17	17	-	
Professional Fees				
Skilled Services (Security)	40	40	-	
State Services	-	-	-	
Total Professional Fees	40	40	-	
Information Technology				
Internet Service	44	44	-	
Computer Software and Supplies	-	-	-	
Computer, Voice and Data Equip	55	55	-	
Total Information Technology	99	99	-	
Travel and Accommodations				
Professional Development	10	10	-	
Travel, Lodging, Meals, Mileage	5	5	-	
Total Travel and Accommodations	15	15	-	
TOTAL EXPENSES	2,328	2,078	250	
BALANCE	-	(0)	0	

*Contingent upon Board approval and private funds available