I. Call to Order and Welcome – Chair Gracie Agnew

II. Roll Call and Approval of September 28, 2015 Meeting Minutes – Melanie Ingram, Administrative Assistant [Pages 1 – 4]

III. Audit Report Presentation – Jimmy Quesenberry, Audit Manager, Auditor of Public Accounts [Pages 5 – 17]

IV. Acting Executive Director’s Report – Dr. Leanna Blevins
   • Academic Programs Update
   • Enrollment Report [Page 18]
   • Center of Excellence (CoE) Update


VI. MOU/Shared Services Agreement – Elizabeth Griffin, Office of the Attorney General

VII. Freedom of Information Act Training Session – Elizabeth Griffin, Office of the Attorney General [Pages 21 – 38]

LUNCH WILL BE SERVED

VIII. Update on General Assembly Session – Charles and Morgan Guthridge, Public Affairs Consultants

IX. Discussion on Options for NCI’s Strategic Direction

X. Chairman’s Report – Gracie Agnew
   • Review of Board Terms
   • Search Committee Update

XI. Closed Session
   • Personnel/Executive Director Search

XII. Adjournment
The Board of Directors of New College Institute met Thursday, April 14, 2016 at 10:00 a.m. in the Benjamin R. Gardner Board Room of the Building on Baldwin.

MEMBERS PRESENT

Ms. Gracie Agnew; Senator Emmett Hanger; Mr. Mark Heath; Dr. Weldon Hill; Ms. Naomi Hodge-Muse; Delegate Danny Marshall; Delegate Charles Poindexter; Senator Bill Stanley; Mr. Marshall Stowe; Delegate David Toscano; Ms. Treney Tweedy; Ms. Janice Wilkins.

MEMBERS ABSENT

None

OTHERS PRESENT

Dr. Leanna Blevins, NCI Acting Executive Director and Chief Academic Officer; Ms. Christina Reed, NCI/NCF Finance Director; Mr. Morgan Guthridge, Public Affairs Consultant; Ms. Elizabeth Griffin, Office of the Attorney General; Mr. Jimmy Quesenberry, Audit Manager, Auditor of Public Accounts; and Ms. Melanie Ingram Ingram, Executive Assistant.

Mr. Charles Guthridge, Public Affairs Consultant, joined the meeting by telephone.

CALL TO ORDER AND WELCOME

Chair Gracie Agnew called the meeting to order and welcomed the group.

ROLL CALL AND APPROVAL OF SEPTEMBER 28, 2015 MEETING MINUTES

Ms. Ingram called the roll and noted the presence of a quorum.

On motion by Delegate Marshall, seconded by Treney Tweedy, the minutes of the September 28, 2015 meeting were approved.

AUDIT REPORT PRESENTATION

Mr. Jimmy Quesenberry, Audit Manager, Auditor of Public Accounts, reported on the Audit for the period July 1, 2011 through June 30, 2014. A copy of the Audit Report is attached to these minutes.
Dr. Blevins provided the following updates:

- **ACADEMIC UPDATE**
  - In the last year, 14 bachelor’s and master’s degree programs, two doctorates, and nine certificate programs have been explored.
  - Partners are interested in discussions and are receptive to collaborating with NCI.
  - Momentum is good, although some institutions are pausing after seeing the legislation during the recent General Assembly Session.

Several new program-related announcements were made:

- Longwood University will offer a Master’s in Counseling this fall.
- Old Dominion University will offer a Cyber Security Certificate and a Cyber Systems Security Certificate. Discussions are underway for a degree program in Cyber Security and a Cyber Security Summit with Virginia’s Secretary of Technology Karen Jackson and other university partners. A list of what Patrick Henry Community College (PHCC) is doing in this area has been compiled and NCI plans to build upon their programs.
- In coordination with Educational Testing Consultants (ETC), test preparation courses for GMAT, LSAT, GRE, SAT, and ACT will be offered through an agreement with Old Dominion University which allows NCI to benefit from their existing relationship. Ten scholarships are available for individuals who want to take these courses.

Dr. Blevins reported the possibility of additional new program announcements in the near future depending on the strategic direction determined by the Board.

At this point in the meeting, members informally discussed program offerings and perceived educational needs of the community.

- **ENROLLMENT REPORT**

The 2015 – 2016 Preliminary Enrollment report was reviewed in detail. Two contracts were not renewed: Master’s in Social Work with Norfolk State and Bachelors in Criminal Justice with Virginia Community University. Students enrolled in both programs are “teaching out” the remaining coursework for degree completion.

- **CENTER OF EXCELLENCE (COE) UPDATE**
  - The CoE is a partnership with PHCC. Regular meetings are held with PHCC and great progress has been made in the development of new programs and expansion of existing programs for this partnership.
  - Collaborative presentations have been made to the Tobacco Region Revitalization Commission Oversight Committee, the Virginia Economic Development Partnership (VEDP), Virginia Community College System (VCCS) and the State Council of Higher Education for Virginia (SCHEV). These updates have been well received by all groups.
o One of the challenges has been to identify and hire a coordinator to manage the effort. Support from CCAM is strong and industry partners have been asked to assist so we can hire instructors in the absence of a coordinator.

• OTHER NOTES OF INTEREST

1. Peter Blake, Director of the State Council of Higher Education for Virginia (SCHEV), is visiting NCI next month. Mr. Blake would like to meet with local citizens during his visit as well as NCI Board members.

2. Tabitha Ramey has joined NCI as its Coordinator of Experiential Learning.

3. A Graduate Recognition Ceremony will be held Tuesday, April 26, at 6 p.m.

FINANCIAL REPORT

Christina Reed reviewed the following reports:

• Operating Budget for FY 2015 – 2016
• Proposed Budget for FY 2016 – 17 (Approval was not requested for the proposed budget)

The financial relationship between NCI and New College Foundation (NCF) was questioned and discussed with staff. New College Foundation is a private 501(c)(3) organization and therefore staff members present were unable to provide answers. Delegate Marshall asked for a presentation from NCF at the next NCI Board meeting. Delegate Marshall specifically requested details on how the Foundation spends the funds it receives from NCI’s lease payments.

FREEDOM OF INFORMATION ACT TRAINING SESSION

Elizabeth Griffin from Virginia’s Office of the Attorney General presented a brief video detailing the Freedom of Information Act and followed up with a Question & Answer Powerpoint. This training is required on an annual basis.

MOU/SHARED SERVICES AGREEMENT

Elizabeth Griffin explained the relationship between New College Institute, New College Foundation, and The Harvest Foundation.

The purpose of the Shared Services Agreement, as a part of the Memorandum of Understanding between New College Institute and New College Foundation, is to set forth the percentage of time spent by a state employee (NCI) on New College Foundation business. The Shared Services Agreement will be submitted for approval at New College Foundation’s Board of Trustees meeting in May.
UPDATE ON GENERAL ASSEMBLY SESSION

Morgan Guthridge, one of NCI’s Public Affairs Consultants, provided the following update.

- NCI fared very well during the 2016 General Assembly session due in large part to Dr. Blevins’ hard work and most importantly to the legislative members of the NCI Board.
- NCI’s request for the biennium was $167,457. The total approved appropriation in the Budget Conference Report was $200,000 – an increase of $32,563 (19.4%).
- House Bill 1384 (Patrons: Delegates Marshall, Poindexter, Toscano, Adams, and Senator Stanley) was introduced to pursue a structure in which NCI could enter into an operations and governance agreement with an existing state higher education institution. This bill was referred to the Higher Education Subcommittee of the House Education Committee; upon review, the subcommittee recommended that the Bill be gently “laid on the table,” leaving it in the House Education Committee, with the recommendation to further study this proposed concept among others.

Also Included in the final Budget Conference Report is language regarding a plan related to the Institute’s operation. NCI’s Governing Board is charged with the development of a comprehensive plan to provide higher education degree and certification programs in accordance with its mission and shall review options to achieve stated goals.

The options shall include, but not be limited to:

- Continued operation as an independent public entity with the existing operation structure, and partnering with one or more public and/or private entities offering degree or certificate completion.

- For options regarding partnering with other entities, such proposed agreement, if any, shall detail the plan of operational guidance and funding mechanisms and shall be subject to approval of all governance boards impacted.

DISCUSSION ON OPTIONS FOR NCI’S STRATEGIC DIRECTION

To kick-off the discussion, Dr. Blevins presented a summary of NCI’s historical context.

A lively discussion was held as each member provided his/her opinion on topics ranging from how NCI should move forward, if a facilitator should be hired, how to set up structure for decision-making, types of degree programs to offer, ideas to attract students, status of the current Strategic/Implementation Plan, and challenges facing NCI on the political front.

The make-up and purpose of the Executive Committee was discussed. Members of this committee are the officers, chairs of both standing committees, and a member at-large. The standing committees have not been active for several years and will need to be re-established. The group agreed that many of the topics discussed could be further developed by the Executive Committee.
CHAIRMAN’S REPORT

Chair Gracie Agnew provided the following updates.

REVIEW OF BOARD TERMS

Mark Heath’s term will expire June 30, 2016 and is not eligible for re-appointment. Mark Heath agreed to provide recommendations for his replacement.

Dr. Weldon Hill, Marshall Stowe, and Janice Wilkins are eligible to serve another term. It was suggested that the Secretary of the Commonwealth’s office be contacted to support the reappointment of these three members for another term.

SEARCH COMMITTEE UPDATE

The search for the new Executive Director was suspended when Delegate Marshall introduced House Bill 1384. The Search Firm is waiting to hear further direction from NCI as to how to proceed. Delegate Marshall suggested this process be frozen until the end of 2016 and a firm direction for NCI is decided.

CLOSED SESSION

Chair Agnew moved that the Board enter a closed session to discuss the following:

(1) discussion of the security plan and policies for NCI, pursuant to the public safety exemption in Virginia Code §2.2-3711(A)(19)

This motion was seconded by Marshall Stowe and unanimously approved.

The Board returned to open session on a motion by Mark Heath and seconded by Delegate Charles Poindexter.

The Certification motion was made by Mark Heath and seconded by Delegate Charles Poindexter. Those voting in the affirmative were Chair Gracie Agnew, Senator Emmett Hanger, Mark Heath, Dr. Weldon Hill, Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, Marshall Stowe, Treney Tweedy, and Janice Wilkins.

On motion by Mark Heath, seconded by Senator Stanley, the NCI Safety/Security Policies Manual was approved.

Senator Bill Stanley moved that the Board enter a closed session to discuss the following:

(1) discussion of prospective candidates for employment as the executive director, pursuant to the personnel exemption in Virginia Code §2.2-3711(A)(1)

This motion was seconded by Danny Marshall and unanimously approved.

The Board returned to open session on a motion by Mark Heath and seconded by Senator Bill Stanley.
The certification motion was made by Mark Heath and seconded by Senator Bill Stanley. Those voting in the affirmative were Chair Gracie Agnew, Senator Emmett Hanger, Mark Heath, Dr. Weldon Hill, Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, Marshall Stowe, Treney Tweedy, and Janice Wilkins.

ADJOURNMENT

There was no other business to come before the meeting; therefore, the meeting adjourned at 3:30 p.m.
NEW COLLEGE INSTITUTE
For the Years Ended June 30, 2012 through June 30, 2014

<table>
<thead>
<tr>
<th>Area</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor’s Opinion</td>
<td>We found that the Institute properly stated, in all material respects, amounts recorded and reported in the Commonwealth Accounting and Reporting System.</td>
</tr>
<tr>
<td>Scope of Internal Control Work</td>
<td>We obtained a sufficient understanding of internal control to plan our audit and to determine the nature, timing, and extent of testing performed. Our audit identified no material weaknesses or significant deficiencies.</td>
</tr>
<tr>
<td>Compliance Testing</td>
<td>We found instances of noncompliance with applicable laws and regulations that are required to be reported.</td>
</tr>
<tr>
<td>Fraud and Illegal Acts</td>
<td>We found no indications of fraudulent transactions or illegal acts.</td>
</tr>
<tr>
<td>Significant Accounting Policies</td>
<td>There were no material changes to accounting and reporting policies and standards during the year.</td>
</tr>
<tr>
<td>Material Alternative Accounting Treatments</td>
<td>There were no material alternative accounting treatments identified as a result of the audit.</td>
</tr>
<tr>
<td>Auditor’s Judgment About the Quality of Accounting Principles</td>
<td>We concur with management’s application of accounting principles.</td>
</tr>
<tr>
<td>Methods of Accounting for Significant Transactions and for Controversial or Emerging Areas</td>
<td>There were no unusual transactions or significant accounting policies in controversial or emerging issues.</td>
</tr>
<tr>
<td>Disagreements with Management on Financial Accounting and Reporting Matters</td>
<td>During the audit, there were no disagreements with management about auditing, accounting, or disclosure matters.</td>
</tr>
</tbody>
</table>
NEW COLLEGE INSTITUTE

REPORT ON AUDIT

FOR THE PERIOD

JULY 1, 2011 THROUGH JUNE 30, 2014

Auditor of Public Accounts
Martha S. Mavredes, CPA

www.apa.virginia.gov
(804) 225-3350
AUDIT SUMMARY

Our audit of New College Institute for the period July 1, 2011, through June 30, 2014, found:

- proper recording and reporting of all transactions, in all material respects, in the Commonwealth Accounting and Reporting System;

- matters involving internal control and its operation necessary to bring to management’s attention; and

- instances of noncompliance with applicable laws and regulations or other matters that are required to be reported.
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<td>AGENCY HIGHLIGHTS</td>
<td>2</td>
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<tr>
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<td>3-4</td>
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<td>INDEPENDENT AUDITOR'S REPORT</td>
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<tr>
<td>AGENCY RESPONSE</td>
<td>7-8</td>
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<tr>
<td>AGENCY OFFICIALS</td>
<td>9</td>
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</table>
AUDIT FINDINGS AND RECOMMENDATIONS

Improve Internal Controls over Fixed Assets

New College Institute (Institute) is in the process of implementing a new fixed asset system. However, the Institute does not currently have adequate controls over the management of its fixed assets. The Institute is not conducting a full fixed asset inventory at least every two years as required by Topic 30505 of the Commonwealth Accounting Policies and Procedures (CAPP) Manual. In addition, the Institute is not performing reconciliations between the financial accounting system and agency based capital asset management system to ensure that capital assets recorded in both systems are in agreement. By not conducting full inventories and performing required reconciliations, the Institute runs the risk of improperly tracking capitalized assets, underestimating depreciation expense, and reporting incorrect account balances to the Department of Accounts. We recommend that employees collaborate on developing standardized policies and procedures over physical inventory and reconciliations. We also recommend that management implement corrective actions to ensure the management of fixed assets is in compliance with requirements outlined in the CAPP Manual.

Improve Information Security Management and Prioritization

The Institute does not prioritize and manage information security for sensitive information technology resources. The Commonwealth’s Information System Security Standard, SEC 501-08, requires that the Institute implement several security controls, both physical and logical, to safeguard mission critical systems. During the audit, we identified and communicated several areas of weaknesses to management in a separate document marked Freedom of Information Act Exempt under Section 2.2-3705.2 of the Code of Virginia due to it containing descriptions of security mechanisms. In general, these areas consisted of four control weaknesses in “Physical and Environmental Security” and three weaknesses in “Contingency Planning.” Management has taken some steps to make on-the-spot corrections, but we recommend that the Institute prioritize information security management organization-wide and dedicate the necessary resources to comply with information security standards and best practices.
AGENCY HIGHLIGHTS

New College Institute (Institute), located in Martinsville, is a state-funded educational entity that provides access for students to complete bachelor's degrees, masters degrees, teacher endorsement, teacher recertification and workforce development programs through partnerships with public and private institutions of higher education. The Institute has established academic partnerships with Averett University, James Madison University, Longwood University, Patrick Henry Community College, Piedmont Governor's School, Radford University, University of Virginia, Virginia Commonwealth University, and Virginia State University. The Institute addresses a variety of needs for traditional and non-traditional students and provides the opportunity for students to achieve educational development through well-known colleges and universities within the Commonwealth. The Institute has also partnered with private industry and community partners to provide training opportunities, which prepare students to enter today's workforce.

In the summer of 2014, the New College Foundation (Foundation) completed construction of a 52,000 square foot state of the art educational facility, which is leased to the Institute. The facility, located in Martinsville, offers technologically advanced classrooms, student collaboration spaces, a conference hall, administrative offices, and a manufacturing laboratory. This new facility promotes education and outreach by offering students an atmosphere conducive with learning, real-time work exposure and the opportunity for students to network with major employers.

The Foundation, established in 2006, was developed to support activities and endeavors of the Institute through private fundraising. The Foundation utilizes its concept of "margin of excellence" to assist the Institute with growth and prosperity and to address the needs of the Martinsville, Henry County region of Virginia. The Foundation provides educational support for students through endowed scholarship funds that are disbursed annually as designated by the donors. The Foundation established a capital fund-raising campaign goal of $2 million to assist with construction of the new facility and has exceeded the goal by $400,000.
FINANCIAL HIGHLIGHTS

Tables 1 through 4 below illustrate the Institute’s original budget, final budget and actual expenses for fiscal years 2012 through 2014. During fiscal year 2012, the Institute received approximately 57 percent of its operating budget from General Fund appropriations and the remaining 43 percent from special revenue, which is derived from the New College Foundation, Harvest Foundation, and Tobacco Indemnification and Community Revitalization Commission. Revenue streams for the Institute remained relatively flat with the Institute receiving a slight increase from General Fund appropriations to 58 percent of its operating budget for fiscal years 2013 and 2014. During fiscal year 2014, the Institute also received $750,000 from the Virginia College Building Authority (VCBA) 21st Century Program to purchase equipment for the manufacturing lab. However, due to timing related with getting the manufacturing lab installed and operational, the equipment funds were not expended during the period under audit.

Table 1 – Budget and Actual Operating Expenses by Funding Source – Fiscal Year 2012

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Original Budget</th>
<th>Final Budget</th>
<th>Actual Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>$1,464,107</td>
<td>$1,474,427</td>
<td>$1,474,348</td>
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<tr>
<td>Special Revenue</td>
<td>1,099,446</td>
<td>1,099,446</td>
<td>497,840</td>
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<tr>
<td>Total</td>
<td>$2,563,553</td>
<td>$2,573,873</td>
<td>$1,972,188</td>
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Table 2 – Budget and Actual Operating Expenses by Funding Source – Fiscal Year 2013

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Original Budget</th>
<th>Final Budget</th>
<th>Actual Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>$1,471,039</td>
<td>$1,506,069</td>
<td>$1,504,881</td>
</tr>
<tr>
<td>Special Revenue</td>
<td>1,099,446</td>
<td>1,099,446</td>
<td>127,820</td>
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<tr>
<td>Total</td>
<td>$2,570,485</td>
<td>$2,605,515</td>
<td>$1,632,701</td>
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Table 3 – Budget and Actual Operating Expenses by Funding Source – Fiscal Year 2014

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Original Budget</th>
<th>Final Budget</th>
<th>Actual Expenses</th>
</tr>
</thead>
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<tr>
<td>General</td>
<td>$1,471,055</td>
<td>$1,516,459</td>
<td>$1,516,427</td>
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<tr>
<td>Special Revenue</td>
<td>1,099,446</td>
<td>1,099,446</td>
<td>26,643</td>
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<tr>
<td>Total</td>
<td>$2,570,501</td>
<td>$2,615,905</td>
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Table 4 – Additional Funds / VCBA – Fiscal Year 2014

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Original Budget</th>
<th>Final Budget</th>
<th>Actual Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCBA 21st Century</td>
<td>$</td>
<td>$750,000</td>
<td>$</td>
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</table>

Period July 1, 2011, through June 30, 2014
During fiscal years 2012 through 2014, the Institute spent over $5.1 million in total operating expenses. As illustrated below, due to the educational and outreach focus of the agency, personal services including fringe benefits represent $2.7 million or 53 percent, and continues to be the Institute’s largest operating expense and use of General funds. Contractual services, continuous charges, and supplies and materials account for $1.6 million or 32 percent of total operating expenses. For expenses outside of personal services, the Institute remains reliant upon special revenue funds to meet operating needs. During fiscal year 2014, contractual services decreased significantly due to the elimination of the Old Dominion University Motorsports program and academic partner payments being made on behalf of the Institute by the Foundation. Equipment expenses represent $0.7 million or 13 percent. During fiscal year 2014, equipment expenses increased primarily due to the completion of the new Baldwin academic facility.
May 20, 2015

The Honorable Terence R. McAuliffe
Governor of Virginia

The Honorable John C. Watkins
Chairman, Joint Legislative Audit
and Review Commission

We have audited the financial records and operations of New College Institute (Institute) for the period July 1, 2011, through June 30, 2014. We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Audit Objectives

Our audit’s primary objectives were to evaluate the accuracy of recorded financial transactions in the Commonwealth Accounting and Reporting System, review the adequacy of the Institute’s internal controls, and test compliance with applicable laws, regulations, contracts, and grant agreements.

Audit Scope and Methodology

The Institute’s management has responsibility for establishing and maintaining internal control and complying with applicable laws and regulations. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws, regulations, contracts, and grant agreements.

We gained an understanding of the overall internal controls, both automated and manual, sufficient to plan the audit. We considered significance and risk in determining the nature and extent of our audit procedures. Our review encompassed controls over the following significant cycles, classes of transactions, and account balances.
Federal grant revenues and expenses  
Contractual services expenses  
Payroll expenses  
Small purchase charge card  
Financial assistance and incentives payments  
Appropriations  
Capital assets  
Information System Security

We performed audit tests to determine whether the Institute's controls were adequate, had been placed in operation, and were being followed. Our audit also included tests of compliance with provisions of applicable laws, regulations, contracts, and grant agreements. Our audit procedures included inquiries of appropriate personnel, inspection of documents, records, and contracts, and observation of the Institute's operations. We tested transactions and performed analytical procedures, including budgetary and trend analyses.

Conclusions

We found that the Institute properly stated, in all material respects, the amounts recorded and reported in the Commonwealth Accounting and Reporting System. The Institute records its financial transactions on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The financial information presented in this report came directly from the Commonwealth Accounting and Reporting System.

We noted certain matters involving internal control and its operation and compliance with applicable laws, regulations, contracts and grant agreements that require management's attention and corrective action. These matters are described in the section entitled “Audit Findings and Recommendations.”

Exit Conference and Report Distribution

We discussed this report with management on July 2, 2015. Management's response to the findings identified in our audit is included in the section titled “Agency Response.” We did not audit management's response and, accordingly, we express no opinion on it.

This report is intended for the information and use of the Governor and General Assembly, management, and the citizens of the Commonwealth of Virginia and is a public record.

[Signature]
AUDITOR OF PUBLIC ACCOUNTS

JRQ/alh

Period July 1, 2011, through June 30, 2014
July 2, 2015

Ms. Martha Mavredes
Auditor of Public Accounts
P.O. Box 1295
Richmond, VA 23218-1295

Dear Ms. Mavredes:

New College Institute has reviewed the Financial Internal Control and Compliance Findings and Recommendations provided by the Auditor of Public Accounts for fiscal years 2012, 2013, and 2014. New College Institute is in agreement, in principle, with all of the findings submitted.

Attached for your consideration is a brief update as to where New College Institute is with respect to progress on the findings. The formal Corrective Action Work plan will be submitted within thirty days as required by CAPP Manual Section 10205. Please contact me should you have any questions or require additional information.

Sincerely,

William C. Wampler, Jr.
Executive Director

Realize your potential.

191 Fayette Street, Martinsville, VA 24112; Phone (276) 403-5602; Fax (276) 403-5604
AUDIT FINDINGS AND RECOMMENDATIONS

Improve Internal Controls over Fixed Assets

New College Institute has initiated new inventory procedures that will improve the processes to meet the requirements outlined in the Commonwealth Accounting Policies and Procedure (CAAP) Manual.

Improve Information Security Management and Prioritization

The Information Technology department has reviewed the findings and is taking a proactive approach to the findings. Some of the findings have already been addressed, some are requiring procurement, and others are anticipated to be complete by June 2016.
NEW COLLEGE INSTITUTE

BOARD OF DIRECTORS
As of June 30, 2014

Grace Agnew
Chair

Mark Heath
Vice-Chair

Jay Edelen
Senator Emmett Hanger, Jr.
Dr. W. Weldon Hill
George Lyle
Delegate Danny Marshall

Dr. Edward Snyder
Senator William M. Stanley, Jr.
Marshall Stowe
Delegate David J. Toscano
Janice Wilkins

EXECUTIVE DIRECTOR

William C. Wampler, Jr.

Period July 1, 2011, through June 30, 2014
<table>
<thead>
<tr>
<th>Partner Institution or Industry</th>
<th>Degree Program</th>
<th>Certificate/Endorsements (credit)</th>
<th>Industry Credentials &amp; Professional Dev (non-credit)</th>
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<tbody>
<tr>
<td>Longwood University</td>
<td>Bachelors - Elem Ed</td>
<td>30</td>
<td></td>
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<tr>
<td>Longwood University</td>
<td>Bachelors - Social Work</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Longwood University</td>
<td>Counseling (Masters Level Licensure)</td>
<td>13</td>
<td></td>
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<tr>
<td>James Madison University</td>
<td>Ed Leadership</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Virginia State University</td>
<td>Academy of Engineering Tech</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>Duke University</td>
<td>Non-Profit Leadership</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>UVA/VCU/NCI</td>
<td>Telehealth</td>
<td>106</td>
<td>139</td>
</tr>
<tr>
<td>Norfolk State University</td>
<td>Masters - Social Work</td>
<td>2</td>
<td></td>
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<tr>
<td>Virginia Commonwealth University</td>
<td>Bachelors - Criminal Justice</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>PHCC</td>
<td>IND 295 (CAFM) Fall/Spring</td>
<td>19</td>
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<tr>
<td>NCI/Eastman</td>
<td>Web Dynamics (CAFM) Fall/Spring</td>
<td>15</td>
<td></td>
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<tr>
<td>Longwood University/Carlisle/NCI</td>
<td>Ed Camp Teacher Workshop</td>
<td>50</td>
<td></td>
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<tr>
<td>Longwood University/NCI</td>
<td>I.D.E.A.L. Teacher Workshop</td>
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<td></td>
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<tr>
<td>Totals</td>
<td></td>
<td>75</td>
<td>231</td>
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<td>219</td>
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Total Preliminary Enrollment Fall 2015-Spring 2016: 525