

New College Institute
Board of Directors Meeting
Benjamin R. Gardner Board Room – Building on Baldwin
December 9, 2016
10:00 a.m.

- I. Call to Order and Welcome – Chair Gracie Agnew
- II. Roll Call – Melanie Ingram, Administrative Assistant
- III. Recognize 10 Year Service Award Recipients
 - Dr. Leanna Blevins, Acting Executive Director (12 years)
 - Melanie Ingram, Assistant to the Executive Director
 - Steve Keyser, Coordinator of Educational & Community Engagement
 - Sammy Redd, Coordinator of Student Services
- IV. Final 2015-16 Outreach Report [**Pages 1 – 12**]
- V. Approval of October 27, 2016 Meeting Minutes – Melanie Ingram, Administrative Assistant [**Pages 13 - 17**]

*The draft minutes of the 10/4/16 Academic Affairs Committee meeting [**Pages 18 – 20**] and the 11/14/16 Ad Hoc Committee meeting on bylaws amendment and board officer selections [**Pages 21 – 24**] are included for informational purposes.*
- VI. Proposed Bylaws Changes [**Pages 25 – 30**]
- VII. Election of Officers
- VIII. Acting Executive Director's Update – Dr. Leanna Blevins
- IX. Closed Session (as needed)
- X. Set Meeting Dates for 2017
 - March
 - June
 - September
 - December
- XI. Adjournment

New College Institute
Board of Directors Meeting
December 9, 2016

The Board of Directors of New College Institute met Friday, December 9, 2016 at 10:00 a.m. in the Benjamin R. Gardner Board Room of the Building on Baldwin in Martinsville, Virginia.

MEMBERS PRESENT

Delegate Les Adams, Ms. Gracie Agnew, Mr. Bob Burger, Senator Emmett Hanger, Ms. Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, and Ms. Janice Wilkins.

Dr. Weldon Hill participated by telephone.

MEMBERS ABSENT

Ms. Tanya Foreman and Ms. Treney Tweedy

OTHERS PRESENT

Dr. Leanna Blevins, NCI Acting Executive Director and Chief Academic Officer; Mr. Charles Guthridge, Public Affairs Consultant; Mr. Morgan Guthridge, Public Affairs Consultant; Ms. Christina Reed, NCI Finance Director; and Ms. Melanie Ingram, Executive Assistant.

Ms. Elizabeth Griffin, Office of the Attorney General, participated by telephone.

CALL TO ORDER AND WELCOME

Chair Gracie Agnew called the meeting to order and welcomed those in attendance.

ROLL CALL

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

RECOGNIZE 10-YEAR SERVICE AWARD RECIPIENTS

Four NCI staff members were recognized for 10+ years of service to the organization. They are: Dr. Leanna Blevins, Acting Executive Director; Melanie Ingram, Assistant to the Executive Director; Steve Keyser, Coordinator of Educational & Community Engagement; and Sammy Redd, Coordinator of Student Services. Dr. Blevins provided brief remarks about each employee. Last month, options for a 10-year service award were given and the item chosen has been ordered for each of these individuals.

Delegate Marshall recognized and thanked Dr. Blevins for her years of service to NCI as well.

FINAL 2015-16 OUTREACH REPORT

Steve Keyser, Coordinator of Educational & Community Engagement, and Sammy Redd, Coordinator of Student Services, reviewed the annual report and answered questions from the board members. A copy of the report is attached to these minutes.

APPROVAL OF OCTOBER 27, 2016 MEETING MINUTES

On motion by Senator Hanger, seconded by Senator Stanley, the minutes of the October 27, 2016 meeting were approved.

PROPOSED BYLAWS CHANGES

Mr. Burger made a motion to enter closed session at 10:31 a.m. *for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice pursuant to Virginia Code §2.2-3711(A)(7), and specifically:*

1. *Proposed revisions to the board bylaws*
2. *Relationship between NCI and the New College Foundation*

As a part of this motion, Dr. Leanna Blevins was asked to remain in the room.

Ms. Wilkins seconded the motion. Those voting in the affirmative by a roll call vote were Delegate Les Adams, Ms. Gracie Agnew, Mr. Bob Burger, Senator Emmett Hanger, Ms. Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, and Ms. Janice Wilkins.

The Board returned to open session at 11:29 a.m. on motion by Delegate Adams, seconded by Mr. Burger. Those voting in the affirmative by a roll call vote were Delegate Les Adams, Ms. Gracie Agnew, Mr. Bob Burger, Senator Emmett Hanger, Ms. Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, and Ms. Janice Wilkins

Mr. Burger made the certification motion, seconded by Delegate Marshall. Those voting in the affirmative by a roll call vote were Delegate Les Adams, Ms. Gracie Agnew, Mr. Bob Burger, Senator Emmett Hanger, Ms. Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, and Ms. Janice Wilkins.

Delegate Marshall was asked to review and present the proposed bylaws changes resulting from the Ad Hoc Committee meeting on bylaws amendment and board officer selections held November 14, 2016. These proposed changes were reviewed by Elizabeth Griffin, NCI's representative from the Virginia Attorney General's Office. Ms. Griffin's comments are included in the margins of the document presented for approval.

Delegate Marshall read each proposed change (pages 25 – 30 of the board package) aloud in the meeting. Attention and discussion was given to page 28, Section B1 describing the membership of the Executive Committee. Senator Hanger recommended that no action be taken on this section as the language required further clarification. Following Senator Hanger's recommendation, a discussion was held on how to approve or make amendments to the proposed changes. Senator Stanley recommended that the members approve the bylaws in a block, and if any member would like to suggest amendments

or changes to any of the proposed changes, a motion should be made to remove the specific proposed change from the block and would be returned for further review and discussion by the Ad Hoc Committee.

Senator Hanger then amended his earlier motion to remove any reference to changes on Page 28, under section B1 describing the membership of the Executive Committee. This motion was seconded by Delegate Adams and unanimously approved. [Item #1]

On motion by Mr. Burger, seconded by Ms. Wilkins, and approved, no changes were made to the second sentence under section B6, page 28, stating "The Chairman of the Board shall be an ex-officio member of all standing and ad hoc committees." [Item #2]

Based on Senator Stanley's recommendation to approve the bylaws in a block with the changes presented by Delegate Marshall, seconded by Delegate Poindexter, the proposed bylaws changes were unanimously approved EXCLUDING Item #1 and Item #2 described above.

A copy of the approved, amended Bylaws is attached to these minutes.

ELECTION OF OFFICERS

On motion by Delegate Marshall, seconded by Ms. Hodge-Muse, Senator Stanley was nominated to serve as Chairman of the Board.

On motion by Mr. Burger, seconded by Ms. Agnew, Ms. Wilkins was nominated to serve as Chairman of the Board.

Senator Stanley then moved that the nominations be closed, seconded by Delegate Marshall.

Senator Hanger opined that both individuals nominated were good candidates for leadership positions. He then asked Ms. Wilkins if she would be willing to serve as Vice Chair. Ms. Wilkins responded positively.

On motion by Delegate Marshall, seconded by Delegate Adams, nominations for the position of Chairman were re-opened.

On motion by Delegate Adams, seconded by Senator Hanger, Senator Stanley was elected Chairman of the Board and Ms. Wilkins was elected Vice Chairman of the Board; motion unanimously approved.

On motion by Senator Stanley, seconded by Delegate Marshall and approved, nominations were closed for the positions of Chair and Vice Chair.

On motion by Delegate Marshall, seconded by Delegate Poindexter and approved, Ms. Hodge-Muse was unanimously elected to the position of Secretary.

ACTING EXECUTIVE DIRECTOR'S UPDATE

Dr. Blevins provided the following updates:

- Congratulated the newly elected officers of the board
- Thanked the members for their continued support and acknowledged she had been out of the office more than was expected this past month.
- Collaboration has continued with Patrick Henry Community College for STEM and Center of Excellence (CoE) activities.
- Good progress has been made with the Advanced Manufacturing Center of Excellence. Pamela Carter-Taylor, NCI's Advanced Manufacturing Equipment Supervisor is getting equipment up and running as well as working with industry partners to determine training needs.
- Dr. Blevins attended a recent Martinsville City Council meeting to provide an NCI update. Council members had many questions and plans to follow up with them at a later meeting.
- Dr. Blevins participated in a local cable show -with representatives from Patrick Henry Community College, the Virginia Museum of Natural History and representatives from the proposed medical school to discuss post-secondary education options.
- Conversations continue with Longwood University administrators regarding an academic draft business plan as well as a financial model for the Longwood affiliation plan.
- Dr. Blevins is working with Dr. Hill to schedule a meeting of the Academic Affairs committee.

Senator Hanger asked newly-elected Chair, Senator Bill Stanley, if he had comments to share with the Board.

Senator Stanley replied that the board must move with alacrity (quickly and deliberately) to evaluate all options to ensure a unique educational experience for NCI's students. In order to move quickly, additional committee and board meetings will be needed.

SET MEETING DATES FOR 2017

Senator Stanley asked members to plan for the next NCI Board meeting to be held in Richmond during the General Assembly Session. A meeting in Richmond would give NCI more exposure to General Assembly members and provide an opportunity for board members to advocate for NCI.

Senator Stanley also encouraged the board to schedule a visit to Kingsport Center for Higher Education in Kingsport, TN in January.

Senator Stanley stated that it will take a lot of work to rebuild relationships with The Harvest Foundation and New College Foundation.

CLOSED SESSION

Mr. Burger made a motion to enter closed session at 12:04 p.m. to discuss the following: *the position of executive director, pursuant to the personnel exemption in Virginia Code §2.2-3711(A)(1)*. Delegate Marshall seconded the motion. Those voting in the affirmative by a roll call vote were Delegate Les Adams, Ms. Gracie Agnew, Mr. Bob Burger, Senator Emmett Hanger, Dr. Weldon Hill, Ms. Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, and Ms. Janice Wilkins.

The Board returned to open session at 12:21 p.m. on motion by Mr. Burger, seconded by Senator Stanley. Those voting in the affirmative by a roll call vote were Delegate Les Adams, Ms. Gracie Agnew,

Mr. Bob Burger, Senator Emmett Hanger, Dr. Weldon Hill, Ms. Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, and Ms. Janice Wilkins.

Mr. Burger made the certification motion, seconded by Delegate Marshall. Those voting in the affirmative by a roll call vote were Delegate Les Adams, Ms. Gracie Agnew, Mr. Bob Burger, Senator Emmett Hanger, Dr. Weldon Hill, Ms. Naomi Hodge-Muse, Delegate Danny Marshall, Delegate Charles Poindexter, Senator Bill Stanley, and Ms. Janice Wilkins.

Ms. Wilkins made a motion to appoint Dr. Leanna Blevins as the permanent Executive Director of NCI. Delegate Marshall seconded this motion and it was unanimously approved.

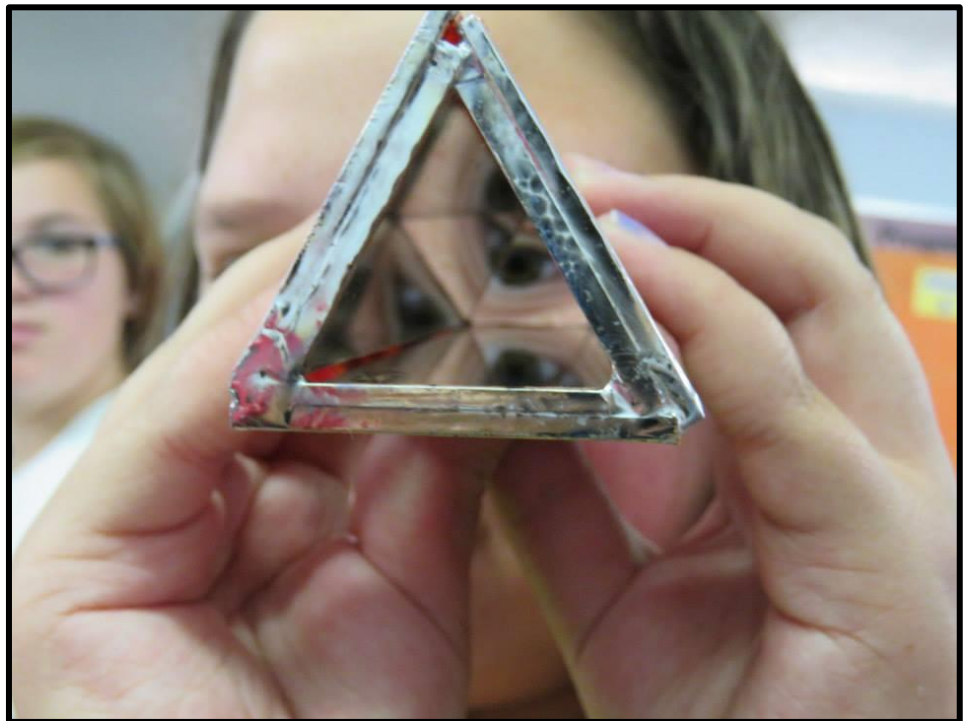
On behalf of the board, Senator Hanger expressed appreciation to Ms. Agnew in her role as Chair of the board for the past two years. He thanked her for her calm demeanor and encouraged her to remain an active member of the board.

Senator Hanger also recommended that the Executive Committee meet soon to address the following topics.

- Discuss and develop the plan related to NCI's operation as mandated by the General Assembly; and,
- Letter from The Harvest Foundation to Kimble Reynolds, Chair of the New College Foundation, requiring NCI to transition to a branch of a four-year college/university by January 31, 2017; and,
- Set goals for the Executive Director position to assist with an annual performance evaluation.

On motion by Delegate Poindexter, seconded by Delegate Marshall, the meeting adjourned at 12:32 p.m.

NEW COLLEGE INSTITUTE



2015 - 2016

Educational Outreach Report

Steve Keyser,
*Coordinator of Educational
& Community Engagement*

Sammy Redd,
*Coordinator of
Student Services*

11/02/2016

New College Institute

EDUCATIONAL OUTREACH REPORT

An important part of New College Institute's mission is educational outreach to the community. Two full-time staff members, Sammy Redd and Steve Keyser, dedicate their efforts to this responsibility. Community Outreach Programs promote the development of a culture that encourages and supports educational attainment for our students and the community at large. These programs are a vital component in supporting educational achievement for individuals and families. NCI wants students of all ages to realize their potential and know that college is possible. These programs also develop a pipeline of learners who become successful students in higher education.

Outreach programs develop vibrant partnerships with schools, businesses, and community organizations. Our comprehensive educational outreach activities are designed to engage life-long learners. These programs have reached thousands of area residents and untold others through media, community engagement, and service.



Steve Keyser

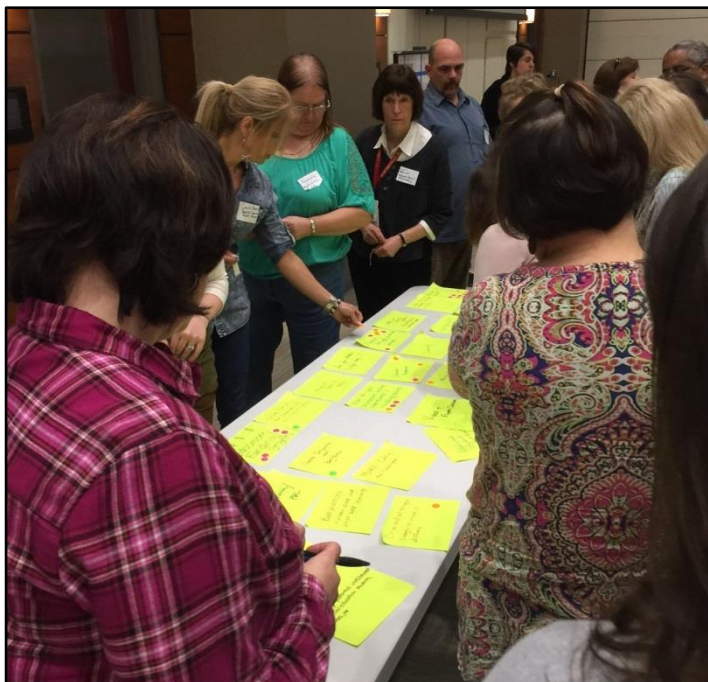
Educational Outreach Staff



Sammy Redd

Educational Outreach Summary

PROGRAMS	OBJECTIVES	TOTAL PARTICIPANTS
Summer Camps	Provide summer enrichment for middle school students in the STEM fields	83
Reading for Life	Promote literacy among local elementary students with guest readers and book donations	903
Student Success Center	Provide financial aid, academic, and career advising to current and prospective students	510
Non-Credit Lecture Series	Engage the community in continued learning and attract new audiences to NCI	375
Outreach Activities	Partner with schools and community organizations to support education and workforce development Key components include: <ul style="list-style-type: none"> • K-12 Educational “Pipeline” activities • Teacher Recertification events • STEM Career Expo in Chatham • STEM-H Summit in Danville • Additional STEM education activities • College Access and Financial Aid Events • Community outreach 	485 94 2,050 305 610 940 574
Dan River Year AmeriCorps	Build STEM capacity in the region	1,837
TOTAL		8,766





Goal 1, Objective 4

Improve academic preparedness;

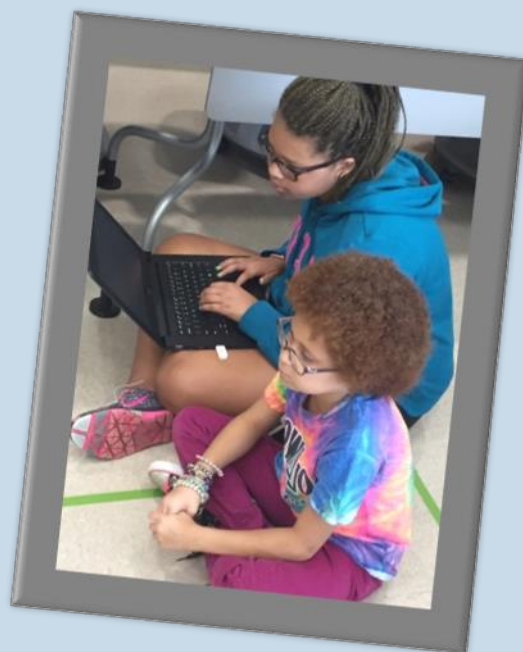
Action Step 4 - Offer summer camps to students in targeted fields to increase academic preparedness and expose students to NCI facilities

SUMMER CAMPS FOCUS ON STEM SKILLS

Four successful camps were aimed at rising seventh grade students. Each camp was designed to enhance skills in the STEM arena of Science, Technology, Engineering, and Mathematics. Students came from local public and private schools. A total of 66 students attended the unique camps from June 6 through June 30.

The *SEEK* (Summer Engineering Experience for Kids) Camp placed students in teams to design and produce a gravity-powered cruiser. Instructor Helen Howell used a hands-on approach to engage students in problem solving and engineering challenges. Members of the National Society of Black Engineers assisted Ms. Howell in the SEEK camp.

Instructor Libby Sharp taught *Engineering for Girls* in which campers learned new computer tools to turn their creative ideas into actual designs. A field trip to the Martinsville Fab Lab showed students how high-tech devices are transforming the art of making.



Programming for Your World: Coding Camp revealed how computer programming gives life to so many things around us. Instructor Libby Sharp used Arduino microcontrollers and robotic vehicles to explore how coding manipulates things like lights, switches, sensors, and motors.



Instructor John Hatchett taught ***Engineering for Boys*** in which campers worked with the faculty of NCI's Academy for Engineering and Technology and the STAGS Robotics Team from Piedmont Regional Governor's School. Students visited the Fab Lab and tried their hand at controlling a robotic vehicle on an obstacle course. Campers also built their own battery-propelled vehicle and designed items for the 3-D printer.

Fast Facts

Camps:	4
Campers:	66
Instructors:	3
Volunteers and Facilitators:	14

School districts represented:
Henry County, Martinsville,
Carlisle, & Franklin County

Thanks to:
Boys and Girls Club for snacks,
STAGS Robotics Team,
Martinsville Fab Lab, N.S.B.E.
& Dan River Year AmeriCorps



Reading for Life

NCI staff, along with volunteer retired teachers, community leaders, and AmeriCorps service members, read to each kindergarten class in Martinsville and Henry County. Students received a grade level book on a STEM topic. A majority of the books were paid for through a grant from the Martinsville-Henry County Chamber of Commerce Education Foundation.

READING FOR LIFE		
Date	Location	Participants
September	Mt. Olivet	45
September	Axton	35
September	Campbell Ct.	50
September	Stanleytown	40
October	Patrick Henry	90
October	Rich Acres	44
November	Drewry Mason	82
November	Carver	88
November	Collinsville Primary	100
November	Albert Harris	80
November	Sanville	40
December	Carlisle	15
February	Stuart	64
March	Clearview	130
TOTAL		903



**Goal 1, Objective 4 -
Increase academic
preparedness;
Action Step 5 -
Increase academic
awareness by K-12
students and educators
of NCI programs**

Non-Credit Lecture Series

Educational Outreach includes the NCI non-credit lecture series to serve life-long learners in our community. These well-attended lectures are held approximately once a month and feature a guest speaker from the area or a member of the NCI faculty.

NON-CREDIT LECTURE SERIES			
Date	Presenter	Topic	Participants
June	Dr. Pat Grant	"Cancer and Chemo: Embracing the Monster Within"	50
September	Nancy Bell	"Hidden Stories of Philpott Lake and Dam"	90
November	Craig "Rocky" Rockwell	"History of the Army Corps of Engineers"	20
December	MHS Jazz Band	Holiday Concert	130
January	Sean Nix	"Strengthening Multi-Generational Relationships"	25
February	Sammy Redd	"Freedom Now - Art from the Civil Rights Era"	30
March	Lois Christensen	"Spring Gardening Made Easy"	15
April	Michael Palmer	"Beginner's Guide to Using iPads"	15
TOTAL			375



***Goal 1, Objective 3 - Increase continuing education opportunities;
Action Step 4 - Continue to provide educational non-credit lecture
and programs***

Student Success Center

Outreach staff provides academic, career, and financial aid counseling for current and prospective NCI students. Individuals receive help in identifying sources of aid and completing necessary forms. In addition, the coordinator of student services partners with advisors from area community colleges to help students plan course sequences that will allow seamless transition to programs sponsored by NCI. These advising services can mean the difference between success and failure for students.

"Your expertise, advice, and support have been incredibly helpful. I'm grateful to have had such an effective and knowledgeable counselor."
J.F., student

"I truly appreciate all of the advice and help filling out applications. You've helped me and my family more than you'll ever know."

C. F., student

"NCI is a wonderful resource for anyone who wishes to further their education. I have had the pleasure of working with NCI for over 7 years through my position as Coordinator of the Tobacco Region Scholarship. They make college dreams become a reality."

P.F., Southwest Virginia Higher Education Center

Goal 1:
Objective 4 -
Increase
academic
preparedness;
Objective 5 -
Establish Student
Success Center
to advise and
retain current &
potential NCI
students



Outreach Activities



Outreach staff are called upon frequently to partner with local schools and community organizations in support of activities encouraging college, career, and community aspirations, planning, and preparation.

Date	Activity	Participants
July		
22	• Richmond Teen Camp - tour and information on the building at Baldwin	25
22	• Southern Virginia College Access Roundtable	35
22	• University of Virginia College Guide Tour	25
23	• Intern Recognition Program	30
August		
1	• College Awareness and meet NCI Staff at Bassett Community Center for MHC After 3	25
4	• Ace the ACT Workshop	20
8	• Averett University College and Career Day Presentation	10



Sept.		
15	• GrASP Summer Academy: Student Loan Strategies	52
17	• Franklin County presentation with NCI Professor Brazier	25
18	• Visit to Longwood University with NCI students	20
21	• Engineering Week, Carlisle School	40
22	• Engineering Week, Fieldale Collinsville Middle School	40
23	• Engineering Week, Martinsville Middle School	40
24	• Engineering Week, Laurel Park Middle School	40
26	• SAT Strategies Workshop	9
30	• STEM Career Expo for K-12 in Chatham	2,050
Oct.		
6	• College Awareness and meet NCI Staff at Stone Memorial Church for MHC After 3	20
7	• Planning Committee for Piedmont Regional Governor's School	15
14	• Professional Development Training at Franklin County Hospital with NCI Professor Brazier and Piedmont Community Services	25
16	• VCAC Training: Student Loan Strategies	32
20	• Career and Technical Education for Henry County Public Schools	8
21	• College Night - Danville Community College	175
27	• College Night - New College Institute	185
Nov.		
13	• STEM Day for regional high school students sponsored by NCI and PHCC	250
16	• NCI Student Appreciation Day	45
17	• College and Career Day - Martinsville Middle School	170
20	• SAT Preparation Workshop - Bassett High School	75
Dec.		
2	• Student Loan Repayment and Forgiveness programs	35
4	• Dollars and Sense sponsored by United Way, PHCC, and NCI for local high school students	175

Jan.		
5	• Henry County Public Schools Teaching and Learning Conference	25
11	• Financial Aid Night - Magna Vista High School	45
19	• Financial Aid Night - Martinsville High School	10
Feb.		
4	• Super FAFSA Night - Magna Vista High School	35
9	• Super FAFSA Night - Martinsville High School	25
11	• Super FAFSA Night - Bassett High School	20
18	• Student Loan Repayment and Forgiveness Program	12
26	• Financial Planning Workshop: Student Loan Strategies	65
March		
1	• College Preparation Workshop: Warrior Tech Academy	50
1, 2	• Fast Track Trade Show	350
4	• Teacher of the Year Selection Committee meeting with Henry County Public Schools	12
10	• College Access Workshop - Boys and Girls Club	25
15	• SOVA Camp for Teacher Recertification	50
22	• Regional STEM-H Summit at IALR, Student Day	125
23	• Regional STEM-H Summit at IALR, Educator and Business Day	180
April		
20	• First CPR, First Aid, AED Training for NCI faculty and staff	8
30	• Southwestern Piedmont STEM Education Collaborative Science Project Showcase at VMNH	175
May/June		
5/25	• Basic iPad Training	10
5/25	• Second CPR, First Aid, AED Training for NCI faculty and staff	8
6/6-8	• Teacher Re-Certification Course	17
6/6-30	• Summer STEM Camps for Middle School Students	83
6/22	• American Red Cross Blood Drive	47

Dan River Year AmeriCorps

NCI hosted one full-time and one part-time team member from the Dan River Year AmeriCorps program in association with the Institute for Advanced Learning and Research in Danville. The program goal is to build capacity in the region for STEM (Science, Technology, Engineering, and Math). Margaret Fey and Helen Howell began working with NCI staff in Fall 2015. Ms. Howell is director of the local chapter of the National Society of Black Engineers (NSBE). Ms. Fey taught elementary grades in Henry County Public Schools for ten years.

Key Programs for AmeriCorps Include:	Participants
NSBE 42 nd National Convention in Boston, MA., competed in NASCAR, Math Camps, Science Fair, PCI Pre-College Initiative; participated in Kid Zone; attended workshops	40 students, 12 adults
Boys and Girls Club After School STEM tutoring at Albert Harris Elementary School and Patrick Henry Elementary School	8 tutors, 100 tutees
AmeriCorps National Day of Service - Martin Luther King Jr. Day:	
• Taught classes for Teach-In, prepared and served food, cleaned facility at Jerusalem Christian Church, Martinsville	100
• Delivered cereal to Community Storehouse for distribution to the community	25
• Participated in High St. Baptist Church Service - Community Observance of MLK Day	250
• MLK Awards and Observance Breakfast	400
• Black History Program for Martinsville Middle School with keynote speaker for 5 th grade students and teachers	160
Alliance for Excellence - students attended workshops on STEM topics	40 students, 17 adults
STEM-H Summit at Institute for Advanced Learning and Research - two days of presentations for students, educators, and business community	305
Science Café - monthly speakers on STEM topics	55
Water Drive for Flint, Michigan, collected 130 cases of water in partnership with AmeriCorps, N.S.B.E., Martinsville Middle School, and Fayette Area Historical Society	25
Presentation at Early Childhood Conference sponsored by United Way Smart Beginnings and PHCC	125
Southwestern Piedmont STEM Education Collaborative Science Showcase at VMNH	175

Community Engagement and Service

Outreach staff represents NCI in the community by organizing, facilitating, and supporting activities that promote New College Institute and its mission. The staff serves organizations in the following capacities:

American Red Cross	•Blood Donation Drive Coordinator
CTE Advisory Committees	•Henry County Public Schools •Martinsville Public Schools
Virginia College Access Network	•Board of Directors
M-HC Chamber of Commerce Foundation	•Past President
Virginia ACT State Council	•Member
Yale University Alumni Schools Committee	•Admissions Interviewer
Christ Episcopal Church	•Lay Minister •Mission Committee
Virginia Museum of Natural History	•Board of Trustees
Community Day of Action	•Coordinator
Southwestern Piedmont STEM Education Collaborative	•Committee Member
BlackBox Theater	•Committee Chairperson
National Society of Black Engineers	•Director •Member
M-HC Minority Issues Forum	•Panelist
Henry County Public Schools Teacher of the Year	•Evaluator
4-H Club Public Speaking Finals	•Judge
CommonHealth Workshops	•Sponsor
Community Day of Reading	•Coordinator

***Goal 1, Objective 3 - Increase continuing education opportunities at NCI;
Action Step 4 - Provide programs for the community to expose them
to NCI programs, expertise, and facilities.***

New College Institute

Bylaws

I. Organization

New College Institute (NCI) is both an educational institution and a state agency (#938) established by the 2006 Virginia General Assembly. Virginia Code § 23.1-3111 et seq. provides the statutory authority for NCI's operations.

II. Mission

The mission of NCI is to provide degree programs, through partnerships with public and independent degree-granting institutions of higher education, beyond the associate degree level and to increase the college-going rate in the Martinsville – Henry County area. NCI will also promote economic development, K – 12 initiatives, workforce training, and encourage and coordinate the delivery of noncredit educational opportunities in Southside Virginia.

III. Objectives

- A. Diversify the region's economy by engaging the resources of other institutions of higher education, public and private bodies, and organizations of the region and state.
- B. Serve as a catalyst for economic and community transformation by leveraging and brokering resources that support economic diversity.
- C. Facilitate development of the technology and trained workforce necessary for new economic enterprises to flourish, using the resources available from collaborating educational institutions.
- D. Expand educational opportunities in the region by providing access to degree-granting programs, including undergraduate, graduate, and professional programs, through partnerships with private and public institutions of higher education, the public schools, and public and private sectors.
- E. Encourage and coordinate the development and delivery of degree programs and other credit and noncredit courses with a focus on statewide and regional critical shortage areas as well as the needs of industry. This shall include needed adult education and workforce training.

- F. Serve as a resource and referral center by maintaining and disseminating information on existing educational programs, research, and university outreach and technology resources.

IV. Governing Board

- A. The actions of the New College Institute's board of directors, Executive Committee, and/or any standing committee or any ad hoc committees shall be subject to the governance by the United States Constitution, federal laws, Virginia Constitution, Virginia Code, the organization's by-laws, and Robert's Rules of Order, in that order.
- B. New College shall be governed by a Board of Directors consisting of 12 members. Members of the Board shall be appointed as follows: seven nonlegislative members to be appointed by the Governor, subject to the approval of the General Assembly; three members to be appointed by the Speaker of the House of Delegates in accordance with the rules of proportional representation in the Rules of the House; and two members to be appointed by the Senate Committee on Rules. Of the 12 members, no more than two may be nonresidents of the Commonwealth.

Legislative members shall serve terms coincident with their terms of office. All nonlegislative citizen appointments shall be for terms of four years, except that appointments to fill vacancies shall be for the unexpired terms. Vacancies shall be filled in the same manner as the original appointments.

No nonlegislative citizen member of the Board shall be eligible to serve more than two successive four-year terms, but after the expiration of the remainder of a term to which appointed to fill a vacancy, two additional four-year terms may be served by such member if appointed thereto.

- C. The Board of Directors shall have, in addition to its other powers, all the corporate powers given to corporations by the provisions of Title 13.1, except in those cases where, by the express terms of its provisions, the law is confined to corporations created under that title. The Board shall also have the power to accept, execute, and administer any trust in which it may have an interest under the terms of the instrument creating the trust.
- D. The Board shall oversee the educational programs of New College and also have the authority to enter into and administer agreements with institutions of higher education for them to provide continuing education, instructional programs, and degree programs at New College.

- E. The Board shall direct the development and focus of New College's curriculum. The curriculum shall include appropriate degree and non-degree programs offered by other educational institutions.
- F. The Board, with the approval of the Governor first obtained, is hereby authorized to lease, sell, and convey any and all real estate to which New College has acquired title by gift, devise, or purchase since the commencement of New College under any previous names, or which may hereafter be conveyed or devised to it. The proceeds derived from any such lease, sale, or conveyance shall be held by New College upon the identical trusts, and subject to the same uses, limitations, and conditions, if any, that are expressed in the original deed or will under which its title has derived; or if there be no such trusts, uses, limitations, or conditions expressed in such original deed or will, then such funds shall be applied by the Board to such purposes as it may deem best for New College.
- G. The Board may, on behalf of New College, apply for, accept, and expend gifts, grants, or donations from public or private sources to enable it to carry out the purposes of this chapter.
- H. Non-legislative citizen members shall not be entitled to compensation for their services. Legislative members of the Board shall be compensated as provided in Virginia Code § 30-19.12, and all members of the Board shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties in the work of New College as provided in Virginia Code §§ 2.2-2813 and 2.2-2825. The funding for the costs of compensation and expenses of the members shall be provided by New College.
- I. The Board may also request and accept the cooperation of agencies of the Commonwealth or the local governments located in Southside Virginia in the performance of its duties.

V. Officers

- A. The Board shall elect a chairman, vice-chairman, and secretary from among its members and may establish bylaws as necessary.

B. Committees

- 1. The Board shall have an Executive Committee which shall have and exercise all of the authority of the Board in overseeing NCI between Board meetings. The Executive Committee shall also be in charge of the Annual operating and capital budgets and planning the future development of NCI. The Executive Committee shall be comprised of

the officers of the Board, Standing Committee Chairmen, and one at-large Board member. The Chairman of the Board shall be the Chairman of the Executive Committee.

2. Public Notice shall be provided of all Executive Committee meetings, in accordance with Virginia Code § 2.2-3707. All Board members shall be invited to attend Executive Committee meetings and shall receive all materials pertaining thereto.
3. There shall be two Standing Committees, the Academic Programs Committee and the Educational Outreach Committee. The Academic Programs Committee shall oversee the academic programs offered by NCI from participating institutions and evaluate the success of the programs offered as well as the integration of technology into the programs and facilities. The Educational Outreach Committee shall oversee efforts in marketing and communications, educational special events, experiential learning, community outreach and engagement, student retention and safety and security. Each member of the Board shall serve on one of the Standing Committees. Standing Committee Chairmen shall serve two-year terms.
4. Other Committees: The Chairman of the Board may appoint ad hoc committees of the Board as necessary to carry out the work of the Board and the mission of NCI.
5. The Chairman of the Board shall appoint all committees and their chairmen.
6. The Executive Director shall be a non-voting member of all committees. The Chairman of the Board shall be an ex-officio member of all standing and ad hoc committees.

C. Board Meetings

1. The Board will hold at least two meetings per year, one of which will be an annual meeting. Election of officers will be conducted biennially.
2. Additional meetings may be called by any three members of the Board provided that such meetings are properly noticed in accordance with Virginia Code § 2.2-3707.
3. A majority of the members of the Board shall constitute a quorum for any business meeting. Actions of the Board must be authorized by a majority vote of the members attending, providing a quorum is present.

VI. Executive Director

The Board shall appoint an Executive Director of New College who shall supervise and manage New College. The Executive Director shall be authorized, with the oversight of the Board, to employ such staff and faculty as are necessary to enable New College to perform its duties as set forth in this chapter and the bylaws established by the Board.

VII. Students

- A. Prior to acceptance in any program or course, a student must comply with the requirements of the offering institution and meet the prerequisites of the program or course.
- B. Advising and counseling of students remains the responsibility of the institutions according to institutional policy. However, NCI will provide staff to assist as appropriate. Staff will also work with students in the region to encourage them to academically prepare for college and to consider college as an educational option upon graduation from high school.
- C. NCI maintains and promotes equal educational opportunity without regard to race, color, sex, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, national origin, or other non-merit factors.

VIII. Amendments

These Bylaws may be altered, amended, or repealed and new Bylaws adopted by a majority vote of the Board present at any meeting of the Board at which a quorum is present. Notice of all Bylaw changes will be sent to Board of Directors members ten (10) days prior to the proposed action at a Board meeting.