NCI Board of Directors Meeting
VIRTUAL

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Meeting ID: 956 4824 8092
Passcode: 376442

Thursday, September 11, 2025, 2:00 p.m.

I. Call to Order and Roll Call

II. Approval of June 12, 2025, Board Minutes

III. Chair's Update

IV. Executive Director's Update

V. Committee Reports

a. Executive Report (June 30)
b. Finance Report
c. IT & Innovation Report
d. Marketing & Outreach Report
e. Workforce & Academic Report
f. Governance Report

VI. Closed Session

VII. Public Comment

VIII. Adjournment

NCI Board of Directors Meeting
King Hall Building, 30 Franklin Street, Room 207
Martinsville, VA 24112

Thursday, June 12, 2025, 1:00 p.m.

In-Person Attendees: Eric Jones (Chair), Valerie Crummie Johnson (Secretary), Dr. Mark Crabtree, Jay Dickens, Delegate Destiny LeVere Bolling, Lee Prillaman, Senator Kannan Srinivasan, Marcus Stone, Delegate Wren Williams

Virtual Attendees: Ashley Lockhart (Vice Chair)

Absent: Senator Chris Head, Dr. Rebecca Horner, Kevin Laine, Michael Lundsgaard, Delegate Sam Rasoul

Other Attendees: Joe Sumner (Executive Director), Christina Reed (Deputy Director), Olivia Garrett (Chief Advancement Officer), Latoshua LeGrant (Chief Information Officer), JoAnn Shellhammer-Fox (Director of Finance and HR), Adam Kane (Office of the Attorney General)

Minutes

I. Call to Order

Chairman Jones called the meeting to order at 1:02 p.m.

II. Chair's Update

Chairman Jones welcomed members, staff, and invited guests. He shared opening remarks reflecting on the challenges and opportunities facing NCI and emphasized the importance of bridging the board with the local community. Board members and special guests were invited to introduce themselves.

Longwood University Elementary Education Graduates

Scott Harmon and Madison Denny, recent graduates from Longwood University at NCI's Bachelors of Elementary Education Program, spoke about their experiences earning degrees at NCI and securing teaching positions in local schools. Mr. Harmon will be a teacher at Axton Elementary School and Ms. Denny will teach at Carlisle School. Chairman Jones praised the program for meeting regional workforce needs, as elementary teachers are identified as a "high demand job" by the Virginia Office of Education Economics' "High Demand Jobs" dashboard for the West Piedmont Local Workforce Development Area.

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Piedmont Regional Criminal Justice Training Academy (PRCJTA)

Executive Director Ben Rea introduced recent law enforcement graduates and shared the academy's successful partnership with NCI. He discussed the MILO simulator, housing needs for late-night trainees, and the upcoming graduation on June 20. Board members commended the program's success and community impact. Recent graduates in attendance were Rodney Ragans (Henry County Police Department), John Riddle (Henry County Police Department), and Anthony Powell (Danville Adult Detention Center).

National Society of Black Engineers (NSBE)
Ms. Helen Howell introduced the following NSBE students: Destiny Johnson, Keegan Redd, Aaliyah Williams, Alivia Williams, Alyssa Williams. Ms. Helen shared NSBE's recent national achievements, including Golden Torch Awards, STEM competitions, and community service milestone. Chairman Jones recognized Ms. Howell for receiving the 2024 SEA Dickinson Award for Teaching Excellence. A ceremony was held in her honor at NCI in May.

III. Roll Call

Olivia Garrett called the roll and noted the presence of an in-person quorum.

IV. Approval of April 24, 2025, Board Minutes

Upon review of the April 24, 2025, board minutes, Jay Dickens motioned to approved. Delegate Destiny LeVere Bolling seconded. Motion carried.

V. Executive Director's Update

Mission Spotlight
Joe Sumner, Executive Director, commended Trevor Martin, Workforce Development Instructor, for his participation in the Martinsville Chamber of Commerce's Leadership Cohort this spring as well as his leadership in the Wind Industry program.

Operations & Facilities
Mr. Sumner updated the board on the following operations and facilities topics:

- Transition from third-party facilities management to in-house operations remains on track and will be completed by the end of June 2025
- Hiring in progress: Procurement Specialist and other support staff
- Major repairs to roof and concrete funded via maintenance reserve
- Safety audits and full asset inventory underway ahead of the state ARMICS deadline.
- Year-end closeout and preparation of FY26 budgets and goals
- All required state reports have been submitted on time

Workforce & Academic Program Updates

- PRCJTA has graduated 79 new law enforcement officers this fiscal year and expects to graduate another 20 officers on June 20

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- Fiber optics training shows lower-than-expected demand; program pivoting to quarterly offerings and remote delivery
- Wind Industry program is plateauing due to national uncertainty; contingency plan in development for industrial and construction safety training

Testing Center

- The Praxxis exam saw a record volume in May
- To date, 173 Praxxis exams have been administered
- Application to the National College Testing Association is on track and in progress

Academic Program Updates
Longwood University graduated 11 students this spring from the elementary education program at NCI. Longwood intends to sunset the early childhood education program due to low demand and staff turnover; the elementary program will continue with grant-funded tuition support.

K-12 Program Updates

- NCI's STEMbots will be housed at Franklin County Schools and Patrick County Schools
- The EduTech Library is highly successful at Henry County Schools with 886 students actively using the technology in the classroom.
- Robotics is seeing strong participation with 42 students involved this year
- K-12 program outreach exceeded its goal of 2,095 engagements. Total outreach for FY25 is 2,692 students engaged.

Facility Usage
Usage of NCI's classroom and lecture halls spaces dramatically increased during FY25 with 887 bookings and an estimated 28,101 visitors. Revenue generated from Lecture Hall rentals is $34,077. Ms. Garrett noted that while facility usage has increased over the last year, revenue has not increased as much. On July 1, 2025, a new fee structure will be in place for both the Lecture Hall and classrooms. The fees are modest in an effort to remain accessible to all types of organizations.

End of Year Program Summary

Program	FY24	FY25 Goal	FY25 Actual
Workforce Certificates	453	305	581 (625 est.)
Degrees	31	15	11
Testing Center	825	615	765 (847 est.)
K-12 Programming	2,393	2,095	2,692
Community Outreach	5,964	3,556	5,085
Facility Usage	512 events/ 16,667 visitors	n/a	887 events/ 28,101 visitors
Lecture Hall Revenue	$32,693.00	n/a	$34,077.00

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VI. FOIA Training

Adam Kane from the Office of the Attorney General provided FOIA training for board members.

VII. Committee Reports

Executive Committee
Chairman Jones gave an overview of the executive committee meeting that occurred prior to the Board of Directors meeting on June 12. The committee approved the April 24 minutes as well as the amended committee plan. Mr. Sumner provided an update on strategic planning, including VOEE "High Demand Jobs" data, program evaluations, and how NCI can improve economic development partnerships as a "convener" to inform workforce development needs in the region.

Finance & Resource Development
Lee Prillaman, Chair of the Finance and Resource Development Committee, shared that the committee met on May 21 to review year-to-date General Fund and Nongeneral Fund spending as well as review and approve the FY26 budget.

VIII. Approval of FY26 Budget

Upon review of the proposed FY26 budget, Senator Kannan Srinivasan motioned to approved. Ms. Valerie Crummie Johnson seconded. The motion carried unanimously.

IX. Closed Session

Ms. Crummie Johnson moved that the Board of Directors convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members pertaining to actual or probably litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and pursuant to 2.2-3711(A)(8) for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel.

Staff members of NCI (Joe Sumner, Christina Reed, and Olivia Garrett) were requested to stay.

The motion was seconded by Eric Jones and approved unanimously. Closed session began at 3:35 p.m.

Ms. Crummie Johnson moved to come out of the closed session,

> *"Whereas, the Executive Committee of the Board of Directors of the New College Institute convened in closed session on June 12, 2025, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and;*

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Whereas, Virginia Code Section 2.2-3712 requires a certification by this Executive Committee of the Board of Directors that such closed meeting was conducted in conformity with Virginia law;

Now, be it resolved that the Executive Committee of the Board of Directors hereby certifies that, to the best of each member's knowledge:

Only public business matters lawfully exempted from open meeting requirements under Virginia law; and

Only such public business matters as were identified in the motion by which the closed session meeting was convened were heard, discussed, or considered in the closed meeting of the Executive Committee of the Board of Directors."

Ms. Garrett called the roll, noting the approval of the closed meeting certification. The meeting was out of closed session.

Ms. Crummie Johnson made a motion to delegate Eric Jones as the authority to negotiate and engage with the Martinsville-Henry County Academic Foundation in accordance with what was discussed in closed session. Dr. Mark Crabtree seconded. The motion carried unanimously.

X. Public Comment

There was no public comment.

XI. Adjournment

Jay Dickens motioned to adjourn. Marcus Stone seconded. The motion carried. The meeting adjourned at 4:37 p.m.

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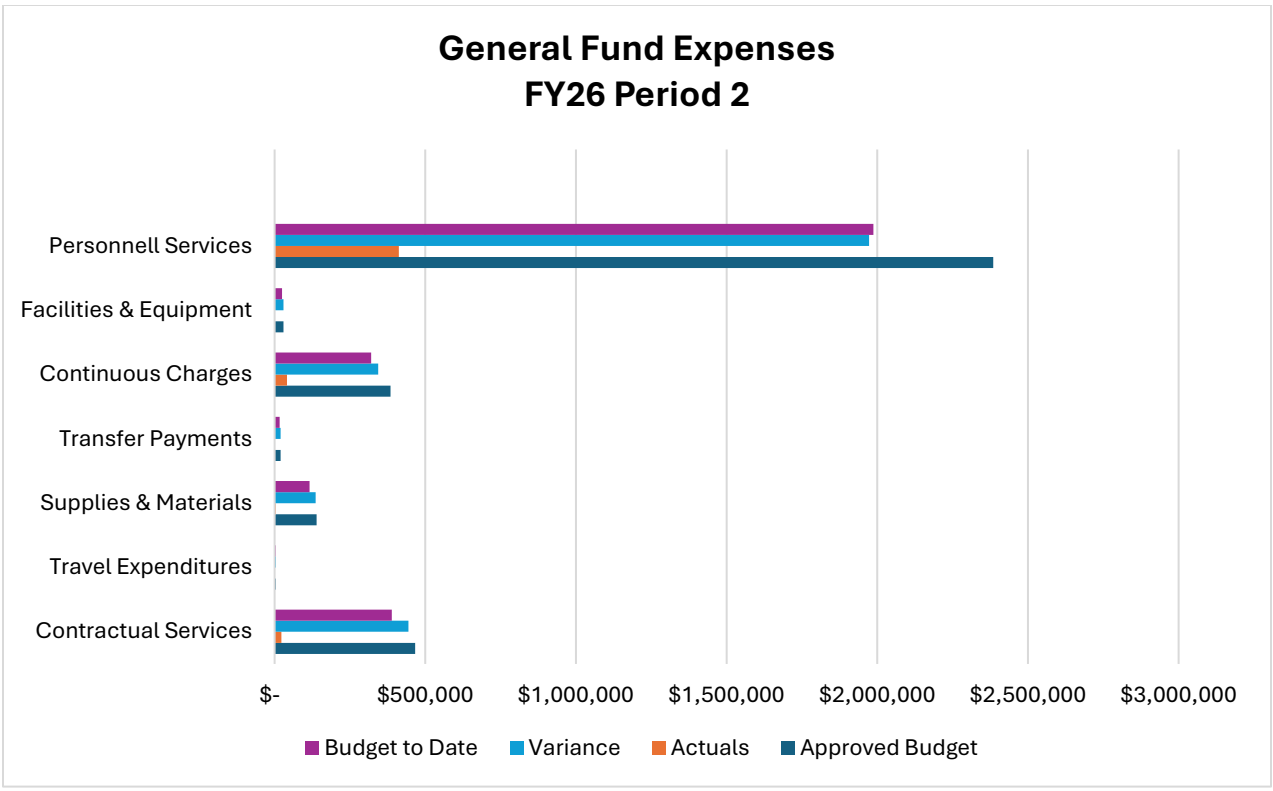
New College Institute FISCAL YTD THRU: June 30, 2026 **FISCAL MO** 2

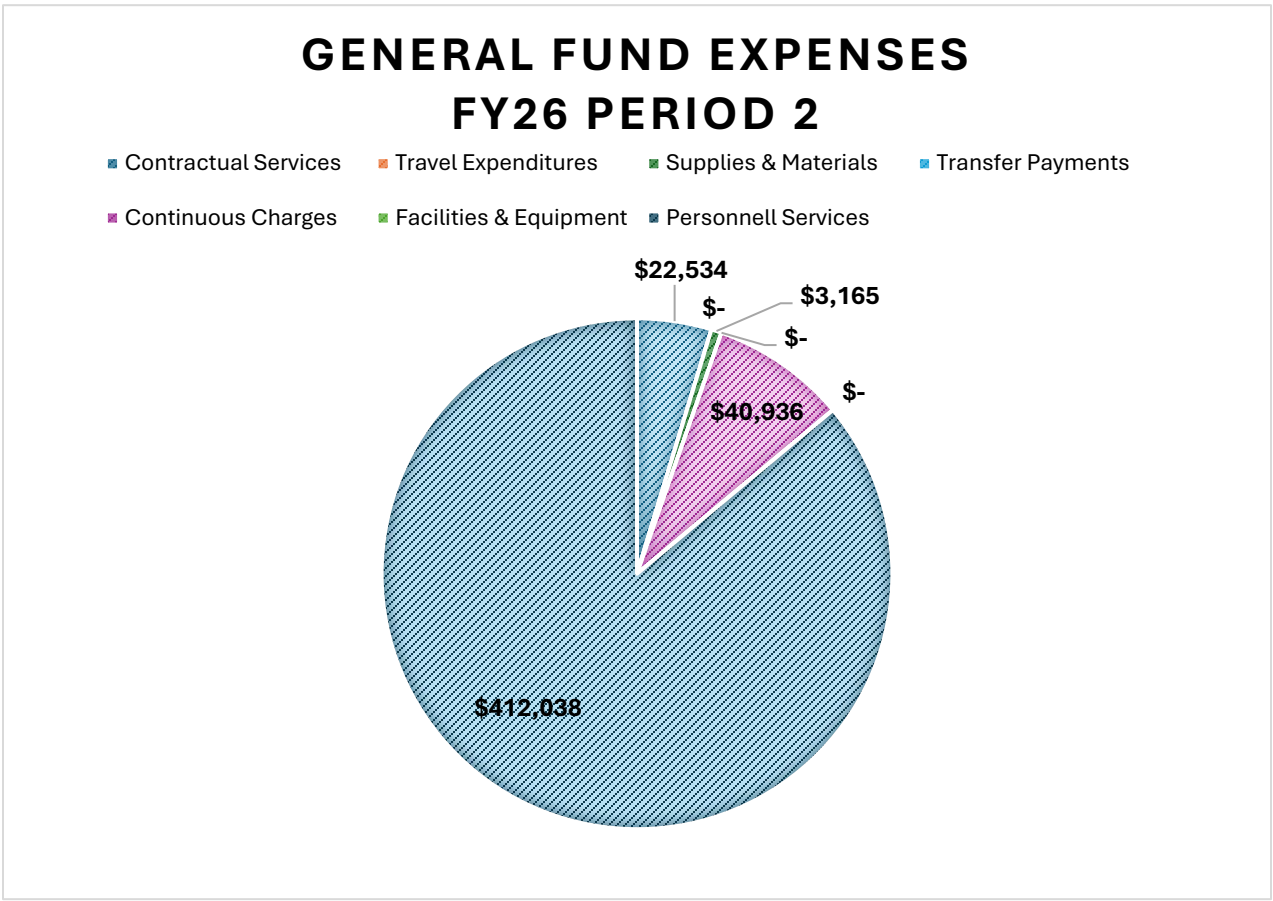
DEPARTMENTAL REVENUE AND EXPENSE REPORT

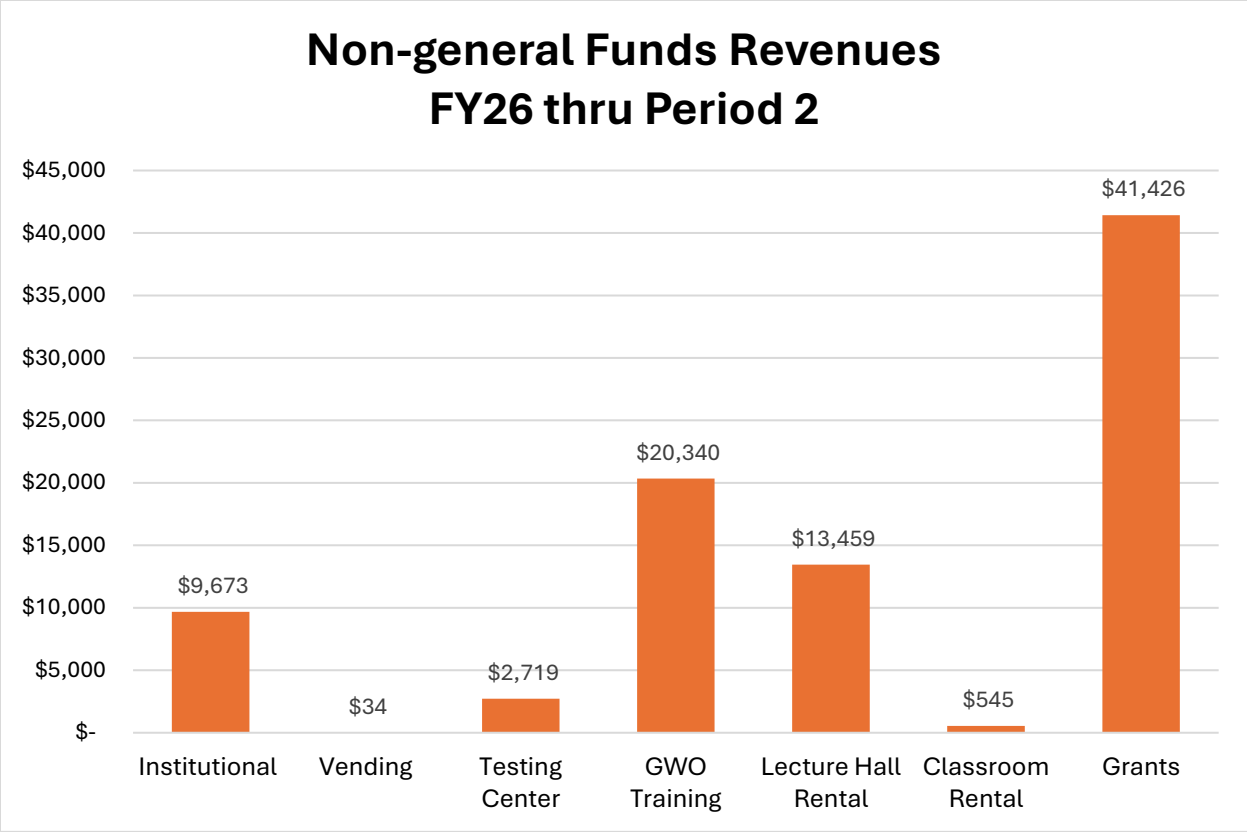
Fiscal Year 2026 RUN DATE: 08/30/25

Department 938 Agency

Sub-Object Code		PREV FY ACTUAL	CURR FY BUDGET	**CURR FY BUD YTD**	**CURR FY YTD ACT**	BUDGET BALANCE	**CURR FY VAR $**	**CURR FY VAR %**
	REVENUES:							
	GENERAL FUNDS-Appropriation	3,101,809	3,101,809	516,968	3,101,809	-	(2,584,841)	-500.0%
	GENERAL FUNDS-Adjustments	46,368	82,955	13,826	-	82,955	13,826	100.0%
	Anticipated Maintenance Reserve	127,590	135,000	22,500	-	135,000	22,500	100.0%
	NGF BROUGHT FORWARD	543,865				-	-	
	NGF RECEIVED FYTD	-	122,474	20,412	46,470	76,004	(26,058)	-127.7%
	NGF - Adjustments	-		-		-	-	
	GRANT FUNDS	-		-	41,426	(41,426)	(41,426)	
TOTAL REVENUES		3,819,632	3,442,238	573,706	3,189,705	252,533	(2,615,999)	-456.0%
	GENERAL FUND EXPENDITURES:							
TOTAL CONTRACTUAL SERVICES		914,761	466,631	77,772	22,534	444,097	55,238	71.0%
TOTAL TRAVEL EXPENDITURES		23,689	4,000	667	-	4,000	667	100.0%
TOTAL SUPPLIES AND MATERIALS		109,489	139,050	23,175	3,165	135,885	20,010	86.3%
TOTAL TRANSFER PAYMENTS		5,171	19,656	-	-	19,656	-	
TOTAL CONTINUOUS CHARGES		116,448	384,467	64,078	40,936	343,531	23,142	36.1%
TOTAL FACILITIES & EQUIPMENT		124,355	29,550	4,925	-	29,550	4,925	100.0%
TOTAL PERSONNEL SERVICES		1,979,903	2,384,559	397,427	412,038	1,972,521	(14,612)	-3.7%
	NON-GENERAL FUND EXPENDITURES:							
TOTAL CONTRACTUAL SERVICES		1,355	-	-	869	(869)	(869)	
TOTAL TRAVEL EXPENDITURES		313	-	-	-	-	-	
TOTAL SUPPLIES AND MATERIALS		5,627	-	-	1,317	(1,317)	(1,317)	
TOTAL CONTINUOUS CHARGES		4,006		-				
								REMAINING BALANCE
TOTAL GENERAL FUND EXPENSES		3,273,816	3,427,913	571,319	478,673	2,949,239	92,645	16.2% **2,706,091**
TOTAL NON-GENERAL FUND EXPENSES		6,982	-	-	2,187	(2,187)	(2,187)	**664,152**
TOTAL OPERATIONS EXPENSES		3,273,816	3,427,913	571,319	478,673	2,949,239	92,645	16.2%
TOTAL OPERATIONAL REVENUE		3,819,632	3,442,238	573,706	3,189,705	252,533	(2,615,999)	-456.0%
PERSONNEL BUDGET:		**1,979,903**	**2,384,559**	397,427	**412,038**	1,972,521	(14,612)	-3.7%
NON-PERSONAL BUDGET:		**(1,434,087)**	**1,057,679**	176,280	**66,635**	976,719	991,044	562.2%
TOTAL OPERATING BUDGET		545,816	3,442,238	568,043	478,673	2,963,565	89,369	15.7%


General Fund Expenses
FY26 Period 2
Personnell Services
Facilities & Equipment
Continuous Charges
Transfer Payments
Supplies & Materials
Travel Expenditures
Contractual Services
$-
$500,000
$1,000,000
$1,500,000
$2,000,000
$2,500,000
$3,000,000
Budget to Date
Variance
Actuals
Approved Budget


GENERAL FUND EXPENSES
FY26 PERIOD 2
Contractual Services
Travel Expenditures
Supplies & Materials
Transfer Payments
Continuous Charges
Facilities & Equipment
Personnell Services
$22,534
$-
$3,165
$-
$-
$40,936
$412,038


Non-general Funds Revenues
FY26 thru Period 2
$45,000
$40,000
$35,000
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$-
$9,673
$34
$2,719
$20,340
$13,459
$545
$41,426
Institutional
Vending
Testing Center
GWO Training
Lecture Hall Rental
Classroom Rental
Grants