



New College Institute Board of Directors  
IT & Innovation Committee  
Thursday, April 24 at 10:00 a.m.  
Baldwin Building, 191 Fayette Street, Martinsville, VA  
Room B-104  
OR

Join Zoom Meeting  
<https://newcollegeinstitute-org.zoom.us/j/91527701456?pwd=Cqx5VsKvUqk998D4ybal5PGazw9loo.1>

Meeting ID: 915 2770 1456  
Passcode: 812701

**Expected Attendees:** Michael Lundsgaard (Chair), Senator Chris Head, Delegate Sam Rasoul, Dr. Rebecca Horner, Jay Dickens, Latoshua LeGrant (CIO/Staff Liaison), Joe Sumner (Executive Director)

### **AGENDA**

- Welcome and Introductions (Chair)
- Call to Order
- Review of Committee Plan
  - Responsibilities
  - Performance Metrics
  - Emergency Protocols
- Review of IT Department structure and assets
- Review of FY26 Planning and Needs
- Other business
- Adjournment

## IT and Innovation Committee

### Purpose

Focuses on leveraging technology to improve NCI's operations, educational offerings, and community impact. This committee will also explore innovative solutions to enhance NCI's digital presence, cybersecurity, and the use of emerging technologies in both internal processes and educational programs.

### Responsibilities

- Assess and recommend improvements to NCI's digital infrastructure and cybersecurity practices
- Identify new technologies that can enhance NCI's workforce training, academic programs, and community outreach efforts
- Guide NCI's adoption of innovative tools, such as online learning platforms, automation, and data analytics
- Collaborate with the Strategic Planning and Workforce Development Committee to ensure technology integration aligns with long-term goals

### Emergency Protocols

- **Type(s) of Crises:** Cybersecurity breach, failure of critical IT infrastructure, or data loss
- **Cybersecurity Breach Protocol:** Upon a cybersecurity incident, the committee must activate the IT disaster recovery plan immediately and in alignment with state procedures and policies. This should include contacting cybersecurity experts at the state level, isolating affected systems, and notifying affected stakeholders.
- **Data Recovery Plan:** If data is lost, the IT committee must coordinate with internal IT staff and external providers to implement data recovery protocols as quickly as possible.
- **Stakeholder Communication:** The committee chair will immediately communicate with the executive committee and board chair.
- **Response Time:** As soon as possible, but no later than 24 hours of identifying the crisis.
- **Post-Crisis Evaluation:** Once a crisis has been managed, the committee should conduct a review to identify what worked, what didn't, and how the response could be improved for the future. This should be reported to the board during annual committee reviews.

### Performance Metrics

- Effectiveness of new technological tools or platforms implemented.
- Improvement in NCI's cybersecurity readiness (measured by security audits).
- Percentage of NCI staff and program participants who report satisfaction with IT resources.
- Timeliness of technology upgrades and innovation projects completed.

### Recommended Meeting Frequency

Quarterly, with additional meetings as necessary to address pressing IT or innovation needs.

### Engagement Strategy

Engage members with expertise in technology, innovation, and digital strategy to ensure forward-thinking and relevant recommendations.

### Staff Liaison

Chief Information Officer and Director of IT