New River Community College

Board Member Handbook

Produced by the President’s Office
August 2000
Last Revision: August 2019
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Section I
The Virginia Community College System (VCCS)
Statement of Mission

The mission of the Virginia Community College System is simple:

We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.

Complete 2021:
A Six-Year Strategic Plan for the Virginia Community College System

Virginia’s community colleges serve an estimated 400,000 people across the state. The opportunities we provide include some of the most cutting-edge and highly-demanded training and education available.

But, simply accessing those opportunities is no longer enough. You have to earn a credential to make it count toward a career.

Over the next ten years, Virginia will need to fill 1.5 million jobs. The majority of these jobs will require a postsecondary credential – an associate’s degree and the certifications and licensures that are our bread-and-butter.

To accommodate the demand for these middle-skill-level jobs (more than a high school degree but less than a bachelor’s), Virginia’s Community Colleges are embarking on a new six-year strategic plan to triple the number of credentials that our students earn by the year 2021.

Tripling the number of credentials that our students earn is the single goal in this strategic plan. The Chancellor’s objectives for the 2016-2017 biennium for achieving this goal fall into the five broad categories below.

Connection
Increase VCCS fall admissions applications from 110,000 to 130,000 by 2017.

Entry
Increase the number of students who enroll after applying to 60 percent systemwide by June 30, 2017.

Progression
Increase overall Fall-to-Spring retention to 71 percent systemwide and increase overall Fall-to-Fall retention to 60 percent systemwide by June 30, 2017.

Completion
Increase overall annual associates degrees, certificates and career certificates by 6,000 over FY2015. Collect information on top business-demanded industry certifications and licenses offered at each college, and the number of students earning them. Increase the number of percent and students for which the college obtains evidence of industry certification or license completion by June 30, 2017.
Affordability and Sustainability


The Virginia Community College System

State Board

The State Board for Community Colleges is the state agency responsible for the establishment, control, administration, and supervision of all community colleges in the Commonwealth of Virginia. It is the governing board for the Virginia Community College System and New River Community College.

The State Board consists of fifteen members appointed by the Governor subject to confirmation by the General Assembly. The members are charged with the responsibility of serving the best interest of the whole state. A principal objective of the State Board is to provide and maintain a system of comprehensive community colleges through which appropriate educational opportunities and programs shall be made available throughout the state. In providing these offerings, the State Board recognizes the need for excellence in all curricula and endeavors to establish and maintain standards appropriate to the various purposes of the respective programs.

The State Board has the right to confer diplomas, certificates, and associate degrees. It also establishes the policies providing for the creation of New River Community College and the procedures and regulations under which NRCC’s local board operates.

Members and Officers, 2019-2020

Susan Tinsley Gooden, Chair
Edward Dalrymple, Jr., Vice Chair
Glenn DuBois, Secretary

Susan Tinsley Gooden
Virginia

Edward Dalrymple, Jr.
Virginia

Nathaniel Bishop
Virginia

Adnan Bokhari
Virginia

David E. Broder
Virginia

Darren Conner
Virginia

David E. Broder
Virginia

Robin Sullenberger
Virginia

Douglas M. Garcia
Virginia

Peggy Layne
Virginia

Senator Walter Stosch
Virginia

Eleanor Saslaw
Virginia

Joseph Smiddy, M.D.
Tennessee

Susan Tinsley Gooden, Chair
Virginia

Edward Dalrymple, Jr., Vice Chair
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Nathaniel Bishop
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Douglas M. Garcia
Virginia

Peggy Layne
Virginia

Senator Walter Stosch
Virginia

Eleanor Saslaw
Virginia

Joseph Smiddy, M.D.
Tennessee
Chancellor

The Chancellor is the chief executive officer of the Virginia Community College System and is appointed by the State Board for Community Colleges. It is the duty of the Chancellor to formulate such rules and regulations and provide such assistance in his office as will be necessary for the proper performance of the System. The State Board prescribes the duties of the Chancellor in addition to those duties otherwise prescribed for him/her by law; and, in its discretion, approved the appointment by the Chancellor of such agents and employees as may be needed by the Chancellor in the exercise of the functions, duties, and powers conferred and imposed by law in order to effect a proper organization to carry out these duties.

VCCS Chancellor and Staff, 2019-2020

Chancellor: Dr. Glenn DuBois

Chancellor’s Cabinet: Dr. Craig Herndon
Senior Vice Chancellor for Administration, Finance and Technology

Mr. Whit Madere
Director of Internal Audit

Dr. Jennifer Sager Gentry
Vice Chancellor Institutional Advancement

Dr. Sharon Morrissey
Vice Chancellor for Academic Services and Research

Dr. Michael Russell
Chief Information Officer Information Technology Services

Ms. Greer Saunders
System Counsel

Mailing Address: 300 Arboretum Place
Suite 200
Richmond, VA 23236
VCCS Statistical Profile

With 23 colleges on 40 campuses located throughout the state, Virginia’s Community Colleges are committed to serving Virginia families, helping them acquire the knowledge and skills to seize the opportunities of today and tomorrow. Here, you can see some of how we’re doing that by the numbers:

- The number of students Virginia’s Community Colleges are serving annually in credit courses is 241,412.

- The number of degrees, diplomas and certificates earned last year at Virginia’s Community Colleges is 32,555.

- The average tuition and fees at Virginia’s Community Colleges ($4,507 in 2017-18), is about 1/3rd compared to the same tuition and mandatory fees at Virginia’s public four-year institutions for in-state undergraduates ($12,702).

- The number of high school juniors and seniors earning college credit while in high school is 40,340 through Virginia’s Community College dual enrollment courses.

- The percentage of bachelor's degree recipients who have some community college experience is 44%.

- The percentage of Virginia Community College graduates in transfer-oriented programs who pursue a bachelor’s degree is 57%.

- The number of Virginia public and private four-year colleges and institutions that have signed Guaranteed Admissions Agreements with Virginia’s Community Colleges is >25, assuring baccalaureate degree access to associate degree graduates.

- The number of people who participate in workforce training programs and services each year at Virginia’s Community Colleges is 60,000.

- Employers served through workforce programs at Virginia’s Community Colleges is 13,199.

- The number of Virginia Community College students that take at least one course via distance learning technologies is 54%.

- The number of high school students who receive career coaching is 31,260.

- The number of high school students who earn college credit through dual enrollment is 40,340.
Section II
New River Community College (NRCC)
OUR MISSION/PURPOSE

New River Community College, a member of the Virginia Community College System (VCCS), subscribes to the tenets set forth in the VCCS mission statement. This statement is as follows:

“We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.”

In addition, New River Community College believes that all people should have a chance not only to develop and extend their skills and knowledge, but also to increase awareness of their roles and duties as citizens. The college serves the educational needs of the public and assumes a responsibility to help provide the requirements for trained workers in the New River Valley through a combined effort with local industry, business, professions, and government, including economic development efforts. The college is also dedicated to organizing programs with senior institutions as well as with those of local public school systems.

New River Community College offers certificate, diploma, and associate degree programs. The college is also committed to assisting students with decisions concerning their educational, career, and personal goals.

OUR VISION

"Through forward-looking leadership, efficient management and the deep commitment of faculty and staff to provide the best possible teaching and learning environment, the college aims not only to meet the educational challenges of the coming decades, but to welcome them. Accordingly, New River Community College embraces the following beliefs:

"That student learning is the ultimate priority for the college and to best serve students there must be maintained the highest level of commitment achieved by focusing on the teaching/learning process and by providing support for the personal development of students;

"That instruction must remain the primary function of the college, with other college functions to be supportive of or complementary to the instructional program;

"That access to higher education must be provided to all who can benefit from it;

"That high quality must be maintained in all programs and services through instructional excellence, competency of faculty and staff, on-going curriculum development and improvement, and effective processes for assessment of quality;

"That the college must foster a spirit of innovation through technological advancements and through continuous improvement of programs and services;

"That a positive institutional climate must be maintained which supports high ethical standards, professionalism, faculty and staff development, and an inclusive environment based on dignity and respect for all persons;

“That the college must be community centered as reflected by comprehensive and affordable programming, linkages and partnerships with other organizations, community outreach
efforts, fostering of an appreciation for education in the community, and continued responsiveness to community needs;

"That the college must support multi-cultural diversity as well as equal opportunity for all persons, and that the institution must be outward looking as it fulfills its local mission;

“That the college must focus continually on institutional effectiveness with emphasis on accountability, assessment, good management practices, employability of graduates, comprehensive planning processes, and the overall improvement of organizational effectiveness."

NRCC Profile

Purpose: New River Community College (NRCC) is a state-supported two-year college with the primary mission of meeting the educational needs of its students and of its service region through excellence in teaching and leadership in community service.

Service Region: The college’s service region includes Floyd, Giles, Montgomery, and Pulaski counties, and the city of Radford.

Location: NRCC’s campus is located at 5251 College Drive in Dublin, Virginia. The mailing address is 5251 College Drive, Dublin, VA 24084. The main telephone number is 540-674-3600. The college’s Christiansburg site is located at 782 New River Road, NW in Christiansburg, Virginia.

Enrollment: Official fall headcount enrollment of 4,419 students (2018). Annualized full-time equivalent enrollment of 2,664 (2018-19). Over the past three fall semesters, about 40 percent of students have been full-time. About 50 percent have been female, and about 50 percent male. About 70 percent of students took at least one distance education course.

Faculty and Staff: Full-time staff of 48 teaching faculty, 24 administrative and 49 classified positions. Total college staff of 121 in spring 2019.

Budget: Gross revenues of approximately $31.5 million in 2018-2019, including approximately $24.5 million in state appropriations, $6.5 million in federal funds, $500,000 in local appropriations.

Local Schools: County-operated and city-operated public schools include nine high schools and Southwest Virginia Governor’s School in the area. Institutions of higher learning include Radford University and Virginia Polytechnic Institute and State University (Virginia Tech).
Programs:

Associate of Applied Science

Associate of Arts and Sciences

Certificate
- Accounting, General Education, Early Childhood Development, Human Services, Industrial Maintenance, Practical Nursing, Welding, Word Processing

Career Studies Certificate Options:

Diploma
- Automotive Analysis Repair, Machine Shop Operations
Duties/Responsibilities of the President

The President is responsible to the State Board for Community Colleges, through the Chancellor of the Virginia Community College System, for the operation of the community college. He/she is also responsible to the College Board for those areas in which the Board is empowered to act.

Specific responsibilities of the President include:

A. Organizing and operating the community college in accordance with the policies, procedures, and regulations of the State Board for Community Colleges, the System Office, and the College Board;

B. Serving as secretary to the College Board;

C. Providing leadership and supervision for the total community college program including the following:
   1. Instructional program of career/technical education, liberal arts and sciences, general education, adult education, preparatory foundations program, special training programs, and community services.
   2. Student services, including advising services.
   3. Budgeting and other financial operations.
   4. Campus development, including site and facilities.
   5. Research and reports.
   6. Staff recruitment and development.

D. Representing the college at appropriate local, state, and national events;

E. Developing effective regional and community relations with other organizations and individuals; and

F. Maintaining professional activities for self-development and for educational leadership of the college staff.
Duties and Responsibilities of the President’s Staff

Vice President for Instruction and Student Services

The Vice President for Instruction and Student Services serves as the college’s chief academic and student services officer and is responsible to the President for all instructional and student services programs of the college, including:

A. Administration of the college’s instruction and student services programs in the Division of Arts and Sciences, the Division of Business and Technologies, Distance Education, Library Information Services, and Admissions, Records, and Student Services.

B. Development and evaluation of the college’s curriculum, including outcomes assessment and program review.

C. Scheduling of classes, instructional assignments and space utilization.

D. Administration of admissions policies, recruitment and retention practices, and student placement procedures for new students.

E. Hiring of full-time instructional staff, teaching faculty, and student services staff.

F. Management of the academic budget.

G. Development and administration of student policies and procedures.

H. Administration of student development functions, including student success initiatives, individual and group advising, educational and vocational objectives, social and recreational activities, and financial assistance are available to students.

I. Administration of academic support services for the hearing impaired, learning disabled, visually impaired, etc., and for tutoring, note taking, and writing assistance.

J. Administration of learning resources programs such as distance learning, library, off-campus sites, and instructional telecommunications.

K. Administration of faculty and staff development programs and providing opportunities for division chairs, directors, and faculty to discuss, analyze, and develop education issues and initiatives.

L. Assistance with the development of institutional policies and procedures.

M. Serving as liaison to System Office staff and primary college contact for VCCS Academic Services and Research staff.

N. Coordination of appropriate academic and student reports to both internal and external entities.
O. Representation on appropriate VCCS and community peer groups, committees, and councils.

P. Planning and evaluation for continuous improvement in instruction and student services, including the utilization of instructional technology.

Q. Other duties as assigned by the President.

**Vice President for Finance and Technology**

The Vice President for Finance and Technology serves as the college’s chief information officer (CIO) and chief financial and administrative services officer (CFO) and is responsible to the President for the following:

A. Providing leadership for college financial functions:
   1) Building and monitoring operating and strategic budgets;
   2) Management of local funds and miscellaneous income;
   3) Cash flow and investments;
   4) Contract and grant administration;
   5) Internal controls, audit, and risk management;
   6) Business Office management;
   7) Procurement
   8) Accounts payable
   9) Accounts receivable
   10) Student accounts

B. Providing overall leadership for information technology planning, ensuring that all VCCS useful life and technical guidelines are met or surpassed. Collaborates with VCCS staff and other colleges to produce information systems and updates to existing systems to meet the needs of the VCCS. Ensures that the college’s information technology network and services are balanced with regard to six key areas: hardware, software, infrastructure, security, training, and support.

C. Playing a strategic role in the development of automated systems designed to improve efficiency, productivity, and quality of services related to business functions and to the faculty and staff as is applies to other areas managed. Provides leadership for the integration of information technology systems into all administrative and teaching/learning functions of the college.

D. Providing leadership to several college administrative functions, including facilities services, capital outlay and site planning, in-house training and professional development.

E. Performing other duties as assigned by the President.
Vice President for Workforce Development & External Relations

The Vice President for Workforce Development serves as the college’s chief workforce development officer and as the institutions’ chief communications officer and is responsible to the President for the following:

A. Directing the activities of the Workforce Development staff by providing leadership and guidance on planning, developing and implementing a full spectrum of workforce development programs and services. This includes training activities funded by the New Virginia Economy Workforce Development Grant (WCG) as well as specialized credit and non-credit programming, including short-term courses, seminars, workshops, conferences, and other services provided to business, industry, government, school systems, medical centers, non-profit and professional organizations and individuals. Evaluates programs and services offered to determine effectiveness, satisfaction and the need for revisions. Meets and confers with CEOs and other top business and industrial leaders to ascertain the needs for workforce development and the means by which the college may address those needs. Establishes strategic plans for meeting regional workforce development programs and determines program budgets for implementation and operation.

B. Representing the college on matters of regional economic development activities, including establishing and maintaining close working relationships with regional and state economic development offices and personnel. Meets with regional economic development agencies and officials for formulating and implementing economic development strategies, including serving as the college’s primary point of contact in recruitment, start-up and expansion efforts for new and existing companies where workforce development services are to be provided. Serves as the primary point of contact relative to employment issues, recruitment services and workforce pre-employment, start-up training, and retraining efforts. Monitors local and regional employment market data to ascertain the currency and responsiveness of college offerings and to implement continuous improvement and quality assurance measures to insure the full satisfaction of regional employers.

C. Assigning and directing Workforce Development staff and evaluating the effectiveness of programs and operations. In consultation with the President, develops strategies and plans for the creation of other necessary workforce development activities. Serves as the college’s primary point of contact with the workforce development arm of the Virginia Community College System, including membership on the WDS Advisory Council.

D. Directing and managing the college’s marketing and community relations services by providing leadership, guidance and direction on planning, developing and implementing a comprehensive informational and awareness program.

E. Providing college-wide leadership for all public information/external relations activities including directing a broad spectrum of activities to represent New River Community College to the public in a positive way. Duties include serving as the college’s chief public relations officer and primary contact with the media as well as a point of contact for key opinion leaders, directing the activities of the public information office and supervising public information staff, developing, implementing, and evaluating college-wide marketing efforts, supervising the preparation of all college publications and the content of the college’s
website, and supporting the President’s Office in maintaining relationships with key external constituencies.

F. Serving as the college’s primary government relations and grants officer.

G. Serving as the college’s liaison with SACSCOC.

H. Performing other duties as assigned by the President, currently including roles as the college’s Equal Opportunity Officer and Intellectual Property Officer.

**Executive Director, NRCC Educational Foundation**

The Executive Director of the NRCC Educational Foundation serves as the college’s primary community outreach officer and is responsible to the President for the following:

A. Planning and coordinating multi-faceted fund raising efforts seeking donations from corporations, alumni, local citizens and other potential donors. This includes: planning, scheduling, initiating and coordinating targeted campaigns and fundraising strategies, contacting potential donors in person, by telephone, by mail and by email and employing various persuasive strategies to solicit gifts, designing and writing proposals, brochures, and other campaign materials, developing donor research strategies, conducting research, analyzing data and implementing plans for targeting donors based on research, writing and submitting proposals for funding from local, state, and national organizations, scheduling meetings with Foundation Board members and planning fundraising campaign strategies, tracking donations and coordinating progress of the campaign.

B. Working directly with the New River Community College Educational Foundation, Inc., to provide financial support for the college. This includes planning and implementing a strategic plan for the Foundation, working with NRCC Foundation Board members in soliciting financial support on an on-going basis, planning and implementing special events for donors and potential donors, developing and managing the operating budget for the college’s private fundraising activities, working directly with the Foundation Board and/or appropriate Board committees in investing funds and managing investments, and supervising clerical staff.

C. Representing the college in liaison with donors and potential donors from the private sector including individuals, foundations, and corporations.

D. Performing other duties as assigned by the President.

**Director of Institutional Effectiveness and Research**

Reporting directly to the President, the Director of Institutional Effectiveness and Research is responsible for managing and supervising a strategic and comprehensive program of institutional effectiveness for the college, including the following areas:

- Data collection and surveys,
- Data analysis and interpretation, and
- Reporting activities.
Activities within the specific areas of responsibility include the following:

**Data Collection and Surveys**
- Conduct studies relevant to college programs, services, and activities including, but not limited to, student follow-up, student services, program evaluation, faculty/administrative evaluation, student enrollment patterns, student profiles, instructional cost, faculty data, program planning, and space utilization;
- Assist the Coordinator of Assessment and Program Review in designing and implementing assessment plans; and in conducting regular program reviews.
- Assist faculty and staff in identifying, planning, and initiating surveys and studies relevant to instruction and college operations;
- Provide research support and assistance in collecting data.

**Data Analysis and Interpretation**
- Ensure the integrity of data collection, analysis, and dissemination;
- Analyze findings of periodic or special information reports and prepare statements of implications for use by a variety of research and non-research college personnel;
- Determine future information requirements, especially with respect to institutional planning, research, and evaluation; budgeting; and reporting activities;
- Assist faculty in interpreting data for assessment activities;
- Assist program heads in interpreting data for regular program reviews;
- Assist faculty and staff in preparing reports with appropriate recommendations;
- Provide research support and assistance in interpreting data;
- Generate research information essential to the college’s planning processes.

**Reporting Activities**
- Ensure timely and consistent reporting of institutional data and performance indicators;
- Coordinate and monitor compliance with federal and state higher education data reporting requirements;
- Prepare federal- and state-mandated institutional profile information.

**General duties** include the following:
- Supervise staff supporting the institutional research function;
- Consult with and support policy and planning functions engaged in institutional self-study or assessment, program review processes, institutional effectiveness and accreditation processes;
- Work actively with other areas of the college to ensure a spirit of college-wide collaboration, collegiality, and teamwork;
- Serve on college committees and task forces as assigned;
- Perform other duties as assigned.
President’s Staff

Ms. Angie E. Covey   Executive Director, NRCC Educational Foundation
Dr. Peter T. Anderson   Vice President for Instruction and Student Services
Dr. Patricia B. Huber   President
Mrs. Kathy T. Ridpath   Administrative Assistant
Dr. Mark C. Rowh   Vice President for Workforce Development and External Relations
Dr. Fredrick M. Streff   Director of Institutional Effectiveness and Research
Mr. John L. Van Hemert   Vice President for Finance and Technology

Functional Area Managers
(In addition to the President’s Staff)

Ms. Melissa Anderson   Human Resources and Business Operations Manager
Mr. Brian Bolling   Technology Services Manager
Ms. Debbie Bond   Dean of Business and Technologies
Mrs. Linda C. Claussen   Director of Distance Education
Mrs. Shauna Crosscup   Financial Aid Manager
Mrs. Diane Gray   Director of Transitional Programs
Mr. Timothy A. Jones   Director of Information Technology
Dr. Deborah Kennedy   Dean of Student Services
Mr. Ross Matney   Coordinator of WorkKeys/Workforce Credentialing
Mr. José Melendez   Manager of Media Services
Dr. Heidi Morehead   Assessment Coordinator
Mr. Anthony J. Nicolo   Director of Facilities Services
Mrs. Sandra B. Smith   Coordinator of Library Information Services
Mrs. Tammy Smith   Coordinator of Admissions and Records
Dr. Jeanne Symanoskie   Coordinator of Workforce Training Montgomery County
Mrs. Sarah Tolbert-Hurysz   Dean of Arts and Sciences
General Information

New River Community College is a two-year institution of higher learning operating under a state-wide system of community colleges. The college serves those who live in the counties of Floyd, Giles, Pulaski, Montgomery, and the city of Radford.

The college acts under policies set up by the State Board of Community Colleges and the local Community College Board. The school is funded mainly with state funds, but the participating localities also add to the support of the college.

The college is open on a year-round basis under the semester system. Classes are held from 7:00 am to 10:00 pm. Since college credit courses are offered in the evening and on weekends, students who work may also attend college.

History

In 1959 New River Community College began offering vocational/technical courses as a vocational/technical school to residents in the New River Valley. It is one of five colleges which developed from existing vocational/technical schools into community colleges under 1966 General Assembly legislation which formed the Virginia Community College System.

The Local Board was established in August 1969 and the college was named New River Community College. The college continued the career/technical degrees in Machine Shop, Drafting and Design, Auto Mechanics, Practical Nursing, Industrial Electricity, Electronics, Instrumentation, Clerk Typing, and Stenography.

Programs leading to the Associate in Applied Science Degree in Accounting, Business Management and Secretarial Science were added in the fall term of 1970. Degree programs designed for transfer to four-year colleges were also offered at that time. These included the Associate of Arts Degree program in Liberal Arts and the Associate of Science Degree programs in Science, Education, Business Administration, and General Studies.

Location and Facilities

The college is located on a one-hundred acre site at the intersection of US Routes 11 and 100 in Dublin, Virginia. The campus provides modern, well-equipped facilities for the vocational/technical programs as well as for university-parallel programs.

The facilities contain labs for Administrative Support Technology, Accounting, Automotive, Computer Aided Drafting and Design, Electronics, Electricity, Forensic Science, Information Technology, Instrumentation, Machine Shop, Natural Science classes, Nursing, Programmable Logic Controllers, and Welding.

Besides the special labs, there are general classrooms, a large lecture room, a modern library, a learning lab, a spacious industrial training room, a student center, an auditorium, and faculty and administrative offices.
The college’s Christiansburg site, located in the New River Valley Mall, offers increased educational opportunities to residents of Floyd, Giles, Montgomery, and Pulaski Counties and the city of Radford. Faculty from the college’s teaching divisions provide high quality instruction equivalent to on-campus instruction.

In addition to the Dublin and Christiansburg locations, the college makes use of public schools, industrial plants, and other facilities off campus to provide instruction that is closer to the people served by the college.

**Programs**

New River Community College offers programs two years beyond the high school level.

**Career/Technical Education**
The career and technical education degrees are designed to meet the demand for technicians, semi-professional workers, and skilled craftsmen in the New River Valley who will be employed in industry, business, the professions, and government.

**University Parallel/College Transfer Education**
The university parallel/college transfer programs include college freshman and sophomore courses in arts and sciences and pre-professional education. These courses meet the standards for transfer to baccalaureate degree programs in four-year colleges and universities.

**General Education**
The courses in general education include common knowledge, skills, and attitudes needed by an individual to be effective as a person, a worker, a consumer, and a citizen.

**Continuing Education**
Degree credit and non-degree credit courses are offered during the day and evening hours for adults in the region wishing to continue learning.

**Customized Training Programs**
Customized training is offered where specific employment chances are open for new or expanding industry. Customized training programs are coordinated with Virginia’s economic growth efforts and with the needs of employers.

**Developmental Courses**
Basic or developmental courses are designed to prepare people for admission to college transfer and career/technical education courses of study in the community college. These courses are designed to assist the person with basic skills and knowledge needed to succeed in other community college programs.

**Recognition**
The college, part of the Virginia Community College System, is governed by the State Board for Community Colleges in Virginia. The college’s associate degree courses are approved by the State Council of Higher Education for Virginia.
The college has been fully approved by the State Department of Education for payment of veteran’s benefits as well as by other state and federal agencies for funding. Also, this school is authorized under Federal Law to enroll nonimmigrant alien students.

The college is an institutional member of the American Association of Community Colleges and a number of other state and national organizations.

**Accreditation**

NRCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of New River Community College.
<table>
<thead>
<tr>
<th>Year</th>
<th>Summer</th>
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<th>Winter</th>
<th>Spring</th>
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* Semester Conversion
Section III
The NRCC Board
The community college board shall act in an advisory capacity to the State Board and shall perform such duties with respect to the operation of a single comprehensive community college as may be delegated to it by the State Board. The community college board shall be known as the (New River) Community College Board and may be called the college board. (Section 2.A.1)

**Appointment of Local College Boards**

A minimum of nine persons shall be appointed to the college board and shall include at least one person from each political subdivision sponsoring the college. Generally, the maximum number of persons on the college board shall not exceed fifteen persons. (Section 2A-2.9D3a)

Each local political subdivision sponsoring the community college shall appoint its board members as allocated by the ad hoc committee (when the college is formed) within the guidelines of the State Board. (Section 2A-2.9D3b)

The members of the college board shall be residents of the region to be served by the community college and shall include persons from various businesses, industries, and professions in the region being served by the community college. No elected members of either the General Assembly or of a local governing body shall be eligible to serve on the college board; however, elected town officials shall not be prohibited from serving on a college board so long as such town is not a participating political subdivision sponsoring the college. Additionally, no current or former employee, including current adjunct faculty members, of the community college shall be eligible to serve on the college board. Local college board members serving as of March 2007 who were former full-time employees of the community college would be eligible to serve out the remainder of their current term and be eligible for one additional consecutive term. All members of the college board shall be deemed members at large charged with the responsibility of serving the best interests of the whole region being served by the community college. (Section 2A-2.9D3c)

Members shall be appointed for a term of four (4) years ... and shall become effective on July 1 of the appropriate year.... No person having served on the community college board for two successive four-year terms shall be eligible for reappointment to the college board for two years. However, a person appointed to fill an unexpired term may be reappointed for two additional four-year terms. (Section 2A-2.9D3c)

Failure to attend meetings of the college board shall constitute cause for the removal and replacement of a college board member. The community college board shall make this determination, and if it is determined that it is in the best interest of the college to have a replacement, the college board shall notify the appropriate sponsoring political subdivision of the need for a replacement. (Section 2A-2.9D3d)
Composition of the Board

The New River Community College Board consists of twelve (12) members. The City of Radford and the Counties of Floyd and Giles have two representatives each and the Counties of Pulaski and Montgomery have three representatives each.

Compensation of Board Members

Members of the college board receive no salaries. However, reimbursement for travel and other official functions required of board members is available at the allowable rate set by the Commonwealth. Travel outside the area served by NRCC will be reimbursed only if authorized by the board. The cost of meals when a board member is on official business will be covered by the college or reimbursed to the board member.

Reimbursement to members for travel, meals, and other direct costs while on official business for the college will be reimbursed upon proper vouchers from the State M&O budget. Travel expenses associated with travel to the Annual Meeting of the State Board for Community Colleges (held in October each year) will be paid directly by the college whenever possible. To facilitate broad participation in this annual event, additional expenses for board members’ guests may be paid by the college, subject to approval by the President.

Questions about allowable expenses or requests for reimbursement should be directed to the President’s Office.

Officers of the Board

The officers of the board are chairman, vice-chairman, and secretary. The chairman and vice-chairman are elected annually at the regular meeting of the board in June. The term of office is one year. Incumbent officers are eligible for re-election.

The board chairman shall preside at all meetings of the college board, appoint committees, and perform such other duties as may be prescribed by the State Board for Community Colleges or by the college board.

The board vice-chairman shall preside in the absence of the chairman and shall perform such other duties as may be assigned by the college board.

The president of the college serves as secretary. As such, the president keeps such minutes and records as are necessary to set forth clearly all actions and proceedings of the board. The minutes of each meeting shall be considered, corrected if necessary, and approved at the next regular meeting (or at an intervening special meeting, if the board desires). Minutes are signed by the chairman and the secretary after correction and approval and are kept as a public record in the permanent custody of the president.

Committees of the Board

The standing committees of the board are the Budget and Finance Committee, the Building and Site Committee, the Curriculum and Program Committee, and the Personnel Committee. Standing committees are appointed by the chairman for a term of one year.
The Budget and Finance Committee considers matters pertaining to the local capital outlay budget, the local M&O budget, the State capital outlay budgets and the State M&O budget.

The Building and Site Committee considers matters pertaining to the procurement, development, and improvement of the site and the design, construction, and equipping of facilities.

The Curriculum and Program Committee considers matters pertaining to instructional programs, occupational/technical advisory committees, student activities, community service programs, and community relations activities. All proposed instructional programs shall be reviewed and approved by the board for recommendation to the State Board for Community Colleges. Approval of courses and course content with an approved instructional program is delegated to the president by the State Board.

The Personnel Committee considers matters pertaining to college personnel and, primarily, the recruitment and evaluation of the president.

Meetings of the Board

The NRCC Board meets at 7:00 pm on the second Monday of September, the first Monday of December, the first Monday of March, and the first Monday of June unless otherwise changed by the board. Special meetings of the board may be held at the call of the chairman or upon petition of a simple majority of the members of the board.

All board meetings are open to the public, except where a closed meeting is authorized by Section 2.2-3712 of the Virginia Freedom of Information Act. Matters dealing with site selection, personnel, and other matters of a confidential nature will be discussed in closed session. The board convenes and adjourns the closed session in a manner provided in the above-referenced Section.

A simply majority of the members of the board constitutes a quorum for all purposes.

Reappointments and Vacancies

When the term of office of a college board member expires, the appropriate local political subdivision shall either reappoint the member or appoint a new member. If the member whose term of office has expired is eligible for reappointment, that member shall continue in office until reappointed or a successor named. A member who is not eligible for reappointment shall discontinue service on the college board at the expiration of the term. (Section 2A-2.9-3e)

Whenever a vacancy occurs on the college board, the appropriate political subdivision shall appoint a person to fill the unexpired term of the member creating the vacancy. (Section 2A-2.9-3e)

Should a member find it impractical, for personal or business reasons, to regularly attend board meetings and is absent for three consecutive meetings or for forty percent or more of the meetings scheduled between July 1 and the next succeeding June 30, he/she shall be notified in writing by the board chairman that the matter will be presented to the board, in executive session, at the next board meeting.
This notice shall inform the member that he/she may present such justification as he/she may desire or offer to resign.

The community college board will make its determination and, if appropriate, instruct the chairman to notify the jurisdiction concerned of the need for replacement.

**Distribution of Representation**

The college board membership distribution should be representative of the industries, businesses, and professions which are located in the service area of the college. To ensure an appropriate membership distribution representative of the service area, the State Board established the list of employment categories shown below to assist and guide the College Board Chairman and local government jurisdictions in the selection and appointment process. The President and College Board Chairman should work closely with the local jurisdictions in order to maintain a membership distribution representative of the college service area. (Section 2A-2D-3g)

**Conflict of Interest**

No member of a local college board shall apply for a full or part-time position in the VCCS while serving as a member of a local college board. Each community college is prohibited from employing for remuneration, in any capacity whatsoever, either on a full-time or part-time basis, a member of the college’s board, or the Board member’s immediate family. (Section 3.03-3.3b3)

In addition, according to the Code of Virginia, members of the College Board are required to file a financial disclosure statement annually by February 1. All filing notices will be sent from the Ethics Council online system and reminder emails from the President’s Office. Training is provided to all individuals who are required to file upon request (and at least every two years).
Categories for Community College Board Membership

Agriculture
Air Conditioning & Heating
Allied Health
Aluminum
Architect
Associations–Public Service
Associations–Trade
Automobile Industry
Beverages
Broadcasting Service
Materials
Business Service
Chemical Industry
Clothing Industry
Coal Industry
Communication Service
Construction Service
Dentistry
Dry Goods and General Merchandise
Education
Industry and Electronics
Engineering
Entertainment
Exhibitions
Finance
Fire Fighting and Prevention
Firearms and Explosives
Food Industry
Funeral
Furniture and Home Furnishings
Gas Industry
Glass Industry
Government
Hardware
Homemaking
Horticulture
Hotels, Resorts, and Restaurants
Institutions and Hospitals
Insurance
Iron & Steel Industry
Jewelry
Laundry, Cleaning and Dyeing
Law
Law Enforcement
Machinery and Equipment
Meat, Dairy, Poultry and Fish Products
Medical Equipment and Supplies
Medicine
Metal, Mining and Refining
Military Personnel
Mineral Oil Industry
Musical Instruments and Merchandise
Office Appliances, Equipment, & Stationery
Optical Goods and Services
Osteopathy
Paints, Oils and Decoration
Paper Industry
Pharmacy
Photography
Plastics Industry
Plumbing
Power Production Equipment and Electrical Supplies
Printing and Publishing
Public Relations and Advertising
Public Utilities and/or Service
Pure Science
Real Estate
Recreation
Refrigeration
Religion
Retired
Rubber Industry
Ships and Nautical Equipment
Shoe Industry
Stone Industry
Storage
Textile Fibers
Tobacco Industry
Transportation
Vehicle Industry
Veterinary Medicine
Wood Industry
Duties and Responsibilities

A college board shall perform such duties with respect to the operation of a community college as may be delegated to it by the State Board. In general, a college board is responsible for assuring that the community college is responsive to the needs existing within its service region within the statewide policies, procedures, and regulations of the State board. The specific duties of a college board include the following: (Section 2A-2.9-3h)

A. The college board shall elect a chairman and other such officers from its membership as it deems necessary and shall adopt such rules and regulations as are considered necessary to conduct its business in an orderly manner.

B. The college board and the members thereof shall serve as channels of communication between the State Board and the governing bodies of the local political subdivisions.

C. The college board shall submit its recommendations to the State Board for a name for the community college and each campus of a multi-campus college. In the name of each community college shall be included the phrase “Community College.” The college board shall be authorized to provide names for any facilities on the college campus.

D. The college board shall provide recommendations to the State Board on the development of the site plan and on the design, and construction, of facilities for the community college.

E. The college board shall participate with the Chancellor and the State board in the selection, evaluation, and removal of the president of the community college in accordance with procedures adopted by the State Board.

1) The President shall be evaluated annually. The annual evaluation shall be prepared by the Chancellor based on two independent assessments of the President’s accomplishments conducted independently by the College Board and by the Chancellor.

2) The Personnel Committee of the NRCC Board, working in conjunction with the President, shall conduct the assessment. An evaluation letter shall be prepared by the Chair of the Personnel Committee (Board Chair) and submitted to the Chancellor no later than May 1 of each year.

3) The Chancellor’s assessment will be reviewed with the President no later than June 15 of each year.

4) The Chancellor and the President establish annual goals and objectives for the President’s evaluation.
F. The college board shall participate, with the college president, the Chancellor and the State board, in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board. In that context, a college statement of purpose shall be developed by the college community. It shall be approved by the college board and reviewed and approved by the Chancellor on behalf of the State Board. This statement of purpose shall tailor the VCCS Mission Statement to the particular needs and circumstances of the college.

G. The college board shall be responsible for eliciting community participation in program planning and development, establishing local citizens’ advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.

H. The college board shall review all new curricular proposals for the community college and shall recommend those proposals that it supports to the State Board. It shall also review proposals for the discontinuation of programs and shall communicate its recommendations on such proposals to the State Board.

I. The college board shall oversee the development and evaluation of the community service program for the community college, and may authorize the president to grant an “award of completion” to a person successfully completing an approved non-credit program.

J. The college board shall be kept informed of the fiscal status of the college by the college president and shall receive summaries of the biennial financial plan and the annual spending plans.

K. The college board shall review and approve a detailed local funds budget for the community college as prepared by the college president within State Board guidelines, and shall submit this proposed budget to the State Board for review at the time of its submission to the local political subdivisions. In addition, the college board shall submit a financial statement showing detailed expenditures of such local funds to the local political subdivisions and the State Board at the end of the fiscal year.

L. The college board shall be responsible for reviewing and approving local regulations on student conduct developed by the college president within the guidelines of the State Board.

M. The college board shall be responsible for the review and approval of a budget prepared by the college president for the expenditure of revenues from vending commissions and auxiliary enterprises, including the student activity fund within the guidelines established by the State Board. The college board shall be responsible for reviewing and approving periodic reports of revenues and expenditures within these funds.

N. The college board shall be responsible both for reviewing reports of audit and for reviewing the college president’s response to those reports of audit.

O. The college board shall be informed of personnel matters by the college president.
**Contact with the State Board**

Any college board or its authorized representative may appear before the State Board simply by notifying the Secretary to the State Board of its request no later than fifteen days prior to the next regularly scheduled meeting of the State Board so that this matter may be put on the agenda. (Section 2A-2D-3i)
# New River Community College Board  
## July 1, 2019 - June 30, 2020

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| **GILES COUNTY**         |                    |                    |
| Mr. Richard L. Chidester |                    | Home: 540-921-1262  |
| 101 Darden Drive         | County of Giles    | Email: rchidester@gilescounty.org|
| Pearisburg, VA 24134    | County Attorney    |                    |
|                         | 315 N. Main Street |                    |
|                         | Pearisburg, VA 24134 | Work: 540-921-2525 |
|                         |                    | Ex1117              |
| Mr. James E. Wheeler, Jr.| Retired            | Home: 540-626-7403  |
| 130 Scenic View Drive   |                    |                    |
| Pembroke, VA 24136      |                    |                    |

| **MONTGOMERY COUNTY**    |                    |                    |
| Ms. Jessica Littlejohn   | Vice President Engineering | Home: 540-239-7878  |
| 1310 Hillcrest Drive    | Hurt & Proffitt      | Email: jlittlejohn@handp.com|
| Blacksburg, VA 24060    |                    |                    |
| Dr. Sharon G. Scott     | Montgomery County    | Work: 540-382-3020  |
| 40 Sapphire Avenue     | Chamber of Commerce  | Email: sscott@montgomerycc.org|
| Christiansburg, VA 24073| Director             |                    |
|                         | 1520 N. Franklin Street |                    |
|                         | Christiansburg, VA 24073 |                    |
Ms. Bobbie Potter
1320 Flint Frive
Christiansburg, VA 24073
Retired
Home: 540-381-5825
Email: bapotter@vt.edu

PULASKI COUNTY

Mr. Walter (Benny) B. Keister
P.O. Box 1013
Dublin, VA 24084
Retired
Home: 540-674-6551

Mr. James (Jim) R. Loux
5389 C. V. Jackson Road
Suite 1
Dublin, VA 24084
President/CEO Alleghany Logistics Group
5389 C. V. Jackson Road
Suite 1
Dublin, VA 24084
Home: 540-674-5822
Email: jloux@acustomsbroker.com

Mr. Jonathan D. Sweet
6407 Teeth of the Dog Drive
Radford, VA 24141
Pulaski County Administrator
143 Third Street, N.W.
Pulaski, VA 24301
Work: 540-980-7705
Email: jsweet@pulaskicounty.org

RADFORD CITY

Mr. Onassis D. Burress
507 6th Avenue
Radford, VA 24141
Edward Jones
Financial Advisor
1059 E Main Street
Radford, VA 24141
Home: 540-915-1973
Work: 540-639-1309
Email: onassisdburress@gmail.com

Mr. Steven E. Harvey
1303 Madison Street
Radford, VA 24141
Production Manager
TechLab Inc.
20 Corporate Drive
Radford, VA 24141
Home: 540-639-6660
Email: sharvey@techlab.com
New River Community College Board
Standing Committees and Officers

July 1, 2019 - June 30, 2020

Budget and Finance Committee

Mr. Onassis Burress
Mr. Richard Chidester
Ms. Jessica Littlejohn

Building and Site Committee

Dr. Margaret (Peggy) Dewald-Link
Mr. Michael Patton
Mr. Jonathan Sweet

Curriculum and Program Committee

Ms. Bobbie Potter
Dr. Sharon Scott
Mr. James (Jim) Wheeler

Personnel Committee

Mr. Steve Harvey
Mr. Walter (Benny) Keister
Mr. James (Jim) Loux

Officers

Mr. Steve Harvey, Chair
Mr. James Loux, Vice Chair
Dr. Pat Huber, Secretary
# NEW RIVER COMMUNITY COLLEGE BOARD MEMBERS

## TERMS OF APPOINTMENT

**July 1, 2019 - June 30, 2020**

<table>
<thead>
<tr>
<th>Name</th>
<th>Locality</th>
<th>Length of Initial Term</th>
<th>First Term</th>
<th>Second Term</th>
<th>Third Term</th>
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<tbody>
<tr>
<td>Burress, Onassis</td>
<td>Giles County</td>
<td>4</td>
<td>2018-2022*</td>
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<tr>
<td>Chidester, Richard</td>
<td>Giles County</td>
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<td>2017-2021*</td>
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<tr>
<td>Dewald-Link, Margaret (Peggy)</td>
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<td>15 months</td>
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<tr>
<td>Harvey, Steven</td>
<td>City of Radford</td>
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<td>2013-2017</td>
<td>2017-2021</td>
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<tr>
<td>Keister, Walter (Benny)</td>
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<td>1</td>
<td>2011-2012</td>
<td>2012-2016</td>
<td>2016-2020</td>
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<tr>
<td>Littlejohn, Jessica</td>
<td>Montgomery County</td>
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<tr>
<td>Loux, James (Jim)</td>
<td>Pulaski County</td>
<td>&lt;1 Thru 6/2012</td>
<td>2012-2016</td>
<td>2016-2020</td>
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<td>Patton, Michael</td>
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<td>2016-2020</td>
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<td>Potter, Bobbie</td>
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<td>Scott, Sharon</td>
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<td>Sweet, Jonathan</td>
<td>Pulaski County</td>
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<tr>
<td>Wheeler, James</td>
<td>Giles County</td>
<td>4</td>
<td>2018-2022*</td>
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</tbody>
</table>

* Eligible for reappointment at the end of the current term
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 9, 2019</td>
<td>College Board Meeting</td>
<td>Location: NRV Mall Site</td>
</tr>
<tr>
<td>Monday, December 2, 2019</td>
<td>College Board Meeting</td>
<td>Location: New River Community College (Spouse/guest invited)</td>
</tr>
<tr>
<td>Monday, March 2, 2020</td>
<td>College Board Meeting</td>
<td>Location: New River Community College</td>
</tr>
<tr>
<td>Friday, May 15, 2020</td>
<td>Graduation</td>
<td>Location: New River Community College</td>
</tr>
<tr>
<td>Monday, June 1, 2020</td>
<td>College Board Meeting</td>
<td>Location: NRV Mall Site</td>
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</tbody>
</table>
### NRCC Mission Statement Review Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Review Completed</td>
</tr>
</tbody>
</table>
| 2020   | Review by faculty, staff and college constituencies (January)  
Community input survey (February-March)  
Review by College Board (June) |
| 2025   | Review by faculty, staff and college constituencies (January)  
Review by College Board (March) |
| 2030   | Review by faculty, staff and college constituencies (January)  
Community input survey (February-March)  
Review by College Board (June) |
| 2035   | Review by faculty, staff and college constituencies (January)  
Review by College Board (March) |
| As needed | Additional review within 12 months of any revision of the Virginia Community College System mission statement |
Section IV
Curriculum Development
## Curriculum and Instruction Committee TIMELINE

<table>
<thead>
<tr>
<th>DATE</th>
<th>MEETING/DEADLINE</th>
<th>ACTION</th>
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</thead>
<tbody>
<tr>
<td>August 20</td>
<td>Orientation Meeting</td>
<td>C &amp; I Committee Orientation</td>
</tr>
<tr>
<td>October 1</td>
<td>Deadline</td>
<td>Faculty submission of new and/or revised programs to deans</td>
</tr>
<tr>
<td>October 4</td>
<td>Deadline</td>
<td>Dean submission of new and/or revised programs to Vice President's Office</td>
</tr>
<tr>
<td>October 8</td>
<td>Meeting</td>
<td>Vice President’s Staff to review and approve program submissions</td>
</tr>
<tr>
<td>November 7</td>
<td>Deadline</td>
<td>Vice President’s Office submits curriculum proposals to C &amp; I committee</td>
</tr>
<tr>
<td>November 15</td>
<td>Deadline</td>
<td>C &amp; I committee makes recommendations to Vice President on program submissions</td>
</tr>
<tr>
<td>December 2</td>
<td>Deadline</td>
<td>Board approval of program submissions for upcoming Catalog</td>
</tr>
<tr>
<td>January - August</td>
<td>–</td>
<td>Research and development of new programs</td>
</tr>
</tbody>
</table>

**NOTE:**

Development of new programs can and should occur throughout the academic year. Programs developed between January and August of each year will be subjected to the same review and approval process as shown on page 8. **However, the deadlines listed above must be met to insure current publication of the programs in the Catalog.**
Faculty submit new/revised program to appropriate dean  
*Deadline: October 1*

Dean submission of new and/or revised programs to Vice President’s Office.  
*Deadline: October 4*

Dean presents program to Vice President’s Staff.

Vice President’s Staff reviews program for compliance with VCCS and SCHEV guidelines.  
*Deadline: October 8*

Vice President’s Staff reviews program for academic issues.

Vice President takes action based on C&I Committee’s recommendation.  
*Deadline: November 15*

Vice President submits to College Board for appropriate action.  
*Deadline: December 2* (approximate)

Vice President submits Vice President’s Staff recommendation to C&I Committee.  
*Deadline: November 7*

Returned to dean for appropriate action

Returned to Vice President for appropriate action

Vice President transmits program--with C&I and College Board endorsements--to VCCS for appropriate action.
### DEFINITIONS

**Career Studies Certificate**  
A program of study in an occupational/technical area not less than 9 nor more than 29 semester credit hours which may include courses numbered 10 – 299. Exempt from SCHEV and VCCS Table 5-1 requirements.

**Catalog**  
The current New River Community College online catalog ([http://catalog.nr.edu](http://catalog.nr.edu)).

**Vice President’s Staff**  
Administrative team at NRCC comprised of the Vice President for Instruction and Student Services, the Dean of Arts and Sciences, the Dean of Business and Technologies, the Dean of Student Services, the Director of Distance Education, the Director of Library Services, the Financial Aid Manager, and Assessment & Program Review Specialist.

**Degree Program**  
A two-year program of study composed of 100- and 200-level college courses, culminating in a degree. A degree program includes one or more majors, some of which are further divided into appropriate specializations. (See [Courses & Programs at http://courses.vccs.edu/](http://courses.vccs.edu/)).

**Major**  
A program of study consisting of a concentration of courses (30 or more credits) in or closely related to a single discipline and inherently part of an existing degree program. Each major has three instructional cores: general core (25%), specialized and/or degree-related core, and college electives.

**Non-Degree Program**  
A program of study consisting of a concentration of courses in or closely related to a single discipline that culminates in the awarding of a certificate or a diploma. A minimum of 15% of the total credits required to complete the program must be general education courses. Certificate programs (with a minimum of 30 semester credit hours) and diplomas programs are exempt from SCHEV and VCCS Table 5-1 requirements.

**Program Proposal**  
A program proposal consists of all of the elements of documentation required by SCHEV to support the addition of a new degree program. **Majors, specializations and non-degree programs do not require preparation of a SCHEV program proposal.** (See [VCCS Degree Program Proposal Guidelines and Checklist](http://courses.vccs.edu/) on page 74).

**SCHEV**  
State Council of Higher Education for Virginia ([http://www.schev.edu/](http://www.schev.edu/)).

**Specialization**  
A specialized program of study based on a major with 9-15 credits variation from the parent major.

**VCCS Courses and Programs**  
The VCCS online search system classifying curricula with options to search courses, programs and majors or focus on a specific college within the VCCS, also known as the **Master Course File**. (See [Courses & Programs at http://courses.vccs.edu/](http://courses.vccs.edu/)).
According to the VCCS Policy Manual, a new academic program must undergo a certain review process prior to its implementation. Different types of programs require different levels of review depending on the type of program and authority that has been granted by SCHEV. The Policy Manual provides direction for the type and extent of review required for each program, as outlined in Table 5-3 below. See Section XII for an outline of NRCC Programs and the classifications.

### Table 5-3
VCCS Program Review & Approval Process

<table>
<thead>
<tr>
<th>Key: R = Review/Recommend</th>
<th>Courses</th>
<th>Career Studies Certificates</th>
<th>Certificates</th>
<th>Diplomas</th>
<th>Degree Programs</th>
<th>Majors</th>
<th>Specializations</th>
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</thead>
<tbody>
<tr>
<td>Local Level</td>
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<tr>
<td>Curriculum Advisory Committee</td>
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<td>R</td>
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<td>College Curriculum Committee</td>
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<tr>
<td>College Board</td>
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<td>Deans’ Course Review Committee, reporting to ASAC</td>
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<tr>
<td>VCCS AS&amp;R Staff</td>
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<td>N</td>
<td>R</td>
<td>R</td>
<td>R</td>
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<tr>
<td>Chancellor</td>
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<tr>
<td>Academic Services &amp; Workforce SBCC Committee</td>
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<td>R</td>
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<tr>
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<td>N</td>
<td>A^3</td>
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<td>--</td>
</tr>
</tbody>
</table>

^1 Only for AAA and AAS degree programs
^2 Original requests must be approved; additional colleges’ requests need only be reported
^3 Must be approved by State Council of Higher Education at least 6 months prior to requested program implementation semester. "Spin-off" degree programs (such as turning a specialization of a current degree program into a stand-alone degree program) require SCHEV staff approval.
^4 SACSCOC must be notified if the new program is related to programs already approved at the college and does not represent a potential substantive change. If the new program does represent a substantive change from approve college programs, SACSCOC approval is required.
<table>
<thead>
<tr>
<th>NRCC Programs</th>
<th>Specializations</th>
<th>Certificate/Diplomas</th>
<th>Career Studies Certificates (CSC)*</th>
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<td><strong>Degree Awarded</strong></td>
<td><strong>VCCS Code</strong></td>
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<td><strong>Associate of Arts &amp; Sciences (AAS)</strong></td>
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<tr>
<td><strong>Transfer Degrees</strong></td>
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<td>Business Administration</td>
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<td>General Studies Computer Science</td>
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<td>Fine Arts</td>
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<td>Visual Communication Design</td>
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<td>Engineering Computer Science</td>
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<td>881</td>
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<td><strong>Associate of Applied Science (AAS)</strong></td>
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<td>298</td>
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<td>Medical Administrative Support</td>
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<td>Paralegal Administrative Support</td>
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<td>IT Network &amp; Technical Support</td>
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<td>IT Mobile &amp; Web Applications Development</td>
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<td>IT Cyber Security</td>
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<td>Police Science</td>
<td>480-01 Early Childhood Development</td>
<td>469 Human Services (Cert)</td>
<td>43.0103 Criminal Justice/Law Enforcement Administration</td>
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<td>636-04 Child Development</td>
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<td>157 Practical Nursing (Cert)</td>
<td>157-04 Nurse Aide</td>
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<tr>
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<td>Electrical Engineering Technology</td>
<td>941-01 Electricity</td>
<td>941-05 Electrical-Construction Technology</td>
<td>15.0303 Electrical, Electronic &amp; Communications Engineering Technology/Technician</td>
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<tr>
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<td>732-09 Cyber Security</td>
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<td>938</td>
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<td>938-02 Computerized Numerical Control</td>
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<tr>
<td>950</td>
<td>Machine Technology</td>
<td>951-03 Basic Machine Tool Operations</td>
<td>952-04 Machine Operations</td>
<td>48.0101 Precision Metal Working, Other</td>
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<td>990</td>
<td>Industrial Maintenance (Cert)</td>
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<td>15.0601 Industrial Production Technologies/Technicians, Other</td>
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<td>Certificate/ Diploma</td>
<td>Career Studies Certificates (CSC) *</td>
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<td>AAS Degrees-</td>
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<td>AAS Specializations-</td>
<td>6</td>
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**NOTE:**

The VCCS code for all Career Studies Certificates (CSC) begins with **221**

**PROGRAM TOTALS:**

- Diplomas- **2**
- Certificates- **8**
- Career Studies Cert.- **31**

NRCC Programs 2019
Curriculum Advisory Committees

Curriculum advisory committees for specialized programs and career/technical curricula are utilized in the establishment and evaluation of such programs. Membership is comprised of local citizens who are recommended by the president to the college board for approval.

Local curriculum advisory committees act in an advisory capacity to the college. Within the area of its educational, career/technical interest and specialty, the committee may:

- Help to identify program needs within the college’s service regions and the skills and knowledge required of prospective employees;
- Advise the college concerning employment practices, specific certification and licensure requirements, job entry educational levels, standards and regulations pertaining to employment and occupational placement of graduates;
- Review and submit recommendations regarding program proposals and specialized equipment and facility requirements for new or innovative programs;
- Assist with the recruitment of students by publicizing college programs and employment opportunities;
- Promote understanding and support of the community college and its programs by maintaining liaison relationships with the community college and regional business, industry, professional, and government organizations and agencies;
- Participate in the evaluation of community college programs as they relate to the educational and occupational needs of the region.

Curriculum advisory committees meet as needed and at least once annually.
Section V
NRCC Educational Foundation
NRCC EDUCATIONAL FOUNDATION, INC.

Established in 1980, the NRCC Educational Foundation, Inc., is a non-profit corporation which secures voluntary support and manages, invests, and expends such funds solely for the benefit of New River Community College.

The Foundation Board of Directors, who represents the counties of Floyd, Giles, Montgomery, and Pulaski, and the city of Radford, volunteer their expertise and service on behalf of the college and the community.

The Foundation assists New River Community College in a variety of ways: through the endowment and distribution of scholarship funds, the purchase of equipment and furnishings, and the financial support of academic and community enrichment programs. For more information, call (540) 674-3655.
**Endowed Scholarships**

Mark B. Adkins Memorial Scholarship  
Alumni Association Scholarship  
Fary Wyrick Anderson Scholarship  
William M. Anderson Memorial Scholarship  
Bane Atkinson Blacksburg Rotary Scholarship  
Bane and Margaret Atkinson Scholarship  
AT&T Scholarship  
BB&T Scholarship  
O.G. and Ella Bailey Memorial Scholarship  
Edwin L. Barnes Faculty/Staff Scholarship  
Barnes Family Scholarship  
Bank of America Scholarship  
Daniel and Joanne Bell Scholarship  
Stuart Beville Blacksburg Rotary Vocational Scholarship  
Jo Ann M. Bingham Nursing Scholarship  
John C. “J” Bingham Scholarship  
Stuart Beville Blacksburg Rotary Vocational Scholarship  
Robert L. Blake Scholarship  
Jack and Martha Bolt Scholarship  
H. T. and Ola Bowling Scholarship  
L. Allen and Marilyn Bowman Scholarships  
John and Mary Jean Brown Scholarships  
Carilion Nursing Scholarship  
Celanese Corporation Scholarship  
CELOCO Federal Credit Union Scholarship  
Ronald Chaffin and Family Scholarship  
Warren and Iris Agee Childers Scholarship  
William E. “Bill” Christian, Jr., M.D., Nursing Scholarship  
Fred N. Cole Memorial Scholarships  
Danny Cook and Lee Cook Scholarship  
Corning Incorporated Scholarship  
T. S. and Lillian Dalton Scholarship  
James B. Darcy Memorial Scholarship  
William C. and Sandra C. Davis Scholarship  
– Montgomery County ACCE  
Brenton Forrest Dean Scholarship  
Deeda Scholarship  
Rita H. Dixon Scholarship  
Bob and Cornelia Dobyns Scholarships  
Richard Allison & Martha Snow Dobyns Memorial Scholarship  
Dublin High School Alumni Scholarship  
Dublin Lions Club Scholarship  
L. T. Dudley Memorial Scholarship

**Endowed Scholarships** (Continued)

Jack and Mary Ann Lewis Scholarships  
George and Marjorie Lyle Scholarship  
Melvin G. Mabry Scholarship  
William B. MacLeod Memorial Scholarship  
James G. Manns, Jr., Scholarship  
Samuel Adams Martin Memorial Scholarship  
Darrel Dennis Martin Memorial Scholarship – Giles County ACCE  
Martin’s Pharmacy Scholarship  
Odell and Novella Mayberry Scholarships  
Jane O. McCarthy Memorial Scholarship  
Thomas J. McCarthy, Jr., Scholarship  
Thomas J. McCarthy, Sr., Memorial Scholarship  
Robert H. McDaniel Scholarship – Pulaski ACCE  
William F. McGuire Scholarship  
Duane M. Mills Scholarship  
Moog Components Group Scholarship  
Joseph Moore Memorial Scholarship  
Moore Family Scholarship  
W. E. C. Moore Scholarships  
Burke Mottesheard Criminal Justice Scholarship  
National Bank Scholarships  
NRV Business Administration Scholarship  
New River Valley Charitable Trust Scholarships  
New River Valley Emergency Squad Scholarships  
New River Valley Science Scholarship  
Hiawatha and Beverly Nicely Scholarships  
D. Travis Nichols Memorial Scholarship  
NRCC Foundation Board of Directors Scholarships  
Office of Planning and Advancement Scholarship  
Osborne-Kirk Scholarship  
Frederic H. and Catherine M. Pollard Scholarship  
Carol C. Powell Scholarship  
Les and Joyce Pugh Scholarships  
Jim and Janet Rakes Scholarship  
James W. Robertson Memorial Scholarships  
Bethany Lorraine Richter Rooker Scholarship  
Daniel J. Rooker Memorial Scholarship  
Jason Rooker Memorial Scholarship  
Lulu Eliza Rooker Memorial Scholarship  
Marion W. Rose Memorial Scholarship  
Philip Sadler Memorial Scholarship  
William B. Sanders Memorial Scholarship  
Paul C. Shelor Scholarship  
William Raper and Frances H. Shelton and Giovanna S. Roop Scholarship  
Jim and Margaret Shuler Scholarship
Paul and ElFreeda Duncan Scholarships
Randall and Anna Edwards Scholarship
Betty and Bill Elmore Scholarship
William Howell Elmore Memorial Scholarship
Emeriti Foundation Board of Directors Scholarship
L. Brinkley Eure Memorial Scholarship
Tina O’Dell Fitzpatrick Memorial Nursing Scholarship
Billy Friend Scholarship
Michael D. Gallaher Scholarship
Thomas Jefferson Gates Memorial Scholarship
Howard and Mary B. Gilmer Scholarship
Andrew L. and Elrica S Graham Patriotic Memorial Scholarship
Hagan Family Scholarship in Memory of Kyle Lee Hagan
John T. and Nannie B. Hairston Scholarships
Bill Hale Memorial Scholarship
Carol Thomas Hancock Scholarship
Alex M. Harman, Jr., Scholarships
Albertis Harrison, Jr., Memorial Scholarship
Rachel Mable Hendricks Memorial Scholarship
Lewis “Louie” J. Heslip Memorial Scholarship
Joseph Caudle Hillman Memorial Scholarship
Ed & Pierrette Huber Scholarship
Elizabeth Huber Memorial Scholarship
Ann and H. W. Huff, Jr., Scholarships
Huff Petroleum Co., Inc. Scholarship
William and Sallie Ingles Memorial Scholarship
Robert J. Ingram Scholarship
Alice Webb Johnson Scholarship
Ben and Edwina Karlin Memorial Scholarship
Katz Family Scholarship
Charlene Doby Kilgore Memorial Scholarship
Kilgore Family Scholarship
Wilson, Lura & Jerry Kilgore Memorial Scholarship
Gordon and Barbara King Scholarship
Claud K. and Virginia R. Kirkland Scholarship
Lester L. “Skip” Lamb Nursing Scholarship
Simmerman Family Scholarship
Cheryll P. Simmons Memorial Scholarship
Simmons Family Scholarship
Bobby C. Smith Scholarship
Catherine Harman Smith Memorial Scholarship
Helen Gregory Smith Scholarship
Lee and Judy Smith Scholarship
Stateson Homes Scholarship
Paul and Roberta Steele Scholarship
W. Robert Sullins Scholarship
Grace Eva Mabry Tawes Scholarship
Peggy Taylor Scholarship
Union Bank Scholarship
United Auto Workers Local 2069
Archa and Marjorie H. Vaughan Scholarship
Marjorie Hope Harman Vaughan Memorial Scholarship
V. E. (Jack) Vaughn Memorial Scholarship
Volvo Trucks North America, Inc. Scholarship
Howard Johnson “Jack” Wade, Jr. Memorial Scholarship
Douglas D. Warren Scholarship
J. Lewis & Catherine S. Webb Scholarship – Giles County ACCE
Wells Fargo Bank Scholarship
Lee and Anne Wheeler Scholarship
Charlie White Scholarship
E. Pierce Whitman Memorial Scholarship
Ellen R. Whitman Memorial Scholarship
Jeanne B. Whitman Scholarship
Archie and Geneva Whitt Memorial Scholarship
Wolverine Advanced Materials Scholarship
Thomas E. Worrell, Jr., Scholarship
Jon and Mary Wyatt Scholarship
Everett Lee Yearout, Jr., Scholarship
Eddie Yeatts Endowed Scholarship
NRCC EDUCATIONAL FOUNDATION, INC.
2019-2020

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Section VI
Minutes
Section VII
Maps
picnic shelter

GODBEY

MARTIN

ROOKER

EDWARDS

main entrance circle

learning park

wind turbines

photovoltaic arrays

solar and wind energy training area

Public Entrances

to Route 100

to Route 11