New River Community College

Board Member Handbook

Produced by the President’s Office
August 2000
Last Revision: August 2023
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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.**

**Opportunity 2027**

A Six-Year Statewide Strategic Plan for Virginia’s Community Colleges

Virginia’s State Board for Community Colleges has adopted “Opportunity 2027,” a Strategic Plan that will guide Virginia’s Community Colleges over the next six years. The plan goes into effect July 1, 2021, and has this overarching goal:

*Virginia’s Community Colleges will achieve equity in access, learning outcomes, and success for students from every race, ethnicity, gender, and socioeconomic group.*

The Virginia Community College System

**State Board**

The State Board for Community Colleges is the governing body of the Virginia Community College System. Appointed by the Governor for up to two four-year terms, the board’s 15 members meet six times a year to set policy for all of Virginia’s Community Colleges.

The current State Board chair is Ms. Peggy Layne; vice chair is Ms. Terri Thompson, and Dr. David Doré, chancellor of the Virginia Community College System, serves as the State Board secretary and chief executive officer.

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, 2023-2024

Ms. Peggy Layne, Chair  
Ms. Terri Thompson, Vice Chair  
Dr. David Doré, Chancellor, Secretary

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tr>
<td>Dana Beckton</td>
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<td>Virginia</td>
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<td>Dr. Deborah DiCroce</td>
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<td>Darius A. Johnson</td>
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<td>Ashby Kilgore</td>
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<td>Terri Thompson (Vice-Chair)</td>
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<td>Wiley Johnson</td>
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<td>Peggy Layne, Chair</td>
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<td>Dr. Michael Eric Wooten</td>
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<td>Edward C. Dalrymple, Jr.</td>
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<td>Mark J. Hourigan</td>
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<td>Maurice Jones</td>
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<td>Bruce Meyer</td>
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<td>Virginia</td>
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<tr>
<td>Michel Zajur</td>
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<td>Virginia</td>
</tr>
</tbody>
</table>
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, 2023-2024

Chancellor: Dr. David Doré

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

Dr. Sharon Morrissey  
Senior Vice Chancellor for Academic and Workforce Programs

Ms. Mary Barnett  
Assistant Director of Audit and Consulting

Ellen Davenport  
Assistant Vice Chancellor, Governmental Relations

Mr. William Johnson  
Associate Vice Chancellor of Finance

Ms. Susan Pollard  
Assistant Vice Chancellor for Strategic Communications

Dr. Michael Russell  
Chief Information Officer Information Technology Services

Dr. Jennifer Sager Gentry  
Vice Chancellor Institutional Advancement

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 cost per credit hour is $154.
- 45% of students are Pell recipients; 30% are dual enrollment students
- The number of degrees, diplomas and certificates earned in 2021-2022 at Virginia’s Community Colleges was 25,738.
- The number of Virginia Community College transfer students for fall 2022 was 60,286.
- The percentage of Virginia Community College students in distance learning is 62%.
- The number of unique career/tech students for fall 2022 at Virginia’s Community Colleges was 35,664.
- The number of FastForward credentials earned for fall 2022 at Virginia’s Community Colleges was 44,167.
- The number of FastForward approved programs at Virginia’s Community Colleges is 281.
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:

New River Community College (NRCC), a member of the Virginia Community College System, subscribes to the tenets set forth in the system’s mission statement: ‘We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.”

In addition, NRCC is committed to the ideal that communities are strengthened when all members are offered opportunities to develop their skills and knowledge, regardless of race, ethnicity, religion, culture, social class, economic status, age, gender, sexual orientation, personal identity or physical or mental capability. NRCC strives to support individuals in understanding and embracing their roles as citizens while enhancing their sense of self-esteem, personal security and autonomy.

In meeting the educational needs of the New River Valley, the college assumes a responsibility to provide educational opportunities through collaborative efforts with local industries, businesses, government institutions and non-profit organizations. NRCC also seeks to strengthen lives by promoting regional economic development and is dedicated to engaging in partnerships with higher education institutions, public schools and other entities.

In fulfilling its mission, NRCC offers a variety of certificate, diploma, associate degree and workforce development programs. The institution is committed to assisting students with decisions concerning their educational, career and personal goals and being a place that brings together people of disparate experience while fostering community and cultural enrichment.

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 each student served;

"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 3,984 students (2022). Annualized full-time equivalent enrollment of 2,386 (2022-23). Over the past three fall semesters, about 45 percent of non-dual enrolled students have been full-time. About 50 percent have been female, and about 50 percent male. About 80 percent of students took at least one distance education course.

**Faculty and Staff:** Full-time staff of 46 teaching faculty, 24 administrative and 52 classified positions. Total college staff of 122 in spring 2023.

**Budget:** Gross revenues of approximately $34.3 million in 2021-2022, including approximately $24.4 million in state appropriations, $9.4 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).

Gross revenues of approximately $34.3 million in 2021-2022, including approximately $24.4 million in state appropriations, $9.4 million in federal funds, $500,000 in local appropriations.
## Programs:

### Associate of Applied Science

### Associate of Arts and Sciences
- Business Administration, Education, Engineering, Engineering Computer Science Specialization, Fine Arts Specialization, General Studies, General Studies Computer Science Specialization, Liberal Arts, Science, Visual Communication Design Specialization
- Early Childhood Development, Human Services, Practical Nursing, Uniform Certificate of General Studies, Welding

### Certificate

### Diploma
- Automotive Analysis Repair
Duties/Responsibilities of the President

The President serves as the college’s chief executive office. The President is responsible to the Chancellor of the Virginia Community College System for organizing and operating the community college in accordance with the policies, procedures, and regulations of the State Board for Community Colleges and the Virginia Community College System.

Specific responsibilities of the President include:

1. Provide effective leadership, management, and supervision for the college, including:
   a. College transfer education, career-technical education, general education, general education, and remedial education;
   b. Workforce development and external relations;
   c. Student access and student services, including advising, student admissions and records, financial aid, disability services, and student activities;
   d. Budget planning and fiscal management;
   e. Institutional effectiveness and research;
   f. Management and development of campus sites and facilities;
   g. Management and implementation of campus technology;
   h. Recruitment, selection, professional development, and evaluation of human resources; and

2. Assume responsibility for student enrollment growth relative to the growth of the college’s service region;

3. Develop and maintain effective regional and community relations;

4. Provide leadership for institutional resource development, serving as liaison to the NRCC Educational Foundation and actively pursue grants, gifts, and other resources;

5. Serve as advocate on behalf of the college and VCCS with local, state, and federal legislators;

6. Represent the college at appropriate local, state, and national events;

7. Maintain an active program of professional development;

8. Serve as secretary to the Local College Board;

9. Serve as a member of the VCCS Advisory Council of Presidents;

10. Support the work for the college and VCCS as requested by the Chancellor.
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. The Vice President leads the instructional process including the curriculum review process and provides support services to students.

Primary job duties and responsibilities include:

1. Serves as the chief academic and student services officer with responsibility for the development and delivery of high-quality programs and services.

2. Serve as a member of the executive team, working cooperatively with other senior leaders and members of the college community to carry out the mission, vision, and strategic goals of the institution.

3. Provide academic and administrative leadership for all instructional programs to include curriculum development, assessment and program review, academic planning, and instructional technology.

4. Work cooperatively with Workforce Development to ensure the college offers a well-coordinated range of credit and noncredit programs.

5. Provide leadership in strategic planning and budget management for instructional and student services.

6. Provide leadership for faculty selection, development, and evaluation.

7. Provide overall leadership for student services, recognizing the role student services plays in supporting the instructional programs and in promoting student retention and success.

8. Ensure compliance with requirements for regional and specialized accreditation.

Interim Vice President for Finance and Administrative Services

The Interim Vice President for Finance and Administrative Services is the chief financial officer of the college and reports directly to the President of New River Community College. The Interim Vice President for Finance and Administrative Services is responsible for administering and supervising Human Resources and Business Office. As chief financial officer, the Interim Vice President for Finance and Administrative Services must delegate authority and yet retain final responsibility for the effective fiscal operation of the college.

Primary job duties and responsibilities include:

1. Finance

   Provide leadership for college financial functions, including:
• Development and monitoring of operating and strategic budgets
• Management of local funds and miscellaneous income
• Cash flow and investments
• Contract administration
• Internal controls, audit, and risk management
• Contract and grant administration
• Business Office management
• Procurement
• Accounts payable
• Accounts receivable
• Student accounts

2. Administrative Services

Provide leadership to several college administrative functions, including:

• Human Resources
• Title IX coordination for employees
• College’s emergency response planning team

3. Perform other duties as assigned by the President

Director for Information Technology and Facilities Services

The Director for Information Technology and Facilities Services is the Chief Information Officer and Chief Facilities Officer of the college and reports directly to the President of New River Community College. The Director for Information Technology and Facilities Services is responsible for administering and supervising Information Technology, Facilities Services, Security, and Emergency Response. As Chief Information officer, the Director for Information Technology and Facilities Services must delegate authority and yet retain final responsibility for the effective technological, and facilities operations of the college.

1. Information Technology Services

Provide overall leadership to the college for information technology planning. Ensure that all VCCS technical guidelines and useful life are met or surpassed. Collaborate with VCCS staff (System Office and other colleges) to produce information systems and updates to existing systems to meet the needs of New River Community College. Ensure that the college's information technology network and services are balanced with regard to six key areas: hardware, software, infrastructure, security, training and support. Play 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 it applies to other areas managed. Provide leadership for the integration of information technology systems into all administrative and teaching and learning functions of the college - specifically:

• Accounting and Financial Systems (AIS, CARS, PeopleSoft)
• Procurement Systems (eVA, Shared Services)
• Budgeting Systems (automated budget model and monitoring system)
• Strategic Planning and Budgeting Systems (NETSPACE)
• Facilities Management Systems (support, work scheduling, climate control, and others)
• Personnel and Payroll Systems (HRMS, PMIS, CIPPS, PeopleSoft)
• Research and Assessment Systems (PAS, RADSS)
• Integration of technology into the teaching and learning activities of the college (electronic classrooms, distance education and Web-based course development)
• Development and monitoring of IT operating and strategic budgets

2. Facilities Services

Provide leadership for college facilities functions, including:

• Monitoring and reporting on major college facilities projects including capital outlay and site planning
• Development and monitoring of Facilities operating and strategic budgets
• Foster collaboration and coordination between Facilities and IT departments on college projects involving both areas


Provide leadership for the college’s security and emergency response team.

4. Perform other duties as assigned by the President

**Vice President for Workforce Development & External Relations**

The Vice President for Workforce Development and External Relations serves as the college’s chief workforce development officer and as the institution’s chief public relations/government relations officer. The Vice President is responsible for representing the college in partnerships with business and economic development organizations, directing marketing and public information efforts and serving as a member of the institution’s leadership team.

Primary jobs duties and responsibilities include:

1. Provide leadership in planning, implementing and evaluating a full spectrum of noncredit workforce development programs and services.

2. Serve as the college’s primary point of contact with the workforce development arm of the Virginia Community College System, including membership on the VCCS Workforce Development Advisory Council.

3. Provide administrative leadership in offering selected credit courses.
4. Provide leadership in representing NRCC to the public through a comprehensive marketing/public information program.

5. Represent the college in communications with legislators and other government representatives/officials.

6. Represent the college in matters of regional economic development, including maintaining close working relationships with economic development entities and personnel.

7. Serve as the college’s liaison with the Southern Association of Colleges and Schools, Commission on Colleges.

8. Supervise administration of the institution’s pre-college programs for adults including the regional adult education program.

9. Provide support to the President as a member of the college leadership team.

10. Perform other duties as assigned by the President, currently including roles as the college’s Equal Opportunity Officer, FOIA officer, Intellectually Property Officer, and chair of the DEI Task Force.

**Executive Director, NRCC Educational Foundation**

The NRCC Educational Foundation (NRCCEF) Executive Director is responsible for the management and daily operations of the NRCCEF and reports directly to the college president. Additionally, the executive director works with the Foundation Board in fulfilling the organization’s mission.

Primary job duties and responsibilities include:

1. Provide leadership as the NRCCEF’s chief executive officer, resource development officer and spokesperson.

2. Serve as the point of contact for collaboration between the five localities (Floyd, Giles, Montgomery Counties, Pulaski County, and the City of Radford) for funding and management of the NRCC ACCE (Access to Community College Education) program.

3. Schedule, coordinate and participate in the NRCCEF Board of Directors meetings, sharing reports and updates on all Foundation activities.

4. Oversee the creation, development and execution of Foundation programs, policies and procedures.

5. Coordinate the annual audit as directed by the NRCCEF Board of Directors.

6. Coordinate oversite of Foundation endowments and asset management with the NRCCEF Board of Directors.
7. Plan and coordinate multi-faceted fundraising 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 and employing various persuasive strategies to solicit gifts.

8. Design and write proposals, brochures, and other campaign materials, developing donor research strategies, conducting research, analyzing data and implementing plans for targeting donors based on research.

9. Write and submit grant proposals for funding from local, state, and national organizations.

10. Manage the NRCCEF annual operational budget, annually update the memorandum of agreement between the college and the NRCCEF and keep all governing documentation current between the NRCCEF and the NRCCEF Board of Directors.

11. Plan and implement fundraising events, including an annual event for benefactors and scholarship recipients to come together for recognition.

12. Other duties as assigned by the president, currently including:
   a. Campus Beautification Committee Chair
   b. Involvement on committees and boards in the college’s service region.

**Director of Institutional Effectiveness and Research**

The Director of Institutional Effectiveness manages and supervises a comprehensive program of institutional effectiveness, including data collection, analysis, interpretation, and reporting to support operational decision-making. Reporting directly to the President, the Director of Institutional Effectiveness and Research is the official contact with state agencies for data analysis.

Primary job duties and responsibilities include:

1. 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.

2. Assist in designing and implementing assessment plans, conducting regular program reviews, and interpreting data.

3. Assist faculty and staff in identifying, planning, and initiating surveys and studies relevant to instruction and college operations.

4. Provide research support and assistance in collecting data while ensuring the integrity of data collection, analysis, and dissemination.

5. Generate research information essential to the college’s planning process.
6. Prepare federal- and state-mandated institutional profile information and coordinate/monitor compliance with data reporting requirements.

7. Consult with and support policy and planning functions engaged in institutional self-study or assessment, program review processes, institutional effectiveness and accreditation processes.

8. Perform other duties as assigned.
President’s Staff

Dr. Peter Anderson  Vice President for Instruction and Student Services
Ms. Melissa Anderson  Interim Vice President for Finance and Administrative Services
Ms. Angie Covey  Executive Director of NRCC Educational Foundation
Dr. Patricia Huber  President
Mr. Timothy Jones  Director of IT and Facilities Services
Ms. Kathy Ridpath  Administrative Assistant to the President
Dr. Mark Rowh  Vice President for Workforce Development and External Relations
Dr. Fredrick Streff  Director of Institutional Effectiveness and Research

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

Mr. Brian Bolling  Technology Services Manager
Mrs. Linda C. Claussen  Director of Distance Education
Mrs. Shauna Crosscup  Financial Aid Manager
Dr. Diane Gray  Director of Transitional Programs
Dr. Deborah Kennedy  Dean of Student Services
Mr. Ross Matney  Workforce Training Coordinator
Ms. Lori Mitchell  Dean of Business and Technologies
Dr. Heidi Morehead  Assessment Coordinator
Mr. Ronnie Nichols  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
Mr. Nick Tolar  Media Specialist IV
Ms. Helen Wolfe  Dean of Health Professions
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 Uptown Christiansburg, 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.
### Official Headcount By Term

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Section II, NRCC
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* Semester Conversion
Section III
The NRCC Board
Appointment, Duties and Responsibilities
of Board Members

Excerpts from the VCCS Policy Manual Denoted with Parenthetical References

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.2.9D1)

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 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-2.9D3d)

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

Electronic meetings may be held under certain circumstances. Each such meeting will follow the regulations at the time of the meeting.

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-2.9D-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-2.9D-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 3.03-3.3b2)

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-2.9D-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.

Each college shall adopt procedures regarding the naming of major facilities on its campus(es). The procedures may provide for naming on the basis of significant service but should also provide incentives and recognition for private sector giving to support the college. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.

A current copy of the procedures should be provided to the Office of Facilities Management Services.

Individuals are not eligible for a naming award if they are currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local college board, or serving on the State Board for Community Colleges. In addition, per the Code of Virginia, no college building, park, road, bridge, or other structure shall be named after a sitting member of the General Assembly. A separation from such employment or service of at least one month is a prerequisite for consideration for eligibility of an award.

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, 2023 - June 30, 2024

<table>
<thead>
<tr>
<th>Names and Home Addresses</th>
<th>Business Addresses</th>
<th>Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLOYD COUNTY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Margaret Dewald-Link</td>
<td>Retired</td>
<td>Home: 540-651-6363</td>
</tr>
<tr>
<td>241 Griffith Creek Road</td>
<td></td>
<td>Email: <a href="mailto:link@swva.net">link@swva.net</a></td>
</tr>
<tr>
<td>Check, VA 24072</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Bruce C. (Craig) Chancellor</td>
<td>Thomas and Wall</td>
<td>Home: 540-239-5222</td>
</tr>
<tr>
<td>959 Conner Grove Road SW</td>
<td>Real Estate</td>
<td>Email: <a href="mailto:trinitycontractorsfsh@gmail.com">trinitycontractorsfsh@gmail.com</a></td>
</tr>
<tr>
<td>Willis, VA 24380</td>
<td>102 N Locust</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Floyd, VA 24091</td>
<td></td>
</tr>
<tr>
<td><strong>GILES COUNTY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Richard L. Chidester</td>
<td>County of Giles</td>
<td>Home: 540-921-1262</td>
</tr>
<tr>
<td>101 Darden Drive</td>
<td>County Attorney</td>
<td>Email: <a href="mailto:rchidester@gilescounty.org">rchidester@gilescounty.org</a></td>
</tr>
<tr>
<td>Pearisburg, VA 24134</td>
<td>315 N. Main Street</td>
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</tr>
<tr>
<td></td>
<td>Pearisburg, VA 24134</td>
<td>Work: 540-921-2525</td>
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<tr>
<td></td>
<td></td>
<td>Ex1117</td>
</tr>
<tr>
<td>Mr. Chris McKlarney</td>
<td>Giles County Administrator</td>
<td>Work: 540-921-2525</td>
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<tr>
<td>315 N. Main Street</td>
<td>315 N. Main Street</td>
<td>Email: <a href="mailto:cmcklarney@gilescounty.org">cmcklarney@gilescounty.org</a></td>
</tr>
<tr>
<td>Pembroke, VA 24134</td>
<td>Pearisburg, VA 24134</td>
<td></td>
</tr>
<tr>
<td><strong>MONTGOMERY COUNTY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Jessica Littlejohn</td>
<td>Vice President Engineering</td>
<td>Home: 540-239-7878</td>
</tr>
<tr>
<td>1310 Hillcrest Drive</td>
<td>Hurt &amp; Proffitt</td>
<td>Email: <a href="mailto:jlittlejohn@handp.com">jlittlejohn@handp.com</a></td>
</tr>
<tr>
<td>Blacksburg, VA 24060</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Eric K. Johnsen</td>
<td>State Farm Agency</td>
<td>Work: 540-382-5552</td>
</tr>
<tr>
<td>2045 N. Franklin Street</td>
<td>Owner</td>
<td>Email: <a href="mailto:eric@ericjohnsen.com">eric@ericjohnsen.com</a></td>
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<tr>
<td>Christiansburg, VA 24073</td>
<td>2045 N. Franklin St.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Christiansburg, VA 24073</td>
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</tr>
</tbody>
</table>
Ms. Bobbie Potter
1320 Flint Drive
Christiansburg, VA 24073
Retired
Home: 540-381-5825
Email: bapotter@vt.edu

**PULASKI COUNTY**

Mr. William (Bill) K. Cunningham
4756 Lakeland Road
Dublin, VA 24084
Cunningham Real Estate
7464 Lee Highway
Fairlawn, VA 24141
Home: 540-674-0103
Email: kcllc@verizon.net

Mr. Cameron D. Peel
4952 Covey Campground
Dublin, VA 24084
Camrett Logistics
2460 N. 4th Street
Wytheville, VA 24382
Home: 276-724-0663
Email: Cameron.peel@camrett.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. Christopher Calfee
819 7th St.
Radford, VA. 24141
Summit Community Bank
AVP Commercial Lender
Home: 540-440-0216
Email: ccalfee@liberty.edu

Ms. Tosha Mosier
2004 Third Street
Radford, VA 24141
Home: 540-394-8840
Email: toshamosier@gmail.com
New River Community College Board
Standing Committees and Officers

July 1, 2023 - June 30, 2024

Budget and Finance Committee

Ms. Jessica Littlejohn
Mr. Chris McKlarney
Mr. Cameron Peel

Building and Site Committee

Dr. Margaret (Peggy) Dewald-Link
Mr. Eric Johnsen
Mr. Jonathan Sweet

Curriculum and Program Committee

Mr. Craig Chancellor
Ms. Tosha Mosier
Ms. Bobbie Potter

Personnel Committee

Mr. Chris Calfee
Mr. Richard Chidester
Mr. Bill Cunningham

Officers

Mr. Bill Cunningham, Chair
Mr. Christopher Calfee, Vice Chair
Dr. Pat Huber, Secretary
# NEW RIVER COMMUNITY COLLEGE BOARD MEMBERS

## TERMS OF APPOINTMENT

**July 1, 2023 - June 30, 2024**

<table>
<thead>
<tr>
<th>Name</th>
<th>Locality</th>
<th>Length of Initial Term</th>
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<tr>
<td>Calfee, Christopher</td>
<td>City of Radford</td>
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<tr>
<td>Chancellor, Craig</td>
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<td>Chidester, Richard</td>
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<td>Cunningham, William (Bill)</td>
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<td>Dewald-Link, Margaret (Peggy)</td>
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<td>2021-2025*</td>
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* Eligible for reappointment at the end of the current term
New River Community College Board

Schedule of Regular Meetings

July 1, 2023 through June 30, 2024

Monday, September 11, 2023
College Board Meeting
Location: NRCC, Christiansburg Site

Monday, December 11, 2023
College Board Meeting
Location: New River Community College
(Spouse/guest invited)

Monday, March 4, 2024
College Board Meeting
Location: NRCC, Dublin Campus
Godbey Hall, room 162b

Friday, May 10, 2024
Graduation
Location: NRCC, Dublin Campus

Monday, June 3, 2024
College Board Meeting
Location: TBD
### Schedule to Review New River Community College’s Mission Statement

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<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tr>
<td>2015</td>
<td>Review Completed</td>
</tr>
<tr>
<td>2020</td>
<td>Review by faculty, staff and college constituencies (January)</td>
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<tr>
<td></td>
<td>Community input survey (February-March)</td>
</tr>
<tr>
<td></td>
<td>Review by College Board (June)</td>
</tr>
<tr>
<td></td>
<td><em>(Deferred until 2021 due to COVID-19 pandemic)</em></td>
</tr>
<tr>
<td>2025</td>
<td>Review by faculty, staff and college constituencies (January)</td>
</tr>
<tr>
<td></td>
<td>Review by College Board (March)</td>
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<tr>
<td>2030</td>
<td>Review by faculty, staff and college constituencies (January)</td>
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<tr>
<td></td>
<td>Community input survey (February-March)</td>
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<tr>
<td></td>
<td>Review by College Board (June)</td>
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<tr>
<td>2035</td>
<td>Review by faculty, staff and college constituencies (January)</td>
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<tr>
<td></td>
<td>Review by College Board (March)</td>
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<td>As needed</td>
<td>Additional review within 12 months of any revision of the Virginia Community College System mission statement</td>
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</table>

The Mission Statement will be reviewed by the College Board every five years.
Section IV
Curriculum Development
# Curriculum and Instruction Committee

## TIMELINE

### 2023-2024

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting/Deadline</th>
<th>Action</th>
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<tbody>
<tr>
<td>September 29</td>
<td>Deadline</td>
<td>Faculty submission of new and/or revised programs to the academic deans</td>
</tr>
<tr>
<td>October 6</td>
<td>Deadline</td>
<td>Dean submission of new and/or revised programs to Vice President’s Office.</td>
</tr>
<tr>
<td>October 10</td>
<td>Deadline</td>
<td>Vice President’s Staff to review and approve program submissions</td>
</tr>
<tr>
<td>November 6</td>
<td>Deadline</td>
<td>Vice President’s Office submits curriculum proposals to C &amp; I committee</td>
</tr>
<tr>
<td>November 13</td>
<td>Deadline</td>
<td>C &amp; I committee makes recommendations to Vice President on program submissions</td>
</tr>
<tr>
<td>December 11</td>
<td>Deadline</td>
<td>Board approval of program submissions for upcoming Catalog</td>
</tr>
<tr>
<td>January - August</td>
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<td>Research and development of new programs</td>
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</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.**
NRCC Curriculum Review Process
(Deadlines for Catalog Publication)

Faculty submit new/revised program to appropriate dean
*Deadline: September 29*

Dean submission of new and/or revised programs to Vice President’s Office.
*Deadline: October 6*

Dean presents program to Vice President’s Staff.

Vice President’s Staff reviews program for compliance with VCCS and SCHEV guidelines.
*Deadline: October 10*

Vice President submits Vice President’s Staff recommendation to C&I Committee.
*Deadline: November 6*

C&I Committee reviews program for academic issues.

Vice President takes action based on C&I Committee’s recommendation.
*Deadline: November 13*

Vice President submits to College Board for appropriate action.
*Deadline: December 11* (approximate)

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

Returned to dean for appropriate action.

Approved

Not approved

Returned to dean for appropriate action.

Not approved

Returned to Vice President for appropriate action.

Approved

Not approved
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. **Must have 16 or more credits to be eligible for financial aid.** Exempt from SCHEV and VCCS Table 5-1 requirements (page 15).

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

Common Curricula - A common curriculum is a set of courses leading to a degree or certificate that has been developed by a statewide faculty group. (See Section 5.2 for policy on development of common curricula). Such curricula may be established for transfer or career-technical programs. If a common curriculum exists, it will be posted to the VCCS intranet maintained by Academic and Workforce Programs Unit, VCCS System Office, and followed by all colleges that offer the program.

Degree Program - A degree program is a coherent curriculum comprised of 100- and 200-level courses leading to the award of an associate degree; is identified by a six-digit CIP code used for reporting purposes to external agencies and in the SCHEV academic record. CIP Codes are assigned by the System Office and are consistent for a given degree program offered at any VCCS college. (See Courses & Programs at [http://courses.vccs.edu/](http://courses.vccs.edu/)).

Major - A major is a grouping of 100- and 200-level courses that define a discipline or interdisciplinary specialty within a degree program; listed under a common CIP curricula under a CIP code share a common core of courses, defined as a minimum of 25% of total credits required for the degree (15018 credits), excluding the general education core.

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 (page 15).

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 on page 78)

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

Specialization - A specialized an area of concentration within an approved AAA or AAS degree, varying from the parent major by 9-15 credit hours.
VCCS Courses & 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/).

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 Health Professions, the Dean of Student Services, the Director of Distance Education, the Director of Library Services, the Financial Aid Manager, and Assessment & Program Review Specialist.
OVERVIEW

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:</th>
<th>Courses</th>
<th>Career Studies</th>
<th>Certificates</th>
<th>Diplomas</th>
<th>Degree Programs</th>
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<th>Specializations</th>
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<tr>
<td>A = Approve</td>
<td>R</td>
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<td>N = Notification/Reported To</td>
<td>R(^1)</td>
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Local Level

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<th>State Level</th>
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<tbody>
<tr>
<td>Curriculum Advisory Committee</td>
<td>--</td>
<td>Deans’ Course Review Committee, reporting to ASAC</td>
</tr>
<tr>
<td>College Curriculum Committee</td>
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<td>VCCS AS&amp;R Staff</td>
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<td>College Administration</td>
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<td>Chancellor</td>
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<td>College Board</td>
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<td>Academic Services &amp; Workforce SBCC Committee</td>
</tr>
<tr>
<td>SACSCOC</td>
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<td>State Board for Community Colleges</td>
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State Level

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<td>Deans’ Course Review Committee, reporting to ASAC</td>
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<td>VCCS AS&amp;R Staff</td>
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<td>Academic Services &amp; Workforce SBCC Committee</td>
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<td>State Board for Community Colleges</td>
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<tr>
<td>SCHEV</td>
<td>--</td>
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</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 SACS 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 approved college programs, SACS approval is required.

VCCS Policy Manual- Section 5
<table>
<thead>
<tr>
<th>Degree Awarded</th>
<th>NR Programs</th>
<th>Specializations</th>
<th>Certificate/Diplomas</th>
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<td>697-02 Fine Arts</td>
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NRCC Programs 2023
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<td>Electrical Engineering Technology</td>
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<td>Computerized Numerical Control</td>
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<td>Instrumentation &amp; Control Automation Technology</td>
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<td>Degree Awarded</td>
<td>NR Programs</td>
<td>Specializations</td>
<td>Certificate/Diplomas</td>
<td>Career Studies Certificates (CSC)*</td>
<td>CIP Code</td>
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<td>Basic Machine Tool Operations</td>
<td>48.0599</td>
<td>Precision Metal Working, Other</td>
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<td>Auto Analysis Repair (Dipl)</td>
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<td>Automotive Drivability</td>
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<td>Fundamentals of Welding</td>
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<td>Advanced Manufacturing – II</td>
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<td>Manufacturing Engineering Technology/Technician</td>
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<td>Mechatronics Fundamentals</td>
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<td>Applied Mechatronics</td>
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<td>Refrigeration &amp; Air Conditioning</td>
<td>47.0201</td>
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**NOTE:** The VCCS code for all Career Studies Certificates (CSC) begins with **221**

**PROGRAM TOTALS:**

- AA&S Degrees: 6
- AA&S Specializations: 3
- AAS Degrees: 12
- AAS Specializations: 7
- AS Degree: 1
- Diplomas: 1
- Certificates: 5
- Career Studies Cert.: 52
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
Bill and Nancy Aden Scholarship
Mark B. Adkins Memorial Scholarship
AEP Foundation Scholarships – NRV ACCE
Fary Wyrick Anderson Scholarship
William M. Anderson Memorial Scholarship
Bane Atkinson Blacksburg Rotary Scholarship
Bane and Margaret Atkinson Scholarship
Atlanta Union Bank Scholarship
AT&T Scholarship
BB&T Scholarship
O.G. and Ella Bailey Memorial Scholarship
Bank of America Scholarship
Edwin L. Barnes Faculty/Staff Scholarship
Barnes Family Scholarship
Daniel and Joanne Bell Scholarship
Stuart Beville Blacksburg Rotary Vocational Scholarship
Jo Ann M. Bingham Nursing Scholarship
John C. “J” Bingham 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
June and Peter Kavolius/Connie and John F. Browne Scholarship
Lottie Collins Burks Memorial Scholarship
Carilion Nursing Scholarship
Celanese Corporation Scholarship
CELCO Federal Credit Union Scholarship
Chachra Family Scholarship
Ronald Chaffin and Family Scholarship
Warren and Iris Agee Childers Scholarship
William E. “Bill” Christian, Jr., M.D., Nursing Scholarship
Bill and Linda Cline Scholarship
Fred N. Cole Memorial Scholarships
Danny Cook Scholarship
Lee Cook Scholarship
Corning Incorporated Scholarship
C. Clarke Cunningham, Jr Memorial 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

Endowed Scholarships (Continued)
Lester L. “Skip” Lamb Nursing Scholarship
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
Thomas J. and Jane O. McCarthy Memorial Scholarship
Thomas J. McCarthy, Jr., Scholarship
Robert H. McDaniel Scholarship – Pulaski ACCE
William F. McGuire Scholarship
Mills Family Scholarship
Moog Components Group Scholarship
James and Mary Ellen Moore Scholarships – Radford City ACCE
Joseph Moore Memorial Scholarship
Moore Family Scholarship
W. E. C. Moore Scholarships
Burke Mottesheard Criminal Justice Scholarship
Kirk Edward Nairn Memorial Scholarship
National Bank Scholarships
New River Valley Business Administration Scholarship
New River Valley Charitable Trust Scholarships
New River Valley Emergency Squad Scholarships
New River Valley Health Foundation Scholarships
New River Valley Science Scholarship
New River Valley Shares Scholarship
Hiawatha and Beverly Nicely Scholarships
D. Travis Nichols Memorial Scholarship
Osborne-Kirk Scholarship
Elizabeth “Libby” Vansant Osborne Memorial Scholarship
Paul L. Phillips Scholarship
Polansky Family Scholarship
Frederic H. and Catherine M. Pollard Scholarship
David C. Poteet Scholarship
Carol C. Powell Scholarship
Les and Joyce Pugh Scholarships
Jim and Janet Rakes Scholarship
Jim and Janet Rakes Scholarship – Montgomery County ACCE
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
Dennis and Susan Duncan – Giles ACCE Scholarship
Gary and Rhonda Duncan Scholarship
Paul and Elfreeda Duncan Scholarships
Randall and Anna Edwards Scholarship
Betty and Bill Elmore Scholarship
William Howell Elmore Memorial Scholarship
L. Brinkley Eure Memorial Scholarship
Nancy R. B. Evans Scholarship
Tina O’Dell Fitzpatrick Memorial Nursing Scholarship
Joan Flattery, RN Scholarship
Billy Friend Scholarship
Michael D. Gallaher Scholarship
Beth Garter Scholarship
Ernie Garter Scholarship
Thomas Jefferson Gates Memorial Scholarship
Giles High School Class of 1971 Scholarship
Howard and Mary B. Gilmer Scholarship
Andrew L and Elrica S Graham Patriotic Memorial Scholarship
Flo and Bob Graham – Radford City ACCE Scholarship
Hagan Family Scholarship in Memory of Kyle Lee Hagan
John T. and Nannie B. Hairston Scholarships
Bill Hale Memorial Scholarship
Eddie and Kathy Hale 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
John H. Huber Memorial Scholarships
Pete Huber’s Heroes Scholarship
Ann and H. W. Huff, Jr., Scholarships
Huff Petroleum Co., Inc. Scholarship
William and Sallie Ingles Memorial Scholarship
Robert J. Ingram Scholarship
Bobby and Martha Jackson Scholarship
Alice Webb Johnson 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
Patricia J. Sanders 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
Simmerman Family Scholarship
Cherilyn P. Simmons Memorial Scholarship
Simmons Family Scholarship
Bobby C. Simmons Memorial 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
Tsokahovi Tewanima Scholarship
Timberlake-Wheeler Scholarship–Gile County ACCE
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
Ben and Edwina Karlin Memorial Scholarship
Katz Family Scholarship
David A. Keitz Engineering Scholarship
Michael D. Keitz Engineering Scholarship
Charlene Doby Kilgore Memorial Scholarship
Kilgore Family Scholarship
Wilson, Lura & Jerry Kilgore Memorial Scholarship
Chelsea King Memorial Nursing Scholarship
Gordon and Barbara King Scholarship
Claud K. and Virginia R. Kirkland Scholarship

Jon and Mary Wyatt Scholarship
Everett Lee Yearout, Jr., Scholarship
Eddie Yeatts Endowed Scholarship
Robert Young Scholarship
NRCC EDUCATIONAL FOUNDATION, INC.
2023-2024

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Mr. Robert L. Blake*
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*Emeritus Directors
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Section VII
Maps