

**New River Community College Board
(Region 10)
Meeting Number Three Hundred Seventy-Two**

MINUTES

December 1, 2025

Meeting number three hundred seventy-two of the New River Community College Board was held on Monday, December 1, 2025, at New River Community College, Dublin.

Board Members Present

Mr. Christopher Calfee (City of Radford) and Mrs. Becki Calfee and Ms. Addie Calfee
Mr. Craig Chancellor (Floyd County)
Mr. Bill Cunningham (Pulaski County)
Dr. Peggy Dewald-Link (Floyd County)
Mr. John Hale (Giles County) and Mrs. Gayle Louise Hale
Dr. Richard (Dick) Harshberger (City of Radford)
Mr. Eric Johnsen (Montgomery County) and Mrs. Jennifer Johnsen
Mr. Cameron Peel (Pulaski County) and Mrs. Taylor Peel

Board Members Absent

Ms. Jessica Littlejohn (Montgomery County)
Mr. Chris McKlarney (Giles County)
Mrs. Bobbie Potter (Montgomery County)
Mr. Jonathan Sweet (Pulaski County)

Staff Members Present

Ms. Melissa Anderson, Vice President for Finance and Administrative Services
Dr. Peter Anderson, Vice President for Instruction and Student Services
Ms. Debbie Bond, Interim Dean of Health Professions
Dr. Robert Brandon, President, and Mrs. Melissa Brandon
Dr. Pam Hanks, Dean of Instructional Services and Innovation
Mr. Tim Jones, Director of Information Technology and Facilities Services, and Ms. Kaye Jones
Dr. Deborah Kennedy, Interim Executive Director NRCC Educational Foundation, and Mr. Mike Kennedy
Ms. Lori Lavery, Dean of Business and Technologies
Dr. Tammy Parks, Faculty Assembly President
Ms. Kathy Ridpath, Administrative Assistant for the President's Office
Dr. Mark Rowh, Vice President for Workforce Development and External Relations
Ms. Tammy Smith, Interim Dean of Student Services
Dr. Fritz Streff, Director of Institutional Effectiveness and Research, and Mrs. Fran Streff
Dr. Sarah Tolbert-Hurysz, Dean of Arts and Sciences

Special Guests

Ms. Oliva Burton, NRCC Student Ambassador
Ms. Angie Covey, NRCC Retiree, and Mr. Anthony Wilson
Mr. Gary Hancock, NRCC Educational Foundation Co-Chair
Ms. Janet Hanks, NRCC Retiree, and Mr. Hank Hanks
Ms. Lucy Howlett, NRCC Retiree

Mr. Jim Rakes, NRCC Educational Foundation Co-Chair, and Mrs. Janet Rakes

Agenda Items

1. Call to Order

Mr. Bill Cunningham, Chair, called the meeting to order at 7:00 pm. A quorum was present, and due notice had been mailed and published.

2. Welcome and Introductions

Mr. Cunningham welcomed Mr. Gary Hancock and Mr. Jim Rakes, NRCC Educational Foundation Board Co-Chairs, and guest.

3. Agenda for Approval

Mr. Cunningham asked for a motion to approve the agenda.

Motion: Mr. Craig Chancellor made a motion to approve the meeting agenda. Dr. Dick Harshberger seconded the motion.

Action: The motion carried unanimously.

4. Minutes for Approval

The minutes of meeting number three hundred seventy-one, held on Monday, September 8, 2025, were disseminated in the meeting packet. Mr. Cunningham asked for a motion to approve the minutes.

Motion: Dr. Peggy Dewald-Link made a motion to approve the minutes. The motion was properly seconded.

Action: The motion carried unanimously.

5. President's Report

Dr. Brandon recognized Ms. Olivia Burton, student ambassador to the board, who reported on her recent college activities. They included:

- She served on the student panel at the Chancellor's Retreat held in August.
- She was appointed to the advisory panel for the VCCS. She will represent the NRCC and VCCS students.

Dr. Brandon expressed his appreciation to the College and Foundation Boards for their participation in the inauguration ceremony. He stated the Chancellor was impressed with their strong participation.

Dr. Brandon referred to the packet of information that was recently emailed and disseminated. The packet included an overview of major areas of work/progress made or underway over the last year. He stated that at the beginning of the fiscal year, ten institutional goals were set, with seven goals met, two in progress, and one will begin soon. He expressed appreciation to the faculty and staff for their talent and hard work in making this happen. No questions were posed by the board.

6. Instruction and Student Services Report

Dr. Anderson remembered Ms. Helen Wolfe, former Dean of Health Professions, who passed away recently. He reported that Ms. Debbie Bond, retired Dean of Business and Technologies, was named Interim Dean of Health Professions. He also introduced Dr. Pam Hanks, Dean of Instructional Services and Innovation (a newly formed division).

Proposed Curriculum Revisions

After a discussion of the process of curriculum changes, Dr. Anderson reported that the Curriculum and Instruction Committee met prior to the board meeting to discuss the revisions for 2026-2027. On behalf of the Committee, Mr. Craig Chancellor strongly recommended approval of the changes as presented.

Action: The motion carried unanimously.

7. Recognitions

2025 Retirees

Four college employees have retired or will retire in 2025. They include Ms. Linda Claussen, Ms. Angie Covey, Ms. Janet Hanks, and Ms. Lucy Howlett. Each retiree present was recognized by Mr. Cunningham and received a framed resolution recognizing their years of service to the college. Ms. Claussen was unable to attend; therefore, another appropriate venue will be used to present her resolution.

Dr. Brandon expressed gratitude to the Board for their support of the college mission and presented them with gifts of appreciation.

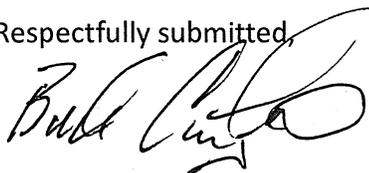
8. Open Discussion/Q&A Session

Mr. Chris Calfee opened the floor for any comments from board members. He also reflected on his time at NRCC as a student and at present and expressed appreciation to all for their hard work and support.

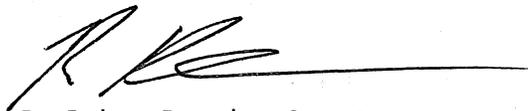
Mr. Cunningham also thanked the board and staff. He commented that the college has a lot to look forward to with Dr. Brandon's leadership, the continued commitment of the faculty and staff, and the support of the board.

There being no further business, the meeting was adjourned at 8:15 p.m. The next regular meeting of the New River Community College Board is scheduled for Monday, March 2, 2026, at NRCC in Dublin.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bill Cunningham", written in a cursive style.

Mr. Bill Cunningham, Chair

A handwritten signature in black ink, appearing to read "R. Brandon", written in a cursive style with a long horizontal line extending to the right.

Dr. Robert Brandon, Secretary