

Dates to Watch

FY 2006-2007

Date	Item	Submitted to	Staff Member Responsible	Comments
July	State Appeals Panel prospective members	VCCS	Lewis	
July 1	Capital outlay or local funds plans for parking facilities	Chancellor	Van Hemert	Submitted for each biennium
July 13	SCHEV College Scholarship Assistance Program File	VCCS AS&R	Sheffey	
July 13	Vice President's Staff meeting		Huber/Clark	Godbey Board Room; 9:00 a.m.
July 15	CEU Courses Non-credit File	VCCS AS&R	J. Ratcliff	
July 15	Handicapped Student Data File	VCCS AS&R	Moore	
July 20	President's Staff Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
July 19-20	State Board Meeting			Richmond
August 1	Annual Campus Security Report	VCCS	Rowh/Hamric	
August 1	Foundation certification of compliance	Chancellor	Rowh	Section 2.X.G.7 of VCCS Policy Manual
August 1	Academic calendar	Chancellor	Hall	
August 1-2	ACOP Meeting		Lewis	Richmond
August 1-2	President's Admins Peer Group		Hall	Richmond
August 8	Vice President's Staff Meeting		Huber/Clark	Godbey Board Room; 9:00 a.m.
August 10	End-of-term reports	VCCS AS&R	Bryner/Moore	ADM 101, K, T, B-1, PAS, and RADSS
August 10-11	Annual Chancellor's Planning Retreat		Lewis and others	Williamsburg
August 15	Minority Business Plan	Sec. of Ed.	Hamric	

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August 17	College-Wide Meeting		Huber	Rooker Auditorium
August 21	Curriculum and Instruction Committee Orientation		Huber	Corporate Board Room; 10:00 a.m.
August 23	Classes begin – fall semester			
August 24	President's Staff Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
August 29	Last day to add classes without instructor approval			
August 31	Equipment Trust Fund List	VCCS Fiscal Svcs	Clark	
September 1	Deadline for Student Right-To-Know Report	VCCS AS&R	Moore/Rowh	
September 1	Letter about promotion	NRCC faculty	Committee chair	
September 5	Last day to drop and receive a refund			
September 5	SCHEV Early Enrollment Estimate	VCCS AS&R	Moore	
September 7	Functional Area Managers Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
September	VCCS Professional Development Committee		Covey	
September 10	SCHEV Financial Aid Data File	VCCS AS&R	Sheffey	
September 11	NRCC Board Meeting		Hall/Lewis	Narrows
September 12	Vice President's Staff meeting		Huber/Clark	Godbey Board Room; 9:00 a.m.
September 18	Finance & Technology VP's Staff Meeting		Van Hemert/Smith	Godbey Board Room
September 19	Foundation Board Meeting		Rowh	
September 20-21	State Board Meeting			Richmond
September 20-22	Faculty and Administrative Leadership Conference			Staunton
September 21	Functional Area Managers Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
September 25	SCHEV Room Inventory (Fall)	VCCS AS&R	Moore	

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September 26	Technology Council		Van Hemert	
September 27-29	VPs/Provosts Meeting		Huber	
October	Evaluation of Classified Staff	Personnel	Supervisor	November deadline
October 2	Notice of carryover applicants for promotion	Committee	Lewis/Huber	
October 2	Deadline to submit new and/or revised programs	Deans Hurst and/or Lookadoo		
October 2	Division complete PS entries/updates	Joyce Taylor	Hurst/Lookadoo	
October 5-6	Student Services Peer Group Conference			Richmond
October 5-7	VCCA Convention			Williamsburg
October 9	New and/or revised programs	VP for Instruction	Hurst/Lookadoo	
October 9	AIS Steering Committee		Van Hemert	
October 10	Census reports	VCCS AS&R	Bryner/Moore	ADM 101, K, T, B-1
October 10	Vice President's Staff meeting		Huber/Clark	Godbey Board Room; 9:00 a.m.
October 11	Foundation Scholarship Brunch		Rowh	
October 12-13	Early Childhood, IT, Legal, Financial Aid, IR, and Assessment Peer Groups			Virginia Beach
October 15	Notification of intention to apply for promotion	Hurst/Lookadoo	Faculty	
October 13-18	Division Review of Spring Schedule	Lookadoo/Hurst	Faculty	
October 17-18	ACOP Meeting		Lewis	Richmond
October 19	Functional Area Managers Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
October 19-20	AST, Admissions & Records, Foreign Languages, and International Education Peer Groups			Norfolk
October 20-22	VCCS Student Leadership Conference		Huber/Kramer	Hotel Roanoke

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October 23	Deadline to review and approve program submissions	Vice President's Staff	Huber	
October 26-27	English and Music Peer Groups			Williamsburg
October 26-27	Chancellor's Faculty Advisory Committee		Huber	Richmond
October 30	Curriculum decisions made by the VP's Staff	C&I Committee	Huber	
October 30	Last day to drop and receive a "W"			
October 30-31	Technology Council		Van Hemert	
November 1	Chancellor's Fellowship	VCCS		Routed through appropriate functional area manager(s)
November 1	Evaluation of faculty qualifications for promotion	Committee chair	Hurst/Lookadoo	
November 8	Foundation Board meeting		Rowh	NRCC
November 8	Spring schedule arrives on campus		J. Taylor	
November 8-9	Financial and Administrative VPs Conference		Van Hemert/Hamric	Virginia Beach
November 9	Functional Area Managers Meeting		Hall/Lewis	Godbey Board Room at 1:30 p.m.
November 9-10	Natural/Physical Sciences, Allied Health & Nursing, Fire Science, Physical Ed, and Horticulture Peer Groups			Hampton
November 13	C&I Committee actions	VP for Instruction	Committee chair	
November 13-17	Direct mail schedule to NRV zip codes			
November 14	Vice President's Staff Meeting			
November 14-16	State Board Annual Meeting	Board	Lewis	Richmond
November 15	Response to dean's evaluation	Committee chair	Faculty	
November 16-17	New Faculty Seminar		Huber	Glen Allen (Virginia Crossing)

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November 28	Finance & Technology VP's Staff Meeting		Van Hemert/Smith	Godbey Board Room
November 29	Registration begins – spring semester			
November 30	President's Staff Meeting		Lewis/Hall	Godbey Board Room; 1:30 p.m.
November 30 - December 1	Advanced & Building Technologies, ADJ, and Trucking Peer Groups			Charlottesville
December 1	Conclusion of Outstanding FT and PT Support Staff Award processes	President	Committee	
December 1	Catalog revisions	Huber	Lookadoo/Hurst	
December 4	NRCC Board Annual Meeting		Lewis/Hall	Spouse/guest invited
December 4	Board approval/denial of program submissions for upcoming catalog		Lewis/Huber	
December 5-6	ACOP Meeting		Lewis	Richmond
December	Applications due for All-USA Academic Team (Phi Theta Kappa)	President	Rowh	
December 6	Applications for graduation	NRCC AS&R	T. Smith	
December 6-8	VPs/Provosts Meeting		Huber	
December 7	President's Staff/Functional Area Managers		Lewis/Hall	Blacksburg
December 9-13	SACS Annual Meeting		Lewis/Huber/Rowh	Orlando
December 11	AIS Steering Committee		Van Hemert	
December	Vice Presidents for Finance Meeting		Van Hemert/Hamric	
December 10	End-of-term reports	VCCS AS&R	Bryner/Moore	ADM 101, K, T, B-1, PAS and RADSS
December 11	Classes end – fall semester			
December 14	Foundation Board meeting		Rowh	Farmhouse

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December 15	Review and vote on promotions		Committee	
December 15	Notice of non-reappointment	Faculty with two or more years of service	Lewis/Huber	
December 15	Service Awards Luncheon		Rowh/Lewis	
December 19	Grades – fall semester	NRCC A&R	T. Smith	
January 1	Results of physical examination	Chancellor College Board	Lewis	
January 4	President's Staff Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
January 9	Vice President's Staff meeting		Huber/Clark	Godbey Board Room; 9:00 a.m.
January 15	Overloads		Lewis	President <i>may</i> choose to pay overloads
January 15	Maintenance reserve request	VCCS	Van Hemert	Section 10.1.0.3 of VCCS Policy Manual
January 15	Organization chart	VCCS	Moore	
January 15	Notice of non-reappointment	Faculty with one year of service	Lewis/Huber	
January 16	Finance & Technology VP's Staff Meeting		Van Hemert/Smith	Godbey Board Room
January 17-18	State Board Meeting			Richmond
January 18	Functional Area Managers Meeting		Lewis/Hall	Godbey Board Room; 1:30 p.m.
January 20	Vote on promotion appeals		Committee	Cases where individual contests supervisor's evaluation
January 22	Classes begin – spring semester			
January 25	Notification of promotion decisions	Faculty	Committee	

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January 26	Last day to add without instructor approval			
January 30	Technology Council		Van Hemert	
January 31	Honorary Degree recipients to Chancellor	Lewis	Huber	
February	Facilities Condition Report	State Board	Moore/Van Hemert	
February 1	Summer 2007 Research Grant	VCCS AS&R	Rowh	
February 2	Last day to drop and receive a refund			
February 8	President's Staff Meeting			Godbey Board Room; 1:30 p.m.
February 5-9	Catalog draft review	Clark	Lookadoo/Hurst	
February 6	Finance and Technology VP's Staff Meeting		Van Hemert/Smith	Godbey Board Room
February 10	Appeal promotion decision to Vice President	Huber	Faculty	
February 13	Vice President's Staff Meeting		Huber/Clark	Godbey Board Room; 9:00 a.m.
February 14	Foundation Board Meeting		Rowh	
February 14	Graduation Details	Chancellor	Lewis/Huber	
February 15	Decision on appeal to Vice President	Faculty	Huber	
February 16	Summer Schedule	A&R	Hurst/Lookadoo	
February 20-21	ACOP Meeting		Lewis	Richmond
February 22	Functional Area Managers Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
February 21	Appeal promotion decision to President	Lewis	Faculty	
March 1	Notification of appeal decision by President	Faculty	Lewis	
March 1	Notice of non-reappointment	Faculty in first year of service	Lewis/Hurst	
March 5	NRCC Board Meeting		Lewis/Hall	Edwards 208

Date	Item	Submitted to	Staff Member Responsible	Comments
March 5	Fall Schedule	A&R	Lookadoo/Hurst	
March 6	Finance & Technology VP's Staff Meeting		Van Hemert/Smith	Godbey Board Room
March 7-12	Division Review of Summer Schedule	Lookadoo/Hurst	Faculty	
March 8	President's Staff Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
March 10-14	Alliance Meeting		Van Hemert	
March 13	Vice President's Staff meeting		Huber/Clark	Godbey Board Room; 9:00 a.m.
March 19-23	Spring Break			
March 21-22	State Board Meeting			Richmond
March 21-23	VPs/Provosts Meeting		Huber	
March 26-28	Division review of fall schedule	Lookadoo/Hurst	Faculty	
March 27-28	Technology Council		Van Hemert	
March 28	Catalog arrives on campus		J. Taylor	
March 29	Functional Area Managers Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
March 30	Summer Schedule arrives on campus		J. Taylor	
April 1	Review Board appointments for expirations/reappointments		Hall	
April 1	Fall 2007 Research Grant	VCCS AS&R	Rowh	
April 2	Last day to drop and receive a "W"			
April	New Horizons Conference			Roanoke
April 10	Vice President's Staff meeting		Huber/Clark	Godbey Board Room; 9:00 a.m.
April 11-15	Summer schedule in newspapers		J. Taylor	

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April 15	Chancellor's Classified Fellowship Application	VCCS		Routed through appropriate functional area manager(s)
April 17-18	ACOP Meeting		Lewis	Richmond
April 18	Fall schedule arrives on campus		J. Taylor	
April 19	Functional Area Managers Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
April 23-27	Fall schedule in area newspapers		J. Taylor	
April 24	Foundation Board meeting		Rowh	Farmhouse
May 1	President's evaluation	Chancellor	Board	
May 1	Finance & Technology VP's Staff Meeting		Van Hemert/Smith	Godbey Board Room
May 3	President's Staff Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
May 4	Classes end – spring semester			
May 8	Vice President's Staff meeting		Huber/Clark	Godbey Board Room; 9:00 a.m.
May 10	End-of-term reports	VCCS AS&R	Bryner/Moore	ADM 101, K, T, B-1, PAS and RADSS
May 11	Grades – spring semester	NRCC A&R		
May 11	Graduation			
May 16-17	State Board Meeting			Richmond
May 17	Functional Area Managers Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
May 30-31	Technology Council		Van Hemert	
May	Fall Schedule in NRV newspapers		J. Taylor	
June	Perkins Plan	VCCS AS&R	Chaffin/Hall	
June 1	Procurement ceases		Hamric	
June 4	NRCC Board Meeting		Lewis/Hall	Edwards 208

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June 5	Finance and Technology VP's Staff Meeting		Van Hemert/Smith	Godbey Board Room
June 6-8	VPs/Provosts Meeting		Huber	
June 7	President's Staff Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
June 11	Second fall schedule	A&R	Lookadoo/Hurst	
June 12	Vice President's Staff meeting		Huber/Clark	Godbey Board Room; 9:00 a.m.
June 19-20	ACOP		Lewis	Richmond
June 21	Functional Area Managers Meeting		Hall/Lewis	Godbey Board Room; 1:30 p.m.
June 27-July 5	Division review of second fall schedule	Lookadoo/Hurst	Faculty	
June 30	Building Permit Activity Report	VCCS	Van Hemert	
June 30	Graduate Data File	VCCS AS&R	Moore/Bryner	"G" records
June 30	Technology Plan	VCCS ITS	Van Hemert	Full plan for each biennium; update mid-biennium
July	Division Review of 2 nd Fall Schedule	Hurst/Lookadoo	Faculty	
July	2 nd Fall Schedule arrives on campus		J. Taylor	
Weekly	Rotary		Lewis, et.al.	Monday at noon
Monthly	Montgomery Regional Hospital Board		Lewis	Third Thursday at 7:00 a.m.
Monthly	NRV Alliance Board of Directors		Lewis/Chaffin	Third Wednesday at 4:00 p.m.
Bi-Monthly	NBI Board		Lewis	Second Wednesday at 10:00 a.m.
Quarterly	Corporate Research Center Board		Lewis	Dates TBA
Quarterly	MTC Board Meeting		Lewis	Dates TBA
Quarterly	BRPTV Board of Directors		Lewis	Fourth Friday in January, April, July and October

Date	Item	Submitted to	Staff Member Responsible	Comments
Semi-annually	Report for continuing ed/community service and non-credit	VCCS	Covey/Chaffin	Routed through Huber
Annually	Foundation balance sheet/income & expense statement	VCCS	Rowh	
Annually	Fees paid to 3 rd parties	VCCS	Hamric	
Annually	SCHEV Facilities Utilization	VCCS AS&R	Moore/Van Hemert	During the fall semester
Annually	SACS Annual Meeting		Lewis and others	Early December
**	Board minutes	Chancellor	Hall	14 days after each Board meeting (in draft)
**	Rank and salary proposal	NRCC faculty	Quesenberry	30 days after close of General Assembly session