Important NOVA announcements and flyers are enclosed.

To read this week’s Intercom issue see: http://www.nvcc.edu/pip/020510.pdf
Entrepreneur Roadmap

February 16-17, 2010

Have you ever thought about starting your own business? Entrepreneur Roadmap is an intense 2-day boot camp style training that will provide you with a roadmap to successfully start your own business. Each professionally taught 2-hour topic will present you with step-by-step instructions.

Topics:
- Market Research
- Legal Structure: licensing, permits
- Financing Your Business
- Record Keeping & Financial Management
- Sales
- Marketing

Date: February 16-17, 2010
Time: 9:00 am – 3:30 pm
Cost: $195
Location: 7630 Little River Turnpike, 6th floor
Annandale, VA 22003
Application deadline is Feb. 9, 2010

Contact Ms. Chris Tran at cttran@nvcc.edu to register or for more information
Homcoming Basketball Game

Purchase an application at your local Student Activities Office.

Homcoming King/Queen

Tickets: $3 per person in advance, $5 at the door.

Homcoming Dance

Wear your school colors to show your school pride.

Spirit Week

February 13 - Monday, February 15 - Tuesday, February 16 - Wednesday, February 17 - Thursday, February 18 - Friday
THE NURSING DIVISION ANNOUNCES

The National League for Nursing Accrediting Commission (NLNAC) Visitors will be conducting a re-accreditation visit

February 16-18th 2010 at the Medical Education Campus
6699 Springfield Center Drive
Springfield, VA 22150-1913

Also note

The Nursing Division Cordially Invites Members of the Public to Attend an Open Forum to Meet With

The National League for Nursing Accrediting Commission (NLNAC) Visitors

Wednesday, February 17, 2010
2:00 P.M. – 2:30 P.M. at the Medical Education Campus
6699 Springfield Center Drive
Springfield, VA 22150-1913

For Parking Information Please Contact the Nursing Division at 703-822-6579
New Year’s 2010

This year, make planning for a comfortable retirement your New Year’s resolution! With MetLife’s quality financial products and services, saving for retirement can be an easy resolution to stick with.

Happy New Year

Contact your local MetLife Financial Services Representative TODAY!

JANET S. ELDER, Financial Advisor
(703) 795-1488 or (800) 492-3553 ext. 28558
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NVCC EDUCATIONAL FOUNDATION
OUTSTANDING SERVICE TO THE COLLEGE AWARDS - 2010

The College Awards Committee needs your help.

Each year the NVCC Educational Foundation sponsors an award program to
recognize Outstanding Employee service. The College Awards Committee
administers the process - this year there are four separate categories of recognition:

- Full time teaching Faculty - maximum of three awards
- Classified Staff - maximum of three awards
- Non-Teaching Faculty (Counselor, Librarian, Administrator, Instructional
  Technologist) - maximum of one award
- Adjunct Faculty - maximum of one award

Awardees receive a $1,500 stipend and a commemorative plaque.

The program is not self-nominating - each nominee must be nominated by another
member of the college community. Any member of the faculty, staff or student body
may nominate another member.

The Committee needs your help in "spreading the word," 'encouraging applications,'
etc. Hopefully, your promotion of this program will ensure that deserving employees
receive the recognition that they have earned.

Attached are copies of both the award application form and the procedural
instructions. The application Form105-065 is also available at
http://www.nvcc.edu/forms/faculty/bynumber.asp

The application process will be done electronically (CD, DVD, USB memory etc .
submission).

The deadline for submission is Monday, March 22, 2010.

Thank you for your assistance.

Debbie Rosen
Chair, College Awards Committee
703-323-3154
drosen@nvcc.edu
Nomination Instructions
Outstanding Service to the College Awards
Sponsored by the
Northern Virginia Community College
Educational Foundation

AWARDS:

Each year the Northern Virginia Community College Educational Foundation, Inc. presents Outstanding Service Awards to college employees. The award includes both a commemorative plaque and a $1,500 stipend. Awards are presented to individuals in the following employee groups:

- Full time teaching Faculty – maximum of three awards
- Classified Staff – maximum of three awards
- Non-Teaching Faculty (Counselor, Librarian, Administrator, Instructional Technologist) – maximum of one award
- Adjunct Faculty – maximum of one award

AWARD PARAMETERS:

- Awards are not self-nominating—each nominee must be nominated by another member of the college community. Any member of the faculty, staff, or student body may nominate another member.
- Nominee must have been an NOVA employee for at least three consecutive years prior to the nomination deadline.
- Nominees must concur in their nomination.
- Individuals are not eligible if they have received the award any time in the past.
- Only individuals will be considered; group nominations will not be considered.

SUBMISSION REQUIREMENTS:

Nominee submissions will be in electronic format on a CD, DVD, or USB Memory stick. Please try to combine several scanned or photographed documents in MS Word 2007, and save them in .PDF file format.

Each nominee’s CD, DVD, or USB Memory Stick will contain the following files/folders:

- Completed Nomination Form including necessary signatures – submit as a .PDF or photo/scanned image file. Be sure to designate the nominee’s employee group.
- Nominator Statement – brief discussion of the nominee’s qualifications – limit to one page – submit as either a Word or photo/scanned image file.
- Nominee’s Statement – brief discussion of significant accomplishments - limit to one page – submit as either a Word or a .PDF or photo/scanned image file.
- Performance Evaluations – for two evaluation periods from the following calendar years – 2007, 2008, 2009
  a. Full Time Teaching and Non-teaching Faculty - submit a photo/scanned image file of NVCC Form 105-084
  b. Adjunct Faculty - submit a photo/scanned image file of NVCC Form 105-95
  c. Classified Staff - submit a photo/scanned image file of Employee Work Profile (EWP) – include only Parts V – IX (Paragraphs 30-45)

Revised 1/09
Optional Additional Documentation
  a. Teaching Faculty – summaries of Student Evaluations (2007-2009) and/or Letters of Appreciation/Commendation – limit to three pages – submit as either a word or photo/canned image file
  b. Non-teaching faculty and Classified Staff – Letters of Appreciation/Commendation – limit to three pages – submit as either a word or photo/canned image file

**NOTE:** Nominators must ensure that the nominee’s submission file is complete. Nominators must retain the document hard copy of the electronic submission.

**SUBMISSION DEADLINE:** March 22, 2010

**SUBMISSION ADDRESS:** Debbie Rosen  
Director, Grants and Special Projects  
Brault 307  
703-323-3154  
drosen@nvcc.edu

Revised 1/09