ATTACHMENT SECTION

Important NOVA announcements and flyers are enclosed.

To read this week’s Intercom issue see: http://www.nvcc.edu/pip/Aug7-09.pdf
Faculty Resource Fair

NOVA faculty are welcome to attend a Faculty Resource Fair, Friday, August 21st, from 9-10:30 a.m. in the CE Forum at the Annandale Campus. The resource fair is free and open to all full-time and part-time NOVA faculty. Reservations are not required. Come for great information, networking, and prizes. The following NOVA resources will be on hand and available for you to visit:

- Academic Services
- Achieving the Dream
- Affirmative Action/Minority and Legal Affairs
- CARE Teams and Mental Health
- College Student Activities
- Extended Learning Institute
- Financial Aid Services
- Grants and Special Projects
- Human Resources
- IT Customer Help Desk
- Learning Resource Services
- MERLOT
- NVCC Education Foundation
- NVCC-TV Center
- Office of International Student Services
- Office of Institutional Research, Planning and Assessment
- Pathway to the Baccalaureate
- Print Services
- SACS Re-Accreditation
- Student Services
- VCCS Professional Development
- Technology Applications Center
- Web Services and Digital Media

The Faculty Resource Fair is sponsored by the Center for Excellence in Teaching and Learning. For more information, contact
Every time you use your NOVACard at the bookstore you will be entering for a chance to have all your bookstore purchases* refunded back to you at the end of the semester. The more times you use your NOVACard at the bookstore the better your odds of

WINNING

Brought to you by the NOVACard office and your campus bookstore.

*Valid purchases made between Aug 24th – Nov 30th up to $500
One Winner Per Campus
Tackle the Yearly Performance Evaluation Process for Classified Staff with Confidence and Smarts

Facilitator: Marleen McCabe, Ph.D.    AD Employee Relations

In this interactive workshop we will discuss the how-to’s of an effective yearly performance evaluation process that focuses on discussing your staff’s, and your unit/division’s, strengths and progress/completion of identified yearly goals. The yearly evaluation also needs to accurately reflect essential SKA’s that need improvement in the context of the EWP, and identifies, with the input from staff, training/retraining needs for the upcoming year. This two-hour workshop will also explain what managers need to know and do to comply with DHRM policy.

Audience: If you supervise classified staff, this workshop is for you.

Workshop Objectives:
- Using the EWP to evaluate and measure performance outcomes.
- Identifying various levels of performance proficiency within the Contributor Rating.
- Below Contributor rating—what is the difference between an overall Below Contributor rating vs. individual areas of job responsibility that are rated Below Contributor?
- What information needs to be attached to comply with DHRM policy in regards to an Overall below Contributor Rating?
- Acknowledgement of Extraordinary Contribution Form: Why and when do I need to attach it to the Yearly Evaluation Form?
- Needs Improvement Action Plans—when does it become an attachment to the yearly evaluation?
- Setting SMART Professional Development/learning goals.
- Help: My employee is appealing the evaluation. DHRM policy explained.
- The performance feedback meeting: Strategies for offering encouragement, praise, and having the “tough conversation”...

Pre-register for this valuable workshop by e-mail:

TO: HRDtraining@nvcc.edu
CC: (your supervisor, if required by that individual)
SUBJECT: Performance Appraisal Workshop
BODY: Please list your job title, campus, division, and session you plan to attend

<table>
<thead>
<tr>
<th>NOVA Campus</th>
<th>Remaining Dates and Times</th>
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<tbody>
<tr>
<td>Alexandria</td>
<td>Wednesday, September 23 from 10:00 a.m. – 12:00 p.m.</td>
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<tr>
<td>Loudoun</td>
<td>Thursday, September 24 from 2:00 p.m. – 4:00 p.m.</td>
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All registrations will be acknowledged by return E-mail. Room location will be provided once the campus confirms availability.
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:** August 18 – 19, 2009  
**Time:** 9:00 am – 3:30 pm  
**Cost:** $195  
**Location:** Annandale Campus – Richard J. Ernst Community Center  
**Application deadline is Aug. 11, 2009**

Contact Ms. Chris Tran at cttran@nvcc.edu to register or for more information.
Purchase any five (5) products from the makers of Pepsi® from any NovaCard Vending Machine and receive your 6th product from Pepsi® FREE!

(Once the 5th product is purchased a credit for one (1) free product from the makers of Pepsi will be added to your NovaCard. Free product will automatically be dispensed when you next use your NovaCard in vending machine)

Participating products include: Pepsi®, Diet Pepsi®, MTN Dew®, Sierra Mist®, Aquafina®, Aquafina FlavorSplash®, Tropicana® Juice Drinks, Lipton® Green Tea, Dr Pepper® and Crush®.

See Campus Card Office for more details and how to get a NovaCard.
Promotion ends 8/8/09.

www.nvcc.edu/novacard
Clean Hands Save Lives!

- It is best to wash your hands with soap and warm water for 20 seconds.
- When water is not available, use alcohol-based products (sanitizers).
- Wash hands before preparing or eating food and after going to the bathroom.
- Keeping your hands clean helps you avoid getting sick.

When should you wash your hands?
- Before preparing or eating food
- After going to the bathroom
- After changing diapers or cleaning up a child who has gone to the bathroom
- Before and after caring for someone who is sick
- After handling uncooked foods, particularly raw meat, poultry, or fish
- After blowing your nose, coughing, or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound
- After handling items contaminated by flood water or sewage
- When your hands are visible dirty

Using alcohol-based sanitizers
- Apply product to the palm of one hand.
- Rub hands together.
- Rub product over all surfaces of hands and fingers until hands are dry.

*Note: the volume needed to reduce the number of germs varies by product.*

Washing with soap and water
- Place your hands together under water (warm if possible).
- Rub your hands together for at least 20 seconds (with soap if possible).
- Wash your hands thoroughly, including wrists, palms, back of hands, and under the fingernails.
- Clean the dirt from under fingernails
- Rinse the soap from your hands.
- Dry your hands completely with a clean towel if possible (this helps remove the germs), However, if towels are not available it is okay to air dry your hands.
- Pat your skin rather than rubbing to avoid chapping and cracking.
- If you use a disposable towel, throw it in the trash.

*Remember: if soap and water are not available, use alcohol-based hand sanitizer.*
WASH YOUR HANDS

1. Start with warm or hot water
2. Use soap and make a lather
3. Rub and scrub thoroughly for 20 seconds
4. Scrub palms, back of hands, between fingers and under fingernails
5. Rinse well, and then use a paper towel to shut off the faucet
6. Dry hands completely
What You Can Do to Stay Healthy

Stay informed. The Centers for Disease Control and Prevention (CDC) Web site will be updated regularly as information becomes available.

Influenza is thought to spread mainly person-to-person through coughing or sneezing of infected people.

Take everyday actions to stay healthy.
Cover your nose and mouth with a tissue when you cough or sneeze.
Throw the tissue in the trash after you use it.
Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.
Avoid touching your eyes, nose or mouth. Germs spread that way.
Stay home if you get sick. The CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.

Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.

Find healthy ways to deal with stress and anxiety.

Call 1-800-CDC-INFO for more information.