Achieving the Dream Highlights
Access and First-Year Experience

NOVA faculty and staff enjoyed a stimulating and informative seminar hosted by the Annandale Campus Achieving the Dream (AtD) Committee on January 23. Montgomery College's Karen (Wray) Roseberry, dean of Student Development, and Christy Partlow, director of First-Year Experience (FYE), shared their successes and hurdles in a FYE aimed at maximizing access, retention and study success and accommodating the diverse needs of students in their pursuit of educational and career goals. To learn more about Montgomery College's FYE, go to http://www.montgomerycollege/fye.

The next AtD seminar was held on February 20 and focused on advising issues. Adrienne Hinds shared the big picture and Ellen Fancher-Ruiz offered policies, procedures and tips for advising. This event was also sponsored by the Annandale Campus AtD Team.
Approximately 70 faculty from NOVA, Lord Fairfax Community College and Germanna Community College attended a seminar on Universal Design for Instruction on February 13 at the Annandale Campus. The seminar was sponsored by NOVA’s Achieving the Dream (AtD) Core Team with a mini-grant from Virginia Community College System (VCCS) Professional Development. Jim Kain, director of the Teaching and Learning Center at Neumann College, was the featured speaker. Copies of Kain’s presentation are available on the AtD Blackboard site and on the AtD Web site at http://www.nvcc.edu/depts/atd/resources.htm.

Many thanks to Laura Franklin for emceeing the event as well as the AtD Core Team. NOVA’s Center for Excellence in Teaching and Learning (CETL), Technology Applications Center (TAC) and Extended Learn-
Achieving the Dream and Universal Design
Continued from page 2

ing Institute (ELI) supported this successful event as well. To learn more about VCCS professional development grants, go online to: 
http://www.vccs.edu/FacultyStaff/ProfessionalDevelopment/Grants/tabid/386/Default.aspx.

Jane Serbousak and Jane Lloyd.
Alexandria Campus Partners Hosts Wounded Warrior Job Expo

The Alexandria Campus partnered with Hire Heroes USA and recently held a Job Expo that was open to disabled veterans from Walter Reed Army Medical Center, Bethesda Naval Hospital and other military bases around the area.

The expo is part of the Wounded Warrior Corporate Immersion program, which is in its second year and is designed to provide industry-led employment training and preparation in a realistic environment for wounded troops preparing to detach from the military.

“This program is particularly special to us because we are assisting our wounded soldiers with the skills and preparation they need to successfully transition back into the civilian world.” said Provost Jonathan Gueverra (AL). “Their time and service to our nation cannot be overemphasized and being able to assist them in their transition is a privilege to our Campus.”

Over 20 businesses were present at the job fair with representatives eager to speak about their companies and answer any career questions the soldiers had.

In addition to the face-to-face meetings with employers, soldiers took part in mock interviews that included feedback sessions, career coaching and resume preparation. The program hopes to expand next year’s job fair event to all Veterans.
On February 16, many had the opportunity to watch Outreach Specialist Shonta Woodbury (AL) get a one-on-one cooking lesson from celebrity Chef Emeril Lagasse, on the Emeril Green Show. The show is shot on location at the Whole Foods in Fairfax, Virginia for the Planet Green Discovery network to help viewers conquer their culinary fears and to cook in a more eco-friendly way.

Woodbury’s dilemma was learning simple ways to get the most flavor out of her food without picking up the salt shaker. Emeril’s tip was to add bold spices and tangy citrus zest to spice up the dishes. The menu included ribs, stir-fry, nicoise salad, spicy turkey and tuna steak. According to Woodbury, “This was an awesome and unique experience! Chef Emeril tailored the recipes to my favorite foods and inspired me to think outside the box when combining spices. The food not only tasted great but was aromatic. My family and friends have definitely benefited from my new kitchen creations.”

NOVA Participates in National Climate Change Teach-in

NOVA joined hundreds of colleges across the nation in a climate change teach-in on February 2. Mike Tidwell, director of CCAN, the Chesapeake Climate Action Network, addressed audiences on the Annandale and Alexandria Campuses, inspiring his listeners to support a rapid switch to clean, efficient energy in the Chesapeake region. Tidwell was introduced by Denny May, of the Alexandria Campus, a member of the Senate Green Committee who has known Tidwell for 15 years. Tidwell’s energetic presentation stressed our dependence on coal production and burning to fuel the region’s growing demand for electricity. Everyone can make small adjustments to reduce electricity consumption now, while we work for a switch to renewable sources like wind and geothermal power for generating electricity.

This program was part of the effort of the College Committee for Environmental Concerns to promote knowledge about climate change and support local action. Tidwell’s presentation can be viewed by clicking on the link below mms://vod01.nvcc.edu/vod/Public/Mike_Tidwell/Tidwell.wmv.

Loudoun Ski Trip to Liberty Mountain

On February 4 the Loudoun Campus Office of Student Activities held its annual ski trip. Sixty-three students enjoyed a festive day of four hours of nonstop skiing at Ski Liberty Resort in Pennsylvania. Most students who attended had never skied before and were excited about the opportunity to venture out and do something new.

Student Activities Coordinator Tiffney Laing, Dean of Student Kirk Nooks and Physical Education Professor James Tiffany joined the students on the trip, serving as chaperones and cheerleaders for the skiing hopefuls. The trip was complete with skiing lessons, lunch and lots of laughter.
Visual Artist Honors King with His Work

On September 18, Visual Artist Richard Hight visited the Annandale Campus in celebration of Black History Month. Hight drew two pictures, the first of which (pictured) he drew while the audience listened to Martin Luther King, Jr.'s "I Have A Dream" speech. Both of his drawings were given away to audience members.

Richard Hight and NOVA student Joshua Abe.

Submit to the Intercom!
Deadline: Submissions must be received (via e-mail) by 5:00 p.m. on Fridays for the following week’s edition.

Submission Guidelines: Submissions should be e-mailed to intercom@nvcc.edu. Unformatted text should be sent in an MSWord document or may be put into the body of the e-mail. All photos should be attached as jpeg, bmp, tiff or eps files; photo captions should also be included with your text. For guidelines go online to: http://www.nvcc.edu/pip/guidelines.htm.

Please remember all news submissions should highlight NOVA faculty and/or staff.
Manassas Campus Faculty Wins Washington Post Valentine’s Contest

Sam Esquith, instructor of English, was awarded first prize for his entry to the Washington Post’s 2008 Valentine’s fiction contest. Esquith, who teaches at the Manassas Campus, wrote his piece titled “Sonora Pass” about a 16 year-old boy and his turbulent relationship with his father. Esquith’s piece was chosen out of hundreds of entries to the contest. The entries were prompted by a photograph of a couple driving down a remote highway in a vintage convertible car. Esquith took the “back seat” point-of-view and wrote his piece from the perspective of the “eye behind the camera.” Tom Shroder of the Washington Post Magazine states that his “authenticity of the characters, the minimum number of words that said a maximum amount about the relationship(s)” of the story was the difference between Esquith and all of the other entries to the short story contest. Esquith is currently teaching Introduction to Literature and will be offering a fiction workshop in the fall. The Manassas Campus congratulates Esquith on his accomplishment.

We hope you enjoy reading his winning entry at:

VaHigherEd.Com Blog News

This week in the blog at VaHigherEd.com at http://vahighered.com/wordpress/, Ellen Davenport, assistant vice chancellor for governmental relations, summarized the issues facing the state and legislators during the final week. They also “lists the conferees who will resolve the differences in the budgets approved by each house.” A full list of the bills are under at “legislative tracking.”
**College Community Theater with 2nd Flight Theatre Company in Residence at NOVA Loudoun**

The College Community Theater (CCT) with the 2nd Flight Theatre Company will kick off its 2009 season with Alan Ball’s comedic drama “Five Women Wearing the Same Dress,” directed by Susan Devine. Ball is perhaps best known as the writer of the acclaimed HBO series “Six Feet Under” and “True Blood,” and as the Academy Award-winning screenwriter of the film “American Beauty.”

“Five Women Wearing the Same Dress” is set in an upstairs bedroom of an opulent Tennessee mansion, during the wedding reception of the oldest daughter of the house. The five bridesmaids – Meredith, the bride’s rebellious younger sister; Frances, the bride’s naïve cousin; Trisha, the wild-child college roommate of the bride; Georgeanne, a high school friend of the bride and Trisha and Mindy, the groom’s wisecracking older sister, all retreat upstairs to Meredith’s bedroom to escape the reception and their own demons. Throughout the play, the audience learns exactly why each woman wants to be anywhere but at the party, as the script examines the ways women interact with each other and with men.

The cast, in order of appearance, is Betsy Eames as Frances, Lauren Feliz as Meredith, Melissa McConnell as Trisha, Erin Anderson King as Georgeanne, Brittany Washington as Mindy and Zachary Lanouette-Opheim as Tripp, the groom’s cousin and the lone male in this gaggle of ladies.

Remaining performance dates are **February 27, 28** and **March 1** on **Fridays and Saturdays at 8:00 p.m.** and **Sundays at 7:00 p.m.** Tickets are $10 for students and seniors and $12 general admission.

For more information, call Natalie V. Safley at 703-948-7701 or go to **http://www.cct2ft.com**.

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**Virginia Retirement System (VRS) and Group Counseling Sessions**

On **March 4**, the Virginia Retirement System (VRS) will hold a Retirement Education Seminar (RES) from 8:00 a.m. to 12:00 p.m. and a Group Counseling Session (GCS) from 1:00 p.m. to 4:00 p.m. Both events will take place on the **Annandale Campus in the Ernst Cultural Center Forum**. In addition to separate presentations on “Adjusting to Retirement” and “Estate Planning,” an ING representative (1-VRS-DC-PLAN1) will also be present to discuss “Financial Planning.”

For more information on RES and GCS go to, **http://www.varetire.org/Members/RetPlanning/Index.asp** or to register and to view the Annandale Campus map, go to **http://www.varetire.org/Members/RetPlanning/Schedule.asp**.

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**Week of Indian Subcontinent Programs**

The Alexandria Campus International Studies Committee will present a full week of programs on the Indian Subcontinent March 2 through March 5. All programs will be held in the Phase III of the **Bisdorf Building on the Alexandria Campus in Room 196**. There is no cost, and students, faculty, staff and the community residents are invited to attend all activities. The following is a list of programs and times:

- **March 2**: Jean Braden and Naveen Sarna will speak about the sub-continent since partition and current problems. This will take place at **2:00 p.m.**

- **March 3**: Albert Thibault, U.S. Consul General in Lahore (1986-1988) will present “South Asia: Enormous Challenges, Mixed Prospects” at **2:00 p.m.**

- **March 4**: Poetry in translation: there will be students reading poems from the region in their native languages and in translation at **2:00 p.m.**

- **March 5**: “Indian Culture and regional Conflict” will be presented by Meena Nayak, who will discuss her recent book about Kashmir, “Endless Rain.” Her husband, Dev Nayak will also perform Indian music at **7:30 p.m.**

- **March 5**: Abid Mahmood will lead a panel of NOVA students from South Asia in a discussion about the region and about perceptions from home and abroad. This will take place at **2:00 p.m.**
VCCS Faculty and Administrators Leadership Academy Present

NOVA is fortunate to have outstanding leaders attend the Virginia Community College System (VCCS) Faculty and Administrators Leadership Academy. They have graciously agreed to share their insights with colleagues in a panel discussion on March 6 from 1:00 p.m. to 2:30 p.m. in the CE Forum at the Annandale Campus. Please share this invitation with all of our NOVA faculty (teaching, professional and administrative).

Handling Difficult Conversations: Keys to Stopping Bad Behavior Program

On March 11 from 1:00 p.m. to 3:30 p.m. Handling Difficult Conversations: Keys to Stopping Bad Behavior program will be offered on the Annandale Campus in the CT Building, Room 335. There will be a 60-minute audio conference followed by Q & A with Marleen McCabe, associate director for employee relations. Attendance is free; however, you must RSVP to Michelle Woodford at mwoodford@nvcc.edu. Reserve your space now; space is limited. This event is co-sponsored by the Annandale Campus Learning Resource Services (LRS) and Human Resources (HR).

Alexandria Campus Anthem Wellness Screening Event

There will be free screenings at the Alexandria Campus Anthem Wellness Screening event. This will be available to all faculty and staff (classified and P-14s) on March 23 from 9:00 a.m. to 1:00 p.m. and 4:00 to 8:00 p.m. in the Bisdorf Building room 158. Spouses and dependents of faculty and classified staff only that live in the employee’s household, are also invited. You do not have to be enrolled with Anthem insurance to participate; however, you must register to attend. Your appointment time will be confirmed via e-mail. Register today! Spaces will fill up fast! See the flyers in the attachment section for more details.

To sign up for your health screening, contact Kathy Clement via e-mail at kclement@nvcc.edu.

Classified Employee Cross Campus Day

Classified Employee Cross Campus Day is planned for March 12. It will be held at the Annandale Campus’s Ernst Community Culture Center. For those new to NOVA, this is an annual professional development activity that is set aside for classified employees. It is an opportunity for staff to mingle with their counterparts from the other campuses and to participate in a variety of brief seminars that are geared to the interests of our diverse staff. Classified employees from all campuses are invited to attend. A continental breakfast and boxed lunch will be provided to all participants. See the attachment on page 17 for the full program schedule.

Annual Open Enrollment Set for April 15 to May 15

Spring Open Enrollment for health benefits and flexible reimbursement accounts will begin on April 15 and end on May 15. During the annual Open Enrollment period, eligible state employees may make changes to health care membership and plan options. Employees may also enroll in a flexible reimbursement account (current flexible spending account participants must re-enroll to participate in the new plan year). In order to receive Open Enrollment communications materials and vital health plan information, it is extremely important that employees review mailing addresses in Denosys and update them, if needed, no later than April 1.

EmployeeDirect, the state’s online Web-based enrollment system will again be available for all employees to make open enrollment changes. Instructions on how to use EmployeeDirect may be found at http://www.dhrm.virginia.gov/hbenefits/openenroll08/EmployeeDirectFlyer2008.pdf.
NOVA Presents the Impact of Earth Day

Sam Love, one of the original national staff members of the first Earth Day, will speak on April 22 on the impact of changing our culture. This event will be at 12:30 p.m. in the CE Forum on the Annandale Campus.

“Long before ‘Green’ became a corporate advertising slogan, the ecology movement started chiseling away at the culture of mindless consumption,” Love says. “In this presentation we will look at how the environmental movement is changing the American dream.”

In his Earth Day 2009 presentation, Love will review some of the early fantasies based on cheap abundant energy. He then lays out some operating rules for a sustainable future and why there is reason for hope.

His original Earth Day organizing work led him to edit Environmental Action magazine and to produce several mass market paperbacks on ecological action. After he left Environmental Action, he published freelance articles on ecology and energy in Smithsonian, Washingtonian, Living Wilderness, The Progressive and other leading magazines.

As a consultant to the government’s Community Services Administration, Love developed the original proposal for the National Center for Appropriate Technology (NCAT) which provides technical assistance and grants to low income communities. He served on its board for four years. During the Carter administration he worked for the U.S. Department of Energy where he helped produce energy conservation and education material, including a nationally televised spot that featured a couple burning dollars to keep warm, and the film, “Rethinking Tomorrow,” which profiled alternative energy projects.

In 1978, he founded a media company in Washington, District of Columbia (D.C.). One of his productions for non profit groups included some of the first pieces on Global Warming – for the Climate Institute. Some of his independent productions include “Radiation: Impact on Life,” a documentary aired on the USA Network and winner of “Best Didactic Film” at the European Scientific Film Festival; “The Energy Report,” a short animated film featuring aliens analyzing Earthlings’ profligate energy use and “Naturescaping: A Landscape Alternative,” a look at environmentally sensitive options for yards.

As a community activist, he co-founded The Hyattsville Organization for a Positive Environment (HOPE) which played a key role in mobilizing public support for community environmental and development issues in the Washington, D.C. suburb of Hyattsville, Maryland.

Currently, he is working as the director of Media Production for a major corporation that manufactures building materials, including green roof systems.

He has also written “Electric Honey,” a novel about the cultural clash of the 1960s.
Human Resources Training Series Still Available

Registration continues for the Human Resources (HR) training series in supervisory topics. Please see the schedule in the attachment section for topics, dates and times sessions that are being offered. Space is limited, so please do not delay if you are interested.

2008-2009 Faculty of the Year Nominations

The NOVA Alumni Federation is once again calling for nominations for the 2008-2009 Faculty of the Year awards. Only alumni and students of NOVA may nominate full-time teaching faculty for these awards. A nominating form may be printed from the Alumni Web site at http://www.nvcc.edu/alumni-and-friends/alumni-federation/faculty/index.html. Nominating forms may also be found at your campus Information Desk and Learning Resource Centers.

The deadline for nominations is March 13. The reception honoring nominated faculty and announcing the Campus winners will be held April 17 at 7:00 p.m. in the Richard J. Ernst Community Cultural Center Forum. Students, faculty and staff are invited to attend. For further information please contact Bonnie Idle, alumni coordinator, at 703-323-3749.

DEADLINE APPROACHING

2009 Service Awards Luncheon

The NOVA Service Awards Luncheon honoring employees completing 10, 15, 20, 25, 30, 35 and 40 years of service with the Commonwealth of Virginia will be held on March 30 at the Waterford at Springfield located at 6715 Commerce Street, Springfield, Virginia. Social time (cash bar) will begin at 11:30 a.m. with lunch served at 12:00 p.m.

A list of those being honored is attached to this Intercom. The employment cut off date for the awards is for service through June 30. Please check the list for the appropriate spelling of your name as well as years of service. Certificates will be made based on this list. Changes or corrections to your 2009 Certificates must be submitted before April 17.

Contact Human Resources, 703-323-3788, to verify your years of service or the correct spelling of your name.

Invitations will be mailed at the end of February. If your home address has changed recently, please inform Human Resources. Employees must RSVP by March 20. Please indicate on the card if you will bring a guest and enclose a $26 check made payable to Northern Virginia Community College for each guest. The College pays for employees receiving awards. Send your reply to College Government Affairs and Community Relations.

For further information, please call Geri Dolan, 703-323-3753.

Check out Loudoun Campus’ Tea & Pedagogy events in the attachment section. Great things are in store.
VCCS New Horizons 2009: Access, Excellence, Enlightenment

Register now to take advantage of the early bird rate of $95 until March 1st today!

Stay tuned for the Ed Tech Program – it is new this year! Twenty attendees (selected through a lottery) can use iPod Touches loaned to us by Apple and Twitter their way through our conference. Want to see a session you missed? Selected presentations will be selected for video capture and made available to the system.

Come see our 7 Technology in Education (TIE) finalists at the TIE reception and vote on the People’s Choice Award.

Keynote addresses? See Scott Christopher on levity in the classroom and workplace (We all could use a little of this right now!), our own Monty Sullivan, Vice Chancellor for Academic Services and Research, our own presidents Cheryl Thompson-Stacy (LFCC) and Robert Sandel (VWCC) on some exciting new directions for the future, and our own Chancellor Glenn DuBois, Chancellor. Exciting leaders for exciting times.

There are lots of rooms at our overflow hotel, the recently renovated Roanoke Plaza Hotel: 540-563-9300. Use our shuttle service to save wear and tear!

Have dessert in our vendor hall and have “sweet” conversations with the leading companies in technology and education.

Need an invoice? They will be sent out after March 10.

Money tight? Check with your colleges. There may be some travel funding still available – see if they can support your attendance at New Horizons 2009. If not, consider supporting yourself. You’re well worth it!

Need more information? Go online to http://www.vccs.edu/ to “Quick Link” on the left side of the page and click “New Horizons 2009.”

It is going to be great! See you in Roanoke, Virginia April 1 to 3, 2009.
10 Reasons to Use NOVA Printing Services Department

1. **Loyalty.** We never say "no" without exploring all the possibilities first. We have only one focus and that is NOVA.
2. **Vested interest in NOVA and success.** We are all members of the same team; when you succeed, we succeed also.
3. **Institutional priority.** NOVA is our only priority. We go above and beyond the ordinary level of service to provide what you want, when you need it.
4. **Quality.** We have a thorough understanding of NOVA’s graphic identity standards. This improves consistency and always represents NOVA in the most professional image.
5. **Convenience.** We are conveniently located in the Brault Building and provide free daily delivery service to all campuses using NOVA’s intercampus mail delivery. We also provide black and white copy online ordering services via our campus network.
6. **Service and ease of doing business.** Our professional and knowledgeable customer service staff make ordering from us easy.
7. **Money saving efforts.** We are continually seeking the most cost-effective ways to produce jobs for NOVA. We work with vendors to negotiate the best prices for all raw materials, especially paper.
8. **On-Site experts in printing.** We stay on top of the latest printing technology and production techniques to better serve the NOVA community. Our combined experience in printing and digital knowledge equates to hundreds of years.
9. **Confidentiality.** We value your confidence and trust. We will keep proprietary documents and address files confidential.
10. **Familiarity with the NOVA process, people, departments and programs.** We have more interest in and ability to prepare for the "special" needs of NOVA customers.

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**The Attachment Section Has So Much to Offer**

- Did you know that there is a Classified Staff Cross Campus Day?  
  See page 15
- Did you know there is a free wellness screening coming up?  
  See page 16
- Did you know that starting March 2 you can reset your own password?  
  See page 17
- Did you know that NOVA Human Resources has a variety of FREE enrichment training available for supervisors and managers of classified staff?  
  See page 18
- Did you know the Alexandria and Manassas Campuses have great musical performances for adults and children, alike, that are open to the NOVA community?  
  See pages 19 - 20
- Did you know that NOVA is one of the fastest-growing community colleges in the nation?  
  See page 21
- Did you know that it is time to prepare for the 2009 Service Awards?  
  See pages 22-24

There is so much more in the attachment section. Take a look today.
Northern Virginia Community College
Classified Staff Cross Campus Day
Annandale Campus
Thursday, March 12, 2009

“Being the Best”

8:00 a.m. – 8:50 a.m.
Registration and Continental Breakfast
Ernst Community Culture Center

9:00 a.m. - 10:00 a.m.
Keynote Speaker:
Mr. Miguel Garcia, Vice President Finance and Administrative Services, NOVA

10:15 a.m. – 11:15 a.m.
1st Session Workshops

11:30 a.m. – 12:30 p.m.
2nd Session Workshops

12:30 p.m. – 1:15 p.m.
Boxed Lunch Pick-up

1:30 p.m. – 3 p.m.
Dr. Robert G. Templin, Jr., President, NOVA
Keynote Speaker

Town Hall Meeting with President Templin

10:15 Breakout Sessions

11:30 Breakout Sessions
When It Comes To Your Health, Knowledge Is Power

Knowing more about your health gives you power. The power to make lifestyle changes and reduce your risk for disease. The power to improve your health and change the way you feel. In fact, one of the most important things you can do is to know your risks and what you can do to improve them.

That’s why your employer is offering free and confidential onsite health screenings. It’s an easy way to learn more about several common conditions which can affect your well-being now and in the future.

At the screening, you’ll learn more about your:
- Blood pressure
- Cholesterol
- Diabetes risk
- Body mass index (BMI)

Find out how your results affect your risk levels for other conditions such as heart disease, stroke, cancer, kidney disease and more. Learn how lifestyle changes can improve your numbers.

The more you know, the healthier you can be.

Learn More About Your Health At A Free And Confidential Wellness Screening!

Date: March 23, 2009

Time: 9:00am-1:00pm
4:00pm-8:00pm

Location: Bisdorf Building Room 158

To sign up for your health screening, contact Kathy Clement via email at kclment@nvcc.edu
Self-Service Password Resets!

For Northern Virginia Community College Faculty and Staff

Beginning March 2, 2009!

Unlock Your Account
Change Your Password
Reset Your Password

You will no longer have to call the IT Helpdesk to perform any of these tasks:

- Change Your Password
- Reset Your Password
- Unlock Your Account

On Monday, March 2, 2009, we will begin our College-wide implementation of “myPassword” by Namescape Corporation. This new software application will give you the ability to self-manage your network password — allowing you to reset your password, change your password and unlock your account from your computer without having to call the IT Helpdesk for support.

The software will begin to be installed on March 2, 2009 and you will see a new “Forgot Your Password?” option on your computer’s sign-in screen.

When you first sign in, you will be prompted to complete your password profile. Your password profile consists of a few “secret” questions and answers that can be used to help verify your identity should you need to recover or reset your password.

Once you have completed your password profile you will no longer be prompted at sign-in.
HR Training Topics for NOVA Supervisors

**Audience:** All supervisors or managers of classified staff. Mark your calendars for these upcoming training dates. Registrations are being accepted for these training topics.

All sessions open to supervisors as space permits.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Campus, Date and Time</th>
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<tbody>
<tr>
<td>Accelerating New Employee Productivity</td>
<td>AN, Tuesday, March 3rd, 10 a.m. – 12 p.m.</td>
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<tr>
<td>Accelerating New Employee Productivity</td>
<td>MEC, Thursday, March 5th, 2 p.m. – 4 p.m.</td>
</tr>
<tr>
<td>Recording Time and Attendance</td>
<td>AN, Wednesday, March 18th, 10 a.m. – 12 p.m.</td>
</tr>
<tr>
<td>Recording Time and Attendance</td>
<td>WO, Thursday, March 19th, 2 p.m. – 4 p.m.</td>
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<tr>
<td>Performance Feedback for Better Results</td>
<td>AL, Wednesday, March 25th, 10 a.m. – 12 p.m.</td>
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<tr>
<td>Performance Feedback for Better Results</td>
<td>AN, Thursday, March 26th, 2 p.m. – 4 p.m.</td>
</tr>
<tr>
<td>Standards of Conduct: Progressive Performance Improvements</td>
<td>AN, Wednesday, April 1st, 10 a.m. – 12 p.m.</td>
</tr>
<tr>
<td>Standards of Conduct: Progressive Performance Improvements</td>
<td>WO, Thursday, April 2nd, 2 p.m. – 4 p.m.</td>
</tr>
<tr>
<td>EWP Part 2: How Effective Managers Manage Performance</td>
<td>AN, Wednesday, April 8th, 10 a.m. – 12 p.m.</td>
</tr>
<tr>
<td>EWP Part 2: How Effective Managers Manage Performance</td>
<td>MEC, Thursday, April 9th, 2 p.m. – 4 p.m.</td>
</tr>
<tr>
<td>Supervisor Situations: How to Respond Appropriately</td>
<td>AN, Wednesday, April 15th, 10 a.m. – 12 p.m.</td>
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<tr>
<td>Supervisor Situations: How to Respond Appropriately</td>
<td>WO, Thursday, April 16th, 2 p.m. – 4 p.m.</td>
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E-mail your registration information...

**TO:** hrdtraining@nvcc.edu  
**CC:** (your supervisor, if required by that individual)  
**SUBJECT:** HR Supervisory Training  
**BODY:** Please list the topic(s), campus and session date(s) you are planning to attend  

*All registrations will be acknowledged by return E-mail. Room location will be provided in your registration acknowledgement.*
NOVA Northern Virginia Community College
Alexandria Campus

The Alexandria Band
Children’s Concert

Featuring
- The John Adams Oepp Ensemble
- “Concert Etude” Michael Coadon, Trumpet
- “Dizzy Fingers” featuring the Alexandria Band Clarinets
- Mystery Guest Conductor and Bass Dummee for Stars and Stripes!
- John Williams in Concert
  - E.T., Jaws, Star Wars, and More!

Dr. Wendy Matthews, Director
Dr. Robert Patella, Founding Director
Mr. Wes McCune, Dir. of John Adams Oepp Ensemble

With music students from local elementary and middle schools performing side by side with the band!

Rachel M. Schlesinger Concert Hall and Arts Center
3001 N. Beauregard St., Alexandria, VA

8 p.m., Fri. March 6
FREE! Contributions accepted. Parking $6

INFO: 703-845-0252
Mmmm Mozart!
Music composed and inspired by Wolfgang Amadeus Mozart
February 28, 2009 — 8:00 PM
Symphony No. 41 in E flat (Jupiter)
Sinfonia Concertante in Eb for Violin and Viola
Soloists - Emil Cheytanov & Natalie Kenworthy Short
Overture to Don Giovanni
Variations on Là ci darem la mano from Don Giovanni
by Ludwig van Beethoven

Adults: $10  Seniors: $5
Students & Children: Free
For information:
Phone 703-257-6500 x47737
Tickets are available at the door the evening of the concert. To purchase concert tickets in advance, please e-mail: tickets@manassassymphony.org

Grace United Methodist Church
9750 Wellington Road, Manassas
Member of and partially funded by the PWC Park Authority Arts Council
WWW.MANASSASSYMPHONY.ORG
Did you know?

<table>
<thead>
<tr>
<th>Rank</th>
<th>Institution</th>
<th>State</th>
<th>Fall 2006 Enroll</th>
<th>Fall 2007 Enroll</th>
<th>Change</th>
<th>Percent Change</th>
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</thead>
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SOURCE: COMMUNITY COLLEGE WEEK ANALYSIS OF U.S. DEPARTMENT OF EDUCATION DATA
2009 SERVICE AWARDS

10 YEARS

Classified Staff
Cecil A. Andrews
Delton J. Anglin III
Michol M. Beltran
April A. Burton
Randall Carlock
Hsiuchuan Chen
Leslie T. Czapicki
Melody L.A. DeFuria
Aloysia C. Dean
Sheila D. Dorsey
Darrell Q. Ellis
Behrouz Ghofrany
Gail B. Jackson
Mary Ellen E. Krolman
Xintong Lin
Abid Mahmood
Brenda D. Miller
Ngoc Tuyen T. Nguyen
Ebenezer N. Okai
Jeffrey S. Petrarca
Brenda L. Robinson-Baptist
William C. Ruffle
Fernando A. Seminario
Lee Wah Sinkovic
Suzanne E. Snyder
Barbara E. Thurston
Elizabeth S. Tindall
Leslie J. Toomer
Joseph Walker
Euclid Williams
Alisa D. Williams-Ford
Michelle A. Woodford
Ying Zhou

12-Month Faculty
Adrienne P. Hinds
Jennifer E. Lerner
Daniel C. Lewis
Frances A. McDonald
Kathleen Odige
Florence S. Richman
Sherri A. Robinson
Dennis J. Sullivan
Kathryn M. Willis
Harriet R. Zimmerman

9-Month Faculty
Ana M. Alonso
Therese Aylward
Joyce D. Brotton

15 YEARS

Classified Staff
Candace S. Cane
N.V. Fitton
Constantin Frasinel
Larry T. Frazier
James P. Lamberti
William R. Langston
Elizabeth L. Locke
Marjorie W. Parker
Stephanie E. Sareeram
Dennis C. Stewart
Evelyn H. Ward

12-Month Faculty
Heidi B. Adamson
Gerald L. Boyd
Charlie L. Dy
Timothy L. Seaman
Carol A. Sinwell

9-Month Faculty
Karen J. Barr
Ronald A. Boykin
Robert M. Como
Sheri I. David
Terrence A. Doyle
Celeste Dubec-Smith
Daniel H. Franssell
S. Michael Ghorganian
Janet M. Giannotti
Judith E. Gunther
Phillip W. Imel
James A. O’Connor
Daniel J. Perry
Alice E. Reagan
Reva A. Savkar
Elizabeth J. Vick
Robert S. Woodke

Adjunct Faculty
Henry B. Biddle
Emma A. Cabrera
Charles B. Clark
John F. Hovell
2009 SERVICE AWARDS

Darshan K. Khalsa
Allen W. Patton
Joseph V. Schifano
Hung M. Vu
David N. Walker

Eileen M. Sorensen
Bonnie H. Webster

Adjunct Faculty
John R. Capps
William N. Lawler
Stephen R. Lilley

25 YEARS

Classified Staff
Janet E. Bush
Geraldine Clemons
Kevin F. Kelley
Trang T. Mai

Ann B. Martin
Doris S. Pohanka
Solomon A. Tekola
Peter N. Tharp
Margaret E. Ziolkowski

12-Month Faculty
Barbara L. Saperstone
Cathy A. Simpson

9-Month Faculty
David H. Brown
Dianne M. Daily
D. Marvin Glick
Betty L. King
Maria S. Rynn
Jonathan W. White
Barbara S. Wilan

Adjunct Faculty
Robert C. Daniel
Daniel E. Taber

35 YEARS

Classified Staff
Jerry W. Jeffries
Lisa D. Moran
James E. Queen
Margaret M. Shaffer
Nancy N. Stafford
Jayne E. Townend

12-Month Faculty
Hortense B. Hinton
Paul J. McVeigh

9-Month Faculty
Jon C. Burton
Charles J. Errico
Jane F. Friedmann
Kim R. Kihl
Marion B. Lobstein
Byron B. Massie
Noreen M. Nutting
Walter M. O’Brien
Katherine A. Olson
Giulio Porta
William T. Shannon
Herbert A. Smith
Pamela E. Stewart
James R. Tiffany
Barbara R. Wells

30 YEARS

Classified Staff
Helen P. Anderson
Rita C. Bender
Terri L. Bouye
Waring W. Claud
Larry G. Harris
Ruby W. Holland
David A. Pampel
Dale A. Seward

PROFESSORS EMERITI
Dr. Arnold J. Bradford
Communications & Human Studies
Loudoun Campus

Mr. John R. Capps
Visual & Performing Arts & Public Services
Alexandria Campus

Mr. Brian J. Delaney
Humanities & Social Sciences
Alexandria Campus

Mr. Guy F. Gibbs
Financial Aid
Annandale Campus

Ms. Virginia H. Graves
Business Technologies
Alexandria Campus

Mr. Thomas W. Hardy
Languages & Literature
Annandale Campus

Mr. Henry C. Harmon
Communications & Humanities
2009 SERVICE AWARDS

Woodbridge Campus
Dr. Wallace S. Hutcheon
Liberal Arts
Annandale Campus
Mr. Robert G. Lesman
Communications Technologies & Social Science
Manassas Campus
Mr. Michel G. Marette
Natural & Applied Sciences
Loudoun Campus
Dr. Pamela A. Narney
Communications & Humanities
Woodbridge Campus
Mr. Leonard L. Palumbo
Business & Public Services
Annandale Campus
Dr. Jack W. Partlow
Business & Public Services
Annandale Campus
Dr. Dorothy U. Seyler
Languages & Literature
Annandale Campus

CLASSIFIED STAFF EMERITI

Ms. Diane D. Foctman
Student Services Center
Loudoun Campus
Mr. George L. Gargus
Visual & Performing Arts & Public Services
Alexandria Campus
Ms. Mary Ellen Gargus
Math & Natural Sciences
Annandale Campus
Ms. Claire D. Horgan
Business & Public Services
Annandale Campus
Mr. Michael J. Tedros
Building & Grounds
Alexandria Campus

Ms. Donna M. Vandevender
Student Services
Manassas Campus
Ms. Claire A. Weaver
Information & Instructional Support Services
Annandale Campus
Recreation, Parks & Leisure Services (RPK)
Summer Learning Institute 2009
ALASKA

May 20 – June 3, 2009
Credit Courses – RPK (4cr max) & BIO (4cr)
*Institute Cost - $2300*
*Depending on credit, final service contract negotiations &
optional activities selected*

Orientation Program: February 27, 2009
6:00 – 7:30 p.m. CM 332
Join in celebrating Alaska’s 50th year of
statehood while earning college credit!

Credit Courses Offered
*RPK 295 Issues in Adventure Leadership (3cr)
*RPK 140 Land Ethics – Leave No Trace certification (Optional 1cr)
*BIO 295 Topics in Alaskan Ecosystems (4cr)

Travel Activities
Hike & climb the Exit & Matanuska Glaciers!
Hike Fox Island & Kayak Seward Bay
Visit Denali National Park
Volunteer for the National Park Service

Recreation, Parks & Leisure Services
Nancy Chamberlain, Assistant Dean
703-323-3230,
http://www.nvcc.edu/rpk,
nchamberlain@nvcc.edu

Jill Caporale, 703-323-3234,
jcaporale@nvcc.edu

NOVA Northern Virginia Community College
Please save the dates and plan to attend...

Tuesday, March 3  
12:30-1:45pm  LW116  
Framing India  
A photo essay on India ancient and modern by campus colleagues Meena Nayak, David Whipple, Barbara Crain, Miguel Corrigan, Bob Loser (ELI), and Bev Blois. All have visited and worked in India during the past 3 years. Light lunch, Bengali sweets, and Masala Chai for all!

Tuesday, April 7  
2:30-4:00pm  LR144  
Martin Atkins: TourSmart  
Atkins, a performing artist, label owner, entrepreneur, and educator will discuss and sign his 2007 Tour:Smart. "The ultimate touring manual" (Mojo). "This is the Holy Grail" (Kraze).

Thursday, April 9  
3:30-4:30pm  LW116  
Dan Ehnbom: Arts of Mughal India  
Ehnbom, director of the University of Virginia’s South Asia Studies Center and professor of art history, is the author of Indian Miniatures and, in July 2008, co-directed the NEH institute Bharata Darshan—Past and Present in the Study of India’s History and Culture in Shimla and New Delhi.

Thursday, April 23  
6:00-7:00pm  RES 307  
Peter Mandaville: Who speaks for Islam?  
Mandaville is co-director of George Mason University’s Center for Global Studies and author of Global Political Islam (Routledge, 2007)..."a well-informed account of the impact of globalization on Muslim politics" (Economist). Book signing will follow the presentation.

Friday, April 24  
6:00pm  Waddell Gallery  
Annual Student Art Awards Reception  
7:30pm  Waddell Theater  
Sanjay Mishra: Calcutta Requiem  
Loudoun Lyceum Series 2009 is proud to host an Arts Friday pairing of our student art show reception and awards with guitarist-composer Sanjay Mishra’s ‘Calcutta Requiem’, a multimedia performance of live music and Mishra’s photo homage to his hometown by night. "His lyrical guitar lines soar" (Wash Post)

For further information on all events, contact NOVA-Loudoun Humanities Division 703.450.2503 bblois@nvcc.edu
FACULTY FOCUS

PANEL DISCUSSION ON LEADERSHIP SKILLS HERE AT NOVA

Friday, March 6th 1-2:30, CE Forum, AN

Featuring
Mark Bumgarner,
Christine Holt,
Renee McLaurin,
Linda Pinkard, and
Frances Villagran-Glover

Sponsored by the Center for Excellence in Teaching and Learning
To My NOVA Family and Friends
With Special Gratitude

Sometimes there are just no words
To say what our hearts deeply feel

It seems it is hard to say
The perfect “thank you”

But perhaps these heartfelt words
Will help to show

Your thoughtfulness will always
Be remembered

With more gratitude than you
Could ever know.

May God bless and keep everyone of you.

Janis Shellington & Family
02/09
Hi! My name is Greg Schuckman and I serve as Chairman of the Northern Virginia Community College Board. I have started a team -- Team NOVA -- for Walk MS 2009 because we know that walking four-and-a-half miles on a Sunday morning is nowhere near as difficult as confronting a lifetime with multiple sclerosis. I know this because I have lived with MS for the past 9 years and while I may have MS...MS most certainly does not have me!

The National Multiple Sclerosis Society supports important research projects here in Virginia and around the globe, and provides much needed education, programs, and services to everyone who is affected by MS - including people living with the disease, their friends and families, and the healthcare professionals who work with them.

Walk MS is a fun-filled event that brings students, faculty, friends, families, neighbors and co-workers together for a common cause – to prevent more people from learning what it means to live with this unpredictable disease that affects nearly 10,000 people in Northern Virginia.

By participating in TEAM NOVA, we will be raising awareness and vital funds to bring us closer to a world free of MS. What a wonderful way for us to show our community spirit, especially as NOVA celebrates 45 years of service to Northern Virginia.

Please consider participating as a walker, volunteer or virtual participant, but if you can’t, consider sponsoring a member of the team. By visiting the Team NOVA page, you can join our team or make a secure online donation. Thank you for walking with us, pledging your support for us, and being part of Team NOVA’s efforts to create a world where our students will one day know of MS only through their history classes!
2009 CHANCELLOR’S AWARD for TEACHING EXCELLENCE

Each year the VCCS recognizes one faculty member who represents the teaching excellence found in VCCS college(s). The award recipient receives both a $5,000 stipend and a VCCS stole.

Eligible applicants must:

- be serving as full-time teaching faculty with unrestricted rank and salary proposals,
- possess a minimum of five years of full-time VCCS service during which at least 75% of the workload was devoted to teaching, and
- be recommended by the president of the employing institution

The application process is self-nominating and includes the preparation of both narrative documentation and video of a classroom presentation. The VCCS will consider one applicant per campus.

The NVCC College Awards Committee is responsible for administering this program. Faculty members who desire to apply should contact the Chair, College Awards Committee, George Gonchar at 703-845-6545 or by email at ggonchan@nvcc.edu.

Completed nomination packets must be submitted to the College Awards Committee not-later-than Wednesday, March 18, 2009

For Chancellor’s Award for Teaching Excellence guidelines please see VCCS website: http://www.vccs.edu/facultystaff/professionaldevelopment/awards/chancellorawardforteachingexcellence/tabid/381/default.aspx
Chancellor’s Award for Teaching Excellence
2009 Guidelines

I. PURPOSE

The purpose of the Chancellor’s Award for Teaching Excellence is to recognize excellence in teaching in Virginia’s community colleges.

II. THE AWARD

The Chancellor's Award for Teaching Excellence is awarded annually to one teaching faculty member in the VCCS who distinctly represents the teaching excellence found at VCCS college(s). The award provides the recipient with a VCCS stole and $5,000. One nomination per campus will be accepted.

III. ELIGIBILITY

Eligible applicants:

- Are full-time teaching faculty with unrestricted rank and salary proposals,
- Possess a minimum of five years of full-time VCCS service during which at least 75% of the workload was devoted to teaching, and
- Are recommended by the president of the employing institution

Note: The VCCS will consider one applicant per campus.

IV. SELECTION

Selection of the Chancellor's Award for Teaching Excellence recipient is made by a committee comprised of one college president, one academic vice president, two deans (one academic and one student services), three faculty members, one student, and the Director of Professional Development.

V. CRITERIA

The criteria on which the recipient is selected reflect instructional effectiveness, student focus, discipline competence, and personal attributes. More detailed information about the criteria is included below.
VI. APPLICATION PROCESS

Application Packet

The completed application packet for the Chancellor's Award for Teaching Excellence must include these two items (additional materials are not accepted).

1. An electronic information document containing:
   - 150-word abstract of information in the proposal,
   - Narrative that provides compelling evidence of the nominee's excellence [Maximum length is 5 pages, double-spaced, 12-point font, 1” margins all around. It is strongly recommended that the material in the narrative be organized by the four criteria presented.],
   - A syllabus of a class taught within the last five years, and
   - One-page letter of support from the president of the nominee's institution (screen shot of the actual letter with the president's signature).

2. An electronic demonstration document featuring the nominee engaged in teaching that demonstrates aspects of the four criteria listed below. To strengthen the connection to the four criteria, the applicant should consider organizing the document by those criteria. The demonstration document must be submitted in the format specified. Examples could include:
   - Video of the applicants teaching or working with student[s]. Maximum length is 6 minutes. [This must be submitted as a Quicktime (.mov) file], or
   - Screen shots from an online class, copied into a MS Word document, no more than 10 pages, or
   - Text from student discussion boards, copied into a MS Word document, no more than 10 pages, or
   - A Powerpoint presentation.

Submission Process

- All documents [information and demonstration] are to be burned onto a CD that is to be sent by the Chief Academic Officer of the college to the VCCS Director of Professional Development. It must be received by 5:00 p.m. on April 25. The deadline date is the same every year. If the due date falls on a weekend, then the following Monday will serve as the due date.
- Application materials on campus nominees from multi-campus colleges are to be submitted in one group representing the college by the Chief Academic Officer of the college.
- Nomination packets that are incomplete, do not comply with the submission requirements, exceed the specified length, or include additional materials beyond those required will not be considered.
VII. CONNECTION TO THE SCHEV OUTSTANDING FACULTY AWARD

It is expected that the preparation of materials for the Chancellor’s Award for Teaching Excellence will position a college and its nominee(s) to address related criteria for the SCHEV Outstanding Faculty Award.

VIII. SCHEDULE

**November 15**  
Information on the Chancellor’s Award for Teaching Excellence for the upcoming year is announced and posted on the VCCS Professional Development web site.

**April 25**  
Nomination packets are due to the VCCS Director of Professional Development at the system office.

**June**  
The Selection Committee chooses recipient.

**November**  
Chancellor announces recipient at the State Board for Community Colleges Annual Meeting. Additional announcements are distributed through the VCCS Office of Institutional Advancement and the VCCS Office of Professional Development web site.

IX. DETAILED CRITERIA FOR THE CHANCELLOR’S AWARD FOR TEACHING EXCELLENCE

The four criteria given below will be given equal weight by the Selection Committee.

1. **Instructional Effectiveness:**
   - encourages active learning
   - respects diverse talents and ways of knowing
   - creates and offers many options for learning
   - gives prompt feedback
   - emphasizes time on task
   - assesses student learning through documentation
   - promotes a complete range of thinking skills
   - integrates the acquisition of basic academic success skills and academic values into course work
   - integrates technology appropriately into teaching and learning
   - understands current trends and issues related to pedagogy and the discipline
2. Student Focus:

- promotes positive student relationships
- encourages cooperation among students [through group work or projects, collaborative learning communities, or other mechanisms]
- engages learners as full partners in the learning process, with learners assuming responsibility for their own choices
- communicates high expectations
- encourages personal development, work and career preparation
- creates change in learners
- engages students in activities outside of the classroom such as clubs, organizations, tutoring, field trips, or similar activities

3. Discipline Competence:

- possesses specific knowledge and skills
- maintains currency through discipline-related professional development

4. Personal Attributes:

- models life-long learning
- engages in positive working relationships with students, colleagues, departments, campuses, and/or community
- affirms and participates in shaping a college’s culture [mission, vision, and values]
- demonstrates clear reasoning skills

For more information on the Chancellor’s Award for Teaching Excellence, contact Ms. Nan Ottenritter, Director of Professional Development, at rottenritter@vccs.edu
THE 2008 CHANCELLOR'S AWARD FOR TEACHING EXCELLENCE RECIPIENT

The recipient of the 2008 Chancellor's Award for Teaching Excellence is:

Martin D. Zahn  
Associate Professor of Biology  
Thomas Nelson Community College

Mr. Zahn has received the 2008 Chancellor’s Award for Teaching Excellence. He was awarded the $5,000 check, an academic stole and medallion at the State Board for Community Colleges’ meeting in November 2008. Congratulations, Marty!

Congratulations to Mr. Martin Zahn, Associate Professor of Biology, Thomas Nelson Community College.

Professor Zahn is a dynamic teacher who embraces change when it comes to teaching. That sense of exploration has led him to transform the way biology is taught at Thomas Nelson. Fifteen years ago he taught a traditional college biology course using the well-known tools of the day – a blackboard with chalk, an overhead projector with transparencies and many handouts.

Today, Marty teaches a general biology course on-line, a course that he developed himself. What makes his course so special is it also includes an on-line laboratory component. His online biology course has enabled students to complete programs of study at a distance.

The United States military has a significant presence in the Hampton Roads area and Thomas Nelson has many students who are active duty military. By providing this on-line biology opportunity, students are able to continue their academic progress while deployed on ships and installations far, far away.

Mr. Zahn’s courses are content-current. He is always seeking new ways to improve his instruction. And you know when students report that they truly like and appreciate what he does – meaning that they are actually enjoying the study of science – Marty Zahn must be doing the right things. Congratulations Marty.

THE 2007 CHANCELLOR'S AWARD FOR TEACHING EXCELLENCE RECIPIENT

Dr. James O’Brien  
Professor of Psychology  
Tidewater Community College

Dr. O’Brien received the 2007 Chancellor’s Award for Teaching Excellence. He was awarded the $5,000 check, an academic stole and medallion at the State Board for Community Colleges’ meeting in November 2008. Congratulations, Jim!
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 form 105-065 is also available at [http://www.nvcc.edu/forms/faculty/bynnumber.asp](http://www.nvcc.edu/forms/faculty/bynnumber.asp).

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

**The deadline for submission is March 16, 2008.**

Thank you for your assistance.

George Gonchar  
Chair, College Awards Committee  
703-545-6545  
ggonchar@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 – 2006, 2007, 2008
  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)
• Optional Additional Documentation
  a. Teaching Faculty – summaries of Student Evaluations (2006-2008) 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 16, 2009

SUBMISSION ADDRESS:

George Gonchar
Business Technologies Division
Room 362, Bisdorf Building
Alexandria Campus
703-845-6313
ggonchar@nvcc.edu
NOVA
Northern Virginia Community College

Educational Foundation – Outstanding Service to the College – Awards Nomination Form

Name of nominee: ________________________________

Nominee's position: ________________________________

(Full-time teaching faculty, non-teaching faculty, adjunct faculty, classified staff)

Campus or college staff department: ________________________________

Nominee's starting date of current employment: ________________________________

Submitter's name and e-mail address: ________________________________

Does the nominee agree to be nominated? ________________________________

Nominee's signature: ________________________________

(signature constitutes both approval and certification regarding eligibility and the accuracy of the information provided)

Submitter's signature: ________________________________

(signature constitutes certification regarding eligibility and the accuracy of the information provided)

Supervisor's signature: ________________________________

Administrative Council member's signature: ________________________________

Attachment: CD containing files designated in accompanying instructions