NOVA Partners With Arlington Public Schools to Establish Governor’s Career and Technical Academy

In order to respond to the region’s increasing demand for highly skilled and educated workers, NOVA and Arlington Public Schools are establishing a Governor’s Career and Technical Academy at NOVA’s Arlington Center. The Academy will provide 11th and 12th graders with access to higher education across a broad variety of career and technical disciplines. Academy students will also participate in internships, job shadowing and employment opportunities.

The Academy will begin this fall with 50 students, and at full implementation, there will serve as many as 600 students. Five pathways will be offered: engineering and technology; audio and video technology and film; health science support services; information support and services; and facility and mobile equipment maintenance. The pathways correspond with the STEM curriculum, an interdisciplinary program of study that bridges the four fields of science, technology, engineering and mathematics.

President Robert G. Templin, Jr. expects the Academy will serve as a model for the Commonwealth of Virginia and the nation. Students will graduate from high school in four years, having simultaneously earned a post-secondary credential. Graduates will be able to go on and earn an associate degree with one additional year.

Governor Timothy M. Kaine announced the Governor’s Career and Technical Academies in January 2008 (www.governor.virginia.gov/MediaRelations/NewsReleases/viewRelease.cfm?id=578) and the State Board of Education approved the implementation proposal in June. To learn more, contact Milan Hayward at 703-323-2263 or mhayward@nvcc.edu.
The following changes were made to the Virginia Community College System (VCCS) Policy Manual and are now posted on the VCCS Web site:

- **CHANGE NO. 456 – Section 4.3.0 (a) Tuition (SB)** – The State Board for Community Colleges approved an increase of $5.00 per credit hour to the current in-state tuition rate effective Fall term 2008. The following rates apply: 1) Virginia Resident, $81.65 per credit hour; 2) Business Contract Rate $111.65 per credit hour; 3) Military Contract Rate $81.65 per credit hour; 4) Out-of-State Resident, $253.80 per credit hour; 5) e-Rate (Virginia Resident) $81.65 per credit hour, and 6) e-Rate (Out-of-State Resident) $170.00 per credit hour.

The e-Rate for out-of-state students includes an indirect cost fee, which accrues to the System Office to defray related expenses. A capital fee of $3.00 per credit hour shall be charged to all out-of-state students for all credit courses. The technology fee was increased by $1.00 to $4.50 per credit hour which shall be charged for all credit courses including those delivered by distance learning. Approved at the May 22, 2008 State Board Meeting. Replace page 4-8.

- **CHANGE NO. 457 – Section 4.3.0 (a) Tuition (SB)** – The State Board for Community Colleges approved an increase of $7.50 per student credit hour in the differential for in-state students at Northern Virginia Community College effective Fall session 2008. The following rates apply: 1) Virginia Resident, $90.00 per credit hour; 2) Business Contract Rate $120.00 per credit hour; 3) Military Contract Rate $90.00 per credit hour; 4) Out-of-State Resident, $264.80 per credit hour; 5) e-Rate (Virginia Resident) $90.00 per credit hour, and 6) e-Rate (Out-of-State Resident) $170.00 per credit hour. Approved at the May 22, 2008 State Board Meeting. Replacement included in Change No. 456.

To see all of the VCCS policy changes (453-460) go online to: http://myfuture.vccs.edu/ and click “Policy Manual” under “Quick Links.”
UP&COMING

Play Production: "The Complete Works of William Shakespeare (Abridged)"
by Adam Long, Daniel Singer and Jess Winfield

What: An amazing play production that includes 17 comedies, 10 histories, 10 tragedies, 154 sonnets, 4 Poems -- all in 97 minutes (See flyer in the attachment section) (also includes a preshow one-act play: "The Least Offensive Play in the Whole Darn World" by Jonathan Rand)

Who: The NOVA Woodbridge Theatre Group

Where: The Theatre at the Woodbridge Campus of NOVA
15200 Neabsco Mills Road
Woodbridge, VA 22191-4099

When: July 11 and 18 (Friday) and July 12 and 19 (Saturday) at 8:00 p.m.
July 13 (Sunday) at 2:00 p.m.

Price: $10 general admission and $5 students, faculty/staff, seniors and children
Tickets are available at the door or can be reserved online at
www.nvcc.edu/nwtg/reservations.htm.

Contact: For question, contact Eric Trumbull at 703-878-5750 or go online to: www.nvcc.edu/nwtg.

IN THE NEWS

VCCS Chancellor Bicycles for “Great Expectations” to Benefit Foster Care Youth

Chancellor Glenn DuBois, Virginia’s Community College System, enjoyed his summer vacation bicycling to raise awareness of Virginia’s youth in foster care. He hopes to raise awareness and resources for the “Great Expectations” program that will allow foster care youth to continue their studies and receive postsecondary education and training.

To learn more about this exciting adventure and how you can make a difference, go online to

The Intercom Wants to Hear from You!

The Intercom is for and by the faculty and staff of NOVA. You are welcome to e-mail your articles and news to intercom@nvcc.edu! The deadline is EACH Friday at 5:00 p.m. for the following week’s edition (note: during the summer, the Intercom is published every other week). For complete submission guidelines, go to:
http://www.nvcc.edu/pip/guidelines.htm. Send your news!

NEXT EDITION: July 25 (Deadline: 5:00 p.m. on July 18).
Standards of Conduct

The workshop, “Standards of Conduct: Using the Progressive Disciplinary Process to Influence Change in Performance” is scheduled for anyone who supervises or manages classified staff. It will be led by Associate Director for Employee Relations Marleen McCabe from Human Resources. This class pertains to the State of Virginia's progressive disciplinary process. A key learning objective is to enable supervisors to assess the appropriate course of action when addressing performance and conduct issues with their employees.

Workshops will be held on the following campuses:
- Alexandria - July 22 from 10:00 a.m. to 12:00 p.m.
- Loudoun - July 24 from 10:00 a.m. to 12:00 p.m.
- Woodbridge - July 30 from 10:00 a.m. to 12:00 p.m.
- Annandale - August 6 from 10:00 a.m. to 12:00 p.m.

Registration is required and the workshop room location will come via e-mail with the registration confirmation. Please see the attachment section for the workshop schedule, additional information and registration procedures.

Tropical Biology Trip to Honduras

All faculty and students are invited to join Biology 299 while we explore the reefs and rainforests of Honduras. Whether you are seeking professional development opportunities or your students are looking for an alternative way to earn four credits in a laboratory science class, this travel course provides an amazing opportunity to see Mayan ruins, hike tropical rainforests and explore some of the most beautiful reefs in the northern hemisphere.

Cost for air and land is $2,600. Travel dates are July 23 to August 2.
If you are interested, contact Jill Caporale at jcaporale@nvcc.edu.

Integrating Civic Responsibility into the Curriculum Workshop
Sponsored by the AACC and CETL

The Alexandria Campus will host a faculty workshop on August 19, titled “Integrating Civic Responsibility into the Curriculum,” an interactive workshop sponsored by the American Association of Community Colleges (AACC) for Achieving the Dream Institutions and NOVA’s Center for Excellence in Teaching and Learning (CETL). If you are interested in attending this FREE workshop, contact Nan Peck at npeck@nvcc.edu.
New Business Card Printing Order Instructions

NOVA has a new contract with Budget Communications for the printing of business cards. Orders can be placed online using your departmental MasterCard.

**Business Card Ordering Instructions:**

1. Go to [www.budgetcomm.com](http://www.budgetcomm.com)
2. Click on the Sign In tab at the top right.
3. Enter the following e-mail address: nova@nvcc.edu. This address should be used for all orders. Do not include your personal college e-mail address at this step.
4. Enter NOVA’s password and click Sign In. NOVA’s password has been given to all departmental MasterCard holders and can also be made available by e-mailing lbosch@nvcc.edu.
5. Click on the NOVA Business Cards link.
6. Select your quantity option. Charges are $41.00 for 250 cards or $56.00 for 500 cards.
7. Select an address location from the drop-down menu and enter your personal information and credit card number. This is where you should type in your personal e-mail address.
8. View your proof for accuracy and click Send. Your business cards will be delivered to your office within two weeks from the time you place your order.

If you have any questions or comments about the online ordering system, please contact Leslie Bosch, graphics manager, Marketing and Communications at lbosch@nvcc.edu.

**Sample Card**

![Sample Card Image]
New Mileage Rates

Good news! Effective July 1, 2008 through December 31, 2008 the mileage rate will be 58.5 cents per mile. However, please be aware of the following regulations:

- From Jan. 1, 2008 to June 30, 2008, the personal mileage rate was 50.5 cents per mile and from July 1, 2008 to Dec. 31, 2008 it will be 58.5 cents per mile if your travel is local or your longer trip averages less than 100 miles per day. If you travel locally on a “normal” workday, you are only entitled to be reimbursed for the excess mileage that you drive that day. The excess mileage is the actual mileage driven minus your normal commuting distance. This does not apply to overnight trips.

- If your trip averages more than 100 miles per day, you are entitled to 50.5 cents or 58.5 cents per mile, depending upon date of travel, if a state car is not available and it would cost more to rent a car for the trip. If a state car is available and you decide to drive your own car you will receive 24.6 cents per mile. If the rental car (with added expenses as described below) is cheaper and you decide to drive, you will be reimbursed at the 24.6 cent rate.

- You can request a state vehicle by contacting Cathy Magalis at 703-323-3798. For a car rental, the state has a contract with Enterprise Leasing to provide cars for short-term travel. When preparing for a trip that averages more than 100 miles per day, visit http://www.dgs.virginia.gov/fleet.aspx and click on “Travel Planning” to use the trip calculator to determine costs. The calculator will provide a cost benefit analysis between driving your personal vehicle at the 58.5 cent rate and renting one from Enterprise. Please note that the trip calculator does not include the cost of gas that you would spend if you rented the car. For estimate purposes, assume a gas usage rate of 20 miles per gallon and a cost of approximately $4.00 per gallon (adjust, based on current price). Add that cost into the total rental cost. Also you might need to rent the car an extra day depending on the time you need to travel. If you find it is cheaper to use your own vehicle, you will be reimbursed the full 58.5 cents per mile, provided you attach a printout of the trip calculator (with the added expenses) to your travel reimbursement form. If it is cheaper for you to rent a car, but you decide to drive your own, you will be reimbursed 24.6 cents per mile. All rental reservations must be made via the Enterprise Web site or by phone at least 24 hours in advance of the anticipated vehicle pickup.
**Standards of Conduct: Using the Progressive Disciplinary Process to Influence Change in Performance.**

**Sponsored by:** NOVA Human Resources Department

**Audience:** Any supervisor or manager (faculty and classified staff) who manages classified staff.

**Facilitator:** Marleen McCabe, Ph.D.
Associate Director Employee Relations

**Workshop Objectives:** By the end of this workshop, participants will be able to...

- **Identify** the steps in the Progressive Disciplinary Process.
- **Identify** the applicable violation category(ies) according to policy.
- **Assess** the most appropriate course of action to take when addressing performance and conduct issues.
- **Identify** at which stage in the coaching/disciplinary process managers want to and need to contact HR for assistance.
- **Clarify** the need for “due process.”

Preregistration is needed for effective planning purposes.

All registrations will be acknowledged by return e-mail. Room location will be provided in your registration acknowledgement. Please e-mail registration

**TO:** hrdtraining@nvcc.edu

**CC:** (your supervisor, if required by that individual)

**SUBJECT:** Standards of Conduct at NOVA

**BODY:** Please list session you plan to attend:

<table>
<thead>
<tr>
<th>NOVA Campus</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
<td>Tuesday, July 22nd 10:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td>Loudoun</td>
<td>Thursday, July 24th 10:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td>Woodbridge</td>
<td>Wednesday, July 30th 10:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td>Annandale</td>
<td>Wednesday, August 6th 10:00 A.M. – 12:00 P.M.</td>
</tr>
</tbody>
</table>
17 Comedies 10 Histories 10 Tragedies 154 Sonnets 4 Poems

All in 97 minutes

The Complete Works of William Shakespeare (Abridged)
by Adam Long, Daniel Singer, and Jess Winfield

Offended by Shakespeare’s tales of blood, guts, glory and sex? Too bad. But if you arrive on time, you can see The Least Offensive Play in the Whole Darn World by Jonathan Rand.

In the Theatre, Woodbridge Campus of NVCC
July 10 at 8pm Pay What You Can
July 11, 12, 18, 19 at 8pm July 13 at 2pm
$10 General Admission / $5 Students, Faculty, Staff, Children and Seniors
http://www.nvcc.edu/nwtg/