Connolly Says Goodbye to NOVA — for Now

MEC Provost Charlene Connolly began a year-long sabbatical on July 1, as she takes on the position of executive vice president for the International University of Nursing in New York City, where she will oversee all academic programs and strategic planning, including distance learning activities. Connolly, who has been with the College for 15 years, says, “I am excited about this opportunity and I am sure it will provide me with new perspectives and ideas that can help make the MEC an even better institution.”

Brian Foley, special assistant to the president, will serve as interim provost at the MEC.

Dr. Charlene Connolly (second from right), with (from left) MEC Interim Provost Brian Foley, NOVA President Dr. Robert G. Templin, Jr. and Connolly’s husband Robert, who works for the NVCC Educational Foundation.

Photo by Sue Davis

Davis, Wilhelmi Attend Communicator’s Conference in Richmond

Sue Davis, coordinator of Public Information and Publications and Charlotte Wilhelmi, director of College Government Affairs and Community Relations, were attendees at the annual Virginia Government Communicators meeting in Richmond, where Governor Timothy M. Kaine was the keynote speaker. Kaine, who insisted he never took a public speaking course, provided the group with tips for good communications. “Be honest with everyone,” he advised. “It provides credibility and makes you believable.” His other suggestions included keeping things simple, breaking information down into easily-understandable components and making sure you come off as who you really are.

Kaine honed his communications skills through his career as a trial lawyer and through service to his church, community and local government. His final piece of advice was, “Remember to say ‘thanks’ to those who have helped you. It goes a long way in fostering future cooperation.”

Sue Davis and Charlotte Wilhelmi were “VIPs” at the recent communicator’s conference.
F&AS Hosts Annual Development and Awards Picnic

Early last month, Financial and Administrative Services employees gathered for their annual professional development day and awards picnic.

Vice President Alison Baker recognized the contributions of 30 employees who were nominated for the division’s “Outstanding Performer” awards: James Cooper, Paul Dooley, Jerry Jeffries, Giovanni Ladaga, Debera Long, Domingo Merino, Leotis Owens, Joeseph Proctor, Brian Puleo, Daniel Teachey, Michael Tedros, James Thompson, Veronica Arispe, Sam Baluch, Catherine Magalis, Nichole McBeth, Janice O’Brien, Marlene Smith, Beverly Unkle, Tim Wolf, Leslie Krogh, Barbara Mailet, Marvin Manassa, Valerie Mills, Gregory Murphy, Eric Oryem, Dane Bubalo, Victoria Budd, Crystal Hamilton and Tien Minh Vo. Each received a gift certificate from Barnes & Noble.

Employees winning this year’s Outstanding Performer awards were James Zhao, controller’s office (CS), Eric Hochstrasser, trades technician (AL), Barbara Matza, financial services specialist (WO) and David Courter, director of college enterprises (CS). The four winners each received a plaque and a $250 bonus.

News From Human Resources

Human Resources is gearing up to again offer the complete supervisory program this fall. “Performance Management” is one of nine modules that must be completed in order to earn this certification. While the first five modules must be completed in succession, “Performance Management” is open to any supervisory level employee who conducts performance appraisals of classified staff.

Refer to the flyer attached to this edition of Intercom for information about workshop content, dates, times, campus locations and registration guidelines. Call 703-323-4247 for any questions about the supervisors training program.

HR would also like to welcome Torski Dobson-Arnold as its new compensation analyst. Dobson-Arnold has approximately eight years of experience in HR and is a certified Professional in Human Resources. Her educational background includes a B.A. in marketing management from Mary Baldwin College and an M.S. in human resources management from Troy State University. She can be reached at 703-323-2127.

To celebrate 13 years of service to the College, Allied Health Division Interim Dean Judy Horton (pictured right) was presented with a NOVA Distinguished Service Award plaque by MEC Provost Charlene Connolly. A reception was held last month to wish Horton well in her new endeavors.
Performance Management

Sponsored and Presented by: NVCC Human Resources Department

Audience: College managers and supervisory employees who supervise (P-3) classified staff

Overview: This workshop is designed to provide an overview of the key components of the State’s job performance management system. It covers the steps in the formal evaluation process and will include instruction for supervisors on how and when to complete probationary progress reviews, forms to use, developing performance plans, setting measurable standards, evaluating employee performance and discussing performance factors with subordinate employees.

This workshop is part of the NVCC supervisors training program. Employees who want to receive an HR certificate in supervisory training must complete this training module. Any supervisory employee may attend this training module even if they have not yet completed the other component modules of the NVCC supervisory training program.

All registrations will be confirmed by return e-mail. The training room will be provided in your registration acknowledgement.

Please e-mail registration

TO: HRDtraining@nvcc.edu
CC: your supervisor
SUBJECT: Performance Management

<table>
<thead>
<tr>
<th>NVCC Campus</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>Woodbridge</td>
<td>Tuesday, July 25th, 10 a.m. – 12 p.m.</td>
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<tr>
<td>Annandale</td>
<td>Wednesday, July 26th, 10 a.m. – 12 p.m.</td>
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<tr>
<td>Loudoun</td>
<td>Thursday, July 27th, 10 a.m. – 12 p.m.</td>
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HR will not be offering this workshop again until the fall semester.

For more information: 703-323-4247