Manassas Campus Honors Faculty and Staff at Awards Ceremony

The Manassas Campus held an entertaining Faculty and Staff Awards Ceremony last month to recognize deserving employees. Teaching Excellence awards were presented to Susan Givens, English, and Kathleen Ludlow, early childhood education. Campus Support Services Awards were given to William Ruffle, math center, Pamela Kraemer, safety and environmental trainer, Neil Franklin, LRS services IT specialist, and Geeta Jadhav, biology. The Administrative Excellence Award went to Dr. Ron Buchanan, special assistant to the provost, and the Co-Curricular Excellence Award went to Russ Carter, administration of justice. Campus Police Sergeant D. J. Anglin and Libby Sears, financial aid, took home Innovative Initiative Awards.

In the Fonzie Awards (AKA the “Thumbs Up” awards), Jacob Phillips was named “Mr. Congeniality, Marge Shaffer was the winner of the Cal Ripken Award, Sherrill Wharff was presented with The Order of Britannica” for her encyclopedic knowledge. Provost Hortense Hinton also presented special awards to Lazzarino, Asante Clark, Nancy Green and Heidi Adamson for their special dedication and achievements.

Marsha Fisher (right) presents Head Librarian Sherrill Wharff with “The Order of Britannica” for her encyclopedic knowledge.

Work Schedule Reminders From Human Resources

Classified employees and supervisors are reminded that time off for lunch, regardless of the length of time, is unpaid and is not to be included in the reported hours worked. The Handbook for Classified Employees (section III-1) has more explanatory information on this subject. Also, a copy of all compressed work schedules or other alternative work schedules are to be sent to Erin Couch in human resources.
The Annandale Campus library welcomes their new librarian for outreach and reference services, William (Bill) Fleming. Fleming received a bachelor’s degree in history from the University of Virginia and a master’s in library science from the University of Maryland. He comes with strong academic library experience having worked for five years at George Mason University. Most recently he was the social sciences reference and instruction liaison librarian at Mason’s Prince William Campus.

He is eager to meet and work with faculty on the Annandale Campus to support their instructional needs and increase communication about their services. He will work with Annandale’s outreach efforts and distance learning students. He’s a thespian, having just finished a lead role at the Little Theater of Alexandria. Welcome, Bill!

Human Resources Welcomes New Associate Director

The human resources office welcomes Pamela Becker as its new associate director for employment. Becker has over 10 years of experience in HR and is conversant in Spanish. Her educational background includes a bachelor’s degree in international business from Southwest Missouri State University and a master’s in communication from the University of Texas. She can be contacted at 703-323-3282. Welcome, Pamela!

ELI Services Enhanced by Live Chat

Students with distance learning questions can now chat live with an ELI student services staff member thanks to instant messaging software by LivePerson. ELI piloted this service last semester with excellent response from students. Students like the convenience and simplicity of the chat and the fact that they can access it from anywhere. To participate in Live Chat, students go to the distance learning Web site (http://eli.nvcc.edu) and click on the “Chat with an ELI Staff Member” button. They are then prompted to enter a username and are informed of how long their wait will be, if any. Most live chats are answered instantly. There have been a variety of topics addressed and students may also request transcripts of their chats for future reference.

Reminder for COVA Care Participants

NOVA employees who are covered under COVA Care (Anthem BC/BS plan) for health insurance should reference the COVA Care Handbook dated July 2006 for information pertaining to current health care coverage. There will not be a new handbook issued for 2007 as the changes in coverage were few and were included in the “Spotlight on Benefits” newsletter which was mailed to home addresses during the open enrollment period.

The human resources office has a supply of the 2006 handbooks and will be glad to send one to those who need them upon request. Send an e-mail to jshockley@nvcc.edu to request a one.
The semi-annual Bill Shonk Memorial golf outing was held May 17 at Pinecrest Golf Course in Annandale. There was a tie for the winners of the Best Ball tournament at two under par. Winners of the longest drive were Jennifer Ferguson (AN) and Fred Hecklinger (AL). Closest to the pin was Jack Paltrow (AN).

Members of both the Alexandria and Annandale Campuses, as well as College Staff and former NOVA employees, were on hand for the event. Donations go to the NVCC Educational Foundation in memory of the former Alexandria physical education department head and golf instructor, Bill Shonk, who died of cancer. The money helps buy equipment for the Alexandria golf classes. Anyone interested in participating in the fall outing should contact Ginger Primus at vprimus@nvcc.edu.

Woodbridge Library Staff Recognizes Student Ambassadors

Exhibiting smiles that would light any room, NOVA Woodbridge’s 2007 Student Ambassadors have made weekly outreach visits to Prince William County high schools this spring. Additionally, they provided valuable assistance when the Woodbridge Campus hosted hundreds of high school students planning to attend NOVA next year. They also provide office assistance in the Student Services Center.

The ambassadors were chosen from a competitive field of applicants in December. They each have a GPA of 3.0 or higher and represent the best of NOVA. Teacher education specialization majors Bonnie Trumbetic and Amtul Noor graduated this spring.

The next issue of Intercom will be published on June 22. The submission deadline is 5:00 p.m. on Friday, June 15.
AIS Project Update

The Administrative Information System (AIS) Project continues to make progress. Two weeks of end user training have been completed. Classes began on Monday, May 7. Sixty-eight people from the VCCS colleges attended the General Ledger classes and seventy-five attended the Accounts Payable classes. As part of the daily and weekly training reviews that have been performed, the following needs have been identified:

- Develop and publish a list of frequently asked questions
- Develop and conduct web-ex sessions to reinforce and/or clarify specific topics
- Continuously collect corrections/enhancements to the training materials and re-publish training materials for download by the system users prior to Go-Live

The User Acceptance Testing phase of the project was formally initiated on Wednesday, May 23 and will continue through June 15. An online session was conducted on Tuesday, May 22 to give instructions to the testers. User Acceptance Testing will have a component of formal structured testing and a component of testing where testers may develop and perform additional tests of their own definition.

The schedule for the various phases of testing was reviewed in the online session. Currently, one hundred forty-six testers are to participate in testing, which will provide an excellent opportunity to use the system and prepare for the July Go-Live. Facilities have been reserved for the NOVA User Acceptance Testing Team, which will enable them to leave their workplaces to focus on the testing.

An online session to review the AIS Security Model was held on Thursday, May 24. College security officers and members of the AIS Security and Portal Workgroup were invited to attend.

Performance testing on the actual AIS production system continues. As part of performance testing, the team will execute specific tests on the production server. This will not only facilitate the identification of system constraints, but also help to detect connectivity and printing issues prior to Go-Live.

June 16 through Go-Live will be used for final data conversions and system validation. The college coordinators and VCCS AIS Project Management Team will organize and oversee these activities.

The VCCS AIS Project Director and NOVA AIS Steering Committee would like to extend their gratitude to the many individuals who have contributed to the project, since the progress that has been made is only possible through their time and efforts.

This summary of the AIS Project update is the first in a series of project updates. The original reports are provided by the VCCS AIS Project Director.
Preparing for and Preventing Pandemic Flu

Sponsored by: NVCC Human Resources Department

**Audience:** All interested college employees

**Overview:** The purpose of this presentation is to provide useful information that will help employees become aware of steps each of us can take to prepare for and to prevent the spread of influenza. Our objective is to make sure that if a pandemic flu strikes our community, our employees will have the necessary knowledge to be well prepared. Speakers include Dr. Robert Younes, Medical Director, Medical Education Campus and Mr. Roger Tancreti, Safety Program Manager, College Staff.

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<tr>
<th>Location</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>MEC</td>
<td>Wednesday, June 13</td>
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<tr>
<td>HE 252</td>
<td>9:00 a.m. – 10:15 a.m.</td>
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<tr>
<td>Alexandria</td>
<td>Wednesday, June 13</td>
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<td>AA 158 - Bisdorf</td>
<td>11:00 a.m. – 12:15 p.m.</td>
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<td>Brault</td>
<td>Wednesday, June 13</td>
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<tr>
<td>Large Conference Room</td>
<td>1:30 p.m. – 2:45 p.m.</td>
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<tr>
<td>Woodbridge</td>
<td>Thursday, June 14</td>
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<tr>
<td>WC 418</td>
<td>9:00 a.m. – 10:15 a.m.</td>
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<tr>
<td>Manassas</td>
<td>Thursday, June 14</td>
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<td>MC 226 - Colgan</td>
<td>11:15 a.m. – 12:30 p.m.</td>
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<td>Loudoun</td>
<td>Friday, June 15</td>
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<td>LW 118</td>
<td>10:30 a.m. – 11:45 a.m.</td>
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For more information: Contact Kathy Weiner 703-323-4247