NVCC-TV Takes Honors at 2006 Telly Awards

The NVCC Television Center has been awarded a bronze Telly Award for Camp Med, a 14-minute promotional video for the Medical Education Campus. This is a national competition and one of the most sought-after honors by leading industry firms, production companies and ad agencies.

The award was given in the Film/Video – Information category. The crew consisted of Steven Fischer, writer/producer/director; Lance Graham, location and studio sound; actress Caroline Gotschall and Charles Siegel, production manager.

The piece promotes Camp Med, a summer camp where teens learn about the medical profession. By simulating accident and crime scenes, campers can experience the roles of an EMT, police officer, nurse, doctor or forensic lab technician. The camp is coordinated in conjunction with Virginia Hospital Center.

According to Don Johnson, outreach specialist at the MEC, the video has been well received and has been screened by over 3,500 middle school students as far south as Richmond and as far north as Camden, New Jersey, in an effort to increase awareness about this unique educational camp. The video will also be seen in Atlanta at the Career College Transition Initiative conference in March and again at the April VCCS Conference in Roanoke. The video may be viewed by visiting the NVCC Television Center Web page at: http://www.nvcc.edu/tvcenter.

NACUMS Web Site Features Postal and Distribution Services

Congratulations to John Golding and the rest of the postal and distribution services center crew. Their operation is prominently featured on the National Association of College and University Mail Services Association (NACUMS) Web site at http://www.NACUMS.org. NOVA is the first community college to be featured on the organization’s home page thanks to the efforts of Golding, who has been an active member of NACUMS for years.

The Web site includes an overview of the College's postal and distribution services and showcases a number of photos of the busy operation. Thanks, John, for this great national exposure!
Wanted: Your News Here!

Check out the Intercom submission guidelines at:
http://www.nvcc.edu/pip/guidelines

Manassas Welcomes New Librarian

The Manassas Campus welcomes Tamatha Lambert as their new reference librarian. Lambert comes to Virginia after working as the director of a public library in Delaware and now lives in Ashburn with her husband and son.

A native of Florida, Lambert earned her master’s degree in library and information science from Florida State University. She holds a bachelor’s degree from Louisiana State University in Shreveport and an associate of arts degree from the junior college in her hometown of Pensacola. Welcome, Tamatha!

Family, friends and members of the community joined the VCCS and NOVA in honoring retiring Alexandria Provost Barbara A. Wyles at a celebration in the Schlesinger Center. Wyles has served as the Alexandria provost for 14 years. Previously, she was a member of the English faculty and assistant dean in the humanities division. She also worked as associate dean for curriculum services and served as acting vice chancellor of academic services and research for the VCCS.

Acting Provost Jenny Graves introduced speakers including Gary McCollum (representing the NVCC Educational Foundation), Dr. Jeffrey Tarbert (College Board) and Alexandria Mayor William Euille. Appreciation from the faculty was delivered by Judy Paiva (ESL). Former NOVA president Richard J. Ernst and President Robert G. Templin, Jr. honored Wyles for 35 years of service to the VCCS.

Dr. Paul J. McVeigh, Jr., dean of Alexandria’s humanities and social sciences division, delivered a tribute from the administrative staff and presented Wyles with a commemorative Schlesinger Center theater chair named in her honor from the provost’s staff. He also presented tokens of appreciation from the entire NOVA family.

Music was provided courtesy of former Dean of Visual and Performing Arts and Public Services Rudy Fiorillo.

Grievance Procedure Course Available

The Department of Employment Dispute Resolution’s (EDR) course, “Understanding and Using the Grievance Procedure,” is now available online for all state employees at no cost, via the Commonwealth of Virginia’s Knowledge Center. Employees can access this course through EDR’s Web site at http://www.edr.virginia.gov. Just click on “Online Training” under the “Quick Links” heading on EDR’s home page. Free registration to the Knowledge Center is required.

The online course covers all the fundamentals of using the grievance procedure to resolve workplace disputes. This course will familiarize the learner with the roles and responsibilities of the grievant, management respondents, agency head, the Department of Employment Dispute Resolution, hearing officers and the courts in resolving grievances.

The course also includes chapter tests and a scored final test. Upon course completion, the user can print out his/her score and the Knowledge Center’s Learning Management System (LMS) will capture this data as part of the agency’s training metrics.
ELI Potluck Lunch Raises Funds for Hurricane Relief

ELI’s most recent fundraiser, to benefit the victims of hurricane Katrina, was a Mardi Gras potluck on February 27. It was well-attended by faculty and staff, all of whom got into the spirit by wearing purple (representing justice), green (faith) and gold (power). Dozens of dishes, ranging from gumbo, rice recipes and shrimp, crowded the table, but the centerpiece was a “King Cake,” containing a small plastic baby doll. ELI Registration Assistant Frances Meneely got the slice with the doll, meaning she is required to provide the next King Cake! The social committee organized the potluck, which collected $75 in donations. Photos of the celebration are posted at http://novaonline.nvcc.edu/MardiGras/index.htm.

MEC Hosts Women’s Health Fair

MEC medical assistant Qarin Bowers tested the blood sugar levels of students, faculty and staff on March 1 at the Annandale Women’s Health Fair. Free blood pressure testing, blood glucose screening and health information was also available. Medical Education Campus clinic nurse Susan Miller-Shorts and Annandale Counselor for Student Activities Jessie Zahorian coordinated this effort.

Jessie Zahorian (left) gets screened by Qarin Bowers at the Women’s Health Fair on the Annandale Campus.

Schedule of Classes Gets Extreme Makeover

Be sure to check out the Schedule of Classes for summer 2006 when it arrives (due on campuses mid-March). The front and back covers were designed by Kukovich & Associates (http://www.kukovichpr.com), a consulting company retained to assist with image-building, marketing and recruitment.

This initiative is the first of several projects the Kukovich team will be developing to help boost enrollment. The firm is based in Pittsburgh, but retains local talent to provide market-specific input.
The Medical Education Campus brought together three exemplary speakers as a part of Black History Month. On February 6, Carlton Funn, educator, activist and volunteer, hosted a lively science and technology exhibit. He was honored by the Commonwealth of Virginia’s General Assembly for his passion for digging deep into our rich American heritage and preserving the nation’s history.

On February 27, Dr. Marie Pitts-Mosley delivered a presentation titled “Standing On My Shoulders: Contributions of Blacks to Professional Nursing, Past and Present.” Mosley, with over 30 years of nursing experience, has taught in hospitals, schools, churches and the military. She is currently soliciting participants for Despite All Odds, a history book highlighting nurses of color who helped shape the history of professional nursing.

Last but not least, on February 28, Dr. Charlene Drew Jarvis, president of Southeastern University, former District of Columbia councilwoman and daughter of blood bank pioneer Dr. Charles Drew, spoke about African-American contributions to medicine and science. She is a nationally recognized speaker and was selected by Washingtonian magazine as one of Washington’s “100 Most Powerful Women” as well as “Leader of the Year” by the Washington, D.C. Humanities Council.

Top, from left: Maria Nieto-Shahsavarian, executive support specialist; Beatrice Veney, acting dean of student services; Dr. Charlene Drew Jarvis; Dr. Judy Horton, acting dean of allied health and Dr. Gugu Moche of Southeastern University. Bottom, left: Dr. Marie Pitts-Mosley. Bottom, right: Carlton Funn.

Bassett Tours the MEC

Medical Education Campus Provost Charlene Connolly and Dr. Max Bassett, former vice president of academic and student services at NOVA, stop for a photo in the MEC’s dental clinic during Bassett’s tour of the Campus. It was his first opportunity to tour the site since he attended the original groundbreaking ceremony. Bassett spent 30 years with the College, and said he’d attended the openings of all the other new campuses after his arrival in 1973, so he was glad to finally have the chance to see the Medical Education Campus!

Photo by Dane Petersen
The Office of Student Activities
Annandale Campus

Cordially Invites You
to Our Women’s History Month Reception
featuring Maryland's first female Lieutenant Governor and daughter of
Robert F. Kennedy.

Kathleen Kennedy Townsend

March 22, 2006 — 12:15 p.m.
Ernst Community Cultural Center Forum

Contact person: Jessie Zahorian, Counselor for Student Activities
703-323-3484 or jzahorian@nvcc.edu

An RSVP would be appreciated for planning purposes.
Lunch will be served.

For more information on this speaker please visit www.aphspeakers.com
Come Celebrate With Us!
Women’s History Month at the Woodbridge Campus

In honor of Women’s History Month on the Woodbridge Campus, the League of Women Voters from Fairfax and Prince William counties will be staffing a voter registration drive on March 14 and March 15 from 12 noon - 2 p.m. and 5 - 7 pm to help kick off Women’s History Month. Let your voice be heard for the next election and register to vote on one of those two days.

The Ladies of the League of Women Voters will have registration tables on the first floor, atrium area of the Woodbridge campus. Students, staff and faculty are encouraged to register to vote. We also invite residents of the local community to register at the Campus.

The League of Women Voters from Kansas and Pennsylvania graciously gave permission for their Women’s History Suffragette Slideshow to run on the Woodbridge campus. A narration by Michele Wendell (Speech Instructor, WO) will bring the slideshow to life with a narration of the past struggles for the suffragettes. The slideshow will run starting March 6 throughout the month in the Library. A special thanks to Dave Dillon (AV Supervisor, WO) and Steve Cool (AV Specialist, WO) for their technical wizardry in putting it all together!
We Hear You

In November 2004, College employees participated in an opinion survey that was conducted by The Segal Company. Two issues dominated the survey response. First, employees had concerns about salaries being too low and second, employees felt uninformed with regards to college policies, procedures and practices.

The College responded to the salary concerns by conducting a classified salary study. As a result, the salaries of more than two thirds of classified employees were adjusted. Salary competitiveness remains a top priority for the President and Administrative Council. The following year, additional funds were again allocated for salary adjustments, and 135 classified employees received salary equity increases.

The Human Resources office heard your request to have more information about policies, procedures and practices. Last semester, HR leadership visited each of the six campuses. In a panel presentation format, it gave employees a chance to put faces with our names and to ask questions about personnel policies and procedures. We will continue to deliver these types of presentations in addition to regular visits in order to be more accessible to all employees.

In addition to the panel presentations/Campus visits, we will share some of the concerns and/or recommendations we have heard from you, and what we have done in response, via the Intercom and through E-mail messages. Here are some highlights from what we have learned in the past year:

- A salary survey was needed.
- Many employees don’t know who to contact when they have questions related to personnel matters.
- Faculty and classified staff who are planning to retire and to access funds from their retirement plans (either VRS or ORP) need to plan carefully and coordinate with the benefits staff. The intricacies are abundant, so plan early and communicate your plans with the right people in HR.
- The majority of all employees have never completed training in sexual harassment prevention, yet it is mandatory.
- We need a more efficient process for employee recruitment and hiring.

Employee comment: “I’ve worked here at the college for over 20 years. It seems like I’m not getting paid enough when newly hired personnel are getting more than I make for doing the same job.” The only way to tell if employees were being paid competitively and equitably was to conduct a salary study. The Segal Company provided an extensive salary survey to us, including recommendations. As a result, we learned where changes were needed and made necessary adjustments within the Commonwealth and institutional guidelines. The College is committed to its effort to pay employees competitively, and will continue to address salary inequities provided it has the available funds.

Employee comment: “I never know who to call when I have an HR question. My provost office is very helpful, but sometimes the answers I get in HR are different from those I receive at the campus.” HR realizes that it can be difficult to zero in on the right individual to answer your personnel questions. During our visits to the campus last semester we tried to put faces and responsibilities to our names. Our webpage www.nvcc/hr is frequently updated with information employees may find useful, including who and how to contact us for guidance in matters of concern to you. In addition you can always call the main HR line at 703-323-3110 and the HR receptionist will connect you with the appropriate HR Analyst.

Employee comment: “I want to retire at the end of the academic year, enjoy my summer and then come back in the fall as an adjunct. Won’t that qualify as a 30-day break in service to meet eligibility requirements for ORP?” No, that is not correct. Teaching faculty who want to retire or resign and return to part-time teaching at any agency or institution of the Commonwealth, must meet specific eligibility criteria to receive a payment from their ORP. Summer breaks, annual leave, sick leave, FMLA of less than 12 weeks, educational leave and sabbaticals do not count toward the 30 days required for a break-in-service. Other criteria are also considered, but the break in service qualifier seems to be the most confusing and typically creates the most difficulties for our retirees. Employees, who are thinking about retiring, need to contact the benefits unit in HR as soon as the decision to do so crosses their mind. This is extremely critical for teaching faculty members who would like to retire at the end of the academic year and teach during the summer session following their retirement date.
Employee comment: “My department head insists that I must attend Preventing Sexual Harassment training, but every time HR offers it on my campus I’m either teaching or off-campus. Can’t you do those training classes more often?” HR is excited to announce that we have purchased an on-line training program that all employees can access 24/7 from any computer that connects them to the college’s website. Another convenient feature of this training product is that when successfully completed, the participant receives a certificate to serve as documentation for compliance with our policy. Employees must sign and send the certificate to HR for the files. More information about this training program will be released in a separate announcement by e-mail. Stay tuned!

Employee comment: “It takes too long to hire people around here. When we have a vacancy, it really stresses-out the others who need to pick up the slack left by the employee who left. Can’t we change our policies to speed up recruitment?” HR continues to look at college policies and identify those which need revision. In the meantime, the process for classified staff recruitment has greatly been enhanced with the implementation of new technology. Now, as HR receives applications they are entered into our system and made available for review electronically by the hiring manager and/or hiring committee. We no longer need to send hard copies of applications through the campus mail. Those involved in the hiring action are given permission to access applicable files from their applicant pool. All current classified applicant information can be found in Outlook, under All Public Folders, HR Hiring Information. HR is reviewing the possibility of offering this service to faculty hiring committees in the near future.

Supervisor comment: “I often hear from HR that my staff is either underpaid or overpaid when they go on sick leave, why does this happen, and what can I do?” You can:

1. Immediately, upon notification from your employee of a sick leave absence document the absence on an Attendance and Leave Reporting Form (105-35) and ensure the form is signed, dated and submitted to HR not later than 2 days following the last day of the pay period in which the sick leave was taken.

2. Notify HR in any instance in which an employee has been absent at least 3 consecutive days, but most importantly 5 work days (7 calendar days) so that information and direction may be provided regarding a possible Short Term Disability claim.

The above two steps can ensure that:

1. Employee's are not overpaid (receive full pay) when there was in actuality, not sufficient leave to cover an absence. This usually happens as the result of HR either not receiving an attendance report form documenting leave taken, or receiving it too late (well beyond the 2 days following the end of the pay period in which the leave was taken) to make adjustments to the employee's pay.

2. Employee's are not underpaid (receive less than a full pay - or experience a "pay dock"). This usually occurs as a result of the late discovery (which is usually due to non-receipt of an Attendance and Leave Reporting Form in every pay period for non-exempt employees, and every pay period that leave is taken for exempt employees) by HR of insufficient leave in a prior pay period.

~ from the Human Resources Office ~
The Department of Human Resources Launches New Supervisory Training Certificate Program

The College’s Department of Human Resources is excited to announce a training opportunity for College supervisory employees. In conjunction with the Center for Workforce Development, we are offering the following course: “Managing Success: A Management Development Course for NVCC Employees with People Management Responsibility”

This course teaches the principles, skills and techniques necessary to manage resources at all levels of operation. The course is part of an overall Supervisory Training Certificate Program developed to support one of the institutional goals: “…increase professional development opportunities for faculty and staff that result in enhanced teaching, increased productivity and improved services…”

The Supervisory Training Certificate Program consists of nine modules:

Module 1 – The Keys to Successful Supervision at NVCC;
Module 2 – Human Relations and Effective Communications;
Module 3 – You the Manager and Leader;
Module 4 – Leading;
Module 5 – Mistakes to Avoid;
Module 6 – Preventing Sexual Harassment;
Module 7 – Preventing Employment Discrimination;
Module 8 – Conducting the NVCC Performance Appraisal;
Module 9 – How to Hire the Best People.

The new Supervisory Training Certificate Program is being offered only to employees with people management responsibility. The following details will guide you through the process of registering for the program, and answer questions you may have relative to eligibility, time, requirements, etc. Please remember that all candidates must have the approval and endorsement of their supervisors in order to attend the program.

Supervisory Training Program Questions & Answers

Q: Can any college employee complete the supervisory certificate program? A: To obtain a supervisory training program certificate, one must complete all nine modules. Only employees who manage or supervise other employees will be accepted for the Continuing Education/Workforce Development course (Modules 1, 2, 3, 4 and 5). However, any employee can participate in Modules 6, 7, 8 and 9.

Q: How is the supervisory program laid out? A: The entire supervisory training certificate program includes nine separate modules. However, a key component of the program is the management development course that is being conducted by Dr. Richard Drury for Continuing Education/Workforce Development. Employees who are accepted into the management development course must commit to completing all five of the modules.

Q: How much time is involved? A: The management development course will meet from 9 A.M. – 5 P.M. once a week for five consecutive weeks. This semester, the course kicks-off Tuesday, March 28th and will convene at the Center for Employee Development in Annandale, Virginia. Modules 6 and 7 will be self-paced and available on-line 24/7. Each will take about an hour and half to complete. Modules 8 and 9 will be conducted by various members of the HR department and will be provided at each of our six campuses lasting approximately 2 hours each.

Q: Is there any cost to me involved? A: HR is paying all costs involved in this program.

Q: How do employees register for the management development course? A: To register: (1) Send an e-mail to: HRDtraining@nvcc.edu (2) Cc: Your Immediate Supervisor; (3) List the campus and department/division for which you work. Briefly describe your supervisory experience mentioning the number and level of employees under your supervision. Remember to include a statement that verifies you have approval and endorsement of your supervisor to attend all five course sessions.
Q: What are the learning objectives for the management development course and what will be covered in each module? A: Course Objectives: To understand the role and responsibilities of managers and leaders; To develop keen skills in communication, leadership, managing, organizing, and controlling operations; To understand the importance of understanding and sharing the vision and mission of the organization; To learn the importance of human resource management functions; To understand the importance of EEO law and its implications to all organizations; To develop an understanding of financial budget responsibilities; To develop keen skills in human relations.

Tuesday, March 28, 2006 The Keys to Successful Supervision at NVCC
Do you have the skills, knowledge, and abilities to be a manager?
Organizational vision and mission.
Transitioning to the management position.
Productivity through people.
Foundations of supervision.
Creating a productive working environment.
Total quality management.

Tuesday, April 4, 2006 Human Relations and Effective Communications
Effective team building
Communicating your message
Dealing with problem employees
Staffing
Delegation
Performance appraisal
Using knowledge power

Tuesday, April 11, 2006 You the Manager and Leader
Using knowledge power
Learning to concentrate
Goals and planning
Ideas and opportunities
Setting Priorities
Time management
Making decisions

Tuesday, April 18, 2006 Leading
Managers vs. leaders
Entrepreneurship
Change management
Attitudes towards change
Management burnout
Revisit vision and mission

Tuesday, April 25, 2006 Mistakes in Supervision to Avoid
Failing to understand people
Failing to listen to others
Failing to communicate what you mean
Leading is not just management
Failing to develop employees
Too soft or too hard?

Q: Who should I contact if I have additional questions about this program? A: If by e-mail, send your questions to HRDTraining@nvcc.edu. By telephone, call Kathy Weiner in the HR department.