NOVA Announces Holiday and Intercom Schedule

Governor Timothy M. Kaine has approved three extra days of leave for state employees which results in a revised holiday schedule for NOVA.

The College will be closed November 22, 23 and 24, 2006 for Thanksgiving. The College will also be closed Friday, December 22 through January 1. All employees will return to work January 2. The extra holiday has been designated by the administrative council as a “floating holiday” which employees may use as an additional vacation day (with supervisory approval) between November 22 and July 1, 2007. If the time is not used by that date, the time will be lost.

The schedule for the remaining issues of Intercom for 2006 is as follows: November 17, December 1, December 8 and December 15. The first issue of Intercom for 2007 will be dated January 12. The deadline remains 5:00 p.m. the Friday before publication.

This is National Health Information and Technology Week

November 5 through 11 is Health Information and Technology Week, which recognizes the work of those who manage patient health information. The move to electronic recordkeeping is helping doctors, nurses and other medical staff make important healthcare decisions on a real-time basis. Those working in this field are identified as health information management professionals (HIM).

The demand for HIM workers in our area will exceed 2,500 by the year 2020. To help meet this growing need, NoVaHealthFORCE was founded as a coalition of business, academic, healthcare and community leaders who are developing strategies for addressing this workforce shortage. It is chaired by NOVA President Robert G. Templin, Jr.

“As the healthcare industry moves further into the information age, the role of the health information management professional is becoming even more critical,” says Templin.

The field currently offers nearly 40 different work settings and more than 125 job titles. “Health Information and Technology Week is a great opportunity to learn more about the roles these professionals play in our healthcare system, and to recognize and celebrate their contributions to patient care,” adds Templin.

For more information about NoVaHealthFORCE and Health Information and Technology Week, go to http://www.NoVaHealthFORCE.org.

Manassas Recognized for MS Efforts

The National Multiple Sclerosis Society presented the Manassas Campus with an attractive plaque of appreciation for supporting the 18th annual MS Walk. Provost Hortense Hinton (right) accepted the plaque from MS Walk Manager Nancy Wlodarski.

The Manassas Campus served as the staging area for the annual event that raises money for the ongoing fight against multiple sclerosis.

Photo by Carla Mackereth
The Alexandria business and technologies division, along with Training Futures, recently hosted two interns from Ethiopia and Iran. **Alessi Bland**, program administration specialist, said that the interns, along with Bulgarian work-study student Viktoria Sharkova, gave the office an international atmosphere. Training Futures is an office skills program sponsored by the College and Northern Virginia Family Services that serves low-income and new immigrant families.

**Division staffers Alessi Bland** (left) and **Brenda Robinson-Baptist** (center) with Viktoria Sharkova, Regba Reda and Ladan Azadi.

---

**Libraries Offer Newspaper Search**

NOVA libraries announce the latest addition to their electronic resources - NewsBank. This database features full-text regional newspapers from around the country, including the *Richmond Times-Dispatch*, *Baltimore Sun*, the *Washington Post* and the *Washington Times*. To use this source, visit [http://www.nvcc.edu/library/databases.htm](http://www.nvcc.edu/library/databases.htm), select “NewsBank,” then “America’s Newspapers.”

One unique feature of this user-friendly database is the ability to select specific papers with a clickable map to direct searches by region. NOVA libraries hope both faculty and students will find NewsBank to be a helpful research resource. For questions about this or other library resources, or to arrange for a class visit to learn more about conducting research, contact any campus librarian.

---

**Spring Tuition Assistance Notification**

Employees who wish to apply for tuition assistance in spring semester courses must submit completed requests to human resources by December 18. It makes no difference if the request is for courses at a different school or if the start date does not coincide with NOVA’s. Full-time, P-3 faculty and classified staff are eligible to receive $1,900 of tuition assistance per fiscal year. Faculty must complete form VCCS-16 and classified staff must complete form NVCC-105-43 (Rev. 02/05).

P-14 employees can also apply for $600 of tuition assistance per fiscal year. The faculty and staff handbooks provide the current tuition assistance policy including application procedures. For questions, call **Kathy Weiner** at 703-323-4247 or see the FAQ sheet attached to this edition of *Intercom*.

---

**College Hosts Another Successful Shonk Memorial Golf Outing**

Winners of last month’s Bill Shonk Memorial Golf Outing, with one under par, were **Len Palumbo** (AN), **Howard Reichbart** (AN), **John Ruffino** (CS) and **Kevin Simons** (AN). The semi-annual event, held at Pinecrest Golf Course, honors the memory of the former PED department head and golf instructor who died of cancer. Proceeds from the outing fund the purchase of golf equipment for Alexandria Campus golf classes. Those who did not play but would like to donate may do so through the NVCC Educational Foundation, earmarked for the Bill Shonk Memorial Fund. Anyone interested in participating in the spring tournament should contact **Ginger Primus** at vprimus@nvcc.edu.

---

**Soccer Team Continues to Dominate**

NOVA’s soccer team is off to a spectacular start in its inaugural season. After defeating Christian-don to open the season, the team is now 3-0, with wins against Tidewater (by a score of 3-2) and Lord Fairfax (7-1). On November 12, the team will compete in a tournament in Chesapeake, Virginia.

We’re proud of you!

---

**Who writes Intercom?**

**YOU DO!**

See the *Intercom* submission guidelines at:

[http://www.nvcc.edu/pip/guidelines.htm](http://www.nvcc.edu/pip/guidelines.htm)
“Exploring 3-D Illusions” at Manassas

The Manassas Campus is exhibiting paintings by student Marian Jackson until November 20. This is the third solo art show for Jackson, who has been taking classes with fine arts program head Randy Michener for seven years.

In the series called “Exploring 3-D Illusions,” Jackson starts the painting on canvas and continues the image on the glass over the canvas to create a multi-dimensional effect.

“I started painting on glass when our youngest daughter requested a painting of butterflies, her favorite subject. The more I thought about the subject matter the more I realized that butterflies are very transparent and would best be painted on glass,” Jackson said. “This started the series of paintings I am currently working on and continuously experimenting to improve.”

New NovaCard Options at Alexandria and Loudoun Campuses

Alexandria and Loudoun Campus NovaCard programs announce two new services that are now available! Pay for your coffee, pastries and smoothies with your NovaCard at “Janice’s Espresso Bar” located in the Bisdorf cafeteria (room 128) on the Alexandria Campus or Loudoun’s “Food for Thought” located on the first floor of the Reynolds building.

Another new benefit allows you to add money to your NovaCard at parking services offices on the Alexandria Campus in Bisdorf room 239 and at the Loudoun Campus in room 267 of the Reynolds building. More exciting options for NovaCard are coming soon! Questions? Comments? Visit the NovaCard Web site at http://www.nvcc.edu/novacard.

Science Seminar at Annandale

On November 17, Dr. Aaron J. Martin of the University of Maryland will present, “Controls on Incision of the Potomac River at Mather Gorge” from 12:00 - 1:30 p.m. in the Ernst Center forum on the Annandale Campus. This seminar, organized by the Annandale math, science and engineering division, in cooperation with the Lyceum Committee, will discuss data which suggests that structures in the Potomac River’s bedrock do not control its course, but instead, the Potomac cut a channel into the bedrock due solely to the flow of the river itself. All students, staff and faculty are invited to attend.

NVCC-TV Presents This Week’s Video Link

Richard Attix reports that the College’s English department worked with NVCC-TV to produce a spot promoting enrollment in ENG 219, Creative Writing-Drama. Instructor Susan Basso-McCauley teamed with Producer Steven Fischer to create “What’s Your Story?” The promotional video can be viewed at: mms://NOVAMEDIA.nvcc.edu/PUBLIC_VIDEOS/Your_Story.wmv.
In case of inclement weather, the College will announce its plans to close or to delay opening through the following news media:

**AM Radio Stations**
- WAGE 1200
- WDCT 1310
- WFLS 1350
- WMAL 630
- WPGC 1580
- WTOP 1500

**FM Radio Stations**
- WAMU 88.5
- WETA 90.9
- WETH 89.1
- WFLS 93.3
- WHUR 96.3
- WINC 92.5
- WMMJ 102.3
- WPGC 95.5
- WRQX 107.3
- WTOP 103.5

**Television Stations**
- WRC Channel 4
- WTTG Channel 5
- WJLA Channel 7
- Cable News Channel 8
- WUSA Channel 9
- NVCC-TV Channel 19, 25, 37, or 59 (Check local cable listing for your area.)

In addition, the College will place a message on the Web site and on the College TV station if there will be a change from normal operating hours.

Check for weather announcements by calling the Call Center at 703-323-3000 or NovaConnect IVR at 703-323-3770 or in Prince William County 703-330-3770.

This is how to interpret closing announcements you hear on the media:

“Northern Virginia Community College is closed:” The College will be closed until classes begin on the following morning. When this announcement is made, it means no day or evening classes will be held.

“Northern Virginia Community College will open X hours late:” For the purpose of delayed opening announcements, the College’s official opening time is 8 a.m. For example, a two-hour delay means that the College will open at 10 a.m. Classes that begin at 10 a.m. or after will be held as usual. Employees should arrive at the College by 10 a.m. Supervisors of employees who work special shifts should make clear how delayed openings affect attendance expectations.

“Morning classes at Northern Virginia Community College are canceled:” The College will be closed until 12 noon. The College will open at noon and classes beginning at noon or after will be held as usual. College employees should arrive at the College by noon.

“Day classes at Northern Virginia Community College are canceled:” Day classes are those that begin before 4:30 p.m. The College will open and classes that begin at 4:30 p.m. or after will be held as usual. Employees whose normal work schedules extend beyond 6 p.m. should report to work by 4:30 p.m.

“Evening classes at Northern Virginia Community College are canceled:” Evening classes are those classes that begin at or after 4:30 p.m. The College will close at 4:30 p.m. and no further classes will be held until the next morning.

The College makes its closing announcements as quickly as it can. During the workday, please do not call to ask whether the College will be closing. If the decision is to close, everyone will be notified. Responding to telephone calls prevents staff from receiving information from police and weather services and often slows down the closing decision closing decision.
NVCC EDUCATIONAL FOUNDATION GRANT FUNDING AVAILABLE

APPLY NOW!

The Board of Directors of the NVCC Educational Foundation has allocated $50,000 for the 2006-2007 academic year for program grants. These grants will help meet some unbudgeted needs. Last year the Foundation funded 28 grant proposals totaling $50,000 and representing each of the six campuses. Previous 2005 grant recipients must file a follow-up report with the Foundation office before the December 15th deadline to be eligible for 2006-2007 awards program. The NVCCEF Program Committee will meet at the end of January to make its selections.

The deadline for submitting NVCC Educational Foundation program grants is Friday, December 15, 2006.

Proposals should include:

- A narrative description of the project (two typed pages maximum).
- Two printed copies should be submitted.
- Method(s) of evaluation.
- Availability of other sources required (space facilities, equipment, computer time, clerical assistance, etc.)
- Is this grant the sole basis of funding or have other sources been secured.
- Budgetary detail on how the grant will be spent.
- How this grant will benefit the campus and/or College as a whole, and how will this proposal benefit students.
- Approval of the appropriate division chair/supervisor or provost, where applicable.

The maximum grant is $2,500. Travel, release time, and equipment are eligible for funding, but release time will not be available until the Fall 2007 semester.

Please submit applications to:
Michelle Beaini
Educational Foundation
Brault Building, Room 312
or call ext. 2-3023 (AN) for additional information.
Spring Tuition Assistance FAQ

Q: If I submit a completed request to the Department of Human Resources, when can one expect to hear if it is approved?

A: Typically, it takes just a few days for HR to take action on completed requests. We respond to all completed requests that are received in our office, even those that do not qualify for funding support. Employees who have submitted completed requests to HR are encouraged to check on the status of their request if they do not get a response within a reasonable time period. Delay is most likely due to incomplete information or that the employee used the wrong form.

Q: What documentation is required to obtain reimbursement of tuition?

A: Along with a check requisition, the following three pieces of documentation are needed: a copy of the HR pre-approved request; a grade report for the course listed on the request; cancelled check or credit card receipt.

Q: When does the fiscal year start and when does it end?

A: The fiscal, or budget, year extends from July 1 through June 30.

Q: I’m planning to take courses during the summer. Will that count toward this fiscal year or the next?

A: It depends! Call Kathy Weiner and she will help you figure out the answer based on your circumstance.

IMPORTANT REMINDERS REGARDING TRAVEL REIMBURSEMENTS

You need to submit your boarding passes with your travel reimbursement forms if you travel by air or by rail. **If they are not submitted, you are in danger of not being reimbursed for your fare.**

Your travel reimbursements are to be submitted within 30 working days of the completion of your trip.

Supervisors are to approve travel reimbursements within 3 days of receiving the travel reimbursement form from a traveler.

Your travel requests are to be received in the Controller’s office **prior** to your trip.

If you use your personal car for any trips over 100 miles a day, you must check to see if a state car is available. Contact Joy Millar at 703-323-3482. Her e-mail address is **bmillar@nvcc.edu**. If a state-owned vehicle is not available, you shall be reimbursed at the 44.5 cents per mile rate. If a state vehicle is available and you would rather drive your own car, the reimbursement rate is 24.6 cents per mile. On the travel request form, be sure to check the appropriate boxes next to the questions, “Has state car been requested? Is state car available?”

As always, if you have any questions concerning any travel issue, contact Susan Gregorio at 703-323-3056, or **sgregorio@nvcc.edu**.
Addressing the leadership Crisis: An Online Doctoral Program for Community College Leadership

“Community colleges are facing an impending crisis in leadership.”

This statement echoes throughout the community college literature of the last decade and opens a new report of the American Association of Community Colleges (AACC). The magnitude of the crisis is further highlighted in recent surveys that indicate community colleges will need over 3,000 presidents and vice presidents in the next 5 years and over 62,000 new full-time faculty ion the next 15 years.

Today, a doctorate in Community College Leadership (CCL) is the preferred degree for administrators and senior-level faculty at community colleges. Yes, there are only a few such programs available nationally to address that need. Walden University is pleased to offer a Ph.D. program in this field that combines a rigorous academic experience, a top-flight faculty of community college experts, and efficient means of obtaining the degree at a distance.

Named by U.S. News and World Report as one of the nation’s “best online graduate schools,” Walden University is accredited by the Higher Learning Commission and a member of the North Central Association. Walden offers doctoral programs in a range of disciplines—including higher education—and has over 9000 graduate students, many of them educators seeking their terminal degree.

Dr. Terry O’Banion, president emeritus of the League for Innovation and one of the nation’s leading community college educators, serves as the CCL program director. The expert faculty of 41 national leaders includes George Boggs (President and CEO, American Association of Community Colleges), Mark Milliron (Former President and CEO, League for Innovation in the Community College), Kay McClennen (Director, Community College Survey of Student Engagement), Sandy Shugart (President, Valencia Community College) and Alfredo G. de los Santos, Jr. (Research Professor, Arizona State University), among others.

Under the guidance of Dr. O’Banion and this expert faculty, this unique program combines online and research-based models that allow individuals to learn at a distance. The program is based on Knowledge Area Modules (KAMs) created by Walden’s national experts to provide customized learning experiences to meet the specific objective of community college faculty and administrators. In addition, Walden bases its program on cohort or team models, organizing program components on a regional basis accessible to groups of community college professionals and allowing for personal, face-to-face interaction. Now in its third year, the Community College leadership program enrolls over 120 students from over 35 community colleges nationwide, such as the Maricopa Community Colleges (AZ), Johnson County Community College (KS), Miami Dade College (FL), Long Beach City College (CA), and Anne Arundel Community College (MD). The first graduates will complete their Ph.D.s in the summer of 2006.

Highlights of the Walden University Ph.D. Program in Community College Leadership:

- Highly specialized for community college educators
- Program components keyed to standards set by community college leaders
- Comprehensive individualized and customized
- Part-time program and distance-learning model allow professionals to continue working
- Competitive overall cost and monthly starts
- Outstanding faculty drawn from field of community college leadership

If you would like additional information about Walden University’s Community College Leadership Doctoral Program, please contact one of the School of Education enrollment advisors at 1-866-492-5336.

www.waldenu.edu

Walden University®
America’s Premier Online University
NovaCard News
Alexandria and Loudon Campuses only!

Two New NovaCard Services Now Available

Pay with NovaCard at
Janice’s Espresso Bar!
(Located in the Bisdorf Café Room 128)
Food For Thought!
(Located First Floor Reynolds Building)

Add money to your card at the Parking Office!
Alexandria (Located in Bisdorf Bldg Room 239)
Loudon (Located in Reynolds Building Business Office 241)

NovaCard On Campus:
• Discount Printing & Copying
• Library to check out books.
• Free use of the Alexandria Fitness Center
• Special Pricing for Campus events
• Coffee Bar to pay for purchases

Questions?
Contact us @ www.nvcc.edu/novacard