The Brault Building was abuzz last month when the NVCC Educational Foundation sponsored a “thank you” celebration for Professor Richard Semmler, mathematics (AN), who reached the $400,000 mark in contributions to the College’s scholarship fund and other worthy activities. Semmler, who has been donating money to the Foundation since 1988, has vowed to accomplish his personal giving goal of $500,000 by 2010.

Employed by the College since 1973, Semmler is also involved in numerous other philanthropic activities, including Habitat for Humanity.

Pictured at left are John Ruffino, executive director of the NVCC Educational Foundation, Annandale Provost Barbara Saperstone, Richard Semmler and NOVA President Robert G. Templin, Jr.

Or perhaps the correct question is, “what is Interim MEC Provost Brian Foley doing” that would cause him to be surrounded by some of NOVA’s finest?

Pictured (from left to right) are Sergeant John DeGurse, Officer Ben Lester, Foley, Officer Jeff Rudolph, Officer Mike Jennings and Officer Gerell Perrington.

This playful photo was snapped on a day when the MEC hosted a visit by James Cole, president of the Virginia Hospital Center.
Woodbridge Library Named for Gordon Cook

Dr. Gordon Cook, learning resource services director (WO), was recently honored during a reception to celebrate his retirement. In recognition of Cook’s 32 years of outstanding service to NOVA, President Robert G. Templin Jr. announced the Woodbridge library will be named “The Gordon M. Cook Library.” During his time at NOVA, Cook served on the College Senate, Campus Council, Learning Resource Services Working Group, State Council of Higher Education for Virginia Library Advisory Committee, Personnel Services, Student Services, Virginia Community College System Learning Resource Services Directors Group, Hearing Committee, Information Technology Committee, Virginia Library Association and a variety of other groups. In addition, he served as Woodbridge’s interim provost before Dr. Sam Hill joined the College.

Cook is retiring to Colorado with his wife, Carole, to be closer to family. We wish them all the best!

Reorg Plan Approved, Changes Underway

The reorganization plan that establishes an institutional advancement unit has been approved by the Virginia Community College System. As part of the first phase of the restructuring plan, Dr. George Gabriel will become vice president of institutional advancement on an interim basis. A new director of marketing and communications will be hired within the next four to six months and three College-wide communications and media relations specialists will provide services to the Campuses. The current position of coordinator of public information, held by Sue Davis, will be eliminated, with Davis’ last day at the College slated for September 17. The graphics unit, which now reports to Gabriel, has moved to 7630 Little River Turnpike (also known as the Pitney Bowes Building).

The second phase of the restructuring plan will incorporate the following areas into the institutional advancement group: grants and special projects, government and community affairs and the NVCC Educational Foundation.

The notes from the administrative council meeting of July 17 provide more specific information about the reorganization and restructuring.

For questions or details about how these plans may affect your current projects or future needs, contact Gabriel at ggabriel@nvcc.edu or call 703-323-3090.

Some Interesting Labor Day Trivia

According to the American Book of Days, May 1 is celebrated as Labor Day in practically every industrial country except the United States. So why is American Labor Day celebrated in September? A visit to your library reference section reveals that the American Knights of Labor selected the first Monday in September in 1882 as it fell nearly midway between Independence Day and Thanksgiving. By 1890, May Day had gained international acceptance as a day to advocate for workers’ rights (and it was on May 1, 1890 that the campaign for the eight-hour work day began in Chicago). But as communist and socialist countries began to observe displays of military and industrial strength on May 1, and as the U.S. and former Soviet Union settled into the cold war, the date fell out of favor in America, confirming the traditional observance of Labor Day in September.

Labor Day: it’s more than the last trip to the beach!

To read more, visit the Alexandria Campus Blog at http://alexandria.library.blogspot.com/. Thanks to Matt Todd for this interesting tidbit!

Share your news with your colleagues.
Send all items to Intercom@nvcc.edu.
Manassas Campus Welcomes New Faculty

Three people joined the faculty at the Manassas Campus at the start of the fall semester.

**Mocha Dyrud** has been named assistant professor of psychology after teaching as an adjunct at NOVA for two years. She earned a doctorate in clinical psychology at Suffolk University in Boston. Dyrud lives in Manassas with her husband, Lars, and their two young sons, Finn and Eli.

**Steven Shafer** is the new assistant professor of welding. He holds a bachelor’s degree in education as well as an associate degree in welding and joining technology from Ferris State University in Big Rapids, Michigan. His experience includes teaching at Newaygo County Career-Tech in Fremont, Michigan and serving as a research assistant at Georgia Tech in Atlanta. Shafer plans to relocate his wife, Misty, and their son, Steven, from Atlanta to the Manassas area soon.

**Elizabeth “Libby” Vick**, assistant professor of speech communication, brings years of teaching experience and familiarity with NOVA to her new position. From 1990 to 2007, Vick taught at NOVA’s Alexandria Campus, where she served as assistant dean for speech and drama for more than 10 years. She also taught at the Manassas Campus in 1989 and 1990. In addition, her background includes a wealth of practical experience. She served as assistant press secretary to U.S. Senator Charles H. Percy from 1982 to 1985, and manager of public affairs for the Japan Automobile Manufacturers Association from 1985 to 1990. In 1995, she took educational leave from NOVA to work for a public relations and events planning firm. Vick, who earned a master’s degree in speech communication at Illinois State University, has lived in Clifton for the last 20 years with her husband, Steve. Their two daughters, Lauren and Courtney, attend Centreville High School.

NOVA on Youtube!

What do NOVA and all of the presidential candidates have in common? They’re all appearing on Youtube! A test teaser video of the James Carville series produced by NVCC-TV has been on the video hosting site for a few months now and has gotten upwards of 2,000 hits. All of the 2007 NOVA Idol finalist videos are available on the service, and recently the ELI Distance Learning promo video has also been added.

To view ELI’s distance learning promotional video on Youtube, go to [http://www.youtube.com/watch?v=hOEiUuUu-Vg](http://www.youtube.com/watch?v=hOEiUuUu-Vg).

Gorham is Double Who’s Who Recipient

**Dr. Robin Gorham**, professor of Biology (AN), has been included in the 2006-2007 *Who’s Who Among America’s Teachers* and the Marquis *Who’s Who in America*. Gorham, who is starting his 35th year teaching at the Annandale Campus, received notification of the honors while recuperating from total hip replacement surgery in June. “I have given the best years of my life – and my right hip joint – to the College, and it was nice to have such recognition of my service during a stressful time.”

Congratulations, Robin …. we hope these prestigious honors made your recuperation easier!

Annual Semmler Grants for Technology

The NVCC Educational Foundation provides mini-grants for the Annandale Campus through the Richard Semmler Technology Grant program. Funded by Professor **Richard Semmler**, mathematics (AN), these grants provide faculty and staff with assistance in implementing technology in the classroom, office, labs or to provide professional development opportunities in the area of technology. All full-time and part-time employees on the Annandale Campus can apply. In order to include as many faculty and staff as possible, the maximum individual award is $500, although larger amounts may be allocated with appropriate justification. Awards are based on technology-related activities that will enhance the College work environment and increase the technology base on campus.

During the 2006-07 academic year, 19 grants totaling $6,448.86 were awarded to 18 Annandale faculty and staff members. This year, $5,000 is available. Application forms will be available in October through e-mail. Hard copies will be available in the adjunct faculty office in CT 332.

Save the Date!

Charles Bamford, director of the Center for Entrepreneurship at Queens University in Charlotte, North Carolina, will speak about entrepreneurship on Tuesday, October 2 from 11:00 a.m. until 12:15 p.m. in the Ernst Community Cultural Center theater. This is part of the Braun Executive Lecture Series on the Annandale Campus. See details in next week’s Intercom.
Woodbridge Welcomes New Faculty

Woodbridge resident **Douglas J. Boe**, assistant professor of accounting, comes to NOVA with a master’s degree in accounting from the University of Virginia, as well as a degree in finance from Indiana University. He also acquired practical experience as a financial manager at Motorola, Inc., and Honeywell International, Inc.

**Martha Jusino**, who is teaching English as a second language, brings decades of experience that includes three years as an adjunct at NOVA’s Loudoun and Woodbridge campuses. She also taught Latin, Spanish and ESL for 22 years at the high school level and four years at the Governor’s Latin Academy. Jusino holds a master’s degree in English from George Mason University and an undergraduate degree in classical studies from the College of William and Mary. Jusino is a Fredericksburg resident.

**Frederick N. Markham**, painting and drawing instructor, earned a master’s degree in fine arts from George Washington University and a bachelor’s degree in art from Transylvania University in Lexington, Kentucky. His background includes several years of teaching experience at NOVA’s Loudoun Campus, George Washington University and Montgomery College. In addition, he brings experience gained during five years working at the Phillips Collection in Washington, D.C. Markham lives in Arlington.

**Erin O’Brien**, English instructor comes to NOVA from Orlando, Florida, where she earned master’s and bachelor’s degrees in English at the University of Central Florida. She is also familiar with the community college setting, having completed an associate degree at Valencia Community College in Orlando and later teaching there for six years before moving to Woodbridge. She also has edited textbooks.

Assistant professor of business **Denise M. Simmons** credits a NOVA instructor with encouraging her to become a teacher. As a student in 1996, Simmons shared her interest in the education field with **Johnny Nelson**, business management (WO), who advised her to work toward her dream. She earned a master’s degree at American University and a bachelor’s degree at Clarion University of Pennsylvania. Simmons lives in Fredericksburg with her husband and their two children.

Alexandria Student Veteran Featured on HBO Special

NOVA Alexandria student Michael Jernigan is one of the veterans featured in a documentary produced by Home Box Office (HBO) titled “Alive Day Memories: Home from Iraq.” Executive Producer James Gandolfini interviewed 10 soldiers and Marines who revealed their feelings on their future, their severe disabilities and their devotion to America. The documentary surveys the physical and emotional cost of war through memories of their "alive day," the day they narrowly escaped death in Iraq. The documentary will air on HBO through September 19. Check local listings for times.

*Pictured: NOVA Alexandria student Michael Jernigan (left) and Evening Administrator Frances Villagran-Glover at the HBO documentary premier in Washington, D.C.*

Long-Term Care Benefits for VSDP Participants

VSDP participants have a long-term care benefit that is employer-paid. Recently VRS announced it is taking over the administration of this benefit from AETNA. The benefits will have some enhancements such as an increase in the daily benefit from $75.00 to $96.00. As part of this administrative change, AETNA will continue to cover participants under its existing group long-term care benefit. However, if a participant wishes to continue this benefit with AETNA, the coverage retention form must be mailed back by September 28, 2007 and the participant will be responsible for the additional cost. If the form is not received by AETNA, this coverage with AETNA will lapse. Employees who have elected to have the DHRM long-term care policy covering themselves and eligible dependents will not see any changes in their coverage. AETNA is the vendor for the group long-term care benefit sponsored by DHRM.
Christopher (Chris) Applegate joins the Alexandria Campus as the new director of continuing education and workforce development and the Arlington Center. Before coming to NOVA, Applegate served as the CEO of Commonwealth United, Inc. and an adjunct professor at both George Washington and Trinity Universities.

Applegate has a passion for making a difference in people’s lives through education. He states “it is a great privilege to be associated with NOVA. I hope to contribute in some humble way to its educational strategies and to the dreams of NOVA staff.”

Provost Jonathan Gueverra considers Applegate a very strategic new hire, particularly as the College attempts to provide a more effective regional approach to serving Northern Virginia’s workforce development needs. Applegate’s past successes in the financial industry and with PeopleSoft are added bonuses.

Applegate is an Arlington resident, where he shares his home with his wife, two children and a Saint Bernard. He enjoys spending time at the beach, golfing and serving as the manager for the Arlington Soccer Association.

Welcome to NOVA, Chris!

A Message from the Editor

This is my last issue editing Intercom and my last week as the coordinator of public information. Due to the institutional reorganization (see page 2), my position at NOVA has been eliminated and my last day is September 17.

I’m extremely proud of the changes that I’ve brought to this modest newsletter, as it’s grown from a one or two-paged typed bulletin into a thriving and informative award-winning communications tool that enjoys healthy participation from faculty and staff. The advent of digital technology now allows for the inclusion of up-to-the-minute photos and Intercom’s presence on the Web provides distribution to a global audience.

I would like to thank everyone for their support over the past 10-plus years. This change comes at a good time for me, since it coincides with some exciting new personal and professional opportunities, including a long-planned relocation.

For anyone wishing to keep in touch, feel free to send a message to Sue2Busy@aol.com.

Good luck to everyone as they deal with the challenges and opportunities of the future!

Successful Community Outreach Project

Randy Michener, fine arts (MA), hosted a reception for the charity photo contest sponsored by the Potomac News and Manassas Journal Messenger. The contest and silent auction raised more than $1,000 for the Prince William Society for the Prevention of Cruelty to Animals.

Dylan Moore, Potomac News director of photography, expressed his appreciation to Michener and Carlene Mackereth, public information (CS), for their assistance with the exhibits and reception. “I can’t thank both of you enough for your generosity and help with this fundraiser project. I could never have pulled it off without the knowledge, experience and nudging along the way which you both brought to the table. As I said previously, I learned more about gallery shows from Randy in a few hours than I ever thought possible.”
Alexandria Campus “Reaches Out”

The Alexandria Campus is in the process of formally creating a student emergency fund called the Helping Hands Foundation. The tax-deductible donations made to this foundation will be used to assist students in “real life” emergency situations. Payroll deduction is available for those interested in donating on a continuous basis. Stay tuned for additional details about this new program.

Public Law Provides Opportunities

The Consolidated Appropriations Act of 2005, Public Law 108-447, states that “Each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution.” As the law does not detail what constitutes an “educational program,” faculty and staff are invited to submit proposals for creative ideas. For example, a Political Science 135 course could design and implement a “Constitution for Kids” program, where NOVA students could identify, collect and deposit books at community-based sites, such as health clinics and doctor’s offices, where children may read them.

Faculty are also asked to submit current assignments that link course content with Constitutional issues—banned books, art censorship, gun control, and personal privacy, for example. These submissions will be printed in a “Best Practices” compendium and distributed on Constitution Day. Faculty are also invited to design new assignments that tie academic disciplines to Constitutional issues. They will be published in an update to the compendium. Send all ideas and submissions by e-mail to Linda Simmons at LSimmons@nvcc.edu.

NOVA CARD Reminder

Faculty and staff should check the expiration date on the back of their NOVA CARD. If the date has expired, a new one can be picked up by turning in the old card at any campus NOVA CARD office. There is a $10 fee for replacing a lost card. There is no fee if the old, expired card is turned in.

Faculty and staff with parking permits can use their valid and unexpired NOVA CARD for access to the gates at the Annandale and MEC parking garages.

For additional locations which accept the NOVA CARD and for information about discount programs, go to http://www.nvcc.edu/novacard.

Arlington Center Library Opens

The Arlington Center Library is now open! Located in room 211, the library includes a small but growing collection of materials to support the courses and programs offered at the Arlington Center, including nursing, cybersecurity, foreign languages and ESL. Computers in the library allow students to search the NOVA library catalog and databases, including the many full-text magazines, newspapers and journals as well as a growing collection of e-books. Initially, the library will be open afternoons and evenings during the week with some hours on Saturday; call 703-933-5058 to verify specific times during this start-up phase.

The best resource at the library is David Anderson, who will manage and coordinate its activities and services with the other NOVA libraries, primarily Alexandria. Anderson has worked part-time at the Alexandria Campus library and in libraries at John Tyler Community College, VCU and American University. A graduate of the College of William and Mary, he plans to pursue a master’s in library science. Anderson is getting to know students and faculty at the Arlington Center. He checked out his first book at 2:33 p.m. on August 22 to student Bassem Nammari.

If you teach or work at the Arlington Center, or happen to be in the area, please come in and introduce yourself. Watch for an announcement about an upcoming grand opening event.

A warm welcome to both David and NOVA’s newest library!
This summer, the staff of the MEC’s Workforce Development and Continuing Education (WDCE) office hosted a contingent of 13 nursing and allied healthcare faculty from the Instituto Professional DuocUC in Chile for two weeks of training with an emphasis on the use of simulators in teaching and testing.

It was an exciting exchange of ideas and knowledge during their stay here. From their first day to their last, they managed to pack in learning, teaching, sightseeing, as well as shopping. WDCE/MEC added some exciting field trips as well, including a guided tour of the U.S. Capitol with a chance to observe the Senate in session; Walter Reed Medical Museum; the National Capital Area Simulation Center; Washington Hospital Center’s Simulation Center and observing open heart surgery at Inova Fairfax Open Heart Observation Dome.

The final day of training ended with an afternoon reception and presentation of certificates by NOVA President Robert G. Templin, Jr.

Pictured above, last row, (extreme left) is Flo Richman, with the group of Chilean guests. Pictured at right is President Templin with Elizabeth Fornet, one of the faculty members from Instituto Professional DuocUC in Chile.

**Deferred Compensation Plan Visit Dates Announced**

Representatives from the Commonwealth of Virginia's deferred compensation plan (457) will be visiting Northern Virginia this fall. On September 27, they will be at the Annandale Campus from 9:00 a.m. until 1:30 p.m. in the Ernst Community Cultural Center, seminar room A. The plan representatives will be at George Mason University on Tuesday, October 2, from 9:00 a.m. until 1:30 p.m. in the Student Union II building, rooms 3 and 4.

There has been much interest expressed in this savings plan and this is a good opportunity to take advantage of the local site visits to learn more about its features and benefits. No registration is required.

For more information, contact one of the members of the human resources benefits team.
Nursing Program Off and Running at the Arlington Center

NOVA’s nursing program is now available at the Arlington Center. The new, alternative program, which offers classes, labs and clinical rotations on Fridays and Saturdays, launched on August 31 with 41 eager students ready to get acquainted and learn.

Representatives from the Virginia Hospital Center (VHC) were on hand as were some new faculty. The VHC is providing some instructors and clinical rotations for all of the Arlington Center students.

The nursing program has experienced enormous growth this academic year. The Medical Education Campus welcomed 210 new nursing students, the Arlington Center has 41 and we are working to prepare the launch of a new online program that is targeted to admit approximately 34 students in January.

Pictured above are Jeanne McQuire, chief nursing officer at VHC, Susan Theodoropoulos, nursing education at VHC, Mary Ellen Gannon, workforce development at VHC, Ava Brown, faculty, Christine Slevin, faculty, Mandy Milot, assistant dean and Dr. Flo Richman, dean of nursing.

Good luck with all of the new classes!

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Tau Nu Chapter of Phi Theta Kappa Participates in Books for Africa Fundraiser

The Tau Nu Chapter of the PTK Honor Society raised $2,000 by collecting 4,000 textbooks for the Better World Books Spring Drive. The chapter received 50 cents for each college-level textbook donated with a publication date within the last five years. The books collected were distributed to Africa for use in their literacy programs.

The Fall Books for Africa Drive runs from August 10 through December 31, 2007. If you would like to help promote literacy worldwide please place your donated books in any drop box located throughout the Alexandria Campus.

Better World Books partners with student organizations by collecting unwanted textbooks to support Books for Africa and to help student organizations raise funds.

From left: Helen Yi, Latila Asali, Provost Jonathan Gueverra, Fundraising Coordinator June Hall, Kathy Collins and Faculty Advisor John Kinney.

Supervisors are reminded that performance appraisals are due! Human resources must get all signed and completed forms by October 5.
Dr. Carmen Figueroa, associate professor of Spanish (WO), was invited to teach Spanish by Arizona State University in their Andes and Amazon Field School program in Ecuador. The Field School focuses its research and teaching on the Amazonian culture and environment, tropical plant diversity, indigenous health and nutrition, South American Indian religion traditions and the Spanish and Quichua languages. The program also fosters professors and students from different four years universities and Community Colleges in the states. This is Figueroa’s second year with them and she thinks it’s great. To find out more information, visit http://andes.asu.edu/faculty.htm.

Sandi Nicholson, physical education (MA), who volunteers as a youth leader, accompanied her youth group (46 teens and adults) from Old Dominion Baptist Church on a mission trip to the Appalachia area of Kentucky the week of July 15 - 21. On previous trips to the area, the group had concentrated on repairing dilapidated homes. This year, however they ambitiously tackled building a new home from the foundation up, for a family that had lost their home to fire. The group of teens, with hard work, determination and the grace of God, had the house completed by the end of the week. Nicholson says it was an awesome experience, and if anyone gets the chance to do something like this, she recommends they “Go for it!” This was truly an “extreme makeover!”

Marge Shaffer, trainer/instructor (MA), went to a dude ranch with her nine-year-old grandson Brock for a week in the beautiful Pisgah Mountains in western North Carolina. Brock had never even petted a horse before; but, by the end of the week he had learned to trot and cantor. He even won ribbons in a rodeo. While Shaffer rode every day at least once, Brock loved the experience so much he was out on a horse at least twice a day. College students were the fun loving “wranglers” who tenderly took care of 60 horses and guests at the ranch. Needless to say, the children thought the wranglers were movie stars. “Grammy Marge” scored big points with Brock who is already looking forward to next year.

Dr. Robert Petrella, music (AL), performed at the international Clarinet Festival in Vancouver, British Columbia this past July. The festival lasted five days with clarinetists from around the world. Petrella performed as part of a tribute to his former clarinet professor from Michigan State University (MSU), Dr Elsa Ludewig-Verdehr, who retired from MSU after 45 years of teaching. The tribute was performed by 42 of Ludewig-Verdehr’s former and present students who performed a new composition by noted American composer Joan Tower.

Sylvia Rortvedt, associate director of learning resources (AL), participated in the Oxford Experience at Christ Church and enrolled in a week-long seminar called “Murder by the Book: The Twentieth-Century English Murder Mystery.” In addition to lively discussions each morning on novels by Agatha Christie, Dorothy Sayers, Josephine Tey, Colin Dexter and Ian Rankin with a tutor and 10 fellow students, Rortvedt enjoyed a talk by Colin Dexter, a walking tour of the Oxford sites in the novels, croquet and Pimm’s on the College lawn, Evensong at Christ Church Cathedral and dinners in the awesome hall that was the model for Harry Potter’s Hogwarts.

Thanks for sharing, everyone!
Who wouldn’t want an international experience made possible with financial assistance? On July 1, I set off for Northern India in the middle of a very hot and humid monsoon season. The occasion? A faculty seminar sponsored by the Council on International Educational Exchange (CIEE) exploring gender roles and development in India.

For 14 days a group of 15 faculty members from the U.S and Spain followed Sharada, our wise (and spunky) 75-year old tour leader, as she led us from one fascinating place to another. Along the way, we listened to several superb and eloquent speakers, each with a different focus, each sharing her academic knowledge, life experiences and hopes for the future and each doing so with awe-inspiring grace.

The inaugural speaker, Dr. Vandana Shiva, a scientist and noted environmentalist—set the tone. Her talk on the effects of the green revolution on the poor in India’s most affluent rural area in the Punjab was eye-opening; even more so, was her own personal efforts to counteract its impact at the local, national and international level through ecological farming, peaceful change and the support of indigenous knowledge and culture. See http://wwwnavdanya.org for more information.

In addition to listening to many first-rate lectures, we also toured important monuments in Delhi and Agra in the company of a renowned historian; visited the National Museum in Delhi with an art conservation specialist, catching a glimpse of India’s ancient and modern culture; climbed the stairs to see the female Director General at the Bureau of Police Research and Development in the Ministry of Home Affairs; watched an Indian classical dance; visited the Universities of Delhi and Punjab for lectures and panel presentations followed by informal talks; and paid a visit to several non-profit organizations.

And, yes, we also did some touristy things. We visited the Pakistani-Indian border and watched the simultaneous changing of the guards on both sides. We toured the Golden Temple in Amritsar and the Taj Mahal in Agra. And we left a trail of money behind us at the local bazaars.

A week prior to the CIEE tour, I traveled to India’s Thar desert to walk its dunes, observe its flora and fauna and experience rural life on my own. As it turned out, this was a perfect prelude to the official tour, heightening the unique character of each region: the fertile Punjab and the barren desert and semi-desert of Rajasthan.

The most lasting impressions of the trip, however, were the speakers attempting to make a difference in a rural world that treats women unfairly, often even before they are born. Laws combating such treatment have been passed, but for the most part their enforcement goes against cultural patterns that are slow to change in the more remote areas.

Did I, as a faculty member, get “developed?” You bet I did. Will my students profit from this experience? Absolutely. They already have. Would I do it again? In a heartbeat.

Thank you, NOVA, for making this trip happen.

~ Barbara ~
Adult CPR & AED Course

For NVCC Faculty and Classified Staff from all campuses
All cost for these certification classes is funded by the NVCC HR Professional Development Budget

Registration at least 5 days prior to class date is required.
Space is limited for each session.

On-line registration by sending e-mail.

TO:       HRDtraining@nvcc.edu
CC:       ( your supervisor )
SUBJECT:  CPR & AED Training
BODY:     List the date you’d like to attend a class and provide the telephone number where you’d like notification in case of last minute changes.

All registrations will be confirmed by return e-mail and will include the training room location.

<table>
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<tr>
<td>Thursday, October 25 9:00 a.m. – 12:30 p.m.</td>
<td>Medical Education (American Heart Association certificate)</td>
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<tr>
<td>Wednesday, October 31 9:00 a.m. – 12:30 p.m.</td>
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<td>Friday, November 30 9:00 a.m. – 1:00 p.m.</td>
<td>Manassas (American Red Cross certificate)</td>
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Adult CPR training objectives: Upon completion of the course, the student will be able to
• Respond appropriately to finding an unconscious adult victim
• Initiate obtaining emergency medical assistance
• Determine whether the victim is breathing and/or has a pulse
• Initiate emergency cardiopulmonary resuscitation measures until medical assistance arrives

AED training objective: Upon completion of the course, the student will be able to
• Effectively use an automatic electronic defibrillator
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<td>Local Funds Accounting Manager</td>
<td>Rudowski, Meagan</td>
<td>Payroll Manager</td>
<td>23557</td>
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<tr>
<td>Le, Vi</td>
<td>Services Practitioner I---Finance Reporting, Student Financial Aid and reconciliations</td>
<td>Burroughs, Mary</td>
<td>Assistant Payroll Manager---Adjunct Faculty-LO</td>
<td>23076</td>
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<tr>
<td>Rose Chin</td>
<td>Financial &amp; Auditing Services Practitioner I---Financial Data Integrity</td>
<td>Santos Domingo, Anna</td>
<td>Adjunct Faculty-MA, Part Time(P-14), 9 Months faculty/24 Pays-All campuses</td>
<td>23030</td>
</tr>
<tr>
<td>(P-14 &amp; Workstudy)</td>
<td></td>
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<td>Adjunct Faculty-AL Community Service-All Campuses Administrative Faculty/24 Pays-All Campuses</td>
<td>23075</td>
</tr>
<tr>
<td>Pastor, Carmen</td>
<td>Specialist---Accounts Payable, Local Funds Checks</td>
<td>Bryant, Anita</td>
<td>Adjunct Faculty-AN/MEC Classified(P-3)-All Campuses</td>
<td>23364</td>
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<td>Zhao, James</td>
<td>Fiscal Technician---Computer System Management, Student Account Reconciliation</td>
<td>Miranda, Monica</td>
<td>9 Months Faculty/24 pays-All Campuses</td>
<td>23526</td>
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<td>Norri, Diego</td>
<td>Parking</td>
<td>Gutierrez, Carlos</td>
<td>Internal Auditor</td>
<td>23366</td>
</tr>
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</table>
The Department of Human Resources Offers Supervisory Training Certificate Program.

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 Supervisory Training Certificate Program is being offered to NOVA 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). Space is limited so employees should not delay in their registration with HR. 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 our Continuing Education/Workforce Development-Annandale. 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. – 4 P.M. once a week for five consecutive weeks. This semester, our course kicks-off Tuesday, October 2, 2007 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 a number of our 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 NOVA 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.
Training Session Dates and Topics

**Tuesday, October 2, 2007  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, October 9, 2007 Human Relations and Effective Communications**
Effective team building
Communicating your message
Dealing with problem employees
Staffing
Delegation
Performance appraisal
Using knowledge power

**Tuesday, October 16, 2007 You the Manager and Leader**
Using knowledge power
Learning to concentrate
Goals and planning
Ideas and opportunities
Setting Priorities
Time management
Making decisions

**Tuesday, October 23, 2007  Leading**
Managers vs. leaders
Entrepreneurship
Change management
Attitudes towards change
Management burnout
Revisit vision and mission

**Tuesday, October 30, 2007  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.