



**CEUI/TECHNICAL COURSES  
FOR NP-2 BARGAINING UNIT MEMBERS  
Fall 2023  
Agency Registration Deadline: 09/29/23**

Staff Development Courses offered by  
The Connecticut State Colleges and Universities System  
In partnership with  
Connecticut Employees Union Independent  
<http://bor.ct.edu/inservice>

# WELCOME!

The Connecticut Employees Union Independent (CEUI) and Connecticut State Colleges and Universities System are partners in providing a variety of training opportunities to CEUI NP-2 union members. This catalog includes courses that will help staff enhance their skills. NP-2 employees at all levels are encouraged to participate and take advantage of these course offerings.

## How do I register?

All registrations are coordinated and submitted by agency Training Approval Officers (TAOs). UConn NP-2 members please use the online registration form at the following url address:

<https://forms.office.com/r/wDkR4Ly2AK>

**UConn's Training Approval Officer is Kristine Douglin (kristine.douglin@uconn.edu).**

## ATTENTION UCONN FACILITIES OPERATIONS EMPLOYEES:

Facilities Operations employees are required to obtain additional approvals to attend CEUI Technical Training course, please see Evelyn Sehl or Ryan Steinberg for your department's application. Do not complete this online application. Contact Evelyn Sehl (evelyn.sehl@uconn.edu) should you have any questions.

UConn Registration Deadline	9/28/2023
Training Approval Officers notify staff of seat reservations and provide maps & directions to each college beginning	10/4/2023
Classes begin	10/6//2023

## General Registration & Program Information

### Eligibility

- In-Service courses are open to all NP-2 employees regardless of classification or job title. Individual agencies may elect to limit registrations in a way that best suits their organization.

### Prerequisites

- Be sure prerequisites (if any) are met. They are included in course descriptions. Prerequisites for both the MS Word and MS Excel courses include basic computer skills including familiarity with a computer keyboard and mouse.

### Certificate Requirements

- To earn a certificate of completion, 100% participation is required for classes that meet for one day. 80% participation is required for more lengthy courses, if extenuating circumstances exist (illness, emergencies, etc.). Each instructor may set more stringent (100%) attendance requirements for specific programs when necessary.

- Certificates will be issued at the end of each course. Employees who leave at any point before the instructor ends the program will not be given a certificate.
- CEUs are granted for most In-Service courses and are included on the certificate of completion.

### Course Cancellations and Postponements

- The union reserves the right to cancel any course with insufficient enrollment, during the initial registration period. Course status will be communicated to Training Approval Officers at the conclusion of the registration period.
- **Inclement weather postponements:** Students should check the college website and listen to radio and TV stations for individual college closings. When in doubt students should call the college in question. Please see Campus Contacts information below.
- When courses must be postponed due to inclement weather or unexpected instructor illness, **Training Approval Officers will be notified** by the college offering the course as soon as the college is aware of the situation. ***NOTE: College representatives do not have contact information prior to class and cannot contact students individually.***

Please refer to the following links for additional program information.

In-Service Training website: <https://bor.ct.edu/in-service>

Maps and Directions: <https://bor.ct.edu/in-service/docs/Maps and Directions.docx>

## CT State Community College Campus Locations

Abbreviation	College	Location
AS	Asnuntuck	170 Elm Street, Enfield, CT 06082
CA	Capital	950 Main Street Hartford, CT
GW	Gateway	<b>20 Church Street New Haven, CT 06510</b> <b>Offsite Training: ENTECH 10 Alcap Ridge, Cromwell, CT</b> <b>Automotive Training: 88 Bassett Rd. North Haven, CT</b>
MA	Manchester	Great Path Manchester, CT 06040
NVCC	Waterbury	<b>750 Chase Parkway Waterbury, CT 06708</b>
TXCC	Bristol	430 North Main Street Bristol, CT 06010

## Individual Application Form for CEUI / Technical Courses FALL 2023

### NP-2 Bargaining Unit Members Only

Seat requests must be submitted by agency-designated Training Approval Officers (TAOs) or they will not be accepted. Once your TAO learns which seats have been assigned & confirmed, they will confirm the status of your request

**Before registering, please check class dates & confirm your availability & commitment to attend the entire class, on each date!**

### Course Listings:

## Essential Business Skills

### Investing In Turbulent Times

This course is a financial workshop to help navigate the current economic climate. The class will review various financial institution choices, savings, on-line resources, money management, cash, liquidity, investing fundamentals, useful tools, stocks, bonds, and funds in a turbulent economy.

Required text: None Required

Prerequisite: None Required CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW76149, 11/03, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway ,
<b>Instructor:</b> Ray Zeek
<b>Fee:</b> 0
<b>Notes:</b> Class is held On-Campus: 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need approval from your manager/TAO and complete a CT State Registration form prior to class. contact: <a href="mailto:pwalsh@gatewayct.edu">pwalsh@gatewayct.edu</a>

## Developing Leadership Skills

### Managing Employees and Building Teams

Employee morale has a way of making or breaking a team. Have you ever worked with that one unhappy employee who consistently brings down the department? Productivity and engagement levels soar when employees feel heard, valued, and respected. When employees are disgruntled, inappropriate, or disruptive, the results of those behaviors are detrimental to a team's ability to remain cohesive and effective. When expected professionalism in the workplace is absent, the consequences to the organization and its employees unlock the potential for legal implications. This 6 hour course will examine the most common types of problem employee behaviors, review best practices in organizational policies and confidentiality, identify risks if the behavior is not corrected and offer strategies for constructively managing the difficult or disruptive employee. Participants will then focus on establishing trust in a safe, co-working environment. Techniques on managing by example,

encouraging appropriate internal and external dialogue, creating workgroups to complement each other's strengths, coaching teams through conflict, and establishing cultural and diverse sensitivity will be studied.

Required text: none

Prerequisite: none CEUs: 0.6

<b>Course # , Date(s) Time</b>
NV76144, 11/16, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , F122
<b>Instructor:</b> Frances Trelease
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete an NVCC registration form with Cindy Tolin prior to attending the course (ctolin@nv.edu). Arrive to the Waterbury Campus East Entrance and park in front of Founders Hall to the right - new brick building unattached to the rest of the campus. Class meets in F121 on the first floor. Park in front or behind the building. Attending entire session is required to receive a completion certificate. Food and refreshments are available close to the campus on Chase Parkway.

## Transitioning from Peer to Supervisor

Making the change from peer to supervisor can be challenging. Learn how to overcome the fear of losing friendships and the temptation of performing old work responsibilities. Techniques for dealing with change, avoiding favoritism, building trust, credibility, and clear boundaries, and maintaining confidentiality will be covered.

Required text: none

Prerequisite: none CEUs: 0.6

<b>Course # , Date(s) Time</b>
NV76143, 11/17, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , F121
<b>Instructor:</b> Frances Trelease
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete an NVCC registration form with Cindy Tolin prior to attending the course (ctolin@nv.edu). Arrive to the Waterbury Campus East Entrance and park in front of Founders Hall to the right - new brick building unattached to the rest of the campus. Class meets in F121 on the first floor. Park in front or behind the building. Attending entire session is required to receive a completion certificate. Food and refreshments are available close to the campus on Chase Parkway.

## Technology Advancement

### MS Excel 2019: Beginner

Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. Learn the difference between a workbook, and spreadsheet; how to enter data, select cells; modify row, columns, and cells; format cells and create simple formulas and charts.

Required text: none

Prerequisite: basic computing and mouse skills CEUs: 0.6

<b>Course # , Date(s) Time</b>
NV76142, 11/17, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , T641
<b>Instructor:</b> Martha Tillow
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete an NVCC registration form with Cindy Tolin prior to attending the course (ctolin@nv.edu). Arrive to the Waterbury Campus East Entrance and park in front of Technology Hall to the left - white building. Room is 641 which is one flights up from the building entrance. for this course. Food and refreshments are available close to the campus on Chase Parkway. No parking tag needed.

## MS Word 2019: Beginner

Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. Learn how to create and open documents; save files in different formats and how to share files; type and edit text; cut, copy and paste; print and text formatting.

Required text: none

Prerequisite: basic computing and mouse skills CEUs: 0.6

<b>Course # , Date(s) Time</b>
NV76141, 11/03, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , T641
<b>Instructor:</b> Martha Tillow
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete an NVCC registration form with Cindy Tolin prior to attending the course (ctolin@nv.edu). Arrive to the Waterbury Campus East Entrance and park in front of Technology Hall to the right - white building. Room is 641 is up one flight up from the building entrance. Bring a flash drive if to save your class work. Food and refreshments are available close to the campus on Chase Parkway. No parking tag needed.

## Trade Skills

### EPA 608 Refrigerant Certification

Section 608 of the US Federal Clean Air Act requires all persons who work with regulated refrigerants to be certified. Successful completion of this course and a proctored exam will result in the student earning an EPA certification for ozone depletion, EPA Type I (small appliances), EPA Type II (high pressure), and EPA Type

III (low pressure). This class will cover EPA section 608 regulations, Clean Air Act & Montreal Protocol, refrigeration, recovery techniques & requirements, recharging techniques, dehydration evacuation, substitute refrigerants & oils, leak detection, leak repair requirements, shipping, and safety.

Required text: None Required

Prerequisite: None Required CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW76150, 11/17, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway ,
<b>Instructor:</b> Dennis Silvestri
<b>Fee:</b> 0
<b>Notes:</b> Class is held On-Campus: 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need approval from your manager/TAO and complete a CT State Registration form prior to class. contact: pwalsh@gatewayct.edu

### **Heart Saver, CPR, AED and Basic First Aid Care**

This course is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.

Required text: Heartsaver First Aid CPR AED participant manual included in the course

Prerequisite: none CEUs: 0.6

<b>Course # , Date(s) Time</b>
NV76137, 10/06, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , F352
<b>Instructor:</b> Julie Sampaio
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete an NVCC registration form with Cindy Tolin prior to attending the course (ctolin@nv.edu). Arrive to the Waterbury Campus East Entrance and park in front of Founders Hall to the right - brick building. Room is 352 is two flights up from the building entrance. Wear comfortable clothing as you will be actively practicing on a manikins for this course. Successful exam completion at conclusion of course will give student CPR certification. Food and refreshments are available close to the campus on Chase Parkway. No parking tag needed.

<b>Course # , Date(s) Time</b>
NV76138, 10/13, 9:00 AM to 4:00 PM

<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , F352
<b>Instructor:</b> Julie Sampaio
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete an NVCC registration form with Cindy Tolin prior to attending the course (ctolin@nv.edu). Arrive to the Waterbury Campus East Entrance and park in front of Founders Hall to the right - brick building. Room is 352 is two flights up from the building entrance. Wear comfortable clothing as you will be actively practicing on a manikins for this course. Successful exam completion at conclusion of course will give student CPR certification. Food and refreshments are available close to the campus on Chase Parkway. No parking tag needed.

<b>Course # , Date(s) Time</b>
NV76139, 10/20, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , F352
<b>Instructor:</b> Julie Sampaio
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete an NVCC registration form with Cindy Tolin prior to attending the course (ctolin@nv.edu). Arrive to the Waterbury Campus East Entrance and park in front of Founders Hall to the right - brick building. Room is 352 is two flights up from the building entrance. Wear comfortable clothing as you will be actively practicing on a manikins for this course. Successful exam completion at conclusion of course will give student CPR certification. Food and refreshments are available close to the campus on Chase Parkway. No parking tag needed.

<b>Course # , Date(s) Time</b>
NV76140, 11/08, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , T352
<b>Instructor:</b> Julie Sampaio
<b>Fee:</b> 0
<b>Notes:</b> Participants should complete an NVCC registration form with Cindy Tolin prior to attending the course (ctolin@nv.edu). Arrive to the Waterbury Campus East Entrance and park in front of Founders Hall to the right - brick building. Room is 352 is two flights up from the building entrance. Wear comfortable clothing as you will be actively practicing on a manikins for this course. Successful exam completion at conclusion of course will give student CPR certification. Food and refreshments are available close to the campus on Chase Parkway. No parking tag needed.



## HVAC Maintenance & Repair

Every commercial building in the country has either a gas or oil heating system. This class will cover basics on installation, maintenance, service and repair of gas and oil burners and AC systems seen in commercial buildings. We will cover inspections and maintenance of HVAC systems along with running diagnostic tests to identify the source of any issues. Along with installation of HVAC systems according to design specifications and how to connect systems to water lines, fuel lines and air ducts. This class will also introduce basic electricity and soldering and braising principals.

Required text: None required

Prerequisite: None required CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW76146, 10/20, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway ,
<b>Instructor:</b> Dennis Silvestri
<b>Fee:</b> 0
<b>Notes:</b> Class is held On-Campus: 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need approval from your manager/TAO and complete a Gateway Registration form prior to class. contact: pwalsh@gatewayct.edu

## HVAC: Heat Pump Basics Seminar with Hands on Learning \*OFFSITE Location: 10 Alcap Ridge, Cromwell

This seminar has a hands-on component designed to provide learners with an introductory overview of heat pump system operations and principles for heating, going beyond just the theory, utilizing a hands-on component. Topics will include how the refrigeration cycle relates to heating, thermostat wiring, heating mode electrical devices, defrost controls, reversing valves, refrigerant charging, and safety awareness.

Required text: None required

Prerequisite: None required CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW76145, 10/13, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway , OFFSITE
<b>Instructor:</b> Dennis Silvestri
<b>Fee:</b> 0
<b>Notes:</b> **Class is held offsite: 10 Alcap Ridge, Cromwell, CT** Participant will need approval from your manager/TAO and complete a GCC Registration form prior to class. contact: pwalsh@gatewayct.edu

## **HVAC: Introduction to Burner Performance Live Fire Seminar \*OFFSITE at 10 Alcap Ridge, Cromwell, CT\***

This seminar is designed to enhance students' knowledge of burner basics and safe efficient performance of oil and gas burners. Training will feature hands-on look at components, set up, installation and operation of the burners. Examining core factors that impact burner performance with live fire demonstrations.

Required text: None Required

Prerequisite: None Required CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW76151, 12/01, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway , OFFSITE
<b>Instructor:</b> Dennis Silvestri
<b>Fee:</b> 0
<b>Notes:</b> **Class is held offsite: 10 Alcap Ridge, Cromwell, CT** Participant will need approval from your manager/TAO and complete a CT State Registration form prior to class. contact: <a href="mailto:pwalsh@gatewayct.edu">pwalsh@gatewayct.edu</a>

## **HVAC: Low-Tech Training Seminar \*OFFSITE at 10 Alcap Ridge, Cromwell, CT\***

This seminar was created for non-technical personnel to gain a better understanding of residential heating and air conditioning equipment. We'll spend time in the classroom, but also go into the lab and introduce you to different types of equipment and the fuels that power them. Acquire a basic knowledge of the differences in furnaces and boilers, heat pumps, water heaters and air conditioning units. Review the basic parts of the equipment and learn about the benefits of renewable biodiesel and energy efficiency.

Required text: None required

Prerequisite: None required CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW76147, 10/27, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway , OFFSITE
<b>Instructor:</b> Dennis Silvestri
<b>Fee:</b> 0
<b>Notes:</b> **Class is held offsite: 10 Alcap Ridge, Cromwell, CT** Participant will need approval from your manager/TAO and complete a Gateway Registration form prior to class. contact: <a href="mailto:pwalsh@gatewayct.edu">pwalsh@gatewayct.edu</a>

## **NEW! Basics in Small Engine Repair \*\*Held on North Haven Campus - 88 Bassett Road\*\***

This is a workshop of the top 3 repairs of small internal combustion two & four stroke engines. We will cover the differences between two and four stroke equipment as well as discuss the use of electric powered equipment. Students are expected to wear the appropriate clothing, no shorts or sandals, have eye and ear

protection. Vinyl gloves are optional. Students enrolling in this workshop will learn: Safety, Tools, Fuel and Chemicals Starting and charging equipment Inspection and Disassembly Reconditioning, Preventative Maintenance, and Troubleshooting

Required text: None Required

Prerequisite: None Required CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW76152, 01/12, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway - North Haven , North Have
<b>Instructor:</b> Allyn Manning
<b>Fee:</b> 0
<b>Notes:</b> **Class is held at the North Haven Campus: 88 Bassett Road, North Haven** Participant will need approval from your manager/TAO and complete a CT State Registration form prior to class. contact: <a href="mailto:pwalsh@gatewayct.edu">pwalsh@gatewayct.edu</a>

### **NEW! Diesel vs Gasoline Engines Workshop \*\*Held at North Haven Campus- 88 Bassett Road\*\***

This workshop will focus on the unique characteristics of modern diesel engines as compared to gasoline engines. Mechanical, electrical and fuel system differences will be discussed and demonstrated. Maintenance procedures will be demonstrated.

Required text: None Required

Prerequisite: None Required CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW76153, 01/19, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway - North Haven , North Have
<b>Instructor:</b> Allyn Manning
<b>Fee:</b> 0
<b>Notes:</b> **Class is held at the North Haven Campus: 88 Bassett Road, North Haven** Participant will need approval from your manager/TAO and complete a CT State Registration form prior to class. contact: <a href="mailto:pwalsh@gatewayct.edu">pwalsh@gatewayct.edu</a>

### **OSHA 30**

OSHA 30-hour training for general industry prepares supervisors and workers to avoid workplace safety and health risks. The topics covered in OSHA 30-Hour training include general worksite safety, avoiding common hazards, understanding workers' rights, employer responsibilities and more. Earn an official OSHA 30 card from the U.S. Department of Labor (DOL) - a common requirement for employment in construction and other

industries. Please note: As per the guidelines of OSHA, participant needs to be present for all 30 hours of training. Early dismissal will not be available unless an emergency.

Required text: None required

Prerequisite: None required CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW76148, 12/07, 8:00 AM to 4:30 PM   12/08, 8:00 AM to 4:30 PM   12/14, 8:00 AM to 4:30 PM   12/15, 8:00 AM to 4:30 PM
<b>College, Campus &amp; Room:</b>
GW , Gateway ,
<b>Instructor:</b> Kevin Lantowsky
<b>Fee:</b> 0
<b>Notes:</b> Class is held On-Campus: 20 Church Street, New Haven. You must be present for all 30 hours or training. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need approval from your /manager/TAO and complete a Gateway Registration form prior to class. contact: pwalsh@gatewayct.edu

## **Welding I**

This course is a basic introduction to welding and equipment safety, welding processes, and general welding theory. Upon completion, students will be able to recognize safety hazards in a shop environment and be able to perform basic welding and fabrication techniques. Materials are included.

Required text: none

Prerequisite: none CEUs: 1.8

<b>Course # , Date(s) Time</b>
NV76135, 10/17, 8:00 AM to 3:00 PM   10/18, 9:00 AM to 4:00 PM   10/19, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , T403
<b>Instructor:</b> Carole Delvecchio
<b>Fee:</b> 0
<b>Notes:</b> Attendance on all three days of training is required to receive a completion certificate. Any participant missing the first day cannot attend Day 2 or Day 3 due to safety protocols. If a participant has their own protective gear, please bring it to the class. Participants must wear cotton pants; leather boots and face masks are optional on campus. Come to the East Entrance of the campus and park in the lot adjacent to Technology Hall (white building). Students enter the building on the main floor/5th floor, take a left into the foyer area, and come to the elevator bank on the back of the end wall to the left. Take the elevator down to the Welding lab on the 4th floor, Room 403. Restaurants are available within short driving distance on Chase Parkway in either direction from the campus. No parking tag is required. Class begins at 8:00 am SHARP! Participants should confirm in advance with the college by contacting Cindy Tolin at ctolin@nv.edu.

## Welding Processes

This course is designed for the beginner and provides an introduction to three processes widely used in the welding field: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW). You will learn the basics of welding safety, cutting, equipment and materials used in these processes in our state of the art welding lab. The cost of the course includes all personal safety gear and practice materials.

Required text: none

Prerequisite: none CEUs: 1.8

<b>Course # , Date(s) Time</b>
NV76136, 11/14, 9:00 AM to 4:00 PM   11/15, 9:00 AM to 4:00 PM   11/16, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV , Naugatuck Valley Wtby , T403
<b>Instructor:</b> Joseph Demeter
<b>Fee:</b> 0
<b>Notes:</b> Attendance on all three days of training is required to receive a completion certificate. Any participant missing the first day cannot attend Day 2 or Day 3 due to safety protocols. If a participant has their own protective gear, please bring it to the class. Participants must wear cotton pants; leather boots and face masks are optional on campus. Come to the East Entrance of the campus and park in the lot adjacent to Technology Hall (white building). Students enter the building on the main floor/5th floor, take a left into the foyer area, and come to the elevator bank on the back of the end wall to the left. Take the elevator down to the Welding lab on the 4th floor, Room 403. Restaurants are available within short driving distance on Chase Parkway in either direction from the campus. No parking tag is required. Class begins at 9:00 am SHARP! Participants should confirm in advance with the college by contacting Cindy Tolin at <a href="mailto:ctolin@nv.edu">ctolin@nv.edu</a> .

## Instructor Biographies

### Delvecchio, Carole

Carole has been teaching welding at Goodwin University as an Adjunct Professor in Advanced Manufacturing for many years and at Asnuntuck Community College in the Advanced Manufacturing program. She has her own metal work business and has previously taught in the Enfield CT school system. She attended Asnuntuck and has a Master in Technology Education from Valley City State University in North Dakota.

### Demeter, Joseph

Joe is a member of the United Association Plumbers and Pipefitters Local 777. He holds a Connecticut (S-2) Unlimited Heating, Piping, and Cooling Journeyman license. He has over 40 years' experience in the field and has taught for the Plumber and Steamfitters Apprenticeship Program and as an adjunct instructor at NVCC.

### Lantowsky, Kevin

### Manning, Allyn

**Sampaio, Julie**

Julie has been working in the field of healthcare all her adult life and is part of the Trinity Health Network in Connecticut. She has been teaching CPR/FirstAid for 20 years and is passionate about spreading the word and helping the average citizen feel competent and comfortable should the need for CPR and AED training present itself. Her company trains students, state and college professionals for this most important skill. She is a true professional and will empower students to act and help save lives.

**Silvestri, Dennis****Tillow, Martha**

Martha has been an educator and student advocate for over 25 years teaching at Stone Academy and CT State Community College in the healthcare and computer technology fields. She is a seasoned instructor who can inspire and lead through expertise in the field of computers.

**Trelease, Frances**

Frances Trelease is an AMA-certified workshop leader, and college lecturer. Her background includes corporate communications positions for several large corporations, including roles in marketing, public relations, internal communications and focus group work. She holds the following qualifications: An MBA in Marketing from the University of Connecticut; Former journalist, newspaper Bureau Chief, and public relations professional; Experienced corporate communications writer and editor; Adjunct college instructor in topics including public relations, business writing, marketing/consumer behavior, and writing for the mass media.

**Zeek, Ray****Directions****Asnuntuck**

170 Elm Street, Enfield, CT 06082

(860) 253-3000

[www.acc.commnet.edu](http://www.acc.commnet.edu)

**From the South:**

Take 91 Northbound to Exit 48. Turn Right at the end of the ramp onto Route 220 (Elm Street). Travel East through five traffic lights. The college will be on the right. Parking is available directly in front of the building as well as in the back.

**From the North:**

Take 91 Southbound to Exit 48. Turn Left at the end of the ramp onto Route 220 (Elm Street). Continue with directions as above from the South. Asnuntuck will be on your right.

**College Closing Procedures:**

In case of inclement weather, especially snow, ACTC may cancel or postpone classes. This information will be broadcast on several radio stations in Connecticut and Massachusetts:

For up to the date information on class cancellations or delays due to inclement weather or an emergency situation, please call 1.800.501.3967

## **Capital**

950 Main Street, Hartford CT  
(860) 906-5000 or 1-800-894-6126  
[www.ccc.commnet.edu](http://www.ccc.commnet.edu)

### **Directions to parking garage for 950 Main Street, Hartford:**

Ample free parking for Capital Community College In-Service students is available at the Morgan Street Garage. Capital is only able to validate parking at the Morgan Street Garage - Bring your ticket stub to class for validation! Anyone parking in other area garages will be responsible for any charges incurred. DAS / In-Service Students are considered students at the college, not visitors. Motorcycle parking is prohibited in the garage.

### **From Interstate 84 Eastbound (from West Hartford, Farmington, etc.)**

Take Exit 50 (Main Street). At third traffic light, turn right onto Market Street. At first light, turn left, then left again into Garage entrance.

### **From Interstate 84 Westbound (from East Hartford, Manchester, Route 2, etc.)**

Take Exit 50 (Main Street). At bottom of ramp, turn left onto Market Street to go under the highway. At second traffic light, turn left, then left again into Garage entrance.

For up to the date information on class cancellations or delays due to inclement weather or an emergency situation, please call 1.800.501.3967

### **From Interstate 91 Northbound and Southbound**

Take Exit 32-B (Trumbull Street). Ramp ends at a traffic light. Turn left onto Market Street. At third traffic light turn left, then left again into Garage entrance.

### **Directions to enter Capital Community College from the Morgan Street Parking Garage:**

The entrance is located on the corner of Market and Talcott Streets, diagonally across from the Morgan Street Parking garage MAIN lobby. You will see a sign that says 960 Main. Enter through the revolving doors below that sign.

- \* Once in the building, take the escalators located on your LEFT up TWO full flights to the Main St. Level.
- \* Turn left and walk down the corridor to the circular retail area.
- \* Follow signs to Capital Community College lobby (glass doors on your left).
- \* A plasma screen mounted near the elevators lists room assignments each day. If you cannot find your room assignment, visit the Continuing Education Office on the 3rd floor for assistance.

## **Gateway**

Long Wharf Campus: North Haven Campus:  
60 Sargent Street New Haven, CT 88 Bassett Road North Haven, CT  
(203)-285-2000 [www.gwcc.commnet.edu](http://www.gwcc.commnet.edu)

### **From New Haven and Points South**

I-95 North and I-91 North to Exit 11. At the end of the exit ramp, turn right onto Route 22. Proceed to third traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

----- Or -----

Route 15 (Wilbur Cross/Merritt Parkway) to Exit 63. At the end of the exit ramp, turn right onto Route 22. Proceed to the fourth traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

### **From New London and Points East of New Haven**

I-95 South to I-91 North to Exit 11. At the end of the exit ramp, turn right onto Route 22. Proceed to the third traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

### **From Hartford and Points North**

I-91 South to Exit 12 (Washington Avenue). At the end of the exit ramp, turn left. Proceed to the second traffic light and turn left onto Blakeslee Avenue. At the end of the road, turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

----- Or -----

Route 15 (Wilbur Cross/Merritt Parkway) to Exit 63. At the end of the exit ramp, turn right onto Route 22. Proceed to the fourth traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

### **College Closing Procedures:**

Classes at Gateway are canceled or postponed only as a result of extreme weather conditions or other emergencies. The following radio stations will broadcast information regarding school closing or delayed opening:

WELI, 960AM WKCI, 101FM  
WNHC, 1340AM WKSS, 97.5AM  
WPLR, 99.1FM WEZN, 99.9FM  
WICC, 600AM WEBE, 108FM  
WTIC, 1080AM WCCC, 106.9FM  
WCCC, 1290AM WHCN, 105.9FM

## **Manchester**

Great Path, P.O. Box 1046 Manchester, CT 06040  
(860) 512-3000  
[www.mcc.commnet.edu](http://www.mcc.commnet.edu)



### **From Hartford**

From I-84 East. Take Exit 59 to I-384 East. Immediately Take Exit 1. Turn left onto Spencer Street (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C and Lot B.

### **From Bolton**

Take I-384 West. Take Exit 1. Turn right onto Spencer Street (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C and Lot B.

### **From Boston**

Take I-84 West. Take Exit 59 to I-384 East. Immediately take Exit 1. Turn left onto Spencer Street (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C and Lot B.

### **From Springfield**

Take I-91 South. Take Exit 35A to I-291 East. Follow directions for I-291 Eastbound. Follow I-291 East a few miles to its end and follow signs to I-384. Follow I-384 East. Immediately Take Exit 1. Turn left onto Spencer Street (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C and Lot B.

### **College Closing Procedures:**

Announcements regarding cancellations due to weather conditions are broadcast on the following radio stations:  
WTIC WDRC WHCN  
WPOP WRCHWCCC

In addition, you may call the college's automated Info Line at (860) 512-3016, or the main line at (860) 512-3000.

### **Middlesex**

100 Training Hill Road, Middletown, CT 06457

(860) 343-5800

[www.mxcc.commnet.edu](http://www.mxcc.commnet.edu)

### **Directions:**

A few miles South of downtown Middletown on Route 9, take Exit 11 (Rt. 155, Randolph Road). At the end of the ramp (for both N. & S. bound) turn right onto Randolph Road. Continue to the traffic light at the top of the hill & turn left onto Saybrook Road. Go a quarter of a mile & turn right onto Reservoir Road. Travel past the

stop sign & then take the first right onto Training Hill Road. Your first left will lead into the MxCC Campus parking area.

**Naugatuck**  
750 Chase Parkway, Waterbury, CT 06708  
www.nvcc.commnet.edu

## **Directions to the College:**

### **Route 8**

Take the Danbury exit onto I-84, then first exit off I-84 (exit 18). Bear left at the fork and take a left at the light. Go to second light for East Entrance and third light for West Entrance.

### **I-84 West**

Take exit 18, bear left at the fork and take a left at the light. Go to second light for East Entrance and third light for West Entrance.

### **I-84 East**

Take exit 18. At light take a right and at next light take a right. Go over bridge and at light take a left onto Chase Parkway. Go to first light for East Entrance and second light for West Entrance.

The first entrance (east entrance) on the right will take you to Founders Hall and Ekstrom Hall. The second entrance on the right (west entrance) will take you to garage parking, and Kinney Hall, Fine Arts Center, Student Center, Library, as well as Ekstrom Hall.

## **Directions to Mainstage and Playbox Theatre Parking**

Take the West entrance into the College - bear left at the split - follow the road continuing past parking Lot C. At the stop sign, take a right. Take next right into the parking garage. Bear right and park at the end of the garage (P-2) closest to the areas labeled "A2". Take last elevator to Plaza Level 3.

## **Directions to Internal Rooms from Parking Garage**

### **Kinney Hall**

Take the elevator or stairs to the 5th floor walkway. Take a left. Follow the walkway to Kinney Hall (you will be on level 5). Take elevator or stairs to levels 4, 6 and 7. Information Booth on level 5.

## **Ekstrom Hall**

Take elevator or stairs to the 5th floor walkway. Take a right. Follow the walkway to the end. Stairs straight ahead, elevator on the right to rooms on levels 3, 4 and 6. For rooms E518-E535, go straight out the doors and take a quick right into Southside of the building.

## **Cafeteria, Student Center Conference Rooms (S517 and S518), L501**

Take elevators in area labeled S1 or S2. Take elevator or stairs to level 5 to access the 5th floor walkway. Conference rooms are straight ahead. Take a left from elevator/stairs to Cafeteria West. Entrance is on your left. Take a right from elevators to L501 which will be on your right past the Cafeteria East.

## **Fine Arts Center Rooms, Student Center and Library**

Take elevators in areas labeled "A" for Fine Arts Center rooms, "S" for Student Center Rooms and "L" for Library to the appropriate floor number. Main entrance to the Library is on Level 4.

## **Technology Hall**

Take elevators or stairs to the 5th floor walkway. Take a right. Follow the walkway to the end. Go straight through the double doors and walk over the glass-walled bridge.

## **Northwestern Connecticut**

Park Place, Winsted, CT 06098

(860) 738-6300

[www.nwcc.commnet.edu](http://www.nwcc.commnet.edu)

## **Directions:**

### **From Points South (Torrington, Waterbury, Bridgeport):**

1. Take Route 8 North to Winsted.
2. At the end of Route 8 divided highway section, turn right at traffic light onto Rt. 44W into Winsted.
3. The college is located on the right approximately 1/4 of a mile from the exit.

### **From Points East (Hartford):**

1. Take Route 44 West to Winsted.
2. The college is located on the right, across from the green, apx 1/4 of a mile past the Junction of Route 8 (Divided Highway Section) and Route 44.

**From Points East (Canaan):**

1. Take Route 44 East to Winsted.
2. The college is located on the right, across from the green.

**College Closing Procedures:**

If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on the following radio stations:

WATR WRCH

WDRC (AM and FM) WSNG

WKZE WWCO

WMMW (AM) WZBG

WTIC (AM and FM) WZMX

Television: Channels 3 and 30.

Students may also call NCCC directly at (860) 738-6464 to hear a recorded message concerning any inclement weather closings. The recorded message will be available two hours prior to the start of the day, twilight, evening, and weekend classes. Radio and television stations will broadcast the announcement at about the same time period. Each group of classes will have its own cancellation announcement.

**Quinebaug Valley Community**  
729 Main Street, Willimantic, CT 06226  
(860) 423-1824  
[www.qvcc.commnet.edu](http://www.qvcc.commnet.edu)

**From the South:**

Take Route 32 North to the intersection of Route 66 (Main Street). Proceed on Main Street. The Willimantic Center is located at 729 Main Street, on the right. Parking is available, one block before the Willimantic Center on the right, at Jillson Square by the white church.

**From the North:**

Take Route 195 South. At the intersection with Ash Street (where Route 195 turns left), continue straight across on Jackson Street. Follow Jackson Street to the end. Turn right on Main Street. The Willimantic Center is located at 729 Main Street, on the right. Parking is available, one block before the Willimantic Center on the right, at Jillson Square by the white church.

**From the West:**

Follow Route 6 to the Route 195 exit. At the exit ramp go straight across to the next light, at the intersection with Route 195. Turn right onto Route 195. At the intersection with Ash Street (where Route 195 turns left), continue straight across on Jackson Street. Follow Jackson Street to the end. Turn right on Main Street. The

Willimantic Center is located at 729 Main Street, on the right. Parking is available, one block before the Willimantic Center on the right, at Jillson Square by the white church.

**From the East:**

Take Route 6 West to Route 66 West, which becomes Main Street in Willimantic. Continue on Main Street, past the Windham Mills and Jillson Square. The Willimantic Center is located at 729 Main 120 Street, on the right. Parking is available, one block before the Willimantic Center on the right, at Jillson Square by the white church. College Closing Procedures: The College will announce closings both with a text message across the top of the college's homepage as well as on these radio stations:

WINY 1350 AM  
WILI 1400 AM  
WICH 1310 AM  
I98 98.3 FM  
WCTY 97.7 FM  
WXLO 104.5 FM  
WNLC 98.7 FM

Please tune in to one of these stations for information, check the college's website ([www.qvcc.commnet.edu](http://www.qvcc.commnet.edu)) or call the Weather-Line Phone number 860- 412-7399

**Three Rivers**

574 New London Turnpike Norwich, Connecticut 06360-6598  
(860) 886-0177  
[www.trcc.commnet.edu](http://www.trcc.commnet.edu)

**From the South:**

Take Route 32 North to the intersection of Route 66 (Main Street). Proceed on Main Street. The Willimantic Center is located at 729 Main Street, on the right. Parking is available, one block before the Willimantic Center on the right, at Jillson Square by the white church.

**DIRECTIONS TO THAMES VALLEY CAMPUS, for In-Service Courses:  
(For directions to the Mohegan Campus, see [www.commnet.edu](http://www.commnet.edu))**

**From New London:**

Rte. 32 to I-395. Take Exit 80 east.\* (approx. 15 mins.)

**From Groton/Mystic:**

I-95 south to Rte. 32 - Norwich. Take I-395 north to Exit 80 east.\* (approx. 25 mins.)

**From Colchester and Points West:**

Follow Route 2 east until it merges with Route 32 south. Take Exit 28S onto I-395 south to exit 80. Take a left at end of exit ramp (Rte. 82 W. Main St.)\* (approx. 23 mins.)

**From Jewett City and Points North:**

I-395 south to Exit 80.\* Take a left at end of Exit ramp (Rte. 82 West Main Street). (approx. 20 mins.)

**From Ledyard/Navy Subase Area:**

Route 12 to Route 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 80 east.\* (approx. 25 mins.)

**From New Haven and Points South:**

I-95 north to I-395 north (Exit 76). I-395 north to Exit 80 east.\*

**\*From All Points Above:**

Five lights down is New London Turnpike. Turn right. Thames Valley Campus is about .2 mile on left.

**College Closing Procedures:**

Class cancellations due to inclement weather will be announced on the following radio and television stations:

WERI Westerly 1230AM WILI 1400AM

WNLC 1510AM WICH 1310AM

WINY 1350AM WSUB 980AM

WQGN 105.5FM WBMW 106.5FM

WTIC (AM and FM) WZMX

WVIT Channel 30

The college's main telephone number is (860) 886-0177

**Tunxis**

Main Campus: Bristol Career Center:

271 Scott Swamp Road, Farmington, CT 06032 430 North Main Street,

Bristol, CT 06010

(860) 677-7701 (860) 314-4700

[www.tunxis.comnet.edu](http://www.tunxis.comnet.edu)

In-Service courses will be held at both the Bristol Career Center and the Farmington campus.

Students must check course locations carefully

**Directions to the Bristol Career Center, In Bristol Connecticut:**

**From Hartford:**

**Take 84 West to Exit 38, Bristol / Rt. 6. Follow Rt. 6 approximately 11 miles to the intersection of Rt. 6 and North Main St. Take a left onto North Main and then a left into North Side Plaza. The Bristol Career Center is located next to Super Natural.**

**From Middletown, Rocky Hill, Newington and Points East:**

**Take Rt. 9 North, and follow signs to Rt 72. Continue on Rt. 72 and take Exit 1, Rt. 177. Turn right at light onto Rt. 177. Go 2 miles (passing by Tunxis Community College) to the intersection Of Rt. 177 and Rt. 6. Take a left onto Rt. 6 and follow approximately 4.5 miles. At the intersection of Rt. 6 and North Main Street, take a left onto North Main and then a left into North Side Plaza. The Bristol Career Center is located next to Super Natural.**

**From Waterbury:**

**Take 84 East to Rt. 72. Take Exit 1 onto Rt. 177 / North Washington St. and then follow the underlined directions above.**

**Directions to the Main Campus in Farmington:**

**Tunxis Community College is located at 271 Scott Swamp Road, at the intersection of Routes 6 & 177 in Farmington, CT. Entrances to the parking areas are located on Route 177.**

**From I-84 Westbound (from Hartford):**

**Take Exit 38 (Route 6/Bristol), follow Route 6 approximately 7 miles to the intersection of Routes 6 & 177. Turn left onto Route 177 South. College entrance is on the left.**

**OR**

**Take Exit 33 (Route 72 West/Bristol), then take the next exit to Route 177 North Washington St. Turn right at the bottom of the exit onto Rte. 177 North. Tunxis is on the right 2 miles from the exit ramp and just before the second light (intersection of Routes 6 & 177).**

**From I-84 Eastbound (from Waterbury):**

**Take Exit 33 (Route 72 Westâ€”Plainville/New Britain) which is a left exit approx. 2.8 miles past Exit 32â€”Queen Street/Southington. Continue for 2 miles on Route 72. Exit at Route 177/North Washington Street. Turn right onto Route 177 North. Tunxis is on the right 2 miles from the exit ramp and just before the second light (intersection of Routes 6 & 177).**

**From Middletown, Rocky Hill, Cromwell, Newington, and Points East:**

**Take Route 9 North, follow signs for New Britain/Bristol Route 72. Continue on Route 72 to Route 177/North Washington St. Turn right onto Route 177 North. Tunxis is on the right 2 miles from the exit ramp and just before the second light (intersection of Routes 6 & 177).**

**If you need further assistance, call 860.255.3500.**

**College Closing Procedures:**

**In the event of inclement weather, please listen to any of the following radio stations for cancellations: WRCH, WTIC, WPOP, WDRC, WHCN, WWYZ, or call the college at (860) 677-7701**

**UCONN, Avery Point**

**1084 Shennecossett Road  
Groton, CT 06340  
Telephone: (860) 405-9000**

**Take I-95 north/south to Exit 87, Clarence Sharp Highway. Continue on Clarence Sharp Highway; turn right at the second traffic light. At the next traffic light, turn left on to Benham Road. Proceed for about 1.5 miles to the entrance of the Avery Point Campus.**