VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

FACULTY AND STAFF)
BULLETIN 01) 10 August 2012

1. **CALENDAR NOTES:**
   - Cadre Return, 12 August
   - New Employee Orientation, 15 August, Marshall Hall, 0800
   - New Faculty & Staff Orientation, 16-17 August, Moody Hall
   - Parents Council Social, 17 August, 1600-1700
   - Women's Soccer vs. University of South Carolina, 17 August, Patchin Field, 1700
   - Matriculation, 18 August, Cameron Hall, 0700
   - General Faculty & Staff Meeting and Reception, 20 August, Marshall Hall, 1615
   - Marshall Foundation Federal Executive Institute Meeting, 20 August
   - Academic Board Meeting, 22 August, SBHR, 1430
   - Women's Soccer vs. Elon University, 24 August, Patchin Field, 1600
   - Rockbridge Community Festival, 25 August, 0900-1500
   - Corps Return, 26 August, 2200
   - Registration, 27 August
   - Rat Crucible, 26 August
   - Classes Begin 28 August
   - 4/C New Market Orientation, 28 August, Marshall Hall, 2000
   - Women's Soccer vs. USC-Aiken, 1 September, Patchin Field, 1300
   - New Cadet Oath Ceremony, 2 September, New Market, 1100
   - Labor Day, 3 September
   - Parade, 7 September, 1635
   - Men's Soccer vs. George Mason (J. Sculley Memorial Tournament), 7 September, 1600
   - Parade, 8 September, 1030
   - Young Alumni Luncheon, 8 September, HOV, 1200
   - Football vs. Chowan, 8 September, Foster Stadium, 1330
   - Rugby 7's Tournament, 8 September, North Post, 1300
   - Men's Soccer vs. Marshall (J. Sculley Memorial Tournament), 9 September, 1530

2. **NEW EMPLOYEE ORIENTATION:** VMI's orientation program for all new classified and wage employees will be held on Wednesday, 15 August in the Shenandoah Room in Marshall Hall (CLE). The program will begin at 8:00 a.m. with refreshments and will conclude around 11:00 a.m.

   All classified and wage employees hired since 11 August 2011 are expected to attend. Please call the Human Resources office at ext. 7322 to confirm your attendance.

2. **NEW FACULTY & STAFF ORIENTATION**: On Thursday and Friday, 16-17 August, new faculty and staff members will be attending an orientation session conducted by the Faculty Development Committee. The orientation provides an overview of VMI's culture, policies and procedures in a two-day session before classes begin. Additional topics and opportunities to ask questions and discuss issues of interest will occur in follow-up meetings over the course of the academic year. For further information please contact the Dean's Office at ext. 7212.

3. **MATRICULATION:** The Class of 2016 will matriculate on Saturday, 18August, beginning at 0700 hours in Cameron Hall. More information is available at www.vmi.edu/matriculation.

4. **PARKING DECALS:** All employees should familiarize themselves with General Orders 23 and 24, which cover VMI policies regarding state vehicles and registration. A Parking Registration Form is now on-line and located on the VMI Police Web Page site at http://www.vmi.edu/show.aspx?tid=36561&id=5927&ekmensel=8f9c37c3_267_269_btnlink. The registration form should be completed and sent to the VMI Police Department. Vehicle Registration is required for all faculty, staff and classified state employees of VMI who need a new parking decal. If you already have been issued a parking decal for your vehicle(s), there is currently no need to fill out the form.

5. **INSTITUTE POLICIES**: Over the summer VMI Institute Policies were reviewed. The following policies were reviewed or updated - GOs 1, 6, 9, 12, 14, 18, 21, 23, 26, 31, 32, 33, 36, 37, 62, 66, 70, 77, 78, and 81. They are available at http://www.vmi.edu/generalorders. Please take a moment to review these policies. Contact the Chief of Staff office at ext. 7104 with any questions.

6. **PHYSICAL PLANT UPDATES AND INFORMATION:**

Physical Plant Employee Recognition

Team	**June**	**July**
CS&L	Ethan Williams	Sherry Byers
FMT I	Butch Lawhorn	Robbie Branch
FMT II	Ora Youngblood	Ora Youngblood
HMT/WP	Jeff Moran	Joe Fix
Grounds	Heath Glass	Virginia Williams
Heat Plant	Nathan Pooley	Wayne Beverly
Custodial I		John Vess
Custodial II	Deborah Tomlin	Darlene Bane
Custodial Barracks	Tina Camden	Patty Carter
Support	Ethan Robinson	Chris Jones
Employee of the Month	Butch Lawhorn	Patty Carter

Elevator Inspections

Semi-annual elevator inspections will take place August 15 – 16. Elevators will be down for brief periods of time while individual inspections are conducted.
Questions can be directed to MAJ Fletcher at Ext 7679.

New Procedure for Lease Vehicle Reservations

- As per directive from the Chief of Staffs' office, there has been a new feature added to the "on-line" vehicle reservation program.
- This new feature is simply a radio button that must be "checked" for the reservation to be confirmed.
    - By checking the box, the requestor is affirming that the person in charge of that particular trip has read and understands General Order 23 Driver Qualification and Vehicle Use Policy.
    - There is a link to GO 23 conveniently located.
- There is also a link to the Trip Authorization Form conveniently located.
    - Lease vehicle drivers are reminded that Trip Authorization forms are still a mandatory part of the process.

ENERGY CONSERVATION AND SUSTAINABILITY –
The Commonwealth's Executive Order 19 just ended on June 30th, which mandated a 5% reduction in energy consumption compared to VMI's FY2010 baseline. Major efficiency improvements were implemented across Post in working towards the EO19 goal, including the replacement of old ice machines, close monitoring of HVAC settings and schedules, adding timers to domestic water heaters, upgrading large systems such as the water heaters in Crozet Hall and heating/cooling equipment in Lejeune Hall, and other efforts.

VMI did not fully meet the requirement, but was able to report a 4.7% total energy consumption reduction. This represented a first-ever reduction in VMI's yearly total energy consumption, as well as the lowest utility expenditure since FY2008. VMI continues to spend nearly $3million a year on utilities, and it remains important that everyone work together to help control this significant expense.

7. **POST PEDDLER:** A weekly email compilation of unofficial notices for your review. Please visit the Post Peddle at www.vmi.edu/peddler. Please update or delete your previous postings as needed. Contact the Mrs. Sandra Ewald in the Human Resources Office at 540.464.7322 with questions, concerns or to have old postings removed.

8. **INSTITUTE CALENDAR:** The Office of the Chief of Staff maintains the Institute calendar. If you need to add or change events currently shown on the Institute calendar, or need the most recent version of the calendar, please contact Katrina Butner at ext. 7104 or by email at (butnerkk@vmi.edu). Sherri Tombarge in the Office of Communications and Marketing maintains the Web calendar. Please contact Sherri at ext. 7207 or by email at tombargesk@vmi.edu with edits and additions.

9. **BULLETIN INFORMATION:** Anyone wishing to have information included in the bulletin should send the information to Katrina Butner (butnerkk@vmi.edu) before noon on Wednesdays.

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis
Colonel, USAF (Ret.)
Chief of Staff