VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

FACULTY AND STAFF)
BULLETIN 02) 17 August 2012

1. **CALENDAR NOTES:**
   - Parents Council Social, 17 August, 1600-1700
   - Women's Soccer vs. University of South Carolina Upstate, 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
   - Rat Crucible, 26 August
   - Registration, 27 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
   - Last day for Course/Curriculum Changes, 4 September
   - Parade, 7 September, 1635
   - Alumni Board Meeting, 7-8 September
   - Men's Soccer vs. George Washington (J. Sculley Memorial Tournament), 7 September, 1600
   - Parade, 8 September, 1030
   - Young Alumni Luncheon, 8 September, Hall of Valor (Marshall Hall), 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. **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.

3. **FACULTY & STAFF MEETING:** The General Faculty and Staff meeting will be held on Monday, 20 August, at 1615 hours in the Gillis Theatre of Marshall Hall. Uniform will be Class B or business attire. The Superintendent's Reception will be at the Superintendent's Quarters and will begin at 1800, invitations were sent out from Protocol. Uniform will be Class B or coat and tie.

4. **IMPORTANT NOTICE - CAMERON HALL**: Anyone requesting use of Cameron Hall for any reason needs to officially submit a reservation request form. The form can be found on VMI website under Directories – Forms - Titled: "ATHLETICS CAMERON HALL RESERVATION REQUEST FORM" or the link is: Athletics Cameron Hall Reservation Request Form. For further questions please contact Cameron Hall at ext. 7251.

5. **NEW SOUTH INSTITUTE HILL (SIH) PARKING LOT:** The new lot will be open for use beginning on Matriculation Day, 18 August. Please use caution as the traffic patterns are new to the VMI Community in that area. This lot will be for employees and visitors.

6. **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.

7. **NEW CADET OATH CEREMONY:** The Class of 2016 will be traveling to New Market, VA on Sunday, 2 September, to participate in the New Cadet Oath Ceremony. New Cadets will take a historic tour and recite the Cadet Oath at 1100. The parade will begin at 1400. They will charge across the battlefield exactly as the New Market cadets did on May 15, 1864. As always VMI employees are welcome to attend. Additional information may be found at http://www2.vmi.edu/museum/nm/index.html.

8. **INSTITUTE POLICIES**: Additional General Order policies that were updated are GOs 42, 49, 52, 65, 67, 69 and 77. They are available at http://www.vmi.edu/generalorders. Please take a moment to review these policies. Contact the Chief of Staff's office at ext. 7104 with any questions.

9. **POST DIRECTORY UPDATE:** All faculty and staff members are asked to review personal information for inclusion in the Post Directory. This process should take less than five minutes to complete. All employees are asked to complete this review not later than close of business on **4 September**.
   The data collection form on the Web site will require that you provide your home address and home phone number. You are encouraged to authorize us to include this information in the directory; however, this system is configured to ensure that this information will not appear in the directory if you do not want it published. The last two fields on the page ask if you want the information included; answering "yes" will result in the information appearing in the directory, answering "no" will result in it being excluded.

   To review and update your personal information:
   a. Click the "MyVMI" link located among the links at the very top of every page of the website near the search box.
   b. Click on Post View then click on the "Faculty, Employees, Applicants" link and log in.
   c. Click on the "Employees" link.
   d. Click on "Directory Information," the last link under Employee Profile.
   e. Review the information, add missing information or update any incorrect information. IF YOU DO NOT HAVE A LANDLINE HOME PHONE, ENTER YOUR CELL PHONE NUMBER FOR "HOME PHONE." Directly below this field, you can select whether to include you home address and the number in the "Home Phone" field in the printed directory.
   f. Press the "Submit" button. **EVEN IF YOU MAKE NO CHANGES, WE ASK THAT YOU CLICK THE 'SUBMIT' BUTTON**. This will let us know that you have reviewed the information.

When you click the "Submit" button you will receive a "Thank you" message. Clicking the "OK" button returns you to the Employees section of Post View. You are encouraged to update your emergency contact information, which is the link directly above the Directory Information link. The emergency contact information will give us the information we need to contact the person or persons you designate in the event you are ill, injured or are involved in an emergency situation and are unable to contact them yourself.

10. **COMMITTEE INFORMATION:**

The **Threat Assessment Team** meets regularly and is charged with accessing the validity of reports related to violent or threatening behavior, to intervene and execute sufficient action in the event of threatening or violent behavior; and to maintain relationships with local and state law enforcement and mental health agencies in order to expedite assessment and intervention. Points of contact for this team to whom violent or threatening behavior can be reported are:

- BG Robert Green- Chair, Deputy Superintendent, FAS
- COL Robert Spore – Director, Human Resources
- LTC Kevin Faust – Assistant Commandant
- LTC Sarah Jones – Director, Cadet Counseling
- MAJ Clarissa Griffin – Cadet Counselor
- Dr. David Copeland – Institute Physician
- Mr. Michael Marshall – Chief of Police

The **Violence Prevention Committee** meets regularly and is charged with providing guidance to students, faculty and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community; to identify members of the campus community to whom threatening behavior should be reported; and to develop policies and procedures for the assessment of individuals whose behavior may present a threat, appropriate means of intervention, and sufficient means of action. The committee members are:

- BG Robert Green- Chair, Deputy Superintendent, FAS
- COL William Grace – Inspector General
- COL Thomas Hopkins – Director, Information Technology
- COL David Hough – Director, Auxiliary Services
- COL Stewart MacInnis – Director, Communications and Marketing
- COL David Miller – Director, International Programs
- COL Robert Spore – Director, Human Resources
- LTC Dallas Clark – Institute Planning Officer & Emergency Preparedness Coordinator
- LTC Kevin Faust – Assistant Commandant
- LTC Sarah Jones – Director, Cadet Counseling
- LTC David Williams – Deputy Emergency Preparedness Coordinator
- LTC James Williams – Post Engineer
- MAJ Clarissa Griffin – Cadet Counselor
- MAJ Glenn Sullivan – Assistant Professor Psychology & Philosophy
- Dr. David Copeland – Institute Physician
- Mr. Peter Hodgkins – ARAMARK Food Service
- Mrs. Elizabeth LeRose – SWA/Athletic Academic Advisor
- Mr. Michael Marshall – Chief of Police
- Mr. Red Taylor – Coordinator for Alumni Agencies
- Chaplain James Park – Institute Chaplain
- Cadet Kayla Johnson – Cadet Representative
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11. **PHYSICAL PLANT UPDATES AND INFORMATION:**

Key Request Policy General Order 56

Key requests should be made by completing a "Request for Key Issuance" form available on the Physical Plant Website. Department heads must sign and approve subordinate requests for key issuance. It is the responsibility of the requestor to ensure that the original form is submitted to VMI Physical Plant Customer Service. Copies, faxes, or scanned documents will not be accepted. All key requests are kept on file and are considered to be confidential. Please call VMI Physical Plant Customer Service at extension 7357 during normal business hours for assistance.

Recycling Information

Welcome to all new faculty and staff! As you settle in to your office or work area, check to make sure you have everything you need to recycle here at VMI:

✓Green desk-side bin: every faculty and staff member should have one small green bin at your desk for mixed paper.

✓Central paper collection: each department should have a bag or bin for mixed paper in a central location, such as your copy room.

✓Central bottle & can collection: many departments also have a blue bin for bottles & cans (glass bottles and other CLEAN rigid plastic containers can go here, too!)

✓Outdoor cardboard collection: large cardboard-only dumpsters are located on Post at Crozet Hall, between Kilbourne Hall and Cormack Hall, behind Lejeune Hall, and behind Nichols.

Contact Physical Plant if you need to obtain or locate your nearest recycling area.

Learn more on the Web page, **Recycling at VMI**

12. **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 ext. 7322 with questions, concerns or to have old postings removed.

13. **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.

14. **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