VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

FACULTY AND STAFF)
BULLETIN 18) 14 December 2012

1. **CALENDAR NOTES:**
   - Graduating Candidates Exams End, 17 December
   - Graduating Candidates Grades Due NLT 1200, 18 December
   - Women's Club Basketball, 18 December, Cameron Hall, 2000
   - VMI Employees Holiday Luncheon, 18 December, Crozet, 1230
   - December Graduation Rehearsal, 18 December, JM Hall, 1400
   - Commissioning, 19 December, Gillis Theater (Marshall Hall), 0830
   - December Commencement Ceremony, 19 December, JM Hall, 1100
   - Exams End, 19 December
   - Christmas Furlough Begins, 19 December
   - VMI Employees Christmas Break Begins (Close of Business), 20 December
   - Final Grades Due, 22 December, NLT 1200
   - Basketball vs. Shenandoah, 2 January, Cameron Hall, 1700
   - VMI Employees Returns, 7 January
   - Mass Notification System Test, 8 January, 1000
   - Basketball vs. Liberty University, 9 January, Cameron Hall, 1000
   - Alumni Board, 11-12 January
   - Corps Returns, 13 January, 2200
   - Registration, 14 January
   - Faculty & Staff Meeting, 14 January, Marshall Hall, 1615
   - Classes Begin, 15 January
   - Commonhealth Group and Anthem, 15 January
   - Talman/Child Citation & Luncheon, 15 January, Moody Hall, 1100
   - Basketball vs. Campbell University, 16 January, Cameron Hall, 1900
   - Department Heads Meeting, 16 January, SHBR, 1430
   - BOV Meeting, 17-19 January
   - Wrestling vs. Duke University, 19 January, Cocke Hall, 1930
   - Football Recruiting Luncheon, 19 January, Hall of Valor, 1100

2. **LOCAL AREA PARKING**: The Lexington City Council on 6 December 2012 approved a *residential parking permit district* along Diamond Street (from Ruff Lane to Lewis Street) and Randolph Street (from Dorman to Parry Lane). This is to become effective 1 January 2013. Once this program is implemented, vehicles not displaying the proper decal or hang tag will be ticketed and possibly towed.

   Additionally, the Lexington City Council approved the elimination of overnight parking along North Main Street by restricting parking between the hours of from 2AM to 5AM. Exceptions will be granted for the few residences along this portion of road. This is to become effective 1 January 2013. Signage will be posted from Massie Street to Campbell Lane in the northbound lane and to Moses Mill Road in the southbound lane.

3. **EMPLOYEE SURVEY**: Employees are encouraged to take the annual employee survey. To access the survey online please go to Click here to take the survey now. Paper versions can be acquired by contacting Donna Young at 540-464-7345 in the Office of Assessment and Institutional Research.

4. **CHILDREN CHRISTMAS PARTY:** Santa is coming to VMI on Monday, 17 December starting at 1700 (Santa arrives at 1730). VMI children and grandchildren are invited to attend the annual VMI Children's Christmas Party which will be held in the Moody Hall Activity Room. RSVP is not required. To help make the event a memorable one please bring:

   *A **wrapped gift** ($5-10.00) labeled in large print with your child's first and last name (Please take gifts to the coat closet when you arrive so Santa's elves can help him carry them in for the children);
   *A **Plate of Goodies** to Share (Sweet or Salty); and
   *Your **Camera**! As each child comes up, Santa will allow time for a "photo moment".
   *We ask that the children wait to open their gifts together after everyone has received a gift.

   Questions please contact Jessica Quisenberry at Vaquis@embarqmail.com or 540-463-7194. Come join the fun and help spread the word!

5. **EMPLOYEE CHRISTMAS LUNCHEON:** All VMI employees are invited to celebrate the season with a luncheon on Tuesday, 18 December 2012 at 12:30 p.m. in Crozet Hall. This event is provided through the generosity of ARAMARK.

6. **DECEMBER COMMISSIONING & GRADUATION:** The December Commissioning ceremony will be held on Wednesday, 19 December at 0830 in Gillis Theater. Cadets attending the Commissioning Ceremony will wear Gray Blouse. The VMI December Graduation ceremony will be held also on Wednesday, 19 December beginning at 1100 hours in JM Hall. The speaker will be COL Floyd Duncan '64. Uniform for those attending is Class A. Please plan to be seated by 1045 hours.

7. **CHRISTMAS FURLOUGH:** Cadets completing examinations before Wednesday, 19 December, may depart on furlough upon completion of their last scheduled examination if their penalty tour balance is zero. Christmas furlough will officially begin at the close of academic duty on Wednesday, 19 December 2012 and continues through 2200 hours on Sunday, 13 January 2013.

   VMI Employees' Christmas break will begin at the close of business on Thursday, 20 December; returning back on Monday, 7 January 2013.

8. **FACULTY & STAFF MEETING:** The General Faculty and Staff meeting will be held on Monday, 14 January, at 1615 hours in Gillis Theater in Marshall Hall. Uniform will be Class B.

9. **INCOME TAX WITHHOLDING**
   Form W-4: Any employee whose withholding allowances have changed should submit a

new IRS Form W-4. A new form does not need to be completed unless there has been a change in the number of allowances or in the additional amount deducted. **Any employee claiming exemption from income tax withholding must submit a new form for 2013 by 15 February.**

Form VA-4: Form VA-4 must be filed with your employer by 1 January for each calendar year for which you claim exemption from Virginia withholding. A new form does not need to be submitted if you are not claiming exemption from withholding and your allowances have not changed.

Current forms are on the VMI website under "Directories-Forms Directory-Comptroller Payroll" and will be updated as soon as 2013 forms are released from the Internal Revenue Service. Forms may also be obtained from the Payroll Office in 311 Smith Hall.

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

Personnel:
Congratulations to Aaron Groah on passing his Fundamentals of Engineering exam.

Visitors to Hinty Hall should park in **visitor** parking spaces located adjacent to the Main Entrance.

Surplus Program:
Any request to visit K-Mart to identify needed surplus items, must be sent to: physicalpant@vmi.edu or call the help desk at 464-7357 to receive a work order number. K-Mart visits will only be accommodated on Tuesday and Thursday afternoon from 1300 – 1500 hours.

VMI Transport Program:
As per General Order 23 VMI Driver Qualification and Vehicle Use Policy, all pool vehicle trips **must start and stop at the Physical Plant**. Multiple departments/agencies sharing a vehicle is unauthorized and against GO 23. There have been several recent instances of damage to vehicles/vans where no one claims responsibility.

POST WIDE SAFETY:
Seasonal Fire Safety
http://www.vafire.com/fire_safety_education/seasonal_safety_information.htm

Fire Safety

- Keep all exit routes clear
- No items may be stored in stairwells at anytime
- All electrical panels must be accessible at all times
- All appliances must be plugged directly into a receptacle or into fused adaptors (i.e. power strips). Extension cords are for temporary use only.

All items listed are fire code violations.

December 2-8 Winter Preparedness Week in Commonwealth

RECYCLING:
Earth-Friendly Holiday Parties and Christmas Trees

During the holidays, waste disposal increases by 25%. THIS CREATES AN EXTRA 5 BILLION POUNDS OF WASTE IN LANDFILLS NATIONWIDE. If you are hosting a holiday party this year, avoid using paper plates, plastic cutlery or other disposable items. Instead use dishes, silverware, cups or glasses and cloth napkins that can be washed. Avoid Styrofoam products; these are not recyclable here in Virginia.

Remember to set up a recycling container for your guests to deposit plastic cups and containers, aluminum cans and glass bottles. You can use a clean garbage bin, shopping bag, cardboard box, or plastic bin. Use paper, markers or even wrapping paper to make a colorful sign. Your guests will get a real "kick" out of your creativity!

Christmas trees are beautiful and smell great. When buying your tree, remember that if you purchase the one that can be planted after the holidays, you will be recycling. But if you choose a cut tree, after the holidays are over there are several things you can do with your tree. If you have a fireplace or a safe way to burn wood, cut up the tree for firewood or give it to a neighbor who does. You can place the tree in the backyard and let it provide a shelter for the animals during the winter months. Both Rockbridge Co and the City of Lexington chip and recycle trees and brush.

If you need to dispose of your tree, remove the stand and all decorations, and then:
-Rockbridge County: take it to the Fairfield or Glasgow Recycling Center; both have a brush container for the tree to be placed in. Please do not take your tree to the Greenhouse Road location; they do not have a brush container.
City of Lexington: put the tree on the curb on your trash pick-up day.

11. **VIOLENCE PREVENTION COMMITTEE:**
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. Points of contact for this committee to whom violent or threatening behavior can be reported 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 Auxiliary Services & Deputy Emergency Preparedness Coordinator
LTC James Williams – Post Engineer
MAJ Clarissa Griffin – Cadet Counseling Associate Director
Dr. David Copeland – Institute Physician
Mr. Peter Hodgkins – ARAMARK Food Service
Mrs. Elizabeth LeRose – Senior Women's Administrator & 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

Please also be reminded that a Simple Assault, defined as an unlawful physical attack by one person upon another, is a Class 1 misdemeanor according to the Code of Virginia § 18.2-57, and is a reportable crime under the Clery Act.

12. **THREAT ASSESSMENT TEAM:**
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 Counseling Associate Director
Dr. David Copeland – Institute Physician
Mr. Michael Marshall – Chief of Police

Please also be reminded that a Simple Assault, defined as an unlawful physical attack by one person upon another, is a Class 1 misdemeanor according to the Code of Virginia § 18.2-57, and is a reportable crime under the Clery Act

13. **AFROTC HOLIDAY FOOD DRIVE:** Please consider the less fortunate this holiday season. The Air Force ROTC food drive is benefitting the Rockbridge Area Relief Association food pantry. Most-needed items at the food bank are boxed cereals, peanut butter and tuna fish. Donation bins are located in cadet barracks, entryway to the PX, and main hallway in Kilbourne Hall. We will have a donation bin at the AFROTC tent during the tailgate for this Saturday's home game. Contact Captain Kimberly Kennedy (x7587) with questions.

14. **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.

15. **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.

16. **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