VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

FACULTY AND STAFF)
BULLETIN 19) 11 January 2013

1. **CALENDAR NOTES:**
   - Alumni Board, 11-12 January
   - Basketball vs. Winthrop University, 12 January, Cameron Hall, 1300
   - 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
   - Basketball vs. Campbell University, 16 January, Cameron Hall, 1900
   - Department Heads Meeting, 16 January, SHBR, 1430
   - BOV Meeting, 17-19 January
   - Basketball @ Coastal Carolina, 19 January, 1100
   - Wrestling vs. Duke University, 19 January, Cocke Hall, 1930
   - Football Recruiting Luncheon, 19 January, Hall of Valor, 1100
   - Stonewall Brigade Parade, 19 January, Parade Ground, 1120
   - Presidential Inaugural, 21 January 10, 2013
   - Last day for Course/Curriculum Changes, 22 January
   - Basketball @ High Point University, 23 January, 1900
   - Sacred Assembly Events, 24-28 January
   - Men's Soccer Clinic (US E License Course), 25-27 January, Patchin Field
   - Basketball vs. Gardner Webb, 26 January, Cameron Hall, 1300
   - Women's Swimming vs. WLU, 26 January, 1300
   - Women's Swimming vs. Ferrum, 26 January, 1300
   - Men's Swimming vs. WLU, 26 January, 1300
   - Lacrosse Scrimmage, 26 January, Fiorini Field, 1200
   - Academic Speaker (Ed Viesturs), 28 January, Cameron Hall, 1115

2. **FACULTY & STAFF MEETING:** The General Faculty and Staff meeting (Teaching/Research Faculty and Administrative/Professional Faculty) will be held on Monday, 14 January, at 1615 hours in Gillis Theater in Marshall Hall. Uniform will be Class B. Attendance is mandatory unless supervisors have excused the employee.

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. The survey will remain open until Friday, 18 January.

4. **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.

5. **THE CENTER FOR LEADERSHIP AND ETHICS:**
Nominations for the 2013 Erchul Environmental Leadership Award are being accepted online through Feb. 15, 2013. The award recognizes a Virginian age 18 or older who has made significant individual efforts to better the environment. To submit a nomination, visit www.vmi.edu/EnvironmentVA and select "Awards."

The Leadership Book Program, hosted by the CLE at Marshall Hall, will hold its next meeting on Thursday, 17 January at 1945hrs. Participants of the book program will finish discussion of *127 Hours: Between a Rock and a Hard Place by Aron Ralston*. Copies of the next book, *The Art of Intelligence: Lessons from a Life in the CIA's Clandestine Service* by Harry Crumpton, will be distributed. "The Art of Intelligence draws from the full arc of Crumpton's espionage and covert action exploits to explain what America's spies do and why their service is more valuable than ever." (Amazon)

Questions? Contact Ms. Kathy Wirtanen.

6. **LOCAL AREA PARKING**: As of December 2012, the Lexington City Council 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.

7. **PHYSICAL PLANT UPDATES AND INFORMATION:**
Work Requests – THESE ARE THE QUICKEST PATH OF ACTION.
    - It is very important that all facility and event support requirements are processed through the Physical Plant Customer Service section.
    - If you have a facility or event support need, please use the following link to submit a work request: http://www.vmi.edu/content.aspx?ekfrm=7965
      Or email to physicalplant@vmi.edu.

If you have a facility *emergency*, call 464-7357 [during normal business hours] and speak to our customer service representative.

- From 1600 to 0730 hours daily and on weekends, 464-7357 provides instructions on reporting your facility requirement.
- Please follow these guidelines to avoid delays in addressing your facility requirements.

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.

8. **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.

9. **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.

10. **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