VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

FACULTY AND STAFF)
BULLETIN 21) 25 January 2013

1. **CALENDAR NOTES:**
   - 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, North Post, 1200
   - Academic Speaker (Ed Viesturs), 28 January, Cameron Hall, 1115
   - Basketball @ Radford, 30 January, 1900
   - Wrestling vs. George Mason, 30 January, Cocke Hall, 1930
   - Academic Board Meeting, 30 January, SHBR, 1430
   - Bloodmobile, 5-7 February, Cameron Hall, 1145-2000
   - Department Head Meeting, 6 February, SHBR, 1430
   - The Baltimore Consort, 6 February, Gillis Theater, 1945
   - Basketball @ Longwood University, 6 February, 1900
   - Valley District Indoor Track, 7 February, Cormack Field, 1500
   - Basketball vs. UNC-A, 8 February, Cameron Hall, 1900
   - Academic Speaker (Lt.Col. Paul Barron), 8 February, Scott Shipp Hall 448, 0900
   - M/W Rifle Team vs. North Georgia, 9 February, Kilbourne Hall, 0830
   - Rugby vs. Virginia Tech, 9 February, North Post, 1300
   - Midwinter Formal Hop, 9 February, Cocke Hall, 1900-2200
   - Fly Fishing Film Tour, 11 February, Gillis Theater, 1900
   - End of 1st Grading Period, 12 February
   - Legislative Reception, 12 February, Library of Virginia in Richmond
   - Basketball vs. Radford University, 13 February, Cameron Hall, 1900
   - 5th Demerit Period, 13 February
   - Admissions Open House, 15-16 February
   - Parade, 15 February, 1635
   - Wrestling vs. The Citadel, Cocke Hall, 1930

2. **FLU SEASON**: Flu continues to be widespread in Virginia. Everyone should take precautions to reduce the risk of getting sick. Regular hand washing is important to decrease the spread of viruses. Coughing into your sleeve instead of into the air can also reduce the spread of flu viruses. Avoid group activities when you are coughing and sneezing and blowing your nose a lot. If you have fever and body aches, you should stay home. If you have not had a flu shot, supplies are still available at local pharmacies. Following these simple recommendations will increase your chances of staying healthy this winter. ~ Dr. Copeland

3. **H.B. JOHNSON DISTINGUISHED LECTURE SERIES**: Monday, 28 January at 1105 in Cameron Hall. Our guest speaker is Ed Viesturs, a well-known professional mountaineer, who has written a number of books on climbing. Ed Viesturs is one of only a few climbers in history, and the only American, to successfully ascend all fourteen of the world's fourteen 8,000 meter peaks without supplemental oxygen.

   This is a mandatory event for all cadets. Faculty, staff and local community are welcome to attend. Please contact the Dean's Office with any questions.

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. **PHYSICAL PLANT UPDATES AND INFORMATION:**

   Lease Vehicle Program:
   - When leaving your personal vehicle at Physical Plant (Hinty Hall) to take a lease vehicle on a trip, please park your personal vehicle in a "visitor" spot when available. These parking spaces have brown signs indicating "Visitor Parking". Physical Plant employees are not allowed to park in these six spaces.

   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.

   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.

6. **EMPLOYEE WELLNESS CLASSES:**

Notice 1:

VMI's Counseling Department in conjunction with the Employee Wellness Program and support from Anthem's Quit For Life is offering help with Tobacco Cessation. Counseling will help you develop a QUIT PLAN that ensures your success! Pre-mature aging and death are two of the many really good reasons to quit smoking and dipping. For more information, contact wellness@vmi.edu.

Notice 2:

The Employee Wellness Program is offering the following classes during the Spring Semester. All classes are held in the Employee Wellness Studio located at 309 N. Main Street. For more information please contact the program administrator at wellness@vmi.edu.

Join us on Facebook: **http://www.facebook.com/VMIWellness**

VMI EMPLOYEE FITNESS CLASS SCHEDULE

SPRING 2013

TIME:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12:10 PM	TOTAL BODY TRAINING	ZUMBA	TOTAL BODY TRAINING	YOGA	TOTAL BODY TRAINING
4:30 PM	YOGA	CARDIO SCULPTING	TAI CHI	ZUMBA	*SELF DEFENSE

*Self Defense class will be held the 1st and 3rd Friday afternoons of every month as follows: FEBRUARY 8 and 22; MARCH 1 and 15; APRIL 5 and 19; MAY 3 and 17.

7. **FACULTY UNIFORMS:**

- **Acquisition:** Officers and Non-commissioned officers (not including those serving in the ROTC detachments) receive an initial issue of uniforms in one of two ways.
  - Those personnel who are retired from the armed forces or are serving in the reserve component and have access to uniforms through the military exchange system may be provided a one-time stipend to bring their uniforms up to date.
  - Faculty and staff members who do not have access to uniforms (or travel to the closest post/base is deemed an inefficient use of time) are provided their initial

issue of Army uniforms through the VMI Military Store. The amount and type of clothing in the initial issue is stipulated in an attachment to the employment agreement extended by VMI.

- **Alteration:** The VMI Tailor Shop assists in this process of equipping faculty and staff with their initial issue of uniforms with alterations to insure a good fit, and a professional military appearance.
- **Maintenance:** Following the initial issue of military uniforms the maintenance of those uniforms including laundry and dry cleaning, alterations, repairs, and eventually replacement, are an individual responsibility
- **Replacement Items:** Marlow White Uniforms Inc. has a specific web page where VMI faculty members can purchase uniform items at discounted prices. The web address is www.marlowwhite.com/groups/access/customer/key/vmi_faculty. When you visit this link you will need to create an account to reach the VMI faculty page. VMI faculty have the ability to purchase everything on the Marlow White website, but only those things listed on the VMI page will receive discount pricing.
- **Wear of the Army Uniform:** Details on the wear of the Army uniform can be found in the VMI booklet, "Wearing the Virginia Militia Uniform and Military Courtesies", which is provided to new faculty and staff members when their uniforms are issued. Additional copies can be found at the QMD. Any questions concerning uniforms can be addressed to the Director of Auxiliary Services or the QMD on post.

8. **DEPARTMENT OF BIOLOGY COLLOQUIUM SERIES – SPRING 2013:**

When: 1100-1215 (Dean's Time), on selected Mondays
Where: Mallory Hall 135 (Physics Lecture Hall)
Who: Open to anyone; mandatory for all biology majors*

Date	Topics
4 Feb.	**Informational meeting** - Concentrations and minors available in Biology, the health professions track, and opportunities for undergraduate research.
11 Feb.	**MAJ Anne Alerding** – Developing a "super plant" optimized to produce clean-energy biofuels.
4 Mar.	**Cadet Molly Western** - Between a rock and a hot place: thermoregulation and selection of habitat by North America's smallest species of bat.
4 Apr.	**Dr. Robert Humston** – Ecology and Management of Smallmouth Bass in Virginia Rivers.
15 Apr.	**Cadet Micah Hosler** – You are what you eat: foraging ecology of insectivorous bats revealed through analysis of stable isotopes.
22 Apr.	**TBA** – reserved for departmental business.

* Contact MAJ Paul Moosman for details

9. **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.

10. **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.

11. **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