VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

FACULTY AND STAFF)
BULLETIN 01) 09 August 2013

1. **CALENDAR NOTES:**
   - Cadre Return, 10-11 August
   - New Classified Employee Orientation, 14 August, Marshall Hall, 0800
   - New Faculty & Staff Orientation, 15-16 August, Marshall Hall
   - Parents Council Social, 16 August, 1600-1700
   - Men's Soccer vs. Bluefield College (Exhibition), 16 August, Patchin Field, 1400
   - Matriculation, 17 August, Cameron Hall
   - General Faculty & Staff Meeting, 19 August, Marshall Hall, 1615
   - Academic Board Meeting, 21 August, SBHR, 1430
   - Men's Soccer vs. Appalachian State (Exhibition), 21 August, Patchin Field, 1300
   - Corps Return, 25 August, 2200
   - Rat Crucible, 25 August
   - Registration, 26 August
   - Classes Begin, 27 August
   - 4/C New Market Orientation, 27 August, Marshall Hall, 2000
   - Football @ Richmond University, 31 August, 1800
   - New Cadet Oath Ceremony, 1 September, New Market, 1100
   - Labor Day, 2 September
   - Academic Convocation, 4 September, Cameron Hall, 1105
   - First Reunion Weekend (68, 78, 88), 6-7 September
   - Women's Soccer vs. South Carolina State University, 6 September, Patchin Field, 1400
   - Parade, 6 September, 1635
   - Men's Soccer vs. New Jersey Institute of Technology, Patchin Field, 1700
   - Parade, 7 September, 1030
   - Football vs. Glenville State (WV), 7 September, Foster Stadium, 1330
   - Women's Soccer vs. Delaware State University, 8 September, Patchin Field, 1300

2. **NEW CLASSIFIED EMPLOYEE ORIENTATION:** VMI's orientation program for all new classified and wage employees will be held on Wednesday, 14 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 2012 are expected to attend. Please call the Human Resources office at ext. 7322 to confirm your attendance.

3. **CAMERON HALL CLOSED**: Cameron Hall will be off-limits for walking from 15 August through 17 August due to matriculation set-up and events.

4. **NEW FACULTY & STAFF ORIENTATION**: On Thursday (16 August) and Friday (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.

5. **MATRICULATION:** The Class of 2017 will matriculate on Saturday, 17 August, beginning at 0700 hours in Cameron Hall. More information is available at www.vmi.edu/matriculation.

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. **PHYSICAL PLANT UPDATES AND INFORMATION:**

   GENERAL INFORMATION – FMT1 will be painting the football field at Foster Stadium on Saturday 8-10-13. Please stay off the field until Sunday.

   FACILITY USE AGREEMENTS – If you have a facility use requirement and need to complete a facility use agreement, please submit your request to physicalplanthelp@vmi.edu . The Physical Plant staff will work with you to complete the proper paperwork and support your event.

   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: physicalplant@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.

TEAM MEMBER & EMPLOYEE OF THE MONTH FOR JUNE 2013:

Customer Service & Logistics	Melinda Ramsey
Facility Maintenance Team I	Butch Lawhorn
Facility Maintenance Team II	Al Critzer
Housing Maintenance Team	Willie Garrett
Grounds	Danny Bowyer
Heat Plant/HVAC	Les Marvin
Custodial I	Charlotte Clark
Custodial I	Stuart Kayton
Custodial I	Patti Carter
Support	Kevin Scott
EMPLOYEE OF THE MONTH	**Butch Lawhorn**

TEAM MEMBER & EMPLOYEE OF THE MONTH FOR JULY 2013:

Customer Service & Logistics	Alex Foresman
Facility Maintenance Team I	Eddie Dudley
Facility Maintenance Team II	Ora Youngblood
Housing Maintenance Team	Jeff Moran
Grounds	Victoria Wade
Heat Plant/HVAC	Ron Spanton
Custodial I	Marian Lineberry
Custodial I	Thomas Aschcraft
Custodial I	Glenna Taylor
Support	Aaron Groah
EMPLOYEE OF THE MONTH	**Victoria Wade**

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 540.464.7322 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:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff