VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

FACULTY AND STAFF)
BULLETIN 06) 13 September 2013

1. **CALENDAR NOTES:**
   - Alumni Board Meeting, 13-14 September, Moody Hall
   - Admissions Open House, 13-14 September
   - Sports Hall of Fame, 13-14 September
   - Parade, 13 September, 1635
   - Parade, 14 September, 1030
   - Football vs. North Greenville, 14 September, Foster Stadium, 1330
   - Keydet Club Lettermen Event, 14 September, Marshall Hall, 1700
   - Bedford Trip, 15 September
   - Board of Visitors, 16-18 September
   - Academic Speaker (LtCol Paul Barron), 16 September, George Marshall Museum, 0800
   - Bloodmobile, 17-19 September, Cameron Hall
   - First Demerit Period, 18 September
   - Academic Speaker (Eric Greitens), 19 September, Gillis Theater, 1945
   - Academic Speaker (Dr. James Bussi), 19 September, Turman Room, 1945
   - Football @ University of Virginia, 21 September
   - Corps Trip (University of Virginia), 21 September
   - Rifle Team vs. Citadel, 21 September, Kilbourne Hall, 0800
   - Open Range, 23 September, North Post, 1130-1330
   - First Grading Period Ends, 24 September
   - Academic Board Meeting, 25 September, Smith Hall Board Room
   - Second Fall Reunion Weekend (98, 03, 08), 27-28 September
   - Academic Speakers (Mr. Paxton & Mr. Woodson), 27 September, SSH 448, 0800-0850
   - Parade, 27 September, 1635
   - Alumni Baseball Game, 27 September, Gray-Minor, 1800
   - Homecoming, 28 September
   - Parade, 28 September, 1030
   - Men's Soccer vs. Winthrop, 28 September, Patchin Field, 1130
   - Rugby vs. University of Mary Washington, 28 September, North Post, 1300 & 1500
   - Football vs. Robert Morris, 28 September, Foster Stadium, 1330
   - Men's Soccer vs. Alumni Tournament, 29 September, Patchin Field, 1000

2. **PARKING NOTICE**: Due to the combination of the Admissions Open House along with a home football game this weekend, the South Institute Hill parking lot will be authorized for Admissions Open House guests **ONLY** for Saturday, 14 September 2013. All other parking will be in accordance with normal home football Game activities.

3. **CLUB ACTIVITIES**:
   - Men's Rugby at VA Tech, Blacksburg on 14 Sept., 1300
   - Women's Rugby vs. VCU, Northpost on 14 Sept., 1300
   - Men's Rugby at Longwood, Farmville on 21 Sept., (D-2)
   - Men's Rugby at UoR, Richmond on 21 Sept., 1300 (D-2A)

4. **BLOODMOBILE:** Virginia Blood Services will be on Post for the VMI Bloodmobile on the following dates:
   - Sept. 17 from 11:45 to 20:00 in Cameron Hall
   - Sept. 18 from 11:45 to 20:00 in Cameron Hall
   - Sept. 19 from 11:45 to 20:00 in Cameron Hall

   Double red donations will have 4 slots every hour on the hour from 12:00 - 18:00. To make an appointment, please sign up at the following website http://www2.vmi.edu/rcbd with your username and password. Make sure you type VMI\before the username. Please follow the link to the signup page.

   CAMERON HALL CLOSED: Cameron Hall will be off-limits for walking on 17-19 September due to the Bloodmobile dates.

5. **MANDATORY TITLE IX TRAINING**: Every other year, VMI employees are required to attend IG/Title IX Training. The training will be held in the Turman Room of Preston Library. The next opportunity for this training will be Friday, 20 September from 1100 – 1200 and Tuesday, 24 September from 1000 to 1100. A maximum of eighty (80) employees can attend each session.

6. **FEDEX BOX (SMITH HALL)**: The pick-up time for FedEx has changed for the Smith Hall drop off location. The pick-up time is now 1600.

7. **SOCCER MATCH:** The VMI men's soccer team will return home to Patchin Field on 28 September to face Big South Conference opponent, Winthrop University. After a five-game road swing, VMI will be playing just its second home game of the year. But the 11:30 a.m. game will be a special one as the Keydets use the game to benefit the Wounded Warrior Project. Throughout the early portion of the semester, the members of the team have been selling Wounded Warrior Project T-shirts, with all proceeds going to benefit the Program.

   The Wounded Warrior Project's vision is to foster the most successful, well-adjusted generation of wounded service members in our nation's history. Its purpose is to raise awareness and enlist the public's aid for the needs of injured service members, help injured service members aid and assist each other and provide unique, direct programs and services to meet the needs of injured service members.

8. **PHYSICAL PLANT UPDATES AND INFORMATION:**
   Recycling at VMI - Welcome new faculty and staff! VMI has an active recycling program. Learn what can be recycled, and where it goes, on the Recycling web page:

http://www.vmi.edu/Administration/Finance_Administration_Support/Physical_Plant/Recycling/Recycling_at_VMI/

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 the designated parking spaces at the far end of the lot. These parking spaces have brown signs indicating "VEHICLES DROP OFF / PICK UP". Physical Plant employees are not allowed to park in these four 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.

REPAIR, MAINTENANCE & EVENT SET UP REQUESTS - As the academic year begins, we are committed to providing excellent customer support post wide. To help us continue with our usual high standards, we are setting a few parameters:

- Requests should be submitted to PhysicalPlantHelp@vmi.edu Telephone calls should be reserved for emergency only.
- Event-related requests need to be submitted three (3) weeks prior to the event date. Please be sure to include basic information (who, what, when, where, etc.) along with any pertinent, more specific needs you may have.

9. **LITERARY EVENTS**: VMI's Department of English, Rhetoric, and Humanistic Studies will partner with Washington and Lee's Glasgow Endowment to co-sponsor a reading by poet Steve Scafidi on Wednesday, 18 September, at 1945 hours in the Northern Auditorium at Leyburn Library on the W&L campus. Mr. Scafidi, who teaches in the renowned Writing Seminars at the Johns Hopkins University, lives in Summit Point, West Virginia. The reading is free and open to the public.

   MAJ Julie Brown, assistant professor in the Department of English, Rhetoric, and Humanistic Studies, is one of the featured readers in the Writers at Studio Eleven series on Monday, 23 September, starting at 1900 hours. Studio 11 is located at 11 S. Jefferson St., Lexington. The series, which is free and open to the public, is sponsored by the Glasgow Endowment at Washington and Lee University and Dabney S. Lancaster Community College.

10. **POST PEDDLER:** A weekly email compilation of unofficial notices for your review. Please visit the Post Peddler 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.

11. **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.

12. **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