VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

FACULTY AND STAFF)
BULLETIN 16) 22 November 2013

1. **CALENDAR NOTES:**
   - Ring Figure Presentation, 22 November, Cameron Hall
   - Ring Figure Ball, 22 November, Marshall Hall
   - Parade, 23 November, 1030
   - Football vs. Bucknell, 23 November, Foster Stadium, 1330
   - Rat March, 24 November
   - Thanksgiving Furlough Begins, 26 November, 1205
   - Basketball @ William & Mary, 27 November
   - Thanksgiving, 28 November
   - Thanksgiving Holiday, 1200 on 27 November – 29 November
   - Wrestling Clinic, 30 November, Cocke Hall, 1000
   - Thanksgiving Furlough Ends, 2 December, 2200
   - Bloodmobile, 3-5 December, Cameron Hall
   - Basketball @ Elon University, 3 December
   - Department Heads Meeting, 4 December, Smith Hall Board Room, 1430
   - Academic Reception, 4 December, Moody Hall Activities Room, 1615
   - Wrestling vs. Gardner-Webb, 4 December, Cocke Hall, 1930
   - Admissions Guidance Counselor Dinner, 5 December, HOV, 1630
   - Lexington Christmas Parade, 6 December
   - Football Recruiting Weekend, 6-8 December
   - Distinguished Achievement Scholarship Presentation, 6 December, Gillis, 1100
   - Basketball vs. Wright State University, 7 December, Cameron Hall, 1300
   - Rifle vs. Penn State, 7 December, North Post, 0800
   - Alumni Forum, 7 December, Hall of Valor, 0730-1200
   - Christmas Spirit Night, 8 December
   - Last Day of Classes, 9 December
   - Corps Christmas Supper, 9 December
   - Basketball vs. Virginia University of Lynchburg, 9 December, 1900
   - Open Range, 9 December, North Post, 1130-1330
   - Reading Day, 10 December
   - Academic Board Meeting, 10 December, Smith Hall Board Room, 1430
   - Exams Begin, 11 December
   - VMI Community Theater, 13-15 December, Marshall Hall, 1930

2. **RING FIGURE:** The Ring Presentation Ceremony for the Class of 2015 will be held on Friday, 22 November at 1330 hours in Cameron Hall. This event is open to parents and family. The Ring Figure Ball that evening is by invitation only.

3. **ACADEMIC RECEPTION:** All academic employees are invited to attend an end-of-term holiday reception hosted by the Dean, In Moody Hall Activities Room on Wednesday, 4 December, at 1615 hours. Dress is business casual or Class B uniform. RSVP not required, just stop in and enjoy a little holiday cheer! Questions can be directed to Pat Leahy at leahypj@vmi.edu.

4. **EMPLOYEE HOLIDAYS**: VMI observes an alternate holiday schedule where most of the paid time off for holidays is during the Christmas/New Year's holiday period. VMI's alternate holiday schedule observes eight paid holidays for the Christmas/New Year's holiday and two paid holidays for the Thanksgiving holiday. Governor McDonnell has granted State employees an additional 4 hours off for the 2013 Thanksgiving holiday period and an additional 8 hours off for the Christmas/New Year's holiday period. The Superintendent has approved this adjustment to VMI's holiday schedule.

   The **Thanksgiving Holiday** period for VMI employees will begin at noon (or at the conclusion of four hours of your regular work shift) on Wednesday, 27 November and will continue through Sunday, 1 December. Employees will return to work on Monday, 2 December. A liberal leave policy will apply for Wednesday morning 27 November. Classified employees may charge their accumulated leave balances for the morning work hours with approval of their supervisors.

   The **Christmas – New Year Holiday period** for VMI employees will begin at the conclusion of your regular work shift on Friday, 20 December 2013 (for employees not scheduled to work on Saturday 21 Dec and Sunday 22 Dec) and will continue through Thursday, 2 January 2014. Employees will return to work on Friday, 3 January 2014.

5. **PHYSICAL PLANT WEEKLY BULLETIN SUBMISSION**

   SAFETY OFFICE – Below is a link that provides excellent information on a variety of fire safety topics. Please review this information and share with others as you deem appropriate:
   http://www.vafire.com/fire_safety_education/seasonal_safety_information.htm

   TEAM MEMBER AND EMPLOYEE OF THE MONTH PROGRAM

   October 2013

CS & L	Chad Austin
FMTI	Butch Lawhorn
FMTII	Eddie Shields
HMT/WP	Jason Davis
GROUNDS	Tracy Brown
HEAT PLANT/HVAC	Scottie Swisher
CUSTODIAL I	Darlene Vest
CUSTODIAL II	Barney Odend'hal
CUSTODIAL Barracks	Greg Moore
SUPPORT	Tommy Tomlin

   EMPLOYEE OF THE MONTH – Barney Odend'hal

6. **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.

7. **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.

8. **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