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Register now for upcoming informational sessions on retirement planning

Think you're too young, or too old, to plan for your retirement? Think again!

Virginia Tech is committed to making sure employees are well prepared for retirement. The Department of Human Resources will host free informational sessions on a variety of related topics in September, October, and November.

Topics include:

- Virginia Retirement System, and Optional Retirement Plans
- Virginia Tech and Virginia State Retirement Benefits
- The Starting Line: How and Why Retirement Saving Should Begin Now
- She's Got It: A Woman's Guide to Saving and Investing
- Are You Psychologically Ready to Retire?
- ICMA-RC: Your 547 State Deferred Plan Overview
- The Importance of Estate Planning

A complete list of topics and dates, including registration information, is available at www.hr.vt.edu/benefits/retirement_financial/retirement_planning/planning-sessions.html.

For more information, contact the Department of Human Resources at 540-231-9331.

Finds ways to harmonize work, life at the third annual Hokie Wellness Finding Balance Conference

Are you having difficulty drawing the line between work and home? Is your calendar jammed with "things to do" – for everyone else, but not yourself?

If you see yourself in these scenarios, register for the third annual Hokie Wellness Finding Balance Conference to learn how to weave wellness and balance into your life at www.training.vt.edu. The conference, which is free for employees, will be held Wednesday, Sept. 24, at The Inn at Virginia Tech and Skelton Conference Center.

Beginning at 7:30 a.m. attendees are invited to check-in, mingle with other attendees, and enjoy light snacks, and attendees can start their day with Tai-Chi guided by instructor, Matthew Komelski at 8 a.m.

The conference will begin at 8:45 a.m. with a welcome followed by keynote speaker, Paul "The Ripples Guy" Wesselman, who will open with the "Archeology of Passion: Excavating Your Enthusiasm for Work & Life. He will close the conference with "Great Work, Great Life: Five Actions for Personal & Professional Growth." For the past two decades, Wesselmann has visited hundreds of campuses and organizations around North America, encouraging students and staff to bring their full and best selves to school, work, and life.

New to the conference this year will be the opportunity to experience the keynote speaker separate from the

conference. If interested in attending the keynote speaker's morning or afternoon session or both, simply register for those sessions.

Special hotel room rates at The Inn and the Holiday Inn University are also being offered for off-site Virginia Tech employees who wish to travel to the conference. More details are available at www.hokiewellness.hr.vt.edu/occupational/findingbalance.aspx.

Additionally, the conference will have an activity element to it this year. Attendees are encouraged to wear comfortable clothing and footwear so they can participate in such activities as yoga, Zumba or Chi running and walking. Other sessions include personal finance, stress management, and more.

Limited seating is available. Registration is required for the conference and/or the morning and afternoon keynote sessions, and closes on Sept. 18 at www.training.vt.edu.

For more information, contact Hokie Wellness at 540-231-9331.

Step-by-step instructions available for important procedures, systems

The Employee Resource Guide is an interactive, online resource to help Virginia Tech employees with all human resources transactions, including:

- User manuals for university wide systems like Banner, Performance Management, and PeopleAdmin
- Step by step instructions for various personnel transactions
- Links to required forms and paperwork
- Annual salaried and wage payroll schedules
- Requests for conviction checks
- Hiring procedures

Explore the Employee Resource Guide at <https://hrapps.hr.vt.edu/resourceguide/transactions/index.aspx>.

For more information, contact the Department of Human Resources at 540-231-9331.

Free foreign language classes open to faculty and staff

All Virginia Tech faculty and staff are eligible for foreign language conversation courses at the Language and Culture Institute. We offer classes in Chinese, French, Spanish, and German.

Participation is free, though course books must be purchased separately.

In cooperation with the Department of Foreign Languages and Literatures, the classes are made possible by support from the offices of the Vice President of Outreach and International Affairs and the Vice President for Research.

Classes take place at the Language and Culture Institute on University City Boulevard in Blacksburg, across from the University Mall and behind the Rite Aid. Parking is

available and does not require a permit.

Classes begin Sept. 8. There is no formal registration procedure, but you may sign up by contacting the instructor directly. For contact information and class schedule, visit www.lci.vt.edu/faculty-staff/foreign-language-classes/.

For more information, contact Susan Neu at 540-231-5730.

Healthier vending options introduced across campus

Two hundred and thirty five vending machines across campus are being stocked with healthier drink and snack options this fall as part of a new pilot program at Virginia Tech.

The program, Healthy Hokie Vending Options, is a joint effort by Hokie Wellness in the Department of Human Resources, the Task Force for a Healthier Virginia Tech Campus, and Virginia Tech Services, Inc., in partnership with Coca-Cola Bottling Co. Consolidated and Aramark.

Approximately 20 percent of the snack vending machines and all of the beverage machines on campus have been restocked with healthier options.

The healthier snack options include Baked Cheetos, Garden Salsa Sunchips, Nature Valley Granola Bars, Nutragrain Strawberry Bars, Snackwell products, Snyder's Pretzels, and Wheat Thins. These items will be located in the far left row (from top to bottom) of the machines.

Vending snack machines in the following locations have been selected for the pilot program:

- Burruss Hall
- Cowgill Hall
- Derring Hall
- Durham Hall, second floor
- Graduate Life Center at Donaldson Brown
- Litton Reaves
- McBryde Hall, second floor
- Newman Library, fourth floor
- North End Center
- Payne Hall, first floor
- Slusher Hall, first floor
- Smyth Hall
- Squires Student Center
- Sterrett Center
- Student Services Building
- Torgersen Hall
- Virginia Bioinformatics Institute
- Virginia-Maryland College of Veterinary Medicine
- War Memorial Hall
- Whitmore Hall
- Williams Hall

Healthier drink options in the Coca-Cola machines include Dasani Water, Smart Water, zero calorie sodas, Powerades, 100 percent Minute Maid Juices, and flavored Dasani water.

The machines now feature nutritional labels and "Calories Count. Check Then Choose" labels as well.

Since 1968, Virginia Tech Services, Inc, who manages the vending machines, has given more than \$45 million in surplus funds to Virginia Tech to fund student initiatives.

The pilot program will be evaluated at the end of the fall semester.

For more information or to provide feedback, contact Hokie Wellness at 540-231-9331.

New recycling areas available for football tailgaters

Hokie football fans tailgating in five lots near Lane Stadium will have a more convenient way to recycle at home games this season.

A pilot project will provide multiple recycling areas near the following parking lots: Cassell Coliseum, Chicken Hill, Southgate Center, Stadium, and Track/Field House. The recycling areas will be located along the edge of the parking lots and will be identified by large flags and signs. Recycling bags will be provided.

All plastic containers No. 1-7 (including plastic cups), aluminum foil and cans, glass bottles, and tin cans can be placed in the recycling bags. Food, paper, and other trash should not be mixed with recyclable items.

The pilot project, which is a coordinated effort by the Office of Sustainability, Facilities Services, and the Athletic Department, could grow to other parking lots depending on the results of the test.

This initiative is part of the university's larger commitment to achieving a 50 percent recycling rate by 2050 as outlined in the Virginia Tech Climate Action Commitment and Sustainability Plan.

For more information, contact the Office of Energy and Sustainability at 540-231-5184.

Nominations sought for 2015 President's Award for Excellence and Governor's Awards

The nomination process for the 2015 President's Award for Excellence and state sponsored Governor's Awards is now open. Traditionally, the nomination process opens in late November/early December.

This year, the committee worked hard to have the system updated and open early, giving employees more time than ever to recognize the work of outstanding employees through a nomination for either of these annual awards.

Nominations must be submitted electronically to <https://awards.bams.vt.edu/> by Sunday, Feb. 1, 2015.

Nominations may be made by any university employee. All nominees will be honored at a reception in the spring, and staff nominees will be featured as a *Staff Employee of the Week* throughout the year.

For more information, including eligibility information and guidelines, visit www.hr.vt.edu/compensation/employaward/guidelines/index.html.

Virginia Tech News is published weekly during fall and spring semester and bimonthly during the summer sessions, by the Department of Human Resources and the Office of University Relations as a service to university employees who do not have computer access on campus. For more information, or to discuss submission of items call 540-231-7643.