

# NEWS & INFORMATION

Wednesday, July 6, 2016 -- Volume 13, Number 1



## Traffic alert: Route 460 lane closure beginning July 6

Beginning Wednesday, July 6 at 9 a.m., the left lane of east Route 460, 0.25 mile west to 0.50 mile east of existing Southgate Drive, will be closed to widen the median shoulder of the eastbound lane. One left turn lane (median side) of Southgate Drive will also be closed. The left turn lane from east Route 460 onto Southgate Drive will remain open.

This closure will be in place 24 hours per day until completed. During the course of this work, large trucks will be entering and exiting the travel lane, so please be advised of turning vehicles. Drivers should expect possible delays and plan to use other routes to access campus if possible.

Find the most up-to-date traffic alerts at <http://vtnews.vt.edu/notices/adm-fs-ongoingtrafficipacts.html>.

## Indoor emergency phones being installed on campus

In an ongoing effort to improve campus safety and security, 145 new indoor emergency phones are being installed on Virginia Tech's Blacksburg, Virginia, campus this summer. The phones are small blue call boxes with two-way speakers that are mounted to walls in central building locations. Individuals are connected with an emergency dispatcher within seconds of pressing the button on the device.

More than 100 of the emergency phones have already been installed and work will continue this summer to install phones in East Eggleston, Owens, Price, Patton, Saunders, and Hutcheson halls and Southgate Center, Wright House, Power House, and the indoor tennis courts. When completed, many of the university's academic and administrative buildings, as well as all residence halls will have emergency phones.

There are also more than 100 blue light emergency phones located outdoors on campus. These phones also allow individuals to communicate directly with the police department and are equipped with flashing blue light at the top of the phone pedestal that is activated when the button is pressed for help. A list of outdoor blue light emergency phone locations is available at [www.police.vt.edu/programs-training/emergency-training/file\\_callbox.pdf](http://www.police.vt.edu/programs-training/emergency-training/file_callbox.pdf) and in the LiveSafe mobile safety app.

## Police department provides safety tips on traveling with Uber, Lyft

The Virginia Tech Police Department has developed a resource for community members who utilize Transportation Network Companies (TNCs).

Transportation Network Companies, known as TNCs, connect paying passengers with drivers who provide transportation in their own non-commercial vehicles. All parties connect to the service via websites and mobile apps.

Two of the TNCs available in Virginia (and as a result to the Virginia Tech community) are Uber and Lyft.

Download the TNC brochure at

[www.police.vt.edu/\\_files/file\\_tncsafety.pdf](http://www.police.vt.edu/_files/file_tncsafety.pdf) for more information about how to use TNCs safely. The brochure includes tips on selecting a driver, and what you should do before you get into the vehicle and afterward.

For more information, contact Sgt. Tom Gallemore at [tgallemo@vt.edu](mailto:tgallemo@vt.edu).

## Learn to practice mindfulness and self-compassion during Summer Mindfulness Series

Stress often makes it difficult to relax and focus on the present. To live in the moment, it is important to take time to recharge and quiet the inner self-critic. Practicing mindfulness can help.

Discover the importance of mindfulness during the Summer Mindfulness Series. The series, which is hosted by Hokie Wellness and the Cook Counseling Center, will be held on Wednesdays, from 12-1 p.m., from July 13 through August 10.

Sessions include:

-- July 13

Mindfulness 101, Newman Library (room 207)

-- July 20

Compassion for Self, Newman Library (room 207)

-- July 27

Be Mindful with Others, North End Center (room 2200)

-- August 3

Calming Anxiety, Newman Library (room 207)

-- August 10

A Meaningful Life, Torgersen Hall (room 3310)

Registration is required. A description of each session is available at registration. To register, visit [www.training.vt.edu](http://www.training.vt.edu), click "view by alpha" and search for the title of the session. Attendance at all the sessions is not required.

For more information, contact Hokie Wellness at 540-231-8878 (employees) or 540-231-2233 (students).

## Applications being accepted for 2016-17 Administrative Professional Development Program

Nominations are currently being accepted for the 2016-17 Administrative Professional Development Program cohort.

The program is open to Virginia Tech classified and university staff in pay bands 2 or 3 who perform a variety of duties including office management, bookkeeping, project management, and supervision of other administrative personnel. Participants have the opportunity to exchange ideas, develop new skills and knowledge, and network with employees in similar roles across the university.

Classes are held the first Tuesday of each month, from 10 a.m. to 12 p.m. at North End Center. Classes begin Tuesday, September 6 and will continue through May. Sessions include presentations on leadership, communication, and other skill building activities.



Nomination forms must be completed, signed by the nominee's immediate supervisor, and submitted by Friday, August 5.

Individuals selected for the 2016-17 Administrative Professional Development Program cohort will be notified by Monday, August 15.

More information, including eligibility requirements and nomination guidelines, can be found online at [http://uopd.hr.vt.edu/Add\\_Development\\_Opportunities/Professional\\_Development\\_Networks/Administrative\\_Professional\\_Development/index.html](http://uopd.hr.vt.edu/Add_Development_Opportunities/Professional_Development_Networks/Administrative_Professional_Development/index.html).

For more information, contact University Organizational and Professional Development at [uopd@vt.edu](mailto:uopd@vt.edu) or 540-231-5100.

## University to close on Labor Day

In observance of Labor Day, Virginia Tech will be closed on Monday, September 5, 2016.

All classes will be cancelled and all offices at all Virginia Tech campuses will be closed, except those that must be open for selected operations. Essential emergency personnel are required to work as determined by their department head.

September 5, 2016 was previously a staff holiday. The day will remain a staff holiday and will be considered an authorized closing for faculty.

For more information contact the HR Service Center: Send an email to [hrrservicecenter@vt.edu](mailto:hrrservicecenter@vt.edu) or call 540-231-9331.

## Debbie Duncan recognized for unwavering commitment to serving others

It takes a particular set of skills — empathy, patience, tenacity, and knowledge, to name a few — to provide first-rate customer service in any organization; skills that Virginia Tech employee Debbie Duncan has consistently demonstrated throughout her 36 years with the university.

As a financial reporting manager in the Office of Planning and Business Services, Duncan serves as a reference point for employees and supports the office through financial reporting and analysis. She is known by her peers for her altruistic spirit, positive attitude, and professional courtesy.

In recognition of her commitment to serving others, Duncan is one of six Virginia Tech employees nominated in 2016 to represent the university in the statewide Governor's Award program. She was nominated in the customer service award category. The winners were announced in May.

Duncan interacts with all levels of employees and students on a daily basis, offering ample opportunities to provide exceptional customer service. Her day-to-day responsibilities include providing financial reports and developing special reports as requested, as well as tracking, analyzing, and reconciling transactions to ensure their proper recording.

Duncan constantly displays her unwavering commitment and willingness to go above and beyond to complete a task. She has been instrumental in converting in-house systems to Banner. This has allowed her to fully utilize the power of Banner to create reports in a timelier and more efficient manner; reports that are essential for decision-making regarding the operations of departments within her division.

Duncan now provides these reports to managers on the first of each calendar month, when previously they wouldn't receive the data until the second or third week of the month.

She also lends a helping hand to her colleagues and takes on additional tasks when needed, including during a time when one of the division's departments was down two employees.

While Duncan has held many positions throughout her 36 years with the university, each has involved providing exceptional customer service. She began her career at Virginia Tech in Facilities in 1980,

servicing in physical plant, the university architect's office, and Virginia Tech Electric Service. She then worked in the bursar's office from 1989-2008, when she transitioned into her current position in the Office of Planning and Business Services.

## Doris Shelor recognized for career committed to professionalism and service

Within her departments and around campus, Virginia Tech employee Doris Shelor is well respected for the quality of her work and her service-oriented personality.

Shelor is a budget manager for the departments of Religion and Culture and Science and Technology in Society, both in the College of Liberal Arts and Human Sciences, and has worked at Virginia Tech for more than 35 years.

In recognition of her dedication to the university, Shelor is one of six Virginia Tech employees nominated in 2016 to represent the university in the statewide Governor's Award program. She was nominated in the career achievement award category. The winners were announced in May.

As the budget manager for two departments, Shelor serves 40 faculty and staff members located in eight buildings across campus. She is responsible for balancing 72 accounts and 197 sub-accounts, with annual budgets exceeding \$4 million.

Despite instances where she has had limited help or time, Shelor has always managed to complete the task on schedule. She is known to do whatever it takes to get the task done, including arriving to work early or staying late.

While the sheer quantity of Shelor's work is impressive to her colleagues, it is the quality of her work that truly sets her apart.

Shelor also assists with fellowship and grant proposals, manages conference and travel reimbursements, and handles all other expenses for students and employees.

Zallen recalls the time when a speaker from the Choices and Challenges forum series wrote to thank Shelor, who is responsible for all financial matters related to the forum series, for not only seeing to it that he was reimbursed accurately and quickly, but also for arranging his reimbursement in British pounds. This, he said, had never happened before in any of his speaking engagements in the United States.

Shelor consistently performs duties that are beyond what her position requires. She advises staff and faculty on numerous policies unrelated to budgets, volunteers to help at graduation, pitches in on student support when needed, and assists visitors in navigating their way through Lane Hall.

Shelor has served as budget manager for the departments of Religion and Culture and Science and Technology in Society since 2001. Before moving into her current role she held positions in the departments of Political Science, Foreign Languages and Literatures, and Mathematics, as well as the Office of University Relations.

Outside of work, Shelor continues to project the ideals of *Ut Prosim* (That I May Serve) through her work in the community. She actively volunteers at her church in a variety of roles, from Sunday school teacher to apple butter maker to secretary treasurer.

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