

# NEWS & INFORMATION

Wednesday, Dec. 23, 2015 -- Volume 12, Number 21



## Buildings temperatures modified from Dec. 18-Jan.19

From 5 p.m. Dec. 18 through the start of the spring semester on Jan. 19, Facilities Services will reduce energy consumption by turning the heat in many on-campus facilities down/off, except during normal working hours.

From Dec. 21-23, and Jan. 4-8 when university offices are open, buildings will be heated from 7 a.m. to 5 p.m.

The building temperatures will be monitored continuously during this period and adjustments will be made as necessary. The normal schedule will resume on Jan. 19.

For more information call 540-231-4300.

## Section of West Campus Drive closed Dec. 28-31

Both lanes of West Campus Drive will be closed starting at 8 a.m. Dec. 28, and will reopen at 4 p.m. Dec. 31. The lane closures will be in place between the service drive entrance to Latham, Dietrick, and Ambler Johnston halls and the entrance to the Engel and Harper halls parking lot. The closure will allow workers to make repairs to a steam line that runs under West Campus Drive.

For more information, contact David Long at 540-231-0268.

## Avaya phone system upgrades set for Dec. 29

Avaya phone system upgrades are scheduled for 5 to 5:30 a.m. Tuesday, Dec. 29.

Security patches will be applied to network devices that host the university's telephone system, which provides connectivity for telephones. Users will be impacted during the patch implementation, which will affect the availability of Avaya IP, digital and analog phones, fax machines, credit card readers, and non-UC analog phone lines.

Should users encounter problems with these services after the service period, contact 4Help at 540-231-4357 or visit [www.4help.vt.edu](http://www.4help.vt.edu).

## Parents of children with ADHD invited to learn more about IEPs

On Wednesday, January 6 Janet Lennon, an educational consultant, will be on campus to talk with employees who have children with Attention Deficit Hyperactivity Disorder (ADHD).

Lennon will discuss Individual Education Programs (IEPs), 504s, and navigating the school system from 12 to 1 p.m. at North End Center (room 2200). The session is open to all who are interested. Registration is not required.

Lennon's visit will take place during the regularly scheduled (monthly) support group meeting for employees who are parents or caregivers of children with ADHD.

Employees who have ADHD are invited to participate in the

adults with ADHD support group, which also meets monthly. Both support groups offer education on ADHD-specific strategies, assist in navigating community support systems, and provide resources for available services. Additionally, the support groups foster an environment where participants can openly discuss their experiences with ADHD and receive support from other group members and leaders. Students are also welcome to attend either group.

The support groups are offered through a partnership between Hokie Wellness and the Virginia Tech Psychological Services Center.

For more information, visit [www.hokiewellness.vt.edu](http://www.hokiewellness.vt.edu) or contact Hokie Wellness at 540-231-9331 or [hokiewellness@vt.edu](mailto:hokiewellness@vt.edu).

## Join Hokie Wellness for a Weight Watchers open house

Employees looking for a healthy way to lose weight are invited to the Weight Watchers open house on Wednesday, January 6 from 11:30 a.m. to 12 p.m. at North End Center (room 3600). Last year, Virginia Tech employees who participated in the Weight Watchers program collectively lost more than 400 pounds.

Hosted by Hokie Wellness, this informational session will also include door prizes. Following the open house, attendees have the opportunity to say for the regular Weight Watchers meeting, which begins at 12:15 p.m. Registration is not required for either event.

The Weight Watchers program holds a weekly lunchtime meeting at North End Center. Ample parking is available in the attached parking garage. Employees who are eligible to enroll in a state health plan and meet certain participation criteria may qualify for 50 percent reimbursement. Students are welcome to attend if they have purchased a Weight Watchers pass.

For more information, visit <http://hokiewellness.hr.vt.edu/Nutrition/WeightWatchers.aspx> or contact Hokie Wellness at 540-231-9331 or [hokiewellness@vt.edu](mailto:hokiewellness@vt.edu).

## Free foreign language classes available to faculty and staff

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

Participation is free, though course books must be purchased separately. Classes take place at the Language and Culture Institute on University City Boulevard in Blacksburg (across from University Mall and behind the Rite Aid). Parking is available and does not require a permit.

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 begin Feb. 1. There is no formal registration

procedure. Interested employees can sign up by contacting the instructor directly. For contact information and class schedule, visit [www.lci.vt.edu/faculty-staff/foreign-language-classes/](http://www.lci.vt.edu/faculty-staff/foreign-language-classes/).

## January will bring changes to logging into many university online services

After the winter break, changes will be seen when logging into several systems. These systems are migrating from the legacy system (CAS or Central Authentication System) to a new version called Login. The new interface will be different, with a photograph of the pylons in the background.

The University 2-Factor Authentication program helps to improve the security of university data by adding verification through a registered physical device (usually a phone) to a password.

Employees have the opportunity to enroll in two-factor authentication. The process is not difficult, nor is using the process once registered. More information and opportunities to receive assistance registering for two-factor authentication will be available during spring semester.

Employees who wish to postpone enrollment until they can attend one of the opportunities for assistance, can do so by choosing the "not now" button on the login screen.

Services will begin migrating to the new Login system as early as Jan. 9, including the following:

- Canvas
- Scholar
- My VT
- HokieSpa
- Banner, including travel and expense, and document management

For more information, visit [www.it.vt.edu/2factor](http://www.it.vt.edu/2factor) or contact Susan Brooker-Gross at 540-231-1715.

## End-of-semester hours and winter break closing information

Most campus offices and entities will either be closed or operating on adjusted schedules at the end of the fall semester and through the winter break.

The last day of classes for the fall semester is Wednesday, Dec. 9. The university will be closed Dec. 24-Jan. 3.

The academic winter session begins Dec. 27 for online courses and Jan. 4 for in-residence courses. The spring semester begins Jan. 19.

### Procurement/Surplus Property

Surplus Property will be closed Dec. 21-Jan. 3. The office will reopen Jan. 4. For more information, visit [www.procurement.vt.edu/Surplus/surplus.html](http://www.procurement.vt.edu/Surplus/surplus.html) or call Ursula Halferty at 540-231-3988.

### Office of the University Bursar

The Office of the University Bursar will be closed Dec. 21-Jan. 3. The cashier window will open for one hour only, 9 to 10 a.m., on Dec. 31 for paycheck pick up. Employees not enrolled in direct deposit for payroll should do so by Dec. 15 to avoid having to pick up a paycheck.

Normal hours resume Jan. 4. For more information, contact Kelly Perkins at 540-231-9951

### University Honors

The University Honors office will be closed Dec. 21-Jan. 3. For more information, contact Sara Vandyke at 540-231-3938.

### Information Technology

Information Technology services will be available during winter break as much as they are on any weekend. Online services will be available, and unplanned outages will be addressed. Offices will be closed, so in-person services will not be available.

Support will be available from the Virginia Tech Operations Center throughout the period. The center is available during winter break to

reset passwords, assist with escalation of issues related to Winter Session, and take reports on service outages or problems. For more information, contact Susan Brooker-Gross at 540-231-1715.

### Career Services

Advising appointments may be scheduled between 8:30 a.m. to noon and 1:30 to 4:30 p.m. Dec. 21-23 by calling 540-231-6241. Ten Minute Walk-in advising is available from 1 to 3 p.m. Dec. 21-23. The office will be closed Dec. 24-Jan. 3.

Beginning Jan. 4, advising appointments may be scheduled from 8:30 a.m. to noon and 1:30 to 4:30 p.m. Monday through Friday. Walk-in advising is available noon to 3 p.m. Monday through Friday.

On Jan. 19, the regular advising schedule will resume. Visit [www.career.vt.edu](http://www.career.vt.edu) or contact Kelly Shannon at 540-231-6241 for more information.

### Office of Sponsored Programs

The Office of Sponsored Programs will be closed Dec. 24-Jan. 3 and reopen Jan. 4. Please have all proposals due during this time to the office and ready to submit by 9 a.m. Dec. 22 or make advance arrangements with office management by Dec. 18. For more information, contact Katie Reaves at 540-231-3193.

### Facilities Services

Facilities Services will be closed Dec. 24-Jan. 3 and will reopen Jan. 4. For assistance during this time period, please call VT Repair at 540-231-4300.

To prevent any damage from occurring, employees are asked to close all office windows and to set thermostats to at least 50 degrees before leaving for break. For more information, contact Facilities Services at 540-231-4300.

### Human Resources

Human Resources will be closed Dec. 24-Jan. 3 and will reopen Jan. 4. For assistance during this time, employees should email the HR Service Center. Emails will be responded to periodically throughout the break.

Departments are strongly encouraged to have all paperwork for transactions that are effective for the pay period Dec. 25-Jan. 9 submitted to Human Resources by 5 p.m. Dec. 18. For more information, contact the Human Resources Service Center at 540-231-9331.

### Office of Equity and Access

The Office of Equity and Access will be closed Dec. 24-Jan. 3 and will reopen Jan. 4. For assistance during this time, employees should call 540-231-2010 and leave a message. Phone calls will be responded to periodically throughout the break. For more information, call 540-231-2010.

### Police Department

The Police Department will remain open during winter break. The department's non-emergency service number (540-231-6411) and 911 will be continuously monitored. For more information, contact 540-231-6411.

### Electric Service

Electric Service will be closed Dec. 24-Jan. 3 and reopen Jan. 4. Payments may be deposited in the night depository or paid online at <https://electricbiz.vtes.vt.edu/>.

In case of an emergency (including power outages), customers should call 540-231-6437 to be connected to the Virginia Tech Police Department.

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*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.