

NEWS & INFORMATION

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2016 tax documents now available

Electronic W-2s and/or 1042s for 2016 are now available via Hokie Spa (www.hokiespa.vt.edu). The printed electronic form is an IRS acceptable version of the Form W-2 and 1042S. Employees must have a PID and password to log in.

Retrieval of the electronic version acknowledges consent to electronic receipt. Paper versions will not be mailed. Employees who do not have an active PID and password should contact 4Help (<https://vt4help.service-now.com>) at 540-231-4357.

Detailed directions to access the electronic form are available at www.controller.vt.edu/resources/payroll/w2info.html.

For tax and payment related questions contact the Payroll Office at vtw2@vt.edu or 540-231-5201.

For questions regarding online access contact 4Help (<https://vt4help.service-now.com>) at 540-231-4357.

ADHD support groups available

Employees and students who are parents or caregivers of children with Attention Deficit Hyperactivity Disorder (ADHD) are invited to participate in a support group. The group meets from 12-1 p.m. on the first Tuesday of each month at North End Center (room 2200).

The ADHD support group is designed to educate group members on ADHD-specific strategies, assist in navigating community support systems, and provide resources for available services. Additionally, the group is meant to foster an environment where participants can openly discuss their experiences with ADHD and receive support from other group members and leaders.

Upcoming support group meetings

- Feb. 7
- Mar. 7
- Apr. 4
- May 2

The support group is offered through a partnership between Hokie Wellness and the Virginia Tech Psychological Services Center. Registration is not required to attend the group meetings.

For more information contact Hokie Wellness at hokiewellness@vt.edu or 540-231-8878 (employees) or 540-231-2233 (students).

Staff Senate seeks interested staff for representation on council, commissions, and committees

The Staff Senate (www.staffsenate.vt.edu/) is currently seeking wage and salaried (non-faculty and non-student) employees to serve as staff representatives in the university governance system. The deadline for nominations is Mar. 15

Opportunities are available on the following council, commissions, and committees:

- Athletics Committee: one seat-any staff
- Campus Development Committee: one seat-any staff
- Employee Benefits Committee: one seat-staff senator or senate

alternate

- Library Committee: one seat-any staff
- Transportation and Parking Committee: two seats- any staff
- Commission on Equal Opportunity and Diversity: one seat-any staff
- Commission on Graduate Studies and Policies: one seat-staff senator or senate alternate
- Commission on Staff Polices and Affairs-Staff Senate rep: one seat- staff senator or senate alternate
- Commission on Staff Polices and Affairs-Academic Area rep: one seat-any staff from an academic college
- Commission on Staff Affairs and Policies-Administrative Area rep: one seat-any staff from an administrative area
- Commission on Student Affairs: one seat-staff senator or senate alternate
- University Council: three seats-any staff

Vacancies will be filled by election (held in Staff Senate) in early April. Terms are three years in duration, beginning July 1. Staff members who would like to submit their name as a candidate for one of the vacancies should contact Jon Wooge at jwooge@vt.edu.

Employees who are interested in serving on a committee that currently does not have an opening should notify Jon Wooge at jwooge@vt.edu.

Learn about mindfulness, meditation, and stress management at Koru Mindfulness series

Employees are invited to discover the importance of mindfulness at the Koru Mindfulness series. Koru Mindfulness is a curriculum designed to teach mindfulness, meditation, and stress management.

Feb. 1-22

-- Every Wednesday from 12-1:15 p.m. in North End Center (room 2200).

-- Space is limited and registration is required at <http://bit.ly/2jt7pX4>.

Mar. 3-24

-- Every Friday from 7:30-8:45 a.m. in Burruss Hall (room 130).

-- Space is limited and registration is required at <http://bit.ly/2j0OS8z>.

Apr. 12-May 3

-- Every Wednesday from 12-1:15 p.m. in New Hall West (downstairs training room).

-- Space is limited and registration is required at <http://bit.ly/2jYlkmJ>.

During the series, participants will be introduced to the practice of mindfulness and learn several skills, including meditation for managing stress.

Participants are required to attend all four sessions and can choose to purchase the book, *The Mindful Twenty Something* by Holly B. Rodgers, prior to the first session. This book is appropriate for participants of all ages and can be purchased

from local bookstores or Amazon.

For more information contact Hokie Wellness at hokiewellness@vt.edu or 540-231-8878 (employees) or 540-231-2233 (students).

Kelly Oaks appointed assistant vice president of Office for Equity and Accessibility

Kelly Oaks has been named assistant vice president of the Office for Equity and Accessibility at Virginia Tech.

Following eight years in Hawaii, the Virginia Tech alumna and former employee has returned to Blacksburg, where her primary responsibilities now include advancing the university's efforts to create an inclusive, accessible, and discrimination/harassment-free environment.

Oaks previously worked at Virginia Tech from 2003-09 as the director for equity initiatives and earned her doctorate of philosophy in counselor education from Virginia Tech in 2010.

As the assistant vice president for the Office for Equity and Accessibility, Oaks will oversee the university's affirmative action, equal opportunity, and accessibility efforts. She will also provide leadership to Virginia Tech's compliance and conflict resolution programs.

Additionally, Oaks will serve as the chief equal opportunity, affirmative action, and civil rights officer and the Title VII and Title IX coordinator.

Oaks served as the director of equal employment opportunity and affirmative action at the University of Hawaii from 2009 to 2011 and associate vice chancellor for student affairs and the dean of students at the University of Hawaii at Hilo from 2011-16.

During her eight-year career at the University of Hawaii, she led the campus' student conduct program and behavioral intervention team, managed the Title IX and Violence Against Women Act (VAWA) and discrimination and harassment complaint processes, and had an integral role in the university's equal opportunity and affirmative action laws, policies, and procedures.

She has held related positions at the University of Nevada and Truckee Meadows Community College, both in Reno, Nevada.

In addition to her doctorate, Oaks has a bachelor's degree in psychology from Lyon College in Batesville, Arkansas, and a master's degree in counseling and educational psychology from the University of Nevada, Reno.

She is a member of the American Association for Affirmative Action, the Association of Title IX Administrators, the Higher Education Case Managers Association, and the National Association of Student Personnel Administrators.

Pearson Hall earns LEED certification for environmentally friendly design

The U.S. Green Building Council has recognized Pearson Hall with a Leadership in Energy and Environmental Design (LEED) silver certification.

The certification recognizes the use of sustainable and/or recycled materials, energy efficiency, water efficiency, air quality, access to alternative transportation, and other aspects in the design and construction of the building.

Pearson Hall is the 14th Virginia Tech facility to earn a LEED certification. Since 2010, the university has added a total of 1.16 million gross square feet of LEED certified space on the Blacksburg campus.

Pearson Hall was completed in 2015 and is the university's newest residential facility. Built in the collegiate Gothic style that characterizes most of Virginia Tech's main Blacksburg campus, the 101,422-square-foot building contains more than 230 residential rooms for members of the Virginia Tech Corps of Cadets, as well as study and lounge spaces on each

level. It has five above-ground floors and a basement.

In addition to the 500 cadets who live in the building, Skipper, the Corps of Cadets cannon, and the Corp's canine ambassador, Growley II (call sign "Tank"), also call Pearson Hall home.

The LEED certification recognizes various eco-friendly design and construction elements of Pearson Hall, including:

- The building location since Pearson Hall is built on the site formerly occupied by Rasche Hall, no undeveloped land was required for new building.
- More than 95 percent of the waste generated during construction was diverted from landfills.
- The building provided uncovered bicycle parking totaling approximately 35 racks for bicycle storage needs.
- Sustainable building materials were used throughout the building, and more than 21 percent of the materials used within the building had been previously recycled.
- Multiple water conservation materials were incorporated, including water-efficient fixtures that save 35 percent more potable water than code minimum through automated faucet timers, showers and faucets that release fewer gallons per minute, and toilets that require less water.
- The building has a 22 percent better energy performance than a comparable building, a result of the selection of mechanical equipment that uses less energy and operates without utilizing ozone depleting CFC refrigerants.

-- Landscaping around the building incorporates native plant species that are not water intensive and don't require ongoing irrigation.

The Virginia Tech Climate Action Commitment (<http://facilities.vt.edu/sustainability/climate-action-commitment.html>), which was reaffirmed in 2013, commits the university to reducing carbon dioxide emissions by 80 percent below 1990 levels by 2050, to achieving a minimum LEED rating of silver for all major renovations and new construction, to reaching a 50 percent recycling rate by 2020, and to improving energy efficiency where and whenever possible in campus buildings.

Mindful Mondays held at Newman Library

Mindfulness is paying attention on purpose, non-judgmentally, with curiosity and acceptance to the present moment. Research studies on mindfulness practice have been shown to reduce stress and anxiety, and increase resiliency, wisdom, and authenticity.

Mindful Mondays will be held from 12-1 p.m. every Monday during the spring semester in the Newman Library (multipurpose room).

Mindful Mondays are open for employees and students to drop-in based upon their availability.

The hour will consist of 15-minutes of guided mindfulness practice and discussion, followed by 45-minutes of mindful activity of the participant's choice. This time can be used for quiet self-reflection, contemplation, prayer, meditation, or mindful movement.

For more information contact Hokie Wellness at hokiewellness@vt.edu or 540-231-8878 (employees) or 540-231-2233 (students).

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