



## THE BOTTOM LINE FEBRUARY 2021

### UNIVERSITY NEWS

#### Updates to authorized closing and telework policies

More information on changes to [Policy 4305](#): Authorized Closings Leave and Compensation Policy and [Policy 4325](#): Alternate Work Site and Telework Policy can be [found here](#).

#### Changes to Search Committee training take effect

Two new on-demand modules have been added to the university's Search Committee Training: (1) Diversity Search Advocate and (2) Unconscious Bias. More info about the new modules is [available here](#).

#### New signatory policy for state employees

New guidelines require state employees to provide their state phone numbers and email addresses in their email signature line. [More info](#) regarding the change and suggested email signature template.

#### Division of IT encourages caution, appropriate vetting when considering free software

Virginia Tech has a process in place to evaluate software and determine what data is collected and how it is used and stored. While some free software may appear promising, it is important that it first be vetted by IT Procurement and Licensing Solutions (ITPALS) and Virginia Tech Legal Counsel to ensure that students and data remain protected.

Learn about the [appropriate steps](#) when considering usage of new software or online tools.

### VP for FINANCE NEWS

#### Chair Message –VPF Inclusion & Diversity Committee

Thank you to those who joined our **Mindfulness and Wellness activity** last week! It was certainly a relaxing and much-needed time to slow things down a bit.

I want to encourage each of you to participate in one of our upcoming activities:

**MARCH 11**–Margaret Lawrence, Director of Programming for the Moss Arts Center will present and do a Q&A on **their approach to diverse programs and offerings**. [Sign up](#)

**MARCH 19**–Join one of our two **team-building walks** (physically distanced of course!) to celebrate the start of spring. One at Burruss, and one at New River Valley Mall...[let us know](#) which location you're planning on!

**APRIL 6** –Annual **Employee Awards & Recognition Event**. We need your help! [Please nominate](#) a deserving co-worker or work team for an award. All nominations [due by Friday March 5](#).

More information on discussion groups for April, May and June will be coming soon. And finally, thanks for all you do! - *Daysha Holmes, Chair*

 [vpfdiversity@vt.edu](mailto:vpfdiversity@vt.edu)

#### Griffitts receives Governor's Honor Award

ICYMI–learn more in [VT News](#) about the Governor's Honor Award that Joe Griffitts received. Congratulations again to Joe and the Hokie Passport Services team!

### EMPLOYEE SPOTLIGHT

#### ANGELA PAGE (Office of Budget and Financial Planning)

*Assistant Director of Auxiliary Budget Operations*

[Read this Q&A with Angela to learn more about her hobbies and interests.](#)



### UPCOMING DATES

#### FEB 24-25 | Giving Day

The university's third annual giving day starts at noon on Feb. 24. [Visit the site](#) for more information and ways to get involved.

#### FEB 26 | Soles4Souls shoe donation drive concludes

The Graduate School is seeking donations of new or gently-used shoes to support those in need, in the U.S. and in developing countries. [More info and drop off locations](#).

#### MARCH 1 | Due date for VT Staff and Faculty Awards

The nomination deadlines were extended for the President's Award for Excellence, the Staff Career Achievement Award, and the McComas Staff Leadership Award. More info on the awards criteria and nomination guidelines is available [here](#).

#### MARCH 8-12 | VT Principles of Community Week