



# THE BOTTOM LINE

VICE PRESIDENT FOR FINANCE AND CHIEF FINANCIAL OFFICER | JULY 2019

## RECENT NEWS & ANNOUNCEMENTS

### Sign up for Principles of Community Workshop

If you have recently joined one of our offices, please sign up to attend the Principles of Community Workshop scheduled for August 8 from 3:00-4:30 p.m. in NEC 2410.

*All new VPF employees*, including staff, faculty, emergency hires, wage, interns, fellows, and graduate students should attend and can register at [training.vt.edu](http://training.vt.edu).

And of course, the workshop is free and available for *any* employee to attend, not merely new ones. Just sign up through the above link.

### PageUp training sessions available for registration

The new recruiting and onboarding system will go live on July 22, and a number of training sessions are available for users to enroll. Sessions are first-come, first-serve, so make sure to [view the schedule](#) and sign up soon.

### Departmental Emergency Action Plans due August 1

Departments should update and submit plans annually through the VT Emergency Management Planning Portal.

[Read more...](#)

## UPCOMING EVENTS

### First-Year Orientation Sessions

July 8 through August 1

### Principles of Community Workshop

August 8 | 2410 NEC | 3:00 p.m.

### Annual Diversity Summit

August 13 | The Inn at VT

Save the date for this annual event hosted by the Office of Inclusion and Diversity.

## WELCOME TO OUR 2019 ROTATIONAL FELLOWS!

The division is thrilled to announce and officially welcome our 2019-20 VP for Finance Rotational Fellows: **Ozioma Chinaka** and **Erin Griffin**.

A 2019 VT graduate, Ozioma obtained a Bachelor of Science in Human Development. She completed the VP for Finance summer internship program last year, and chose Hokie Passport Services for her first rotation with the fellowship.

Also a Virginia Tech alum, Erin comes to the program after some time in the private sector. She earned a B.S. in Business Management from VT, and is completing her first rotation with Procurement.

*Get to know more about Ozioma and Erin in [these Q&A](#) on our site.*

This marks the fourth year of the fellowship program, which was

established in 2016 along with the VPF Internship program to increase the employment of talented individuals from diverse backgrounds and perspectives.

It is a post-baccalaureate, full-time, 12-month university staff position that offers participants the chance for exposure to the entire VP for Finance division. Fellows complete three rotations (around 4 months each) across the senior management areas and select the rotations based on their unique interests and skills.

Like the internship program, the fellowship continues to grow in awareness and impact – this year saw another record number of applicants, from a wide range of backgrounds and disciplines.

Learn more about the fellowship program on [our website](#), or by contacting us at [vpfinfo@vt.edu](mailto:vpfinfo@vt.edu).

## EAB RESOURCES AVAILABLE

Virginia Tech is a member with the Educational Advisory Board (EAB), a provider of research, technology, and consulting services to colleges and universities. As a member, we have access to articles, webinars, reports, and other resources about the higher education landscape and the latest trends.

Below are some opportunities that may be of interest. Just log into your account at [eab.com](http://eab.com), or create a new profile to explore some of these resources.

*The Finance Function of the Future*, a recent four-part archived webinar that can be viewed on-demand.

[Part 1](#) | [Part 2](#) | [Part 3](#) | [Part 4](#)

*Rightsizing the Program Portfolio*, a two-part series on how to develop data-driven processes and the role of the finance office in supporting academic program review and revitalization.

Part 1 | July 17 | 1:00 p.m. | [Register](#)

Part 2 | Aug 6 | 1:00 p.m. | [Register](#)

*Hallmarks of Higher Education's Most Strategic Finance Functions*, a report and toolkit for developing the strategic capabilities of finance units. [Read more...](#)

## EMPLOYEE SPOTLIGHT

### Sandy Power

System Administrator

Hokie Passport Services

[Read more...](#)



## TIPS FOR USING "ZOOM"

Ever had issues when using (or attempting to use) Zoom for a meeting? Check out this library of "how-to" [video tutorials](#) for users.

The one-minute videos cover everything from how to schedule a meeting or webinar, join a meeting in progress, share screens, record the session, mute and chat with participants and more.

More detailed written guides for these topics are also available on the site.