



THE BOTTOMLINE MAY 2023

UNIVERSITY NEWS

Health Assessment = Reward

You can still submit your Health Assessment for COVA Care and COVA HealthAware premium rewards– this brings a monthly discount on your insurance premium. [More](#)

Discount Prescription Card

Employees and students have access to a discount prescription card through TimelyCare. [More info](#)

Did you miss the Professional Development Conference?

Recordings now available
The 1st Professional Development Community of Practice was held May 4 with the theme, “Using your Talents for Influencing Change and Solving Wicked Problems.”

Recorded sessions and materials are available to view and download until June 2. [Details here](#)

Applications Open for Leadership Excellence

Now open to all faculty and staff, applications are open until June 9. Time commitment of 8-10 hours each month. [Learn more](#)

Revisions to Policy 4815

If you work with paid/unpaid interns or student volunteers, please read through the revised [Policy 4815: Minors at VT](#)

Complete voluntary self-ID of demographic information

OEA and HR asks employees to review and update their info. [More](#)

FINANCE NEWS

Shelley Seckers receives 2023 A/P Faculty Award

Congratulations to Shelley, our Assistant Director for Financial Management, on receiving this award! [Read the VT News story](#)

CVC Talent Needed:

Kim Linkous is looking for volunteers who may be willing to donate time and talent to the CVC, as (1) instructor for Paint Party, or (2) quasi-professional photographer for headshots.

Please contact Kim at 231-8560 or linkousk@vt.edu.

From FIT: Sharing in Office 365

Currently, when sharing an item in Office 365, the default setting is “people in Virginia Tech with the link can edit.” **Effective May 26**, the default share setting will change to “people you choose.”

This change ensures you only share the document with the people you identify. And when a document needs to be shared more broadly, it requires an additional action to modify the share permissions. This change is only modifying the default setting; users are still able to choose the share option that best meets their needs. Direct any questions to [4help.vt.edu](#).

Big Lick Ice Cream returns 6/1!

Take a short break on June 1 and come out with your colleagues to choose from a selection of ice cream, ice cream sandwich, or popsicle! **The truck will be at SSB 2:30 to 3:00 and at NEC 3:15-4:15.** Supervisors have vouchers.

EMPLOYEE SPOTLIGHT

Meet John Spence

Senior Buyer (Procurement)

John Spence joined the Procurement office in 2019.

[Read this Q&A](#) to learn more about his background, hobbies, and how to travel around the world.

UPCOMING DATES

JUNE 1

Service Project: Collections for Animal Shelter

You can bring donations when you come for ice cream. [See flyer](#) for needed items and contact your I&D Committee rep with any questions.

JUNE 26, 2-2:30 pm

5 Steps to Improving Your Finance Office Operations

NACUBO online. [Register here](#)

JUNE 29

Fiscal Training Open House

Interested in seeing the new Training Room in Gilbert Place? For more info email fiscaltraining@vt.edu

JULY 16-18

NACUBO Annual Meeting

[More](#)

JULY 23-28, Lexington, KY

CBMI

1-week intensive in business and financial management. [More](#)