

Commission on Student Affairs

Orientation Meeting

September 18, 2003

2:00-3:30 p.m.

**Brush Mt. B
Squires Student Center**

Minutes

Present: Allan Bradley, Tom Brown, Myrna Callison, Trey Church, Cristin Coles, Lanny Cross, Monika Gibson for Karen DePauw, Ginny Fowler, Caryl Gray, Pankaj Gupta, Elaine Kwan, Matthew Lieber, Kasey Martin, Vivek Mehta, Kim Mitchell, Brooke Randa, Nicole Reynolds, Ben Kearney for Dan Richardson, Roberta Snelling, Jane Warner, Kelly Williams, Chris Wise, Will Wright

Absent: Michele Dawson, Aki Izutani, Erin Kennedy, Clarresa Morton, Jerry Niles, Keniah Robinson, Brant Snyder

Guests: Patricia Hyer, Rachel Rizk

I. Welcome

Mr. Vivek Mehta, Chair, and Brooke Randa, Vice Chair, introduced themselves and welcomed the commission members to the orientation meeting.

II. Introductions

Mr. Mehta asked the commission members to introduce themselves.

III. Orientation

A. University Governance System

Dr. Patricia Hyer briefed the commission on the University Governance System and how the commission functions within the governance system.

B. Overview of CSA Meetings

Mr. Mehta and Ms. Randa provided an overview on how the commission meetings will be run this year, focusing on parliamentary procedure, meeting attendance, and how agendas will be set.

IV. Agenda Topics for 2003-2004 (Brainstorm)

The commission was asked to divide into groups and develop a list of topics for discussion at this year's meetings. The lists will be combined and discussed at the first regular business meeting.

V. Question and Answer Period

VI. Announcements

VII. Adjournment

The meeting adjourned at 3:20 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary

Commission on Student Affairs

October 2, 2003

2:00-3:30 p.m.

**Brush Mt. B
Squires Student Center**

Minutes

Present: Allan Bradley, Tom Brown, Myrna Callison, Trey Church, Levi Daniels for Cristin Coles, Lanny Cross, Ginny Fowler, Caryl Gray, Pankaj Gupta, Ben Kearney, Elaine Kwan, Matthew Lieber, Kasey Martin, Vivek Mehta, Kim Mitchell, Clarresa Morton, Brooke Randa, Nicole Reynolds, Rachel Rizk, Roberta Snelling, Chris Wise,

Absent: Michele Dawson, Monika Gibson, Aki Izutani, Erin Kennedy, Ellen Krupar, Jerry Niles, Keniah Robinson, Brant Snyder, Jane Warner, Will Wright

I. Call to Order

Mr. Vivek Mehta, Chair, called the meeting to order at 2:00 p.m.

II. Adoption of Agenda

The agenda was adopted as written.

III. Minutes from September 18 Meeting

Mr. Mehta announced that the minutes of the September 18 CSA meeting were electronically approved by the commission and forwarded to University Council.

III. Old Business

A. Agenda Topics (from Brainstorming Session on 9/18)

The list of agenda topics discussed at the Brainstorming Session on September 18 was distributed. Mr. Mehta briefly discussed the list and asked the commission members to see him after the meeting if they were interested in serving on subcommittees to cover the issues.

V. New Business

A. GSA Constitution Changes First Reading

Mr. Pankaj Gupta, GSA Chair, distributed copies of the current constitution, which was last updated in September 1995, and the newly proposed constitution and bylaws. Mr. Gupta also provided a written and

oral explanation of the proposed revisions which include: changes in the governance structure; inclusion of satellite campuses; explanation of position responsibilities; description of funding for paid GSA positions; explanation of voting procedures; and the addition of bylaws to the constitution. A question and answer period followed, and the commission asked that a few points be clarified in the document prior to second reading. The second reading will take place on October 16.

VI. Announcements

Ms. Kimberly Mitchell had three announcements: 1) the GSA at the Northern Virginia campus will be registering as a Registered Student Organization; 2) the Indian Students' Association was holding an evening of fun and dance on October 3, 6:30 p.m. in Commonwealth Ballroom of Squires; 3) the grand opening of the Leadership Resource Center was held on October 2, 4:00-6:00 p.m. in 316 Squires.

Ms. Nicole Reynolds announced that the Class of 2005 Ring Premier would take place on October 15, 6:30 p.m. in Burruss Auditorium.

Ms. Brooke Randa announced several VTU sponsored events: the movie "Red, White, and Blonde" on October 3, 8:00 p.m. in Colonial Hall of Squires; the Black Eyed Peas concert on October 7, 8:00 p.m. in Burruss Auditorium; comedian Pauly Shore on October 8, 8:00 p.m. in Burruss Auditorium; and the O.A.R. concert on October 23, 8:00 p.m. in Burruss Auditorium.

Mr. Trey Church announced that LGBTA would sponsor a couple of events in conjunction with National Coming Out Day on October 10: an LGBTA/Allies Meeting on October 9, 8:00 p.m. in Colonial Hall of Squires and the Rachel Sage concert on October 10, 8:00 p.m. in Haymarket Theatre of Squires.

Mr. Vivek Mehta announced several events taking place for Homecoming Week: the Hokiefest Picnic on October 7, 5:00 p.m. on Dietrick Lawn; the SAA Pep Rally on October 9, 9:00 p.m. at Alumni Hall Lawn; the NPHC Greek Stepshow on October 10, 7:00 p.m. in Burruss Auditorium; the Homecoming Parade on October 11, 9:00 a.m., in downtown Blacksburg; followed by the football game at noon.

VII. Adjournment

The meeting adjourned at 2:40 p.m.

Respectfully submitted,

Donna Sanzenbach
Recorder

Commission on Student Affairs

October 16, 2003

2:00-3:30 p.m.

**Brush Mt. B
Squires Student Center**

Minutes

Present: Allan Bradley, Tom Brown, Myrna Callison, Michael Sutphin for Trey Church, Cristin Coles, Lanny Cross, Ginny Fowler, Monika Gibson, Pankaj Gupta, Erin Hawkinson, Ben Kearney, Ellen Krupar, Elaine Kwan, Matthew Lieber, Kasey Martin, Vivek Mehta, Kim Mitchell, Clarresa Morton, Jerry Niles, Nicole Reynolds, Rachel Rizk, Judy Sarver for Roberta Snelling, Brant Snyder, Jane Warner, Chris Wise, Will Wright

Absent: Caryl Gray, Aki Izutani, Vishal Nakra, Brooke Randa, Keniah Robinson

I. Call to Order

Mr. Vivek Mehta, Chair, called the meeting to order at 2:02 p.m.

II. Adoption of Agenda

Mr. Mehta asked that an addition be made to the agenda under New Business, (D) Major Entertainment Sponsorship. The amended agenda was adopted.

III. Minutes from October 2 Meeting

Mr. Mehta announced that the minutes of the October 2 CSA meeting have been electronically approved and sent to University Council.

IV. Old Business

A. GSA Constitution Changes—Second Reading

Ms. Kasey Martin presented the GSA Constitution Changes for second reading and outlined the changes that were made as a result of the first reading on October 2. Mr. Mehta opened the floor for questions and discussion. Being none, there was a motion to approve the GSA Constitution. The motion was seconded and approved.

V. New Business

A. Discussion of Parking Issues - Ben Kearney

Mr. Kearney opened a discussion of parking issues by distributing a list of concerns related to: vehicles driving on sidewalks; parking tickets; parking for residents and commuters; a parking garage; Blacksburg Transit routes; and Parking Services revenue. Mr. Mehta opened the floor for discussion. Additional

concerns brought up during the discussion are: why must tickets be paid before they are appealed; can parking times for graduate students be extended; why are faculty and staff allowed to park in student lots without being ticketed; are there lots on campus where more tickets are written; are other groups on campus ticketed as quickly as students. Mr. Kearney will forward the list of concerns to Mr. Steve Mouras, Director of Transportation, and Mr. Richard McCoy, Parking Manager, who will attend the November 6 meeting to address these concerns.

B. Discussion of Student Services—Ed Spencer

Dr. Ed Spencer, Assistant Vice President for Student Affairs, thanked the commission for inviting him to speak on student services. He suggested the commission also invite Mr. Dwight Shelton, Vice President for Budget and Financial Management, or Mr. Minnis Ridenour, Executive Vice President and Chief Operating Officer, for a more in-depth discussion of tuition and fees. Dr. Spencer explained how student fees are used for operating funds in various departments on campus, and the services provided by this funding. He explained that even though students have been charged higher tuition and fees this year, the higher rate still has not covered all the money lost in the state budget cuts. As a result, departments have been forced to cut budgets and consequently cut the services they are able to offer.

Dr. Spencer distributed handouts comparing Virginia Tech to our peer institutions in Virginia and the nation. Virginia Tech has the second highest tuition rate in the state compared to other four-year institutions. However, we have the lowest total rate in the state when tuition, fees, and room/board are compared. When compared to 19 public four-year institutions in the nation, Virginia Tech ranks 16th in terms of tuition, fees, and room/board.

Dr. Jerry Niles, Dean of Liberal Arts and Human Sciences, and Dr. Lanny Cross, Vice President for Student Affairs, briefly discussed how the university relies on strategic planning for allocation of budgets.

Dr. Spencer stressed that the administration is interested in hearing the student opinions on these matters. He encouraged students to work with their student organizations this semester in getting their opinions voiced to the administration, before budget decisions are made in the spring. Mr. Mehta indicated he will invite Mr. Shelton and Mr. Ridenour to speak to CSA this semester.

C. Board of Visitors Information Session—Myrna Callison and Allan Bradley

Mr. Allan Bradley and Ms. Myrna Callison, Undergraduate and Graduate Representatives to the Board of Visitors, discussed the upcoming BOV Information Session on Comprehensive Review of Race-Conscious Programs. The Information Session will be held on November 10 at 3:00 p.m. in Owens Banquet Hall. The focus of the session will be narrow tailoring of race-conscious programs. Last spring the university asked all departments to review their programs for race-conscious aspects. Dr. McNamee will provide an update of this review at the November 10 session. For the future, the university will continue to monitor all programs to ensure legal compliance. The university will also have an increased commitment to improve and support diversity on campus.

Mr. Bradley and Ms. Callison stressed the importance of student feedback and input at the Information Session. They asked the student leaders to discuss this issue with their groups and e-mail the groups' questions to them at abradley@vt.edu or mcalliso@vt.edu. They will also discuss the questions at the next CSA meeting on November 6. They encouraged the students to attend the Board of Visitors open sessions on November 2 and 3 as well.

D. Major Entertainment Sponsorship

Mr. Mehta distributed copies of Policy 8215, Major Entertainment Sponsorship, which states that in 1977 CSA granted Virginia Tech Union the exclusive privilege to sponsor all major entertainment events on the Virginia Tech campus. Mr. Erik Kneubuehl, Director of Campus Programs, UUSA, will attend the next meeting to discuss proposed changes to the policy.

VI. Announcements

There were no announcements.

VII. Adjournment

The meeting adjourned at 3:38 p.m.

Commission on Student Affairs

November 6, 2003

2:00-3:30 p.m.

**Brush Mt. B
Squires Student Center**

Minutes

Present: Tom Brown, Myrna Callison, Trey Church, Cristin Coles, Lanny Cross, Ginny Fowler, Monika Gibson, Erin Hawkinson, Ben Kearney, Ellen Krupar, Elaine Kwan, Matthew Lieber, Kasey Martin, Vivek Mehta, Kim Mitchell, Clarresa Morton, Jerry Niles, Anand Patel, Brooke Randa, Nicole Reynolds, Rachel Rizk,

Roberta Snelling, Brant Snyder, Chris Wise, Will Wright

Absent: Allan Bradley, Caryl Gray, Pankaj Gupta, Vishal Nakra, Keniah Robinson, Jane Warner

Guests: Greg Beecher, Heather Black, Erik Kneubuehl, Rakesh Kapania, Richard McCoy, Puraj Patel

I. Call to Order

Mr. Vivek Mehta, Chair, called the meeting to order at 2:01 p.m.

II. Adoption of Agenda

There was a motion to move Rights and Responsibilities of Graduate Students, item A under New Business, to a Special Report before Old Business. The motion passed. The agenda was adopted as amended.

III. Minutes from October 16 Meeting

Mr. Mehta announced that the minutes of the October 16 CSA meeting have been electronically approved by the commission and forwarded to University Council.

IV. Special Report - Rights and Responsibilities of Graduate Students

Dr. Rakesh Kapania, Chair of the Commission on Graduate Studies and Policies (CGS&P), discussed the "Bill of Rights and Responsibilities of Graduate Students at Virginia Tech." Dr. Karen DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School, set up a committee to develop this document as a guide for graduate students regarding their rights and responsibilities in terms of their conduct and academic pursuits at Virginia Tech. The committee reviewed similar documents at our peer institutions and sought feedback from other universities. The committee wrote several drafts of the document before it was presented to CGS&P. CGS&P is seeking comments from other commissions before they finalize the document and send it to University Council. Comments should be sent to Dr. Kapania at rkapania@vt.edu and Mr. Panjak Gupta, President of GSA, at pgupta@vt.edu. The document will be

discussed again at the November 20 CSA meeting as old business.

V. Old Business

A. Parking Issues

Mr. Richard McCoy, Parking Manager, updated the commission on changes that are taking place in Parking Services. He briefly discussed the Transportation and Parking Master Plan, which was designed to improve parking, traffic, and alternative transportation on campus. Implementation of the plan recommendations are expected to begin in June 2004. They have already made changes to campus roadways that will make the campus more bike and pedestrian friendly. Parking Services continues to work with Ms. Suzanne Ducker, Alternative Transportation Manager, in promoting alternative transportation on campus. Questions related to carpooling, CAP permits, and bicycles may be answered by Ms. Ducker at sducker@vt.edu.

Mr. McCoy addressed a list of questions the commission forwarded to him following a discussion of parking issues at the October 16 meeting. The questions were related to: vehicles driving on sidewalks; parking tickets; parking for residents and commuters; a parking garage; Blacksburg Transit routes; Parking Services revenue, why must tickets be paid before they are appealed; can parking times for graduate students be extended; why are faculty and staff allowed to park in student lots without being ticketed; are there lots on campus where more tickets are written; are other groups on campus ticketed as quickly as students. Mr. McCoy indicated his willingness to speak to other student groups for further clarification on any of the issues. Additional questions may be sent to him at rimccoy@vt.edu.

B. Major Entertainment Sponsorship

Mr. Erik Kneubuehl, Associate Director of Campus Programs, and Mr. Greg Beecher, Associate Director of Event Services, attended on behalf of UUSA to discuss proposed changes to the Major Entertainment Policy. Copies of the current and proposed policies were distributed to the commission for first reading at the October 16 meeting. There was a motion to waive full reading of the policies. The motion was seconded and passed. Mr. Kneubuehl and Mr. Beecher explained that the changes are being made because the current policy hasn't been reviewed since 1977. In addition, Event Services has seen an increase in the number of student organizations asking to host major entertainment events on campus. The current policy doesn't include enough structure to support the organizations in relation to advisement, resources, and consultation as they are planning their events. The proposed changes set up a consultation system between Event Services and the Student Activities Office that will help the student organizations understand legal issues, cost, budgeting, marketing plan, etc. This will help the organizations decide if they can go forward with the event as planned. Following a question and answer period, there was a motion to approve the changes to the policy. The motion was seconded and passed unanimously.

C. Board of Visitors Information Session on Race-Conscious Programs

Ms. Myrna Callison, Graduate Representative to the Board of Visitors, reminded the group of the BOV Session on Race-Conscious Programs being held on November 10 from 3:00-5:00 p.m. in Owens Banquet Room.

Ms. Rachel Rizk from RHF commented that the November 3 breakfast meeting with the BOV Student Affairs Committee and student members of CSA was very informative and asked if future meetings can be planned to increase communication between the Board and students. Dr. Cross said he will speak with the Student Affairs Committee chair to see what can be worked out. He also suggested that Order of the Gavel invite a Board member to attend one of their meetings.

V. New Business

A. Virginia Tech Union Constitution Changes (First Reading)

Ms. Brooke Randa, President of VTU, discussed proposed changes to the VTU Constitution. They are proposing minor changes that show the new titles of UUSA employees acting as advisors for VTU. The new titles are a result of reorganization in UUSA this year. Mr. Mehta opened the floor for questions and discussion. There were none. Second reading will take place at the November 20 meeting.

B. University Updates

Mr. Vivek Mehta updated the commission on a few items that were brought up at the brainstorming session on September 18:

1. Fall Break

A Fall Break has been approved and the first will occur on a Friday in October of Fall Semester 2005-2006.

2. BOV Student Representatives

Mr. Mehta has discussed with the President's office and the BOV student representatives the issue of whether the student representatives should be voting members in future years. It is felt the representatives are more effective as non-voting members who are voicing the student opinions to the Board.

3. Weekday Football Games

Mr. Mehta has discussed this topic with the administration as well. It is financially beneficial to the university to host weekday football games because of television coverage. The university has the opportunity to host two or three weekday games per year, but the goal is to host only one per year. The commission can discuss this further if there is enough interest.

VI. Announcements

Ms. Kim Mitchell announced that mandatory workshops on annual funding will begin on Monday, November 10. There will be two workshops in November, one in December, and one in January. Sign-up for the workshops takes place in 319 Squires.

Ms. Brooke Randa announced that VTU is bringing Lonestar, a country group, to Burruss Auditorium on December 5 at 8:00 p.m. Tickets are \$12 for students, \$18 for non-students.

Ms. Rachel Rizk announced that RHF is forming an ad hoc committee to address upper quad parking and will bring a resolution to CSA later in the year.

Ms. Rizk also announced plans to invite speakers from the Office of Risk Management and Event Services to discuss student organization insurance. She plans to develop a list of questions on this topic at the November 20 meeting.

Mr. Anand Patel announced that CISO is hosting the Dance of Nations in Squires Commonwealth Ballroom on November 7 at 7:00 p.m.

Mr. Vivek Mehta announced that the AASU Annual Cultural Show is being held in the Donaldson Brown Auditorium on November 8 at 6:00 p.m.

Ms. Kasey Martin announced that the Voluntary Action Center is holding their annual fundraiser at Donaldson Brown on November 15 at 5:00 p.m.

VII. Adjournment

There being no further business, the meeting adjourned at 3:23 p.m.

Commission on Student Affairs

November 20, 2003

2:00-3:30 p.m.

**Brush Mt. B
Squires Student Center**

Minutes

Present: Allan Bradley, Myrna Callison, Cristin Coles, Ginny Fowler, Monika Gibson, Caryl Gray, Ben Kearney, Elaine Kwan, Matthew Lieber, Kasey Martin, Vivek Mehta, Kim Mitchell, Clarresa Morton, Jerry Niles, Anand Patel, Brooke Randa, Rachel Rizk, Chris Darling for Brant Snyder, Jane Warner, Chris Wise,

Absent: Tom Brown, Trey Church, Lanny Cross, Pankaj Gupta, Erin Hawkinson, Ellen Krupar, Vishal Nakra, Nicole Reynolds, Keniah Robinson, Roberta Snelling, Will Wright

I. Call to Order

Mr. Vivek Mehta called the meeting to order at 2:02 p.m.

II. Adoption of Agenda

The agenda was adopted as written.

III. Minutes from November 6 Meeting

Mr. Mehta announced that the November 6 minutes have been sent to the commission for electronic approval.

IV. Old Business

A. Rights and Responsibilities of Graduate Students

Ms. Myrna Callison asked the commission if there were concerns or questions about the document, "Rights and Responsibilities of Graduate Students," which was distributed and discussed at the November 6 CSA meeting. Ms. Callison indicated that the document had first reading at University Council on November 17 and second reading will take place on December 1. Following a brief discussion, the commission voted to support this document at University Council.

B. Virginia Tech Union Constitution Changes (Second Reading)

Ms. Brooke Randa, President of VTU, presented the VTU Constitution Changes for second reading and briefly described the proposed changes. Mr. Mehta opened the floor for questions and discussion. Following a brief discussion, there was a motion to approve the changes to the VTU Constitution. The motion was approved.

C. Parking Resolutions

Mr. Ben Kearney presented six parking related resolutions for first reading:

Resolution CSA2003-2004A: Resolution Concerning Unauthorized Faculty Parking.

Resolution CSA2003-2004B: Resolution Concerning Parking Ticket E-mail Notification System

Resolution CSA2003-2004C: Resolution Concerning Vehicles Driving on the Sidewalk at Night

Resolution CSA2003-2004D: Resolution Concerning Vehicles Speeding on the Sidewalk

Resolution CSA2003-2004E: Resolution Concerning Extending C/G Parking Lot Hours

Resolution CSA2003-2004F: Resolution Concerning Vehicles Driving on Unauthorized Sidewalk

The commission discussed each resolution and suggested several grammatical changes as well as changes that would clarify the intent of the resolutions. Mr. Kearney will revise the resolutions based on these suggestions and bring them forward for second reading on December 4.

V. New Business

A. Discussion of Student Organization Insurance

Ms. Rachel Rizk distributed and discussed a handout on student organization insurance. Ms. Rizk has been researching this topic because student organizations are now required to purchase insurance to cover large events on campus. When the organizations do not have annual insurance policies, they must purchase day policies, which are much more expensive. University Student Life Programs (USLP) are insured through the university, but other student organizations are not. *Ms. Kim Mitchell said the Student Budget Board had been expecting more requests for insurance since the change in requirements two years ago, but have received only a few so far. The requests would come through the small grant process.* Following a brief discussion, the commission decided to invite Mr. Fred Weaver from Risk Management and a representative from Student Legal Services to attend the first meeting of Spring Semester to advise the student organizations on the need for insurance.

VI. Announcements

Mr. Mehta announced that Mr. Dwight Shelton and Mr. Minnis Ridenour will attend the December 4 meeting to discuss budget issues.

Mr. Mehta also announced that Alpha Chi Sigma has asked the commission to approve a bylaw amendment. Mr. Mehta will check with to see if CSA approval is required.

VII. Adjournment

The meeting adjourned at 3:26 p.m.

Respectfully submitted,

Donna Sanzenbach
Recorder

Commission on Student Affairs

December 4, 2003

2:00-3:30 p.m.

**Brush Mt. B
Squires Student Center**

Minutes

Present: Allan Bradley, Myrna Callison, Trey Church, Cristin Coles, Lanny Cross, Erin Hawkinson, Ben Kearney, Ellen Krupar, Kasey Martin, Vivek Mehta, Kim Mitchell, Clarresa Morton, Vishal Nakra, Anand Patel, Brooke Randa, Roberta Snelling, Brant Snyder, Chris Wise, Brian Mills for Will Wright

Absent: Tom Brown, Ginny Fowler, Monika Gibson, Caryl Gray, Pankaj Gupta, Elaine Kwan, Matthew Lieber, Jerry Niles, Nicole Reynolds, Rachel Rizk, Keniah Robinson, Jane Warner

Guests: Cathy Greenberg, Larry Hincker, Stuart Mease, Mark Owczarski, Minnis Ridenour, Dwight Shelton

I. Call to Order

Mr. Vivek Mehta called the meeting to order at 2:06 p.m.

II. Adoption of Agenda

The agenda for December 4 was adopted as written.

III. Minutes from November 20 Meeting

Mr. Mehta announced that the November 20 minutes had been sent to the commission for electronic approval. There were two changes in the minutes which were sent electronically to the CSA listserv.

IV. Special Report: Discussion of Budget, Tuition & Fees -- Minnis Ridenour and Dwight Shelton

Mr. Minnis E. Ridenour presented on the "Economic Realities of Higher Education in the Commonwealth of Virginia." Following the presentation, the floor was opened for question and answer. Any further questions concerning the material presented can be e-mailed to Minnis Ridenour at ridem@vt.edu.

V. Old Business

A. Parking Resolutions (Second Reading)--Ben Kearney

Mr. Ben Kearney presented five parking related resolutions for second reading:

Resolution CSA2003-2004A: Resolution Concerning Unauthorized Faculty

Parking. Upon Mr. Ben Kearney's discretion as the author of this piece of literature, this resolution was not brought to the table for a second reading. After discussion, it was agreed that the resolution would be presented at the end of the meeting. The Commission eventually lost quorum and the resolution was tabled until the next meeting.

Resolution CSA2003-2004B: Resolution Concerning Parking Ticket E-mail Notification System. This resolution was approved by members of CSA.

Resolution CSA2003-2004C: Resolution Concerning Vehicles Driving on the Sidewalk at Night. This resolution was approved by members of CSA.

Resolution CSA2003-2004D: Resolution Concerning Vehicles Speeding on the Sidewalk. This resolution was approved by members of CSA.

Resolution CSA2003-2004E: Resolution Concerning Extending C/G Parking Lot Hours. This resolution was tabled due to inadequate information. It will be presented again at the next meeting.

Resolution CSA2003-2004F: Resolution Concerning Vehicles Driving on Unauthorized Sidewalk. This resolution was tabled due to a recent loss of quorum. It will be presented again at the next meeting.

VI. New Business

A. Board of Visitors Student Representative Selection Process- Lanny Cross, Allan Bradley, Myrna Callison

Dr. Lanny Cross briefly discussed the upcoming selection process for the positions of Graduate and Undergraduate Representative to the Board of Visitors. Information was given to members of the Commission and details will be discussed at the next meeting.

VII. Announcements

Mr. Mehta distributed the commission spring meeting schedule and pointed out that the meetings will take place at 3:30-5:00 p.m.

Ms. Kasey Martin announced that the GSA meeting scheduled for that afternoon had been cancelled.

VIII. Adjournment

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Brooke Randa, Vice Chair
Donna Sanzenbach, Recorder

Commission on Student Affairs

**January 22, 2004
3:30-5:00 p.m.**

**Brush Mt. B
Squires Student Center**

Minutes

PRESENT: Allan Bradley, Myrna Callison, Lanny Cross, Monika Gibson, Caryl Gray, Ben Kearney, Ellen Krupar, Elaine Kwan, Kasey Martin, Vivek Mehta, Kim Mitchell, Clarresa Morton, Grant Otto, Brooke Randa, Judy Sarver for Roberta Snelling, Puraj Patel for Brant Snyder, Pat Colleran for Nic Temple, Jane Warner, Kelly Williams, Chris Wise

ABSENT: Tom Brown, Cristin Coles, Ginny Fowler, Pankaj Gupta, Erin Hawkinson, Matthew Lieber, Vishal Nakra, Jerry Niles, Anand Patel, Nicole Reynolds, Keniah Robinson

GUESTS: Sumeet Bagai

I. Call to Order

Mr. Vivek Mehta, chair, called the meeting to order at 3:34 p.m.

II. Adoption of Agenda

The agenda was adopted as written.

III. Minutes from December 4 Meeting

The minutes of the December 4 meeting have been electronically approved by the commission and forwarded to University Council.

IV. Old Business

A. Parking Services

i. Overview

Mr. Mehta gave a brief review of the parking resolutions that were discussed at the December 4 CSA meeting. Resolutions 2003-

2004B (Concerning Parking Ticket E-mail Notification System), 2003-2004C (Concerning Vehicles Driving on the Sidewalk at Night), and 2003-2004D (Concerning Vehicles Speeding on the Sidewalk) were approved on December 4. Resolutions 2003-2004A (Concerning Unauthorized Faculty Parking), 2003-2004E (Concerning Extending C/G Parking Lot Hours), and 2003-2004F (Concerning Vehicles Driving on Unauthorized Sidewalk) were tabled until the next meeting. Resolution 2003-2004A has been completely rewritten and is being brought to the table for first reading.

ii. **Legislation**

Mr. Ben Kearney reintroduced Resolution 2003-2004F, Resolution Concerning Vehicles Driving on Unauthorized Sidewalk, for second reading. Following a question/answer period and discussion, the commission moved to vote. The resolution was approved with one abstention and will be forwarded to Parking Services.

Mr. Kearney reintroduced Resolution 2003-2004E, Resolution Concerning Extending C/G Parking Lot Hours, for second reading. Following a question/answer period and discussion, the commission moved to vote. The resolution did not pass.

Mr. Kearney introduced Resolution 2003-2004A, Resolution Concerning Unauthorized Faculty Parking, for first reading due to extensive revisions. The rewrite specifies that the totem pole effect of parking be eliminated so that faculty/staff and graduate students only be allowed to park in their designated lots, not in commuter and resident lots because these lots are already extremely crowded. A question/answer period and discussion followed. Mr. Mehta asked that additional comments be sent to Mr. Kearney at bkearney@vt.edu or to Ms. Myrna Callison at mcalliso@vt.edu. Second reading will take place at the February 5 meeting.

B. **Board of Visitors Student Representative Selection Process**

Dr. Lanny Cross briefly reviewed the procedures for the selection of the Student Representatives to the Board of Visitors. He encouraged student leaders to apply. Applications were distributed to those who were interested in applying. The application deadline is 5:00 p.m. on February 2. Mr. Mehta also discussed the procedures and reminded the commission that undergraduate applications will be reviewed and rated by CSA members. He encouraged all members to attend the February 5 meeting to pick up the application packets for review.

V. **Announcements**

Mr. Mehta updated the commission on the list of issues/discussion topics to be covered this year. The list has been updated according to this discussion and is included as Attachment A.

Mr. Allan Bradley announced that the 5th Annual Henry J. Dekker Leadership Conference will be held in six weeks. The conference is sponsored by NVR/Ryan Homes, Inc. He will provide additional information at the February 5 meeting.

Ms. Kim Mitchell announced that the annual funding process has started and approximately 50 additional groups have requested funding this year. The deadline for requesting small grants is Feb. 2 at 5:00 p.m.

VI. **Adjournment**

The meeting adjourned at 4:42 p.m.

Respectfully submitted,

Donna Sanzenbach, Recorder

Attachment A

**Issues for Commission on Student Affairs
2003-2004**

Discussion Topic	Proposed Speaker	Date
Fall Break <i>(Has been approved and will begin Fall Semester 2005-2006.)</i>	Vivek Mehta	11/6/03
Parking Services Issues--driving on sidewalks; e-mail; graduate student parking; timing of ticketing; parking garage, BT routes. <i>(Several resolutions approved or pending on these issues)</i>	Ben Kearney Steve Mouras & Richard McCoy	10/16/03; 11/6/03; 12/4/03; 1/22/04; 2/5/04
Tuition Issues/Cap	Minnis Ridenour and Dwight Shelton	12/4/03
Voting Privileges for the Student and Faculty Reps on BOV <i>(It s felt that the student reps are more effective as non-voting members and no change will be requested.)</i>	Vivek Mehta	11/6/03
Representation on CSA <ul style="list-style-type: none"> • NPHC (IFC & PhC are represented) • CUFS (Council for Unified Fraternity & Sororities) <i>(Several groups are still working on possible membership.)</i>	--	--
Student Organization Insurance <i>(No further interest?)</i>	Rachel Risk	11/20/03
Student Finances/Purging Policy--Policies on financial aid/registration do not match across different departments. <i>(Ben Kearney volunteered to work on this.)</i>	--	--
Weekday Football Games--Interference with the academic activities; parking of students going to class conflicts with parking of visitors going to game. <i>(Financially beneficial to university to host weekday games, but they plan to hold only one per year to minimize disruption to university schedule.)</i>	Vivek Mehta	11/6/03
Narrow-Tailoring of Race Conscious Programs <i>(Discussed at BOV Info Session on Nov. 10, 2003)</i>	Allan Bradley & Myrna Callison	10/16/03 & 11/6/03

Graduate Bill of Rights and Responsibilities (CSA voted to support this document at University Council)	Rakesh Kapania; Myrna Callison	11/6/03 11/20/03
GSA Constitution Changes (Changes approved at October 16 meeting)	Kasey Martin	10/2/03 & 10/16/03
Library Resources Off-campus (No further interest?)	--	--
Health Care/Services--Quality of care; competence of physicians and nurses. (Allan Bradley and Myrna Callison sit on univ. committee that covers this issue and would welcome comments. Grant Otto volunteered to join them on a committee to discuss the issue.)	--	--
Student Services--Costing more, getting less. (Dr. Cross asked students to develop list of services they are not getting and he will share this with budget office at future budget and fee discussions. Kasey Martin, Allan Bradley, Puraj Patel, Chris Wise, and Kim Mitchell volunteered to serve on committee to develop the list and further explore this issue. Will also explore how students feel about the budget cuts vs. the continued drive to be top 30 research institute.)	Ed Spencer	10/16/03
Extended Campus Student Involvement (A budget issue, we may not have funding to include extended campuses.)	--	--

Commission on Student Affairs

February 5, 2004

3:30-5:00 p.m.

**Brush Mt. B
Squires Student Center**

Minutes

PRESENT: Sumeet Bagai, Allan Bradley, Tom Brown, Myrna Callison, Cristin Coles, Pat Colleran, Monika Gibson, Caryl Gray, Daniel Richardson for Ben Kearney, Ellen Krupar, Elaine Kwan, Matthew Lieber, Kasey Martin, Vivek Mehta, Clarresa Morton, Vishal Nakra, Jerry Niles, Grant Otto, Brooke Randa, Roberta Snelling, Jane Warner, Chris Wise

ABSENT: Lanny Cross, Ginny Fowler, Pankaj Gupta, Erin Hawkinson, Kim Mitchell, Anand Patel, Nicole Reynolds, Keniah Robinson, Kelly Williams

I. Call to Order

Mr. Vivek Mehta, chair, called the meeting to order at 3:32 p.m.

II. Adoption of Agenda

Mr. Mehta called for approval of the agenda. Ms. Kasey Martin requested that Mr. Chris Wise be added as a speaker for item IV.A. Update on Student Services Fees Committee. The agenda was approved as amended.

III. Old Business

A. Board of Visitors Student Representative Selection Process — distribution of applications for Undergraduate Representative

Mr. Mehta briefly outlined the review procedures for the applications for Undergraduate Representative to the Board of Visitors. The deadline for submitting applications was Monday, February 2. Thirteen applications were received for the undergraduate position; nine for the graduate position. Copies of the undergraduate applications were distributed to the commission for review. Rating sheets are to be returned at the February 19 CSA meeting or returned to Donna Sanzenbach in 112 Burruss. The top six candidates will interview at the March 4 meeting.

Interview questions will be discussed at the February 19 meeting.

B. Resolution CSA2003-2004A (Second Reading) — Myrna Callison

Ms. Callison made a motion to table the resolution until the February 19 meeting because the language of the resolution still needs additional revisions. The motion passed and the resolution will be brought forward for second reading on February 19.

IV. New Business

A. Update on Student Services Fees Committee — Kasey Martin & Chris Wise

Ms. Kasey Martin announced that their committee has been contacting various departments to discuss how the budget cuts have affected their services to students. She will speak with the Athletic Department, Chris Wise will discuss Recreational Sports, Kim Mitchell will bring information about the Student Budget Board and funding that is available to student organizations, and the entire committee will speak with Dr. David Ostroth, Associate Vice President for Student Affairs, to get an overall impression of how the budget cuts have affected the students. Ms. Martin asked the commission if there were others who should be contacted. Mr. Tom Brown indicated that the majority of questions they receive in the Student Life and Advocacy Office are related to athletics. He will send a list of these questions to Ms. Martin prior to her discussion with the Athletic Department.

Mr. Chris Wise, Associate Director of Recreational Sports, distributed and discussed a handout on the Recreational Sports budget and how student fees are used in their department. Mr. Wise also discussed how the budget cuts have impacted their department and the services they provide to students.

Ms. Martin asked the commission to send additional questions on student services to her e-mail: ksimmons@vt.edu.

B. Late Fees and Holds on Student Accounts — Vivek Mehta

Mr. Mehta distributed and discussed a handout written by Mr. Ben Kearney, who has researched the issue of why students are dropped or have a hold on their accounts. A question and answer period followed, and the commission decided to invite Evelyn Ratcliffe from the Bursars Office to the next meeting to address the

top concerns: 1) Can students be notified via e-mail when a hold has been placed on their account? 2) How many students are being purged due to non-payment? What can we do for students who have been purged? Can their classes be automatically reinstated after fees are paid?

V. Announcements

Mr. Mehta asked if other committees had anything to report. Ms. Myrna Callison reported that the Health Care Committee would be meeting with Jean Baker from Schiffert Health Center.

In other announcements, Mr. Allan Bradley announced that the 5th Annual Henry J. Dekker Leadership Conference will be held on March 3, 7:00-9:30 p.m. at the German Club Manor. Application deadline is February 25. Apply online at www.vtgc.net/leadership.

Mr. Grant Otto announced that LGBTA will hold a mock wedding ceremony on the drillfield on February 19th in honor of Freedom to Marry Day.

Ms. Brooke Randa announced that VTU has the following upcoming events: Guster, Carbonleaf, and the Graham Colton Band on March 1, 7:00 p.m. in Burruss Auditorium. The movies, Glory and The Color Purple, were shown in honor of Black History Month. The date for Titanic changed from February 25 to February 24.

VI. Adjournment

The meeting adjourned at 4:40 p.m.

Respectfully submitted,

Donna Sanzenbach
Recorder

Commission on Student Affairs

February 19, 2004

3:30-5:00 p.m.

**Brush Mt. B
Squires Student Center**

Minutes

PRESENT: Sumeet Bagai, Allan Bradley, Myrna Callison, Lanny Cross, Ginny Fowler, Monika Gibson, Caryl Gray, Ben Kearney, Ellen Krupar, Elaine Kwan, Matthew Lieber, Vivek Mehta, Kim Mitchell, Clarresa Morton, Vishal Nakra, Brooke Randa, Vickie Clayton for Keniah Robinson, Roberta Snelling, Nic Temple, Jane Warner, Chris Wise

ABSENT: Jen Allison, Tom Brown, Cristin Coles, Pankaj Gupta, Kasey Martin, Jerry Niles, Grant Otto, Anand Patel, Nicole Reynolds, Kelly Williams

GUESTS: Tracy McCoy, Evelyn Ratcliffe

I. Call to Order

Mr. Vivek Mehta, chair, called the meeting to order at 3:32 p.m.

II. Adoption of Agenda

Mr. Mehta called for adoption of the agenda. Mr. Nic Temple asked that item A under New Business, Blacksburg Noise Ordinance, be removed and tabled until the March 18 meeting. Mr. Sumeet Bagai asked that a new item be added as item A under New Business, SGA Parking Resolution G. The agenda was adopted as amended.

III. Minutes of January 22 and February 5

Mr. Mehta announced that the minutes of the January 22 and February 5 CSA meetings have been electronically approved by the commission and sent to University Council for approval.

IV. Guest Speaker: Evelyn Ratcliffe regarding Student Accounts

Ms. Evelyn Ratcliffe and Ms. Traci McCoy from the Bursar's Office attended the meeting as a follow-up to the February 5 meeting, when student accounts were discussed. They distributed handouts on the Spring 2004 Financial Purge and the Statement Processing Schedule. They discussed the purpose of the purge process, the notification process, and how classes are reinstated. They stressed to students the importance of keeping their billing address up-to-date on Hokie Spa and keeping in touch with parents if bills are sent to home addresses.

During the question and answer period, the guests were asked to address the

following questions from the February 5 meeting: 1) Can students be notified via e-mail when a hold has been placed on their account? Ms. Ratcliffe said they would have to check and see if this is possible, but pointed out that holds are shown on Hokie Spa and encouraged students to check their Hokie Spa accounts regularly. 2a) How many students are being purged due to nonpayment? This semester, 88 students were dropped from classes, and 31 had been reinstated as of 2/18/04. b) What can we do for students who have been purged when there is no administrative error--can their classes be automatically reinstated after fees are paid? Ms. Ratcliffe stated that it is the Registrar's policy not to automatically reinstate purged students. The college deans decide the reinstatement policy for their colleges. Mr. Mehta thanked the Ms. Ratcliffe and Ms. McCoy for attending the meeting.

V. Old Business

A. Board of Visitors Student Representative Selection Process

1) Collection of rating sheets

2) Discussion of interview procedures and questions for March 4 interviews

Mr. Mehta explained the current procedures for interviewing the semi-finalists and opened the floor for discussion of the procedures. Following a discussion, the commission voted to make a change (indicated in italics) to the candidate introduction procedures: each candidate will have four minutes to introduce themselves and discuss: their motivation for the job, why they are prepared for the job, what they know about the job, and *how they plan to handle the time commitment involved for this position.*

The commission discussed the two questions that would be asked of each candidate at the March 4 interviews, and voted to ask the following questions: 1) If you were sitting here now in front of the Board of Visitors and they asked what issues are on the students' minds, other than the budget, how would you answer? 2) How would you be an advocate for undergraduate students even when the student body's views are in conflict with one or more Board members? For the 30 second summary, the following question will be asked: In 30 seconds or less, is there anything more you would like to tell us that hasn't been covered in this interview? During the interviews, Allan Bradley will present the first question to each person; Myrna Callison will present the second question; and Nic Temple will present the summary question. Brooke Randa will be the timekeeper for the interview process. Mr. Mehta asked the commission members to dress in business attire for the interview meeting, and stressed the confidentiality of the interview questions.

B. Resolution 2003-2004A (Second Reading) — Myrna Callison

Ms. Myra Callison introduced Resolution 2003-2004A, Resolution Concerning Totem Pole Rule, for second reading. The commission voted to approve two wording changes. The amended resolution passed with a vote of 14-2 and will be forwarded to Parking Services.

VI. New Business

A. SGA Parking Resolution G — Sumeet Bagaii

Mr. Sumeet Bagaii presented SGA Parking Resolution, Change in Drillfield Parking Procedures, for first reading. He asked the commission members to share the resolution with their constituents. Second reading will take place at the March 18 CSA meeting.

VII. Announcements

Mr. Allan Bradley announced that he is conducting a survey concerning the possible ban of the morning after pill. He sent the commission an e-mail about the survey earlier in the week and asked everyone to forward it to their constituent groups. He is hoping to get a ten percent response to the survey.

Ms. Brooke Randa announced the following VTU events: Winterfest from 12:00-5:00 p.m. on February 21 in Squires; Titanic the Musical at 7:00 p.m. on February 24 in Burruss Auditorium; the movie Kill Bill Vol. 1 at 8:00 p.m. on February 20 and 21 in Squires; Guster, Carbon Leaf, and Graham Colton Band concert at 7:00 p.m. on March 1 in Burruss Auditorium.

Mr. Vivek Mehta announced that the Society of Indian Americans will have a cultural show on March 20 at 7:00 p.m. in Burruss Auditorium. He also announced that the website GobblerNights.com will be in effect this semester and he will provide additional information at a later meeting.

VIII. Adjournment

The meeting adjourned at 4:55 p.m.

Respectfully submitted,

Donna Sanzenbach
Recorder

Commission on Student Affairs

**March 4
3:30-5:00 p.m.**

**Brush Mt. B
Squires Student Center**

Minutes

PRESENT: Sumeet Bagai, Allan Bradley, Myrna Callison, Mandy Cocco, Cristin Coles, Lanny Cross, Ginny Fowler, Monika Gibson, Caryl Gray, Arun Krishnan, Ellen Krupar, Elaine Kwan, Matthew Lieber, Kasey Martin, Vivek Mehta, Kim Mitchell, Grant Otto, Brooke Randa, Sara Kennedy for Nicole Reynolds, Roberta Snelling, Pat Colleran for Nic Temple, Jane Warner, Kelly Williams, Chris Wise

ABSENT: Tom Brown, Pankaj Gupta, Ben Kearney, Clarresa Morton, Vishal Nakra, Jerry Niles, Keniah Robinson

I. Call to Order

Mr. Vivek Mehta, chair, called the meeting to order at 3:31 p.m.

II. Adoption of Agenda

Mr. Mehta made a motion to add Old Business before Announcements, time permitting. The motion was approved and the agenda was adopted as amended.

III. Minutes of February 19th Meeting

Mr. Mehta announced that the minutes of the February 19 CSA meeting have been electronically approved by the commission and sent to University Council for approval.

IV. New Business

A. Selection of Finalists for Undergraduate Representative to the Board of Visitors

Mr. Mehta reviewed the procedures for the interview process and reminded the commission that Mr. Allan Bradley, Ms. Myrna Callison, and Mr. Nic Temple were selected at the February 19 meeting to ask the interview questions and Ms. Brooke Randa was selected as the timekeeper. Mr. Temple was unable to attend the meeting and Mr. Grant Otto was selected to ask the final interview question. There was a motion to move into closed Executive Session for the purpose of selecting the three finalists for the position of Undergraduate Student Representative to the Virginia Tech Board of Visitors. The motion was seconded and approved. The following candidates were interviewed:

Brandon Bull
Melinda Cep
John Dillard
Puraj Patel
Adam Wagner
Jo Young

Following the interviews, the Commission voted by secret ballot for the three candidates who would be sent forward to the Selection Committee of the Board of Visitors.

Mr. Mehta asked the six candidates to return to the room and announced the three finalists: Mr. Brandon Bull, Ms. Melinda Cep, and Mr. Puraj Patel. The BOV Selection Committee will meet on Sunday, March 28, 2004, to interview these candidates.

There was a motion to move into Open Session. The motion was approved. There was a motion to affirm the vote in Executive Session, which was counted by Ms. Brooke Randa and Ms. Donna Sanzenbach. The motion was approved.

V. Old Business

There was a motion to bring SGA S-04-1R, Resolution for Altering Hillcrest Honors Community Parking Privileges, to the floor for first reading. The motion was approved. Mr. Allen Bradley presented the resolution, which requests that Parking Services sell only Resident parking passes to the undergraduates residing in the Hillcrest Honor Community beginning fall semester 2004. During the question and answer period, Dr. Lanny Cross pointed out that Parking Services already has this resolution from another group and is sending it their advisory committee for consideration. Second reading of the resolution will take place on March 18.

There was a motion to bring SGA S-04-5R, Resolution Requesting Department Heads to Ask Teachers to Provide Mid-Semester Evaluations, to the floor for first reading. The motion was approved. Mr. Sumeet Bagai presented the resolution, which requests the head of each academic department to offer a mid-semester evaluation to the students enrolled in classes in said department, in order to further promote advancement in the learning process by benefiting professors and students alike. A question and answer period followed. Ms. Monika Gibson suggested rewording the language to make it clear that students want to evaluate the professors at mid-semester. Second reading of the resolution will take place on March 18.

VI. Announcements

VII. Adjournment

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Donna Sanzenbach
Recorder

Commission on Student Affairs

March 18, 2004

3:30-5:00 p.m.

**Brush Mt. B
Squires Student Center**

Minutes

PRESENT: Sumeet Bagai, Allan Bradley, Tom Brown, Myrna Callison, Mandy Cocco, Cristin Coles, Ginny Fowler, Monika Gibson, Caryl Gray, Ellen Krupar, Matthew Lieber, Kasey Martin, Vivek Mehta, Kim Mitchell, Vishal Nakra, Jerry Niles, Grant Otto, Brooke Randa, Roberta Snelling, Pat Colleran for Nic Temple, Nicole Ton, Kelly Williams

ABSENT: Lanny Cross, Pankaj Gupta, Ben Kearney, Arun Krishnan, Elaine Kwan, Clarresa Morton, Keniah Robinson, Jane Warner, Chris Wise

GUESTS: Puraj Patel, Kelly Obenauer, Melanie Roberts, Jason Shank

I. Call to Order

Mr. Vivek Mehta, chair, called the meeting to order at 3:32 p.m.

II. Adoption of Agenda

Mr. Mehta called for adoption of the agenda. Mr. Pat Colleran moved to table article B under New Business, Blacksburg Noise Ordinance, until the April 1 meeting. The agenda was adopted as amended.

III. Minutes of March 4th Meeting

Mr. Mehta announced that the minutes of the March 4th meeting have been electronically approved by the commission and sent to University Council for approval.

IV. Old Business

A. SGA Parking Resolution to Change Drillfield Parking Procedures (2nd Reading)

Mr. Sumeet Bagai presented Resolution 2003-2004G, Resolution to Change Drillfield Parking Procedures, for second reading. The resolution requests that Parking Services withdraw the regulation of Graduate and Faculty/Staff only parking until 8:00 p.m. on the Drillfield, and revert back to open parking beginning at 5:00 p.m. through 7:00 a.m. the following day. Following a question/answer period and discussion, there was a motion to table the resolution until the authors can take the piece back to GSA, Faculty Senate, and Staff Senate to get their input documented. The motion passed.

B. SGA Resolution for Altering Hillcrest Honors Community Parking Privileges (2nd Reading)

Mr. Allan Bradley presented Resolution 2003-2004H, Resolution to Alter Hillcrest Honors Community Parking Privileges, for second reading. The resolution requests that Parking Services sell only Resident parking passes, rather than Commuter parking passes, to the undergraduates residing in the Hillcrest Honor Community beginning Fall Semester 2004. Following a question/answer period and discussion, there was a motion to vote on the resolution. The resolution passed and will be forwarded to Parking Services with the other parking resolutions from this year.

C. SGA Resolution Requesting Department Heads to Ask Teachers to Provide Mid-Semester Evaluations (2nd Reading)

Mr. Sumeet Bagai presented Resolution 2003-2004I, Resolution Requesting Department Heads to Provide Mid-Semester Instructor Evaluations, for second reading. The resolution requests that the head of each academic department offer a mid-semester evaluation to the students enrolled in classes in each department in order to further promote advancement in the learning process by benefiting professors and students alike. Mr. Bagai pointed out that the title of the resolution has been changed, as suggested at first reading, to make it clear that students are asking for faculty to be evaluated at mid-semester. They also added wording to make this change to the Faculty Handbook. A question/answer period followed. There was a motion to amend the wording in the Faculty Handbook portion of the resolution as follows: "The minimum university expectation is that evaluations be administered in at least one course twice a semester (one mid-semester, one at the end of the semester) by untenured faculty and at least one course per academic year (one mid-semester, one at the end of the semester within this same course) by tenured faculty." The motion passed. During the discussion period, there was a motion to amend the wording of the first resolved as follows: "...to offer a mid-semester evaluation of *courses and instructors* to the students..." to correspond with the language of the resolution title. The motion passed. Several commission members expressed concern about how the evaluations will be received by the department heads and the faculty. There was also concern about how the survey instrument would be designed and how the evaluations would be used by the faculty after completion. Since the changes directly affect the faculty, there was a motion to table the resolution until it can be presented to Faculty Senate for their reaction and comments. The motion passed. It was also suggested that we ask for input from the Center for Excellence in Undergraduate Teaching and the Center for Academic Enrichment and Excellence.

V. New Business

A. Introduction of Candidates for Graduate Student Representative to the Board of Visitors

The three finalists for the Graduate Student Representative to the BOV were announced and introduced: Mr. Marcus Ly (unable to attend), Ms. Kasey Martin, and Ms. Susan Tice. The finalists for graduate and undergraduate representative will interview with the BOV Selection Committee on Sunday, March 28. The two representatives will be presented to the full Board on Monday, March 29.

B. Blacksburg Noise Ordinance

Tabled until April 1 meeting.

VI. Announcements

Mr. Mehta announced that the special CSA meeting called for March 25 has been cancelled because the budget office hasn't received the budget from Richmond. Mr. Mehta asked the commission if they would still like to hear the tuition and fees report when the information becomes available and everyone agreed they would.

Ms. Kim Mitchell announced that Hillel is working on a leadership forum that would consist of two meetings over the next six weeks. She asked that anyone interested in participating to see her after the meeting.

Mr. Allan Bradley announced that KD King, a "male beauty pageant" will be held at Waterstreet Gallery at 7:00 p.m. on March 23. The event is a Kappa Delta project to benefit Prevent Child Abuse America. Mr. Bradley also announced that the Vietnamese Student Association will be holding their cultural show at 6:00 p.m. on March 20 in Squires.

Ms. Brooke Randa made the following announcements for Virginia Tech Union: Big Fish at 8:00 p.m. on March 19 and 20 in Squires Colonial Hall; Open Mike Night at Deets at 7:00 p.m. on March 24; Street Car Named Desire at 7:30 p.m. on March 26 in Burruss Auditorium; Hoobastank, Lostprophets, and Ima Robot at 7:00 p.m. on March 31 in Commonwealth Ballroom, Squires; Ludacris on April 27 in Burruss Auditorium. Ms. Randa introduced Kelly Obenauer and Jason Shank from VTU.

Ms. Cristin Coles announced that BSA is sponsoring a speech by Susan St. James, an artist, on March 24 at 7:00 p.m. in Colonial Hall, Squires.

Ms. Kasey Martin announced that Graduate Education Week 2004 will be held on March 22-26. Several events are planned for the week. The keynote speaker is Dr. Belle Whelan at 5:30 p.m. on March 24 in Owens Banquet Hall.

Ms. Nicole Ton announced that the 2005 Ring Dance and Banquet will be taking place on March 26 and 27 in Commonwealth Ballroom, Squires. Both events are open to everyone. The banquet is at 7:00 p.m. on the 26th; the dance is at 8:00 p.m. on the 27th.

Ms. Kelly Williams announced that the Society for Indian Americans will be hosting their annual cultural show at 7:00 p.m. on March 20 in Burruss

Auditorium. Mr. Mehta will be acting as emcee and performing at the show.

Mr. Grant Otto announced that LGBTA is sponsoring Gay Awareness Week the week of March 28. Danny Roberts from the cast of MTV's Real World: New Orleans will be speaking at 7:00 p.m. on March 30 in Colonial Hall, Squires.

Mr. Puraj Patel announced that SGA elections are taking place on March 30 and 31.

VII. Adjournment

The meeting adjourned at 4:43 p.m.

Respectfully submitted,

Donna Sanzenbach
Recorder

Commission on Student Affairs

**April 1, 2004
3:30-5:00 p.m.**

**Brush Mt. B
Squires Student Center**

Minutes

Present: Sumeet Bagai, Allan Bradley, Myrna Callison, Mandy Cocco, Cristin Coles, Lanny Cross, Monika Gibson, Caryl Gray, Ben Kearney, Arun Krishnan, Ellen Krupar, Elaine Kwan, Matthew Lieber, Kasey Martin, Vivek Mehta, Kim Mitchell, Clarresa Morton, Vishal Nakra, Grant Otto, Brooke Randa, Nicole Reynolds, Roberta Snelling, Pat Colleran for Nic Temple, Jane Warner, Kelly Williams,

Absent: Tom Brown, Ginny Fowler, Pankaj Gupta, Jerry Niles, Keniah Robinson, Chris Wise

Guests: Puraj Patel, Melanie Roberts

I. Call to Order

Ms. Brooke Randa, vice chair, called the meeting to order at 3:32 p.m. in Mr. Mehta's absence.

II. Adoption of Agenda

Ms. Randa called for adoption of the agenda. Ms. Kasey Martin made a motion to add Update on Drillfield Parking under Old Business. The motion passed.

III. Minutes of March 18th Meeting

Ms. Randa announced that the minutes of the March 18th meeting have been sent to the commission for electronic approval. The deadline for making changes is 5:00 p.m. on Wednesday, April 7.

IV. Old Business

A. Update on Drillfield Parking

Ms. Kasey Martin sent an e-mail to the GSA listserv to get feedback from graduate students on the Resolution to Change Drillfield Parking Procedures. Under the resolution, the SGA is requesting that Parking Services withdraw the regulation of Graduate and Faculty/Staff only parking from 5:00 p.m. until 8:00 p.m. on the Drillfield, and revert back to open parking beginning at 5:00 p.m. through 7:00 a.m. the following day. In her e-mail to graduate students, Ms. Martin suggested a compromise that the rule not be eliminated entirely but changed so that those with commuter/graduate hang tags be allowed to park on the Drillfield after 5:00 p.m. She received 48 responses to the e-mail and distributed a handout outlining their feedback. Of the 48 responses, 18 were willing to agree to the compromise, 30 were unwilling to compromise. The main reasons against changing the current parking rule is the level of

graduate student responsibilities, overcrowding and traffic on the Drillfield, and graduate student privilege.

Ms. Randa reported that she has spoken to Richard McCoy in Parking Services about how the current Drillfield parking policy began. Mr. McCoy said it began about four years ago after a resolution calling for the change was approved by Faculty Senate. The changes were requested because graduate students driving to campus after 5:00 p.m. need parking spaces near classes where they are teaching, as well as the library and their research labs and offices.

During the question/answer period, representatives from Faculty Senate were asked for their input. Ms. Ellen Krupar and Ms. Caryl Gray feel there will be some opposition from the Faculty Senate because faculty often come to campus after 5:00 p.m. for class and work, and the change would impact them as well. Mr. Matthew Lieber said the graduate students discussed this topic at a meeting and it was brought up that there is no data on the number of Drillfield parking spaces being used after 5:00 p.m. They feel it would be premature to pass the resolution until this has been studied. These comments and concerns will be taken into account by the SGA as they bring the resolution to the table again.

V. New Business

A. Blacksburg Noise Ordinance

Mr. Puraj Patel presented Resolution 2003-2004J, Resolution Requesting the Blacksburg Council Members to Revisit the Noise Ordinance, for first reading. The Blacksburg Town Council recently passed an ordinance deeming a noise violation to be a Class 2 misdemeanor, punishable by up to a \$1,000 fine per person residing in the dwelling and/or six months imprisonment. The resolution calls for the Town Council to reconsider the Class 2 misdemeanor for a first offense of a noise ordinance. It also asks that citations and summons only be issued to those who are in the dwelling at the time of the incident, rather than all residents of the dwelling. A question and answer period followed. There was a suggestion to change the word "consist" to "comprise" in the second whereas. The change will be made before second reading.

B. Student Budget Board—Kim Mitchell

1. Approval of Annual Funding Recommendations

Ms. Kim Mitchell distributed several documents related to the Student Budget Board's 2004-2005 annual funding allocations for University Student Life Programs and University Chartered Student Organizations. Sixteen organizations requesting \$972,130 were funded at a total of \$669,233 or 69 percent of requests. Following a question/answer period, there was a motion to approve the Student Budget Board's funding recommendations for 2004-2005. The motion passed.

(Mr. Vivek Mehta arrived and took over as chair of the meeting.)

2. Appointment of Appeals Subcommittee

Ms. Mitchell explained that groups may appeal the funding recommendations for the following three reasons only: 1) established policies and procedures were not followed; 2) the organization was denied the opportunity to present significant evidence at the hearing; 3) the funding decision was arbitrary and capricious. The fact that the Board did not fund an item at the requested level does not constitute grounds for appeal. Mr. Mehta asked for volunteers to serve on the appeals subcommittee. Ms. Roberta Snelling, Mr. Grant Otto, Mr. Pat Colleran, Ms. Cristin Coles, Ms. Kasey Martin, and Mr. Vivek Mehta, and Ms. Monika Gibson volunteered. Ms. Gibson agreed to serve as chair. Appeals letters are due to Ms. Donna Sanzenbach in 112 Burruss by 5:00 p.m. on April 19.

C. Core Curriculum Committee's Resolution Regarding Change to the University Writing Requirement—Clarresa Morton

Dr. Clarresa Morton distributed the Core Curriculum Committee's Resolution to Revise the Writing-Intensive Requirement for the commissions' information and discussed the purpose of the resolution. Over the past few years there has been concern among the faculty about the effectiveness of the current writing-intensive requirement. The resolution recommends that the writing intensive requirement be transitioned into a speaking-visual-writing requirement. Responsibility for planning, implementing, and assessing the requirement will be transitioned from the University Core Curriculum to the departmental level. The resolution has been discussed with other commissions and each college's curriculum committee. The current version reflects changes made as a result of these discussions. The resolution is being sent to University Council. Dr. Morton asked the commission members to share the resolution with their constituent groups, and a followup discussion will take place at the April 15 CSA meeting.

D. National Pan-Hellenic Council—Melanie Roberts

Ms. Melanie Roberts announced that she has been attending the commission meetings because the National Pan-Hellenic Council is interested in joining the commission. Their constitution has been updated and she will bring it to the April 15 meeting for approval. Once their constitution has been approved, they will ask for consideration for membership.

E. Nominations for Chair & Vice Chair

Mr. Mehta announced that elections for 2004-2005 CSA chair and vice chair will take place at the April 15 meeting, with nominations starting today. There was a motion to open the floor for nominations for next year's chair and vice chair. The motion passed. Ms. Kasey Martin was nominated for chair and accepted the nomination. Mr. Grant Otto was nominated for vice chair and also accepted the nomination. Nominations will continue at the April 15 meeting and may also be made electronically by e-mailing Mr. Mehta at vm@vt.edu; Ms. Randa at jrand@vt.edu; or Ms. Sanzenbach at donnac@vt.edu.

VI. Announcements

Mr. Mehta announced that next year's student representatives to the Board of Visitors are Ms. Melinda Cep (undergraduate) and Mr. Marcus Ly (graduate).

Ms. Kim Mitchell announced that the University Student Leadership Awards Ceremony would be taking place that evening at 7:00 p.m. in Donaldson Brown Auditorium.

Ms. Brooke Randa announced the Ludacris concert at 8:00 p.m., April 27, in Burruss Auditorium. Tickets go on sale April 2.

Ms. Kasey Martin announced that Ms. Deborah Stone, MIT scholar and Research Professor of Government, would speak that evening at 7:00 p.m. in Torgersen Hall, Room 3100.

Mr. Arun Krishnan announced that the International Street Fair would be held on April 3 in downtown Blacksburg from 10:00 a.m. to 6:00 p.m.

Mr. Allan Bradley announced the results of the tuition and fee discussion at the Board of Visitors meeting on March 29. The maximum increase for 2004-2005 was set at 9.6 percent (includes tuition, all fees, and room/board). Final rates will be set after the General Assembly finalizes the budget for the state. Mr. Bradley also announced that Virginia21 collected 200,000 pennies from colleges across the state. The pennies were delivered to the State Capital steps on April 1 to represent the need for a revenue source other than tuition for universities.

Ms. Myrna Callison announced that the BOV Narrow Tailoring Committee has been closed and an oversight committee comprised of faculty, staff, and students will be formed instead. The oversight committee will meet twice a year starting fall 2004. Ms. Callison also announced that Relay for Life will be taking place from 7:00 p.m. on April 2 until 10:00 a.m. on April 3 at Johnson-Miller outdoor track behind McComas Hall.

Ms. Melanie Roberts announced the National Pan-Hellenic Council's Overton Stepshow 2004 at 6:00 p.m. on April 10 in Burruss Auditorium.

Ms. Cristin Coles had three announcements for the Black Student Alliance: the movie, Love Don't Cost a Thing, at 8:00 p.m. on April 14 in Squires Colonial Hall; Poetry Slam at 8:00 p.m. on April 15 in Squires Commonwealth Ballroom; and speaker E. Lynn Harris at 8:00 p.m. on April 19 in Donaldson Brown Auditorium.

Mr. Mehta reminded everyone that we only have two meetings remaining for the year. Anyone with legislation to be passed this year was asked to see him after the meeting. New student leaders or appointees for next year are welcome to attend the final two meetings on April 15 and 29.

VII. Adjournment

The meeting adjourned at 4:54 p.m.

Respectfully submitted,

Donna Sanzenbach
Recorder

Commission on Student Affairs

**April 15, 2004
3:30-5:00 p.m.**

**Brush Mt. B
Squires Student Center**

Minutes

Present: Sumeet Bagai, Allan Bradley, Tom Brown, Myrna Callison, Mandy Cocco, Cristin Coles, Ginny Fowler, Arun Krishnan, Alvin Manalo for Elaine Kwan, Matthew Lieber, Kasey Martin, Vivek Mehta, Kim Mitchell, Vishal Nakra, Grant Otto, Brooke Randa, Roberta Snelling, Pat Colleran for Nic Temple, Nicole Ton, Kelly Williams

Absent: Lanny Cross, Monika Gibson, Caryl Gray, Pankaj Gupta, Ben Kearney, Ellen Krupar, Clarresa Morton, Jerry Niles, Keniah Robinson, Jane Warner, Chris Wise

Guests: Mike Barnett, Melanie Roberts, Jason Shank

I. Call to Order

Mr. Vivek Mehta, chair, called the meeting to order at 3:37 p.m.

II. Adoption of Agenda

Mr. Mehta called for adoption of the agenda. The agenda was adopted as written.

III. Minutes of April 1st Meeting

Mr. Mehta announced that the minutes of the April 1 meeting have been sent to the commission for electronic approval.

IV. Old Business

A. Resolution Requesting the Blacksburg Council Members to Revisit the Noise Ordinance

Mr. Sumeet Bagai presented Resolution Requesting the Blacksburg Council Members to Revisit the Noise Ordinance for second reading. Mr. Mike Barnett, Legislative Action Chair in the Student House of Representatives, was present to address questions during the question/answer period. Following the question/answer period, there was a motion to approve the resolution. The motion passed with three abstentions. The approved resolution will be forwarded to Town Council.

B. Core Curriculum Committee's Resolution to Revise the Writing-Intensive Requirement

Dr. Clarresa Morton introduced this resolution at the April 1 meeting and the commission decided to take it back to their constituent groups for comments

before voting. Following a discussion period, there was a motion to table the resolution until more faculty members are present to give their views on the resolution. The motion passed. The resolution will be discussed again at the final meeting of the year on April 29.

C. Resolution to Change Drillfield Parking Procedures

Mr. Sumeet Bagai indicated that he has discussed the Resolution to Change Drillfield Parking Procedures with other commission members and decided to leave the resolution on the table until further notice. He discussed setting up an ad hoc committee that would be responsible for gathering additional data, such as current usage of the Drillfield parking spaces. The data would be presented to the commission during Fall Semester. Following a question/answer period, there was a motion to create an ad hoc committee to study Drillfield parking, with committee membership of two graduate students, two undergraduate students, one faculty member, and one staff member. The motion passed. Mr. Mehta asked for nominations for committee chair. Mr. Bagai was the only nomination and he accepted the position. Mr. Mehta gave him the charge of appointing the committee and then asked if anyone wanted to volunteer to serve. Ms. Kasey Martin volunteered to serve as one of the graduate student representatives. Mr. Bagai will contact the commission via email to ask for additional volunteers. The committee will meet after the membership is determined.

D. Resolution Requesting Department Heads to Ask Teachers to Provide Mid-Semester Evaluations

Mr. Sumeet Bagai said the SGA plans to keep Resolution Requesting Department Heads to Ask Teachers to Provide Mid-Semester Evaluations on the table and continue to work on it over the summer. They will discuss the resolution with Faculty Senate and other groups and bring it back to the commission during Fall Semester.

E. Nominations for 2004-2005 CSA Chair and Vice Chair

Mr. Vivek Mehta discussed the responsibilities of CSA chair and vice chair. He announced that Ms. Kasey Martin and Mr. Sumeet Bagai have been nominated for chair for 2004-2005. Mr. Grant Otto and Ms. Myrna Callison have been nominated for vice chair. He opened the floor for additional nominations. Being none, the nominations were closed.

F. Election of Chair and Vice Chair

Mr. Mehta distributed a handout on election procedures and discussed how the elections would proceed. He polled each candidate to determine their eligibility to serve. Each candidate will have a seat on CSA next year, and are thus qualified.

Mr. Bagai and Ms. Martin gave brief presentations on their qualifications for the position of chair. A question/answer period for the candidates followed each presentation. Following a discussion period, there was a motion to vote by secret ballot. Mr. Mehta announced that Ms. Kasey Martin has been elected as chair for next year.

There was a motion to table the election of vice chair until the April 29 meeting due to time constraints. The motion passed.

V. New Business

A. National Pan-Hellenic Council

1. Constitution

Ms. Melanie Roberts distributed copies of the National Pan-Hellenic Council constitutional changes for first reading and discussed the changes. Mr. Mehta asked Ms. Roberts to e-mail a summary sheet of the changes to CSA by Tuesday, April 20. Second reading of the constitution will take place at April 29 meeting.

2. Commission Membership Request

Ms. Roberts distributed for first reading a memorandum and resolution from the National Pan-Hellenic Council requesting a seat on the Commission on Student Affairs. NPHC is the only University Chartered Student Organization that does not hold a seat on the commission. Second reading will take place at the April 29 meeting.

B. Residence Hall Federation Constitution

Ms. Kelly Williams distributed the Residence Hall Federation constitutional changes for first reading and discussed the changes. Second reading will take place at the April 29 meeting.

VI. Announcements

VII. Adjournment

The meeting adjourned at 5:19 p.m.

Respectfully submitted,

Donna Sanzenbach
Recorder