

## ***Commission on Student Affairs***

### **Orientation Meeting**

**September 16, 2004  
3:30-5:00 p.m.**

**Brush Mt. B  
Squires Student Center**

### ***Minutes***

**Present:** Sumeet Bagai, Tom Brown, Steve Burrell, Myrna Callison, Ricky Castles, Melinda Cep, Amanda Cocco, Lanny Cross, Robyn Daniel, Sujit Ekka, Ginny Fowler, Monika Gibson, Caryl Gray, Ben Kearney, Erik Kneubuehl, Paul Knox, Ellen Krupar, Alvin Manalo, Tarvaris McCoy, Maya Newhagen, Grant Otto, Orient Patterson, Jory Zmuda Ruscio, Jason Shank, Roberta Snelling, Jane Warner, Holly Welsh, Chris Wise

**Absent:** Muhammad Ahmad Chughtai, Greg Lemmond, Nic Temple

**Visitors:** Keisha French, Mike Smith

#### **I. Welcome and Introductions – Grant Otto**

Mr. Grant Otto, Vice Chair, called the meeting to order at 3:33 p.m. He welcomed everyone to the meeting and asked the group to introduce themselves.

#### **II. Elections**

##### **A. Chair**

Mr. Otto announced that Ms. Kasey Martin, who was elected chair for 2004-05 at the April 15 meeting, has left the university and will be unable to fill the position of chair. Mr. Otto announced his intention to run for chair and then opened the floor for further nominations. There being no further nominations, there was a motion to close the floor for nominations. The motion was seconded and approved. Mr. Otto discussed his qualifications and thanked the commission for their confidence in him. Mr. Otto was elected chair by acclamation.

##### **B. Vice Chair (pending outcome of chair election)**

Mr. Otto opened the floor for nominations for vice chair. There was a motion to nominate Ms. Myrna Callison, who declined the nomination due to time commitments. There was a motion to nominate Mr. Sumeet Bagai, who accepted the nomination. There being no further nominations, there was a motion to close the floor for nominations. The motion was seconded and approved. Mr. Bagai discussed his qualifications and answered the commission's questions about his time commitments. Mr. Bagai was elected vice chair by acclamation.

##### **C. Representative for Commission on Equal Opportunity and Diversity**

Mr. Otto announced that CSA's representative for the Commission on Equal Opportunity and Diversity (CEOD) would not be able to serve this year due to a schedule conflict at the commission's meeting times. He asked for volunteers to serve on CEOD. There were no volunteers, but Ms. Myrna Callison agreed to attend the CEOD meetings temporarily until a new representative can be identified. Mr. Otto will ask for volunteers again at the October 7 CSA meeting.

### **III. Orientation to CSA – Lanny Cross**

Dr. Lanny Cross briefly discussed the university governance structure and how CSA fits into this structure. He also discussed the various ways of sending legislation through the university governance system. He then opened the floor for questions. Ms. Myrna Callison asked who is responsible for sending approved resolutions to the next level for action. Dr. Cross said the resolution itself should indicate who needs to act on the resolution (Parking Services, Univ. Council, etc.). It is then the responsibility of the CSA chair and recording secretary to forward the resolution to the appropriate office, council, or commission who need to respond or take action at their level.

### **IV. Agenda Topics for 2004-2005 (Brainstorm)**

Mr. Otto asked the group to consider agenda topics for this year and opened the floor for discussion of possible topics. Several suggestions were made, and Mr. Otto will compile the list for distribution to the commission.

### **V. Question and Answer Period.**

Mr. Otto opened the floor for a brief question and answer period. He announced that meetings will have to end promptly at 5:00 p.m. this semester because another group has the meeting room reserved at 5:00 p.m.

Mr. Jason Shank asked if business must be resolved at the end of spring semester or can it carry over to fall semester? Mr. Otto indicated that items can carry over. In fact, Resolution 2003-2004I--Resolution Requesting Department Heads to Provide Mid-Semester Instructor Evaluations, a resolution from spring semester, will be reintroduced at the October 7 meeting.

Mr. Otto asked the commission to e-mail him at [gotto@vt.edu](mailto:gotto@vt.edu) if they were interested in serving on sub-committees for the agenda topics.

### **VI. Announcements**

Ms. Myrna Callison announced that Graduate and Professional School Day would be held on September 28, 10:00 a.m.-3:00 a.m. in Commonwealth Ballroom, Squires.

Mr. Sumeet Bagai announced that the Kickoff to the ACC Concert and Pep Rally would be held on September 17, 6:30 p.m. in Commonwealth Ballroom, Squires.

Mr. Jason Shank announced three upcoming VTU films, all to be shown at 8:00 p.m. in Colonial Hall, Squires: September 17-18, Troy; September 24-25, 3<sup>rd</sup> Harry Potter; October 1-2, Terminal.

Mr. Erik Kneuhuehl announced the third annual leadership conference, Blue Ridge Summit, would be held on September 19, 9:00 a.m.-4:00 p.m. in Squires. Further details are available at [www.vtleadership.com](http://www.vtleadership.com).

Mr. Alvin Manalo announced that AASU would be holding a dialogue series beginning September 20, 7:00 p.m. in Black Cultural Center, Squires. The series will occur every two weeks until the end of the semester.

## **VII. Adjournment**

There being no further business, the meeting adjourned at 4:15 p.m.

Respectfully submitted,

Donna Sanzenbach  
Recording Secretary

## *Commission on Student Affairs*

**November 4, 2004**

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

**Brush Mt. B  
Squires Student Center**

### ***Minutes***

**Present:** Sumeet Bagai, Steve Burrell, Myrna Callison, Ricky Castles, Melinda Cep, Robyn Daniel, Keisha French, Monika Gibson, Caryl Gray, Ben Kearney, Erik Kneubuehl, Paul Knox, Adam Kress, Greg Lemmond, Alvin Manalo, Tarvaris McCoy, Maya Newhagen, Grant Otto, Orien Patterson, Jory Zmuda Ruscio, Roberta Snelling, Connie Wilkinson for Jane Warner, Phil White for Holly Welsh

**Absent:** Tom Brown, Muhammad Ahmad Chughtai, Amanda Cocco, Lanny Cross, Sujit Ekka, Ginny Fowler, Ellen Krupar, Jason Shank, Chris Wise

#### **I. Call to Order**

Mr. Grant Otto, Chair, called the meeting to order at 3:33 p.m. He announced that University Council approved the membership of National Pan-Hellenic Council on CSA and welcomed Ms. Keisha French to the commission as the NPHC representative.

#### **II. Adoption of Agenda**

Mr. Otto called for adoption of the agenda. Mr. Sumeet Bagai requested two additional items be added under New Business: C) Parking and D) Update on Athletics Issues. The commission approved the additions and the amended agenda was adopted.

#### **III. Minutes of October 7 Meeting**

Mr. Otto announced that the minutes of the October 7 meeting have been electronically approved by the commission and sent to University Council for approval.

#### **IV. Old Business**

##### **A. Discussion of CSA Issues and Responsibilities, Sub-Committee Assignments—Grant Otto and Sumeet Bagai**

Mr. Otto outlined the list of goals that were discussed at the first two meetings and asked for volunteers to serve on subcommittees for these issues. The list of goals and subcommittee volunteers are as follows:

<b>Goals for 2004-2005:</b>	<b>Sub-Committee Members:</b>	<b>Completed</b>
Dining Facilities: Extending hours on weekends, Oak Lane Dining Facility, more dining on Burruss side of campus	Adam Kress	
Follow-up on past legislation	Sumeet Bagai, Myrna Callison, Grant Otto, Ben Kearney	
Monitor Recreation Center future plans	Melinda Cep, Chris Wise, Tarvaris McCoy	
Submit resolution to the Commission asking for a seat to be added for LASO	Alvin Manalo	✓
Information on Campus Master Plan (including specifically area next to Smith House)	Presentation to be made by University Architect, Scott Hurst, to CSA on December 2nd	
Investigate possibilities of larger loading doors in Burruss Hall and impact of new construction near dock	Erik Kneubuehl, Orien Patterson, Jason Shank	
Presentation and possible further action regarding Charter Initiative	Sumeet Bagai	✓
Investigate Diversity issues on campus: What is being done? Are we condemning enough so that it won't happen again? How are student groups being considered on campus?	Melinda Cep, Monika Gibson, Keisha French, Alvin Manalo	
Investigate why houses in Oak Lane are being vacated and what can be done to fill those spots	Erik Kneubuehl, Adam Kress	
Placing more trash cans around campus, i.e. outside doors of residence halls	Maya Newhagen, Ben Kearney	
Updates on Search Committees (positions in Student Affairs)	Grant Otto, Myrna Callison	
Investigate increased cost of laundry on campus	Ben Kearney, Maya Newhagen	
Athletic Issues: Review of the football lotto system. Relationship with students and athletic department, specifically student and visitor seating at home football games. Why should student athletic tickets be for sale in town when students are not getting tickets when they want them? Basketball ticket lottery. Net to protect band at football games.	Ricky Castles, Jory Zmuda Ruscio, Sumeet Bagai, Steve Burrell	
Washington Street lighting to increase visibility and decrease danger to pedestrians	Roberta Snelling, Keisha French, Ricky Castles, Caryl Gray, Sumeet Bagai	
Investigate impact of things like budget cuts and charter initiative on the educational quality of the university	Greg Lemmond, Tarvaris McCoy	
Not enough opposite sex bathrooms in some single sex dorms	Holly Welsh	
Clocks around campus: need more in certain places and some are very off	Sumeet Bagai	
More Parking! Faculty/staff lots have open spots when commuter students are looking for spots. Can the cage be unlocked on Saturdays after game days? Continue discussion of parking on Drillfield. Research buildings are having problems with parking due to proximity to dining halls.	Jory Zmuda Ruscio, Orien Patterson	

## **V. New Business**

### **A. Interfraternity Council Constitution Changes—First Reading**

Mr. Adam Kress presented the Interfraternity Council Constitution changes for first reading. There was a motion to waive the reading of the entire constitution, in the interest of time. The motion passed and Mr. Kress summarized the proposed changes. The new version was developed by a constitution committee. Most changes refer to the organization and officers. One of the main goals was to get the fraternity presidents involved in at least one committee. Second reading will take place at the November 18 meeting.

### **B. Commission Membership Request—Latin Association of Student Organizations—First Reading**

Mr. Alvin Manalo, on behalf of the Asian American Student Union, presented a resolution requesting that the Latin Association of Student Organizations be permitted to join CSA because they are a new University Chartered Student Organization and would be the only UCSO without a seat on the commission. Second reading will take place at the November 18 meeting.

### **C. Parking**

Ms. Melinda Cep and Mr. Sumeet Bagai briefed the commission on the Drillfield parking resolution that was passed by CSA last spring and asked for comments from the current members. The resolution requested that undergraduate commuter students be allowed to park on the Drillfield from 5:00-8:00 p.m. just as graduate students. A survey of graduate students last year showed that graduates were not willing to give up this perk. However, Ms. Myrna Callison, vice president of GSA, indicated that GSA has not made a statement on this matter. They plan to discuss it at their December meeting and will make an official statement following the meeting. Following a brief discussion on the pros and cons of changing the policy, the commission felt we needed more data on parking needs and actual usage of the Drillfield parking spots from 5:00-8:00 p.m. Mr. Bagai asked for volunteers to gather this data. Ms. Jory Zmuda Ruscio, Mr. Greg Lemmond, and Mr. Orien Patterson volunteered.

### **D. Update on Athletic Issues**

Mr. Sumeet Bagai provided statistics on the football ticket lottery system. The N.C. State game was the only game that students didn't receive the tickets they wanted; however guest tickets have been limited for several games. Athletics is still working to improve the lottery system. Mr. Bagai also provided an update on the men's basketball ticket lottery—2,900 seats have been reserved for student tickets. Around 2,000 students have purchased season tickets for men's basketball, leaving 900 tickets going into the lottery for each game. Mr. Bagai asked for suggestions on how to improve the lottery system. Suggestions included: keep students better informed of the dates the lottery will open and improve group sign-up procedures.

## **VI. Announcements**

Mr. Grant Otto announced that the Student Affairs/Academic Affairs Task Force would be holding open forums on November 8 (noon) and November 11 (4:00 p.m.) in Brush Mt. A, Squires.

Ms. Melinda Cep encouraged the commission's student members to attend the breakfast with the Board of Visitors Student Affairs Committee on November 8.

Mr. Sumeet Bagai asked the subcommittees to meet briefly at the conclusion of the meeting, if possible.

Ms. Maya Newhagen announced that the Dance Company at Virginia Tech would hold their Winter Show 2004 at 2:00 p.m. on November 7 in Haymarket Theatre, Squires.

Mr. Alvin Manalo announced the AASU annual culture show, Beyond the Rice, would take place at 2:00 p.m. on November 7 in Burruss Auditorium.

Mr. Orien Patterson announced that BSA was sponsoring a comedy show by Arnez J at 8:00 p.m. on November 10 in the DBHCC Auditorium. He also announced that the movie Collateral would be showing at 7:00 p.m. on November 9 in Colonial Hall, Squires.

Mr. Erik Kneubuehl announced that Real Big Fish would perform at 7:00 p.m. on November 9 in Commonwealth Ballroom, Squires. LASO had their first cultural show on at 7:00 p.m. on November 10 in Haymarket Theatre. The Student Activities Student Leadership Development Office hosted the Face to Face program at 9:45 a.m. on November 13 in Owens Banquet Room. The focus was hate crimes and freedom of speech.

Mr. Steve Burrell announced that the last annual funding workshops for student organizations would take place on November 5 and November 10.

Ms. Keisha French announced that NPHC would host Dr. Nikitah Imani at 7:30 p.m. on November 9 in Haymarket Theatre, Squires. Dr. Imani spoke on the topic of "Image and Self Individuality."

Mr. Sumeet Bagai announced that SGA would sell orange rally towels for the basketball games. They will go on sale after Thanksgiving break.

Mr. Adam Kress announced that IFC and PHC would co-sponsor a DUI speaker at 7:00 p.m. on November 8 in Burruss Auditorium.

Mr. Grant Otto announced that the November 18 meeting may be cancelled due to the timing of the football game that evening. He will be in touch via e-mail to let everyone know whether the meeting will be held or not.

## **VII. Adjournment**

There being no further business, the meeting adjourned at 4:28 p.m.

Respectfully submitted,  
Donna Sanzenbach, Recording Secretary

# ***Commission on Student Affairs***

**November 18, 2004**

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

**Brush Mt. B  
Squires Student Center**

## ***Minutes***

**Present:** Steve Burrell, Jamie Kalista for Myrna Callison, Amanda Cocco, Lanny Cross, Robyn Daniel, Sujit Ekka, Ginny Fowler, Keisha French, Caryl Gray, Ben Kearney, Adam Kress, Greg Lemmond, Alvin Manalo, Maya Newhagen, Grant Otto, Orien Patterson, Jory Zmuda Ruscio, Jason Shank, Holly Welsh

**Absent:** Sumeet Bagai, Tom Brown, Ricky Castles, Melinda Cep, Muhammad Ahmad Chughtai, Monika Gibson, Erik Kneubuehl, Paul Knox, Ellen Krupar, Tarvaris McCoy, Roberta Snelling, Jane Warner, Chris Wise

**Guests:** Tim Filbert, Wenlie Le, Michael Sutphin

### **I. Call to Order**

Mr. Grant Otto, Chair, called the meeting to order at 3:34 p.m.

### **II. Adoption of Agenda**

Mr. Otto called for adoption of the agenda and requested that item A under New Business, LGBTA Name Change, be tabled until further notice. The commission approved the change and the amended agenda was adopted.

### **III. Old Business**

#### **A. Interfraternity Council Constitution Changes—2<sup>nd</sup> Reading**

Mr. Adam Kress presented the IFC Constitution Changes for second reading. There were no questions or comments. There was a motion to approve the IFC Constitution changes. The motion was seconded and passed.

#### **B. Commission Membership Request—Latin Association of Student Organizations—2<sup>nd</sup> Reading**

Mr. Alvin Manalo presented for second reading the resolution requesting that the Latin Association of Student Organizations be permitted to join CSA. Mr. Steve Burrell made a motion to amend the wording of the third Where as follows (additions in italics):

WHEREAS, the Latin Association of Student Organizations is the only *a newly* registered University Chartered Student Organization to *that currently does* not hold a seat on the Commission on Student Affairs.

The motion to amend the wording was seconded and passed. Following a brief discussion, there was a motion to approve the amended resolution. The motion was seconded and passed. The amended resolution will be forwarded to University Council for consideration.

#### **IV. New Business**

##### **A. LGBTA Name Change**

Tabled until further notice.

##### **B. LGBTA Constitution Changes—1<sup>st</sup> Reading**

Mr. Michael Sutphin presented the changes to the LGBTA Constitution for first reading and outlined the changes. The main changes pertained to responsibilities for various officers and committee chairs. They also updated their preamble and non-discrimination statement. During the question and answer period, the commission suggested a few grammatical changes. Mr. Sutphin will make these changes prior to second reading. Mr. Burrell asked how the proposed name change (item A under New Business) would affect their constitution. Mr. Otto indicated they would bring the constitution forward for re-approval if the name change does take place. Second reading of the constitution will take place at the December 2 meeting.

#### **V. Announcements**

Mr. Otto announced that subcommittees should be receiving e-mails soon regarding work that needs to be done early next semester. He announced that Mr. Scott Hurst, University Architect, would attend the December 2<sup>nd</sup> meeting to discuss the Campus Master Plan.

Ms. Maya Newhagen announced that the Dance Company of Virginia Tech would hold auditions at 9:30 p.m. on November 29 in the Dance Room, War Memorial Gym.

Mr. Jason Shank announced the following Virginia Tech Union events: Bela Fleck and the Flecktones at 8:00 p.m. on December 2 in Burruss Auditorium; free massages on December 2 in the atrium of Squires; Fiddler on the Roof at 7:30 p.m. on December 6 in Burruss Auditorium; Acoustic Café at 7:00 p.m. on December 8 in Deets.

Mr. Otto announced AIDS Awareness Week will be November 29-December 3. The main event will be the dance, Club Red Ribbon, at 9:00 p.m. on December 3 in Commonwealth Ballroom, Squires. They will have free oral HIV testing at 10:00 a.m.-4:00 p.m. on November 30 in Brush Mt. A and B of Squires and again on December 2 in 150 Squires.

Mr. Orien Patterson announced that BSA is showing the movie, The Manchurian Candidate, at 7:00 p.m. on November 29 in Colonial Hall, Squires. He also announced a speaker for AIDS Awareness Week: Mohammed Bilal. He will be speaking on AIDS and personal responsibility at 7:00 p.m. on November 30 in Colonial Hall, Squires.

#### **VI. Adjournment**

There being no further business, the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Donna Sanzenbach  
Recording Secretary

## ***Commission on Student Affairs***

**December 2, 2004**

**3:30 p.m.**

**Brush Mt. B  
Squires Student Center**

### ***Minutes***

**Present:** Sumeet Bagai, Steve Burrell, Robyn Daniel, Keisha French, Jamie Kalista, Ben Kearney, Adam Kress, Wenlie Ye for Alvin Manalo, Maya Newhagen, Grant Otto, Orien Patterson, Jory Zmuda Ruscio, Jason Shank, Roberta Snelling, Paul Longfield for Holly Welsh, Chris Wise

**Absent:** Tom Brown, Ricky Castles, Melinda Cep, Muhammad Ahmad Chughtai, AmandaCocco, Lanny Cross, Sujit Ekka, Ginny Fowler, Monika Gibson, Caryl Gray, Erik Kneubuehl, Paul Knox, Ellen Krupar, Greg Lemmond, Tarvaris McCoy, Jane Warner

#### **I. Call to Order**

Mr. Grant Otto, Chair, called the meeting to order at 3:34 p.m.

#### **II. Adoption of Agenda**

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

#### **III. Old Business**

##### **A. LGBTA Constitution Changes—2<sup>nd</sup> Reading**

Mr. Michael Sutphin and Mr. Curtis Dahn presented the LGBTA Constitution Changes for second reading. They pointed out to the commission that the grammatical changes suggested at the November 18 CSA meeting have been completed. There was a motion to approve the LGBTA constitution changes. The motion was seconded and passed.

##### **B. Updates on Dining Hall Hours and Cost of Laundry on Campus—Ben Kearney**

Mr. Ben Kearney gave a brief update on dining hall hours on campus. Beginning January 16, D2 will be open for lunch Monday-Friday from 11:00 a.m.-2:00 p.m. Also beginning January 16, on Sunday nights West End Market will remain open an extra hour until 8:00 p.m. Dining Services is also considering expanded hours in Owens on game days for the band and cheerleaders. They are also working on a new dining option on the administration/classroom side of campus. Mr. Kearney has invited a speaker from VT Services to speak during spring semester on the rising costs at laundry facilities on campus.

#### **IV. New Business**

#### A. Applications for Student Representatives to Board of Visitors

Mr. Otto briefly discussed the timeline for the selection of Student Representatives to the Board of Visitors. The applications for graduate and undergraduate representative were distributed to the commission, and Mr. Otto encouraged the commission to share the applications with any students who would be interested in applying. The deadline for applying is 5:00 p.m. on Tuesday, January 18 for undergraduates and Tuesday, January 25 for graduates. Applications are also available on-line at: <http://www.vpsa.vt.edu/bovrep/application.htm>.

#### V. Announcements

Mr. Otto announced that Mr. Scott Hurst, University Architect, will be attending the February 3 to provide an update on the Campus Master Plan.

Mr. Jason Shank announced the following VTU events: Bela Fleck and the Flecktones at 8:00 p.m. on December 2 in Burruss Auditorium; Fiddler on the Roof at 7:30 p.m. on December 6 in Burruss Auditorium; Acoustic Café at 7:00 p.m. on December 8 in Deets.

Mr. Orien Patterson announced that BSA would host a Kwanza celebration at 6:00 p.m. on December 6 in Colonial Hall, Squires.

Mr. Steve Burrell announced the deadline for Student Budget Board 2004-2005 Annual Funding Budget Requests is January 28.

#### VI. Adjournment

There being no further business, the meeting adjourned at 4:00 p.m.

## *Commission on Student Affairs*

**January 20, 2005  
3:30-5:00 p.m.**

**Brush Mt. B  
Squires Student Center**

### ***Minutes***

- Present:** Sumeet Bagai, Tom Brown, Steve Burrell, Melinda Cep, Scott Cheatham, Lanny Cross, Sujit Ekka, Ronald Forbes, Ginny Fowler, Keisha French, Monika Gibson, Jamie Kalista, Ben Kearney, Erik Kneubuehl, Ellen Krupar, Marcus Ly, Grant Otto, Jason Shank, Roberta Snelling, Jane Warner, Devin Weller, Chris Wise
- Absent:** Ricky Castles, Muhammad Ahmad Chughtai, Amanda Cocco, Robyn Daniel, Caryl Gray, Paul Knox, Alvin Manalo, Tarvaris McCoy, Orien Patterson, Jory Zmuda Ruscio
- Visitors:** Fred Koziol, Don Williams

#### **I. Call to Order**

Mr. Grant Otto, Chair, called the meeting to order at 3:33 p.m.

#### **II. Adoption of Agenda**

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

#### **III. Guest Speakers: Update on Increase in Laundry Costs—Don Williams and Fred Koziol, Virginia Tech Services**

Mr. Don Williams, Executive Director of Virginia Tech Services, and Mr. Fred Koziol, Division Manager of Volume Two Bookstore, attended to discuss the students' concerns about increased laundry costs on campus. Mr. Williams distributed and discussed an information sheet on campus laundry services. He pointed out that the State of Virginia has mandated that State universities save energy. The university decided that a key way to save energy was to decrease water and power usage in the laundry facilities. To accomplish this, the university renewed their contract with Caldwell and Gregory, Inc., who in turn provided the following services: removed all vending washers and dryers from campus, installed new high efficiency washers and dryers, installed new flooring, repainted, installed new lighting, rewired electrical supply lines, added and relocated card readers, cleaned or replaced dryer vents, performed plumbing repairs, installed new furniture, and performed other renovation projects as needed in each vending laundry facility. The price of laundry did increase as a result of the new contract, but the increase is used to offset the price of the new washers and dryers and the improvements made to the laundry facilities. The cost of laundry on campus is still priced lower than most off campus facilities in town. Mr. Williams also reminded the students that any profit made by VT Services is returned to the students in the form of

scholarships and services. Following a brief question and answer period, Mr. Williams encouraged the commission to contact him with any further questions.

#### IV. Old Business

##### A. Updates from Sub-Committees

Mr. Otto asked the sub-committees to provide updates on where they stand with the various issues. The list of goals, with updates, is shown below.

<b>Commission on Student Affairs Goals for 2004-2005:</b>	<b>Sub-Committee Members: (Updates in Italics)</b>
<b>Dining Facilities: Extending hours on weekends, Oak Lane Dining Facility, more dining on Burruss side of campus</b>	Adam Kress. <i>Mr. Ben Kearney provided update at Dec. 2 meeting. Dining Services has extended weekend hours at two dining facilities and are working on more dining options on Burruss side of campus.</i>
<b>Follow-up on past legislation</b>	Sumeet Bagai, Myrna Callison, Grant Otto, Ben Kearney. <i>As follow-up to parking legislation from last year, Mr. Otto met with Transportation and Parking Committee representative and learned the committee had several concerns about the legislation. Sub-committee will continue to follow-up on this topic.</i>
<b>Monitor Recreation Center future plans</b>	Melinda Cep, Chris Wise, Tarvaris McCoy. <i>Ms. Cep reported that the sub-committee has been monitoring facility use in War Memorial Gym and McComas and working up statistics for usage over the last three years. She is setting up a tour of McComas for administrators who are interested in pursuing this topic further.</i>
<b>Submit resolution to the Commission asking for a seat to be added for LASO</b>	Alvin Manalo. (Completed) <i>Mr. Otto reported this resolution has been passed by CSA and will go to University Council on February 7 for first reading.</i>
<b>Information on Campus Master Plan (specifically area next to Smith House)</b>	<i>Mr. Otto reported that Scott Hurst, University Architect, will give presentation to CSA on February 3.</i>
<b>Investigate possibilities of larger loading doors in Burruss Hall and impact of new construction near dock</b>	Erik Kneubuehl, Orien Patterson, Jason Shank <i>Mr. Kneubuehl reported that the loading doors in Burruss can't be enlarged because they are part of the support structure of the building. They continue to investigate whether the gate near the loading dock can be changed to allow better access to the loading doors.</i>
<b>Presentation and possible further action regarding Charter Initiative</b>	Sumeet Bagai (Completed)
<b>Investigate Diversity issues on campus</b>	Melinda Cep, Monika Gibson, Keisha French, Alvin Manalo <i>Ms. Cep asked the commission how they should proceed with this topic. Several members reported new diversity programs, and Mr. Otto suggested the sub-committee monitor these programs throughout the semester and then decide if we need a resolution stating that we need more diversity programs.</i>

<b>Commission on Student Affairs Goals for 2004-2005:</b>	<b>Sub-Committee Members: (Updates in Italics)</b>
<b>Diversity (continued)</b>	<i>Upcoming programs include: Campus Climate Check-up Program in March; Campus Climate Discussion Group that will meet every other week, beginning at 7:00 pm on January 27 in Henderson Hall; Commission on Equal Opportunity and Diversity held the Diversity Summit on January 21; CEOD has also prepared document "Principles of Community" to be presented to BOV in March; PATH Campaign will kick-off following the Diversity Summit.</i>
<b>Investigate why houses in Oak Lane are being vacated and what can be done to fill those spots</b>	Erik Kneubuehl, Adam Kress <i>Mr. Kneubuehl said he has spoken with Eric Norman from Fraternity and Sorority Life. They are considering a satisfaction survey of the groups at Oak Lane to try to determine why the groups are moving off campus.</i>
<b>Placing more trash cans around campus, i.e. outside doors of residence halls</b>	Devin Weller, Ben Kearney <i>No report at this time.</i>
<b>Updates on Organizational Structure of University (Student Affairs and Academic Affairs)</b>	Grant Otto, Myrna Callison <i>Mr. Otto reported that the task force looking at the organizational structures of Student Affairs and Academic Affairs has completed its work and sent their recommendations to the Provost. Dr. Cross reported that the Provost is still considering the task force's recommendation and will make an announcement about organizational structure in the near future.</i>
<b>Investigate increased cost of laundry on campus</b>	Ben Kearney, Maya Newhagen <i>Covered by Don Williams and Fred Koziol at January 20 meeting. Mr. Kearney reported he is considering a satisfaction survey on this topic.</i>
<b>Athletic Issues and review of the football lotto system:</b> Relationship with students and athletic department, specifically student and visitor seating at home football games. Why should student athletic tickets be for sale in town when students are not getting tickets when they want them? Basketball ticket lottery. Net to protect band at football games.	Ricky Castles, Jory Zmuda Ruscio, Sumeet Bagai, Steve Burrell <i>Mr. Bagai reported that he has been working with Dave Chambers about the basketball ticket lottery. The demand for student tickets has been much higher than anticipated.</i>
<b>Washington Street lighting to increase visibility and decrease danger to pedestrians</b>	Roberta Snelling, Keisha French, Ricky Castles, Caryl Gray, Sumeet Bagai <i>Mr. Bagai reported that he is setting up a meeting with Kurt Krause to discuss this issue and others.</i>
<b>Investigate impact of things like budget cuts and charter initiative on the educational quality of the university</b>	Greg Lemmond, Tarvaris McCoy <i>No report at this time.</i>
<b>Not enough opposite sex bathrooms in some single sex dorms</b>	Holly Welsh <i>No report at this time.</i>

<b>Commission on Student Affairs Goals for 2004-2005:</b>	<b>Sub-Committee Members: (Updates in Italics)</b>
<b>Clocks around campus: need more in certain places and some are very off</b>	Sumeet Bagai <i>Issue has been resolved. Many clocks have been reset and are correct.</i>
<b>More Parking.</b> Faculty/staff lots have open spots when commuter students are looking for spots. Can the cage be unlocked on Saturdays after game days? Continue discussion of parking on Drillfield. Research buildings are having problems with parking due to proximity to dining halls.	Jory Zmuda Ruscio, Orien Patterson <i>No report at this time.</i>

**B. Distribution of Applications for Undergraduate Representative to Board of Visitors and Discussion of CSA's Role in Selection Process – Lanny Cross**

Mr. Otto and Dr. Cross briefly outlined the review procedures for the applications for Undergraduate Representative to the Board of Visitors. The deadline for submitting applications was Tuesday, January 18. Nine applications were received for the position. Copies of the undergraduate applications were distributed to the commission for review. Rating sheets are to be returned at the February 3 CSA meeting or returned to Donna Sanzenbach in 112 Burruss. The top six candidates will interview at the February 17 meeting. Interview questions and procedures will be discussed at the February 3 meeting.

**V. New Business**

**VI. Announcements**

Mr. Jason Shank announced that VTU would show the movie *Animal House* on January 29 at 8:00 p.m. in Colonial Hall, Squires.

Mr. Steve Burrell announced that the deadline for annual funding budgets is January 29 at 5:00 p.m. in 319 Squires.

Mr. Sumeet Bagai announced that Hokies United has reformed in response to the tsunami disaster. They are planning several events. The first is a parade of flags at noon on January 29, starting at Squires and progressing around the Drillfield to Burruss Auditorium, where a fund-raising effort will kick off.

**VII. Adjournment**

There being no further business, the meeting adjourned at 4:35 p.m.

Respectfully submitted,

Donna Sanzenbach, Recorder

## ***Commission on Student Affairs***

**February 3, 2005**

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

**Brush Mt. B  
Squires Student Center**

### ***Minutes***

**Present:** Sumeet Bagai, Steve Burrell, Ricky Castles, Melinda Cep, Scott Cheatham, Lanny Cross, Robyn Daniel, Bennie Kingwood for Keisha French, Caryl Gray, Lauren Healey, Jamie Kalista, Ben Kearney, Erik Kneubuehl, Marcus Ly, Grant Otto, Brittany Rossmeier, Jory Zmuda Ruscio, Dhaval Shah, Jason Shank, Roberta Snelling, Jane Warner,

**Absent:** Tom Brown, Muhammad Ahmad Chughtai, Sujit Ekka, Ginny Fowler, Monika Gibson, Paul Knox, Ellen Krupar, Tarvaris McCoy, Orien Patterson, Devin Weller, Chris Wise

**Visitors:** Scott Hurst

#### **I. Call to Order**

Mr. Grant Otto, Chair, called the meeting to order at 3:35 p.m.

#### **II. Adoption of Agenda**

Mr. Otto called for adoption of the agenda. Mr. Ben Kearney made a motion to add Update to Laundry Services and Trash Cans Around Campus as item C under Old Business. The motion passed. The agenda was adopted as amended.

#### **III. Guest Speaker: Updates on the Campus Master Plan—Scott Hurst**

Mr. Scott Hurst, University Architect, provided an update on the Campus Master Plan process. They typically update the plan every ten years and the current update began in the fall of 2003. They are using a team of outside consultants to lead the process. The team of master planning architects is from the firm of Hanbury Evans Wright Vlattas. One of their major goals is to support the university's strategic plan by understanding the facility needs for the next ten years and determining how much space will be needed to support the research plan. Part of the planning process included benchmarking with twelve peer institutions, some of which are already top 30 research institutions. After studying how these institutions used space, it was estimated that we would need to build as much as 2.9 million square feet to support the goals of the strategic plan. As the group studies possible expansion, they will look at various land use scenarios and how the campus will expand over the next ten years. They will also take into consideration: parking and transportation issues; the possibility of expanding campus utility infrastructure on the southwest side of campus as expansion occurs there; finding sustainable approaches to managing storm water on campus; and taking a more detailed look at the upper quad area and how it will fulfill the needs of the Corps of Cadets. The consultants are currently conducting focus studies on these various issues. They hope to conduct a public workshop on the master plan by the end of spring

semester, and plan to make a presentation to the Board of Visitors this summer or fall.

The commission had asked Mr. Hurst to address how the land on the corner of Stanger Street and Old Turner Street would be used. The 1994 Campus Master Plan identified two building sites in that area, with the idea of making a new quadrangle from the east end of Hancock Hall over to Stanger Street. One of the proposed buildings has been funded through the general obligation bond program and it will house the Institute for Critical Technology and Applied Science. No specific building has been identified for the second building site at this time. A brief question and answer period concluded Mr. Hurst's presentation.

#### **IV. Old Business**

##### **A. Commitment to Community—Monika Gibson**

Ms. Gibson was unable to attend and this item was tabled until March 3.

##### **B. Undergraduate Representative to Board of Visitors**

###### **a. Return Candidate Rating Forms**

###### **b. Determine Interview Procedures and Questions for Candidates for the Interviews at February 17 CSA Meeting**

Mr. Otto explained the current procedures for interviewing the undergraduate semi-finalists and opened the floor for discussion of the procedures. The commission voted to expand the response time for question one from two minutes to three minutes, but leave the response time for question two at two minutes. They also voted to extend the response time for the summary question from 30 seconds to one minute. Following a discussion of possible interview questions, the commission voted on the two confidential questions that will be asked of each candidate. During the interviews, Mr. Jason Shank will present the first question to each person; Ms. Robyn Daniel will present the second question; and Mr. Sumeet Bagai will present the summary question. Mr. Steve Burrell will be the timekeeper for the interview process.

##### **C. Laundry Services and Trash Cans Around Campus**

Mr. Ben Kearney announced that Mr. Fred Koziol, who attended the January 20 meeting to discuss campus laundry services, had contacted him to let the commission know that VT Services is conducting a survey on laundry services. Mr. Kearney also announced that he had spoken with Mr. Larry Bechtel, Recycling Coordinator, and learned that we may contact Mr. Bechtel to request that additional trash cans be placed around campus.

#### **V. Announcements**

Mr. Jason Shank announced that VTU would show the movie *Team America* on February 4 at 8:00 p.m. in Colonial Hall, Squires; Build-A-Bear will be held on February 11 from 12:00-4:00 p.m. on the 2<sup>nd</sup> floor of GBJ; and the movie *Bridget Jones: The Edge of Reason* on February 11 at 8:00 p.m. in Colonial Hall, Squires.

Mr. Sumeet Bagai made the following announcements: the Orange Effect for basketball games are rally towels. Purchase price is one towel for \$2 or three towels for \$5 and they are for sale in the SGA office from 10:00 a.m.-4:00 p.m. The Orange Effect t-shirts are now in

and are also for sale for \$5 in the SGA office. The German Club's Midwinter's Dance 2005 will be held on February 4 and 5 at 8:30 p.m. – midnight at the German Club. Hokies United reformed this semester in response to the Asian tsunami. The first event was the Silent Parade of Flags around the Drillfield and a ceremony in Burruss Auditorium that took place on January 28 at noon. The next event will be a benefit concert on February 17 at 6:30-8:30 p.m. in Burruss Auditorium. Tickets are \$5 and all proceeds will go to the fundraising efforts.

Mr. Dhaval Shah announced that AASU would hold a Piece of Asia pot-luck event on February 4, 5:30-7:00 p.m. in Old Dominion Ballroom, Squires. The event is free to the entire campus, but they will accept donations for the tsunami relief efforts.

Mr. Steve Burrell announced that Student Activities would be sending a survey to student organizations to find out what the organizations need from the Student Activities Office in terms of leadership and development for their organizations and what kind of programs would help meet the needs of the organizations.

## **VI. Adjournment**

There being no further business, the meeting adjourned at 4:50 p.m.

Respectfully submitted,

Donna Sanzenbach, Recorder

## ***Commission on Student Affairs***

**February 17, 2005**

**3:30-5:30 p.m.**

**Brush Mt. B  
Squires Student Center**

### ***Minutes***

**Present:** Sumeet Bagai, Steve Burrell, Ricky Castles, Melinda Cep, Lanny Cross, Robyn Daniel, Ginny Fowler, Monika Gibson, Caryl Gray, Lauren Healey, Jamie Kalista, Ben Kearney, Bennie Kingwood, Paul Knox, Marcus Ly, Grant Otto, Brittany Rossmeier, Jory Zmuda Ruscio, Dhaval Shah, Jason Shank, Roberta Snelling, Jane Warner, Devin Weller, Chris Wise

**Absent:** Tom Brown, Scott Cheatham, Muhammad Ahmad Chughtai, Sujit Ekka, Erik Kneubuehl, Ellen Krupar, Tarvaris McCoy, Orien Patterson

#### **I. Call to Order**

Mr. Grant Otto, Chair, called the meeting to order at 3:35 p.m.

#### **II. Adoption of Agenda**

Mr. Otto called for adoption of the agenda. There was a motion to add Two Minute Discussion of Each Candidate as item B under New Business. The discussion will be limited to the actual interviews and/or information contained in the application packets. The motion was seconded and passed. The agenda was adopted as amended.

#### **III. New Business**

A. Move to Closed Session--Selection of Finalists for Undergraduate Representative to the Board of Visitors

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 during closed session:

- |                   |                   |
|-------------------|-------------------|
| ➤ Amir Abu-Akeel  | ➤ Addie Haughey   |
| ➤ Michael Barnett | ➤ Jennifer Jessie |
| ➤ Jared Field     | ➤ Ryan Luck       |

B. Two Minute Discussion of Each Candidate

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

#### C. Move to Open Session

There was a motion to move into Open Session. The motion was seconded and passed. There was a motion to affirm the vote in Executive Session, which was counted by Mr. Sumeet Bagai and Ms. Donna Sanzenbach. The motion was seconded and passed. Mr. Otto asked the six candidates to return to the room and announced the three finalists: Mr. Jared Field, Ms. Addie Haughey, and Ms. Jennifer Jessie. The Board of Visitors Selection Committee will meet on Sunday, March 13, 2005, to interview these candidates.

#### IV. Announcements

Mr. Jason Shank made the following VTU announcements: Winterfest will be held on February 19, 12:00-5:00 p.m. in Squires, admission is free. The movie, Shark Tale, will be shown on February 19 at 2:00 p.m. and again at 8:00 p.m. in Colonial Hall, Squires. The concert, Jazz at Lincoln Center, will be held on February 24, 7:30 p.m. in Burruss Auditorium.

Mr. Sumeet Bagai announced that Hokies United would host a benefit concert that evening at 6:30 p.m. in Burruss Auditorium. The admission fee is \$5 and all proceeds will go to the CARE program for Asian tsunami relief. All production costs are being covered by SGA. They will also have t-shirts for sale at the concert.

#### V. Adjournment

There being no further business, the meeting adjourned at 5:05 p.m.

## **Commission on Student Affairs**

**March 17, 2005  
3:30-5:30 p.m.**

**Brush Mt. B  
Squires Student Center**

### ***Minutes***

**Present:** Sumeet Bagai, Steve Burrell, Ricky Castles, Scott Cheatham, Lanny Cross, Sujit Ekka, Ginny Fowler, Monika Gibson, Caryl Gray, Lauren Healey, Alvaro Higuera, Jamie Kalista, Ben Kearney, Grant Otto, Brittany Rossmeier, Jory Zmuda Ruscio, Dhaval Shah, Jason Shank, Roberta Snelling, Devin Weller

**Absent:** Tom Brown, Melinda Cep, Muhammad Ahmad Chughtai, Robyn Daniel, Bennie Kingwood, Erik Kneubuehl, Paul Knox, Ellen Krupar, Marcus Ly, Tarvaris McCoy, Orien Patterson, Jane Warner, Chris Wise

**Visitors:** Tim Hodge, Frances Keene, Dwight Shelton

### **I. Call to Order**

Mr. Grant Otto, Chair, called the meeting to order at 3:35 p.m.

### **II. Adoption of Agenda**

Mr. Otto called for adoption of the agenda. Mr. Sumeet Bagai made a motion to add "Updates to SGA Constitution" under New Business. Mr. Otto indicated the new item would be A, moving "Student Tuition and Fees" to B because the guest speakers requested to be last on the agenda due to another meeting they were attending. The motion was seconded and passed. The agenda was adopted as amended.

### **III. Old Business**

A. CSA Resolution 2004-2005C, Resolution for Changes to University Policies for Student Life (second reading)—Frances Keene

Ms. Keene, Acting Director of Judicial Affairs, presented the resolution for second reading and outlined the changes they made based on feedback at first reading. The resolution addresses the following: University Judicial Procedures; Stalking Policy, and Inclusion of a Formal Organization Event Definition for Student Organizations. A question and answer period followed. Some members of the commission expressed concern over Part III, under Criteria for Determining an Organization Event: e) The event involves six or more members of the organization. Following a lengthy discussion, there was a motion to amend e) as follows: "The event involves six or more members of the organization; *should the organization be composed of more than 30 active members then the number would increase to approximately 20 percent of membership.*" (Added text in italics.) The motion was seconded. The commission voted on the amendment and it did not pass. There was a motion

to vote on the three sections of the resolution separately. This motion was seconded and passed. Each section was voted on separately, and all three sections passed. The resolution will go to University Council for first reading on April 4.

#### B. Student Budget Board—Steve Burrell

Mr. Burrell announced that the Student Budget Board was still finalizing the Annual Funding Recommendations for next year; therefore, the budget wasn't ready for approval. There was a motion to table these two items until the April 7 meeting. The motion was seconded and passed.

1. Approval of Annual Funding Recommendations
2. Appointment of Appeals Sub-Committee

### **IV. New Business**

#### A. Updates to SGA Constitution (first reading)—Sumeet Bagai

Mr. Bagai presented the updates to the SGA Constitution for first reading and distributed a summary of the changes. The changes pertain to: the function of the SGA Secretary and Vice President, the creation of Speaker of the Senate, the function of the Judicial Branch, and elimination of the Elections and Credential Committee. Second reading will take place at the April 7 meeting.

#### B. Student Tuition and Fees—Dwight Shelton and Tim Hodge

Mr. Dwight Shelton, Vice President for Budget and Financial Management, thanked the group for letting him speak again this year. He had intended to give this presentation before the Board of Visitors approved the tuition and fee rates on March 14, but spring break fell just before the Board meeting this year so the timing didn't work out. He distributed handouts, Proposed 2005-2006 Tuition and Fees, and a chart showing the composition of the \$69 increase in the 2005-2006 Comprehensive Fee. He discussed the Restructured Higher Education Financial and Administrative Operations Act, previously called the charter bill. The General Assembly passed the Act at their recently concluded session and they expect the Governor to sign it in April. The Act will allow greater flexibility and predictability in the management of university resources. Mr. Shelton said tuition shouldn't increase more if the Act is passed, but it will depend on how much funding we receive from the State in the coming years. The Act requires that the university prepare a six-year financial plan that will be submitted to the Governor and General Assembly. The six-year plan falls within the university's update of the Strategic Plan. They hope to have both plans completed by the end of fall semester of 2005.

Mr. Tim Hodge, University Budget Director, then discussed the handout on proposed tuition and fees for 2005-2006. The proposed increases for tuition are as follows: Virginia Undergraduates--9.9%; Out-of-State Undergraduates--7.2%; Virginia Graduates--6.0%; Out of State Graduates--9.6%. Mr. Hodge outlined the proposed increases to fees and room and board rates for next year. He also compared Virginia Tech's tuition and fees to our public peer institutions and

other Virginia institutions.

Mr. Shelton and Mr. Hodge opened the floor for questions. It was suggested that the information presented to the commission be made available to the student body in order to explain the increases. It was also suggested that in future years, information on proposed increases be released before the Board approves it, so the students won't be surprised by the increases. Mr. Shelton said they will look into this for next year and see if information can be released before Board approval. He pointed out that once the six-year plan goes into effect, the plan will be public and anyone will be able to look several years ahead at projected tuition rates. Mr. Bagai asked for more information on how the \$248 comprehensive fee is spent. Mr. Hodge will forward this information to the commission via e-mail. At the conclusion of the question and answer period, the speakers indicated they are both available via e-mail for additional questions (Mr. Shelton [mdsjr@vt.edu](mailto:mdsjr@vt.edu); Mr. Hodge [tlhodge@vt.edu](mailto:tlhodge@vt.edu)).

## **V. Announcements**

Mr. Dhaval Shah announced that events for the first Asian Heritage Month will be held throughout April. Events will be announced in the *Collegiate Times*, and everyone is invited to attend.

Mr. Sumeet Bagai announced that SGA elections will be held on March 29-30, and there will be an SGA candidate debate on March 23, 8:00 p.m., Colonial Hall of Squires.

## **VI. Adjournment**

There being no further business, the meeting adjourned at 5:30 p.m.

Respectfully submitted,

Donna Sanzenbach  
Recording Secretary