

# MINUTES

## Virginia Tech University Council: Commission on Student Affairs (CSA) Minutes

December 1, 2016

The meeting was called to order by Commission vice chair Mr. Chris Saunders at 3:33 p.m.

### In attendance

Allison Aviles Garcia, Susan Anderson, Travis Bauer, Alicia Cohen, Gabe Cohen, Preston Huennekens for Chelsea Corkins, Nikki Khandelwhal for Pat Finn, Aliana Harrison, Maddie Mitcham, Brett Netto, Alexa Parsley, Andrew Peck, Evan Robohm, Chris Saunders, Angela Simmons, Lauren Surface, Joelle Martin for Cameron Varano

### Absent with notification

Matt Chan, Byron Hughes, Manjot Kaur, Meriam Nure, Tara Reel

### Attending guests

Tom Brown, Holli Drewry, Joe Edens, Muneeb Hameed, Diana Miller, Tracy Newton, Zohaib Quereshi, Darren Small, Tricia Smith

### Absent

Ron Mecham, James Orr

### Approval of Agenda and Past Minutes

A motion was made and seconded to adopt the agenda. The motion carried. A motion was also made to approve the minutes for the November 24, 2016 meeting of CSA. The motion was seconded and approved.

### Presentation

Mr. Chris Saunders introduced Ms. Diana Miller from Student Legal Services (SLS) to present information on services that she provides within her office. These services include but are not limited to providing free and confidential legal advice. The SLS provide services only to currently enrolled Virginia Tech students and University Chartered Student Organizations (UCSOs), however, the SLS attorney can provide clients with referrals to external legal counsel. In her capacity as SLS attorney, Ms. Miller does not provide legal services or advice to university employees, faculty, or staff, nor does she provide services to family members or spouses of students who themselves are not currently enrolled students. The SLS office is paid for and provided through a portion of student activity fees. Currently, the largest number of services provided are leases or leasing agreements. Other usual cases the SLS advises include criminal charges such as underage drinking, drunk in public, and traffic violations. The beginning and end of the semester tend to be the most active and busiest time of the year. The SLS office provide services to 700-800 students annually.

### Committee Reports

There is no report from the Hokie Handbook Review Committee as the Committee has not met since the last report.

Mr. Darren Small, chair of the Student Budget Board (SBB), gave its monthly report to the Commission. At the end of the fall semester, the SBB has provide a total of 18 workshops for newly established student organizations. A total of 320 Registered Student Organizations (RSOs) are eligible or are pending to be eligible for SBB funding. Over the fall semester, 260 funding requests from RSOs were deliberated, and 54% of the total SBB budget allocated for RSOs has been granted (i.e., \$250,000 out of \$460,000.) There is currently no backlog of funding requests at SBB.

### Constituency Updates

Ms. Alexa Parsley gave an update on Student Government Association (SGA) activities. For reading day, SGA again will be sponsoring a study hall with free food for students. The SGA has also begun discussion on the operating hours of the Squire Student Center during exam week. Hokie Day, the annual lobbying day at the State Capitol for Virginia Tech students, is now accepting applications through 12/8/16. The smoke-

free campus initiative within SGA is continuing its work, with a petition now circulating within the student body.

Mr. Brett Netto gave an update on Graduate Student Assembly (GSA) activities. During the last GSA Generally Assembly meeting, graduate students voted in favor of an official resolution in support of Virginia Tech's Principles of Community.

Mr. Gabe Cohen gave updates on the activities they are engaging in as student representatives to the Board of Visitors (BoV). There was no major business to report, however, Mr. Cohen noted that applications for both the undergraduate and graduate representatives to the BoV are now open.

### **University Council and Commission Updates**

Mr. Andrew Peck gave a report from the University Council. The Council met on 11/28 and two resolutions were deliberated and voted on. A Resolution previously introduced by the Commission on Faculty Affairs to amend the University Council Bylaws to clarify procedures for filling Council and Commission seats by the Faculty Senate and Staff Senate were approved by the Council. A resolution previously introduced by the Commission on Administrative and Professional Faculty Affairs revising the Faculty Handbook to amend the reassignment procedures for A/P faculty was amended and approved by the Council. A resolution was introduced by the Commission on Undergraduate Studies and Policies (CUSP) to establish a new bachelor of science degree program in biomedical engineering. Representative from CUSP and the Biomedical Engineering and Mechanics Department noted that there is a high demand for this new degree program as there are over 200 current students in the biomedical engineering minor.

There was no report from the Commission on Equal Opportunities and Diversity as this committee has not met since the last CSA meeting.

There was no report from the Academic Support Committee as this committee has not met since the last CSA meeting.

### **Division of Student Affairs Update**

Dr. Angela Simmons gave an update and schedule of Squires Student Center and the services that would be provided for students during exam week. The Squires Student Center will have extended hours; McComas Hall will continue to provide services as will the Smith Career Center; on 12/8 Dining Services will be providing a midnight breakfast event; free yoga class will be provided in residence halls.

### **Unfinished Business**

Mr. Tom Brown, Dean of Students, discussed reporting methods of Bias-related Incidents and the experience of that reporting in response to his previous meeting with CSA leadership. Mr. Brown reported that last year there was a ground swell of students expressing information on this reporting method and how reporting can be done. The reporting website had to be updated in order for it to become more inclusive and more user friendly for users. Mr. Brown asked for input or suggestions on how to make the Bias-Related Incident form more maneuverable or manageable. Mr. Brown also expressed the difference between a bias-related incident and an emergency situation that would constitute a 911 call. The online reporting form in the works will forward all information to the Dean of Students Office, and a staff member will review the database twice a day to make sure each incident is reviewed or addressed. CSA members proposed reorganization of the Dean of Students website to make the bias related incident form more accessible. Dean Brown estimated a roll out of the new website as well as the online reporting form when spring semester begins.

Mr. Muneeb Hameed and Mr. Zohaib Qureshi from the Muslim Student Union (MSU) returned to give a presentation of the MSU Constitution. MSU has revised their proposed Constitution to address CSA members' concern raised during the first reading. A motion to approve the MSU Constitution was made, seconded, and was passed unanimously. Mr. Small noted that MSU is now a fully approved UCSO and thus eligible for the annual funding request process providing that they abide with internal procedures of the SBB.

### **New Business**

There was no new business.

### **Announcements**

- Ms. Nevetha Ramesh reported that a new on-going program from the Intercultural Engagement Center called the "Story Board Project" will take place in the Multicultural Center.

**Next Meeting**

The next regularly scheduled CSA meeting will be held on January 26, 2017, in the Brush Mountain Room at Squires Student Center.

There being no further business, the motion to adjourn was made at 4:44 p.m. and was passed unanimously.

Recorder: Tracy Newton