MINUTES
COMMISSION ON STUDENT AFFAIRS
September 23, 2021 @ 3:30 PM
Squires Student Center, Brush Mountain B
Zoom: https://virginiatech.zoom.us/j/85620825790

*Present:  Adyan Atiq, Ariana Guevara, Danielle Panico, Ennis McCrery, Frank Shushok, Jennifer Pike, Kamla Al Amri, Keri Friedman, Kimberly Smith, Lauren Surface, Monica Nguyen, Morgan Salvato, Paolo Fermin, Phil Miskovic, Prince Wang, Sidney Stearns, Susanna Rinehart, Tamara Cherry-Clarke, Vedant Patel

Absent: Abigail Patterson, Alice Fox, Amanda Coleman, Benjamin Janosy, Jack Leff, Jimmy Haegerty, Justin Ratcliffe, Michael Chin, Mohamed Hussein, Nicholas Martinelli, Senija Davis

*Guests: Alec Bradfield, April Myers, Heather Wagoner, James Bridgeforth, Juwan Jacobs, Kimberly Rhodes, Lori Buchanan, Scott Nachlis

*All attendees noted above in bold attended by Zoom

Ariana Guevara called the meeting to order at 3:35pm. A quorum was present.

1) Attendance

2) Adoption of Agenda
   A motion was made, and seconded, to adopt the agenda. The motion carried.

3) Announcement of Approval and Posting of Minutes
Minutes for the April 1, 2021 and April 29, 2021 meetings have been voted on electronically, posted on the university web, and can be found here: https://governance.vt.edu/student-affairs.php

4) CSA Announcements
It was decided to hold off on the electing a vice chair for the CSA until the USS concludes their elections.

5) University Council and Commission Updates
Summary of September 20, 2021 and October 4, 2021 University Council meetings can be found at: https://governance.vt.edu/university-council.php

Ariana shares that the Academic Support Committee still needs CSA representation. Discussion was had regarding a set schedule of meetings, if the students schedule would be taken into account when scheduling these meetings, and possible time commitment for this role. It was confirmed that ASC does not currently have a set schedule of meetings for the upcoming year, as they meet as needed. As far as a time commitment, that would likely depend on the specific task for which the individual volunteers for. If interested in representing CSA in this capacity, please email Ariana (ariana@vt.edu).
6) New Business
Juwan Jacobs presented a tutorial on Robert’s Rules. Presentation attached.

Alec Bradfield, chair of Student Budget Board shared that he will be giving a short SBB presentation at all future CSA meetings moving forward. He gave a presentation that highlighted the following: 1) Overview of SBB; 2) Review of Budget Boards Funding 2021/2022 Appropriations Strategy; 3) What to do with the carryover funds?; 4) Request Appropriations; and 5) Next Steps. Presentation attached.

Discussion included a more descriptive line item to show where leftover funding came from, and also Leadership Development opportunities.

Alec strongly suggested that CSA come to a definitive resolution of where the large surplus of $300K+ money should be allocated so it will be accessible to students by the next meeting.

It was suggested that the monthly SBB report include more metrics.

Motion to waive second reading was made, was seconded, no opposition. Motion carried. It was realized voting could not take place, as there were not enough members for quorum. Voting took place electronically after the meeting for the following two items:

Vote #1 - Out of 31 voting CSA members, 17 approved, 1 was in opposition. SBB is asking that CSA approve the updated appropriation strategy. This means approving SBB to appropriate $30,000 to go towards an accommodation pot, $6,000 to the Source, $300,000 to go towards SBB reserves, and $4,000 to go towards small equipment items (coolers, owls, and water jugs). Just to be clear, this is money that SBB is already in possession of and we are just asking this money to be distributed to those specific line items mentioned above.

Vote #2 – Out of 31 voting CSA members, 17 approved, 1 was in opposition. SBB is asking that CSA delegate authority to SBB/GSBB to appropriate an uncertain amount of money to large equipment items (speakers, a large-format printer, etc.) with Virginia Tech student’s interests in mind.

Both SBB Appropriations Strategies passed. Official voting results are attached.

Due to lack of time, agenda item “C” did not take place.

7) Adjournment
A motion was made by Ariana Guevara to adjourn; seconded; all were in favor; the meeting adjourned at 5:08pm.
PARLIAMENTARY PROCEDURE

JUWAN JACOBS
What is Parliamentary Procedure?
the body of ethics, rules, and customs governing meetings and other operations of clubs, organizations, legislative bodies and other deliberative assemblies.
RAISE YOUR HAND BEFORE SPEAKING OR LEAVING SEAT

SAMPLE “POINTS”

Point of Information
Point of Clarification
Point of Order
Point of Personal Privilege
SAMPLE MOTIONS
“*I move to*” or “*Motion to*”

- Motion to approve the agenda
- Motion to make a friendly amendment
- Motion to move to second reading status
- Motion to enter voting procedure
- Motion to table
- Motion to enter/end debate
- Motion to adjourn
QUESTIONS?
Agenda

I. Overview: “State of SBB”
II. Review of Budget Boards Funding 2021-2022 Appropriations Strategy
III. What to do with the carryover funds?
IV. Request Appropriations
V. Next Steps
State of SBB

The “State of SBB” will show CSA a current snapshot of SBB related metrics every meeting.

Data collected from...

Aug 1st → Sep 21st
State of SBB

Types of Requests

- General Programming: 25
- Major Event: 9
- Conference: 5
- Operational: 8
- Competition: 9
- Small Grant: 6

Requests

- ~148k
- ~797k
- ~$120k

Allocations

- RSO/USLP
- UCSO

- 51 Unique Orgs
- 62 Total Requests

State of SBB

Amount Approved out of Total Amount (RSO/USLP)

26.4%

Amount Approved out of Amount Requested (RSO/USLP)

82.2%
Budget Boards (SBB and GSBB) Funding 2021-2022
# SBB 2021-2022 Appropriations Strategy

<table>
<thead>
<tr>
<th>Funding Available</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Budget Office Allocation</td>
<td>Amount given to SBB from the Budget Office (reflective of 5% cut).</td>
</tr>
<tr>
<td>$1,165,595.00</td>
<td>Large amounts of unused funds due to COVID in FY21 and SY21. Generally, the Board uses $110,000 in known carryover each year. The current amount is being used to cover a 5% cut in the overall budget and given we have unused at the beginning of the year versus the end, when we pull back funds, we are front-loading the budget in order to best support students and orgs for next year.</td>
</tr>
<tr>
<td>Carryover Amount known S21</td>
<td>$344,007.45</td>
</tr>
<tr>
<td>Total Funds Available</td>
<td>$1,509,602.45</td>
</tr>
</tbody>
</table>
SBB 2021-2022 Appropriations Strategy

This was approved by CSA last Spring. Now we have even more carryover!
What to do with the extra carryover money?

- Currently, SBB has $888,265.89 in carryover funds.
- This is an abnormally large number due to student’s not putting on events/requesting for money during COVID-19 last year.
- Since it is the student’s money, we want to be able to spend this money in ways that best serve students.
- We’ve identified several needs for student orgs, but we (SBB/GSBB) and CSA to work together to establish a plan to use the remaining funds.
**Proposal: Creating an Accommodations pot and more funding for Printing**

**Accommodations**
- Setting aside money to support paid accommodations for student organizations.

**Printing in The Source**
- Closing of Hokie Print, The Source is supplementing some of organization printing needs.

How much we want to appropriate:
- $30,000
- $6,000
Proposal: Purchasing smaller items that organizations can use to help them put on their events

Items that we would like to purchase:

- Meeting Owls
- Coolers
- Water Jugs

How much we want to appropriate: $4,000
Proposal: Purchasing larger items that organizations can use to help them put on their events

Items that we would like to purchase:
- Large-format printer
  - To help combat loss of Hokie Print
- Mic and Speaker Set
- Etc.

How much we want to appropriate: Uncertain (delegate authority)
## SBB 2021-2022 Appropriations Strategy

<table>
<thead>
<tr>
<th>Final Carryover Funding</th>
<th>Description</th>
<th>Approval Needed</th>
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<tbody>
<tr>
<td>$ 888,265.89</td>
<td>Current Carryover Amount</td>
<td></td>
</tr>
<tr>
<td>$ (30,000.00)</td>
<td>Amount to establish pot for Org Accomodations</td>
<td>CSA</td>
</tr>
<tr>
<td>$ (120,000.00)</td>
<td>Amount to carryover for FY23</td>
<td></td>
</tr>
<tr>
<td>$ (6,000.00)</td>
<td>Allocation to The Source for Org Printing Needs</td>
<td>CSA</td>
</tr>
<tr>
<td>$ (124,000.00)</td>
<td>Cover 5% for next two year (FY23 and FY24)</td>
<td></td>
</tr>
<tr>
<td>$ (300,000.00)</td>
<td>Recommed potenially keeping around 300K (increased requests, increased costs, increased spending, GSBB funding, increased in new organizations,etc.)</td>
<td>CSA</td>
</tr>
<tr>
<td>$ (4,000.00)</td>
<td>Owls for meeting rooms, equipment for orgs (coolers/water jugs)</td>
<td>CSA</td>
</tr>
<tr>
<td>Delegate Authority</td>
<td>Extra items: mics speakers, large-format printer (delegate authority)</td>
<td>CSA</td>
</tr>
<tr>
<td>$ 304,265.89</td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
SBB is requesting that CSA approves the updated appropriation strategy and delegates authority to SBB/GSBB to move forward on the specific proposed items.

Request for a vote
Remaining Funds and Collaboration

After everything is addressed we discussed, there is still over $304,265.89 of unappropriated funds.

Recommendation:

- Committee created to further identify and execute ways this money can be used to support students with findings gathered by next CSA meeting date.
<table>
<thead>
<tr>
<th>ID</th>
<th>Start time</th>
<th>Completion time</th>
<th>Name</th>
<th>Do you approve the Student Budget Board appropriation strategy as shared in the 9.23.21 meeting?</th>
<th>Do you delegate authority to Student Budget Board/Graduate Student Budget Board to appropriate an uncertain amount of money to large equipment items (A/V speakers, large-format printer, etc.), with VT student’s interests in mind?</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>9/28/21 15:30:52</td>
<td>9/28/21 15:31:25</td>
<td>Lauren Surface</td>
<td>Yes</td>
<td>Yes</td>
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<td>4</td>
<td>9/28/21 16:58:49</td>
<td>9/28/21 16:59:00</td>
<td>Morgan Salvato</td>
<td>Yes</td>
<td>Yes</td>
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<td>5</td>
<td>9/28/21 17:14:14</td>
<td>9/28/21 17:14:28</td>
<td>Keri Friedman</td>
<td>Yes</td>
<td>Yes</td>
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<td>7</td>
<td>9/28/21 20:16:51</td>
<td>9/28/21 20:17:04</td>
<td>Sidney Stearns</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>9</td>
<td>9/30/21 18:55:10</td>
<td>9/30/21 18:56:42</td>
<td>Terri Pecora</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>10</td>
<td>10/1/21 18:16:12</td>
<td>10/1/21 18:17:39</td>
<td>Kamla Al Amri</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>18</td>
<td>10/4/21 10:52:01</td>
<td>10/4/21 10:56:00</td>
<td>James Heagerty</td>
<td>Yes</td>
<td>Yes</td>
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