

# COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

## Minutes

November 16, 2023; 3:30-4:30 p.m.

120 Gateway/ZOOM

**Attendance (in person):** Dave Close (Presiding), Susan Short

**Attendance (via Zoom):** Francisco Carvallo, Mike Gutter, Kristin Lamoureaux, Lauren Maghak, Penny Muelenaer, Jennifer Nardine, Lynn Resler, Angela Scarpa, Richard Shryock

**Absent with Notice:** Terry Clements, Guru Ghosh, Charles Lowery, Katalin Parti, Megan Seibel

**Absent without Notice:** Jan Helge Bøhn, Paul Knox, Kenner Love, Martin Ochoa

**Guests:** Ben Grove, Kathy Hager, Kim O'Rourke, Rich Mathieson

**Welcome and Self-Introductions:** The meeting was called to order 3:34 p.m. Dave Close welcomed the group. Self-introductions were made, visual attendance was taken, quorum was established.

- 1. Adoption of the Agenda:** Dave indicated that there needed to be an amendment to the Agenda; Susan Short asked to add a discussion/voting item to the agenda regarding the appointment of members to the Leadership Committee for Virginia Tech's 2026 Reclassification as a Carnegie Community Engaged Institution. All were in favor, there was no opposition; the Agenda was amended and the item added.
- 2. Announcement of Approval of Minutes, October 19, 2023:** Minutes from the October 19, 2023 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).
- 3. University Governance Discussion:** The feedback document had been previously sent to members for discussion (**see attached**). Kim O'Rourke led the discussion of the new governance structure; formation of the University Council Cabinet; additional formation of Senates; revised constitutions and bylaws. Assessments after the first and second years of implementation were put into place. Surveys have been sent out to the University community and data is being collected as well as individual and various bodies of University Council. Some of the data will be consolidated and discussions will follow. Discussion was opened up to commission members.

Jennifer Nardine asked about the flow chart of resolutions; Kim O'Rourke indicated that the flow chart has many components and is being worked on to be further defined to provide a smoother process. There has been discussion about Senate recommendations and submitting a draft/concept of a resolution to the University Council Cabinet. Discussion included the amount of time that a Resolution takes to get through the process; including the draft/concept to the cabinet; Commission first reading; Senate first reading; Commission second reading; Senate second reading and then to University Council. The University Council Cabinet will decide if the resolution falls within the Commission's purview and if the resolution should go to University Council.

Dave addressed #6 of the document to seek suggestions in having members bring back information from their divisions to the Commission to ensure there is two-way communication both in and out of COIA.

Penny Muelenaer asked if there was an orientation for leaders, since the Medical School was a fairly new College and may need more information on activities as they relate to the various commissions.

Susan Short asked if there was a protocol for members who miss meetings frequently. Kimberly Rhodes indicated that in some cases, she has gone to April Myers to see guidance on contacting college representatives to see if there is someone else that can be appointed to serve. In some

cases, there are not enough individuals that are able to serve. As a reminder, members who are unable to attend meetings, are encouraged to send a proxy. Proxies have voting rights similar to members.

**4. Acceptance of Constituent Reports and/or Minutes:**

- a. Chairman's Report:** Dave gave the update on the University Council meeting of October 30<sup>th</sup> and indicated that there were not any resolutions presented at the meeting; Kim O'Rourke indicated that she had presented on the governance process. Dave also added that there are some guest speakers he has lined up for after January, and if members have folks they would like to hear from to let him or Kimberly Rhodes know.
- b. Virginia Cooperative Extension (VCE):** Mike Gutter gave an update for VCE that included new hires for approximately 20 field positions due to retirements and other opportunities; an employee development specialist to focus on employee development and building capacity and core competencies as well as economic and social impact metrics. He has been visiting with stakeholders across Virginia to discuss ways to help the communities grow and thrive.
- c. University Committee on International Affairs (UCIA):** Jennifer Nardine gave the update for the October 23, 2023 UCIA meeting. The update included International Education Week wrapping up on Friday, November 17<sup>th</sup>; Rich Mathieson and Amanda Broome working on the Global at Home website-there have been issues getting a URL; and the newsletter highlighting global activities. An Interim Director, Lauren Oliver, is heading up Cranwell.
- d. Engagement Leadership Council:** Susan Short indicated there is a correction on the agenda. The next Engagement Leadership Council meeting; which will be held December 7, 2023.

**5. Announcements/Commission Board Member Comments:** The call for announcements was made. There were no announcements or comments.

**Carnegie Community Engagement 2026 Reclassification Leadership Committee:** Susan requested a vote of approval for the following members to be appointed to serve on the Carnegie Community Engagement 2026 Reclassification Leadership Committee: Amy Azano, Leanna Blevins, Jodie Brinkmann, Kris Bush, Catherine Cotrupi, Diane Deffenbaugh, Jacob Grohs, Ben Grove, Marcus Johnson, Jessica McMillan, David Moore, Susan Short, Cathy Sutphin, Scott Tate, Scott Weimer, Ariana Wyatt. Mike Gutter made a motion to approve; Lynn Resler seconded; there was no discussion; all were in favor; there was no opposition; the committee was confirmed. Jennifer N. asked if all college and centers were represented; Susan indicated leadership across the University will be included in the process.

**6. Adjournment:** There being no further business, a motion to adjourn was made by Mike; seconded by Susan; the meeting adjourned at 4:18 p.m.

The next meeting will be **December 7, 2023 from 3:30-4:30 p.m.; 120 Gateway/Zoom.**

Respectfully submitted,

Kimberly Rhodes, Recording Secretary

**PROPOSED DATES FOR 2023-2024** (Meetings 3:30-4:30 p.m. unless indicated otherwise)

December 7, 2023

March 21, 2024

**NO JANUARY MEETING**

April 18, 2024

February 15, 2024

May 2, 2024

**Shared Governance  
Discussion Questions for Senates, Commissions,  
Department Heads Council, and Council of College Deans**

1. How well are the roles of commissions, senates, University Council Cabinet, University Council, and the President understood?
2. How well are the approval path of a resolution and timeline understood? How might this be streamlined?
3. Are any important constituencies missing from membership on your commission/senate? If so, which one(s)?
4. One of the goals of the new governance structure was to reduce the size of University Council and balance representation on University Council more appropriately. Would you recommend any changes?
5. Has it been difficult to fill the positions on your commission/senate? If so, what do you think is the reason(s)?
6. How effective are (two-way) communications:
  - Between elected members of your commission or senate and their respective constituencies?
  - Between senate commissions and their respective senates?
  - Between the bodies of shared governance?
7. Are you satisfied with the transparency of the shared governance system?

Suggestions for improvements:

Additional comments about the governance system not captured by the questions above:

**Send response by December 15, 2023, to:**

University Council Cabinet  
c/o Kim O'Rourke, Vice President for Policy and Governance  
[orourkek@vt.edu](mailto:orourkek@vt.edu)