

MINUTES

COMMISSION ON STUDENT AFFAIRS

Thursday, November 18 @ 3:30pm

****Please Note there is NO IN PERSON option for this meeting****

Zoom: <https://virginiatech.zoom.us/j/85333722053>

Present: Amanda Coleman, Ariana Guevara, Caroline Lohr, Emma Rosman, Ennis McCrery, Jen Pike, Jeremy Small-Hawks, Kamla Al Amri, Keri Friedman, Lauren Surface, Michael Chin, Monica Nguyen, Morgan Salvato, Phil Miskovic, Sidney Stearns, Susanna Rinehart, Terri Pecora

Absent with Notice: Danielle Panico, Tamara Cherry-Clarke

Absent: Abigail Patterson, Alice Fox, Benjamin Janosy, Frank Shushok, Jeff Leff, Justin Ratcliffe, Kimberly Smith, Mohamed Hussein, Nicholas Martinelli, Paolo Fermin, Prince Wang, Senija Davis, Vedant Patel

Guests: Alec Bradfield, April Myers, Heather Wagoner, James Bridgeforth, Juwan Jacobs, Scott Nachlis

Ariana Guevara called the meeting to order at 3:40pm. 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 September 23, 2021 meeting 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

- Ariana shared that the CSA Listserv is now available for all CSA related documents and communication: csa21-22-g@vt.edu
- Announcement was made that the CSA Vice Chair position is still open.
 - It was stated that the time commitment of the Vice Chair role only requires about an hour or two, every two weeks.
 - If interested in serving in this role, please let Ariana know (ariana@vt.edu).
- Ariana introduced two new Undergraduate Student Senate (USS) leaders who were in attendance at the meeting:
 - Caroline Lohr, USS President
 - Emma Rosman, USS Vice President of Equity and Inclusion

5) University Council and Commission Updates

- a. University Council Update
 - Ariana shared the following resolutions had first readings, second readings, and were all passed during the September 20, and October 4, 2021 University Council meetings.
 - (1) Commission on Graduate and Professional Studies and Policies - Resolution to Discontinue the Doctor of Philosophy (Ph.D.) in Educational Research and Evaluation (EDRE)
 - (2) Commission on Graduate and Professional Studies and Policies - Resolution to Change the Grading Mode at VTCSOM from Satisfactory/Unsatisfactory with Opportunities for Letters of Distinction in Each Year 3 Clerkship to Honors/High Pass/Pass/Fail

- (3) Commission on Undergraduate Studies and Policies - Resolution for the Establishment of a School of Animal Sciences at Virginia Tech
- Ariana shared that during the UC meeting held on November 15, Jeri Baker, Director of Parking and Transportation, gave a Parking Services presentation.
 - Official UC minutes, including a copy of the referenced Parking Services presentation can be found here: https://governance.vt.edu/assets/cnl_uc_mins_11-15-2021.pdf for your review.
- b. Academic Support Committee Update
 - Ariana shared that the ASC is still in need of a CSA member representative.
 - If any members are interested you can email Ariana (ariana@vt.edu), Erica (vterica@vt.edu), or Heather (hwagoner@vt.edu).

6) Student Budget Board Updates

- Alec Bradfield presented updates on behalf of Student Budget Board (SBB) and Graduate Student Budget Board (GSBB). Presentation attached.
 - Alec requested that CSA vote on the following: “SBB is requesting that CSA approve the new appropriation of \$23,266.84 of the carryover funds to AV Equipment in Johnston Student Center for Student Organizational use only.”
 - Discussion was had of how SBB arrived at the requested amount and specifics of how Johnston Student Center operates.
 - Dr. Heather Wagoner shared that the initial request came from the Provost Office, and that they will ultimately be picking up the additional 2/3 of the total cost. She went onto say there will be an official MOU (Memorandum of Understanding), or agreement, between Classroom A/V and CSA (with SECL acting on behalf of/with CSA) that will be signed off on and dated. The MOU lays out very specific, and clear expectations of what both parties are agreeing to, and are required to do.
- Ariana opened the floor for discussion of how and when members preferred to vote.
 - Motion was made, and seconded, to waive both the first and second readings, and approve the SBB request for voting.
 - For clarification, voting will be for approving the funding of SBB funds for said purpose, while entering into a MOU between Classroom A/V and CSA.
 - A vote was taken on the motion by way of a Zoom poll, and the motion passed.

7) Old Business

- a. Resolution needed of where large surplus of \$300K+ Student Budget Board funds should be allocated so it will be accessible to students
 - According to the presentation noted above, presented by SBB Chair, Alec, the newly formed committee has identified three main ideas to support students. They are currently in the process of researching pricing/semantics for these needs. Once pricing has been determined, SBB hopes that CSA will be able to then approve the new appropriation categories.
- b. Members are still needed for GSBB/SBB/CSA committee
 - During the presentation Alec reported that the committee has successfully been formed.

8) New Business

- a. Update on Sanctuary Campus Resolution VP of Equity and Inclusion for USS
 - Ariana received a copy of this resolution, but after reading it, concluded it did not align with what CSA focuses on. Being that the resolution did not fit the charge of CSA, it was not brought forth for discussion. Should anyone like to discuss details further, please email Ariana at ariana@vt.edu.

- Dr. James Bridgeforth shared that a written response to GPSS from Ariana is forthcoming that will support the decision for it not to pass through CSA. In addition, he shared that April Myers will also be receiving a copy, so that it is a matter of record.
 - Question was asked if members received a copy of the resolution, or if it had been uploaded to the google share drive – and it wasn't. Ariana explained that it is accessible from their website; and went onto say if anyone wanted a copy of it, to reach out to her by email (ariana@vt.edu).
- b. Undergraduate Student Senate Senator Role within USS
- Ariana introduced the two new leaders within the Undergraduate Student Senate (USS) who now hold seats on CSA.
 - Caroline Lohr, (caroline710@vt.edu), USS President
 - Emma Rosman, (emmarosman@vt.edu), Vice President of Equity and InclusionAriana opened up the floor for them to speak to CSA about future collaboration of USS and CSA.
 - Emma shared that USS is still in its exciting first semester of existence, and they are in the process of training and onboarding the USS cabinet (president, all vice presidents, and all senators). She said their mission is to meet with, and hear from, a wide variety of VT students, and she feels the University Chartered Student Organization leaders is a good resource. She shared that CSA members would be received an email from her shortly. USS hopes to hear from members, as their work lies heavily on forming connections to ensure constituency members have a voice in student governance.
 - Caroline reiterated this is the first semester of the existence of USS, and thus there is a lot of learning, along with experimenting, with in what direction they want to go, and what they want to do. They are currently looking for new resources and ways to connect with students.

9) Adjournment

A motion to adjourn was made; seconded; all were in favor; the meeting adjourned at 4:52pm.

Next Meeting: Thursday, December 2, 2021 @ 3:30pm

** Note: This will be the last meeting of the fall semester **

In lieu of the October 2021 CSA meeting being canceled, important and timely information, as it relates to the Commission on Student Affairs, was shared by email. For accountability purposes, all CSA members were required to login to access and record the receipt of this information. A copy of this information is attached.

The slide features several decorative orange elements: a dashed line forming a partial circle at the top, another dashed line forming a partial circle at the bottom, and two L-shaped corner brackets, one in the top-left and one in the bottom-right. The main title is centered in an orange, italicized font.

SBB Presentation - 11/18/2021

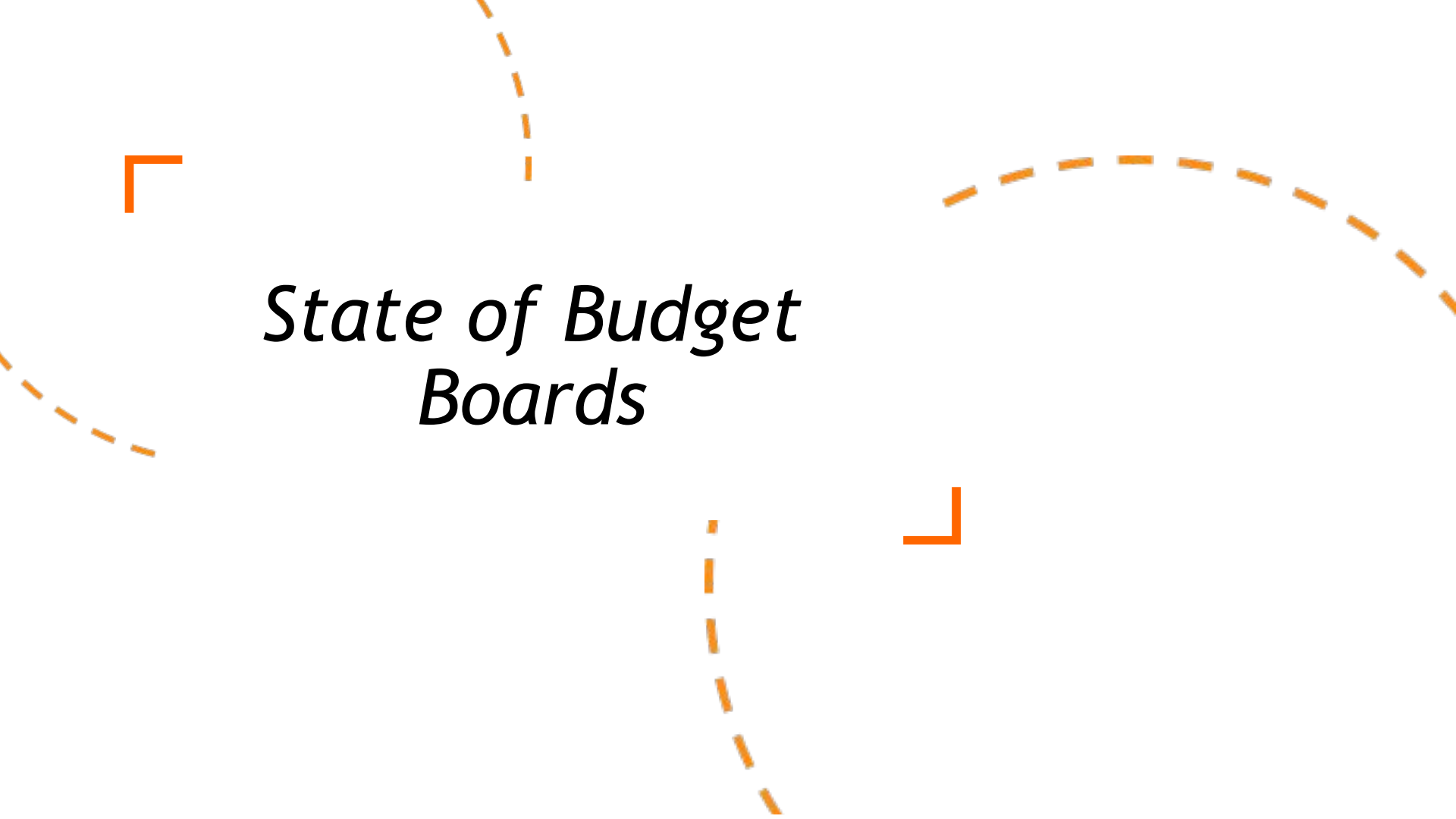
**Presented by Alec Bradfield on Behalf of the
Budget Boards**



Agenda



- I. State of Budget Boards
- II. Carryover Funds Update
- III. Request for Vote

The image features a central text element surrounded by decorative orange elements. There are four dashed orange arcs, one in each quadrant, and two solid orange L-shaped corner brackets, one in the top-left and one in the bottom-right.

*State of Budget
Boards*

State of Budget Boards

\$600k
Appropriated to RSOs

\$522k
Appropriated to SBB RSOs

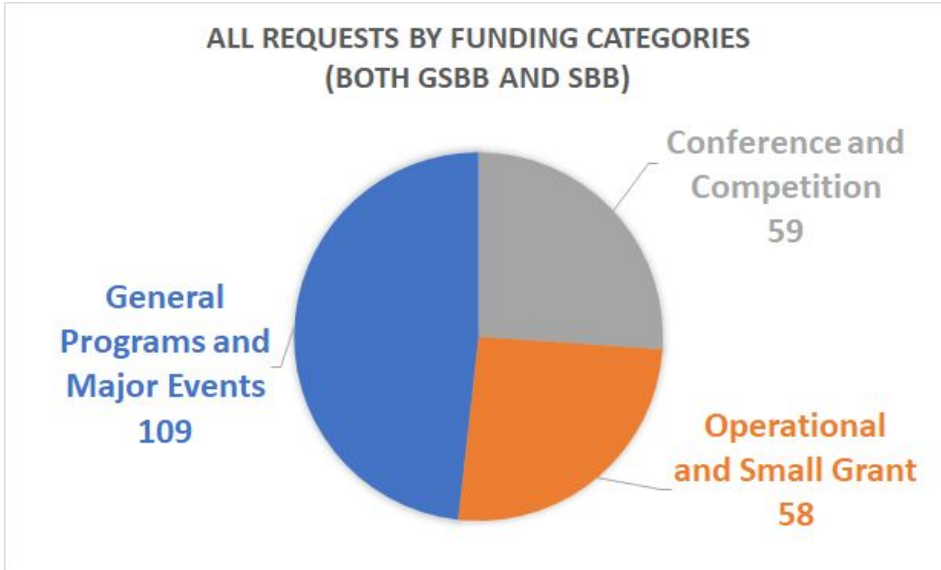
\$78k
Appropriated to GSBB RSOs

~\$312k
Amount Funded (SBB)

~\$13.7k
Amount Funded (GSBB)

Data from Aug 1st → Nov 17th

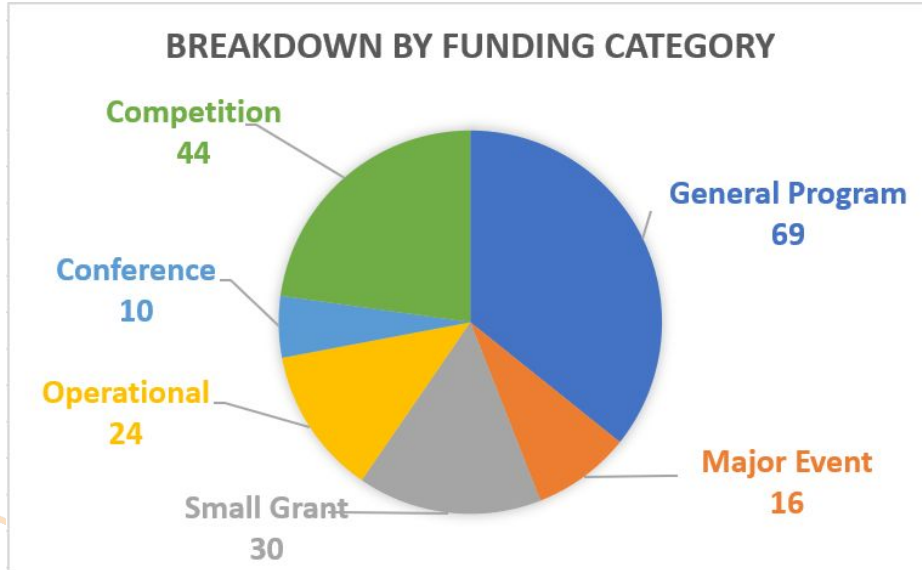
State of Budget Boards (Both SBB & GSBB)



226
Requests

144
Unique Organizations

State of SBB

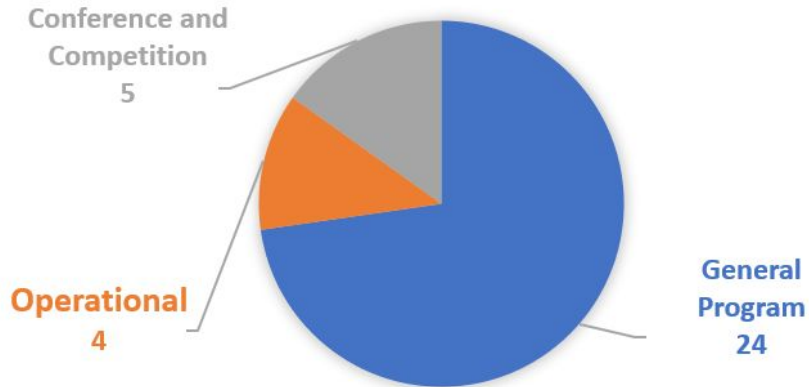


193
Requests

123
Unique Organizations

State of GSBB

BREAKDOWN BY FUNDING CATEGORY



33
Requests


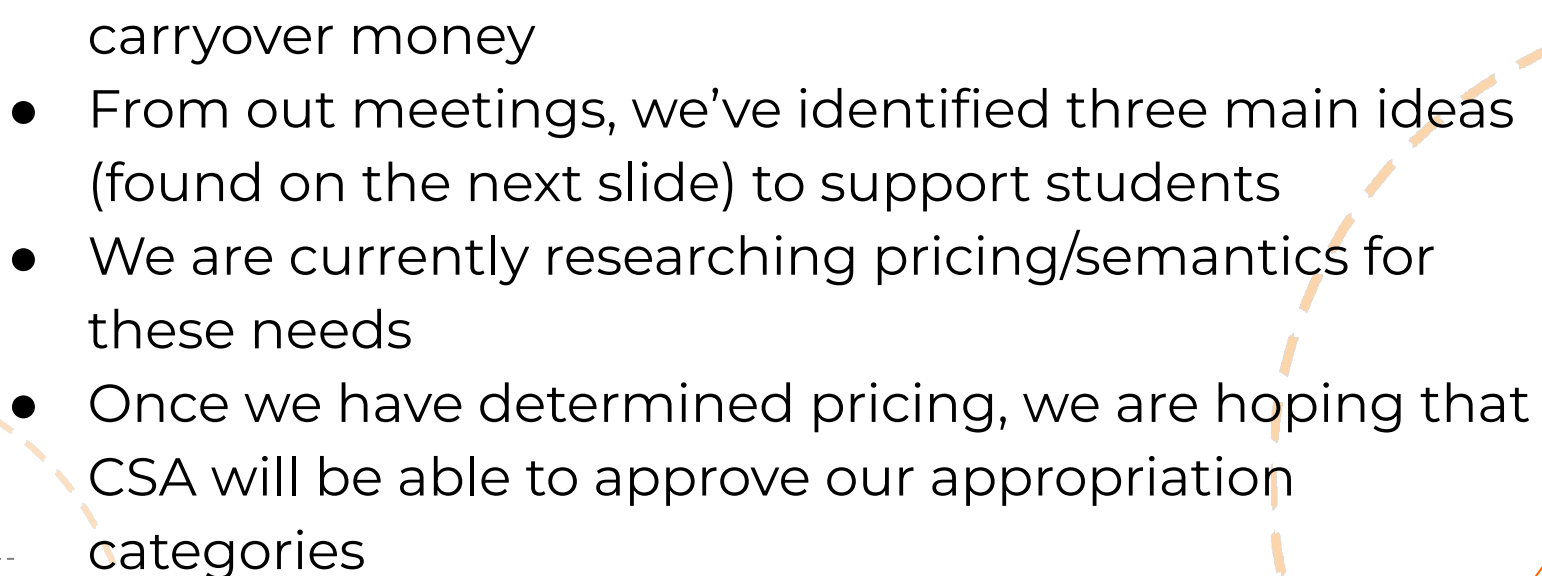
21
Unique Organizations

The background features several decorative elements: a large orange dashed arc at the top, a smaller orange dashed arc on the left, and a vertical orange dashed line at the bottom. There are also two orange L-shaped corner brackets, one in the top-left and one in the bottom-right.

Carryover Funds Update



Carryover Funds Updates

- Currently, SBB/GSBB/CSA has formed a funding committee to figure out what to do with the extra carryover money
 - From our meetings, we've identified three main ideas (found on the next slide) to support students
 - We are currently researching pricing/semantics for these needs
 - Once we have determined pricing, we are hoping that CSA will be able to approve our appropriation categories
- 
- 

Three Main Ideas

New AV Equipment



Want to replace broken AV equipment so that AV equipment can be utilized by more organizations

Event/Production Services



Want Event/Production Services to be able to accommodate the needs of organizations better

Speaker Series



Want to appropriate money towards a speaker series that would benefit all students


The image features a central text element surrounded by decorative orange elements. There are four dashed orange arcs: one at the top, one at the bottom, one on the left, and one on the right. Additionally, there are two solid orange L-shaped corner brackets, one in the top-left and one in the bottom-right.

Request for Vote

AV Examples

Request for AV
from the Johnston
Student Center

Johnston Student Center- 1st Floor AV Use, Student Orgs		
Open Monday through Friday for a total of 66.5 hours per week and for approximately 16 weeks per semester (off for Thanksgiving and Spring Break and a few one-off holidays throughout the semesters)		
Per Semester based on Spring 2019		
<u>Total Hours Open</u>	<u>Total Hours of Org Reservations (1st Floor)</u>	<u>% of Org Use</u>
1064	366.95	34.49%
Projector Costs for First Floor		
<u>Total Cost for Projects</u>	<u>Percentage Use by Student Orgs</u>	<u>Amount SBB to Fund</u>
\$67,464.00	34.49%	\$23,266.84



SBB is requesting that CSA approves the new appropriation of \$23,266.84 of the carryover funds to AV Equipment in Johnston Student Center for Organizational use only.



Request for a vote

CSA Communication in lieu of Oct meeting

1) IMPORTANT CSA ANNOUNCEMENTS AND/OR UPDATES:

- a. **Attendance** - Only 4 CSA members registered their attendance for the 9.23.21 meeting using our Microsoft form. Now that meetings are being conducted as a hybrid meeting, the only official roster of attendees will be the one to which members sign up and submit. Moving forward, if you do complete and submit the attendance form, then you will not be counted as present. Please know this is this is hugely important when it comes to quorum!
- b. **Voting** - As a reminder, all members of CSA members hold voting positions, and are therefore considered fully voting members. This includes all 31 members listed on the official roster found on the governance website: https://governance.vt.edu/assets/csa_roster.pdf
- c. **Results on Student Budget Board Voting** - After our last CSA meeting on 9/23/21, voting for the following two SBB items took place electronically, and both SBB Appropriations Strategies passed:

Vote #1 – 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 – 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.

The results for both SBB items were identical; out of 31 voting CSA members, 17 approved, 1 was in opposition. Full voting report will be included in the official minutes.

2) CALL FOR CSA REPRESENTATIVES STILL NEEDED

a. **CSA/SBB/GSBB Committee**

This is a committee with shared responsibility between Graduate Student Budget Board (GSBB), Student Budget Board (SBB), and Commission on Student Affairs (CSA) to propose a way(s) to appropriate the unused funds from the student activity fee allocation. Some examples might include: physical resources for student organizations, a major student event at the end of the year, one-time increase in caps for student org funding, etc.

This relates to CSA as SBB is a sub-group of CSA and CSA approves the appropriation strategy for the student activity fee allocation from the budget office. CSA would ideally have two individuals participate. Given the urgency to have students benefit from their student activity fee, if membership is confirmed from CSA, this committee will come together to identify needs and goals and present their recommendation at the next CSA meeting in November.

Ideally, CSA would have **two representatives** for this project by the end of this week. Please contact Alec Bradfield (sbbchair@vt.edu) if you have any specific questions.

If you are interested in filling one of the two positions, please let Ariana (ariana@vt.edu) or Erica (yterica@vt.edu) know.

b. Academic Support Committee

The Academic Support Committee (ASC) is still in need of representation from CSA. The purpose of this committee is to systematically review and provide advice on broad policy issues relating to academic support, including but not limited to the university calendar, scheduling and registration, scholarships and financial aid, classroom management, and summer school. The ASC reports to the Commission on Undergraduate Studies and Policies.

Currently, CSA has no representation on the official 21-22 roster, which can be found here:

<https://governance.vt.edu/academic-support-committee.php>

**One Student representative selected annually by the Commission on Student Affairs
(one-year term)**

Vacant

2022

Questions were asked at the previous CSA meeting regarding a schedule of set meetings, and possible time commitment of this role. It was confirmed that ASC does not have a set schedule of meetings for the upcoming year, as the chair Paul Deck does not believe they need one. He went on to say that as far as a time commitment, that would likely depend on the tasks for which the individual volunteers for.

If you are interested in representing CSA on the Academic Support Committee please reach out to Ariana (ariana@vt.edu) or Erica (vterica@vt.edu).

c. Commission on Student Affairs Vice Chair

At our last meeting, a call was made for vice chair selections, but due to class load commitments, they were not able to be made. It was decided this would be put on hold for a future CSA meeting, once the USS elections had taken place.

The CSA Vice Chair would fill in for Ariana should be unable to chair, or is unable to attend a University Council meeting, etc. If interested in learning more, please reach out to Ariana (ariana@vt.edu).

3) UNIVERSITY COUNCIL UPDATE

a. Items shared for the CSA Chair Report at the September 20, 2021 meeting were:

- Will discuss and approve the new Student Budget Board changes and policies
- Will be working on successfully merging the Undergraduate Student Senate with the Commission on Student Affairs
- Will communicate student concerns regarding parking services
- Will be collaborating with residence life, housing, the Virginia Tech Police department and other departments to help spread awareness of the various sexual assaults on campus

b. The following resolutions had first readings, second readings, and were all passed during the September 20, and October 4, 2021 meetings:

- **Commission on Graduate and Professional Studies and Policies** - Resolution to Discontinue the Doctor of Philosophy (Ph.D.) in Educational Research and Evaluation (EDRE)
- **Commission on Graduate and Professional Studies and Policies** - Resolution to Change the Grading Mode at VTCSOM from Satisfactory/Unsatisfactory with Opportunities for Letters of Distinction in Each Year 3 Clerkship to Honors/High Pass/Pass/Fail
- **Commission on Undergraduate Studies and Policies** - Resolution for the Establishment of a School of Animal Sciences at Virginia Tech