

MINUTES

Commission on Student Affairs  
219 Squires Student Center  
September 4, 1997  
3:30 p.m.

Present: Ms. Jenne Ginther, Ms. Susan Anderson, Mr. Are Andresen, Mr. Adam Boitnott, Ms. Kelli Campbell, Mr. Raphael Castillejo, Dr. Lanny Cross, Ms. Melinda Crowder, Ms. Lauren Esleeck, Mr. Philip Forbes, Dr. Cathy Goree, Ms. Erin Graham, Dr. Louis Gwin, Mr. Michael Herndon, Ms. Gerri Johns, Dr. Martha Johnson, Ms. Krista Johnston, Ms. Arlene Merino, Mr. Steve Schneider, Dr. Edward Spencer, Dr. Brian Warren, Mr. Brian Wiersema

Absent: Ms. Tekisha Everette, Mr. Rajiv Khosla, Dr. Johann Norstedt, Dr. Delores Scott, Dr. Andy Swiger, Ms. Ningling Wang, Ms. Sara Wikstrom

1. Call to Order. Ms. Ginther called the meeting to order at 3:30 p.m.
2. Approval of Agenda. The chair added the Student Budget Board minutes of April 28 and June 9, 1997 to the agenda. Motion was made and seconded to approve the amended agenda. Motion was approved by unanimous vote.
3. Approval of April 24, 1997 CSA Minutes. Ms. Ginther announced that the item under Old Business, GSA Resolution on Graduate Housing -- 2nd Reading, should read, "The resolution will be submitted to University Council for first reading at the September 15, 1997 meeting." Motion was made and seconded to approve the CSA minutes of April 24, 1997, as amended. Motion was approved by unanimous vote.
4. Approval of Student Budget Board Minutes. Motion was made and seconded to approve the August 28 and June 9, 1997 minutes of the Student Budget Board. Motion was approved by unanimous vote.
5. Old Business
  - A. Update on Football Ticket Distribution. Ms. Erin Graham, president of Panhellenic Council, gave an update on the policy and procedures for the athletic ticket distribution, effective fall 1997. She stated that in the fall of 1996, a subcommittee composed of various members of the Commission on Student Affairs met with University officials to discuss alternate means for distributing group tickets. It was decided that camp outs would cease to exist beginning in the fall of 1997. The new policy will eliminate the need to be first in line for ticket pick up. Each group seeking seating at an athletic event must nominate one member to represent the group. This representative may arrive at Cassell Coliseum one hour prior to the time when tickets will be available for pick up. This representative must bring an index card with their name, their group name, and the number of tickets they wish to pick up. The maximum number of tickets per person is seventy-five. During the one hour before tickets are available, students will drop their index cards into a box, and at 9:00 a.m., a student monitor will shuffle the cards and begin to draw cards from the box. The first card drawn is the first group to pick up tickets. This process will continue until all cards are drawn.

This policy does not affect distribution to individuals. The ticket window for individuals will be open during hours designed by the Athletic

Department.

Mr. Schneider informed the Commission that the policy had been brought before the Student Government House and Senate and that several concerns were raised regarding the policy, such as how to prevent groups from dropping several cards into the box. Ms. Graham indicated that she would be monitoring the box and will have a checklist of all registered organizations. As she receives the index cards, the groups' names will be noted on the sheet, and if duplicate cards are found, they will be disallowed.

The question was raised as to how group seating could be obtained for those persons not belonging to an organization. Ms. Graham reported that the group seating arrangement for individuals has not changed.

#### 6. New Business

A. Student Health Insurance. Dr. Brian Warren, director of the University Counseling Center and Student Health Services, reported that in the fall of 1996, a University-wide committee was appointed with the primary goal of investigating, evaluating, and recommending whether the University should require all students to have health insurance coverage. The committee was to consider the current mandatory plan for international and veterinary medicine students in its evaluation of the question.

Dr. Warren reported that the committee met with principal University administrators including the President, Dean of the Colleges or their representatives, Budget Office, Financial Aid Office, and the Dean of Admissions for preliminary reactions to a mandatory proposal. A survey of Virginia colleges was also carried out to gather information regarding mandatory policies and insurance plans, and representatives from Trigon were invited to address the committee regarding the insurance carrier's position on mandatory plans and their implications. The committee also received informal feedback from the Council on International Student Organizations, Graduate Student Assembly, and Student Government Association.

A summary of the committee's discussions and findings indicated that an estimated 13-15% of Virginia Tech students have no health coverage. Students currently enrolled in the Trigon plan offered through the University include 1300 undergraduates and 1700 graduates. The current annual cost for the Virginia Tech Student Health Insurance Plan is \$159-\$525 for single students and \$438-\$2150 annually for a family plan.

Some of the advantages of required coverage would insure that students are covered against high costs of medical treatment, the coverage could be integrated into financial aid packages, a larger and more diverse pool of students could lower premiums and increase the possibility of better coverage, and the Student Health Services could serve as primary care gatekeeper of a student health insurance plan.

Some disadvantages would be higher administrative costs, and an increase in the total cost of Virginia Tech for students and parents who are not now covered.

Dr. Warren reported that the committee recommended that the University not mandate health insurance for all students. Rationale for the

recommendation included the lack of strong community support for increased student coverage, lack of documented evidence of a problem of proportions to justify a move to a mandatory plan, placing an additional burden on some students that may be a barrier to attending the University, high administrative costs, and that the issue of closing the existing gap in coverage can be addressed in other ways. The committee also suggested that the University Student Health Services should become more actively involved in the administration of the Virginia Tech Health Insurance Plan.

Dr. Warren told the Commission that a committee will be formed to review the health insurance process again, and asked that the organizations on CSA nominate individuals to serve on the committee, particularly from international students, SGA, and GSA. There will also be representatives on the committee from the faculty and Student Health Services.

B. Update on International Student Pick-up Service. Ms. Darlene Grega, director of Cranwell International Center, briefed the Commission on the international student pick-up service. Ms. Grega informed the Commission that the Student Government Association Budget Board had provided some support in the past, but that it was the Student Budget Board's decision that this was not an appropriate use of Board funds. Dr. Cross, vice president for student affairs, and Dr. Chaloux, of the Graduate School, recommended that in this current year, the Division of Student Affairs and the Graduate School would give \$1200 each to provide this service. She reported that the cost of the van this year was \$2100, and costs for mailing of letters was \$380.00.

Ms. Grega reported that letters to the students were sent out in June informing the students of the pick up service. Trips to the airport were scheduled four times a day and 160 new students were picked up.

Ms. Grega indicated that one of the problems they encountered was that 32% of the students never received the letter about the service. Out of the 165 students who signed up for the service, all but five were picked up. Ms. Grega thanked the Commission for supporting this initiative, and told the members that a report will be given to Drs. Cross and Chaloux soon.

C. Special Purpose Housing -- Traffic During Football Games. Mr. Mike Jones, Virginia Tech Police Chief, briefed the Commission on the traffic patterns for the Special Purpose Housing area during the football games. He reported that the routes for occupants to access that area will be the same as in past years, and that 150 additional police officers will be assigned to help with the traffic.

Mr. Schneider distributed a letter which was sent to the residents of SPH from the Student Government Association giving routes that are to be used during football games. West Campus Drive and Duck Pond Drive will be one-way roads for up to two hours prior to a home game, during the game, and up to two hours after a game.

7. Announcements. Mr. Schneider announced that an open forum will be held on September 10 in Haymarket Theatre of Squires Student Center to discuss the tailgating issue at football games.

Ms. Yeagle announced the Donaldson Brown Hotel and Conference Center is interested in employing workstudy students, and anyone who would be interested in these positions should call them.

Ms. Ginther asked the members to send her e-mail on any topics or issues which are not on the list received earlier that they would like to have brought before the Commission in the coming year.

8. Adjournment. The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
219 Squires Student Center  
September 18, 1997  
3:30 p.m.

Present: Ms. Jenne Ginther, Ms. Susan Anderson, Mr. Are Andresen, Mr. Adam Boitnott, Ms. Kelli Campbell, Mr. Raphael Castillejo, Dr. Lanny Cross, Ms. Melinda Crowder, Ms. Lauren Esleeck, Dr. Cathy Goree, Ms. Erin Graham, Dr. Martha Johnson, Ms. Krista Johnston, Mr. Anurag Maheshwari, Ms. Arlene Merino, Mr. Steve Schneider, Dr. Edward Spencer, Dr. Brian Warren, Ms. Jean Marie Whichard, Ms. Sara Wikstrom

Absent: Ms. Tekisha Everette, Dr. Louis Gwin, Mr. Michael Herndon, Ms. Gerri Johns, Mr. Rajiv Khosla, Dr. Johann Norstedt, Mr. Philip Forbes, Dr. Delores Scott, Dr. Andy Swiger, Mr. Brian Wiersema

1. Call to Order. Ms. Ginther called the meeting to order at 3:30 p.m.
2. Approval of Agenda. Motion was made and seconded to approve the agenda. Motion was approved by unanimous vote.
3. Approval of September 4, 1997 CSA Minutes. Ms. Crowder announced that Section B, Update on International Student Pick-up Service, should be corrected to read, "Ms. Grega informed the Commission that the Student Government Association Budget Board had provided some support in the past, but that it was the Student Budget Board's decision that this was not an appropriate use of Board funds." Motion was made and seconded to approve the amended CSA minutes of September 4, 1997. Motion was approved by unanimous vote.

Ms. Ginther announced that future CSA minutes will be sent to members via e-mail to be voted on electronically. Members will respond only if a change should be made to the minutes; no response means approval of minutes. This is the format that University Council uses for review and approval of their minutes. This process will be effective beginning with the September 18, 1997 minutes.

4. Old Business.

A. Update on Ticket Distribution Policy. Ms. Graham reported that the ticket distribution went well, but there was some confusion with the groups having to cross the line. They will be posting signs indicating the group side and the individual side. She indicated that there were 89 total organizations who participated in the distribution of tickets, which included 20 LSOP non-Greek organizations, 40 LSOP Greek Organizations, 13 residence hall groups, 11 non-LSOP student groups, and 5 LSOP sports groups. The only complaint reported was about the Op-Ed article that was written in the Collegiate Times before the process occurred. She reported that overall it went well and appreciated everyone's support.

Dr. Goree asked where the Athletic Department was going to distribute athletic cards for those people who still need them, and Ms. Graham reported that athletic cards will be available the day of ticket distribution at 9:00 a.m. at the ticket windows in the lobby of Cassell Coliseum.

## 5. New Business

A. Integrated Space Plan. Mr. Scott Hurst, university architect, briefed the Commission on the University's Integrated Space Plan (ISP). Mr. Hurst reported that in 1991 the original space plan was adopted for space utilization. This included conversion of Upper Quad residence halls in lieu of building new academic buildings, building modern residence halls, and zoning of academic space in the core campus. Early implementation of the plan included the building of Payne Hall and the renovation of Major Williams Hall.

In 1996, the plan was reviewed and updated to include a flexible plan for the Corps of Cadets growth, support of academic departments with properly sized and located classrooms, and a new academic structure due to the merging of the College of Education with the College of Human Resources. Some related strategies that have stayed intact would be relocating some Architecture programs to Burruss Hall, and the possibility of a student services building which would include operations such as the Registrar's Office, Student Accounts, and Financial Aid. Another proposal was the conversion of Hillcrest Hall. In order to do that, it would require finding equivalent housing for the graduates housed there, and the first floor programs. The other proposal being looked at as an alternative to the conversion of Hillcrest to academic space is building an annex to Wallace Hall. The earliest that this may occur is sometime in the 2000 biennium.

Mr. Hurst reported on several projects that are on-going related to the basic concepts in the ISP, the first being the Upper Quad Phase II which includes continuing planning for the conversion of Shanks Hall, one bay of Shultz Hall for class labs, and Henderson Hall for the School of the Arts. Space in Henderson Hall will be freed up when Student Health Services and University Counseling Center move to the new Health and Fitness Center, but a solution will have to be found for Career Services, and one possibility being discussed would be to include them in the student services building.

Mr. Hurst provided a slide presentation depicting the various projects under way or recently completed. These included the new Engineering building, new Architecture building, and the Advanced Communication and Technology Center. The South Campus area projects include regional stormwater management, Spring Road relocation, stadium parking lot, Cassell Coliseum repairs, Merryman Athletic Facility, track/soccer facility, and the women's softball field. Included in the student affairs projects are the new Student Health and Fitness Center to be completed September 1998, two new residence halls being constructed close to Payne Hall to be completed by August of 1998, a third new residence hall near Cochrane Hall to be completed by fall 1999, the Cochrane Dining Hall addition to be completed in fall 1998, recreational fields hopefully to be completed by fall 1998, and eight new houses in the Special Purpose Housing area to be constructed during the 1998-2000 biennium.

Ms. Campbell asked if a dining hall is being planned for the Special Purpose Housing area, and Mr. Hurst responded that Phase III does not include a dining hall component, and that consideration of a dining area will depend on how that area grows.

Ms. Wikstrom asked if there are plans to renovate Burruss Hall Auditorium. Mr. Hurst responded that studies have been done regarding improvements to the auditorium, but at the present time, finding a funding source is the real problem. He indicated that the University is limited legally on how different funding sources are used for certain projects.

Mr. Castillejo asked if Lane Hall will be a residence hall and questioned the status of the Tailor Shop. Mr. Hurst responded that, based on current plans, Lane Hall will not be a residence hall, but different types of office space primarily for the Corps of Cadets and ROTC, and that the Tailor Shop will remain in its current location, but will be expanded.

Ms. Whichard and Dr. Johnson asked about future plans for graduate student housing, and Mr. Hurst responded that the need for accommodation of graduate student housing is recognized in the ISP, and in the event that Hillcrest is converted to academic use, there will be equivalent housing found on campus for graduate students.

B. Election of Undergraduate and Graduate Representatives to the Student Budget Board. Two applications were presented for the representatives to the Student Budget Board. The graduate applicant, Mr. Bozhurt Dogan, and undergraduate applicant, Ms. Takiyah Jefferson, gave a presentation on their qualifications and reasons for seeking membership on the Student Budget Board. Votes of confidence were given for both candidates; motion was made and seconded to approve their selection. Motion was approved by unanimous vote.

C. Appointment of Student Budget Board Appeals Subcommittee. Ms. Ginther appointed the following CSA members to serve on the Student Budget Board Appeals Subcommittee: Raphael Castillejo, chair; Lauren Esleeck, Kelli Campbell, Ed Spencer, Steve Schneider, and a GSA member who will be named by Chris Bunin. Motion was made and seconded to approve the selection of this subcommittee. Motion was approved by unanimous vote.

6. Announcements. Ms. Anderson announced that a Higher Education Forum sponsored by the Faculty Senate at the University, and the Virginia Faculty Senate group, is scheduled for October 2, 1997, at the Hotel Roanoke and Conference Center. Registration will begin at 8:00 a.m. Candidates Don Beyer and Jim Gilmore have been invited to participate, as well as the student government presidents from state public institutions. The keynote speaker for the luncheon will be former Governor Gerald Baliles.

7. Adjournment. The meeting adjourned at 4:25 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
341 Squires Student Center  
October 16, 1997  
3:30 p.m.

Present: Ms. Jenne Ginther, Ms. Susan Anderson, Mr. Markus Grafe (for Mr. Are Andresen), Mr. Adam Boitnott, Ms. Kelli Campbell, Mr. Raphael Castillejo, Dr. Lanny Cross, Ms. Melinda Crowder, Ms. Lauren Esleeck, Mr. Duncan Neasham (for Ms. Tekisha Everette), Ms. Judy Fielder, Dr. Cathy Goree, Ms. Erin Graham, Dr. Martha Johnson, Ms. Krista Johnston, Mr. Rajiv Khosla, Mr. Anurag Maheshwary, Ms. Arlene Merino, Mr. Steve Schneider, Ms. Amelia Clark (for Dr. Delores Scott), Dr. Edward Spencer, Dr. Brian Warren, Ms. Jean Marie Whichard, Mr. Brian Wiersema, Ms. Sarah Wikstrom

Absent: Mr. Chris Fannin, Dr. Louis Gwin, Mr. Michael Herndon, Ms. Gerri Johns, Dr. Johann Norstedt, Dr. Andy Swiger, Mr. James J. Von St. Paul

Guests: Dr. Susan Brooker-Gross, Ms. Wanda Dean, Dr. Julie Sina, Ms. Mary Thompson

1. Call to Order. Ms. Ginther called the meeting to order at 3:30 p.m.
2. Approval of Agenda. Motion was made and seconded to approve the agenda. Motion was approved by unanimous vote.
3. Announcement of Approval of October 2, 1997 Minutes. Ms. Ginther announced that the minutes of the October 2, 1997 meeting had been approved electronically.
4. Unfinished Business.

There was no unfinished business to report.

5. New Business

A. Presentation regarding Student Services Databases.

Dr. Susan Brooker-Gross, coordinator of the Student Systems Project Team, briefed the Commission on the new Student Systems Project. She reported that the project goal is to implement an integrated student financial and academic information system that supports university goals. The project will evaluate and support current processes as the relevant parties deem appropriate. Where critical processes need to be revised, the project will support those revised processes. Functionality over and above current practice will be supported in the project to the extent possible. The functions/modules which are to be included in the system are general student, recruiting and admissions, financial aid, catalog and timetable, registration, teaching load, academic history, degree audit functions, and in conjunction with the Finance team, student accounts. She stated that the Planning Team provides direct support to the several integrated modules within the student project scope. It includes liaisons to functional offices who act as team leaders for that area, as well as technical support and key personnel from related offices and projects. The Steering Team provides advice and guidance to the project through all phases of process analysis, development, training, and implementation.

Dr. Brooker-Gross asked for a volunteer undergraduate student representative who would be interested in working on the project to serve on the Steering Team. She also reviewed the time line for completion of the project. The student records should be put on the new system in the summer of the year 2000.

Ms. Wanda Dean, University Registrar, reported that the Office of the Registrar will be looking at different ways to enhance the system already in place. For example, one of those enhancements would be the electronic transfer of transcripts.

Dr. Julie Sina, director of Financial Aid, reported that their office will begin training for the new system and will plan to bring students in to look at what is being put together. She reported that there are several things which will have an impact outside the new system -- such as new tax laws, and on the State level, the satisfaction academic policy which State Council of Higher Education is currently discussing. She indicated that in terms of the new system, they would like to have CSA members become involved. Dr. Sina also briefed the Commission on how in-state and out-of-state financial aid is distributed. She indicated that the deadline for applying for financial aid is March 1, and it is critical that applications are received by this date.

Ms. Mary Thompson, University Bursar, reported that her office collects data from all the various systems, and is responsible for sending out all bills. She stated that the new environment should be able to give students access to their information, be able to provide students with a comprehensive bill, and to bill more frequently. Also, the new environment will enable them to provide students with more current information. She indicated that the general accounts receivable and student accounts receivable systems are a problem for students because of the long lines at the windows, but they are working to eliminate these problems.

Dr. Brooker-Gross indicated that she would be glad to discuss the Student Systems Database Project or answer any questions from CSA members. Her telephone number is 231-2366 and her e-mail address is srbl44@vt.edu.

Following the presentation, questions were entertained from Commission members.

After discussion regarding an undergraduate volunteer to serve on the Steering Committee, motion was made that the Commission members will ask for volunteers from their organization to serve on the Steering Committee, and the organizations in turn will nominate a member to volunteer. Those individuals will be asked to attend the November 6, 1997 CSA meeting to make a presentation on their interest in serving. Motion was seconded and passed unanimously.

B. First Reading of Student Government Association Resolution, The Student Organization Verbal Freedom Act.

Mr. Schneider distributed copies of a resolution by the Student Government Association, The Student Organization Verbal Freedom Act, for first reading by the Commission. The resolution will be placed on the CSA agenda for second reading on November 6, 1997.

6. Announcements.

Mr. Schneider announced that the Blacksburg Transit System has been asked to extend their route to include Wal-Mart and K-Mart. There will be a meeting at 7:30 p.m. on November 12th at the Blacksburg Transit Office. Those interested in attending this meeting and voicing their support should meet outside Squires Student Center.

Mr. Schneider announced that there will be an electronic mock election for the Gubernatorial, Attorney General, and Lieutenant Governor races on October 27 and 28, through the SGA home page.

Ms. Graham announced that the deadline for nominations for membership has been extended to October 29.

Ms. Ginther announced that one of the issues she would like CSA to focus on is student advising at Virginia Tech. She asked if anyone is interested in working with her on that issue, please e-mail or call her.

7. Adjournment.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
219 Squires Student Center  
October 2, 1997  
3:30 p.m.

Present: Ms. Jenne Ginther, Mr. Adam Boitnott, Ms. Kelli Campbell, Ms. Melinda Crowder, Ms. Lauren Esleeck, Ms. Tekisha Everette, Mr. Chris Fannin, Dr. Cathy Goree, Ms. Erin Graham, Dr. Louis Gwin, Mr. Michael Herndon, Ms. Gerri Johns, Dr. Martha Johnson, Mr. Anurag Maheshwary, Ms. Arlene Merino, Dr. Johann Norstedt, Ms. Tara Berescik (for Mr. Steve Schneider), Dr. Edward Spencer, Ms. Jean Marie Whichard, Mr. Brian Wiersema, Ms. Sarah Wikstrom

Absent: Ms. Susan Anderson, Mr. Are Andresen, Mr. Raphael Castillejo, Dr. Lanny Cross, Ms. Krista Johnston, Mr. Rajiv Khosla, Dr. Delores Scott, Dr. Andy Swiger, Mr. James J. Von St. Paul, Dr. Brian Warren

Guests: Ms. Nicki Cantrell, Mr. Jason Easter, Mr. Curtis Lynch

1. Call to Order. Ms. Ginther called the meeting to order at 3:30 p.m.
2. Approval of Agenda. Ms. Ginther added one item to the agenda under New Business -- discussion regarding security at events. Motion was made and seconded to approve the agenda. Motion was approved by unanimous vote.
3. Announcement of Approval of September 18, 1997 Minutes. Ms. Ginther announced that the minutes of the September 18, 1997 minutes had been approved electronically.
4. Unfinished Business.
  - A. Fan Behavior at Football Games. Dr. Cathy Goree reported that the first game of the year is usually a difficult one as far as judicial referrals are concerned. Last year we had about 50 judicial referrals and 100 interactions with police, including non-students. This year, there were 23 judicial referrals. At the second game, there were five judicial referrals, only four of which were alcohol related, and one for someone smoking in the stadium. Dr. Goree report this is the first time in twenty-eight years that the police have made no arrests at a football game.

5. New Business

A. Presentation regarding Parking Services. Mr. Curtis Lynch, director of Parking Services, reported that one of the items he wanted to discuss concerned money generated from parking tickets. This amount varies from year to year, and is usually somewhere between \$400,000 to \$600-700,000.00. He reported that they had just completed a phase of developing more parking areas. In the past three years, they have paved and renovated the Commuter B parking lot, which created an additional 200 parking spaces. The student parking lot behind Litton-Reaves was increased from approximately 600 parking spaces to almost 1,000. This past year, another commuter student parking lot was created off Turner Street which has approximately 80 parking spaces. Mr. Lynch reported that no new parking lots are being planned in the future. The parking garage is still in the talking/planning stages. He reported that parking fees would probably have

to quadruple to support a parking garage. There are still outlying parking spaces that are vacant, which need to be filled up before the University will seriously consider a parking garage.

Mr. Boitnott asked how our parking fees compare with other institutions. Mr. Lynch responded that they are probably the lowest in the state, and rank among the lowest in the nation.

Ms. Ginther asked about revenue from parking tickets. Mr. Lynch responded that in the 1988-89 fiscal year, the General Assembly passed an appropriations act, which stated that any money gathered from parking tickets has to go back into projects that deal with parking, such as restructuring parking lots, signs, painting, and expanding parking lots.

Ms. Graham asked if Parking Services is allotted a budget from the University. Mr. Lynch responded that they do have a budget, but it is not out of general fund money, but from money they generate. The State Council of Higher Education of Virginia requires a certain amount of money to remain in the account, which is based on such things as the debt service and other expenses which must be paid each year.

Mr. Fannin asked if there are any plans regarding car pooling. Mr. Lynch responded that he is working with a graduate student and the Research Office on a program to conduct a survey about car pooling. Also, they instituted the HOV parking lot last year, but there was a funding problem, and they had no way of measuring whether or not the HOV lot was effective. They will be getting feedback on this matter from the Research Office and the graduate student working on the program.

Dr. Goree asked what is the ratio between the number of parking permits issued and the number of spaces available. Mr. Lynch responded that the ratio is almost one to one. With commuters, it is about 2.5 to 1, or 2.5 permits sold for every one parking space. However, the calculations show that commuter spaces turn over 2.5-3.5 times per day, so this still comes out to a one to one ratio.

Ms. Berescik asked if there will be more parking spaces made available if there is an increase in enrollment. Mr. Lynch responded that the University would like to see spaces filled up completely before new spaces are added. Ms. Ginther asked if this means that every faculty, student, and staff parking space needs to be filled to capacity before the University will consider adding more spaces. Mr. Lynch responded that on any given day, there will be a few spaces in each parking lot, but there are also parking lots with plenty of spaces. One such lot is the stadium lot which has a total of 842 parking spaces and only half are being used.

Mr. Maheshwary asked if there are plans to increase fines for parking violations. Mr. Lynch responded that this has been done recently, and there are no plans in the future. He added that increases are driven by expenses and revenue.

## 2. QCA Eligibility Policy.

Ms. Ginther reported that there is not an overall rule that all student leaders must have a 2.0 QCA, and that she had received a request to investigate whether this might be a problem with students serving in leadership roles.

Ms. Nicki Cantrell, associate director of Student Activities, reported that as far as being qualified to hold office, there are only 21 organizations whose presidents' QCAs are checked and verified before and after elections.

Ms. Ginther appointed the following CSA members to serve on a task force to study this matter -- Gerri Johns, chair; Kellie Campbell, co-chair; Brian Wiersema, Melinda Crowder, and Tekisha Everette. The task force will submit their report to CSA at their November 6, 1997 meeting.

C. Security at Events. Ms. Ginther reported that Dr. David Ostroth, assistant vice president for student affairs, and director of University Unions and Student Activities, is chairing a committee to research security on campus, and has asked that a representative from CSA serve on the committee. The members who responded they would like to serve on the committee were: Arlene Merino, Lauren Esleeck, and Gerri Johns. By secret written ballot, Ms. Johns was chosen to serve on the committee. There was one abstention.

6. Announcements.

Ms. Ginther distributed the Student Budget Board minutes of September 24, which will be voted upon at the October 16, 1997 CSA meeting.

7. Adjournment. The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
219 Squires Student Center  
November 6, 1997  
3:30 p.m.

Present: Ms. Jenne Ginther, Mr. Ryan Ford (for Mr. Adam Boitnott), Ms. Kelli Campbell, Dr. Lanny Cross, Ms. Jennifer Jordan (for Ms. Lauren Esleeck), Ms. Tekisha Everette, Ms. Judy Fielder, Mr. Markus Grafe, Ms. Erin Graham, Dr. Louis Gwin, Mr. Michael Herndon, Ms. Gerri Johns, Dr. Martha Johnson, Ms. Krista Johnston, Mr. Anurag Maheshwary, Ms. Michelle Lee (for Ms. Arlene Merino), Mr. Steve Schneider, Ms. Amelia Clark (for Dr. Delores Scott), Dr. Edward Spencer, Dr. Andy Swiger, Ms. Jean Marie Whichard, Ms. Sarah Wikstrom

Absent: Ms. Susan Anderson, Mr. Raphael Castillejo, Ms. Melinda Crowder, Dr. Cathy Goree, Mr. Rajiv Khosla, Dr. Johann Norstedt, Mr. James J. Von St. Paul, Dr. Brian Warren, Mr. Brian Wiersema

Guests: Mr. Dan Sheehan, Mr. Jamaa Bickley-King, Ms. Clarresa Morton

1. Call to Order. Ms. Ginther called the meeting to order at 3:30 p.m.
2. Approval of Agenda. Ms. Ginther reported that Item 2, Report from the Task on QCA Eligibility, would be removed from the agenda, and will be added to the agenda for the November 20 meeting. Ms. Ginther also announced that Ms. Kelli Campbell will serve as chair of the task force. One item was added to New Business, Discussion of Guidelines for Events Sponsored by Student Organizations. Motion was made and seconded to approve the amended agenda. Motion was approved by unanimous vote.
3. Announcement of Approval of October 16, 1997 CSA Minutes. Ms. Ginther announced that the minutes of the October 16, 1997 meeting had been approved electronically.
4. Unfinished Business.

A. Second Reading of Student Government Association Resolution, The Student Organization Verbal Freedom Act.

Mr. Steve Schneider distributed copies of a resolution by the Student Government Association, The Student Organization Verbal Freedom Act, for second reading by the Commission. This resolution would amend University Policy #5205 to allow registered student organizations, with approved membership tables, the right to actively solicit fellow students for purposes of recruitment and non-financial support. Mr. Schneider reported that the SGA had polled other universities to obtain their policies concerning verbal solicitation on their campuses. Those universities were: Syracuse University, Temple University, University of Maryland, George Mason University, Virginia Commonwealth University, and Penn State. He reported that all universities contacted allow organizations to call out to students or call out information, except Syracuse University, and all responded that they are allowed to walk out in front of tables and approach students. Dr. Landrum Cross asked if a policy exists which prohibits verbal solicitation at informational booths or tables, and Ms. Clarresa Morton indicated that there is no such policy. Mr. Schneider suggested that the wording of the resolution be changed from "RESOLVED, University

Policy 5205 should be amended as to allow registered student organizations....." to "RESOLVED, University Policy 5205 should be interpreted as to allow registered student organizations..." which would allow student organizations to verbally solicit attention from students passing by informational tables.

A motion was made and seconded to table the resolution for consideration at the next CSA meeting on November 20. Motion was defeated.

After a lengthy discussion, motion was made and seconded to strike the resolution in this form. Motion was passed.

A motion was made that CSA ask the Event Planning Office to have a trial period to allow verbal solicitation at information tables and to provide a report at a CSA meeting in early April. Motion was seconded and passed.

B. Selection of undergraduate student volunteer to Steering Committee for Student Services Database.

Ms. Ginther asked the members for recommendations of persons to be considered for the Student Services Database Steering Committee. Mr. Ryan Ford was selected as the representative.

#### 5. New Business

A. Discussion of Policy Memorandum 26, Guidelines for Events Sponsored by Student Organizations, and Policy Memorandum 86, Event Approval.

Mr. Schneider distributed copies of the above mentioned policy memoranda, and asked that the Commission review them as it relates to events that are not approved. Policy Memorandum 86 states that "the Commission on Student Affairs has the right to hear appeals from those student organizations whose events were not approved by the appropriate administrative official." Mr. Schneider asked the Event Planning office to consider adding a statement to the event request form which acknowledges that CSA has the authority to hear appeals. That statement would read, "If you would like to appeal this decision, please contact the Commission on Student Affairs." Ms. Clarresa Morton indicated that this statement would be added to the form.

B. Selection of student representative to serve on Academic Support Committee for 1997-98.

Ms. Ginther asked for a volunteer to represent the Commission on Student Affairs on the Academic Support Committee for 1997-98. Ms. Tekisha Everette was selected as the representative.

#### 6. Announcements.

Mr. Schneider reported that there will be a public hearing on November 12, 7:30 p.m. at the Blacksburg Transit offices, regarding expanding their service to include Wal-Mart and K-Mart, and possibly the Greyhound bus terminal. Transportation from Squires will be provided for those interested in attending.

Dr. Cross reminded the students on CSA about the breakfast with the Student Affairs Committee of the Board of Visitors, Monday, November 10, 7:30 a.m.

7. Adjournment.

The meeting adjourned at 4:40 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
219 Squires Student Center  
December 4, 1997  
3:30 p.m.

Present: Ms. Jenne Ginther, Ms. Susan Anderson, Ms. Kelli Campbell, Mr. Raphael Castillejo, Dr. Lanny Cross, Ms. Lauren Esleeck, Ms. Tekisha Everette, Ms. Judy Fielder, Mr. Jerry Riehl (for Dr. Cathy Goree), Mr. Kiran Ashtath (for Mr. Markus Grafe), Ms. Erin Graham, Dr. Martha Johnson, Ms. Krista Johnston, Mr. Anurag Maheshwary, Ms. Arlene Merino, Mr. Steve Schneider, Ms. Amelia Clark (for Dr. Delores Scott), Mr. Matt Shenk (for Ms. Melinda Crowder), Dr. Edward Spencer, Ms. Jean Marie Whichard, Ms. Sarah Wikstrom

Absent: Ms. Melinda Crowder, Mr. Chris Fannin, Dr. Cathy Goree, Dr. Louis Gwin, Mr. Michael Herndon, Ms. Gerri Johns, Mr. Rajiv Khosla, Dr. Johann Norstedt, Dr. Delores Scott, Dr. Andy Swiger, Mr. James J. Von St. Paul, Dr. Brian Warren, Mr. Brian Wiersema

Guests: Mr. Curt Hensyl, Ms. Kristy Robinson, Ms. Lauren Stone

I. Call to Order. Ms. Ginther called the meeting to order at 3:30 p.m.

II. Approval of Agenda. Ms. Jean Marie Whichard requested that an item be added to the agenda to discuss the issue of availability of safety phones in buildings. Ms. Ginther reported that Mr. Matt Shenk will present the Student Budget Board Constitution and policy changes, in place of Ms. Melinda Crowder. Ms. Ginther requested that an item be added to the agenda concerning selection of a new chair and vice chair for the Commission. Motion was made and seconded to approve the amended agenda. Motion was approved by unanimous vote.

III. Announcement of Approval of November 6, 1997 CSA Minutes. Ms. Ginther announced that the minutes of the November 6, 1997 meeting had been approved electronically.

IV. Announcement of Approval of November 12, 1997 Student Budget Board Minutes. Ms. Ginther announced that the minutes of the November 12, 1997 Student Budget Board meeting had been approved electronically.

V. Unfinished Business

A. Report from Task Force on QCA Eligibility

Ms. Kelli Campbell reported that she had been unable to convene this group, but that she had contacted peer institutions in regard to their qualifications and eligibility for student organizations. The Task Force will give their report to the Commission at their February 5, 1998 meeting.

VI. New Business

A. Selection of Vice Chair of CSA

Ms. Ginther announced that she would be stepping down as chair of the Commission on Student Affairs, and that Mr. Raphael Castillejo, vice chair,

will serve as chair. Ms. Ginther then asked for nominations for the vice chair position. Mr. Castillejo reported that this person attends University Council meetings, assures that parliamentary procedures are followed at the CSA meetings, serves as chair when the chair is unable to attend meetings, assures that the chair is kept up to date on events and news worthy items, and serves as chairman of the Student Budget Board Appeals Committee.

Ms. Ginther asked for nominations for the position of vice chair. The nominees gave brief presentations on their qualifications for the position. Ms. Kelli Campbell was elected vice chair.

#### B. Judicial System Process

Mr. Jerry Riehl, assistant dean of students, briefed the Commission on the university's judicial system. He reported that at the August meeting of the Board of Visitors, the Board approved some changes in the judicial process. The changes were made in order to streamline the process and make it more effective, and would allow them to move more quickly to address issues in a more timely manner, and also to allow students the opportunity to waive their hearing. Reports of alleged violations of university policies involving students shall be reviewed by a university administrator for possible university administrative action. The university administrator shall review the incident and assess the information provided. The involved student will be advised, in writing, of the infraction and of the action to be imposed. Cases in which suspension or dismissal will be considered shall be referred to the Office of the Dean of Students for assignment to the appropriate adjudicating body for a formal hearing. For cases in which a student is subject to a less severe disciplinary sanction, the student may request, in writing, a formal hearing within 7 working days after such notification, and the case shall be assigned to the appropriate adjudicating body for a formal hearing. In the event a hearing request is not received within the required time, such inaction shall be taken as agreement with the action, and the sanction set out in the notice shall be imposed without further notice to the student.

Mr. Riehl reported that to date, there are 312 cases involving 578 students in the system, 274 cases have been resolved, and 38 cases are pending. Out of the 274 cases which have been resolved, 13% of those have resulted in requested hearings, 20% have been referred to a formal hearing, and 67% have been resolved through the administrative action process.

#### C. Student Budget Board Policies and Procedures Amendment and Constitution Amendment

Mr. Matt Shenk presented a proposal to change some of the wording in the policies and procedures and the Constitution the Student Budget Board. In the Specific Funding Policies and Procedures, he asked that the name "Student Officer Stipends Summer Leadership Employment Program" be changed to "Summer Leadership Employment Program." The change is requested because this program is now a wage program, and the student officers no longer receive a stipend. Another request was to change "Board chairperson" to "Coordinator of Leadership Development." In the Types and Definitions of Available Funding Programs, it was requested that "Central Accounting" be changed to "Student Organization Accounting." Also in the Constitution, it was requested that "Central Accounting" be changed to "Student Organization Accounting."

Mr. Shenk asked that the first reading be waived in order for the Student Budget Board to meet the deadline for publishing the annual funding package, which is due January 12. A motion was made to waive first reading. Motion was seconded and passed unanimously.

Motion was made to pass the requested changes in the Constitution and policies and procedures of the Student Budget Board. Motion was seconded and passed unanimously.

#### D. Governor's Fellows Program

Mr. Curt Hensyl and Ms. Lauren Stone briefed the Commission on the Governor's Fellows Program. Mr. Hensyl stated that the program is a two-month internship. There were nine Virginia Tech Fellows in the most recent program, which represented almost half of the total Fellows. Mr. Hensyl reported that the Fellows work in different areas of the State agencies, which includes weekly meetings with the agencies. He reported that the Fellows this year also met and had dinner with the Governor. He reported that four of the nine Virginia Tech Fellows were offered full time positions, and that approximately nine students who participated in the last five years are now working full time in State government.

Ms. Stone reported that applicants must be graduating seniors or enrolled as degree candidates in a graduate or professional school. Applicants must also either be enrolled in a Virginia college or university (public or private) or, if enrolled in an out-of-state institution, must be Virginia residents. Each position carries a stipend of \$1500.00, and length of the internship will be from May 26-July 24, 1998. Ms. Stone reported that there will be an informational meeting concerning the Governor's Fellows Program on January 21, 4:00-5:30 p.m. in Brush Mountain Room A of Squires Student Center. Governor's Fellows applications are available in the Office of the Vice President for Student Affairs, 326 Burruss Hall.

#### E. Availability of Safety Telephones

Ms. Jean Marie Whichard discussed the issue of availability of safety telephones, specifically safety phone access within buildings which has become an issue for graduate teaching assistants heading labs, and for graduate students that typically keep late hours in their respective buildings. Ms. Whichard informed the Commission that some members of the Graduate Student Assembly would be forming a sub-committee to review this concern. Ms. Whichard asked the Commission members if they felt there is a problem. Several members of Commission indicated they felt this was a concern which should be explored further. Ms. Whichard asked if anyone would like to participate on the sub-committee to please contact her. Ms. Judy Fielder stated that a telephone has been placed in the basement floor area of Price Hall, and that she would investigate and inform Ms. Whichard what the process would be for getting safety telephones installed in buildings. Ms. Ginther asked that the group report their findings to the Commission at a later meeting during spring semester.

#### VII. Announcements

Ms. Ginther thanked the Commission for their support during her term as chair of CSA.

VIII. Adjournment

The meeting adjourned at 4:25 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
Brush Mountain Room B  
January 22, 1998  
3:30 p.m.

Present: Mr. Raphael Castillejo, Ms. Susan Anderson, Ms. Kelli Campbell, Dr. Lanny Cross, Ms. Melinda Crowder, Mr. Rush Middleton (for Ms. Lauren Esleeck), Mr. Patrick Knightly (for Ms. Tekisha Everette), Ms. Judy Fielder, Mr. Ryan Ford, Dr. Cathy Goree, Mr. Markus Grafe, Mr. Michael Herndon, Dr. Martha Johnson, Ms. Krista Johnston, Mr. B. J. Jones, Mr. Rajiv Khosla, Mr. Anurag Maheshwary, Ms. Arlene Merino, Mr. Jody Olson (for Mr. Steve Schneider), Dr. Edward Spencer, Dr. Brian Warren, Ms. Jean Marie Whichard, Ms. Sarah Wikstrom

Absent: Mr. Chris Fannin, Ms. Jennifer Ginther, Dr. Louis Gwin, Ms. Gerri Johns, Dr. Johann Norstedt, Ms. Kristi Robinson, Dr. Delores Scott, Dr. Andy Swiger, Mr. Brian Wiersema

Guests: Mr. Fred Weaver, Mr. Chris Bunin, Mr. Matt Shenk

1. Call to Order. Mr. Raphael Castillejo, chair, called the meeting to order at 3:30 p.m. Mr. Castillejo announced that there was a quorum for the meeting.
2. Approval of Agenda. Motion was made and seconded to approve the agenda. Motion was approved by unanimous vote.
3. Announcement of Approval of December 4, 1997 CSA Minutes. Mr. Castillejo announced that the minutes of the December 4, 1997 meeting had been approved electronically.
4. New Business.
  - A. Student Health Insurance.

Dr. Lanny Cross told the Commission that the University shares the concern of students about the current loss of benefits because of the contract difficulties with Trigon and the local hospitals. He indicated the administration has been pursuing avenues for resolution of these difficulties.

Mr. Fred Weaver, director of Risk Management, stated that in mid-December, Trigon informed the University that effective February 1, they would no longer include Montgomery Regional, Lewis-Gale and Pulaski Hospital as being in their Preferred Provider network for our student population. He indicated the student insurance contract is separate from the State and is an individual product provided by Trigon to the University and made available to the students. Effective February 1, if a student is admitted to one of these health care units, they will be considered out of network and will be reimbursed at 65%, and be expected to pay 35% of the charges. If a student goes to Radford Hospital, they would be considered in the network, and would receive 80% reimbursement, and pay 20%. However, this does not apply to emergencies. If a student goes to Montgomery Regional for an emergency, they would be reimbursed on the 80/20% basis as before.

Mr. Weaver stated that since mid-December, they have had a number of

meetings about the issue, and hopefully they will have some resolution that can be brought to the forefront by Monday. The current contract was awarded on a yearly basis for five years, and this is the fifth year of the current contract with Trigon. Therefore, a new contract will be going out for bid this year, and the issue with Montgomery Regional Hospital is being addressed in the RFP. If the insurance company wants the bid, language has been put into the proposal that they will have to put Montgomery Regional Hospital in the contract as a provider. Mr. Weaver indicated that he should have more information by Monday and will report this at the GSA forum Monday evening.

A question was raised as to who helped decide the process for student insurance. Mr. Weaver indicated that a committee was formed consisting of representatives from the undergraduate, graduate, and international populations, as well as members of the faculty and staff, and Student Health Services. This committee reviewed the current contract, collected approximately 2,000 surveys from students about what insurance they wanted, held open forums, and then made recommendations to the Risk Management office as what the new benefit mix should be for the next cycle. They then took the benefit mix and put out a request for proposal, formed a request for proposal committee which consists of Mr. Weaver, Dr. Brian Warren, a Graduate Student Assembly member, Darlene Grega, and the director of risk management for the University of Virginia. That committee will review the proposals, evaluate them based on the criteria set up by that committee, and award a contract that will hopefully be for a five-year period, but will be reviewed on a yearly basis.

Ms. Krista Johnston asked how students are affected who are on their parent's Trigon insurance. Mr. Weaver stated that these students are affected the same way -- that is if a student uses one of these facilities, and is covered by Trigon through their parent's insurance, they will not be covered, and will have to pay based on the 65%-35%. Mr. Weaver reported that there are approximately 3,000 students affected by this issue, 57% graduate and 43% undergraduates.

Mr. Weaver asked that the students let his office know about any problems they may have.

#### B. Student Budget Board Funding Process.

Ms. Melinda Crowder reviewed with the Commission the process for the Student Budget Board funding for 1997-98. As the Student Budget Board chair, she performs financial analyses and determines a reasonable funding level and requests an appropriation from the student activities fees from the Assistant Vice President for Student Affairs. After review, the Assistant Vice President endorses and forwards the request to the Vice President for Student Affairs who reviews, endorses, and makes a formal request to the Executive Vice President for approval.

Ms. Crowder stated that the current appropriation recommendation is \$770,000 for the 1998-99 academic year. She briefed the Commission on some of the items considered in developing the appropriate recommendation. These include such things as the fact that the allocation per FTE is at the lowest rate since 1989-90 (\$23.45) with the current allocation per FTE being \$30.54. This represents a \$3.00 decline since 1995-96 in spite of increased enrollments, related increased fee collections, and an \$8.00 activity fee increase in 1997-98. There has been a continuing increase in

the number of requests for funding, and the trend continues in the current year. Other things considered are estimated increases in student organization expenses, and decreases in funding awarded due to such things as the departure of WUVT, VTTV, Silhouette from SBB funding pool, and the probable drop of the Virginia Tech Off-Campus Housing office. In making decisions when requests for funds exceed funds available, the Board considers such things as who benefits, the scope of appeal, policies and procedures, overall diversity and balance of programming sponsored, past success, and preparation of the written presentation and oral defense.

Ms. Crowder stated that the Commission on Student Affairs has the final approval to appoint members on the Student Budget Board, approves the constitution and policy changes, and serves as the appeals board for any decisions Student Budget Board makes. She indicated they fund from 100-160 student organizations in any given year, and that if an organization has any funds left over at the end of the year, that money stays in their account. Ms. Crowder encouraged student members of the Commission to keep year-to-year organization carryover balances at a reasonable level of 10% or less of award.

#### C. Student Representatives to the Board of Visitors.

Dr. Landrum L. Cross distributed copies of the application forms for the positions of Undergraduate and Graduate Student Representatives to the Board of Visitors. He reported that the applications are available in his office in 326 Burruss Hall, or in the LSOP Office in Squires Student Center. The deadline for submission of the completed applications is February 13, 1998. The packets of applications will be distributed to the membership of CSA at the February 19th meeting, and the membership of CSA will submit their recommendations for the six finalists at the March 5th CSA meeting. The graduate student position process is handled by the Graduate Student Assembly, which makes the recommendations for their final three candidates to the Board of Visitors. Dr. Cross announced that two informational meetings have been scheduled to meet with perspective candidates. The meetings will be January 29 and February 4, 5:00 p.m. in the Jamestown Room, Squires Student Center, at which time the two current representatives will answer any questions the students may have about the process.

Ms. Krista Johnston, the current Undergraduate Representative, provided information to the Commission on the undergraduate position. She informed the Commission that for a student to be eligible for this position, he/she must have completed 70 hours of course work by the application deadline, and have a QCA of 2.3. She stated that other qualifications which are important to this position would be that the student have a desire to serve others, have good communication skills, and be able to interact with a variety of people such as faculty and Board members. The representative must stay in touch with students and be accessible to advise them on any issues which they may have about student life. Also, the representative must have a vision for the University, and an interest in the future of Virginia Tech. The responsibilities of the position include more than just attending the four Board meetings throughout the year. The undergraduate representative serves as an ex-officio member of the Commission on Student Affairs, is a member of the Order of the Gavel, and may be asked by the President or Provost to serve on special task forces or committees. Ms. Johnston asked the membership of CSA to encourage students to apply for the position, and to call or e-mail her if they would like further information

or have questions.

Mr. Michael Herndon, the current Graduate Representative, provided information to the Commission on the graduate position. He stated that the graduate representative position is similar to the undergraduate position. The representative attends all GSA meetings, serves as a member on a committee of the Board of Visitors, as well as serving on other committees and commissions appointed by the President. The representative stays in touch with students either by e-mail or phone calls, and must have the desire and the availability of time to put in the hours necessary for the position. Mr. Herndon informed the Commission that the deadline for the graduate representative application is also February 13. On February 19, they will review all the applicants, and will meet on March 19 to narrow the pool to three finalists. Those three finalists will meet with CSA on April 16, and these candidates will appear before the selection committee of the Board of Visitors on April 26. The Board will select the student to serve as the graduate representative for the 1998-99 academic year.

#### 5. Announcements.

Mr. Castillejo asked Commission members to forward any agenda items for the next meeting to him as soon as possible, but no later than the Friday prior to the meeting.

Mr. Jody Olson distributed the Student Government Association Student Life Calendar. This is their first calendar, and they hope to continue this every semester.

Ms. Susan Anderson informed the Commission that March 26 is "Take Back the Night." She asked CSA members to ask their organizations if they would like to help, and decide whether they want to be a sponsoring organization for "Take Back the Night." Any interested organization should contact her.

Ms. Jean Marie Whichard reported that in regard to the safety telephone issue from the last meeting, those interested in serving on a joint sub-committee between GSA and CSA were to contact her, but she has not heard from anyone on CSA. She indicated that GSA will be looking at this issue, and if anyone is interested in participating from CSA, they should contact her by e-mail.

#### 6. Adjournment.

The meeting adjourned at 4:40 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
Brush Mountain Room B  
February 5, 1998  
3:30 p.m.

Present: Mr. Raphael Castillejo, Ms. Susan Anderson, Ms. Kelli Campbell, Mr. Matthew Chan, Dr. Lanny Cross, Ms. Melinda Crowder, Ms. Jennifer Jordan (for Ms. Lauren Esleeck), Ms. Judy Fielder, Ms. Jennifer Ginther, Dr. Cathy Goree, Mr. Michael Herndon, Mr. B. J. Jones, Mr. Anurag Maheshwary, Ms. Madonna Mendoza (for Ms. Arlene Merino), Ms. Ann Thomas Hofler (for Ms. Kristi Robinson), Mr. Steve Schneider, Dr. Delores Scott, Dr. Edward Spencer, Dr. Andy Swiger, Dr. Brian Warren, Ms. Jean Marie Whichard, Ms. Sarah Wikstrom

Absent: Ms. Tekisha Everette, Mr. Ryan Ford, Mr. Markus Grafe, Dr. Louis Gwin, Ms. Gerri Johns, Dr. Martha Johnson, Ms. Krista Johnston, Mr. Rajiv Khosla, Dr. Johann Norstedt, Mr. Brian Wiersema

Guests: Mr. Jason Easter, Mr. Sean Blackburn, Ms. Melissa Hedahl, Mr. Rob Emard, Ms. Frances Thrasher

1. Call to Order. Mr. Raphael Castillejo, chair, called the meeting to order at 3:30 p.m. Mr. Castillejo announced that there was a quorum for the meeting.

2. Approval of Agenda. Motion was made and seconded to approve the agenda. Motion was approved by unanimous vote.

3. Announcement of Approval of January 22, 1998 CSA Minutes. Mr. Castillejo announced that the minutes of the January 22, 1998 meeting had been approved electronically.

4. Old Business.

A. Report from Task Force on Student Leader QCA Eligibility.

Ms. Kelli Campbell reported that she has been unable to convene this group due to a lack of volunteers to participate on the task force. Ms. Melinda Crowder has agreed to serve, and she and Ms. Campbell will meet and report back to the Commission at a later date.

5. New Business.

A. First Reading: Residence Hall Federation Constitution.

Ms. Kelli Campbell distributed copies of the current and proposed Residence Hall Federation Constitution for first reading. Some of the major changes in the Constitution were reviewed and discussed by the Commission members. The Constitution will be forwarded for second reading at the February 19, 1998 CSA meeting.

6. Announcements.

Mr. Castillejo reported that he will be asking the student leaders who will be here during the summer to review the University Policies for Student Life, and present a report to CSA during fall semester, 1998.

Mr. Castillejo informed the members that Mr. Minnis Ridenour, Executive Vice President for Finance, and Mr. Dwight Shelton, Associate Vice President for Budget and Finance, will be attending the February 19, 1998 CSA meeting to brief the Commission on tuition and fees for the 1998-99 academic year. He asked that GSA and SGA invite their officers to this meeting, as this will be the only briefing presented to the students on this matter.

Mr. Castillejo reminded Commission members that the deadline for submission of applications for the 1998-99 student representatives to the Board of Visitors is February 13.

7. Adjournment.

The meeting adjourned at 4:05 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
Brush Mountain Room B  
February 19, 1998  
3:30 p.m.

Present: Mr. Raphael Castillejo, Ms. Susan Anderson, Ms. Kelli Campbell, Mr. Matthew Chan, Dr. Lanny Cross, Ms. Melinda Crowder, Mr. Rush Middleton (for Ms. Lauren Esleeck), Mr. Jody Olson (for Ms. Tekisha Everette), Ms. Judy Fielder, Dr. Cathy Goree, Mr. Markus Grafe, Dr. Louis Gwin, Mr. Michael Herndon, Ms. Krista Johnston, Mr. B. J. Jones, Mr. Chris Bunin (for Mr. Rajiv Khosla), Ms. Madonna Mendoza (for Arlene Merino), Ms. Kristi Robinson, Mr. Steve Schneider, Dr. Edward Spencer, Dr. Brian Warren, Ms. Jean Marie Whichard, Ms. Sarah Wikstrom, Mr. Brian Wiersema

Absent: Mr. Ryan Ford, Ms. Jennifer Ginther, Ms. Gerri Johns, Dr. Martha Johnson, Mr. Anurag Maheshwary, Dr. Johann Norstedt, Dr. Delores Scott, Dr. Andy Swiger

Guests: Mr. Sean Blackburn, Mr. Sam Camden, Ms. Heather Dunahoo, Mr. Jason Easter, Mr. Rob Emard, Ms. Melissa Hedahl, Mr. Rick Johnson, Ms. Vera Kidd, Mr. Neerag Mendiratta, Mr. Holger Meyer, Mr. Minnis Ridenour, Mr. Dwight Shelton, Mr. Matt Shenk, Mr. Paul Wagner

1. Call to Order. Mr. Raphael Castillejo, chair, called the meeting to order at 3:30 p.m. Mr. Castillejo announced that there was a quorum for the meeting.
2. Approval of Agenda. Motion was made and seconded to approve the agenda. Motion was approved by unanimous vote.
3. Announcement of Approval of February 5, 1998 CSA Minutes. Mr. Castillejo announced that the minutes of the February 5, 1998 meeting had been approved electronically, and that the January 22, 1998 CSA minutes had been approved by University Council.
4. New Business.

A. First Reading: Residence Hall Federation Constitution.

Ms. Kelli Campbell asked that the Constitution of the Residence Hall Federation that was presented for first reading at the February 5, 1998 meeting be withdrawn, and that the new Constitution be presented for First Reading to the Commission at this time. She distributed copies of the Constitution and a summary of the constitutional changes.

The changes include the Executive Board renamed to Executive Committee; the Executive Committee now has eight members; created a group called the Board of Directors; creation of an attendance policy for all meetings; Congress has been renamed the General Assembly; representation in the General Assembly is now based on building population; a brief description of responsibilities has been added; each hall will have its own Constitution, falling under the umbrella of the RHF Constitution; use Roberts Rules of Order, instead of Sturgis; members of the Executive Committee now have the ability to make decisions either unilaterally or as a group, and these decisions can be overturned by the General Assembly; financial powers are directly given to the treasurer, and not delegated by the President;

standing Committees are now the Eligibility and Standards, Elections, Facilities and Operations, Programs, Public Relations, Leadership Development, and Budget and Finance; members of the Board of Directors cannot vote in the General Assembly; and a quorum is counted based on the number of buildings present, not the number of voting members.

Dr. Spencer stated that this group has put a lot of work into this project, and has come up with a very good document.

After a brief review and questions, Mr. Castillejo closed the first reading, and stated that the second reading for the Residence Hall Constitution will be presented at the CSA meeting on March 5.

B Distribution of Applications for Student Representative to the Board of Visitors.

Dr. Lanny Cross distributed packets of applications for the position of Undergraduate Student Representative to the Board of Visitors. He reviewed the procedure for Commission members, and asked that, although the materials are not confidential, they be handled carefully and have very limited availability to others. He stated if the press or media would like information about the candidates, they should contact his office. Dr. Cross asked that Commission members review the applications, rate the candidates, and bring the form to the March 5, 1998, CSA meeting. Dr. Cross will then tally the forms, determine the top six candidates, and will inform the Commission who those candidates are at the March 19, 1998 CSA meeting.

There being some time available prior to the next agenda item, Dr. Cross asked that he be allowed to discuss an item that was not included on the agenda. He stated that there is a concern about students not attending various committees and commissions, and that he has also heard from other executive officers and faculty that there is notable absenteeism among student representatives on these committees. For example, at a recent University Council meeting, at which students have nine seats, there was only one student present. Dr. Cross stated that it is important that students participate in the decision making process of the University, and asked the members for their thoughts about this in terms of what we might do.

Some of the responses were that students don't realize the importance of attending the meetings, and that the officers of the organizations should be responsible for urging participation of the representatives; the turnover of officers within the organizations, especially from one semester to the next, presents a problem in that the officers are unaware that the representatives are not attending. Several suggestions were offered for consideration -- if the organization is not supplying representatives who will attend the meetings, the seats be taken away from that organization; drawing representatives from a different pool; soliciting broadly for volunteers, and creating a database from which substitutes could be called upon; adding "members present/absent" on committee/commission agendas to monitor who is attending; having an alternative who the representative can call upon to attend if he/she is unable to attend; putting the president of the organization on the listserve of the committees/commissions so they can be aware of who is attending. Dr. Cross stated that his office will be researching this problem in the next few weeks, and asked that members e-mail him with other suggestions they may have on this matter.

C. Briefing on Tuition and Fees for 1998-99 Academic Year.

Mr. Minnis E. Ridenour, Executive Vice President for Finance, and Mr. Dwight Shelton, Associate Vice President for Budget and Finance, briefed the Commission on the tuition and fee rates for 1998-99. Mr. Ridenour distributed a handout of the recommendations that will be presented to the Board of Visitors at their meeting on Monday, February 23. He described why student comprehensive fees are necessary, who pays these fees, how they relate to the university's mission, what services are supported through these fees, and how the fees are established. He reported that there are five comprehensive fee components: athletic, bus, recreational sports, student activity, and student health. Each of these components operate as separate auxiliaries. All full-time, on-campus students, graduate and undergraduate, pay comprehensive fees in addition to tuition. All fees are reviewed and approved by the Board of Visitors.

Questions concerning the tuition and fees followed Mr. Ridenour's and Mr. Shelton's presentation. Mr. Castillejo thanked them for their willingness to attend the Commission meeting to brief them on this issue.

5. Announcements

Ms. Campbell reminded members to send a substitute to the March 5 meeting if they are unable to attend.

Ms. Anderson announced that the Women's Month Calendars were available if individuals would like to take multiple copies back to their organizations.

6. Adjournment.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
Brush Mountain Room B  
March 5, 1998  
3:30 p.m.

Present: Mr. Raphael Castillejo, Ms. Susan Anderson, Ms. Kelli Campbell, Mr. Matthew Chan, Dr. Lanny Cross, Mr. Rush Middleton (for Ms. Lauren Esleeck), Mr. Stephen Hawthorne (for Ms. Tekisha Everette), Ms. Judy Fielder, Mr. Ryan Ford, Mr. Markus Grafe, Ms. Gerri Johns, Dr. Martha Johnson, Ms. Krista Johnston, Mr. B. J. Jones, Mr. Anurag Maheshwary, Ms. Michelle Lee (for Ms. Arlene Merino), Mr. Mohammed Osman, Ms. Ann Thomas Hofler (for Ms. Kristi Robinson), Mr. Steve Schneider, Ms. Amelia Clark (for Dr. Delores Scott), Dr. Edward Spencer, Dr. Andy Swiger, Ms. Jean Marie Whichard, Ms. Sarah Wikstrom

Absent: Ms. Melinda Crowder, Ms. Jennifer Ginther, Dr. Cathy Goree, Dr. Louis Gwin, Mr. Michael Herndon, Dr. Johann Norstedt, Dr. Brian Warren, Mr. Brian Wiersema

Guests: Dr. David Conn, Mr. Rob Emard, Mr. Sean Blackburn, Ms. Melissa Hedahl

1. Call to Order. Mr. Raphael Castillejo, chair, called the meeting to order at 3:30 p.m. Mr. Castillejo announced that there was a quorum for the meeting. Mr. Castillejo asked that, at this time, members submit their completed Candidate Ranking Forms for the Undergraduate Student Representative to the Board of Visitors. Those who do not submit them must do so by Friday, March 6, 1998, 5:00 p.m., 326 Burruss Hall.

2. Approval of Agenda. Motion was made and seconded to approve the agenda. Motion was approved by unanimous vote.

3. Announcement of Approval of February 19, 1998 CSA Minutes. Mr. Castillejo announced that the minutes of the February 19, 1998 meeting had been approved electronically, and that the February 5, 1998 minutes had been approved by University Council.

4. New Business

A. Report on SACS Accreditation

Dr. David Conn, Special Assistant to the Provost, informed the Commission that every ten years, the university must go through a process to reaffirm its regional accreditation, which is a process that insures that there is some backing to the quality of the degrees from Virginia Tech, and in order to receive federal funding, the university must be accredited. The accreditation is conducted by the Southern Association of Colleges and Schools (SACS).

For the past two years, Virginia Tech has been going through the process of developing two components of the overall report, a compliance component and a strategic study. The strategic study was conducted to transform Virginia Tech for the information age. It was intended to be a broad study for where Virginia Tech is now and where it is going, for a period beyond the University Plan. The current plan runs for five years -- 1996-2001, and this study was intended to look more broadly at the direction in which Virginia Tech is moving, with a particular emphasis on the use of

information technology. So this figures very significantly in the study, but the study isn't only about information technology. That is important because Virginia Tech has acknowledged from the beginning that information technology is a means and not an end, and what the study is much more concerned about is what is the end. We have looked very carefully at our educational objectives, what we are trying to do, what the students are here to learn, and how informational technology can help students in that process. For the most part, the study will be distributed electronically, and is now on Provost web page.

In the compliance section of the study, it must be demonstrated that Virginia Tech meets the various criteria to remain accredited. This part of the report is called the Institutional Effectiveness component. We have to go through approximately 500 criteria in order to meet the requirements, called "must statements," which we must comply with, such as how we run our undergraduate admissions, what kinds of requirements we have for an undergraduate to complete his or her degree, how we put the curriculum together, what is in the curriculum, how we provide undergraduate instruction, academic advising, and graduate requirements. There is also a section on faculty in which we must assure that the faculty are appropriately qualified to teach. All faculty must have certification on file to insure to the college, the university, and the students that they are qualified to teach. The report covers such things as educational support services, some of which include library support, bookstore, student development, intercollegiate athletics, and administrative processes.

The team which will be here on March 15 consists of faculty and administrators from our peer institutions and other institutions. During Monday and Tuesday, they will be conducting the exercises, looking at documents, studying what Virginia Tech is doing, and insuring that we do meet the criteria. They may be asking to speak to students, faculty, and staff randomly, and may ask to speak to the student leaders. The student leaders on CSA may be asked to have students from their organizations to meet with the group. Their report has to be completed in draft form before they leave the campus. At 1:00 p.m. on Wednesday, there will be an exit session which will be open to everyone. In December at the annual meeting of SACS, they will make a decision on reaffirming our accreditation.

## 5. Old Business

### A. Second Reading: Residence Hall Federation Constitution

Ms. Kelli Campbell presented the Residence Hall Federation Constitution for second reading. One change was recommended in the wording under Section A,1,d, which should read, "All students of Virginia Tech, representatives or employees from the Department of Residential and Dining Programs, and members of the public are welcome to attend the General Assembly, as observers. A member of the General Assembly may yield the floor to a non-member to address the General Assembly." The other change recommended was to spell out VACURH which would read Virginia Association for College and University Residence Halls; SAACURH, South Atlantic Affiliate for College and University Residence Halls, and NACURH, National Affiliate for College and University Residence Halls.

There being no further questions or discussions, a motion was made and seconded to approve the second reading of the Residence Hall Federation Constitution with the above changes. The motion carried unanimously.

5. Announcements

Mr. Castillejo reminded members that the next meeting of CSA, March 19, would be held in 154 Squires Student Center.

6. Adjournment

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
Room 154, Squires Student Center  
March 19, 1998  
3:30 p.m.

Present: Mr. Raphael Castillejo, Ms. Susan Anderson, Ms. Kelli Campbell, Mr. Matthew Chan, Ms. Melinda Crowder, Mr. Rush Middleton (for Ms. Lauren Esleeck), Ms. Melissa Smarr (for Ms. Tekisha Everette), Ms. Judy Fielder, Mr. Ryan Ford, Ms. Jennifer Ginther, Dr. Cathy Goree, Dr. Louis Gwin, Mr. B. J. Jones, Mr. Anurag Maheshwary, Ms. Arlene Merino, Mr. Mohammed Osman, Ms. Ann Thomas Hofler (for Ms. Kristi Robinson), Mr. Aaron McClung (for Mr. Steve Schneider), Dr. Delores Scott, Dr. Edward Spencer, Ms. Sarah Wikstrom

Absent: Dr. Lanny Cross, Mr. Markus Grafe, Mr. Michael Herndon, Ms. Gerri Johns, Dr. Martha Johnson, Ms. Krista Johnston, Dr. Johann Norstedt, Dr. Andy Swiger, Dr. Brian Warren, Ms. Jean Marie Whichard, Mr. Brian Wiersema

1. Call to Order. Mr. Raphael Castillejo, chair, called the meeting to order at 3:30 p.m. Mr. Castillejo announced that there was a quorum for the meeting. He distributed a news article from the Collegiate Times related to campus solicitation.

2. Approval of Agenda. Motion was made and seconded to approve the agenda. Motion was approved by unanimous vote.

3. Announcement of Approval of March 5, 1998, CSA Minutes. Mr. Castillejo announced that the minutes of the March 5, 1998, meeting had been approved electronically.

4. New Business

A. First Reading, Revisions to University Policies for Student Life

Dr. Cathy Goree, Dean of Students, presented a resolution for revisions to the University Policies for Student Life for first reading. She reported that last fall President Torgersen charged Vice President Cross to review the policies related to abusive conduct, harassment, and use of e-mail to make them clearer and in some cases more enforceable. A committee which included a very diversified group of administrators, faculty, and students was selected to review the policies. The revised sections of the policies which were reviewed by the committee have to be approved by the Board of Visitors. The resolution being presented is in reference to a proposed revision to the Student Code of Conduct, specifically what is now the "Abusive, Disorderly, or Obscene Conduct" policy. Dr. Goree distributed a copy of the resolution, and copies of the current policies from the Hokie Handbook 1997-98 for review. She also reported that sections related to "philosophy," "harassment," and "acceptable computer use" will be discussed at the next CSA meeting, April 16. These sections are not student life policies, and therefore do not have to be approved by the University governance system, but will be brought to CSA as an information item only.

After discussion, Mr. Castillejo stated that the resolution will be presented for second reading at the April 2, 1998, meeting of CSA.

B. Discussion of Length of Appointment of Student Members on CSA

Mr. Castillejo informed the Commission that he had been asked to discuss the matter of the term of office of student members on CSA. He stated that because CSA is an instrument of the University in which the members need to be informed on the discussions and decisions being made, it is important that each member continues on CSA for a full semester, even though they might have turnover in the officers of their organization. The person who has been serving on CSA is cognizant of what the issues are, such as the Board of Visitors representative elections, and last minute resolutions that usually happen at the end of the semester. Under this proposed system, the new members of the organizations would be invited to attend the meetings and sit with the present members, to give them the opportunity to become familiar with the workings of CSA. He stated that, for instance, when an issue has been brought up during the semester and it is time to vote on that issue, the new person is not familiar with the process nor with the information that CSA has discussed.

It was stated from some members of CSA that this would not be advisable, one reason being that the new president may have different views on issues and concerns than the previous one, and therefore, the current process should not be changed.

Dr. Spencer stated that technically, the way the governance system is written, the member sitting on CSA is the current president of the organization, and that member is the voting person, and if the process is changed, we would have to enact a different regulation.

Mr. Castillejo stated that this issue would be discussed with the administration and others, and if necessary, it will be brought to CSA for further discussion and as a resolution for first reading.

## 5. Old Business

### A. Announcement of Six Finalists for Undergraduate Student Representative to the Board of Visitors and Discussion of Procedures for April 2 Interviews

Mr. Castillejo distributed information concerning the selection process for the Undergraduate Student Representative to the Board of Visitors for 1998-99, and a list of the six semi-finalists for the position. Those candidates are Deborah L. Barksdale, Andrew W. Bishop, Todd H. Miller, Joyal M. Mulheron, Jeffrey S. Orsulak, and Seth M. Wood. Mr. Castillejo reviewed the procedures which will be followed for interviewing the candidates at the April 2, 1998, CSA meeting. This procedure has been used by the Commission on Student Affairs in previous years and is accepted by the Board of Visitors. The candidate will have five minutes to introduce him/herself and to speak to his/her qualifications and reasons for interest in the position. The candidate will then be asked two questions, which have been approved by the Commission prior to the interviews, and will have two minutes to respond to the questions. The Commission will vote by secret ballot for the top three candidates to be forwarded to the selection committee of the Board of Visitors. These candidates will be interviewed by the selection committee on Sunday, April 26, and the successful candidate will be sent forward for approval by the full Board at their meeting on April 27, 1998.

Mr. Castillejo distributed a list of proposed questions to be asked of the candidates during their interviews on April 2. He asked that members

review the questions and submit their choice of two questions to Dr. Cross by March 27.

#### 6. Announcements

Ms. Melinda Crowder stated that the Student Budget Board awards and the names of the candidates for the Graduate Student Representative to the Board of Visitors will be announced at the April 2 CSA meeting, and it is very important that everyone attend.

Ms. Susan Anderson announced that March 26 is the date for "Take Back the Night" which will be held on the drillfield.

Ms. Kelli Campbell announced that the Black Student Review will be held Thursday night, March 19, in Squires Student Center.

#### 7. Adjournment

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
Brush Mountain Room B  
April 16, 1998  
3:30 p.m.

Present: Mr. Raphael Castillejo, Ms. Susan Anderson, Ms. Kelli Campbell, Mr. Matthew Chan, Dr. Lanny Cross, Ms. Melinda Crowder, Mr. Rush Middleton (for Ms. Lauren Esleeck), Mr. Clyde Harris (for Ms. Tekisha Everette), Ms. Judy Fielder, Mr. Ryan Ford, Dr. Cathy Goree, Mr. Michael Herndon, Dr. Martha Johnson, Mr. Jason Marshall (for Mr. B. J. Jones), Ms. Arlene Merino, Mr. Jody Olson, Ms. Ann Thomas Hofler (for Ms. Kristi Robinson), Dr. Delores Scott, Dr. Edward Spencer, Dr. Andy Swiger, Ms. Jean Marie Whichard, Ms. Sarah Wikstrom

Absent: Ms. Jennifer Ginther, Mr. Markus Grafe, Dr. Louis Gwin, Ms. Gerri Johns, Ms. Krista Johnston, Mr. Anurag Maheshwary, Dr. Johann Norstedt, Mr. Mohammed Osman, Dr. Brian Warren, Mr. Brian Wiersema

Guests: Mr. Sean Blackburn, Ms. Madonna Mendoza, Ms. Laura Bayless, Ms. Roxene Thompson, Mr. Emet LaBoone, Mr. Jonathan Harmer, Mr. Steve Schneider

I. Call to Order. Mr. Raphael Castillejo, chair, called the meeting to order at 3:30 p.m. Mr. Castillejo announced that there was a quorum for the meeting.

II. Approval of Agenda. The agenda was approved as submitted.

III. Announcement of Approval of April 2, 1998, CSA Minutes. Mr. Castillejo announced that the minutes of the April 2, 1998, CSA meeting had been approved electronically, and that all minutes to date have been approved by University Council.

IV. Old Business

A. Second Reading, Student Government Association Resolution, "The Student Organization Information Solicitation Resolution"

Mr. Jody Olson presented the SGA resolution for second reading. Mr. Olson stated that the resolution had been modified slightly. Mr. Olson read the resolution to the Commission and informed them that the resolution had been approved by the Residence Hall Federation. He stated that the purpose of the resolution is to allow student organizations to have the ability to recruit students by making information available to them about their organizations by calling out to them as they pass the membership tables. He told Commission members that a trial period allowing student solicitation for informational purposes has been in effect from March, 1997 to April, 1998, and has produced no complaints to the Event Planning Office.

After considerable discussion, a substitute motion was made that CSA requests the Office of Event Planning to permit verbal solicitation as part of its approval process for informational activities. The motion was seconded.

After further discussion, the motion was approved by a vote of 17 for and 3 against.

## V. New Business

### A. Introduction of Candidates for the Position of Graduate Student Representative to the Board of Visitors

Ms. Melinda Crowder introduced the three finalists for the position of Graduate Student Representative to the Board of Visitors. The candidates are Ms. Laura A. Bayless, a doctoral student in College Student Affairs, Mr. Emet L.

LaBoone, also a doctoral student in College Student Affairs, and Ms. Roxene M. Thompson, who has been accepted into the doctoral program and is currently a Masters student in Civil Engineering. The candidates spoke briefly about their qualifications for the position.

### B. Election of Chair and Vice Chair, Commission on Student Affairs.

Mr. Raphael Castillejo opened the floor for nominations for the position of Chair of the Commission on Student Affairs. Three candidates were nominated and asked to speak to Commission concerning their qualifications for the position. Following their presentations, Mr. Clyde Harris, vice president of the Student Government Association, was elected Chair for 1998-99.

Nominations for the position of Vice Chair were accepted, and three candidates for this position spoke to their qualifications for this position. Mr. Raphael Castillejo was elected Vice Chair for 1998-99.

### C. Student Budget Board Appeals.

Ms. Kelli Campbell stated that the Appeals Committee received two appeals concerning the allocations for their organizations, those being Virginia Tech Rescue Squad and Interfraternity Council. The appeals were reviewed by the committee and both organizations were denied their appeals.

Ms. Campbell recommended that CSA review the funding for the Virginia Tech Rescue Squad, and that this item be put on the agenda for a meeting of CSA in the fall semester, 1998. Ms. Campbell also recommended that the Student Budget Board provide handouts to the organizations and the Appeals Committee explaining the hearing procedures, and requested that a statement be added that the organization can ask questions at any time during the process.

Ms. Campbell thanked the Appeals Committee, Student Budget Board, and others who had assisted the committee, for their hard work during this process.

## VI. Announcements

Ms. Melinda Crowder announced that there are two openings for next year on the Student Budget Board. She distributed application forms and asked Commission members to distribute these to their organizations and encourage members to apply.

Mr. Matthew Chan thanked all the members for their service this year on CSA.

Mr. Castillejo expressed his appreciation for the members' participation during the year, and wished everyone the best.

## VII. Adjournment

The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary

MINUTES

Commission on Student Affairs  
Brush Mountain Room B  
April 2, 1998  
3:30 p.m.

Present: Mr. Raphael Castillejo, Ms. Susan Anderson, Ms. Kelli Campbell, Dr. Lanny Cross, Ms. Melinda Crowder, Mr. Rush Middleton (for Ms. Lauren Esleeck), Mr. Jody Olson (for Ms. Tekisha Everette), Ms. Judy Fielder, Mr. Ryan Ford, Dr. Cathy Goree, Dr. Louis Gwin, Mr. Michael Herndon, Ms. Gerri Johns, Ms. Krista Johnston, Mr. B. J. Jones, Mr. Anurag Maheshwary, Ms. Arlene Merino, Mr. Mohammed Osman, Ms. Ann Thomas Hofler (for Ms. Kristi Robinson), Mr. Steve Schneider, Ms. Amelia Clark (for Dr. Delores Scott), Dr. Edward Spencer, Ms. Jean Marie Whichard, Ms. Sarah Wikstrom

Absent: Ms. Jennifer Ginther, Mr. Markus Grafe, Dr. Martha Johnson, Dr. Johann Norstedt, Dr. Andy Swiger, Dr. Brian Warren, Mr. Brian Wiersema

Guests: Mr. Sean Blackburn, Mr. Jeremy Worley

I. Call to Order. Mr. Raphael Castillejo, chair, called the meeting to order at 3:30 p.m. Mr. Castillejo announced that there was a quorum for the meeting.

II. Approval of Agenda. Motion was made and seconded to approve the agenda. Motion was approved by unanimous vote.

III. Announcement of Approval of March 19, 1998, CSA Minutes. Mr. Castillejo announced that the minutes of the March 19, 1998, CSA minutes had been approved electronically.

IV. Old Business

A. Second Reading, Revisions to University Policies for Student Life, Student Code of Conduct.

Dr. Cathy Goree presented the resolution for revisions to the University Policies for Student Life (UPSL) for second reading, and materials regarding other related changes to the UPSL. The resolution is in reference to a proposed revision to the Student Code of Conduct, specifically what is now the "Abusive, Disorderly, or Obscene Conduct" policy. If approved by CSA and University Council, the resolution will be presented to the April 27, 1998, meeting of the Board of Visitors for approval.

The changes represent a rewrite of the policy regarding "Abusive, Disorderly, or Obscene Conduct" policy into three separate policies. The Abusive Conduct is more narrowly defined, Disorderly Conduct is relatively the same wording, and Obscene Conduct which contained some mutually exclusive terms now becomes a policy on Public Nudity. In addition, there are some proposed changes to the Philosophy section of UPSL, and the Harassment section. Dr. Cross informed the Commission that the UPSL was written twenty-five years ago and has been edited over time, but it has been some time since it was last reviewed. The Policy Review Committee read and discussed this section, and felt that the text did not

clearly communicate what was intended. Therefore, the Harassment section has been rewritten for clarity as far as what the university can do, will do, and is doing. Dr. Cross stated that there was a tendency to use the statement as a policy. This is not a policy the policy is in the Student Code of Conduct.

Dr. Goree stated that there are two major changes in the Philosophy section in what the new policy states compared to the current policy. One is to separate the things that are aspirational statements as to what we want our community to be like. The sections on Harassment and Philosophy are presented for informational purposes only. But the sections redefining the Student Code of Conduct are presented in the form of a resolution because these are the sections which have to make their way through the governance system, and be approved by the Board of Visitors.

A motion was made to approve the resolution. The motion was seconded and approved by unanimous vote.

#### V. New Business

##### A. Selection of Undergraduate Student Representatives to the Board of Visitors.

Ms. Kelli Campbell, vice chair, made a motion for the Commission on Student Affairs to convene in closed session for the purpose of selecting the three finalists for the position of Undergraduate Student Representative to the Board of Visitors. Motion was seconded. Mr. Castillejo reported that one of the six finalists, Ms. Deborah Barksdale, withdrew her candidacy twenty-four hours prior to this meeting, and that Commission would be voting from a list of five candidates. Mr. Castillejo reviewed the procedures for the interviews and selected two members, Mr. B. J. Jones and Ms. Arlene Merino, to ask the questions of the candidates. Mr. Castillejo asked Ms. Sarah Wikstrom to keep the time. The candidates were interviewed, and asked two questions which were preselected by Commission members. They were allotted five minutes for their presentation, and two minutes to answer each of the questions. The Commission members voted by secret ballot for the three candidates who would be sent forward to the selection committee of the Board of Visitors. The Board will be meeting on Sunday, April 26, 1998. The three finalists are: Mr. Andrew W. Bishop, Mr. Jeffrey S. Orsulak, and Mr. Seth M. Wood. Mr. Castillejo thanked all the candidates for their time and effort that they put forth in this process.

The Commission returned to open session and a motion was made to approve the vote from closed session. The motion was seconded and approved unanimously.

##### B. Announcement of Finalists for Graduate Student Representative to the Board of Visitors.

Ms. Melinda Crowder reported that the three finalists for the Graduate Student Representative to the Board of Visitors are: Ms. Laura A. Bayless, Mr. Emet L. LaBoone, and Ms. Roxene M. Thompson. These candidates will be introduced to CSA at the April 16, 1998, meeting.

C. Student Budget Board Funding and Appeal Process.

Ms. Melinda Crowder distributed information concerning the amounts of the allocations for the student organizations for 1998-1999, and because of the short timeline for getting approval of the allocations, asked that first reading be waived. A motion was made, seconded, and approved unanimously to waive the first reading.

Ms. Crowder distributed the 1998-99 Student Activity Fee Appropriation Recommendation. She reported that this year they were able to distribute \$804,715.00. The 1998-99 income included \$33,665 transferred from the contingency fund; \$1,050 from the small grant fund, and the 1998-99 Block Grant from Activities Fees was \$770,000. The 1998-99 appropriations schedule is:

|  |          |
|--|----------|
| Student Organization Accounting Office | \$ 2,000 |
| Summer Leadership Employment Program   | 31,500   |
| Music Copyright Fees                   | 8,000    |
| Student Budget Board Small Grants      | 2,000    |
| Student Budget Board Contingency       | 25,000   |
| Student Budget Board Annual Funding    | 561,215  |
| SGA Budget Board Funding (all)         | 140,000  |
| GSA Budget Board Funding (all)         | 35,000   |

Ms. Crowder stated that nineteen organizations requesting \$725,483 are funded for a total of \$561,215 or 77% of aggregate requests. In contrast, undergraduate and graduate registered student organizations were funded at less than 50% of aggregate requests.

Ms. Crowder fielded questions, and then informed the Commission members that if anyone has a question specific to their organization, they should make an appointment with her. Appeals will be considered by the Commission on Student Affairs on April 16. Organizations wishing to appeal the recommendations should submit a written statement to Betty Eaton, Secretary to the Commission on Student Affairs, 326 Burruss Hall prior to 5:00 p.m. on April 9.

Motion was made, second, and approved by unanimous vote to approve the Student Budget Board appropriations for 1998-99.

Ms. Crowder reviewed the appeals process and instructed CSA that the appeal statement must outline the specific recommendations being appealed and reason for the appeal. According to the funding policies established by CSA, appeals may only be based on the following criteria: 1) established policies and procedures were not followed; 2) the organization was denied the opportunity to present significant evidence at the time of the hearing; and 3) the funding decision was arbitrary and capricious.

Ms. Crowder encouraged student organizations to review the materials on the allocations, reminded them that the timeframe for making an appeal is very narrow, and to be sure their appeal is sent to the office of the Vice President for Student Affairs by Friday, April 9.

The members of the Appeals Committee will be: Ms. Kelli Campbell, chair, Dr. Edward Spencer, Mr. Jody Olson, Mr. Rush Middleton, and a member selected by the Graduate Student Assembly.

D. First Reading, Student Government Association Resolution, The Student Organization Information Solicitation Resolution.

Mr. Steve Schneider presented the Student Government Association Resolution entitled, The Student Organization Information Solicitation Resolution, for first reading by CSA. This resolution replaces one that was presented by SGA in March, and which was subsequently defeated. A motion was made at that time to review the issue and bring a resolution back before CSA at a later date. Mr. Schneider read the new resolution to CSA, and after some discussion, Mr. Castillejo stated that the resolution will be brought before CSA for second reading at the April 16, 1998, meeting.

#### VI. Announcements

Mr. Castillejo informed the Commission members that there will be a meeting with representatives from the Governor's Office, Attorney General's Office, and Department of Alcoholic Beverage Control Board on Tuesday, April 14, 10:30-11:30 a.m. in Room 219, Squires Student Center, to discuss the use and abuse of alcohol on the Virginia Tech campus. They would like to have a group of student leaders and other interested students to have a roundtable discussion on their views of the problems of alcohol use and abuse. Organizational representatives should contact Dr. Cross' office at 231-6262, or by e-mail to [beaton@vt.edu](mailto:beaton@vt.edu) to indicate their interest in attending.

The Virginia Tech Chapter of American Fisheries Society Annual Mud Bass Event will be held Saturday, April 11, 9:00 a.m. to 2:00 p.m. at the Duck Pond.

The Filipino American Student Association will be presenting their Annual Cultural Night on Saturday, April 4, in the Commonwealth Ballroom.

The International Street Fair will be held Saturday, April 4, in downtown Blacksburg.

The American Red Cross Blood Drive will be held on April 7-8-9.

#### VII. Adjournment

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Betty Eaton  
Recording Secretary