

**Commission on Student Affairs  
December 3, 2009  
3:30 p.m. – 5:00 p.m.  
Brush Mountain Room  
Squires Student Center**

**Present:** Sandy Bass, Sara Brickman, Tom Brown, Brandon Carroll, Kimberly Carlson, Kristin Carr, Ashley Davis, Rick Ferraro, Laura Freeman, Rebecca French, Monika Gibson, Hannah Goff, Kristina Hartman, Frank Hernandez, Monica Hunter, Nathan Lavinka, Mary Ann Lewis, Anna LoMascolo, Shane McCarty, Michelle McLeese, Matt Penny, Robert Sebak, Sharmin Shamsalsadati, Frank Shushok, Guy Sims, Ed Spencer, Leighton Vila, Camille Waldron

**Absent:** Charisse Ghattas, Brian Golden, Shivana Handa, Monique Johnson, Brad Klein, Donna Ratcliffe, Karen Eley Sanders, John Steger, Ben Wade, Daryl Whitehurst, Nigel Wray

**Guests:** S. Alyson Boyce, Ken Stanton, Ethan Reed, Alicia Cohen, Stephanie Feinberg, Adam Rubin, Kristen Houston

**I. Call to Order**

Ms. McLeese, Chair, called the meeting to order at 3:31 P.M.

**II. Adoption of Agenda**

Motion was made to adopt the agenda as written. The motion was seconded and approved.

**III. Welcome and Chair Update**

Ms. McLeese welcomed the group to the last meeting of the semester. She reported that there are no major updates since University Council and CEOD had not met. She announced that the next meeting of the Commission will be February 4, 2010.

**IV. Guest Speakers**

A. Steve Burrell and Monica Hunter (Student Budget Board and RSO Budget Board)

Mr. Burrell and Ms. Hunter distributed information sheets and were available to answer questions about Student Budget Board (SBB) and Registered Student Organization Budget Board (RSO) regarding the make-up of the two boards, the process, and types of funding. There are three types of funding: annual funding, contingency funding (given to groups with annual funding when additional funding

is needed), and small grant funding (funding to groups that do not have annual funding -up to \$1500).

Mr. Burrell went over the annual process funding review, CSA approval of appropriation strategies, annual funding appropriations strategy history, and the requirements to submit annual funding requests for 2010-2011 funding. Hearings will be held in February. All requests will be heard and then funding decisions will be made.

The Appropriation strategy is brought to CSA in April for approval and then information is sent out to organizations regarding what they requested and how much they are funded by category.

There is an appeals option. RSO appeals go before the SBB and SBB appeals go to a subcommittee of CSA.

As a point of information Mr. Burrell noted that 640 student organizations are currently registered and 234 organizations were represented at the information workshops held in November.

#### B. Dwight Shelton, Vice President of Finance and CFO

Mr. Shelton gave some background noting that he is a Virginia Tech graduate and has worked here for 30 years. His area of responsibilities include the Controller, Purchasing, Budget and Financial Planning, Hokie Passport, and Capital Management. His role has external and internal components which include classic finance functions within the University in regard to budgets, finance, and accounting and externally he works with state officials, the General Assembly, administration and the Governor's office regarding financial and business matters that affect the University. His area also does budgeting and programming with various units around campus to look at budget structure, proposals, the revenue side of budget and to a large extent, allow budget managers in various areas to control program and expenditures side of their budget. They also monitor and establish the revenues that go to each program unit at the University.

Below are ways that Mr. Shelton's office can help students learn more about the budget process and how students might be able to help.

- Meetings with individual groups of students,
- A formal presentation to CSA on the state budget process and how the tuition and fee development process works, reviewing the tuition and fee proposals to get student input. Whether this can be done this spring depends on the General Assembly session that is coming up.

## Ways to find out what students value

- Individual meetings with a student or groups of students who want to advocate on a particular item.
- Make student needs known to the University personnel in different areas who can speak to student values and needs serving as an advocate
- It would be good to see if we are missing elements of what the real student emphasis is on what we should be doing so that those concerns can be met, maybe a subcommittee of CSA, that would be willing to sit down and talk about these concerns, student needs, or things that students do not need.
- A suggestion was made that there should be an undergraduate and graduate student working with the Budget and Finance area to recommend tuition and fees. Mr. Shelton explained that he works closely with the Provost on tuition and fees and then it goes to the President, who ultimately says whether he is comfortable or not with their recommendation. If so, the President then takes it to the Board of Visitors and they actually set the tuition and fees. To the extent that there is a way to have students share the understanding and additional information about what needs to be thought about, that would be great to have and his staff would be more than happy to sit down and share this information. There is a base level of how do you do it that goes with the process, including some confidentiality because this is the Board's approval process.
- Involve the BOV Student Representatives in the BOV Finance Committee discussions in some way
- Mr. Shelton noted that they monitor very closely our positioning and ranking with other schools in regard to tuition and fees. He noted that our comprehensive fees are the lowest in the state of Virginia.

## V. Old Business

### A. Kristina Hartman and Laura Freeman, Co-Chairs (CSA Sub-Committee on Membership Review) Update

#### Sub-Committee Progress Report

- Reviewed the charge of CSA
- They want to make sure that the Commission has a strong student representation (represent organizations – looking at their role in the governance role, any overlap, looking at ways to give everyone possible representation, but still keep a consistent number of representatives (maybe have a rotation system)
- Make sure there is faculty/staff/administrator representation (to provide consistency and continuity, to provide insight on how governance works, etc.

- Maintain higher student to faculty ratio. The nine other commissions are mostly faculty/staff/administrators. We are the only commission with a majority of student representation

The Committee will be sending out a survey that each CSA member must fill out to find out what you think your organization or position contributes and what criteria is important to serve on the Commission. It is their hope to preserve the diversity of the Commission and they hope to bring forth a recommendation that will serve the Commission for many years to come.

B. Stephanie Feinberg, Vice President, Jewish Student Union – Resolution for the Addition of JSU to CSA, 2<sup>nd</sup> Reading

Ms. Feinberg and Mr. Rubin represented the Jewish Student Union for the second reading of the resolution for membership to CSA. A motion was made to vote in support of welcoming the Jewish Student Union to the Commission and the motion was seconded. The question was called and the motion was carried. Their membership will become effective pending approval from University Council. Dr. Spencer noted that we need to be careful and understand that action on forthcoming recommendations of the Membership Sub-Committee may have an impact on this action.

C. Frances Keene, Director, Office of Student Conduct – Resolution for on campus ammunition ban, 2<sup>nd</sup> Reading and Resolution regarding suspension policy, 2<sup>nd</sup> Reading

Ms. Keene presented the second reading on the ammunition resolution and the floor was opened for questions. With guest present who had not seen the resolution, Ms. Keene reviewed the resolution for clarification. In response to statements made by students who were present, based on research in opposition of this resolution, Ms. Keene responded that the Virginia Tech Police are planning to and will fully store ammunition. This fact was reiterated by Dr. Spencer in response to concerns about storage space.

A motion was made that this discussion be tabled until clarification could be obtained from the VT Police Department to ensure that they have the capacity to store firearms and ammunition, to get representation from the residence halls to see if there is a problem, and to have representatives from the Pistol and Rifle Club. The motion was seconded. After discussion, the question was called and the motion was denied.

Discussion resumed on the resolution. The question was called to end discussion, seconded and the motion carried.

The vote was then called on the resolution to approve the On-Campus ammunition band, and the motion passed.

Ms. Keene presented the second reading of the resolution on the Interim Suspension Policy reviewing the policy for clarification. Motion was made to approve the policy, was seconded, and the motion carried.

D. Sara Brickman, Lesbian, Gay, Bisexual, Transgender Alliance – Resolution Constitution revisions/updates, 2<sup>nd</sup> Reading – In the interest of time, this item will be on the February 4 agenda.

**VI. New Business** – In the interest of time, the items below will be on the February 4 agenda.

A. Laura Freeman, President, Graduate Student Assembly – Resolution for Graduate Student Meal Plans, 1<sup>st</sup> Reading – to be discussed at February 4, 2010 meeting.

B. Nominations for CSA Vice Chair for Spring 2010 – First Order of Business at February 4, 2010 meeting.

**VII. Announcements** - No announcements

**VIII. Adjournment**

There being no further business, the meeting was adjourned at 5:07 p.m.

Respectfully submitted,

Rhonda M. Rogers  
Recording Secretary