

Commission on University Support
September 27, 2001
Minutes

THOSE PRESENT:

Edward A. Fox, Chair; Alan Armstrong, Vice Chair; Matt Anderson; Jeannie Baker; Barbara Board; Theta Bowden (for Erv Blythe); Ladd Brown; Barry Crittenden; Betsy Flanagan; Frank Gwazdauskas; Spencer Hall; Joe Hunnings; Clarresa Morton; Bradley Scott; R.D. Smoot, Jr.; Tom Tillar; Lisa Wilkes (for Minnis Ridenour); Carl Harris (guest, Director, Network Engineering and Operations, CNS); Clark Gaylord (guest, Communications Systems Engineer, CNS); Dee Dee Dudley, serving as recording secretary

Ed Fox welcomed members and asked that they introduce themselves and tell what area of the University they represent.

AGENDA:

Having no additions or changes the agenda was approved by the Commission.

MINUTES:

The May minutes were unanimously approved.

OLD BUSINESS:

Transportation Committee:

Ladd Brown will send the May minutes and minutes from meetings held over the summer to Ed Fox to be distributed to the committee by email upon receipt.

Beautification of Prices Fork entrance to campus:

Betsy Flanagan reported that the project has been named *Ornament the Cement*. More information can be found at <http://www.unirel.vt.edu/ornamentthecement/>. Ben Johnson, Professor of Landscape Architecture, is having each of his students submit an idea for this project. The class will then vote on the top three or four ideas to be submitted to the committee for the student contest. Matt Anderson reported that students in various groups around campus are getting involved also. The deadline for submission of student proposals is 2/1/2002. The winner(s) will be announced at the Student Awards Assembly to be held in April of 2002. The winning plan(s) will then be submitted to the University Architect for consideration.

NEW BUSINESS:

New Task Force:

Theta Bowden volunteered to serve on a new task force being organized by the Commission on Research, about support for research computing. He will report back to the Commission on University Support.

Transportation Committee Update:

Ladd Brown reported that there will be a Kick Off meeting 10/17/2001 and a Transportation Fair 10/24/2001 in the Alumni Room of DBHCC. More information can be found at www.ot.vt.edu on the Web. He advised that we pay attention to Newsflashes concerning transportation and parking. The Blacksburg Transit is also scheduling public hearings 10/9/2001 and 10/10/2001. A Virginia Tech Transportation Center is being considered. Steve Mouras has indicated that he is available to speak to various groups on campus. It was felt that it might be best to invite him to one of the meetings in the Spring when he will have more information from the Architectural & Engineering firm and Online Surveys. Ray Smoot brought up several issues that have been discussed as part of the 10 year Master Plan such as whether or not to build parking decks and whether to allow freshmen to register their cars. It was decided that there should be a follow up discussion at the meeting on 11/29/2001 when more information will be available from the meetings being held in Oct.

Campus Security:

Campus security and computer security were brought up. It was noted that changes are already occurring around campus and will continue to change as the University takes steps to help insure a safe environment. Spencer Hall reported that security is a very broad area, including such issues as landscaping, lighting, and many more. He said that there is a committee that meets regularly regarding security. There is no designated Chair, but he will arrange for a spokesman to address the CUS.

Communications and Computing Resources Committee:

Ed Fox will get reports from this committee to have available at the next meeting.

**Guest, Carl Harris, Director, Network Engineering and Operations,
Communications Network Services:**

Carl Harris reported on the wireless LAN services that are currently available on campus and areas where the service is pending. Faculty and staff can go to <http://wireless.cns.vt.edu> for registration information. Response from the colleges regarding in-classroom deployment is Underwhelming. Yet, many departments and some colleges are requiring or recommending laptop computers. There are concerns about needed changes in classroom furnishings to accommodate students using notebook computers, and the impact related to seats. Carl discussed architectural considerations for wireless LAN and said that some of the older buildings will pose more of a problem than the newer designs. It has been concluded that building architects need not consider wireless LAN as a constraint when designing structures for the university.

ADJOURNMENT:

The meeting was unanimously adjourned at noon.

Commission on University Support
October 25, 2001
Minutes

PRESENT:

Ed Fox, Chair; Alan Armstrong, Vice Chair; Matt Anderson; Barbara Board; Theta Bowden (for Erv Blythe); Ladd Brown; Laurie Coble (for Lisa Wilkes/ Minnis Ridenour); Frank Gwazdauskas; Spencer Hall; Terri T. Mitchell (for R.D. Smoot, Jr.); Clarresa Morton; Bradley Scott; Tom Tillar; Dee Dee Dudley, serving as recording secretary

GUESTS:

Dianna Benton (guest, Coordinator for Special Projects for the Provost's office and Chairperson for the University Computing and Communications Resources Committee); Larry Alexander (guest, Associate Professor, Management); Debra Duncan (guest, Virginia Tech Police Chief)

Ed Fox welcomed members and asked that they introduce themselves and tell what area of the University they represent.

AGENDA:

Having no additions or changes the agenda was approved by the Commission.

MINUTES:

The September minutes were unanimously approved.

REPORTS FROM COMMITTEES THAT REPORT TO CUS:

Parking & Transportation Committee:

Ladd Brown thanked everyone for participating in the Office of Transportation Survey and attending the Transportation & Parking Fair. Key dates for the committee to come up with a final presentation are 10/29-10/31. Concern was expressed that something needs to be done to ensure complete coverage of the campus whenever there are announcements of important events. It was noted that this has been a chronic problem and they are trying to remedy this. All the information is available on the web at www.transportation.vt.edu. Another concern was expressed about the survey. There were only certain choices and you had to pick one in order to continue. It was suggested to remedy that by adding one of the above or other surveys. They realize that the survey was imperfect but they wanted to get it out quickly. The CUS concern was responses that aren't necessarily accurate and weight the survey in the wrong manner. Ladd will take these comments to Steve Mouras. Ladd also reported that appeals have been significantly reduced. It was noted that the University met with the Town of Blacksburg last week concerning the possibility of cutting the Blacksburg Transit late night and Sunday service and believe that a financial agreement has been worked out.

University Computing and Communications Resources Committee:

Dianna Benton reported that they began this year by reviewing existing computing policies and that they plan to have members come from Information Systems to talk about ongoing security efforts. It was noted that at the last CUS meeting there was a discussion of wireless. A number of departments and colleges are looking into that very seriously, particularly in connection with laptops. If there are any policies that make sense as to how to come up with ordering of which places get wireless or if it should be a campus wide recommendation, the commission would like to hear about it.

University Building Committee

Spencer Hall reported that this committee only meets twice a year and last met 10/3/01 because a lot of the work is done by sub-committees. He passed out the Capital Project Status Report. Concern was expressed about the location selected for the Alumni Center/Conference Center/Hotel. The site was favored on the golf course partly from its access to Price Fork and the 460 bypass, i.e., more direct access from major traffic arteries. Secondly the cost differential was dramatic between placing it on the golf course and building it on the parking lot mentioned, because of the cost of replacing the parking lot. Another concern was expressed about the utilization of the Conference Center. The utilization by alumni will be a small percentage. The greater percentage is going to be from Continuing Education and conferences attracted there by sales and marketing teams.

Research Computing Task Force:

Theta Bowden reported that the new task force has just been formed and passed out a list of members.

OTHER REPORTS/DISCUSSION:**Beautification of Prices Fork entrance to campus:**

Matt Anderson reported that students are going around putting up flyers and posters and said he would bring posters for anyone to put up. He also will email the flyer to each committee member.

Campus Security:

Ed Fox thanked Debra Duncan, Virginia Tech Chief of Police, for joining us. He said that based on discussion at the University Council it seemed that the CUS should form a committee or task force to report back to the CUS. He noted that the CCRC is going to address cyber security. He welcomed Larry Alexander who had sent a note to the President and volunteered to help in this regard. Also, from CUS, Frank, Joe, and Spencer are willing to help with this. The CUS needs to figure out about a committee, what its charge should be and who should be on it.

Spencer Hall commented that they do have a committee already established here and questioned the appropriateness of having another committee. He suggested that the CUS

possibly name a representative or two to serve on the existing committee. Ed questioned that at the last meeting it was said that this is an informal group, that didn't meet regularly and wasn't really official. He suggested that possibly it become a committee that reports to the CUS and becomes an official part of the governance system.

Spencer explained more about the committee indicating that it reports to the President and again suggested that a member or two of CUS meet with this group and report back to CUS. At this time Ed asked that they table the discussion of the status of this and discuss some issues.

Larry Alexander said that he had contacted Debra Duncan concerning security at Lane Stadium. He also questioned what new instructions have been given to staff concerning the handling of mail. Debra Duncan said that security at Lane Stadium is the best it has ever been and that they will work to continue to improve it. She said they are vigorously addressing the handling of mail and that more guidelines will come out. She said that VT police are working with other law enforcement agencies on the federal, state, and local levels to come up with a plan. She feels that the task force has been very effective and as soon as a plan has been approved it will be implemented and will handle most of our emergency situations. Other concerns brought up were bio terrorism, building security, service vehicles parking on sidewalks near buildings, steam tunnels all over campus, the power plant, etc. Debra Duncan was asked to discuss her feelings on the appropriateness of how the recent bomb threat was handled. She felt that an excellent job was done in securing the scene. A \$5000 reward is being offered for information concerning this incident.

A question was asked concerning the possibility of someone hacking into computers on campus and disrupting functions around campus. Dianne said that the main issue is that people don't know when they have an insecure system. They are considering requiring employees to pass a quiz to get a PID. She feels that there needs to be a good range of things that people need to know when running a computer on the campus network.

It was decided that CCRC would deal with the issues of cyber security and that Ed Fox would talk with Ray Smoot before the commission makes a decision on how to fulfill the charge from the University Council.

ADJOURNMENT:

The meeting was unanimously adjourned at noon.

**Commission on University Support
November 29, 2001
Minutes**

PRESENT:

Edward A. Fox, Chair; Alan Armstrong, Vice Chair; Matt Anderson; Jeannie Baker; Theta Bowden (for Erv Blythe); Ladd Brown; Barry Crittenden; Betsy Flanagan; Frank Gwazdauskas; Spencer Hall; Bradley Scott; Laurie Coble (for Dwight Shelton); R. D. Smoot, Jr.; Dee Dee Dudley, serving as recording secretary

GUESTS:

Steve Mouras (guest, Director of the Office of Transportation)

Ed Fox welcomed members and asked that anyone new or representing someone else introduce themselves and tell what area of the University they represent.

AGENDA:

Having no additions or changes the agenda was approved by the Commission.

MINUTES:

The October minutes were unanimously approved.

OLD BUSINESS:

Campus Security

Frank Gwazdauskas volunteered to serve on the Security Task Force and report back to the CUS. He reported that they had a meeting on Nov. 19th and that a draft of an Emergency Response Plan had been prepared to handle different types of events. He passed out a handout of questions put to the Task Force and reported that the plan will be revised within the next month or so. Ed Fox asked if the CUS could get a copy of the draft once it is revised. Ray Smoot reported that they are looking at having drills run against the plan once it is finalized.

REPORTS FROM COMMITTEES THAT REPORT TO CUS:

University Computing and Communications Resources Committee:

The minutes of this committee's meeting on 10/17/01 were passed out. It was noted that the committee decided that in reviewing the computing policies, it would be beneficial to invite Randy Marchany to a meeting in order to receive his input regarding computing security.

University Building Committee

Spencer Hall indicated that the Building Committee had nothing new to report.

OTHER REPORTS/DISCUSSION:

Beautification of Prices Fork entrance to campus:

Betsy Flanagan reported that they have 9 applicants for the competition. She would like to have as many as 20 applicants and plans to do another marketing blitz in Jan. and repeat everything done to date prior to Feb. when the competition is due to close.

NEW BUSINESS:

Parking & Transportation Committee:

Ed welcomed as guest, Steve Mouras, the Director of the Office of Transportation. Steve passed out copies of a handout outlining parking problems and possible solutions. He reported that of the 13,000 parking spaces available on campus, approximately 300 are empty daily. The Cost and Space Comparison on pg. 3 of the handout was questioned because the comparison was in part against other schools in cities rather than rural settings. It also was noted that UVA has assigned parking spaces, with parking closer to the University costing more. (Steve report 12/3/01 that UVA does have reserved parking which is closer, more costly, and has a waiting list for new users. He reports that they also have open lots at remote locations for reduced cost.) It was suggested that further comparison be done using schools such as Penn State, West Virginia University, Clemson, and East Tennessee State University.

Steve reported that there is a team of engineers, architects and planners working on a Master Plan that they hope to conclude in the next month or two. He noted that for the 4000 that responded to the survey, convenience and flexibility were far more important than cost. There are currently three possible solutions being discussed.

1. Make far greater use of alternative transportation.
2. Build parking structures on the perimeter of the University and use shuttle buses to get to buildings on campus.
3. Build a large (in 3 phases, expandable) parking structure near the drill field.

He noted common themes of all 3 plans being: straightening out Duckpond Dr., increasing use of the Blacksburg Transit, and tiered or zone parking.

Due to the length of the meeting, it was agreed that the discussion of parking would be continued at the next meeting on 1/17/02. Steve will again be present to discuss developments in the Master Plan.

Ray Smoot agreed to present at the following meeting regarding campus areas for which he now has responsibility.

ADJOURNMENT:

The meeting was unanimously adjourned just after noon.

**Commission on University Support
January 17, 2002
Minutes**

PRESENT:

Edward A. Fox, Chair; Alan Armstrong, Vice Chair; Matt Anderson; Theta Bowden (for Erv Blythe); Ladd Brown; Barry Crittenden; Margie Zelinski for Betsy Flanagan; Frank Gwazdauskas; Spencer Hall; Clarresa Morton; Bradley Scott; Laurie Coble (for Dwight Shelton); Terri T. Mitchell for (R.D. Smoot, Jr.); Tom Tillar; Dee Dee Dudley, serving as recording secretary

GUESTS:

Steve Mouras (Director of the Office of Transportation)

Ed Fox welcomed everyone and asked that they look over the list of members and contacts and make any changes needed as well as check off their names for attendance.

MINUTES:

The November minutes were electronically approved and passed on to Council.

NEW BUSINESS:

Ed announced that the President and Provost met with commission chairs on Monday, January 14. They had been asked to come up with topics to discuss. The number 1 topic of discussion was the budget. (Ed has asked Ray Smoot and others to make budget presentations at the next meeting on February 14th.) The President will be getting information out to everyone after January 16, and would like members of the commissions to take on Communicator roles. There are many rumors going around and he would like for members of the commissions to pass on accurate information. He also asked for the commissions to try and come up with creative solutions to reduce costs and/or to raise funds. There are lots of things up in the air regarding how we will deal with the budget situation. Several options were discussed, such as raising tuition and fees and parking fees, but there are no definitive plans. They would like for everyone to think creatively and come up with ideas supportive of the strategic plan, in light of the situation to help move Virginia Tech up into the Top 30. Last summer, Virginia Tech knew this was happening and started to prepare for it in the short-term based on current plans, but that will eat up all of the reserves allocated. Thereafter, there will be requirements for all people on campus to help address the situation. They are not planning on global hiring freezes, travel freezes, or lay offs.

The President continues to point out to the state about our being under-funded by something like \$20 million relative to what we should be getting based on all of the computations and formulas and the fact that there is a \$9.6 million short-fall regarding the money we should be getting based on the number of students we have. He is not going to accept more students until this is addressed.

OLD BUSINESS:

Campus Security:

Frank Gwazdauskas reported that the Emergency Response Plan is getting close to being finalized. His major concern is that he would like to see the University have a proactive plan to anticipate some of the potential threats. The plan is to get every area to put an emergency response plan in effect so they can handle any type of emergency from a power failure to something more critical. Ed suggested that we have further discussions at a later meeting. Frank said it might be good to have Zack Adams come speak to the group. Ed asked that he look into arranging something for the March meeting. The current version of the plan Annex J can be viewed at temporary webpages:

<http://researchsmp2.cc.vt.edu/~fox/tmp/ERPchgs.doc>

<http://researchsmp2.cc.vt.edu/~fox/tmp/AnnexJ.doc>

The commission will be notified when the plan is officially posted.

REPORTS FROM COMMITTEES THAT REPORT TO CUS:

University Computing and Communications Resources Committee:

Dianna Benton reported that at their Nov. meeting, Randy Marchany, Director of the Security Testing Lab and Security Officer for the VA Tech Information Systems and Computing gave a presentation on the VA Tech Acceptable Use Policy and Guidelines. Wayne Donald, Information Technology Security Officer, gave a presentation on education and awareness. Both presentations are posted on <http://courseware.vt.edu/marchany/CIS>. This discussion was continued at the UCCRC meeting of Jan. 16th. They are preparing to make some recommendations about 4 areas of security.

- 1) Antivirus updates
- 2) Operating system updates
- 3) Data back-up
- 4) Basic human training

They have a draft document out that everyone will be contributing to over the next month.

OTHER REPORTS/DISCUSSION:

Parking & Transportation Committee:

Ed turned the meeting over to Steve Mouras, the Director of the Office of Transportation. Steve presented at the November meeting and returned to update the committee on developments with the Transportation and Parking Master Plan. He brought a handout outlining the draft proposal as it stands today (see attachment) and a map of campus to show the existing campus and locations of the proposed changes. This proposal has been reviewed by the Steering Committee. They feel that it is in fairly good shape, ready to be presented to the stakeholders for comments. It will officially come out the week of Jan.

21st and be placed on the website (<http://www.ot.vt.edu/masterplan.asp>) for review. Comments will be solicited from the stakeholders and provided to the A & E firm the first week of February for them to review, analyze, and incorporate, as they deem appropriate. Sometime in mid-February the University should have the official document. Ideally, it will be a document that has received enough stakeholder input and has been reviewed enough by the executives that it will be a document that the University will be able to implement and essentially begin integrating its major components into the capital plan. The University can then begin to look at how it will be funded and into hiring a firm to do the design work and put the plan in place.

Ed asked how the Commission could assist the Transportation Committee with this process. It was decided that everyone could pass his or her comments to Ladd Brown who also serves on the Transportation Committee.

Concern was expressed that the cost of parking on campus would increase and be difficult for some employees to pay. At the meeting in November, Steve was asked to do another comparison of parking costs that showed costs from other universities that were also in rural areas. He passed out a new comparison, which is also attached. He said that once you build parking structures, costs go up dramatically and the only way around the increased costs is to acquire funds from an exterior source.

Next month's meeting will focus on budget issues.

ADJOURNMENT:

The meeting was unanimously adjourned at noon.

Commission on University Support
February 14, 2002
Minutes

PRESENT:

Edward A. Fox, Chair; Alan Armstrong, Vice Chair; Matt Anderson; Jeannie Baker; Randy Pelt (for Erv Blythe); Ladd Brown; Barry Crittenden; Betsy Flanagan; Frank Gwazdauskas; Spencer Hall; Clarresa Morton; Bradley Scott; Dwight Shelton; R.D. Smoot, Jr.; Dee Dee Dudley, serving as recording secretary

Ed Fox welcomed everyone and asked that they initial the attendance sheet and sign their name if sitting in for someone else so it would be reflected correctly in the minutes.

AGENDA:

Having no additions or changes, the agenda was approved by the Commission.

MINUTES:

The January minutes were electronically approved and passed on to Council.

OLD BUSINESS:

Ed noted that the University Computing and Communications Resources Committee met Jan. 16, 2002 and the Parking & Transportation Committee met Jan. 22, 2002. The minutes of both committees was forwarded to members of the commission by email on 2/6/02. Additional details from Ladd Brown concerning the Parking & Transportation minutes were sent out by email 2/8/02.

REPORTS FROM COMMITTEES THAT REPORT TO CUS:

Transportation Committee:

Ladd Brown reported that the Board of Visitors visit originally scheduled in March has been rescheduled for sometime in June. As a result, the deadline for input on the website (<http://www.ot.vt.edu/masterplan.asp>) is now 2/28/02. Some of the concerns that have been expressed so far:

- Don't want a large increase in fees for parking permits
- Why aren't freshmen banned from parking on campus

NEW BUSINESS:

The meeting was turned over to Dwight Shelton to discuss the impact of the state's budget reductions on Virginia Tech. He passed out an overall summary of the General Fund Reduction Summary with Warner Amendments. The top half deals with the University's E&G (educational & general) funds. The state has already taken at least 2% of the 3% reduction for 2001-02. In addition to the 7% reduction for 2002-03 and 8% reduction for 2003-04, there is a 5% tuition offset reduction. If Virginia Tech raises tuition, it would be possible to offset the additional reduction. Dwight reported that

college presidents are asking about, and the state seems to be warming to the idea of, removing the cap on tuitions. If so, it would be possible to increase tuition beyond the 5% currently proposed. The state also is reducing the allocation to the Equipment Trust Fund Program by 50% and the Maintenance Reserve Program by 50%. If tuition increases cover the general fund reduction related to tuition policy, the overall reduction for the next 2 fiscal years will be \$25 million each year. He also reported that the University needs to be careful not to increase tuition too much and mentioned that the tuition rates for graduate students is low in comparison to other universities. It was asked how much the athletic department is willing to help since they have funds coming in from bowl games, etc. Dwight explained that the auxiliaries as a group will receive a letter asking them to submit plans for reductions also and the money from these reductions would be used to support instructional programs. He said that the athletic department has already come forward and offered funds. It was also asked if the reductions would have an effect on the parking and transportation plan. Dwight explained that parking is also an auxiliary and will be asked to submit a plan of reduction too, which would impact how they plan to fund the proposed plan. Another question was asked concerning the use of research overhead to offset some of the reductions. Dwight explained that those funds already support instructional programs. The vice-presidents and deans had to send plans to the state by 2/7/02. These plans were provided to the public yesterday. They now have more time to further develop these plans and on 3/1/02 will make a submission to Mark McNamee and Minnis Ridenour. They do not plan any across the board reductions. Final plans should be ready prior to 5/1/02. Dwight reported that the capital outlay news is good. The house and senate support the bond bill. If all goes well, the university could receive \$143 million for the general fund to support 16 projects across campus.

It was agreed that the discussion of the budget would be continued at the next meeting on 3/14/02. Ray Smoot, Dwight Shelton, and Randy Pelt will again be present to continue the discussion.

April 11th, Zach Adams (adamsz@vt.edu) will be present to discuss the Emergency Response Plan.

ADJOURNMENT:

The meeting was unanimously adjourned shortly after 12:00 noon.

Commission on University Support
March 14, 2002
Minutes

PRESENT:

Edward A. Fox, Chair; Alan Armstrong, Vice Chair; Matt Anderson; Jeannie Baker; Theta Bowden (for Erv Blythe); Barbara Board; Ladd Brown; Barry Crittenden; Betsy Flanagan; Frank Gwazdauskas; Joe Hunnings; Milko Maykowskyj and Tommy Regan (for Dianna Benton); Bradley Scott; Dee Dee Dudley, serving as recording secretary

Ed Fox welcomed everyone and asked that they initial the attendance sheet and sign their name if sitting in for someone else so it would be reflected correctly in the minutes.

AGENDA:

Having no additions or changes, the agenda was approved by the Commission.

MINUTES:

The February minutes were electronically approved and passed on to Council.

REPORTS FROM COMMITTEES THAT REPORT TO CUS:

Campus Beautification Committee:

Betsy Flanagan reported that the panel of judges for the "Ornament the Cement" contest selected two students to share first place. Both students recommended placing maroon and orange flags on light poles to distract the eye from the expanse of concrete. Each student will receive a check for \$500. They also selected an Honorable Mention for the most whimsical idea. This project recommended placing drawings/images of cows all over the area as some cities have done with various themes. The students will receive their awards on Awards Day. Betsy suggested that the CUS adopt Campus Beautification as a project. It was believed that there is already a committee responsible for Campus Beautification. Therefore, it was decided that this should be checked out before making any decisions.

Transportation Committee:

Ladd Brown reported that the period for public comment on the Master Plan has closed and the committee is charged with putting the highlights in an executive summary for the A & E firm, the Master Plan Steering Committee and the Board of Visitors.

Communications & Computing Resources Committee:

Tommy Regan (representing Dianna Benton) reported that one of the areas that UCCRC is examining is security as far as information systems are concerned. He passed out two handouts, which are attached. The first is a draft outline of computing issues and responses. The second is a draft document from NSF that outlines their ideas on Safe Computing Environment Requirements (Grants). He said that as far as NSF and

funding of grants is concerned, they are going to require stricter security on the systems that they fund. He reported that the committee is trying to develop a security white paper to supplement the acceptable use policy for the university. Machines are going to have to meet certain specifications. Then when NSF or other granting agencies question what has been done about security, we will show them the policies that we have put in place.

NEW BUSINESS:

Matt Anderson reported that the SGA is sponsoring ~~Ö~~The Big Event~~Ö~~ on April 6, 2002. The group only has about _ of the service projects needed so he asked that anyone with ideas for projects or wishing to be a volunteer, send email to the following address: bigevent@vt.edu. For more information, check out the following website: www.sga.vt.edu/bigevent.

The discussion of the budget will be continued at the next meeting on 4/11/02. Ray Smoot, Dwight Shelton, and Randy Pelt will again be present to continue the discussion.

At the meeting on 5/9/02, Zach Adams (adamsz@vt.edu) will be present to discuss the Emergency Response Plan. Steve Mouras will give an update on the Parking and Transportation Plan at this meeting.

For the remainder of the meeting, those attending contributed to a brainstorming discussion of topics to be considered this year and next year. Some of these are:

- 1) Have someone from the VT Foundation make a presentation
- 2) Have someone educate us in regards to cyber security — what are the risks and what can we do about it
- 3) Have someone from the O-Team (Orientation Team) speak to the group
- 4) In light of the budget cuts, look at ways to combine resources
Ex: instead of sending 1 person away for training, bring the training to VT and open it up to groups on campus
- 5) More discussion about wireless
- 6) More discussion about campus security
- 7) More discussion about campus beautification

ADJOURNMENT:

The meeting was unanimously adjourned at 12:00 noon.

Commission on University Support April 11, 2002

Present: Edward A. Fox, Chair; Alan Armstrong, Vice Chair; Dianna Benton; Theta Bowden for Erv Blythe; Ladd Brown; Barry Crittenden; Marge Zelinski for Betsy Flanagan; Frank Gwazdauskas; Milko Maykowskyj; Clarresa Morton; Bradley Scott; R. D. Smoot, Jr.; Joan Bellis, serving as recording secretary.

Minutes: Ed Fox welcomed everyone and asked for approval of the minutes from the March 14, 2002 meeting. The minutes were approved as printed.

Initial items of discussion (before the guest speaker) included the following:

Dianna Benton asked for guidance for when the computing issues report from their committee will be finished. Was it to be policy, recommendations, or action? Ed Fox asked the question, "Who would be responsible for the security issue campus-wide?" It seemed clear that some action is needed by the administration, but CUS also may wish to be further involved.

The Parking Committee reported that the 415 responses to the survey were broken down into 5 categories. The report on recommendations based on input from Stakeholder Groups was handed out and is attached to the minutes. This report will be passed to the Steering Committee and Contractors. Frank Gwazdauskas mentioned that there was still no definitive cost figure.

GUEST SPEAKER:

Zachary R. Adams is the Occupational Safety Programs Manager of Environmental, Health and Safety Services for Virginia Tech. He was the guest speaker.

He explained how important it is to be ready to respond to an emergency, not just terrorism but other emergencies such as weather, fire, floods, animal rights activists, eco-terrorism, individual campus buildings that become disabled, or a chemical spill on Rt. 460.

Virginia Tech, by order of President Bush and the Governor of Virginia, has put together an Emergency Response Committee to define, recommend and activate an Emergency Response Plan. Points considered were: 1) relocation and safety of faculty, staff and students; 2) choosing a Chain of Command along with a chair; 3) a policy group that has the authority to make decision on site, Ray Smoot, VP in charge; 4) response protocols depending on the scope of the emergency.

The plan has been distributed to Ray Smoot and is in the process of moving toward policy.

Ed Fox asked Zach Adams three questions:

- 1) What is the status of the plan as far as campus knowledge is concerned. Response was that it is now non-existent.
- 2) On a preparedness scale what would the number be between 1-100? The response was 50-60. Much has been done, but many departments are still without plans, especially for a shut down of their facilities.
- 3) Compliance? The response was it is required by OSHA to have a plan. The government in Richmond is ordering a report by June 1, 2002. Also mentioned was the fact that many older buildings do not have fire alarms or suppressants. These are to be installed this year in some locations.

Once the plan is in place it is thought that there will be a table top exercise to coordinate all the factions evolved.

Of great concern is computer terrorism and so a discussion followed regarding the coordination of a plan to maintain security.

Also discussed was how to notify the campus community in case of an emergency. CNS has recommended phone calls be made. Suggested was the use of IM on computers on campus, keeping in mind the security for hacking issue. It is important to tell people what to do during an emergency situation, and especially that things can keep changing.

Two suggestions were made with respect to computing security issues. First was to notify new faculty and staff during their orientations. Secondly, information should be added during Freshman Orientation for new students. Information dissemination is key for each group.

Nominations were called for a Chair. Barry Crittenden nominated Frank Gwazdauskas as Vice Chairman. A nominations chair, Alan Armstrong, has been appointed to find a new chair and complete the slate.

For Betsy Flanagan, Marge Zelinski reported that the University Architect's Office is responsible for Campus Beautification.

The meeting concluded with the assignment of two tasks:

- 1) To prepare a summary of the Emergency Taskforce actions and look into ways to increase awareness for cyber security issues.
- 2) To develop an awareness/progress summary to identify the focus and recommendations of the Committee. Theta Bowden and Frank Gwazdauskas will attend the next UCCRC meeting on April 17th, 4:00 p.m., in 325 Burruss to continue work on the draft computing issues document generated by the UCCRC. Ed Fox will present the report at University Council.

The meeting adjourned at 12:10.

Commission on University Support May 9, 2002

PRESENT: Alan Armstrong, Vice Chair; Jeannie Baker; Ladd Brown; Barry Crittenden; Betsy Flanagan; Frank Gwazdauskas; Spencer Hall; Joe Hunnings; Clarresa Morton; Bradley Scott; Dwight Shelton; Terri Mitchell for Ray Smoot; Tom Tillar; Dee Dee Dudley, serving as recording secretary.

AGENDA: Alan Armstrong welcomed everyone to the last meeting of the Commission for the year and asked if there were any additions to the agenda. It was proposed and the Commission unanimously agreed that Edward Fox should be commended for his service as Chair of the Commission on University Support. The Commission was very active this year and everyone hopes that it can build on the momentum established by Ed. With this addition, the agenda was approved.

MINUTES: Betsy Flanagan asked that the minutes from the April 11th meeting be amended to say that the University Architect's Office is responsible for Campus Beautification rather than saying Buildings and Grounds is responsible for implementation of the Campus Beautification project. The minutes were approved as changed.

OLD BUSINESS: Alan reported that Ed Fox presented the Commission's Security: Progress Report for 2001-2002 to the University Council on May 6, 2002.

REPORTS FROM COMMITTEES THAT REPORT TO CUS:

Transportation Committee:

Ladd Brown said that there was nothing new to report. The June Board of Visitors meeting will be the next action for the Parking and Transportation Master Plan.

NEW BUSINESS:

Election of Officers for Next Year:

Alan reported that Frank Gwazdauskas was nominated and agreed at the last meeting to serve as Vice Chair of the Commission for next year. He asked for volunteers to serve as Chair. Those members eligible to serve as Chair for next year are:

Jeannie Baker

Barbara Board

Barry Crittenden

Frank Gwazdauskas

Bradley Scott

Barry Crittenden is retiring in December. Jeannie Baker and Bradley Scott declined the nomination. Frank Gwazdauskas said he is willing to serve as chair if no one else volunteers. The Commission decided to postpone the elections of officers until the first meeting of next year.

Discussion of the budget, continued from the February 14th meeting:

The meeting was turned over to Dwight Shelton to continue discussing the impact of the state's budget reductions on Virginia Tech. He reported that all proposals had been jointly reviewed by Minnis Ridenour and Mark McNamee and actions had been taken to balance the budget. All units had been asked to submit budget reduction plans, including auxiliaries. Even related units such as the Corps of Cadets and self-supporting units such as Photographic and Printing Services, the Copy Centers, and the Motor Pool were asked to see where they could make a one time reduction that would not impact their services to the University. All were able to come up with something. Auxiliaries were generally targeted at the same rate as other units. Around the end of this month a meeting will be held to evaluate applications made for the alternative severance program and decisions will be made as to which applicants can be accepted. There has been a flurry of activity for the bonus program. Classified staff should receive information in the next few days explaining the options of receiving a bonus or leave time. They are still working out the details for the plan for faculty, but hope to have information out soon. They are considering not having a leave component and only having a bonus component. No bonuses will be given if the rating in the performance evaluation is below Contributor level. Persons will have the option of putting the bonus into a tax-sheltered plan.

One thing that the Commission can do is identify critical things concerning the budget that may have been overlooked, and let Dwight or someone know about it. The Commission can also assist with communication by helping people understand what is going on. Dwight feels that Virginia Tech is weathering this as well as can be expected considering the amount of the reductions in such a short period of time. They have tried to reserve some funds so that adjustments can be made as needed once students arrive and needs arise, but these are very limited.

Dwight also reported that student response to increased tuition has been very good and that enrollments for Fall look good.

ADJOURNMENT:

The meeting adjourned at 12:05.