

**Commission on University Support**  
**November 17, 2005**  
**Minutes**

**PRESENT:**

Kurt J. Krause, Acting Chair; Jan Helge Bohn; Sue Ellen Crocker; William Elvey; Ed Henneke (for Richard Benson); Zenobia Hikes; Christine Kastan; Yan Liao; Judy Lily (for Erv Blythe); Heidi McCoy (for Jim Hyatt); Ewen McLean; Brian Mihalik; Nathan Post; Diane Reaver; Tom Tillar; Connie Talbot (for Betsy Flanagan); James Tyger; Uri Vandsburger; Denny Cochrane (serving as recording secretary)

Kurt Krause welcomed members, and asked that they introduce themselves and identify the area of the university they represent.

**AGENDA:** The Agenda was unanimously approved by the Commission.

**MINUTES:** The Commission had not formally held a meeting since 2001. Thus, there were not minutes to approve.

**OLD BUSINESS:**

**History, Purpose and Organization:** Kurt Krause used this opportunity to present a brief history of the Commission, its purpose, and organization. The Transportation and Parking Committee and the Building Committee report to the Commission. The Transportation and Parking Committee has been active this academic year and has held meetings in September, October and November. The Building Committee has not met this semester. Each Committee is required to provide copies of their minutes to our Commission.

**NEW BUSINESS:**

**Selection of the Chair of the Commission on University Support:** The members of the Commission selected Jan Helge Bohn Chair, effective immediately. The selection of a Vice Chair was postponed to a future meeting. One representative from the Commission is to be selected annually to serve as liaison with the Transportation and Parking Committee. James Tyger volunteered to be the liaison. The Commission requested clarification if a member of the SGA could serve in that role. It was subsequently discovered that the liaison must be a faculty member. The Commission will select that representative at a future meeting. Sue Ellen Crocker asked if the Commission should select a member to prepare the minutes. Following a brief discussion, Denny Cochrane said he would serve in that role for the time being.

**Transportation and Parking Committee:** James Tyger is a member of the Committee and gave a brief update on issues they are addressing. One issue in particular was a request they have to change the membership of the Committee. Currently the Committee has two "ex officio member" which are the Director, Transportation and Records Management, and the Landscape Architect (designee of the University Architect). The Committee wishes to retain the Director, Transportation and Records

Management as an “ex officio” member. The Committee has approved a Resolution to (1) remove the Landscape Architect “ex officio” member, (2) replace the Landscape Architect “ex officio” members with the Parking Manager “ex officio” member, and (3) add a Police Department Representative (designee of the Chief, Virginia Tech Police Department) as an “ex officio” member. The Commission held its First Reading of this Resolution, and decided to modify the language by removing a statement concerning previous Landscape Architect attendance. The Second Reading will occur at our next Commission meeting. One approved, the Resolution will require two readings with the University Council.

A considerable amount of open discussion involved the near-term need for more frequent shuttle service between the CRC and the main campus. Kurt Krause felt this was a requirement that needed further study by our Transportation and Parking Committee and Blacksburg Transit.

Additional discussion focused on the need for additional parking to meet the growing demand as we construct new buildings and renovate others. It was agreed that the role of the Commission should be one of policy direction, and the role of the Committee is to study issues and provide recommendations.

**Buildings Committee:**

The Building Committee is in the process of scheduling its first meeting of the Semester.

**FUTURE MEETINGS:** The Commission agreed to have future meetings held on a monthly basis, on the third Thursday of the month, from 2:00 p.m. to 3:00 p.m., in a room that has a speaker telephone. Our next meeting will be on December 15, 2005.

**ADJOURNMENT:**

The meeting was unanimously adjourned at 2:30 p.m.

**Commission on University Support  
January 19, 2006  
Minutes**

**PRESENT:**

Jan Helge Bohn, Chair; Kurt Krause; Tom Tillar; Bill Elvey; Lori Anne Sheppard (for Sue Ellen Crocker); Pat Rodgers (for Erv Blythe/Judy Lilly); Mark Armstrong; Brian Mihalik; Connie Talbott (for Betsy Flanagan); Heidi McCoy (for Jim Hyatt); Diane Reaver; Mary Finn (for Yan Liao); Nathan Post; James Tyger; Denny Cochrane (serving as recording secretary)

Jan Helge Bohn called the meeting to order at 2:05 pm.

**AGENDA:** As a point of order, the last item on the Agenda reads “Approval of the Transportation and Parking Committee Minutes for September, October, and November 2005.” It was noted that in reality, the Commission’s role is to “review” the minutes. With the recommendation to change the word “approval” to “review,” the Commission unanimously approved the Agenda.

**MINUTES:** The Minutes of the November 17, 2005, meeting was unanimously approved by the Commission.

**OLD BUSINESS:**

**Second Reading of the Transportation and Parking Committee Resolution 2005-2006A (Resolution for a Change in Committee Membership).** The resolution was unanimously approved by the Commission, and will be forwarded to the University Council for the First Reading on February 6, 2006.

**NEW BUSINESS:**

**Election of a Vice Chair.** The Commission discussed the issue of eligibility and unanimously agreed to table this election until the following meeting pending the receipt of additional university governance guidance. The Vice Chair can be either a faculty or staff member. Brian Mihalik said he would be willing to serve in this role, but added he is a full-time faculty member who spends a portion of his time teaching and the balance of his time as an administrator for the Dean of the Graduate School.

**Election of a Faculty Representative from the Commission to the Transportation and Parking Committee.** Mark Armstrong volunteered and was unanimously approved to serve as the Commission on University Support’s Representative to the Transportation and Parking Committee.

**Election of a Recorder.** Following a discussion on the need to have a member serve as Recorder, the Commission decided to rotate the responsibilities for recording the minutes

amongst its members as follows: Brian Mihalik in January, Mark Armstrong in February, Diane Reaver in March, and Bill Elvey in April.

**Review of the Transportation and Parking Committee Minutes for September, October, and November 2005.** The Commission reviewed the three sets of minutes.

**Visitors Parking.** The issue of visitors parking on campus was discussed in depth. Bill Elvey addressed how the university currently handles visitor parking, and provided insight into potential changes to make the system more efficient. One proposal under consideration is to introduce kiosks at four strategic entry locations on campus. As we move forward with any changes the university will seek input from various key units to include Admissions, University Relations, etc.

**Expanded Services for the CRC.** The Commission felt that with the increase of teaching and research functions at the CRC, the university needs to consider expanded strategies for transportation and parking services. This topic will likely be a future agenda item for the Commission.

**Strategic Planning and the Administrative Support Plans (ASP).** The university is in the process of updating the University Strategic Plan. In order to facilitate the updating of the Plan, four administrative planning committees have been established to include: the Diversity and Community Committee, the Faculty and Staff Committee, the Infrastructure Committee, and the Resource Development and Allocation Committee. The output of these committees will form the Administrative Support Plans.

As Chair of the Faculty and Staff Committee, and with oversight responsibilities for many of the functions within the Infrastructure Committee, Kurt Krause asked the members of the Commission on University Support to consider how we fit into the strategic planning and ASP process, and how we add value.

**FUTURE MEETINGS:** For the remainder of the 2006 Spring Semester, the Commission decided to meet each month on the third Thursday from 2:00 to 3:00 pm in Room 325 Burruss Hall. Our next meeting is scheduled for February 16, 2006.

**ADJOURNMENT:**

The meeting was unanimously adjourned at 3:00 p.m.

**Commission on University Support  
February 16, 2006  
Minutes**

**PRESENT:**

Jan Helge Bohn, Chair; Kurt Krause; Tom Tillar; Bill Elvey; Pat Rodgers (for Erv Blythe/Judy Lilly); Zenobia Hikes; Mark Armstrong; Brian Mihalik; Bruce Landis (for Betsy Flanagan); Heidi McCoy (for Jim Hyatt); Diane Reaver; Yan Liao; Ewen McLean; Uri Vandsburger; Nathan Post; James Tyger; Denny Cochrane

Jan Helge Bohn called the meeting to order at 2:05 pm.

**AGENDA:**

The meeting's agenda was approved unanimously.

**MINUTES:**

The Minutes of the January 19, 2006 meeting were unanimously approved by the Commission.

**OLD BUSINESS:**

Brian Mihalik was unanimously elected as the commission's vice chair and will serve until the end of the academic year.

**NEW BUSINESS:**

**University Council First Reading on the Commission of University Support Resolution 2005-06A**, Technical language changes to bring the document into accord with other university language were explained and discussed.

**Review of the Transportation and Parking Committee Minutes for January 2006**

Any questions or comments concerning the work of the T&P committee can be directed efficiently through James Tyger or Mark Armstrong.

Problems with the route to the CRC, stemming from a lack of ridership and trip frequency problems, were noted. The difficulty of balancing cost and convenience, with an historical excursus, was discussed.

The commission discussed the prudence of acting proactively concerning the computer science department's impending move and the consequent transportation and real estate needs that follow from that migration.

**FUTURE MEETINGS:**

The next meeting is Thursday March 16, 2006. The Commission requested an Information Technology overview presentation.

**ADJOURNMENT:** The meeting was unanimously adjourned at 3:10 p.m.

**Commission on University Support**  
**March 16, 2006**  
**Minutes**

**PRESENT:**

Jan Helge Bohn, Chair; Denny Cochrane (for Kurt Krause); Tom Tillar; Bill Elvey; Pat Rodgers (for Judy Lilly); Brian Mihalik; Diane Reaver; Ewen McLean; Uri Vandsburger; Nathan Post; Angela Hayes (for Betsy Flanagan); Heidi McCoy (for Jim Hyatt); Mary Finn (for Yan Liao); James Tyger; Sue Ellen Crocker

Jan Helge Bohn called the meeting to order at 2:05 p.m.

**AGENDA:**

The chair proposed that New Business be moved to the first item on the agenda after approval so that there would be adequate time for the speakers. This motion carried and the agenda was then approved unanimously.

**NEW BUSINESS:**

**Information Technology Overview Presentation.** Pat Rodgers, Director of Business Technologies, introduced the five leaders in the Office of the Vice President for Information Technology who each gave a presentation on their areas of responsibility.

Anne Moore, Associate Vice President for Learning Technologies ([ahmoore@vt.edu](mailto:ahmoore@vt.edu); Phone: 231-7108). This office administers the Faculty Development Institute (FDI). Faculty can attend every 4 years and 96% have attended in the first two cycles. Graduate Education Development Institute (GEDI), a similar program, was begun for graduate students in 2004, and is currently serving 120 graduate students per semester. The Professional Development Institute (PDI) will be an equivalent program for staff.

Other programs and services of this office include the new Media Center, open to all on a walk-in basis; the Digital Imaging Center which has moved away from low end tasks that can now be done on a desk top, to high end (including 3-dimensional) imaging; Assistive Technologies which works to improve accessibility for those with various disabilities; Online Course Support which manages Blackboard; VT Electronic Portfolio for which a new version will be available in the fall; Virginia Tech Summer Training Academy for Rising Students (VT STARS), an outreach program started 6 years ago, which is directed to students who are least likely to have access to technology, introducing them to technology and giving them the skills to succeed in high school and college.

Mike Naff, Director of Administrative Information Systems ([naffm@vt.edu](mailto:naffm@vt.edu), Phone: 231-6652). This office is responsible for the acquisition, maintenance, and enhancement of administrative systems. Some current activities include the state-mandated transition from use of Social Security numbers as University identification numbers which is almost complete; the transition of the Bursar's office to electronic billing; the use of SciQuest for searching science catalogs and its integration with EVA, the state procurement system; monitoring of NCAA compliance for the Athletic Department; the integration of myVT and Hokie Spa to give students a greater number of services such as reminders of needed academic requirements, Hokie Passport balances, etc. In response to a question about the Banner system, he acknowledged that although it does many

things well, there are many complaints and that they are trying to enhance its capability as well as move some things into Hokie Spa and myVT. Also, they are working on a data warehouse going back to the beginning of computer records, so that information would be available from one source.

Mary Dunker, Director of Secure Enterprise Technology Initiatives (SETI) ([dunker@vt.edu](mailto:dunker@vt.edu), Phone: 231-9327). This program develops secure applications, interfaces, middleware in cooperation with the University IT Security office in order to balance privacy with accessibility. It supports VT Search and is looking to enhance VT directory so that it will be able to talk to other institutions. They are working on developing personal certificates to enable digital signatures, as on leave reports. SETI applications are evaluated by a testing group for reliability and ease of use.

Carl Harris, Director of Network Engineering and Operations, ([ceharris@vt.edu](mailto:ceharris@vt.edu), Phone: 231-4319). This office is responsible for telephone, cable, internet access, managing servers, distance learning, mail, printing, and the Blacksburg Electronic Village. Challenges they are currently facing include an aging infrastructure, and the need for systems to be available 24 x 7, and data storage capacity. The need for storage is growing at a rate that exceeds resources.

Betsy Blythe, Director of General Enterprise Applications, ([bblythe@vt.edu](mailto:bblythe@vt.edu), Phone: 231-9504). This office has responsibilities for managing databases and data warehousing in areas including finance, human resources, admissions, and sponsored programs. Data is being moved out of the Banner system for easier access. Support is provided 24 x 7.

Each presenter encouraged the members to contact them with any questions they may have in the future.

**MINUTES:**

The Minutes of the February 16, 2006 meeting were unanimously approved by the Commission.

**CONTINUATION OF NEW BUSINESS:**

**Election of a Chair of the Commission on University Support for Academic Year 2006-2007 (One year term).** Jan Helge Bohn was nominated and unanimously elected as Chair for Academic Year 2006-2007.

**Election of a Commission on University Support Faculty Representative to the Transportation and Parking Committee for Academic Year 2006-2007 (One year term).** Due to the late hour it was decided to postpone this election until the next meeting.

**FUTURE MEETINGS:**

The next meeting is Thursday April 20, 2006.

**ADJOURNMENT:** The meeting was unanimously adjourned at 3:20 p.m.

**Commission on University Support**  
**May 11, 2006**  
**Minutes**

**PRESENT:**

Jan Helge Bohn, Chair; Tom Tillar; Bill Elvey; Ed Henneke (for Dean Richard Benson); Pat Rodgers (for Judy Lilly); Brian Mihalik; Diane Reaver; Angela Hayes (for Betsy Flanagan); Heidi McCoy (for Jim Hyatt); Mary Finn (for Yan Liao); Mark Armstrong, Christine Kastan, Denny Cochrane (for Kurt Krause); and James Tyger

Jan Helge Bohn called the meeting to order at 2:05 pm.

**AGENDA:**

The meeting's agenda was approved unanimously.

**MINUTES:**

The Minutes of the March 16, 2006 meeting were unanimously approved.

**OLD BUSINESS:**

The Commission did not have meeting in April 2006. As a result, the Commission will reschedule the presentation from Carl Harris, IT Director of Network Engineering and Operations, to the first meeting in the 2006 Fall Semester.

**NEW BUSINESS:**

**Election of the Vice Chair of the Commission on University Support for Academic Year 2006-2007 (One Year term).** Brian Mihalik was nominated and unanimously elected as Vice Chair for Academic Year 2006-2007.

**Election of a Commission on University Support Faculty Representative to the Transportation and Parking Committee for Academic Year 2006-2007 (One year term).** Mary Finn was nominated and unanimously elected as the Faculty Representative to the Transportation and Parking Committee for Academic Year 2006-2007.

The Commission reviewed the Minutes of the February, March and April 2006 Meetings of the Transportation and Parking Committee.

Topics for Academic Year 2006-2007. The Commission reviewed our "Charge" and discussed future areas of interest. Jan Helge Bohn will meet with Kurt Krause this summer to discuss future topics for presentation to the Commission at the beginning of the 2006 Fall Semester.

**FUTURE MEETINGS:**

The next meeting is scheduled on Thursday, September 21, 2006.

**ADJOURNMENT:** The meeting was unanimously adjourned at 3:00 p.m.