

**COMMISSION ON UNIVERSITY SUPPORT
MEETING MINUTES
September 20, 2007
Burruss Hall, Room 325**

PRESENT:

Members: Jan Helge Bøhn, Chair; Daniel, Martin (for Sharron Quisenberry); Finn, Mary; Hurst, Scott; McCoy, Heidi (for Jim Hyatt); Mihalik, Brian, Vice-Chair; Narayan, Vik; Riley, Sam; Scott, Bradley; Tillar, Tom; Wilson, Sherwood.

Also present: Chiocca, Vickie (Administrative Assistant); Cochrane, Denny; Woodard, Linda.

Jan Helge Bøhn called the meeting to order at 1:05 p.m.

AGENDA:

The September 20, 2007 Agenda was unanimously approved by the Commission.

MINUTES OF THE PREVIOUS MEETING:

The Minutes of the May 3, 2007 Meeting were approved by electronic vote on June 1, 2007 per Denny Cochrane.

NEW BUSINEES:

Plans for 2007-2008 and role of the commission. Chair Jan Helge Bøhn noted that at the last Commission meeting in May the members supported Erv Blythe's recommendation to resurrect the Computing and Communications Resources Committee in Academic Year 2007-2008. The committee has been dormant for the past few years. Chair Jan Helge Bøhn proposed a "vision" for the commission as a venue for Vice Presidents to vet various issues to a representative body of the university and to identify topics of pertinent interest. Jan Helge then asked for thoughts on the role of the commission for this academic year.

Infrastructure changes and how to coordinate work of other committees with the commission (security, computer telecommunications & networking). There was discussion of the role of the commission relating to infrastructure changes. Brian Mihalik proposed looking at efforts of the 4/16 committees that may pertain to the role of the commission. He also suggested looking at ways to reduce costs of CNS Bills since they have become a large portion of operating budget. Discussion followed. Jan Helge Bøhn proposed they invite CNS to future meeting to explain where they are in telecommunications upgrades.

Sherwood Wilson agreed to provide a summary of the BOV recommendations from their future meetings as related to 4/16 to update commission and consider any pending issues that could be vetted before the commission.

OLD BUSINESS:

Smoking policy. Chair Jan Helge Bøhn provided an update of governor's new smoking policy as related to VT's compliance and reported that Mr. Hyatt's office had determined that VT is in compliance. He asked if the commission would like to move forward to continue from last year to decide if they want to pursue more smoking restrictions since governor's policy allows agencies to specify distances of smoking from entrances and windows. Discussion followed and commission agreed to revisit topic this fall.

External boxes for newspaper distribution

Denny Cochrane provided the commission with an update on external newspaper boxes, an ongoing project from last year. In summary, last year they obtained support from University Relations and sought advice of Legal Counsel and the Roanoke Times to standardize newspaper boxes and consolidate to certain locations. Motion was made, seconded, and approved unanimously to allow the University to move forward with standardized newspaper boxes at certain locations (15 to 20) external to buildings.

CONTINUATION OF NEW BUSINESS:

Interior boxes for newspaper distribution. Jan Helge Bøhn asked for and received consensus to coordinate indoor distribution of newspapers as an agenda topic for the commission.

Committee on Energy and Sustainability. Jan Helge Bøhn reported that the commission approved the establishment of the Committee on Energy and Sustainability with the understanding that the commission would consider what student organizations would be included in the composition of the committee and asked Brian Mihalik to take charge of a task force charged with a revised, re-thought membership composition. Vik Narayan and Heidi McCoy agreed to be part of this task force. Linda Woodard agreed to assist Heidi McCoy with reviewing the committee composition and bylaws.

Sherwood Wilson recommended Denny Cochrane as an ex officio member of this committee and Brian Mihalik recommended Jack Lesko.

FUTURE MEETINGS:

The next meeting is scheduled Thursday, October 18, 2007.

Adjournment. The meeting was unanimously adjourned at 2:05 p.m.

**COMMISSION ON UNIVERSITY SUPPORT
MEETING MINUTES
November 15, 2007
Burruss Hall, Room 325**

PRESENT:

Members: Jan Helge Bøhn, Chair; Erv Blythe; Sue Ellen Crocker; Bradley Scott; Spencer Joslin (for student government association); Martin Daniel (for Sharron Quisenberry); Mary Finn; Scott Hurst; Heidi McCoy (for Jim Hyatt); Sherwood Wilson; Tom Tillar; Christine Kastan (via phone).

Also present: Vickie Chiocca (Administrative Assistant)

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

AGENDA:

The Agenda November 15, 2007 Meeting agenda was unanimously approved by the Commission with one addendum added by Sherwood Wilson: a resolution for appointment of the new Executive Director of University Planning, Design, and Construction to the University Building Committee.

MINUTES OF THE PREVIOUS MEETING:

The Minutes of the October 18, 2007 meeting were approved by the Commission

NEW BUSINESS:

A Resolution for Appointment to the University Building Committee. A Resolution for Appointment of the New Executive Director of University Planning, Design, and Construction as Member of the University Building Committee was presented by Sherwood Wilson for approval by Commission. The Commission voted and approved unanimously.

REPORTS:

Report from the Parking and Transportation Committee. Mary Finn updated the Commission on the TPC, reporting that the committee continues its revision of the Bicycle and Personal Transportation Device policy. They are also working on Parking Appeals hearing committee membership, asking for student representation.

Report from the Computing and Communications Resources Committee.

Erv Blythe reported on efforts to reconstitute the Computing and Communications Resources Committee, since the previous committee "died from lack of interest." He presented a committee structure where he identified people representing a cross-section of the university, while looking for subject matter experts who could contribute in a significant way to University IT. Erv asked for input. There was some discussion on the committee make-up and the need to follow guidelines for the committee structure to ensure there is faculty, staff, and student representation. Erv agreed to check on staff representation.

OLD BUSINESS:

Review of membership of Committee on Energy and Sustainability.

Sherwood Wilson reported on the membership for the Energy and Sustainability committee that has been in process with plans to meet in January. Denny Cochrane, facilities representative on the committee is working on obtaining the four faculty representatives for the committee. In addition, the University Building committee will have their first meeting tomorrow, on Friday, November 16, 2007.

Smoking policy revision. Martin Daniel shared a thorough summary and references that he prepared on the "Impact of Smoking and Second Hand Smoke" that demonstrates significant physical and financial impact related to smoking and second hand smoke.

Sue Ellen Crocker provided a revised smoking survey for review by the commission. A discussion followed with several revisions that Sue Ellen will prepare ahead of the next meeting. As part of these revisions it was agreed to provide a link to the current smoking policy and to add the question, "Do you smoke?" along with follow-up questions on smoking policy and smoking distances from building entrances.

There was also discussion on sending the survey through the mail for staff that does not have computer access for an online survey.

Chair Jan Helge reminded the commission that President Steger would prefer a "phased in" approach if the university governance decides to implement a "smoke-free" campus policy. This would require a human resources campaign to go along with such a policy. In addition, the purpose of this survey is to vet public opinion versus obtain a specific policy endorsement.

It was also suggested that Susan Walton with the Center for Survey Research review the survey first before final approval.

Sue Ellen agreed to redo the survey for the commission and Susan Walton to review.

Next Meeting. The next meeting is scheduled for January 17, 2008.

Adjournment. Motion to adjourn made and seconded at 3:05 pm.

Respectfully submitted,

Vickie Chiocca, Administrative Assistant to the Vice President for Administrative Services

**COMMISSION ON UNIVERSITY SUPPORT
MEETING MINUTES
October 18, 2007
Burruss Hall, Room 325**

PRESENT:

Members: Jan Helge Bøhn, Chair; Guy Sims (for Zenobia Hikes); Martin Daniel (for Sharron Quisenberry); Erv Blythe; Sue Ellen Crocker; Scott Hurst; Sherwood Wilson; Bradley Scott; Philip Young (for Mary Finn); Debbie Day (for Tom Tillar); Heidi McCoy (for Jim Hyatt).

Also present: Chiocca, Vickie (Administrative Assistant)

Jan Helge Bøhn called the meeting to order at 2:00 p.m.

AGENDA:

The October 18, 2007 Agenda was unanimously approved by the commission.

MINUTES OF THE PREVIOUS MEETING:

The Minutes of the September 20, 2007 meeting were approved by the commission.

NEW BUSINESS

Report from Transportation and Parking Committee (TPC). Philip Young (representing Mary Finn) gave an update that the TPC is working on a campus wide bicycle policy

Report from the Commission Chairs meeting was tabled since Brian Mihalik was not present for the meeting.

Report on BOV actions following various committee proposals since April 16, 2007. Sherwood Wilson updated the commission on the recommendations of the committees. There have been over 300 recommendations compiled into a single document that the Policy Group has been asked to review and summarize. Two advisory committees (Advisory Committee on Security and Infrastructure and Advisory Committee on Human Dimensions) will also review the recommendations. The Policy Group with President Steger's leadership will create priorities and give VP assignments. Many of the recommendations have already been implemented; many are not in the purview of the university; a significant number that come under the university purview are feasible, some have already been implemented, some are very expensive and some are multi-year. Erv Blythe agreed with Sherwood Wilson's assessment, adding that there are probably over 50 recommendations that have already been implemented. He also mentioned that these recommendations are a priority of President Steger

and Jim Hyatt. There were no policy recommendations that warranted follow-up by the Commission at this time.

Discussion of potential changes to the smoking policy. Chair Jan Helge asked for discussion of the current smoking policy, and any potential changes and or issues the commission may want to consider. There was significant discussion that included designated smoking areas and distance from buildings and entrances, financial costs and benefits, health aspects, and the feasibility of doing a university-wide survey to get input from faculty and staff to learn what issues may or may not be important as related to smoking. Sue Ellen Crocker agreed to share a sample survey with the commission members to review at the next meeting.

FUTURE MEETING

The next meeting is scheduled on Thursday, November 15, 2007 at 2:00 pm.

Adjournment. The meeting was unanimously adjourned at 3:00 pm

Respectfully submitted,

Vickie Chiocca, Administrative Assistant to the Vice President for Administrative Services

**COMMISSION ON UNIVERSITY SUPPORT
MEETING MINUTES
February 21, 2008
Burruss Hall, Room 325**

PRESENT:

Members: Jan Helge Bøhn, Chair; Mary Finn; Bradley Scott; Pat Rodgers and Judy Lilly (for Erv Blythe); Bryan Mihalik; Guy Sims; Sue Ellen Crocker; Scott Hurst; Angela Hayes (for Betsy Flanagan); Sherwood Wilson; Tom Tillar; Christine Kastan (via phone).

Also present: Vickie Chiocca (Administrative Assistant)

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

AGENDA:

The meeting agenda was unanimously approved by the Commission.

MINUTES OF THE PREVIOUS MEETING:

The Minutes of the November 15, 2007 meeting were approved by the Commission.

REPORTS:

Report from the Transportation and Parking Committee. Mary Finn updated the Commission on the TPC, reporting that the committee met yesterday; and completed and approved revisions to the Bicycle and Personal Transportation Device policy. The new policy will allow students to ride bicycles on sidewalks. A question was asked about the "chain of command" for policy approval; if it needed to go through the university governance system. Since it is an administrative policy, it will go to the Vice President for Administrative Services for signature approval. The commission members then reviewed the minutes of the January TPC meeting. Sue Ellen Crocker gave a short update of the January TPC meeting regarding the revisions to the Bicycle policy. One revision clarified that earphones can cover one ear, but not both.

Report from the Building Committee. Scott Hurst updated the commission on the November meeting of the building committee. There was a review of the charge to the committee. It was noted that capital project subcommittees remain active throughout the development of projects and that the building committee will likely meet quarterly. The BC also reviewed the status of capital projects and the new capital project process. At a future meeting there will be a briefing regarding the capital budgeting process and the status of project requests. The BC will meet again in April. A question was asked regarding changes taking place since November. Subsequent to state legislation there may be four or five new capital projects. The Campus Master Plan is moving forward. Discussion followed regarding inadequate recreation space for faculty and staff and a need for a study for future use as that is not part of the Master Plan. Sherwood Wilson reported that a presentation on this was brought to the Board of Visitors and there is an awareness that this needs to be addressed. Guy Sims stated that he

will bring up the matter of opening up McComas Hall for faculty and staff use in the summer months. A question was raised about future plans for the Power Plant since steam has been lost. Scott Hurst reported that major improvements to the distribution system are underway.

OLD BUSINESS:

Smoking restriction survey. Sue Ellen Crocker sent the “Smoking On-Campus” survey to Susan Walton with the Center for Survey Research but has not received a reply. A question was asked, “Why are we asking question #3 [Do you smoke]?” This is asked to get percentages. A suggestion was made to move it to the end. Jan Helge Bøhn said it fits with the first question on demographics. The question was asked if we have covered all the complaints and comments, e.g., smoking structure. Smoking structures are prohibited since they are a building. Another question was asked regarding smoking debris. Dispensers would be moved further away if there was a consensus to move the boundary for these (referenced in question #5). The second-hand smoke issue was mentioned—since we have no data collection of how big a problem; with percentage of smoking we can get pretty close; it would be a subjective question. For instance, “Do you feel it impacts your ability to perform?” We do have data on how it affects your health. It was suggested to link to the study on the “Impact of Smoking and Second Hand Smoke” that Martin Daniel provided in a previous meeting. A link to the smoking policy will also be provided. Two edits were made—one in question #4 to replace the word “of” with “to” [to read, “Would you be opposed to...”]; and in question #5, change the last item, “no support” to read, “no boundaries.” Sue Ellen will make the revisions and share the survey with Larry Hincker, University Relations. Jan Helge Bøhn made a motion to send the survey forward with the amendments: moving question #3 to #2 and making the two edits. The motion was seconded and then approved unanimously.

Review of Energy and Sustainability membership composition. Brian Mihalik reported on university-wide committee composition and distributed a hand-out on “Select Committee Composition by %.” He reported that the committee composition is heavily weighted on administration and underrepresented on faculty. He would like to see more equal representation, since committees are faculty governance and should be weighted to faculty. The report included ex-officio members in the counts. He raised the question of whether we should add more faculty. A discussion followed on the make-up of the Environmental Coalition. The coalition is represented by students from various environmental groups. Guy Sims said he will look into the make-up of the coalition and report back to the Commission. It was brought up that there are many student groups that are not a part of the Coalition.

A question was asked about a Town of Blacksburg representative on the committee. There are none on any other commissions or committees. However, they do have a liaison. Sherwood Wilson said that administration meets regularly with the Town and includes them in decisions and information.

Sue Ellen Crocker pointed out that one of the student reps on the Environmental Coalition was responsible for starting the effort to form the Energy and Sustainability Committee.

Following further discussion it was decided that the commission needs further information before recommending changes to the committee make-up.

Computing and Communications Resources proposed membership composition. Jan Helge Bøhn summarized the membership proposed by Erv Blythe for reconstituting the computing and communications resources committee. He noted that staff is underrepresented and asked how the proposed structure fits in with the university governance structure. According to the university governance he can nominate nine people for the committee. Jan Helge Bøhn pointed out that the proposed composition is much larger than the governance membership; he could follow the governance structure and still organize subcommittees. Is this current structure sufficient or does he want to put this aside and create something totally new? Several members voiced support of the governance membership language and the need to follow the governance system. A question was asked how members are elected. Faculty members are elected by organizations at each college; they ask for nominations and then vote.

Judy Lilly reported that she will take this issue to Erv Blythe: that he has a choice to fill the membership with the existing structure or attempt to make a change to this structure to bring before the University Council and governance.

Brian Mihalik made a request for Old Business for the next meeting—to add language to add three AP faculty members to the committee membership.

New Business:

Class rosters with Hokie Passport pictures. Judy Lilly reported that this was in process and she would report back to the group next time.

Next Meeting. The next meeting is scheduled for March 20, 2008.

Adjournment. Motion to adjourn made and seconded at 3:15 pm.

Respectfully submitted,

Vickie Chiocca, Administrative Assistant to the Vice President for Administrative Services

**COMMISSION ON UNIVERSITY SUPPORT
MEETING MINUTES
March 20, 2007
Burruss Hall, Room 325**

PRESENT:

Members Present: Jan Helge Bøhn, Chair; Brian Mihalik, Hugh Latimer (for Scott Hurst) Guy Sims (for Zenobia Hikes); Sue Ellen Crocker; Mike Coleman; Bradley Scott; Vikram Narayan; Mary Finn; Tom Tillar; Angela Hayes (for Betsy Flanagan); Martin Daniel (for Sharron Quisenberry)

Guests: Denny Cochrane

Recorder: Vickie Chiocca, Administrative Assistant

Jan Helge Bøhn called the meeting to order at 2:04 p.m. He asked members to note future meetings as reflected on the agenda. There was then unanimous approval of agenda; followed by unanimous approval of February meeting minutes.

REPORTS:

Transportation and Parking Committee (TPC).

Mary Finn summarized points from the TPC meetings.

- Alternate Transportation – concluded Smartway bus program is working fine.
- Parking garage – will increase parking permit fees to \$300-\$500/yr. in the next 5-7 years to fund and pay for parking improvements.
- Discussion followed regarding the funding for the deck and parking fees. Concerns were raised regarding student versus staff fees for parking and some staff not being able to afford parking passes. M. Finn noted a review of permit fees at peer institutions was done; however, many of these are in urban areas, unlike VT. Several voiced concern that fee seems excessive for this area, essentially creating a pay cut for staff. Vikram Narayan would like to have other means of alternate transportation since the Blacksburg Transit buses are often full.
- TP minutes (Feb. and March) were noted and accepted by the commission.

Energy & Sustainability Committee (ESC) - Review minutes.

Denny Cochrane provided background information on the formation and membership of the new committee.

- They have had two meetings thus far (January and February) since established.
- There will be a resolution to make D. Cochrane an ex officio member that will be brought up for the next commission meeting.
- Reviewing campus energy & water policy 5505- have put together a subcommittee that will start this coming Monday.
- Sherwood Wilson wants the ESC to take a comprehensive look at energy conservation. They will start process next fall – looking at financial, technical, and behavioral aspects.
- They have a request to provide an annual report to the BOV this march –so he will provide copies to the commission.
- Three positions for the paper recycling are up and running—they got funding from the office of the former EVP (J. Hyatt). There is a recycling truck on campus. They have met with the Deans and have 7 colleges up and running; have just met with one more, the last one; so paper & recycling program is up and running.
- Energy & sustainability week won the governor's environmental excellence award due to efforts of town and those at VT.

- Chair J.H. Bøhn asked if any other questions and comments: Guy Sims noted the Environmental Coalition is a registered student group; they are a stand alone. D. Cochrane noted they have embraced several other groups. They are not an umbrella group. No further comments.
- The commission noted and accepted the ESC minutes.

OLD BUSINESS:

Smoking restriction survey.

- Sue Ellen Crocker made a couple of changes to the survey. She sent it to Susan Walton and Larry Hincker for review and comment. The links for the University Policy on Smoking and the link on second hand smoke have been added and are live links within the survey.
- S. Walton suggested for the question on boundaries where we have distances in feet, that it read “no set boundaries” ; instead of “no boundaries”. She thought it was less confusing. Otherwise, S. Walton said it looked fine.
- L. Hincker’s office strongly recommended that we please clear through legal; since we are a public university.
- Next Step: waiting on Legal counsel to see if a problem-if not, S.E. Crocker will proceed with the survey.
- Brian Mihalik asked if the 4th question should be read, “Would you be supportive (instead of “opposed”) to the university going to a smoke free campus?” since it ties in better with the last question.
- So legal needs to look at it; J.H. Bøhn said it is a prudent thing to do and really is not going to be a big issue.
- Martin Daniel suggested for the introduction—instead of gain “consensus”, that it read something like gain “information”. J.H. Bøhn suggested “insight”.
- It was also recommended that we clarify the title, “Smoking On-Campus” since it is not clear if we mean the buildings or campus grounds. It was noted that smoking in buildings is a moot point since that is already prohibited.
- B. Mihalik asked if 5-foot increments are an issue?
- Mike Coleman stated that distance is a big issue to both smokers and non-smokers and in terms of enforcement.
- S.E. Crocker can put in the title “smoke-free” campus.
- M. Coleman noted the location of the ash urns are a big issue for compliance.
- Question was asked if we need to vote on this. Since we voted last time and it will go through legal office, then it is okay to initiate the survey. S.E. Crocker will update and send to legal (as long as there are no substantive changes).

Review of Energy and Sustainability Committee membership composition-adding AP faculty.

- J.H. Bøhn noted two issues for discussion relating to the ESC. They rushed through last year creating this committee with the agreement to come back this year and look at the membership. The two items are 1. the # of faculty membership and 2. student representation, e.g., the Environmental Coalition representatives—should they be nominated by GSA and SGA instead of being preallocated to this or other particular groups.
- B. Mihalik said in the last meeting Sherwood Wilson correctly pointed out that I had included ex officio’s in the committee composition percentages, so he reviewed again and adjusted. The ESC is the only committee that has a preponderance of administration. The Building committee is the 2nd highest. First recommendation is related to preponderance of administration. He doesn’t understand why this committee has 41% administration. Second recommendation is regarding the committee chair, the language should say, “President will appoint annually from members of committee.” There is no situation except this one that says, the “President will appoint annually” period. G. Sims looked at the Environmental

Coalition and a web search showed them as an umbrella; then he noticed it went to a new web site that wasn't an umbrella. S.E. Crocker thinks they originally tried to be an umbrella organization. B. Mihalik's next recommendation is four students total and let the student organizations select; then they could pick who they want. Concern was expressed that the Environmental Coalition is not what they thought and they don't want representation to be exclusive.

- J.H. Bøhn then proposed three amendments with proposal to process one at a time, to be effective in Fall 2008:

1. Regarding the Environmental Coalition representation - Proposal made to redistribute to total of two members by GSA and two by SGA. The motion for vote was made and seconded.

MOTION: A vote that everyone in favor to amend ESC membership so the GSA would nominate two representatives and the SGA would nominate two representatives. Motion approved unanimously

2. Regarding the Chair appointment to change the wording at the top. B. Mihalik read examples of Chair appointments, "Chair will be elected annually from among voting members of the committee." (According to committee bylaws, chair can't be ex officio; the commission goes by the university governance bylaws.)

MOTION: Chair will be annually appointed from among members of the committee. Motion approved unanimously.

3. **MOTION:** Reduce the membership from facilities down to two. (It was noted that D. Cochrane will become ex officio). Motion approved unanimously.

J. H. Bøhn in favor to move to send to University Council for a formal resolution.

FINAL MOTION: Waive 2nd reading, vote on formal resolution electronically and send to University Council. Motion seconded and approved unanimously.

Future Meetings are April 17 and May 15 at 2:00 pm, 325 Burruss Hall.

Adjourned at 3:03 pm.

ADDENDUM: Electronic Vote of Formal Resolution for Change in Membership of the Energy and Sustainability Committee (Resolution 2007-2008B) was completed on April 10, 2008. Eleven members voted and approved unanimously. The resolution was submitted to the University Council for vote at their next meeting on April 21, 2008.

Respectfully submitted,

Vickie Chiocca

**COMMISSION ON UNIVERSITY SUPPORT
MEETING MINUTES
April 17, 2008
Burruss Hall, Room 325**

PRESENT:

Members: Jan Helge Bøhn, Chair; Brian Mihalik; Sherwood Wilson; Scott Hurst and Mike Coleman; Guy Sims (for Zenobia Hikes); Martin Daniel (for Sharron Quisenberry); Judy Lilly and Pat Rodgers (for Erv Blythe); Mary Finn; Bradley Scott; Sue Ellen Crocker; Angela Hayes (for Betsy Flanagan); Vikram Narayan; Tom Tillar

Guests: Denny Cochrane and Stephan Capaldo

Recorder: Vickie Chiocca, Administrative Assistant

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

1. ITEM

- a. The **agenda** was approved unanimously.

J. Bøhn noted that new chair for the Commission on University Support (CUS) and the CUS representative to the Transportation Parking committee will need to be elected and added to next agenda. It was also noted that several members will move off the commission this term.

- b. There was discussion regarding the addendum to the **March 20, 2008 CUS minutes**, which included the electronic vote of resolution 2007-08B on change in membership of Energy and Sustainability committee. It was noted that there was a clerical error in the proposed language put forth to replace the current language. The current language reads: "Chair – President will appoint annually." The incorrect proposed language reads "Chair will be elected annually from among voting members of the committee"; instead the proposed language should read, "Chair – President will appoint annually from among members of the committee." The clerical error was noted and the resolution will be forwarded to the university council with the correction.
The minutes were approved unanimously with correction to the resolution.

B. Mihalik proposed to clarify the voting rights of "ex-officio" members as a New Business item for the next meeting.

2. REPORTS

- a. **Energy and Sustainability Committee** – D. Cochrane updated the commission on the February minutes approved by the energy and sustainability committee as well as their March meeting and progress to

date. He provided the commission with a hand-out, "Annual Report on University Sustainability Initiatives" and highlighted several of these, including improvements made in air emissions. A member asked if buses were natural gas. None are but plans are to switch to biodiesel fuel. There was also discussion of a better location than Burruss Hall as the transportation hub for buses. D. Cochrane said another location is being discussed. D. Cochrane summarized future opportunities as a comprehensive energy plan (to include behavior change) to be sent to all constituents on campus. The Campus Energy and Water Policy 5505 is also being updated. Discussion followed regarding cost savings and energy saving light sensors. Earth week is April 20-25, with lots of events on the Drillfield.

- b. **Transportation and Parking committee** – M. Finn gave an update on the Transportation and Parking committee. She reported a correction to the proposed increase in parking permit fees: instead of an increase to \$300-500/yr. it will probably be \$100/yr per garage. Funding has not been approved yet. There are several suggestions under consideration for funding, such as top floors for faculty and staff, the other for students; a private company to build. M. Finn reported on the Smart Bus since last meeting an issue was raised on bus often being overloaded. The Smart Bus runs every 1 ½ hour to Roanoke (except nights and Sunday's); and could run more if money available, it is more a commuter service to employees rather than an airport service. M. Finn will be rotating off the commission. Concern was raised over the parking fee increase for staff being too much. Suggestion was made to have increase costs paid by students, which would also encourage goals of energy conservation, decreased pollution, and increased bus usage. A question was asked regarding the project schedule for the parking garage. It is in design and has been approved by the BOV, with plans to begin construction in 12-18 months.

3. OLD BUSINESS

- a. Smoking restriction survey – Steve Capaldo, Legal Counsel was invited to provide commission with background information on Executive Order (EO) 41, Banning smoking in State Offices and Vehicles and the secretary of administration rules on smoking. He explained the secretary of administration promulgates rules regarding smoking. Smoking is permitted on state property, so it can't be banned entirely on state property, mostly just inside buildings. He provided a handout on "Guidance for Executive Order 41" outlining the guidelines for smoking in state facilities, including institutions of higher learning. Smoking can be prohibited within 25 ft. of building, however, that would create an enforcement problem. Discussion followed regarding the state law, enforcement of a boundary, the non-smoking guidelines provided, and penalties for smoking inside buildings or within 25 ft. of entry/exit ways. There was discussion on whether to leave our current smoking policy as is or try to conduct the survey with the idea

to consider a 25 foot boundary for smoking from entry/exit ways. It was suggested to eliminate the “smoke-free” language from the survey, since legally we cannot totally ban smoking on campus. A suggestion was made to give people a courteous reminder of the current smoking policy. A suggestion was then made to send the survey and include a link to what the new policy might look like, by adding a paragraph to Section 3.1 Employee Work Breaks that would include language on the 25-foot boundary.

b. Computing and Communications Resources membership structure.

J. Lilly updated the Commission on the status of the Computing and Communications Resources (CCR) committee. The former committee was officially suspended due to limited participation. She explained the new proposed membership structure consists of faculty and staff that represent four areas. These four separate groups meet every other month and have representatives that really know technology. The whole group comes together and meets every other month. J. H. Bøhn asked for discussion on the question, “Do we restart what we already have or is there a need to have the new committee as part of the governance?” Discussion followed regarding this question. J. Lilly suggested discussing with Erv Blythe before the next Commission meeting. J.H. Bøhn commented that it sounds like what you have works. B. Mihalik voiced concern re: faculty participation and thought we need to route through the University Governance. J. Lilly stated these are policy committees and not budget committees. Since the time ran short, J.H. Bøhn recommended this as the first item of business on the next meeting agenda. J.H. Bøhn said he would speak with E. Blythe before the next meeting and said he did not want the structure here to replace what is working well. The old committee structure is available online at the University Council governance web site. B. Mihalik said he will review and draft a suggested membership. The CCR committee was an advisory committee when set up and it reports to the Commission on University Support.

Adjourned at 3:09 pm.

Respectfully submitted,

Vickie Chiocca

**COMMISSION ON UNIVERSITY SUPPORT
MEETING MINUTES
May 15, 2008
Burruss Hall, Room 325**

PRESENT:

Members: Jan Helge Bøhn, Chair; Brian Mihalik; Sherwood Wilson; Mike Coleman and Hugh Latimer (Facilities); Guy Sims (for Zenobia Hikes); Martin Daniel (for Sharron Quisenberry); Pat Rodgers (for Erv Blythe); Bradley Scott; Sue Ellen Crocker; David Ford;

Guests: Denny Cochrane (Facilities); Randy Crockett and Mike Naff (AIS)

Recorder: Vickie Chiocca, Administrative Assistant

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

1. ITEM

- a) Approval of Agenda – Approved with 1 change: Item 3.a) Old Business – Pictures on Class Rosters (Randy Crockett and Mike Naff) replaced Computing and Communications Resources membership structure.
- b) Approval of April 17, 2008 CUS minutes was unanimous.

2. REPORTS

- a) Energy & Sustainability Committee - Denny Cochrane updated the commission on major items from the Energy and Sustainability April 28, 2008 meeting:
 - The President's task to the committee for developing a draft VT climate commitment. A sub-committee, chaired by Prof. John Randolph will meet monthly during the summer
 - Sustainability program update from Rick Johnson, the Director of Housing and Dining Services. Rick Johnson expressed interest in becoming a member of the committee and the committee recommended he become a member.

A member asked for explanation of the "President's Climate Commitment." Sherwood Wilson stated that it commits the university to climate neutrality and buying 15% of energy from sustainable sources. Currently this is not practical due to costs and so President Steger prefers to sign something we can commit to. Denny Cochrane referenced the E&S committee handout he provided that included a letter from President Steger dated April 23, 2008 with more details.

- b) Building Committee – Hugh Latimer updated the Commission on the building committee's April meeting. At the meeting Bob Broyden

reviewed the capital budgeting process and Lynn Eichhorn provided an update of active design and construction projects.

3. OLD BUSINESS

- a) Randy Crockett and Mike Naff gave a presentation on the new class rosters with access to student pictures for faculty use. They worked with Wanda Dean (Univ. Registrar) and Legal Counsel on the implementation process. They emphasized that according to FERPA rights, photos are confidential, not to be reproduced; downloading or copying is prohibited. The new system goes online Monday, May 19.
- b) Sue Ellen Crocker gave an update on the smoking restriction survey. As of May 15, 2008 there were 203 entries: 47 faculty (23%), 105 staff (52%), 21 wage (10%), 30 no answer (15%). Here are the responses to the survey questions:

Do you smoke?

Yes	19	(9%)
No	156	(77%)
Occasionally	9	(4%)
No answer	19	(9%)

Have you read the current University Policy on smoking?

Yes	135	(67%)
No	60	(30%)
No answer	8	(4%)

If a boundary were established as a designated smoking area, how far from any building entrance would you feel is adequate?

Current Policy	46	(23%)
25 feet	142	(70%)
No answer	15	(7%)

If you answered no to a designated distances, what alternatives would you recommend? 67 responses

Survey will be left open for another month, with administrative rights given to the members of the commission for reviewing results. Sue Ellen Crocker reported that she spoke with Steve Capaldo, University Legal Counsel and he has no problem, if based upon results of the survey, the commission proposes a resolution to implement the 25-ft. boundary.

- c) Hugh Latimer gave an update on the status of the newspaper boxes. They are currently updating location plan, verifying costs and identifying funding changes. Jan Helge Bøhn asked how long before actual deployment. Hugh Latimer guessed fall semester as long as there were no policy issues; and stated they were progressing towards that goal.

4. New Business

- a) Proposed meeting dates-members agreed unanimously to scratch Aug. 21 and Dec. 18

- b) Members also agreed unanimously to postpone Election of Chair for 2008-2009 until fall, since many of the current members are rotating off of the committee.
- c) CUS representative to the Transportation and Parking committee: the new representative will need to be replaced since Mary Finn's term is ending. Leslie O'Brien will replace her as the library faculty representative to the commission.

Jan Helge Bøhn proposed that drafts of the following resolutions be provided to the commission for consideration in the fall:

- d) Resolution 2007-08C for Appointment of the Energy and Sustainability Coordinator as Ex Officio Member of the Energy and Sustainability Committee
- e) "Ex-officio voting rights" – Brian Mihalik will provide a draft for consideration
- f) Smoking Resolution- Sue Ellen Crocker will update and provide

Adjourned at 2:55 pm.

Respectfully submitted,

Vickie Chiocca