

**University Council Minutes**  
**February 4, 2008**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** David Ford (Presiding), Richard Benson, Jeb Stewart for Erv Blythe, Lay Nam Chang, Karen DePauw, John Dooley, Elizabeth Flanagan, Edward Spencer for Zenobia Hikes, Eileen Hitchingham, J. Michael Kelly, Alicia Cohen for Kevin McDonald, Kim O'Rourke, Sue Ott Rowlands, Mary Marchant for Sharron Quisenberry, Maggie Sloane, Richard Sorensen, Tom Tillar, Sherwood Wilson, Jan Helge Bøhn, Mike Denbow, Erin Dolan, Robert Grange, Frances Keene, Kumar Mallikarjunan, Joe McFadden, Hardus Odendaal, Tom Tucker, Bob Denton, Sam Easterling, Sam Riley, Susanna Rinehart, Kamal Rojiani, Bill Galloway, Gene Seago, Carolyn Copenheaver for Shep Zedaker, Jean Brickey, Travis Hundley, Wyatt Sasser, Louellen Sharp, Chris Thomas, Annette Bailey, Kim Beisecker, Arlane Gordon-Bray, Mike Parrish, Julie Walters-Steele, Patrick McCann for Laura Freeman, Antionette Stroter, Judy Alford, Kerry Redican

**Absent:** Charles Steger (with notice), Mark McNamee (with notice), Jack Davis, Gerhardt Schurig, Dwight Shelton, Robert Walters, Ruth Grene, Ken Eriksson, Fabrice Teulon, Danny Axsom, Gene Brown (with notice), Joe Eska, Leon Geyer (with notice), Karen Inzana, Teresa Lyons, Mary Alice Schaeffer, Ed McPherson, Manisha Patel, Yolanda Avent, T.J. Brennan, Ryan Gleeson, Thomas Hogdahl, Adeel Khan, Vik Narayan, Emily Webb, Brennan Shepard, Ryan Smith

**Guests:** Pat Hyer, Edward Lener, April Myers

In the absence of President Steger and Provost McNamee, Dr. Ford called the meeting to order at 3:00 p.m. A quorum was present.

**1. Adoption of Agenda**

A motion was made and seconded to adopt the agenda as presented. The motion carried.

**2. Announcement of approval and posting of minutes of May 7, 2007**

Dr. Ford noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

Note that the following meetings were canceled for lack of action items:

October 1, 2007  
October 15, 2007  
November 12, 2007  
December 3, 2007

### **3. New Business**

#### **Commission on Administrative and Professional Faculty Affairs**

Resolution CAPFA 2007-08A

Resolution for University Closure for Martin Luther King, Jr. Day

Ms. Frances Keene presented the resolution for first reading. A review of SHEV peer institutions determined that the vast majority close for the Martin Luther King, Jr. holiday. President Steger has declared MLK Day a university holiday for 2008.

#### **Commission on Faculty Affairs**

Resolution CFA 2007-08A

Resolution for Continued Appointment Process Revisions

Mr. Ed Lerner presented the resolution for first reading. All Faculty in the University Libraries and some in Extension are hired on a Continued Appointment Track. This is designed to function similar to the tenure system. Last fall an ad hoc committee reviewed some of the promotion for continued appointment procedures. The results showed that most procedures were well documented and fundamentally sound. The committee determined that there were some changes needed to bring procedures into better alignment with the tenure system.

#### **Commission on University Support**

Resolution CUS 2007-08A

Resolution for Appointment of the New Executive Director of University Planning, Design, and Construction as a Member of the University Building Committee

Dr. Jan Helge Bøhn presented the resolution for first reading. There have been significant reorganizations in the facilities area and those functions related to Capital Construction and Design. The Commission would like to make the position of Executive Director of University Planning, Design, and Construction an ex officio member of the Building Committee.

### **4. Announcement of Approval and Posting of Commission Minutes**

These minutes have been voted on electronically and will be posted on the University web (<http://www.governance.vt.edu>). Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Administrative and Professional Faculty Affairs
  - April 6, 2007
  - September 13, 2007
  - October 11, 2007
  - November 1, 2007
  - January 10, 2008
  
- Commission on Equal Opportunity and Diversity
  - September 10, 2007
  - September 17, 2007
  - October 1, 2007
  - October 15, 2007
  - October 29, 2007
  - December 3, 2007

- Commission on Faculty Affairs
  - April 27, 2007
  - August 31, 2007
  - September 14, 2007
  - October 12, 2007
  - October 26, 2007
  - November 30, 2007
  
- Commission on Graduate Studies and Policies
  - May 2, 2007
  - September 19, 2007
  - October 3, 2007
  - October 17, 2007
  - November 30, 2007
  
- Commission on Outreach and International Affairs
  - April 12, 2007
  - May 10, 2007
  - September 13, 2007
  - October 11, 2007
  - November 8, 2007
  - December 13, 2007
  
- Commission on Staff Policies and Affairs
  - October 16, 2007
  - December 11, 2007
  
- Commission on Student Affairs
  - April 5, 2007
  - September 20, 2007
  - October 4, 2007
  - October 18, 2007
  - November 15, 2007
  - November 29, 2007
  
- Commission on Undergraduate Studies and Policies
  - April 9, 2007
  - September 24, 2007
  - October 22, 2007
  - November 12, 2007
  
- Commission on University Support
  - May 3, 2007
  - September 20, 2007
  - October 18, 2007

## **5. For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning  
 August 30, 2007  
 October 4, 2007  
 November 29, 2007

## **6. Commission Chair Reports**

Dr. Ford asked Commission chairs to present briefly their goals for the remainder of the academic year.

1. Commission on Administrative and Professional Faculty Affairs – Frances Keene, Chair
  - a. Resolution to include Martin Luther King, Jr. as a University Holiday
  - b. Work with Human Resources on a revised definition for AP faculty
  - c. Investigate issue raised to CAPFA about paying AP faculty who teach when teaching is not part of their job description
  
2. Commission on Equal Opportunity and Diversity – Dr. Pat Hyer for Dr. Ruth Grene, Chair
  - a. Guidance document for staff and supervisors on the evaluation of diversity activities which parallels guidance provided to faculty last year
  - b. The Commission will provide consultation on various initiatives associated with the implementation of recommendations made by the Race Task Force and revision of the Diversity Strategic Plan
  - c. Subcommittee on curriculum to help students become more culturally competent.
  - d. Helped plan the Diversity Summit, and members participated in many of the week's events
  
3. Commission on Faculty Affairs Dr. Hardus Odendaal, Chair
  - a. Continue to work on promotion and tenure issues (which includes COACHE)
  - b. Policies for promotion and continued appointment process for librarians and extension personnel
  - c. Collection of data for mandatory EAP referral for Faculty
  - d. Finalizing the resolution for the removal of principal investigators (co-PIs)
  - e. Research professor expectations for promotion
  - f. Salary commitments by PI's for hiring post-doctoral students
  - g. Phased retirement (restructuring of Policy 4410) - This is pending two bills in front of the General Assembly
  - h. Working with Research division on representation of Research Faculty in university governance
  - i. Focus group to explore EFARs
  - j. Professors of Practice
  
4. Commission on Graduate Studies and Policies – Dr. Kumar Mallikarjunan, Chair
  - a. SACS review guidelines (learning outcomes across the university)
  - b. Met with Commission on Undergraduate Studies and Policies to discuss the removal of graduate credit from 4000 level courses
  - c. Met with Commission on Undergraduate Studies and Policies to review policies and procedures of BS-MS degree programs – Discussed generating two different pathways for students to pursue: Either a terminal M.S. degree or a research focused degree to lead the student toward a Ph.D.
  - d. Student life issues
  - e. Add new admissions category – conditional admission along with regular and provisional admission

5. Commission on Outreach and International Affairs – Dr. Erin Dolan, Chair

- a. Consideration of whether and how the promotion and tenure guidelines related to outreach and public engagement are being followed in the university community
- b. Working group has initiated a conversation among individuals who excel in outreach and engagement across campus to aid in developing the definition with support from the Center for Excellence in Undergraduate Teaching
- c. How to better the expertise of the Academy for Outreach Excellence, which includes former recipients of the Alumni Awards for Outreach Excellence
- d. Consideration of recommendations from UCIA regarding opportunities related to education abroad and the university's implementation of the international strategic plan
- e. In collaboration with the Commission on Undergraduate Studies, consider the final report of an appointed task force regarding the university's position on and facilitation of foreign language as a component of the learning experience
- f. 2008 Outreach NOW conference will have student engagement as the theme

6. Commission on Research – Dr. Robert Grange, Chair

- a. Review of centers (ICTAS and ISCE). For charters of both ICTAS and ISCE there is a discrepancy with Policy 3020, specifically, "...the Chair of the Stakeholders Committee shall not be the Administrator to whom the center Director reports." Dr. Mahajan reports to Dean Benson, and Dr. Roberto reports to Dean Ott Rowlands. Deans Benson and Ott Rowlands are both Administrator and Chair of their respective Stakeholders Boards – recommendations are being made to amend the policies
- b. Received a report of the state of the Libraries - Although funding has not been reduced, there is still a need to increase funding significantly to move the Library from its 8<sup>th</sup> percentile ranking (among peer group institutions) towards the 30<sup>th</sup> percentile.
- c. Will meet with and discuss the services of the Office of Sponsored Programs with Ms. Linda Bucy

7. Commission on Staff Policies and Affairs – Mr. Tom Tucker, Chair

- a. The commission continues to be a conduit of communications related to the Higher Education Restructuring initiative, forwarding input through the Employee Advisory Committee for consideration by the HR Restructuring Steering Committee and Design Teams
- b. Working with Human Resources and University Leadership Development to promote the new Virginia Tech Staff Leadership Award
- c. The commission is exploring the possibility of developing an Emeritus Staff Policy
- d. Working with Human Resources to promote/review policies and programs related to: flex work schedule, alternate work schedule, child care, and leave policies, through input provided via the HR Higher Education Restructuring process
- e. Exploring the possibility of an Ombudsperson for Staff similar to the program that exists for Graduate students

- f.
- 8. Commission on Student Affairs – Mr. Joe McFadden, Chair
  - a. The commission pledged 220 hours toward VT-Engage
  - b. Communication on campus in regards to events on campus - There is no clear means of communication
  - c. Changes related to the RSO Budget Board resolution that was pass by CSA in April and revised Student Budget Board constitution
  - d. Presentation in regards to the McComas expansion - There is a demand for increased recreational space for students as well as a need for more counseling services and clinic space
  - e. Presentation from the Budget Office to discuss the budget situation and the possible impact on students (tuition and fees)
  - f. Will have discussions about undergraduate academic advising and mentoring program – consistency across colleges
  - g. Parking issues – the apparent need for more ADA spaces on campus, and problems with limited parking in the commuter lots for students
  - h. Campus Climate – look a ways to continue to be a closer knit community
  - i. Graduate student equality – encouraging discussion with graduate students, faculty, and staff in areas like QEP and VT Engage
  - j. Working on the selection process for BOV undergraduate and graduate student representatives
- 9. Commission on Undergraduate Studies and Policies – Dr. Michael Denbow, Chair
  - a. Parking for Thursday night football games so as to not be removed from parking lots while teaching an evening or night class
  - b. Courses that do not have academic homes
- 10. Commission on University Support – Dr. Jan Helge Bøhn, Chair.
  - a. Following the review and determination that the University smoking policy is in compliance with the Governor’s new smoking policy, the Commission is revisiting the desire for a more restrictive smoking policy
  - b. A review is under way with regard to the student representation on the Committee on Energy and Sustainability
  - c. The computing and Communications Resources Committee is in the process of being resurrected. A review is under way to determine if there is a need to revise its composition and/or change

## **7. Adjournment**

There being no further business, a motion was made to adjourn the meeting at 3:50 p.m.

**University Council Minutes**  
**February 18, 2008**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Mark McNamee, Jeb Stewart for Erv Blythe, Lay Nam Chang, Karen DePauw, Elizabeth Flanagan, David Ford, Eileen Hitchingham, J. Michael Kelly, Kevin McDonald, Mary Marchant for Sharron Quisenberry, Ludeman Eng for Gerhardt Schurig, Dwight Shelton, Maggie Sloane, Richard Sorensen, Tom Tillar, Robert Walters, Sherwood Wilson, Brian Mihalik for Jan Helge Bøhn, Mike Denbow, Pat Hyer for Frances Keene, Kumar Mallikarjunan, Hardus Odendaal, Tom Tucker, Rachel Holloway for Bob Denton, Sam Easterling, Susanna Rinehart, Kamal Rojiani, Fabrice Teulon, Danny Axsom, Gene Brown, Bill Galloway, Jean Brickey, Travis Hundley, Teresa Lyons, Wyatt Sasser, Louellen Sharp, Chris Thomas, Annette Bailey, Julie Walters-Steele, Antionette Stroter, Judy Alford, Kerry Redican, Heidi McCoy for Kim O'Rourke

**Absent:** Jack Davis, Zenobia Hikes, Richard Benson (with notice), Sue Ott Rowlands, John Dooley (with notice), Erin Dolan, Robert Grange, Ruth Grene, Joe McFadden, Ken Eriksson, Sam Riley, Joe Eska, Leon Geyer, Karen Inzana, Gene Seago, Shep Zedaker (with notice), Mary Alice Schaeffer, Kim Beisecker, Arlane Gordon-Bray, Ed McPherson, Mike Parrish, Manisha Patel, Yolanda Avent, Laura Freeman, T.J. Brennan, Ryan Gleeson, Thomas Hogdahl, Adeel Khan, Vik Narayan, Emily Webb, Brennan Shepard, Ryan Smith

**Guest:** April Myers

Dr. Steger called the meeting to order at 3:03 p.m. A quorum was present.

**1. Adoption of Agenda**

A motion was made and seconded to adopt the agenda as presented. The motion carried.

**2. Announcement of approval and posting of minutes of February 4, 2008**

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

Dr. Steger gave an update about his recent meeting with the Governor and the Attorney General in Richmond. In approximately two weeks Virginia Tech will begin a process of mediation with the individuals and families impacted by the April 16, 2007, tragedy. There may be as many as 60 separate cases. This will be a difficult task that will take an emotional toll on all involved.

**3. Old Business**

**Commission on Administrative and Professional Faculty Affairs**

Resolution CAPFA 2007-08A

Resolution for University Closure for Martin Luther King, Jr. Day

Dr. Pat Hyer presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

### **Commission on Faculty Affairs**

Resolution CFA 2007-08A

Resolution for Continued Appointment Process Revisions

Dr. Hardus Odendaal presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

### **Commission on University Support**

Resolution CUS 2007-08A

Resolution for Appointment of the New Executive Director of University Planning, Design, and Construction as a Member of the University Building Committee

Dr. Brian Mihalik presented the resolution for second reading and made a motion for approval. The motion was seconded and the resolution was passed.

## **4. Announcement of Approval and Posting of Commission Minutes**

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- Commission on Equal Opportunity and Diversity  
January 28, 2008
- Commission on Graduate Studies and Policies  
December 5, 2007  
January 16, 2008
- Commission on Undergraduate Studies and Policies  
January 28, 2008

## **5. Budget Status Presentation by Mr. Dwight Shelton, Vice President for Finance and Chief Financial Officer**

In December, the Governor released his proposed budget for 2008-10. Two to three weeks ago it became clear that the economy was going to be such that the Governor would have to take additional action, and we knew there was going to be a revision to the revenue forecast. On Tuesday, February 12, 2008, the Governor announced an additional round of recommended budget actions (beyond those announced last fall) based on the revised revenue forecast for both the current year and for 2008-2010. In this case the Governor made recommendations, not amendments.

Listed below are some of the highlights believed to be in the House and Senate versions of the budget for the 2008-10 biennium:

- The General Assembly (both the House and the Senate) has not accepted the Governor's recommendation for an additional two percent reduction for higher education.
- The Governor put \$3.6 million Base Budget Adequacy money for Virginia Tech into the budget. That remains in the budget fully in the House and about half in the Senate.

- The House left all of the Commonwealth Research Initiative money in for the first year, but does not have anything in for the second. The Senate cut the money in half the first year, and then cut it in half again the second year.
- The House proposed a Tuition Moderation Incentive Fund. Universities that keep tuition increases below a specified percentage can receive additional funding.
- Equipment Trust Fund will remain in place.
- The Governor proposed a three percent salary increase for all employees to be implemented on July 1, 2009. The House proposed a two percent increase for the fall of 2008, and put aside some reserve funds to support a modest salary increase in November 2009. The Senate reduced the salary increase to two-and-a-half percent and made it available in November 2009.
- The Governor proposed a General Obligation Bond bill, which is a significant part of the funding. Neither the House nor the Senate voted to include the General Obligation Bond. However, both the House and the Senate have packages that will help Virginia Tech.
- The Governor reduced funding for maintenance reserve in the next couple of years. The House proposed debt financing for the biennium. The Senate provides funding in the second year, but completely eliminates any money in the first year.
- The General Assembly made permanent the approximately 6.25 percent reduction that was announced in the Fall of 2007.
- Virginia Tech submitted a \$3 million amendment to the State for Agency 229, but no action was taken. There is \$200,000 proposed on the Senate side, but it relates to the Equine Medical Center. The Equine Medical Center had to close down for several months due to a quarantine, which caused a loss of revenue that exceeded \$750,000.

## **6. Adjournment**

There being no further business, a motion was made to adjourn the meeting at 3:35 p.m.

**University Council Minutes**  
**April 7, 2008**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Mark McNamee, Joe Cowles for Lay Nam Chang, Patrick Miller for Jack Davis, Karen DePauw, John Dooley, Elizabeth Flanagan, David Ford, Zenobia Hikes, Eileen Hitchingham, J. Michael Kelly, Kevin McDonald, Kim O'Rourke, Bill Snizek for Sue Ott Rowlands, John Crunkilton for Sharron Quisenberry, Dwight Shelton, Maggie Sloane, Richard Sorensen, Robert Walters, Jan Helge Bøhn, Erin Dolan, Frances Keene, Cliff Shaffer for Kumar Mallikarjunan, Joe McFadden, Hardus Odendaal, Tom Tucker, Bob Denton, Sam Easterling, Susanna Rinehart, Kamal Rojiani, Danny Axsom, Gene Brown, Joe Eska, Bill Galloway, Leon Geyer, Gene Seago, Jean Brickey, Travis Hundley, Teresa Lyons, Wyatt Sasser, Louellen Sharp, Chris Thomas, Annette Bailey, Kim Beisecker, Mike Parrish (via conference call), Julie Walters-Steele, Antionette Stroter, Thomas Hogdahl, Vik Narayan, Brennan Shepard

**Absent:** Mark McNamee (with notice), Erv Blythe, Gerhardt Schurig, Tom Tillar, Sherwood Wilson, Mike Denbow (with notice), Robert Grange, Ruth Grene, Ken Eriksson, Sam Riley, Fabrice Teulon, Karen Inzana, Shep Zedaker, Mary Alice Schaeffer, Arlane Gordon-Bray, Ed McPherson, Manisha Patel, Yolanda Avent, Laura Freeman, T.J. Brennan, Ryan Gleeson, Adeel Khan, Emily Webb, Judy Alford (with notice), Kerry Redican, Ryan Smith

**Guest:** Pat Hyer, Bethany Flora, Richard Ferraro, Kanitta Charoensiri, April Myers

Dr. Steger called the meeting to order at 3:02 p.m. A quorum was present.

**1. Adoption of Agenda**

A motion was made and seconded to adopt the agenda as presented. The motion carried.

**2. Announcement of approval and posting of minutes of February 18, 2008**

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

Note that the March 17, 2008, meeting was canceled for lack of action items.

**3. New Business**

**Commission on Graduate Studies and Policies**

Resolution CGSP 2007-08A

Resolution for Establishment of Masters of Information Security Assurance Degree in the Virginia Tech College of Engineering

Dr. Cliff Shaffer presented the resolution for first reading. Similar to the Executive MBA program, this program will be self-sustaining. Dean DePauw offered to make the detailed budget available. This is a weekend program that is very intensive and lasts for eighteen to nineteen months. A concern was raised as to how the revenues of this program would be distributed. Dean DePauw informed the council that the resources will go to the program which resides with the College of Engineering. Dean Benson added that the students in this program will be charged a premium rate, which is somewhat more than they would pay for tuition. Once

the cost of instruction is covered, the remainder of the revenues would go back to the program which is in Northern Virginia.

### **Commission on Graduate Studies and Policies**

Resolution CGSP 2007-08B

Resolution for Revision of Policy on Graduate Credit for 3000 and 4000 Level Courses

Dr. Cliff Shaffer presented the resolution for first reading. The Commission on Graduate Studies and Policies wants to do away with the concept that some 4000 level courses are graduate courses, and some 4000 level courses are not. The plan is to have a 5000 level version to replace the 3000 and 4000 level courses currently permitted. Dean DePauw informed the council that one of the issues brought forth was whether the effective date should be Fall 2008 or Fall 2009. It can be done either way. The first step will be to stop approving new 4000 level courses for graduate credit. This will give an effective date of Fall 2008, but the full implementation will be Fall 2009 because the transition will take approximately one year. The plan will have to be implemented in two phases. During AY 2008-09, the 689 approved 4000 level courses will be reviewed with each department to determine whether they want to keep it as a 4000 level course, change it to a 5000 level course, or change it to a conjoint 4000/5000 level course. There will be a special streamlined approval process through the Graduate Curriculum Committee for these courses. There will not be any changes for students that already have an approved plan of study. The new students will be going on to the new plan of study. The students that are in-between will be handled on an individual basis to determine the best plan of study.

Dr. Steger requested that an additional "resolved" clause be added to the resolution to clarify the effective date and stipulate that there will be no approvals of 3000-level or 4000-level courses for graduate credit during AY 2008-09.

### **Commission on Student Affairs**

Resolution CSA 2007-08A

Resolution for Policy on Dismissal of Patient from Care at Schiffert Health Center

Mr. Joe McFadden presented the resolution for first reading. Dr. Kanitta Charoensiri, Director of the Schiffert Health Center, then reviewed the proposed revisions to the policy. The policy was updated to provide more specific guidelines for dismissing students from care. The changes have been reviewed by Legal Counsel and the policy would only be enforced in extreme cases. A question was raised as to what happens after the patient is dismissed. Dr. Charoensiri indicated that there will be a two-week grace period during which Schiffert would help the patient find another healthcare provider. Dr. Richard Ferraro indicated that a dismissal from care has only taken place once in the last ten years, and this is something that is done in extreme cases generally for the protection of the center, workers, and other patients.

Dr. Ferraro will modify the resolution to address some concerns that were expressed.

Dean DePauw questioned if there are other implications for graduate students for whom the university is covering most of the cost of their health insurance. Dean DePauw was told that these students may seek care from any medical care provider, but the cost to them is less when they are referred by the Schiffert Health Center.

### **Commission on Student Affairs**

Resolution CSA 2007-08B

Resolution for Changes to University Policies for Student Life: Weapons Policy

Mr. Joe McFadden presented the resolution for first reading. Ms. Frances Keene, Director of Judicial Affairs, reviewed the proposed revisions to the policy. In summary, part of the UPSL review this year has been to look at things in the Governor's Panel report for ways policies should be reviewed and modified as they relate to weapons on campus. One of the recommendations was to prohibit ammunition on campus. The current policy has always prohibited weapons on campus, and if weapons are not allowed, there should not be a need for ammunition. A question was raised about the inclusion of explosives. Ms. Keene indicated that there is a separate policy already established for fireworks and other explosives. It was then questioned how this will affect a faculty member who may use ammunition as part of his/her research. It was determined that this policy only governs students.

#### **Commission on Student Affairs**

Resolution CSA 2007-08C

Resolution for Changes to University Policies for Student Life: Interim Suspension Policy

Mr. Joe McFadden presented the resolution for first reading. Ms. Frances Keene then reviewed the proposed revisions to the policy. The university has always had, as part of the code of conduct, a process by which a student could be suspended on an interim basis from the university if there is reason to believe that that person poses a threat or danger to oneself, others, or property. This is a more streamlined version of the current policy.

#### **4. Announcement of Approval and Posting of Commission Minutes**

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- Commission on Administrative and Professional Faculty Affairs  
February 14, 2008
- Commission on Equal Opportunity and Diversity  
February 11, 2008  
February 25, 2008  
March 17, 2008
- Commission on Faculty Affairs  
February 1, 2008  
February 15, 2008
- Commission on Graduate Studies and Policies  
February 6, 2008  
February 20, 2008
- Commission on Outreach and International Affairs  
February 7, 2008
- Commission on Research  
November 14, 2007  
December 5, 2007  
February 13, 2008

- Commission on Staff Policies and Affairs  
August 24, 2007  
September 18, 2007  
November 13, 2007  
January 15, 2008  
February 19, 2008
- Commission on Student Affairs  
February 7, 2008  
February 21, 2008
- Commission on Undergraduate Studies and Policies  
March 10, 2008
- Commission on University Support  
November 15, 2007  
February 21, 2008

#### **5. For Information Only**

Minutes of University Advisory Council on Strategic Budgeting and Planning  
January 24, 2008  
February 28, 2008

#### **6. Update from Dwight Shelton on the State Budget**

Mr. Shelton informed the council that the General Assembly did not conclude on time. However, they did reach an agreement the following week with regard to the operating budget for the state. The operating budget pretty much covers the items discussed at the last University Council meeting. The General Assembly did confirm a faculty and staff salary increase of two percent for each of the two years of the biennium, and the increase will remain on the traditional date of November 25 of each year. Dr. Steger informed the council that the General Assembly authorized the increase, but the university will have to fund 63% of the salary increase. The General Assembly will reconvene to consider the Governor's actions and the capital budget on April 23.

#### **7. Adjournment**

There being no further business, a motion was made to adjourn the meeting at 3:46 p.m.

**University Council Minutes**  
**April 21, 2008**  
**3:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** David Ford (Presiding), Richard Benson, Jeb Stewart for Earving Blythe, Joe Cowles for Lay Nam Chang, Bob Schubert for Jack Davis, Karen DePauw, Angela Hayes for Elizabeth Flanagan, Zenobia Hikes, Paul Metz for Eileen Hitchingham, David Travis for Kevin McDonald, Kim O'Rourke, Debra Stoudt for Sue Ott Rowlands, Mary Marchant for Sharron Quisenberry, Roger Avery for Gerhardt Schurig, Richard Sorensen, Tom Tillar, Robert Walters, Sherwood Wilson, Jan Helge Bøhn, Mike Denbow, Frances Keene, Kumar Mallikarjunan, Joe McFadden, Tom Tucker, Bob Denton, Sam Riley, Susanna Rinehart, Kamal Rojjani, Fabrice Teulon, Danny Axsom, Joe Eska, Bill Galloway, Leon Geyer, Jean Brickey, Travis Hundley, Teresa Lyons, Louellen Sharp, Annette Bailey, Arlane Gordon-Bray, Mike Parrish (via conference call), Julie Walters-Steele, Judy Alford,

**Absent:** Charles Steger (with notice), Mark McNamee (with notice), John Dooley (with notice), J. Michael Kelly, Dwight Shelton (with notice), Maggie Sloane (with notice), Erin Dolan, Robert Grange, Ruth Grene, Hardus Odendaal (with notice), Sam Easterling (with notice), Ken Eriksson, Gene Brown (with notice), Karen Inzana, Gene Seago, Shep Zedaker, Wyatt Sasser (with notice), Mary Alice Schaeffer, Chris Thomas (with notice), Kim Beisecker, Ed McPherson, Manisha Patel, Yolanda Avent, Laura Freeman, Antionette Stroter, T.J. Brennan, Ryan Gleeson, Thomas Hogdahl, Adeel Khan, Vik Narayan, Emily Webb, Kerry Redican, Brennan Shepard, Ryan Smith

**Guest:** Brian Gittens, Kay Heidbreder, Pat Hyer, Hal Irvin, April Myers, Galvin Nicholas, Judy Ridinger, Tashika Smith

Dr. Ford called the meeting to order at 3:00 p.m. A quorum was present.

**1. Adoption of Agenda**

A motion was made and seconded to adopt the agenda with one change to the items under New Business. The change made was to move the Commission on Staff Policy and Affairs resolutions directly after the Commission on Administrative and Professional Faculty Affairs. These three resolutions are all linked. The motion carried.

**2. Announcement of approval and posting of minutes of April 7, 2008**

Dr. Ford noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

**3. New Business**

Dr. Ford called on Dr. Hal Irvin, the new Associate Vice President for Human Resources, to give background information about the three higher education restructuring resolutions. Dr. Irvin informed the council that the resolutions being presented are in line with the management agreement that was established with the State. The two staff resolutions relate to performance management and compensation, and also give the opportunity for pay based on merit for university staff. The CAPFA resolution will allow staff members in pay-bands five through seven to convert to A/P Faculty if management determines the position(s) should be moved. The eligible classified staff members must agree to the change. This change will aid recruitment and

retention efforts because A/P Faculty may choose between an optional Retirement Plan or VRS, and there is greater flexibility in setting their compensation.

### **Commission on Administrative and Professional Faculty Affairs**

Resolution CAPFA 2007-08B

Redefinition of Administrative and Professional Faculty Appointments under Higher Education Restructuring

Ms. Frances Keene presented the resolution for first reading. Ms. Keene gave background for the resolution. This resolution is about bringing positions more in line with other positions that have similar roles and responsibilities across the university. The resolution is also about making recruitment for positions easier and also deals with equity issues across the university. There will be a process that Human Resources will undergo to review each position to determine whether it should be moved to A/P Faculty or remain as staff. With this change, there will be professional faculty (managers and professionals) and administrative faculty (senior administrators). This resolution has been reviewed by legal counsel, the Human Resources Steering Committee, the Staff Senate, and the Commission on Staff Policies and Affairs. Any new A/P Faculty positions would be subject to the policies in the *Faculty Handbook* related to A/P Faculty, including reappointment policies.

A question was raised as to whether continued appointments will be affected by this resolution. Dr. Hyer confirmed that continued appointments will not be affected.

A question was raised as to whether the final decision will be made by the senior managers or by Human Resources. Ms. Judy Ridinger, Director, Staffing and Compensation, informed the council that Human Resources will work with the supervisors to determine the qualifications for the positions, the job duties, and the qualifications of the employee to decide if this position qualifies to be moved to A/P Faculty. An eligible classified employee will have a choice to determine if he/she moves to A/P Faculty. Any eligible position that is vacant at the time the resolution passes will automatically be converted to A/P Faculty.

Ms. Kim O'Rourke mentioned that there are some years where the General Assembly will give a higher percentage raise to T/R Faculty than to A/P Faculty. When this happens, the University has chosen to internally fund the A/P Faculty raises to assure they are at the same level as the T/R Faculty, which impacts the base budget of the university. With more A/P Faculty, there would be a greater base budget impact.

### **Commission on Staff Policies and Affairs**

Resolution CSPA 2007-08A

Resolution for Compensation and Merit Pay Policies for University Staff Under Higher Education Restructuring

Mr. Tom Tucker presented the resolution for first reading. This resolution deals with compensation and merit pay for university staff. It introduces a system of paying for performance. Only university staff will be covered under this resolution because under the law university staff and faculty are subject to controls of the Board of Visitors, and classified staff are subject to the controls of the State. There will be an enrollment period to allow classified staff time to decide if they wish to switch to university staff. Version one of the resolution will be the policy in effect if CAPFA Resolution 2007-08B passes. Version two of the resolution will be the policy in effect if CAPFA Resolution 2007-08B does not pass. The details of how the merit pay system will be set up are not included in this resolution so that a revised policy will not have to be approved by the Board of Visitors each time procedures change. The intent is to introduce

the new performance plan in fall 2008, and the results of the policy will be reflected in the performance evaluations that occur at the end of the cycle in fall 2009.

A question was raised as to whether this resolution was discussed in the Staff Senate. Ms. Judy Alford confirmed that the Staff Senate gave a vote of support for this resolution with no objections. This information has been posted on the Human Resources website, and there have been many meetings with staff associations.

### **Commission on Staff Policies and Affairs**

Resolution CSPA 2007-08B

Resolution for the Approval of the New Human Resources Policies for University Staff

Mr. Tom Tucker presented the resolution for first reading. This resolution will revise the layoff policy for university staff to provide preferential employment and recall opportunities to vacancies and implement a four-point performance rating system. The four levels are: model performance, strong performance, developing performance, and unacceptable performance. The developing performance level will allow someone moving into a new job time to learn the job duties without giving him/her an unacceptable rating.

This four-point rating system is intended for both university and classified staff. Ms. Kay Heidbreder indicated that the State will not allow a four-point rating scale for classified staff employees. The State has indicated that a three-point scale is required. The State has allowed other institutions to use a four-point scale, but the institution has to record it to the State as a three-point scale. Virginia Tech can use a four-point scale for classified staff only with the approval of the State. Dean Benson noted his concern that the term "developing" could be distressing for an employee who falls back to a developing category if he/she has been in the position for some time.

### **Commission on Graduate Studies and Policies**

Resolution CGSP 2007-08BC

Resolution for the Establishment of the Masters of Fine Arts in Creative Technologies Degree in the Virginia Tech College of Architecture and Urban Studies (CAUS)

Dr. Kumar Mallikarjunan presented the resolution for first reading. There is a need for a program that combines critical thinking and creativity, and currently there is not a program where this is offered. An example given was Virtual Jamestown. This resolution moved through the Commission on Graduate Studies and Policies smoothly.

### **Commission on University Support**

Resolution CUS 2007-08B

Resolution for Change in Membership of the Energy and Sustainability Committee

Dr. Jan Helge Bøhn presented the resolution for first reading. The proposed resolution is for the membership of the Energy and Sustainability Committee to conform to other university committees. The changes are:

1. The two Environmental Coalition representatives will become one additional SGA representative and one additional GSA representative.
2. The President will annually appoint a chair from among the members of the committee.
3. The four representatives from Virginia Tech Facilities selected by the Vice President for Administrative Services will become two representatives, thus reducing the total number of committee members by two.

A suggestion was made to change the language “Two representatives from GSA nominated by GSA; two from SGA nominated by SGA” to read “Two graduate student representatives nominated by GSA; two undergraduate student representatives nominated by SGA.”

#### **4. Old Business**

##### **Commission on Graduate Studies and Policies**

Resolution CGSP 2007-08A

Resolution for Establishment of Masters of Information Security Assurance Degree in the Virginia Tech College of Engineering

Dr. Kumar Mallikarjunan presented the resolution for second reading and made a motion for approval. The motion was seconded, and the resolution was approved.

##### **Commission on Graduate Studies and Policies**

Resolution CGSP 2007-08B

Resolution for Revision of Policy on Graduate Credit for 3000 and 4000 Level Courses

Dr. Kumar Mallikarjunan presented the resolution for second reading and made a motion for approval. The motion was seconded.

The revision requested at first reading to have an effective date of fall 2009 was made.

A motion was made to amend the resolution to remove “3000 and” from the title, to remove “3000 or” from the third resolved clause, and to remove “3000-level or” from the fourth resolved clause. The motion to amend was seconded. This will still allow for a student to take a 3000-level course not in their field of study as an exception to the policy.

Current students with a plan of study will not be affected. New students, if this resolution is approved, will fall under the new policy.

The motion to approve the amendment passed. Council then voted on the resolution as amended, and it passed.

##### **Commission on Student Affairs**

Resolution CSA 2007-08A

Resolution for Policy on Dismissal of Patient from Care at Schiffert Health Center

Mr. Joe McFadden presented the resolution for second reading and made a motion for approval. The motion was seconded.

A question was raised as to the language used under section 4.12.3 where it states “...she/he may well refer the matter to the Cook Counseling Center for assistance before taking action.” There was considerable discussion about changing “may well” to “shall.” Dr. Hikes stated that using the word “shall” may be too narrow, and some issues may be judicial issues that do not need to be referred to the Cook Counseling Center. There should be a follow-up, but not necessarily to the Cook Counseling Center.

After considerable discussion, a motion was made to defer this resolution to the next meeting on May 5, 2008. The motion to defer the resolution was seconded and passed.

##### **Commission on Student Affairs**

Resolution CSA 2007-08B

Resolution for Changes to University Policies for Student Life: Weapons Policy

Mr. Joe McFadden presented the resolution for second reading and made a motion for approval. The motion was seconded.

Ms. Frances Keene moved to defer the resolution due to a request made by President Steger earlier in the day in order to clarify whether if the Virginia Tech Police will provide the storage of ammunition. The motion to defer was seconded and passed. The resolution will be deferred to the May 5, 2008, meeting.

### **Commission on Student Affairs**

Resolution CSA 2007-08C

Resolution for Changes to University Policies for Student Life: Interim Suspension Policy

Mr. Joe McFadden presented the resolution for second reading and made a motion for approval. The motion was seconded.

There was one correction to the resolution in the second paragraph of the first resolved clause, the sentence will read: "Students may be interim (immediately) suspended from the university..."

A vote was taken and the resolution was approved unanimously.

### **5. Announcement of Approval and Posting of Commission Minutes**

These minutes have been voted on electronically and will be posted on the University web (<http://www.governance.vt.edu>). Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Faculty Affairs  
February 29, 2008  
March 14, 2008
- Commission on Graduate Studies and Policies  
March 19, 2008
- Commission on Research  
March 12, 2008

### **6. Adjournment**

There being no further business, a motion was made to adjourn the meeting at 4:29 p.m.

**University Council Minutes**  
**May 5, 2008**  
**4:00 – 5:00 PM**  
**1045 Pamplin Hall**

**Present:** Charles Steger (Presiding), Richard Benson, Jeb Stewart for Earving Blythe, Lay Nam Chang, Jack Davis, Karen DePauw, Elizabeth Flanagan, Zenobia Hikes, Eileen Hitchingham, J. Michael Kelly, Kim O'Rourke, Sue Ott Rowlands, Mary Marchant for Sharron Quisenberry, Ludeman Eng for Gerhardt Schurig, Dwight Shelton, Maggie Sloane, Kay Hunnings for Richard Sorensen, Tom Tillar, Sherwood Wilson, Jan Helge Bøhn, Mike Denbow, Erin Dolan, Frances Keene, Kumar Mallikarjunan, Joe McFadden, Tom Tucker, Bob Denton, Sam Easterling, Sam Riley, Susanna Rinehart, Kamal Rojiani, Danny Axsom, Gene Brown, Bill Galloway, Leon Geyer, Gene Seago, Jean Brickey, Travis Hundley, Wyatt Sasser, Louellen Sharp, Chris Thomas, Edward Lener for Annette Bailey, Ed McPherson, Laura Freeman, Antionette Stroter, Judy Alford, Brennan Shepard, Ryan Smith

**Absent:** Mark McNamee (with notice), John Dooley (with notice), David Ford (with notice), Kevin McDonald, Robert Walters, Robert Grange, Ruth Grene, Hardus Odendaal (with notice), Ken Eriksson, Fabrice Teulon, Joe Eska, Karen Inzana, Shep Zedaker, Teresa Lyons, Mary Alice Schaeffer, Kim Beisecker, Arlane Gordon-Bray, Mike Parrish (with notice), Manisha Patel, Julie Walters-Steele, Yolanda Avent, T.J. Brennan, Ryan Gleeson, Thomas Hogdahl, Adeel Khan, Vik Narayan, Emily Webb, Kerry Redican

**Guests:** Kanitta Charoensiri, Richard Ferraro, Chief Wendell Flinchum, Brian Gittens, Pat Hyer, Hal Irvin, April Myers, Judy Ridinger, Kirk Wehner

Dr. Steger called the meeting to order at 4:00 p.m. A quorum was present.

**1. Adoption of Agenda**

A motion was made and seconded to adopt the agenda with a request from Dr. Steger to change the order. The motion carried.

**2. Announcement of approval and posting of minutes of April 21, 2008**

Dr. Steger noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

**3. Announcement of Approval and Posting of Commission Minutes**

These minutes have been voted on electronically and will be posted on the University web (<http://www.governance.vt.edu>). Note that the purpose of voting on Commission minutes is to accept them for filing. University Council By-laws require that policy items be brought forward in resolution form for University Council action.

- Commission on Administrative and Professional Faculty Affairs  
April 4, 2008
- Commission on Equal Opportunity and Diversity  
April 7, 2008
- Commission on Graduate Studies and Policies

April 2, 2008

- Commission on Outreach and International Affairs  
March 13, 2008
- Commission on Student Affairs  
March 13, 2008  
March 27, 2008
- Commission on Undergraduate Studies and Policies  
February 11, 2008  
March 24, 2008  
April 14, 2008
- Commission on University Support  
March 20, 2008

#### **4. Old Business**

##### **Commission on Graduate Studies and Policies**

Resolution CGSP 2007-08C

Resolution for the Establishment of the Masters of Fine Arts in Creative Technologies Degree in the Virginia Tech College of Architecture and Urban Studies (CAUS)

Dr. Kumar Mallikarjunan presented the resolution for second reading and made a motion for approval. The motion was seconded, and the resolution was approved.

##### **Commission on University Support**

Resolution CUS 2007-08B

Resolution for Change in Membership of the Energy and Sustainability Committee

Dr. Jan Helge Bøhn presented the resolution for second reading and made a motion for approval. The motion was seconded, and the resolution was approved.

##### **Commission on Administrative and Professional Faculty Affairs**

Resolution CAPFA 2007-08B

Redefinition of Administrative and Professional Faculty Appointments under Higher Education Restructuring

Ms. Frances Keene presented the updated resolution for second reading and made a motion for approval. The motion was seconded.

Note: the updated resolution was passed out and included the additional language "...as determined appropriate by Human Resources in consultation with organizational senior administrators..." This resolution is intended to give the departments and the institution greater flexibility in assigning responsibilities, titles, and salaries.

A vote was taken and the resolution was approved unanimously.

##### **Commission on Staff Policies and Affairs**

Resolution CSPA 2007-08A

Resolution for Compensation and Merit Pay Policies for University Staff Under Higher Education Restructuring

Mr. Tom Tucker presented the resolution for second reading and made a motion for approval. The motion was seconded.

A vote was taken and the resolution was approved unanimously.

### **Commission on Staff Policies and Affairs**

Resolution CSPA 2007-08B

Resolution for the Approval of the New Human Resources Policies for University Staff

Mr. Tom Tucker presented the resolution for second reading and made a motion for approval. The motion was seconded.

Mr. Tucker informed the council that the “developing” category was revisited by the EAC design team, and the team determined the developing category was the best option for this choice. The design team determined that the term “developing” will be a positive tool that will aid in determining who is a strong employee and who is a new employee or an employee who is slipping in performance. This will keep these employees from obtaining an unacceptable rating.

Dean Benson expressed concern that good employees may be placed in the developing category, and the developing category seems to be a below average rating. Mr. Tucker responded that if someone is slipping, he/she may get a rating of developing and will have the opportunity to improve with a developmental plan.

It was determined that the definitions of each of the four categories will be added to the resolution for clarification purposes.

Dr. Steger made a suggestion that the Council consider passing the resolution with the condition that a report will be given to the Council after the implementation of this policy.

A vote was taken, and the resolution was approved with the condition that a report will be given to the Council after the first round of performance evaluations under this policy is completed in the fall of 2009. The report will indicate how many university staff employees (number and percentage) are rated in each of the four categories. Note: If State approval is obtained to use the 4-category scale for classified employees as well, then classified employees will also be included in the report.

### **Commission on Student Affairs**

Resolution CSA 2007-08A

Resolution for Policy on Dismissal of Patient from Care at Schiffert Health Center

Mr. Joe McFadden presented the resolution for second reading and made a motion for approval. The motion was seconded.

Mr. McFadden called on Dr. Richard Ferraro to review the resolution. Dr. Ferraro informed the Council that in ten years there may be perhaps one dismissal from care; the situation is very rare. When there are problems with students, the center works with the students to solve the problems. There are two reasons for this policy. The first reason is that in order to meet accreditation standards, there is a requirement for a dismissal from patient care policy. The second reason for this policy is for ethical reasons. A medical facility should be a place where there is a good relationship between practitioner and patient in a therapeutic environment.

The resolution has been updated to incorporate changes requested by the Council. The resolution clarifies what happens if a student is in need of psychological services, a referral to judicial or legal entities, or of personal advisement.

A request was made to change the word “salubrious” under 4.12.1 to “healthy.” The Council agreed to the change.

A vote was taken and the resolution was approved unanimously.

### **Commission on Student Affairs**

Resolution CSA 2007-08B

Resolution for Changes to University Policies for Student Life: Weapons Policy

Mr. Joe McFadden presented the resolution for second reading and made a motion for approval. The motion was seconded.

Dr. Steger called on Chief Wendell Flinchum to provide his opinion on this resolution.

After much discussion Dr. Steger proposed to defer action on this resolution until the beginning of the next academic year in order to have more time to resolve all concerns with the resolution. The Council consented to the deferral. The resolution therefore died and may be reintroduced as a new resolution in the fall. Dr. Steger asked Chief Flinchum and Ms. Keene to organize a small committee of the appropriate individuals to develop a workable solution over the summer and a new resolution that can be brought forward by CSA in fall 2008.

### **6. Announcement**

Dr. Steger informed the Council of the decision the Executive Committee of the Board of Visitors to increase tuition. Letters have been mailed out to students and their parents.

### **7. Adjournment**

There being no further business, a motion was made to adjourn the meeting at 4:57 p.m.