

**COMMISSION ON UNIVERSITY SUPPORT  
MEETING MINUTES  
November 20, 2008  
Burruss Hall, Room 325**

**PRESENT:**

Members: Bradley Scott, Chair, Fred Piercy (for College Deans), Mike Martin, Denny Cochrane (for AVP Facilities), Linda Woodard (VP for Admin Services), Sarah Castle (Staff Senate), Leslie O'Brien, Tom Tillar, Guy Sims (for VP Student Affairs), Pat Rodgers (for VP Information Technology)

Guests: Tom Kaloupek (Purchasing)

Recorder: Vickie Chiocca, Administrative Assistant

**1. Bradley Scott called the meeting to order at 2:05 p.m.**

**2. Minutes from the October 16, 2008 meeting**

Minutes were approved by electronic vote with no further changes or comments.

**3. Updates and acceptance of Committee Minutes**

Acceptance of Committee Minutes  
Energy and Sustainability Committee Minutes  
October 15, 2008

Transportation and Parking Committee Minutes  
September 8, 2008  
October 14, 2008

Update on Energy and Sustainability Committee  
Denny Cochrane updated the commission on the work of the Energy and Sustainability committee, highlighting Sustainability Week, the Campus Tree Tour and the VT Climate Commitment. He distributed several handouts and provided background on the Virginia Tech Climate Commitment. There is a subcommittee charged to work on VT's climate commitment that is chaired by John Randolph and consists of representatives from numerous organizations on campus, students, and faculty, with half of the members serving on the Energy and Sustainability Committee. They have been meeting since May 2008, meeting 4 times over the summer and every other week since the beginning of September. There is a draft commitment in progress with the goal to present to the commission at the next meeting in January, so that it is ready to pass to the University Council in Spring 2009.

#### **4. New Business**

Update on purchasing limits with state contracts under Higher Education Restructuring

Tom Kaloupek presented the commission with a handout “RESTRUCTURING AUTHORITY OVERVIEW – AUTONOMY RECEIVED IN THE MANAGEMENT AGREEMENT AND OPERATIONAL BOARD OF VISITOR POLICIES - PROCUREMENT AND SURPLUS PROPERTY”

As a result VT and other restructuring parties (e.g. UVA) negotiated a rules document where they no longer have to follow the Virginia Public Procurement Act (VPPA). We received a degree of autonomy we didn't have before and have been able to streamline our processes. There were also things we asked for but didn't get. Also tried to get out from under the Correctional Enterprises (VCE) for purchases but were not able to. How has this changed life on campus?

1. Been able to abbreviate the RFP process
2. Changed single quote limit to \$10,000 from \$5,000.
3. Hokie Mart—gotten paperwork out of procurement system and speeded up process.

They also asked for exemption from mandatory-use state telecommunications services contracts (VITA) but did not get; although the state will allow CNS to get exemptions on some one-time, specific purchases.

Credit card policies are established by the state, with local management done by us. The restrictions in credit card purchases have to do with eVA eligible and eVA non-eligible transactions. We pay 1% for every transaction that is eVA eligible (e.g., books we pay 1% and travel is not eVA eligible). Therefore, purchasing policy requires eVA eligible purchases to be paid in HokieMart, since we don't have a way to capture these if paid by credit card.

In the future, we will start doing electronic invoicing (hopefully in the next year). This will be a lot of savings to both VT and the companies.

#### **5. Old Business**

Smoking policy resolution – 2nd reading and vote

Bradley gave a brief update on the smoking policy resolution; that was started 1 ½ year ago and reviewed by legal counsel. Motion was made to move resolution to pass and move onto University Council; motion seconded and passed unanimously.

University Council Update

Guy Sims updated the commission on the November 17 University Council meeting.

Resolution 2008-09A for Appointment of the Energy and Sustainability Coordinator as Ex Officio Member of the Energy and Sustainability Committee - was presented for 1<sup>st</sup> reading.

The Proposed Winter Closing Policy was presented for discussion at the Council meeting. The main points discussed were as follows:

- Sustainability part
- What happens if you move holidays to the end of the year? Veterans Day and President's day were the most controversial
- Faculty gain extra days and staff don't—equity issue
- How to shut down the University
- Savings did not seem significant enough

Sarah Castle said the proposal has since been revised after subsequent meetings with Staff Senate and CSPA, so that faculty would not get 4 additional holidays and there would be two floating holidays for staff to use by January 10. Also any new staff would be eligible for these holidays. President's and Veteran's day would be left alone.

Linda Woodard mentioned that the Board doesn't have the authority to give holidays to classified staff, only to University staff and faculty; since classified staff holidays are mandated by the state.

Pat Rodgers gave an update on the Transportation and Parking committee – Pat attended the November T&P meeting, no minutes were available yet. Discussing options for resident parking passes; must have 24/7 parking available for residents. Four options are being considered. Leadership of SGA and GSA are very involved in the process.

**6. Next meeting date is January 15, 2008**

**7. Adjourned at 3:08 pm.**

Respectfully submitted,

Vickie Chiocca