MINUTES

COMMISSION ON STUDENT AFFAIRS

September 23, 2021 @ 3:30 PM Squires Student Center, Brush Mountain B Zoom: https://virginiatech.zoom.us/j/85620825790

*Present: Adyan Atiq, Ariana Guevara, Danielle Panico, Ennis McCrery, Frank Shushok, Jennifer Pike, Kamla Al Amri, Keri Friedman, Kimberly Smith, Lauren Surface, Monica Nguyen, Morgan Salvato, Paolo Fermin, Phil Miskovic, Prince Wang, Sidney Stearns, Susanna Rinehart, Tamara Cherry-Clarke, Vedant Patel

Absent: Abigail Patterson, Alice Fox, Amanda Coleman, Benjamin Janosy, Jack Leff, Jimmy Haegerty, Justin Ratcliffe, Michael Chin, Mohamed Hussein, Nicholas Martinelli, Senija Davis

*Guests: Alec Bradfield, April Myers, Heather Wagoner, James Bridgeforth, Juwan Jacobs, Kimberly Rhodes, Lori Buchanan, Scott Nachlis

*All attendees noted above in bold attended by Zoom

Ariana Guevara called the meeting to order at 3:35pm. A quorum was present.

1) Attendance

2) Adoption of Agenda

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

3) Announcement of Approval and Posting of Minutes

Minutes for the April 1, 2021 and April 29, 2021 meetings have been voted on electronically, posted on the university web, and can be found here: <u>https://governance.vt.edu/student-affairs.php</u>

4) CSA Announcements

It was decided to hold off on the electing a vice chair for the CSA until the USS concludes their elections.

5) University Council and Commission Updates

Summary of September 20, 2021 and October 4, 2021 University Council meetings can be found at: <u>https://governance.vt.edu/university-council.php</u>

Ariana shares that the Academic Support Committee still needs CSA representation. Discussion was had regarding a set schedule of meetings, if the students schedule would be taken into account when scheduling these meetings, and possible time commitment for this role. It was confirmed that ASC does not currently have a set schedule of meetings for the upcoming year, as they meet as needed. As far as a time commitment, that would likely depend on the specific task for which the individual volunteers for. If interested in representing CSA in this capacity, please email Ariana (ariana@vt.edu).

6) New Business

Juwan Jacobs presented a tutorial on Robert's Rules. Presentation attached.

Alec Bradfield, chair of Student Budget Board shared that he will be giving a short SBB presentation at all future CSA meetings moving forward. He gave a presentation that highlighted the following: 1) Overview of SBB; 2) Review of Budget Boards Funding 2021/2022 Appropriations Strategy; 3) What to do with the carryover funds?; 4) Request Appropriations; and 5) Next Steps. Presentation attached.

Discussion included a more descriptive line item to show where leftover funding came from, and also Leadership Development opportunities.

Alec strongly suggested that CSA come to a definitive resolution of where the large surplus of \$300K+ money should be allocated so it will be accessible to students by the next meeting.

It was suggested that the monthly SBB report include more metrics.

Motion to waive second reading was made, was seconded, no opposition. Motion carried. It was realized voting could not take place, as there were not enough members for quorum. Voting took place electronically after the meeting for the following two items:

Vote #1 - Out of 31 voting CSA members, 17 approved, 1 was in opposition. SBB is asking that CSA approve the updated appropriation strategy. This means approving SBB to appropriate \$30,000 to go towards an accommodation pot, \$6,000 to the Source, \$300,000 to go towards SBB reserves, and \$4,000 to go towards small equipment items (coolers, owls, and water jugs). Just to be clear, this is money that SBB is already in possession of and we are just asking this money to be distributed to those specific line items mentioned above.

Vote #2 – Out of 31 voting CSA members, 17 approved, 1 was in opposition. SBB is asking that CSA delegate authority to SBB/GSBB to appropriate an uncertain amount of money to large equipment items (speakers, a large-format printer, etc.) with Virginia Tech student's interests in mind.

Both SBB Appropriations Strategies passed. Official voting results are attached.

Due to lack of time, agenda item "C" did not take place.

7) Adjournment

A motion was made by Ariana Guevara to adjourn; seconded; all were in favor; the meeting adjourned at 5:08pm.

PARLIAMENTARY PROCEDURE

JUWAN JACOBS

What is Parliamentary Procedure?

VIRGINIA TECH.



the body of ethics, rules, and customs governing meetings and other operations of clubs, organizations, legislative bodies and other deliberative assemblies.



RAISE YOUR HAND BEFORE

SPEAKING OR LEAVING SEAT

SAMPLE "POINTS"

Point of Information Point of Clarification Point of Order Point of Personal Privilege

SAMPLE MOTIONS

"I move to" or "Motion to"



-Motion to approve the agenda -Motion to make a friendly amendment -Motion to move to second reading status -Motion to enter voting procedure -Motion to table -Motion to enter/end debate -Motion to adjourn

QUESTIONS?

VIRGINIA TECH.

SBB Presentation - 9/23/2021 **Presented by Alec Bradfield**

Agenda

- I. Overview: "State of SBB"
- II. Review of Budget Boards Funding 2021-2022 Appropriations Strategy
- III. What to do with the carryover funds?
- IV. Request Appropriations
- V. Next Steps

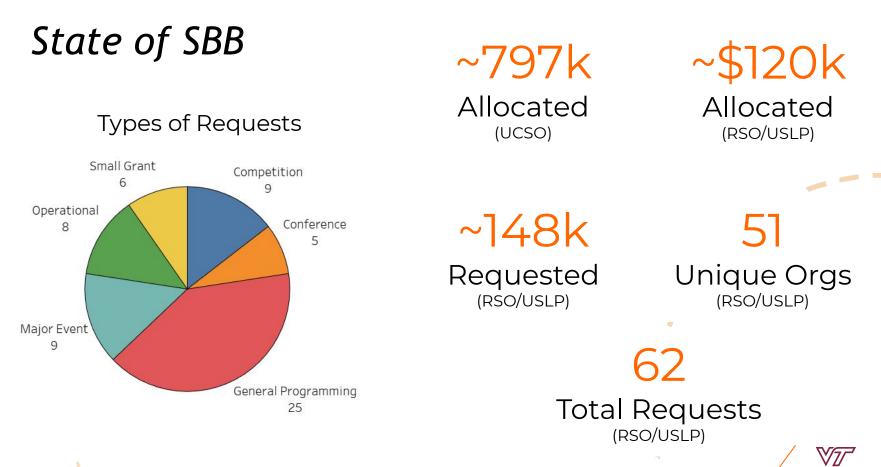


State of SBB

The "State of SBB" will show CSA a current snapshot of SBB related metrics every meeting

Data collected from... Aug 1st → Sep 21st





VIRGINIA TECH

State of SBB



26.4%

Amount Approved out of Amount Requested (RSO/USLP)

82.2%



Budget Boards (SBB and GSBB) Funding 2021-2022

SBB 2021-2022 Appropriations Strategy

Student Budget Board, Proposed 2021-2022 Appropriations Strategy						
Funding Available		Description				
University Budget Office Allocation	\$1,165,595.00	Amount given to SBB from the Budget Office (reflective of 5% cut).				
Carryover Amount known S21	\$ 344,007.45	Large amounts of unused funds due to COVID in FY21 and SY21. Generally, the Board use \$110,000 in known carryover each year. The current amount is being used to cover a 5% cut in the overall budget and given we have unused at the beginning of the year verses the end, when we pull back funds, we are front-loading the budget in order to best support students and orgs for next year.				
Total Funds Available	\$1,509,602.45					



SBB 2021-2022 Appropriations Strategy

Total Funds Available	\$1,509,602.45		
21-22 Appropriations		Description	
The Source	\$ (9,000.00)	Funding for Operations for The Source. For the past 3 years we've allocated \$15,000 and have not used that funding in total. After review with AD, Student Orgs, it was decided that \$9000 is more reasonable.	
Student Legal Services Contract	\$ (77,000.00)	Contract for Diana Miller for grad, undergrad, and student org support.	
UCSO Annual Funding Allocation	\$ (796,881.60)	Allocated through Annual Funding process in Spring 2021.	
RSO/USLP Funding	\$ (600,000.00)	 25% of total allocation pot (\$600,000) will be used for conference and competitions. 15% to competitions 10% to conferences Continue to disseminate funding widely and allow for funds to be spent on programming. The total RSO/USLP Funding Allocation will be split 50/50 between Fall and Spring. 	
UCSO Contingency Funding	\$ (25,000.00)	Used for unforeseen expenses for UCSOs that may come up throughout the year.	
Total 2020-2021 Approriations	\$1,507,881.60		
Total Remaining	<mark>\$ 1,720.85</mark>		

This was approved by CSA **last Spring**. Now we have even more carryover!



What to do with the extra carryover money?

- Currently, SBB has **\$888,265.89** in carryover funds
- This is an abnormally large number due to student's not putting on events/requesting for money during COVID-19 last year.
- Since it is the student's money, we want to be able to spend this money in ways that best serve students.
- We've identified several needs for student orgs, but we (SBB/GSBB) and CSA to work together to establish a plan to use the remaining funds.



Proposal: Creating an Accommodations pot and more funding for Printing

Accommodations

• Setting aside money to support paid accommodations for student organizations.

Printing in The Source

 Closing of Hokie Print, The Source is supplementing some of organization printing needs. How much we want to appropriate \$30,000

How much we want to appropriate \$6,000



Proposal: Purchasing smaller items that organizations can use to help them put on their events

Items that we would like to purchase:

- Meeting Owls
- Coolers
- Water Jugs

How much we want to appropriate \$4,000



Proposal: Purchasing larger items that organizations can use to help them put on their events

Items that we would like to purchase:

- Large-format printer
 - To help combat loss of Hokie
 Print
- Mic and Speaker Set
- Etc.

How much we want to appropriate Uncertain (delegate authority)



SBB 2021-2022 Appropriations Strategy

Final Carryover Funding		Description	Approval Needed
\$	888,265.89	Current Carryover Amount	
\$	(30,000.00)	Amount to establish pot for Org Accomodations	CSA
\$	(120,000.00)	Amount to carryover for FY23	
\$	(6,000.00)	Allocation to The Source for Org Printing Needs	CSA
\$	(124,000.00)	Cover 5% for next two year (FY23 and FY24)	
\$	(300,000.00)	Recommed potentailly keeping around 300K (increased requests, increased costs, increased spending, GSBB funding, increased in new organizations, etc.)	CSA
\$	(4,000.00)	Owls for meeting rooms, equipment for orgs (coolers/water jugs)	CSA
Del	legate Authority	Extra Items: mics speakers, large-format printer (delegate authority)	CSA
\$	304,265.89	Total	



SBB is requesting that CSA approves the updated appropriation strategy and delegates authority to SBB/GSBB to move forward on the specific proposed items.

Request for a vote



Remaining Funds and Collaboration

After everything is addressed we discussed, there is still over **\$304,265.89** of unappropriated funds.

Recommendation:

Committee created to further identify and execute ways this money can be used to support students with findings gathered by next CSA
 meeting date.



Do you de authority Budget Board/Gra	legate to Student
ID Start time Completion time Name Student Budget Board to appropriation strategy ID Start time Completion time Name appropriation strategy uncertain as shared in the 9.23.21 ID Start time Completion time Name appropriation strategy uncertain as shared in the 9.23.21 ID Start time Completion time Name meeting? equipment speakers, printer, et	aduate udget Board riate an amount of
1 9/28/21 15:24:03 9/28/21 15:24:17 Vedant Patel Yes Yes	
2 9/28/21 15:24:24 9/28/21 15:24:29 Adyan Atiq Yes Yes	
3 9/28/21 15:30:52 9/28/21 15:31:25 Lauren Surface Yes Yes	
4 9/28/21 16:58:49 9/28/21 16:59:00 Morgan Salvato Yes Yes	
5 9/28/21 17:14:14 9/28/21 17:14:28 Keri Friedman Yes Yes	
6 9/28/21 19:13:01 9/28/21 19:13:50 Paolo Fermin Yes Yes	
7 9/28/21 20:16:51 9/28/21 20:17:04 Sidney Stearns Yes Yes	
8 9/28/21 21:05:57 9/28/21 21:06:20 Michael Chin Yes Yes	
9 9/30/21 8:55:10 9/30/21 8:58:42 Terri Pecora Yes Yes	
10 10/1/21 18:16:12 10/1/21 18:17:39 Kamla Al Amri Yes Yes	
11 10/3/21 15:51:01 10/3/21 15:51:17 Prince Wang Yes Yes	
12 10/4/21 9:11:25 10/4/21 9:11:35 Ennis McCrery Yes Yes	
13 10/4/21 9:16:42 10/4/21 9:16:50 Monica Nguyen Yes Yes	
14 10/4/21 9:18:30 10/4/21 9:19:03 Nicholas Martinelli No No	
15 10/4/21 9:18:45 10/4/21 9:19:11 Jennifer Pike Yes Yes	
16 10/4/21 9:18:43 10/4/21 9:19:18 Susanna Rinehart Yes Yes	
17 10/4/21 9:25:24 10/4/21 9:28:57 Abigail Patterson Yes Yes	
18 10/4/21 10:52:01 10/4/21 10:56:00 James Heagerty Yes Yes	

CSA Voting for SBB requests - Deadline Monday, October 4, 2021