

Commission on University Support Minutes
September 21, 2006

Attendance: Jan Helge Bohn, Chair; Tom Tillar; Bradley Scott; Mary Finn; Sharron Quisenberry; Angela Hayes (for Betsy Flanagan); Mark Widdowson; Denny Cochrane; Pat Rodgers; Christine Kastan; Sue Ellen Crocker; Matt O'Leary; Kurt Krause; and Guy Sims

Meeting convened at 2 PM by Jan Helge Bohn

Agenda: September 21, 2006 agenda approved unanimously

Minutes: May 11, 2006 minutes approved unanimously

Introduction of new members

Chairman Bohn discussed the process for recording the minutes and solicited volunteers for the task. Guy Sims volunteered with unanimous approval from the members.

Chairman Bohn shared that he met with President Steger on September 6, 2006, and broadly discussed the goals and objectives for 2006-07. The key item was to seek input from the VPs and Deans based on the items listed in the CUS Charge.

New Business

The Commission discussed various topics for consideration this year to include the following:

- **Smoking Policy:** Kurt Krause suggested CUS review the University Smoking Policy concerning smoking outside of University buildings. Many areas have ash receptacles they are often placed right next to door where smoke can be sucked through open doors. Smoking should be permitted at locating sufficiently far away from doors that smoke does not get sucked inside when doors are opened.
- **Parking Garages:** Sufficient parking and the location of sufficient parking continues to be an issue. Kurt Krause said that the university identified a need for a lot of additional parking, and has obtained the authorization from the Commonwealth to build parking garages. Funding for building parking garages is not provided by the Commonwealth and will require an increase in parking fees. The Commission understands the need to review the fee structure and that this would be a good task for the Transportation and parking Committee which reports to the CUS.
- **Standard Publication Boxes:** Kurt Krause addressed the current situation around campus. We have multiple containers for public newspapers, the Collegiate Times, magazines, job market information, coupon booklets, real estate advertisements, etc. The containers are in different dimensions and colors, with some chained to lampposts or other secured campus fixtures. In the past, there have been conversations on the possibility on

establishing a standard container system that would meet the needs of the publishers as well as provide an attractive container that would better blend in with the university architecture and landscape. Kurt suggested that he could provide CUS with a brief presentation at the October meeting. A motion to have a brief presentation at the Oct. 19 CUS meeting was approved unanimously.

- Fringe Benefits Rates: Mark Widdowson has concerns on the process the university uses to change the rates, the timing of those changes and how it gets communicated to the university community. The focus here involves research grants. Kurt suggested we ask the appropriate individuals from research/sponsored programs, human resources, and the budget office to meet with the Commission in the future. Unanimous agreement. Denny Cochrane will set this up.
- Committee on Computing and Communications Resources: Sue Ellen Crocker voiced a strong concern to have this committee again. Apparently, this committee has served a very useful purpose in the past but in recent years has not been active. According to the “Bylaws of the University Council”, this committee reports to CUS. While there have been significant improvements in this area, Kurt Krause mentioned that the recent August 21st Crisis revealed a further need to review our procedures of communicating during an emergency. Chairman Bohn made a motion to have the Vice president for Information Technology meet with CUS at the Nov. 16th, 2006 meeting, to have a conversation regarding the future of the Committee on Computing and Communications Resources. This motion passed unanimously.
- Golf Carts: Kurt Krause recommended that we have the Transportation and Parking Committee formulate a policy for the use of Golf Carts on campus. Given the shortage of parking spaces and the difficulty in getting across campus quickly to attend meetings by our senior leadership, many feel it made sense to look into this alternative method of transportation as a viable option. CUS was not sure if there is a current policy. A motion for the Transportation and Parking committee review on if it exists, or if one does not exist, look into formulating a draft policy. Approved unanimously.

The Commission approved the dates for the FY 2006-07 meetings: Oct. 19, 2006; Nov. 16, 2006; Jan. 18, 2007; Feb. 15, 2007; Mar. 15, 2007; and Apr. 19, 2007.

Meeting adjourned @ 3:10 PM.

Respectfully submitted,

Dr. Guy A. Sims

Minutes
Commission on University Support
October 19, 2006
2:00 p.m.; 325 Burruss Hall

Attendance: Jan Helge Bohn, Chair; Tom Tillar; Bradley Scott; Mary Finn; Denny Cochrane; Pat Rodgers; Sue Ellen Crocker; Bill Elvey; Martin Daniels; Kurt Krause; and Guy Sims

Meeting convened at 2 PM by Chairman Jan Helge Bohn

Agenda: October 19, 2006 agenda approved unanimously

Minutes: Sept. 21, 2006 minutes approved unanimously

New Business

The Commission discussed various topics for consideration this year to include the following:

- Standard Publication Box Proposal: Matt Gart of the University Architect's Office presented a proposal on a standard display for media publications. Copies of the Campus News Rack project were distributed to the group. This particular project began several years ago but was stopped. Currently, many newspaper owners placed their boxes where ever without any responsibility for upkeep or maintenance. Matt's area inventoried all of the boxes for publications around campus, photographed and catalogued them to identify high use areas, status of boxes, etc. The Roanoke Times was solicited to offer advice on how best to address this issue. The process for the operation of the use and maintenance of the boxes is currently in development. Questions raised by members of the commission included: Who pays for the boxes, the vendors or university?; How will this affect the CT and their ability to distribute their papers?; Who would be responsible for the maintenance and appearance of the boxes? The idea was presented to establish a subcommittee to draft the policy on new paper box operations. Consensus: The design of the boxes was acceptable to the commission members. It was also suggested the University Services be contacted to discuss how vendors could be charged fees to use a common distribution box and that Kurt would make this contact.

It was also suggested by Bill Elvey that we contact Don Williams, Executive Director, VT Services. Kurt agreed to take the lead.

- Smoking Policy: Kurt Krause distributed the existing VT Smoking Policy and an updated and more comprehensive policy, proposed by Dr. Michael Bliss, prohibiting smoking within 30ft. of an entrance to any non-smoking building on campus. As a point of information, the senate did discuss this last year. The idea of having smoking locations around campus offered. Questions: Does the university have the responsibility to

provide a place for smokers?; Are their legal concerns surrounding this issue?; Can we identify smoke free institutions and review their policies?

Meeting adjourned @ 3:15 PM.

Next meeting: Nov. 16, 2006 @ 2 PM

Respectfully submitted,

Dr. Guy A. Sims

**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
May 3, 2007
Randolph Hall, Room 100L

PRESENT:

Jan Helge Bøhn, Chair; Osaro Airen; Rhonda Arsenault (for Betsy Flanagan); Erv Blythe; Denny Cochran; Sue Ellen Crocker; Martin Daniel (for Sharron Quisenberry); Bill Elvey; Mary Finn; Debbie Jenkins (for Tom Tillar); Brian Mihalik; Vikram Narayan; Pat Rodgers (for Judy Lilly); Uri Vandsburger; Jamie Williams (for Zenobia Hikes)

Jan Helge Bøhn called the meeting to order at 9:35a.m.

AGENDA:

The May 3, 2007 Agenda was unanimously approved by the Commission.

MINUTES OF THE PREVIOUS MEETING:

The Minutes of the March 15, 2007 Meeting was unanimously approved by the Commission.

NEW BUSINESS:

a. Computing and Communications Resources Committee Discussion.

The Computing and Communications Resources Committee is one of thirteen University Committees and reports to the Commission on University Support (see Bylaws for the University Council, Section VE). The Vice President for Information Technology is the senior administrator on the membership list. For the past few years this Committee has not been active.

Erv Blythe (Vice President for Information Technology) provided the Commission with an historical perspective of IT actions that took place in the 1980s and 1990s that eventually resulted in the forming of the Computing and Communications Resources Committee. He addressed several questions from the Commission regarding university IT policy and procedures, and the dissemination of that information to the university community. He provided Commission members with two Virginia Tech IT publications ("Information Technology" and "The IT Connection"). In conclusion, Erv Blythe strongly supports having the Computing and Communications Resources Committee becoming active again beginning in Academic Year 2007-2008. The Commission agreed.

OLD BUSINESS:

a. Commission on University Support Resolution 2006-2007A, Resolution to Approve the Establishment of the University Committee on Energy and Sustainability.

Chair Jan Helge Bøhn reported the University Council approved the Resolution on April 30, 2007.

CONTINUATION OF NEW BUSINESS:

b. Election of a Chair of the Commission on University Support for Academic Year 2007-2008 (One year term).

Jan Helge Bøhn was nominated and unanimously elected as Chair for Academic Year 2007-2008.

c. Election of a Vice Chair of the Commission on University Support for Academic Year 2007-2008.

Brian Mihalik was nominated and unanimously elected as Vice Chair for Academic Year 2007-2008.

d. Election of a Commission on University Support Faculty Representative to the Transportation and Parking Committee for Academic Year 2007-2008 (One year term).

Mary Finn was nominated and unanimously elected as Faculty Representative to the Transportation and Parking Committee for Academic Year 2007-2008.

d. Review of the Transportation & Parking Committee Minutes for February 19, 2007.

Mary Finn serves as the Commission Faculty Representative to the Committee and she provided a brief overview of the key items of that meeting.

e. Update on the Building Committee.

Bill Elvey, Chair of the Building Committee, provided an overview of their April 26, 2007 Meeting. Bob Broyden, Director of Capital Assets and Financial Management presented the draft 2008-2014 Capital Outlay Plan which will be presented to the Board of Visitors for ratification at their quarterly meeting on June 4, 2007. Bill Elvey reviewed the status of ongoing projects under design and under construction.

FUTURE MEETINGS:

This was the last meeting for the Commission for Academic Year 2006-2007. The first Meeting for Academic Year 2007-2008 is scheduled for Thursday, September 20, 2007.

APPROVAL OF THE MINUTES: Chair Jan Helge Bohn requested that the members present review the draft Minutes for this meeting and approve by electronic vote.

ADJOURNMENT: The meeting was unanimously adjourned at 10:35a.m.

Respectfully submitted,

Denny Cochrane, Assistant to the Vice President for Administrative Services