

University Council Minutes
September 16, 2019
3:30 PM
Steger Hall Conference Center

Present: Cyril Clark (presiding), Debra Stoudt for Laura Belmonte, Richard Blythe, Greg Daniel, Karen DePauw, Bryan Garey, Guru Ghosh, Stephen Kleiber for Alan Grant, Scott Midkiff, April Myers, Kim O'Rourke, Tara Frank for Patricia Perillo, Angela Hayes for Charles Phlegar, Jack Lesko for Julia Ross, Brennan Shepard for Dwight Shelton, Kevin Carlson for Robert Sumichrast, Don Taylor, Paul Winistorfer, Jonathan Bradley, Urs Buehlmann, Bob Hicok, John Hole, Kimberley Homer, Collin Shelton for John Livingston, Alan Michaels, Kerry Redican, Lori Buchanan for Serena Young, Diane Agud, Eric Kaufman, Bettina Koch (via Zoom), Robin Queen, Anthony Wright de Hernandez, David Bieri, Daniel Hindman, Jia-Qiang He (via Zoom), Kang Xia for Mary Marchant, David Tegarden, LaTawnya Burleson (via Zoom), Velva Groover, Brandy Morse, Sue Teel, Janice Austin, Khaled Hassouna, Inga Haugen, Caitlyn Stokes, Jackson Ribler, Dylan Sparks, Blake Barnhill, Sadie Anderson, Conrad Briles, John Ferris, & Tamarah Smith

Absent: Tim Sands (with notice), Michael Friedlander, Lee Learman, Steve McKnight, Sally Morton (with notice), Kelly Oaks, Dwayne Pinkney (with notice), Menah Pratt-Clarke (with notice), Tyler Walters, Lisa Wilkes (with notice), Sherwood Wilson (with notice), Greg Fansler (with notice), Monty Abbas, Cayce Myers (with notice), Lyn Abbott, Matthew Gabriele, Chris Lawrence, Brian Huddleston, Katrina Loan, Teresa Lyons, Glenda Scales, Hani Awni, Alexis Hruby, Ryan King, & Madelynn Todd (with notice)

Guests: Catherine Amelink, Kari Evans, Jack Finney, Annabell Fuselier, Rachel Holloway, Dawn Jefferies, Edward Lener, Marlina Lester, Scott Nachlis, Patricia Simpson, & Rick Sparks

Dr. Clarke called the meeting to order at 3:30 p.m. A quorum was present.

1. Adoption of Agenda

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

2. Announcement of approval and posting of minutes of May 6, 2019

Dr. Clarke 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. Commission Chair Reports

Dr. Clarke asked the Commission chairs to present briefly their goals for the academic year.

1. Commission on Administrative and Professional Faculty Affairs – Janice Austin, Member
 - a. Seeking feedback from constituents to determine the desire for greater representation in university governance for A/P faculty and will evaluate its current representation on committees and commission which may bring a resolution to University Council
 - b. Will evaluate the possibility of A/P faculty receiving community service leave similar to current Classified and University Staff

2. Commission on Equal Opportunity and Diversity – Kimberley Homer, Chair
 - a. Reviewing safety and accessibility in the physical plant
 - b. Reviewing accessibility in Virginia Tech's instructional media
 - c. Exploring affordable housing on and off campus
 - d. Reviewing the Mental Health Task Force report recommendations
 - e. Looking into affordable experiential learning for underrepresented students
 - f. Seeking clarification of policies and procedures for religious observance exemptions

3. Commission on Faculty Affairs – Bob Hicok, Chair
 - a. Working on a resolution on religious accommodations for students
 - b. Revising Chapter 3 of the Faculty Handbook to send through shared governance
 - c. Working on completing the revision of Chapter 5 (collegiate faculty sections) of the Faculty Handbook to send through shared governance
 - d. Preparing for Kerry Ann O'Meara and Kiernan Matthews visit that will focus on faculty workload equity
 - e. Completing the Open Educational Resources guidelines and determine where these guidelines should be retained
 - f. Working group focusing on faculty service: how it is measured, evaluated, recorded, rewarded, etc.
 - g. Continue working on the integration of the medical school into shared governance
 - h. Periodic discussion of output from President's Committee on Governance

4. Commission on Graduate Studies and Policies – John Hole, Chair
 - a. Actively discussing how to improve resources and policies for graduate students to mitigate several issues, including food insecurity, mental health, and inclusion
 - b. Looking into encouraging degrees and programs to adopt more formal expectations for graduate student outcomes (creating guidelines)
 - c. Looking to grow and make more accessible the new Interdisciplinary Graduate Education Program
 - d. Investigating how recent new policies on Open Access (publication and data) affect graduate students and resources that may be required
 - e. Exploring ways to help the university's growth in Northern Virginia
 - f. The commission wishes to assist in any way with the implementation of the resolution for the new PhD status of Candidate to help reduce tuition for advanced doctoral students

5. Commission on Outreach and International Affairs – Urs Buehlmann, Chair
 - a. Seeking to find funding for international scholarships for the Global Education Office
 - b. Exploring ways to engage our global alumni with Virginia Tech

6. Commission on Research – Alan Michaels, Chair
 - a. A resolution is being brought through governance regarding the revision to Policy 13005, Centers and University Institutes: Establishment, Governance and Programmatic Oversight.
 - b. A resolution will be sent through governance updating the Open Access Policy
 - c. Reviewing Research Faculty definitions in the Faculty Handbook and taking a closer look at the classification of post docs
 - d. Exploring a broader cross-commission discussion on experiential learning and how to roll it out to Virginia Tech

7. Commission on Staff Policies and Affairs – Tamarah Smith, Member
 - a. Exploring ways to improve communication with staff
 - b. Determining ways to increase participation in university governance and service to Virginia Tech
 - c. Finding ways to improve upon the President’s endorsement of shared governance participation
 - d. Continue to look at benefit options for staff – “Best Place to Work”

8. Commission on Student Affairs – Collin Shelton, Vice Chair
 - a. Taking up Hokie Handbook changes and reviewing UCSO Constitution changes
 - b. Reviewing faith-based absences
 - c. Exploring public transportation
 - d. Looking into the math emporium with regards to efficiency, effectiveness, and accessibility
 - e. General review of university facilities and the supporting infrastructure

9. Commission on Undergraduate Studies and Policies – Kerry Redican, Chair
 - a. Exploring academic relief policy that includes student re-admission/re-enrollment, current W grade policy, retroactive timeline, and appearance of coursework on the transcript
 - b. Reviewing revisions made to current academic policies including discontinuances, revised policy source (PPM, numbered policy, or Undergraduate Catalog), and updates due to current practice
 - c. Working on date of graduation to date of entry implementation and transition

10. Commission on University Support – Jonathan Bradley, Chair
 - a. The commission has charged the Information Technology Systems and Services Committee with defining a mechanism that details actions that can be taken to improve the efficiency, transparency, and timeliness of software procurement requests across campus

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 10, 2019
May 8, 2019

- Commission on Equal Opportunity and Diversity
April 29, 2019

- Commission on Faculty Affairs
April 19, 2019

- Commission on Graduate Studies and Policies
April 17, 2019

- Commission on Outreach and International Affairs
April 18, 2019

- Commission on Research
December 12, 2018
February 13, 2019
March 13, 2019
- Commission on Undergraduate Studies and Policies
April 8, 2019
April 22, 2019

5. Presentation

Ed Lener and Dawn Jefferies gave a presentation (attached) that gave an overview of the Commonwealth of Virginia Campaign.

6. Adjournment

There being no further business, a motion was made to adjourn the meeting at 4:02 p.m.

CVC Overview

Edward Lener, 2019 Steering Team Chair

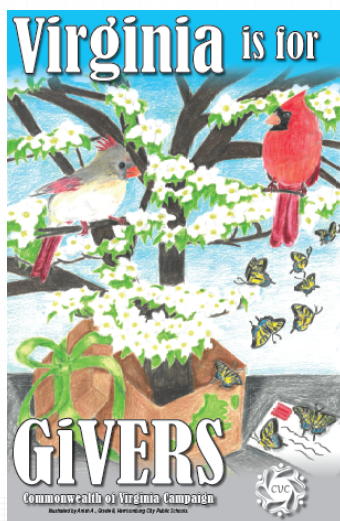
Dawn Jefferies, 2019 Honorary CVC Chair

September 16, 2019



1

CVC Campaign Artwork



2

■ Today's Agenda



- What is CVC?
- Why give in this way?
- CVC at Virginia Tech
- Common questions and concerns
- CVC website and online pledge system
- Hosting fundraisers
- Questions from you

3



■ Commonwealth of Virginia Campaign



What is the CVC?

- Annual workplace giving program.
- Operated by and for state employees.
- Over 1,000 participating charities, including health & human services, animal welfare, environmental conservation, medical research, and more!

4



■ This Year's Honorary Chair



Associate Director of
Visual Strategy

Dawn Jefferies



5



■ Why Give through the CVC?



- 100% of any designated contribution goes to that charity.
- Employees can designate multiple charities.
- Payroll deduction option makes budgeting easier.
- Employees may also make one-time contributions.
- All charities prescreened by CVC.

6



CVC at Virginia Tech



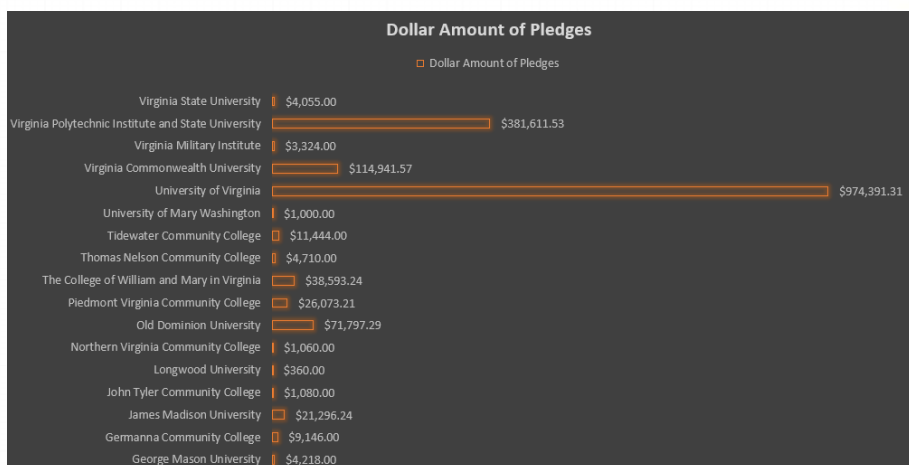
- One more way the Hokie Nation lives our motto, *Ut Prosim* (That I may serve).
- Since 2010, the university has raised over \$2.8 million to support local, state, and national charities.
- This past year we raised almost \$381,000 - a new record!



7



How Does VT Compare?



8



2018 Campaign - Top Designated Charities at VT



- Women's Resource Center of the NRV
- Free Clinic – New River Valley
- Feeding America Southwest Virginia
- United Way of the New River Valley
- Montgomery County Emergency Assistance Program
- Habitat for Humanity – New River Valley
- Blacksburg Volunteer Rescue Squad
- Blacksburg Interfaith Food Pantry
- American Red Cross – Roanoke and NRV
- Virginia Tech Rescue Squad

9



2019 Campaign



- Sept. 30 – Dec. 13
- Goal: **\$390,000**
 - Each college and senior management area also has a goal (*proportional, based on July 1 Banner data*)
- **Kick-off celebration: Sept. 30**
 - Owens Hall – 11:30 to 1:30
 - Local charity partners
 - Lunch and silent auction
 - You are invited!

10



■ A Few Common Questions and Concerns



- What charities are included? How are they selected?
- Are donations confidential?
- Do small donations make a difference?
- What are the benefits of designating a charity?

11



■ A Little Quick Math



Average donation was \$247 or just over \$10 per pay period

- \$10 per pay period
- 24 pay periods per year
- About 65 people here today
- $10 \times 24 \times 65 =$

\$15,600

12



■ Our Primary Goals for the 2019 Campaign



- Increase annual giving to \$390,000 (or more!)
- Boost overall participation rate to over 20%
- Reduce the dollar amount of gifts that are undesignated

13



■ Departmental Representatives



- Serve as a local point of contact and a familiar face.
- Publicize campaign launch and fundraising goals.
- Communicate the need and help make it personal.
- Answer questions about CVC.
- Coordinate special events.



14



■ Online Pledge System

- Online system is recommended
- Employee can give one-time donation or choose payroll deduction
- Can designate multiple charities
- If employee prefers, they can donate using the paper pledge form

STEP ONE:
Choose the amount you'd like to donate

Amount Per Pay Period
 Total Donation
 Gift Type: Cash

STEP TWO:
Direct your pledge

You can select to which of the 1,000 charities you'd like to contribute, or donate to the general fund. To designate your contribution, click on the Add a charity button below.

Amount Not Designated
\$0.00

[Add a Charity](#)

STEP THREE:
Determine acknowledgement

I would like my gift to be anonymous.
 I would like to be acknowledged. Please share my name, address and gift amount with the charities I have selected.

STEP FOUR:
Finalize your pledge

Before submitting, please confirm the following information:
 The Annual Per Pay Period and the Total Annual Pledge Amount are correct.
 If you directed your pledge to one or more charities, verify the designated charities appear in the Direct your pledge section above.

[Submit Pledge](#)

15



■ CVC Website - cvc.hr.vt.edu

- **Donate:** Online pledge system, paper pledge form, FAQs, list of participating charities
- **Campus Involvement:** Photo galleries and campaign awards
- **Campaign Goals:** Fundraising goals by Senior Management Area and contributions to date
- **Resources:** Steering Team, resource guide, event funds log, pledge form, email templates and promotional images



16



■ Hosting a Special Fundraiser



- Fun way to raise awareness, increase participation, and raise donations.
- Engages your team; fun atmosphere.
- Examples: bake sale, pumpkin carving contest, chili cook off, baby picture ID contest, bean count.



17



We Need Your Help to Be Successful!

Edward Lener, lener@vt.edu
Dawn Jefferies, djefferies@vt.edu

18

