Commission on Student Affairs
November 30, 2006
3:30-5:30 p.m.
Brush Mt. B
Squires Student Center

Minutes

Present: Sumeet Bagai, Steve Burrell, Virgilio Centeno, Scott Cheatham, Kristin Clarke, Ron Daniel, Kevin Denny, Tim Filbert, Monika Gibson, Zenobia Hikes, Megan Horan, Monica Hunter, Frances Keene, Tanya LeRoith, Navin Manjooran, Ennis McCreery, Shane Moore, Manisha Patel, Jory Ruscio, Greg Sagstetter, Marc Saint Raymond, Aaren Salido, Robert Sebek, Guy Sims, Ed Spencer, Devin Stone, Jon Hardage for Purnima Sudeswaran, James Tyger

Absent: Jack Atkins, Rob Dalton, Michael Dunleavy, Elizabeth Ford, Adeel Khan, Gary Kinder, Pris Martinez, Margaret McQuain, Jerrine Morris, Karen Sanders, Ken Stanton, LaChelle Waller, Brian Whitaker

Guests: Jennifer Crook, Brian Marroquin

I. Call to Order

Mr. Sumeet Bagai, Chair, called the meeting to order at 3:35 p.m.

II. Adoption of Agenda

Mr. Bagai called for adoption of the agenda. There was a motion to adopt the agenda as written. The motion was seconded and passed.

III. Chair Report

Mr. Bagai welcomed everyone back from the Thanksgiving break and thanked them for attending the last meeting of the semester.

IV. Old Business

a. AASU Constitution – Mr. Aaren Salido presented the AASU Constitution Changes for second reading and briefly outlined the changes that were presented at the November 16 meeting. Following a brief question and answer period, there was a motion to accept the constitutional amendments. The motion was seconded and passed.
V. New Business

a. Student Budget Board—Ms. Monica Hunter and Mr. Steve Burrell distributed copies of the updated “General Budget Board Funding Guidelines” for review and approval. The following text has been added to the guidelines:

(First paragraph, page 1) …When making its decision to allocate funding, the Board will consider the following factors:
- The benefit that both Virginia Tech students and the entire Virginia Tech community will receive from the program or travel
- The number of Virginia Tech students that can participate in the program
- The diversity of the proposals we receive
- How reasonable the program expenses are and how well they are justified
- Other sources of funding available to the organization
- The demonstrated success of the organization’s previous programming attempts.

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C. Co-sponsorship and Revenue Regulations
The student organization allocation fund is not growing in proportion to the amount of monies requested by organizations. In order to support student organization programming needs and to have campus wide programming that enriches students’ lives at Virginia Tech, the two guidelines below will be implemented beginning with the 2007-08 annual funding cycle.
1. Co-sponsorship is an important way for organizations to work together to present contracted entertainment for students. Generally, programs involving contracted artists, entertainers, or speakers over $5,000 with no revenue generated through ticket sales must be co-sponsored with a student organization or university department.
2. Contracts over $2,500 with no co-sponsorship must produce revenue by ticket sales of a minimum of $5.00 per ticket.
3. The Black Student Alliance and the Virginia Tech Union are exempt from these two provisions as they are the designated major programming groups on campus and that is their mission and purpose.

D. Processing Expenditures
1. All allocations and payments are managed through the Student Organizations Accounting Office, Squires 325.

Changes in Section C will help offset the high cost of contract fees that are being requested. Last year, organizations requested nearly $950,000 in the contract fee category alone. Another change is the addition of an e-mail address that will be used exclusively for small budget requests so that process can become completely electronic. That e-mail address is in process and will be provided once it is established. They are also working on a listserv for the Budget Board.
The floor was opened for a question and answer period. They were asked what will be done this year to make sure the historically marginalized groups aren’t under-funded again this year. Mr. Burrell responded that the Budget Board will have a training session prior to the start of annual funding hearings in the spring, and they will use specific examples from last year as teaching opportunities. In addition, the board will review the budgets with Dr. Sims and Ms. Nicki Cantrell before final budgets are submitted to CSA for approval. Dr. Hikes stressed the purpose of the second review is to make sure the board has looked at the total picture to see what areas have been funded and which ones have not. Several commission members expressed concern that individuals outside the Budget Board would be reviewing the budget and offering advice because this information isn’t included in the guidelines. Since the SBB is a subcommittee of CSA, this type of process change would need to be approved by the commission. However, the extra review would not take place until mid to late February, so this can be discussed again at the beginning of spring semester and a decision made at that time. A couple of members also expressed concern over the restriction that the board would not fund for printing in color ink or glossy flyers. Mr. Burrell clarified that flyers are 8.5x11” or smaller and posters are 11x17” or larger, and this information will be clarified in the guidelines.

There was a motion to suspend the two-reading process portion of parliamentary procedure so the document could be approved immediately due to the timeliness of the guidelines. The motion was seconded and passed. There was a motion to approve the General Budget Board Funding Guidelines, with the clarification on post and flyer sizes. The motion was seconded and passed.

Mr. Bagai asked that in the future, if legislation needs to be approved at the first reading, the documents should be e-mailed to the commission for reading prior to the meeting.

b. Undergraduate Representative to the BOV Application Publicity—Mr. Greg Sagstetter outlined the publicity that is being done for the position. The application has been sent to CSA via e-mail and student organizations were encouraged to forward the information to their groups; an announcement of the position will be shown on the Virginia Tech website with a link to the website for the Division of Student Affairs (www.dsa.vt.edu/bov), where the application will be available for download; and an announcement will go out on the listserv for VTNEWS. The floor was opened for discussion. It was suggested that chairs of other commissions be sent information about the positions so they could share it with their groups. Many on the commission felt information sessions for prospective candidates are helpful and Ms. Ennis McCrery volunteered to hold consolidated sessions for students interested in the graduate and undergraduate positions. In addition, Mr. Sagstetter
indicated he would be available to answer questions about the undergraduate position, and he may be contacted via e-mail. There was a suggestion that advertisements run in the *Collegiate Times*. Ms. McCrery indicated she would talk with the *CT* about writing an article about the positions so students will have a better understanding of how the positions fit into the governance structure of the university.

VI. **Committee Meetings** – Mr. Bagai asked the group to break up into committee meetings for 15 minutes.

VII. **Open Forum** – During the Open Forum, Mr. Greg Sagstetter announced that during their committee meeting, the Campus Climate Committee drafted a letter to Dr. Wayne Scales, Chair of the Task force on Race and the Institution, requesting a follow-up from the task force by the end of fall semester, as charged by the Provost when the task force was formed. The letter would be signed by the Commission on Student Affairs. He then made a motion for the commission to approve the letter. The floor was opened for discussion. Dr. Hikes and Mr. Kevin Denny both serve on the task force and stated that they are working very hard on the subject, but given the number of topics each task force committee is working on, they are not ready to report. There was a suggestion that the wording of the letter be changed to indicate we understand the report will not be ready by the original deadline, but we would like to know how to keep the process moving forward. There was a motion to suspend parliamentary procedure that requires two readings so the letter could be voted on immediately. The motion was seconded but did not pass. Since the vote could not take place immediately, Mr. Scott Cheatham, Vice Chair, asked Mr. Sagstetter to send a copy of the letter to all CSA members to give those who were absent an opportunity to read it prior to the January 18 meeting. The letter can be brought back for second reading at that meeting.

VIII. **Announcements**

Mr. Navin Manjooran distributed copies of the *JUMR* publication and explained that it is a collection of undergraduate research papers, edited and peer reviewed by graduate students. This is an international journal being published here at Virginia Tech.

Ms. Frances Keene announced that she is seeking volunteers for students to sit on the review committee for changes to the *University Policies for Student Life*. She will send more information to the commission via e-mail.

Ms. Megan Horan from Panhellenic Council announced that she would be sending e-mail to the commission about a survey being conducted for an awards packet they are submitting to the Mid-American Greek Council Association. She asked for student groups to participate in the survey.
Mr. Brian Marroquin shared information about Teach for America, a non-profit organization that helps students in lower income areas increase their SAT scores. The program is seeking college graduates to teach in lower income schools for two years in order to help students reach their goals of attending college. Mr. Marroquin encouraged students to consider teaching in this program after they graduate and to share the information with their organizations. Additional information is available on the Teach for America website at www.teachforamerica.com.

Mr. Aaren Salido announced that on February 3-4, 2007, AASU is hosting a leadership conference that is jointly sponsored by the Organization of Chinese Americans and State Farm Insurance. The conference will include a reception and dinner on February 3 and organizers would like to invite any interested administrators, faculty, or staff to attend this dinner. Those interested in attending should contact Mr. Salido for more information.

Mr. Tim Filbert announced that the application process for Man and Woman of the Year is now open. Applications are available online at www.vtleadership.com, and are due by noon, Monday, January 29th, 2007. He asked that the commission encourage qualified students to apply.

IX. Adjournment

The meeting adjourned at 5:28 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary