MINUTES
Commission on Student Affairs
219 Squires Student Center
December 4, 1997
3:30 p.m.

Present: Ms. Jenne Ginther, Ms. Susan Anderson, Ms. Kelli Campbell, Mr. Raphael Castillejo, Dr. Lanny Cross, Ms. Lauren Esleeck, Ms. Tekisha Everette, Ms. Judy Fielder, Mr. Jerry Riehl (for Dr. Cathy Goree), Mr. Kiran Ashtath (for Mr. Markus Grafe), Ms. Erin Graham, Dr. Martha Johnson, Ms. Krista Johnston, Mr. Anurag Maheshwary, Ms. Arlene Merino, Mr. Steve Schneider, Ms. Amelia Clark (for Dr. Delores Scott), Mr. Matt Shenk (for Ms. Melinda Crowder), Dr. Edward Spencer, Ms. Jean Marie Whichard, Ms. Judy Fielder, Mr. Jerry Riehl (for Dr. Cathy Goree), Mr. Kiran Ashtath (for Mr. Markus Grafe), Ms. Erin Graham, Dr. Martha Johnson, Ms. Krista Johnston, Mr. Anurag Maheshwary, Ms. Arlene Merino, Mr. Steve Schneider, Ms. Amelia Clark (for Dr. Delores Scott), Mr. Matt Shenk (for Ms. Melinda Crowder), Dr. Edward Spencer, Ms. Jean Marie Whichard

Absent: Ms. Melinda Crowder, Mr. Chris Fannin, Dr. Cathy Goree, Dr. Louis Gwin, Mr. Michael Herndon, Ms. Gerri Johns, Mr. Rajiv Khosla, Dr. Johann Norstedt, Dr. Delores Scott, Dr. Andy Swiger, Mr. James J. Von St. Paul, Dr. Brian Warren, Mr. Brian Wiersema

Guests: Mr. Curt Hensyl, Ms. Kristy Robinson, Ms. Lauren Stone

I. Call to Order. Ms. Ginther called the meeting to order at 3:30 p.m.

II. Approval of Agenda. Ms. Jean Marie Whichard requested that an item be added to the agenda to discuss the issue of availability of safety phones in buildings. Ms. Ginther reported that Mr. Matt Shenk will present the Student Budget Board Constitution and policy changes, in place of Ms. Melinda Crowder. Ms. Ginther requested that an item be added to the agenda concerning selection of a new chair and vice chair for the Commission. Motion was made and seconded to approve the amended agenda. Motion was approved by unanimous vote.

III. Announcement of Approval of November 6, 1997 CSA Minutes. Ms. Ginther announced that the minutes of the November 6, 1997 meeting had been approved electronically.

IV. Announcement of Approval of November 12, 1997 Student Budget Board Minutes. Ms. Ginther announced that the minutes of the November 12, 1997 Student Budget Board meeting had been approved electronically.

V. Unfinished Business

A. Report from Task Force on QCA Eligibility

Ms. Kelli Campbell reported that she had been unable to convene this group, but that she had contacted peer institutions in regard to their qualifications and eligibility for student organizations. The Task Force will give their report to the Commission at their February 5, 1998 meeting.

VI. New Business

A. Selection of Vice Chair of CSA

Ms. Ginther announced that she would be stepping down as chair of the Commission on Student Affairs, and that Mr. Raphael Castillejo, vice chair,
will serve as chair. Ms. Ginther then asked for nominations for the vice chair position. Mr. Castillejo reported that this person attends University Council meetings, assures that parliamentary procedures are followed at the CSA meetings, serves as chair when the chair is unable to attend meetings, assures that the chair is kept up to date on events and news worthy items, and serves as chairman of the Student Budget Board Appeals Committee.

Ms. Ginther asked for nominations for the position of vice chair. The nominees gave brief presentations on their qualifications for the position. Ms. Kelli Campbell was elected vice chair.

B. Judicial System Process

Mr. Jerry Riehl, assistant dean of students, briefed the Commission on the university's judicial system. He reported that at the August meeting of the Board of Visitors, the Board approved some changes in the judicial process. The changes were made in order to streamline the process and make it more effective, and would allow them to move more quickly to address issues in a more timely manner, and also to allow students the opportunity to waive their hearing. Reports of alleged violations of university policies involving students shall be reviewed by a university administrator for possible university administrative action. The university administrator shall review the incident and assess the information provided. The involved student will be advised, in writing, of the infraction and of the action to be imposed. Cases in which suspension or dismissal will be considered shall be referred to the Office of the Dean of Students for assignment to the appropriate adjudicating body for a formal hearing. For cases in which a student is subject to a less severe disciplinary sanction, the student may request, in writing, a formal hearing within 7 working days after such notification, and the case shall be assigned to the appropriate adjudicating body for a formal hearing. In the event a hearing request is not received within the required time, such inaction shall be taken as agreement with the action, and the sanction set out in the notice shall be imposed without further notice to the student.

Mr. Riehl reported that to date, there are 312 cases involving 578 students in the system, 274 cases have been resolved, and 38 cases are pending. Out of the 274 cases which have been resolved, 13% of those have resulted in requested hearings, 20% have been referred to a formal hearing, and 67% have been resolved through the administrative action process.

C. Student Budget Board Policies and Procedures Amendment and Constitution Amendment

Mr. Matt Shenk presented a proposal to change some of the wording in the policies and procedures and the Constitution the Student Budget Board. In the Specific Funding Policies and Procedures, he asked that the name "Student Officer Stipends Summer Leadership Employment Program" be changed to "Summer Leadership Employment Program." The change is requested because this program is now a wage program, and the student officers no longer receive a stipend. Another request was to change "Board chairperson" to "Coordinator of Leadership Development." In the Types and Definitions of Available Funding Programs, it was requested that "Central Accounting" be changed to "Student Organization Accounting." Also in the Constitution, it was requested that "Central Accounting" be changed to "Student Organization Accounting."
Mr. Shenk asked that the first reading be waived in order for the Student Budget Board to meet the deadline for publishing the annual funding package, which is due January 12. A motion was made to waive first reading. Motion was seconded and passed unanimously.

Motion was made to pass the requested changes in the Constitution and policies and procedures of the Student Budget Board. Motion was seconded and passed unanimously.

D. Governor's Fellows Program

Mr. Curt Hensyl and Ms. Lauren Stone briefed the Commission on the Governor's Fellows Program. Mr. Hensyl stated that the program is a two-month internship. There were nine Virginia Tech Fellows in the most recent program, which represented almost half of the total Fellows. Mr. Hensyl reported that the Fellows work in different areas of the State agencies, which includes weekly meetings with the agencies. He reported that the Fellows this year also met and had dinner with the Governor. He reported that four of the nine Virginia Tech Fellows were offered full time positions, and that approximately nine students who participated in the last five years are now working full time in State government.

Ms. Stone reported that applicants must be graduating seniors or enrolled as degree candidates in a graduate or professional school. Applicants must also either be enrolled in a Virginia college or university (public or private) or, if enrolled in an out-of-state institution, must be Virginia residents. Each position carries a stipend of $1500.00, and length of the internship will be from May 26-July 24, 1998. Ms. Stone reported that there will be an informational meeting concerning the Governor's Fellows Program on January 21, 4:00-5:30 p.m. in Brush Mountain Room A of Squires Student Center. Governor's Fellows applications are available in the Office of the Vice President for Student Affairs, 326 Burruss Hall.

E. Availability of Safety Telephones

Ms. Jean Marie Whichard discussed the issue of availability of safety telephones, specifically safety phone access within buildings which has become an issue for graduate teaching assistants heading labs, and for graduate students that typically keep late hours in their respective buildings. Ms. Whichard informed the Commission that some members of the Graduate Student Assembly would be forming a sub-committee to review this concern. Ms. Whichard asked the Commission members if they felt there is a problem. Several members of Commission indicated they felt this was a concern which should be explored further. Ms. Whichard asked if anyone would like to participate on the sub-committee to please contact her. Ms. Judy Fielder stated that a telephone has been placed in the basement floor area of Price Hall, and that she would investigate and inform Ms. Whichard what the process would be for getting safety telephones installed in buildings. Ms. Ginther asked that the group report their findings to the Commission at a later meeting during spring semester.

VII. Announcements

Ms. Ginther thanked the Commission for their support during her term as chair of CSA.
VIII. Adjournment

The meeting adjourned at 4:25 p.m.

Respectfully submitted,

Betty Eaton
Recording Secretary