



**Handbook for
Student Representatives
to the
Virginia Tech Board of Visitors**

2018-19

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Summary of Responsibilities of Student Representatives

BOV Meetings

- Attend all open-session meetings of the full Board and applicable committee meetings fully prepared and appropriately attired. Always arrive on time and remain until the end of the meeting.
- Review all Board materials thoroughly prior to each meeting.
- Deliver a concise (five minutes or less) constituent report at each full Board meeting. Send a written copy of the report electronically to Kim O'Rourke (orourkek@vt.edu) at least three days prior to the meeting to enable BOV members to review beforehand. It will be posted subsequently with meeting minutes and available to the public.

University Service

- Attend meetings of the President's Advisory Group.
- Facilitate student lunches with the President and other senior administrators.
- Attend University Council meetings as a non-voting ex officio member and Commission on Student Affairs meetings as a voting ex officio member.
- (Undergraduate Representative) Attend meetings of the Student Government Association as an ex officio member, particularly Executive Committee and Legislative Committee meetings.
- (Undergraduate Representative) Volunteer to serve on the Senior Class Gift Committee organized by the Alumni Association.
- Participate in the Order of the Gavel.
- Participate in the Core 5 Group convened by the Vice President for Student Affairs.
- Serve on task forces or committees as appointed.
- Attend social functions as invited, appropriately attired. Assume that guests are not included unless the invitation explicitly includes a guest.

Communications

- Function as a liaison between constituent groups on the Blacksburg campus and other locations, members of the Board, and university administrators.
- Maintain cooperative relationship with Student Government Association and Graduate Student Assembly, as well as with any comparable organization that may be created for professional students.
- Contact the Senior Associate or Assistant Vice President for University Relations (540-231-5396) before responding to any media inquiries.

Resources

- The Office of the Vice President for Policy and Governance/Board Secretary will provide up to \$500 per year to each BOV Student Representative for pre-approved expenditures.

Professionalism

- Take the responsibilities of the Student Representative position seriously and bring honor and dignity to the position.
- Respond promptly to telephone calls, e-mail notes, and text messages from administrators and their staff, Board members, and constituents.

Selection and Transition of Successor

- Work with the Vice President for Policy and Governance/Board Secretary to update application and publicity materials, hold information sessions and one-on-one meetings with potential applicants, and develop procedures for selection of three undergraduate student and three graduate finalists to interview with the BOV Selection Committee at the BOV's March meeting
- Prepare successor to transition into the Student Representative role successfully.

Accommodation of Special Needs

- Student Representatives to the BOV who have special dietary needs or require accommodations for other special needs should inform the Secretary to the Board as soon as possible to ensure those needs are met (orourkek@vt.edu).

Overview of the Board of Visitors

The role of the Board is to set high-level policy for the university. The administration of the university is responsible for day-to-day operations.

Purpose and Responsibilities

The purpose of the Board of Visitors (Board) is to serve as the governing authority for Virginia Tech. The most important responsibility of the Board is to insure that the University's educational and research programs meet the evolving needs of Virginia's citizens to the fullest extent possible within the law and the statutory mission of the institution. Some examples of responsibilities of the Board, as set forth in state statutes or as developed through tradition and practice, include:

- Appoint the President of the University.
- Approve appointments and salaries of the faculty and other personnel.
- Establish fees, tuition, and other charges to be paid by students.
- Review and approve the University's budgets and financial management strategies.
- Review and approve proposed academic degree programs and provide general oversight of the academic programs of the University.
- Review and approve the establishment of new colleges.
- Represent the University to citizens and officers of the Commonwealth of Virginia, especially in clarifying the purpose and mission of the University.
- Approve promotions, grants of tenure, and employment of individuals.
- Approve the naming of buildings and other major facilities on campus.
- Review and approve real property transactions.
- Review and approve policies pertaining to student life and discipline.

The Board of Visitors consists of five working committees: Academic, Research, and Student Affairs; Buildings and Grounds; Compliance, Audit, and Risk; Finance and Resource Management; and Governance and Administration. The five committee Chairs, as well as the Rector and Vice Rector of the Board, serve as the Executive Committee.

For a complete description of the Board's purpose and responsibilities, visit <http://www.bov.vt.edu> and click on "Bylaws of the Board of Visitors."

Membership

The Board is composed of fourteen members. Thirteen members are appointed by the Governor and are subject to confirmation by the state Senate. The fourteenth member is the President of the Virginia Board of Agriculture and Consumer Services, and serves as an ex-officio member. Three of the fourteen members may reside outside of Virginia, and at least six of the fourteen members are required to be alumni or alumnae of the University. The term of office for a member is four years, and the individual is eligible to be reappointed for one successive four-year term. The Board has three officers: Rector, Vice Rector, and Secretary.

In addition to the fourteen members, four key constituent groups (Faculty, Graduate Students, Staff, and Undergraduate Students) have non-voting representatives to the Board who attend open-session meetings, provide constituent reports at each regular Board meeting, and serve in an advisory capacity.

Meetings

Meetings are traditionally held in August, November, March, and June. In addition, the Board holds an annual day-long retreat, typically preceding the August meeting. Special meetings may be called by the Governor or any three members of the Board. All Board members must be notified of meetings regardless of how called. By statute, the Board must meet in Blacksburg, Virginia, at least once a year.

Full Board meetings are customarily held on Monday at 1:15 p.m. in the Torgersen Hall Boardroom (Torgersen 2100), and typically last between two and four hours. Committees meet on Sunday or Monday morning prior to each full Board meeting. In addition, there is an “Information Session” for all Board members and representatives the Sunday prior to full Board meetings.

All meetings of the Board and its committees are subject to requirements of the state’s Freedom of Information (FOIA) statutes and are open to the public and the press. Public notice is required of all meetings and copies of the minutes are available to the public via the Board’s website (<http://www.bov.vt.edu>).

Meetings of the full Board or Board committees often include “closed” sessions. Only those matters allowed under FOIA may be discussed in closed session. These sessions involve only the fourteen members of the Board and executive officers of the university. Representatives of the four constituent groups are not present for closed-session meetings.

Role and Responsibilities of Student Representatives

Overview of the Student Representative Position

It is both an honor and a privilege to serve as a Student Representative to the Virginia Tech Board of Visitors. Though the term of service is limited – one year beginning on July 1 – this leadership position carries significant responsibilities. Student Representatives are given a unique perspective of the university’s governance structure, financial and administrative operations, strategic initiatives, and decision-making at the highest level. With this privileged insight comes an obligation to integrate individual and collective student perspectives into the long-term, strategic goals of the university. In addition, Student Representatives are tasked with translating these strategic goals into experiences through which students are able to participate, in a meaningful way, in advancing the goals of the university.

Student Representatives are expected to represent a number of qualities that bring honor and dignity to the position. These include: a genuine desire to serve others; a commitment to personal and professional ethics; a desire to work cooperatively and collaboratively with others; a clear understanding of the university governance structure; an understanding of issues students on the Blacksburg campus and at other locations are facing; an understanding of the university's goal of advancing inclusion and diversity; an ability to communicate clearly and openly; an ability to engage in rational discourse to convey student viewpoints as appropriate; and an understanding of and personal commitment to advancing long-range, strategic goals.

BOV Meetings

BOV Committees – To enable the Undergraduate Student Representative and the Graduate Student Representative to be exposed to the work of all committees during their one-year tenure and to have the flexibility to visit any committee that has agenda item(s) of particular interest, the student representatives are not appointed to specific committees. Rather, at the beginning of the academic year, the Secretary to the Board will provide a timetable that details when the representatives are to attend specific committee meetings and when they have flexible time to visit the committee(s) of their choice.

Materials – Meeting materials are posted on the BOV portal 10 days prior to each meeting (<https://portal.bov.vt.edu>), and instructions on how to access the portal are provided prior to the first meeting of the academic year. These materials include agendas and supporting documents for information sessions, committee meetings, and full Board meetings. Materials must be reviewed carefully before each meeting. Any questions should be directed to the appropriate contact person (Attachment A).

Quarterly Constituent Reports – Both Student Representatives are expected to provide a written report at each full Board meeting regarding issues, concerns, and accomplishments of the respective student body he or she represents. The reports must be concise, contain contextual or background information when appropriate, and be able to be delivered verbally in five minutes or less. Student Representatives should rehearse quarterly reports to ensure a professional and effective presentation. Representatives present their reports either during the Sunday information session or at the full Board meeting on Monday. The Secretary to the Board will notify the representatives of the schedule beforehand. A written copy must be submitted electronically to orourke@vt.edu at least three days prior to the meeting.

These reports as well as those presented by the faculty and staff representatives are posted subsequently on the Board of Visitors website and available to the public.

Meeting Preparation – Student Representatives should discuss potential quarterly report topics, or any other relevant issues, with appropriate administrators (e.g., President, Secretary to the Board, Provost, Senior Vice President for Operations and Administration, Vice President and Dean for Graduate Education, or Vice President for Student Affairs) prior to each Board meeting. These discussions will not only better prepare the representatives, but will also prepare the administrators should the Board have questions. In addition, Student Representatives may use these discussions to propose agenda items for any upcoming Board meetings (Student Representatives may propose agenda items at any time throughout the academic year).

University Service

President's Advisory Group - Meetings of this group are scheduled approximately monthly, and Student Representatives should attend if at all possible. Substitutes are not permitted. The group consists of the President, the two Student Representatives to the Board of Visitors, the presidents of the Student Government Association and Graduate Student Assembly, the current and immediate past presidents of the Faculty Senate and the Staff Senate, and a University Distinguished Professor. As the name suggests, the President has formed this group to act in a confidential advisory capacity to discuss ideas about new initiatives, seek input on issues, etc. Any member of the group may bring forward agenda items, and it is expected that the discussion will not be shared with anyone outside the group. These meetings are scheduled by the President's Office (cpeterson@vt.edu or elliott1@vt.edu).

Luncheons with the President – Each Student Representative is expected to facilitate at least one luncheon with the President during both the Fall and Spring semesters. These luncheons provide an opportunity for students to meet and discuss pertinent issues with the President. The President's Office (cpeterson@vt.edu or elliott1@vt.edu) will assist with coordinating dates and locations. The Secretary to the Board will answer any other questions regarding the lunches (orourkek@vt.edu)

University Council – By virtue of position, the Undergraduate and Graduate Student Representatives to the Board are non-voting members of University Council. University Council, with a few exceptions, meets the first and third Mondays of each month during the academic year. Additional information can be found at www.governance.vt.edu.

Commission on Student Affairs – By virtue of position, the Undergraduate and Graduate Student Representatives to the Board are voting members of the Commission on Student Affairs (CSA). The CSA meets typically on the first and third Thursdays of every month at 3:30 p.m. in Squires Student Center. Additional information can be found at www.governance.vt.edu/comcsa/index.html.

Core 5 Group – By virtue of position, the Undergraduate and Graduate Student Representatives to the Board are members of the Core 5 Group that is convened by the Vice President for Student Affairs. The other members of this group are the President of the Student Government Association, the President of the Graduate Student Assembly, and the Chair of the Commission on Student Affairs.

Order of the Gavel – By virtue of position, the Undergraduate and Graduate Student Representatives to the Board are members of the Order of the Gavel, an undergraduate and graduate leadership honor society. Additional information can be found at <http://www.leadership.dsa.vt.edu/orderofthegavel.html>.

Appointed Positions – The President or Provost frequently asks one or both Student Representatives to serve on specific task forces or committees. These groups typically are composed of administrators, faculty, staff, and a select group of students.

Meeting Proxies – Due to the significant number of meetings Student Representatives are asked to attend, proxies can be appointed for certain meetings. Proxies should not be appointed for any meetings involving members of the Board of Visitors.

Communications

Administrators – Regular interaction with university administrators is critical to the success of a Student Representative, and it is essential for Student Representatives to maintain open lines of communication and civil interactions. These communications are important for both gathering information and developing positive relationships with those involved in the decision-making processes at the university. Maintaining an open dialogue is also an essential piece of keeping administrators well informed about the needs of students.

Positions that are directly involved with Student Representatives, and that may be beneficial to contact, include:

- President of the University
- Secretary to the Board/Vice President for Policy and Governance
- Manager of BOV Operations, Office of the Vice President for Policy and Governance
- Executive Vice President and Provost
- Senior Vice President for Operations and Administration
- Vice President for Finance and Chief Financial Officer
- Vice President for Student Affairs
- Vice Provost for Academic Affairs
- Vice President and Dean of Graduate Education
- Vice President for Diversity, Inclusion, and Strategic Affairs
- College Deans
- Other Student, Faculty, and Staff Representatives to the Board of Visitors

Constituents – Student Representatives are responsible for keeping the general student population informed about activities and actions of the Board, and for bringing student concerns and issues to the attention of the Board. Open and frequent communication between student groups and Student Representatives is essential to establishing collaborative working relationships and identifying mutual strategic goals. These communications can be facilitated through: writing articles for the *Collegiate Times*, holding student forums or discussion groups, providing information online through various social media formats, sharing personal experiences with students and Board members, and attending various organizational meetings. (Refer to Policy 1030 on Social Media, <https://policies.vt.edu/social-media-policy2.pdf>.)

Positions that are relevant to the Student Representatives, and that may be beneficial to contact, include:

- President of the Student Government Association
- President of the Graduate Student Assembly
- Chair of the Commission on Student Affairs
- Leaders of other student organizations
- Members of the student body

Media

In the event a Student Representative is contacted by a member of the media, the student should contact the Associate or Assistant Vice President for University Relations (540-231-5396). Administrators in these positions will provide helpful hints for responding to any media inquiries.

Resources

The Office of the Vice President for Policy and Governance/Board Secretary will provide up to \$500 per year to each BOV Student Representative for pre-approved expenditures. Expenditures that are not pre-approved will be considered the responsibility of the student.

Excused Absences from Class

Please contact the Secretary to the Board (orourke@vt.edu) should you need to provide an instructor with documentation for class absences due to meetings of the Board or other activities in which you are participating in your official capacity as Student Representative to the Board of Visitors.

Parking Passes

Student Representatives to the BOV are eligible to receive a “Special Use” parking hang tag. This hang tag allows students to park in any legal Faculty/Staff parking space for a two-hour maximum while attending official meetings related to the student’s office. The Special Use permit must be requested at the same time a student parking permit is purchased. Alternatively, the Student Representatives have the option to purchase a faculty/staff permit for the regular price. Please see policy 5120 for more detailed information (www.policies.vt.edu/5120.pdf).

Professionalism

Effective Interaction – Student input is greatly encouraged and, when presented professionally, very well received by members of the Board. In all interactions, Student Representatives should be cognizant of the fact that it is generally more effective to adopt a collaborative rather than adversarial approach to issues.

Administrators and Board members typically communicate by telephone or e-mail. It is imperative to check for e-mail and voicemail messages frequently and reply promptly.

Social Activities – Student Representatives to the Board are invited to a number of social functions, including dinners for the Board of Visitors and viewing football games in the President’s Box. Student Representatives are expected to attend such functions unaccompanied unless explicitly invited to bring a guest, and are expected to be appropriately attired (see below).

Decorum – Attending high-level social functions is a privilege of the Student Representative position. Alcoholic beverages are often served at these functions, and while a Student Representative of legal drinking age may consume an alcoholic beverage, it is discouraged. Overindulgence would be inappropriate as well as a negative reflection on the entire student body.

Attire – Student Representatives are expected to wear professional business attire to all functions, though business casual attire may be worn for football games. The Secretary to the Board will answer any questions regarding appropriate attire (orourke@vt.edu).

Selection and Transition of Successor

Student Representative Selection Process – Students interested in being a Student Representative to the Board of Visitors must submit an application through Gobbler Connect. Candidates are evaluated on leadership involvement, academic record, ability to work with administrators and faculty, and ability to represent a broad range of student interests. The selection of student representative is based on merit.

The current Student Representatives work with the Vice President for Policy and Governance/Board Secretary to update application and publicity materials, hold information sessions and one-on-one meetings with potential applicants, and develop procedures for selection of three undergraduate student and three graduate finalists to interview with the BOV Selection Committee at the BOV's March meeting.

During the selection process, current Student Representatives serve as members of committees to review application materials, interview prospective Student Representatives, and select finalists for interviews with the Selection Committee of the Board of Visitors. Additional information can be found at: <http://www.bov.vt.edu>.

End-of-Term Transition – Due to the limited duration of a Student Representative's term, the position requires a commitment to assist with transitioning to the next Student Representative. Current Student Representatives should provide their successors with guidance on how to be successful in representing the student body to the Board of Visitors. This includes educating the new representatives about requirements of the position, important contacts at the university, and ongoing student issues.

Previous Student Representatives

In 1983, the Board of Visitors approved that an undergraduate student be allowed to participate on the Board. In 1995, the Board approved the addition of the graduate Student Representative.

	<u>UNDERGRADUATE</u>	<u>GRADUATE</u>
1983-1984	James E. Stroh	
1984-1985	Daniel T. Goulson	
1985-1986	Todd Dale	
1986-1987	Tracey Beck	
1987-1988	Carol S. Irvine	
1988-1989	Leslie Glatz	
1989-1990	Alan C. Singleton	
1990-1991	Katie Heil	
1991-1992	Ginger Heimenz	
1992-1993	Robert Morgan	
1993-1994	Scot Trexler	
1994-1995	Kevin W. LeClair	
1995-1996	Sarah B. Dotti	Dan W. Waddill
1996-1997	Robert Moser	Christopher Bunin
1997-1998	Krista Johnston	Michael Herndon
1998-1999	Andrew Bishop	Roxene Thompson
1999-2000	Darin Oduyoye	Elaine Humphrey
2000-2001	Sarah Airey	Stephanie Scheer
2001-2002	James Disney	Gunnar Lucko
2002-2003	Brian Montgomery	Christian Rieser
2003-2004	Allan Bradley	Myrna Callison
2004-2005	Melinda Cep	Marcus Ly
2005-2006	Jennifer Jessie	Navin Manjooran
2006-2007	Gregory Sagstetter	Ennis McCrery
2007-2008	Ryan Smith	Brennan Shepard
2008-2009	Arlane Gordon-Bray	Lindsay Barker
2009-2010	Kristina Hartman	Rebecca French
2010-2011	Shane McCarty	Deepu George
2011-2012	Matthew Banfield	Michelle McLeese
2012-2013	Nick Onopa	Robyn Jones
2013-2014	Erica Wood	Nick Warrington
2014-2015	Austin Larrowe	Ashley Francis
2015-2016	Morgan Sykes	Mohammed Seyam
2016-2017	Gabe Cohen	Tara Reel
2017-2018	Seyi Olusina	Brett Netto

ATTACHMENT A (Key Contacts)

Committee	Administrator	Committee Chair
BOV Portal	<p>Mr. Al Cooper, Director Business & Management Systems President's Office 406 Burruss Hall gecooper@vt.edu</p> <p>VACANT, BOV Operations Mgr. Office of VP for Policy and Governance 319 Burruss Hall email:</p>	
Academic, Research, and Student Affairs Committee	<p>Dr. Cyril Clarke Interim Executive VP and Provost 210 Burruss Hall provost@vt.edu</p> <p>Assistant: Ms. Shannon Harvey sstump@vt.edu, 540-231-6123</p>	<p>Debbie Petrine</p> <p>Contact: Ms. Kim O'Rourke orourke@vt.edu 540-231-6232</p>
Buildings and Grounds Committee	<p>Dr. Sherwood Wilson VP for Operations 248 Burruss Hall sgwilson@vt.edu</p> <p>Assistant: Ms. Sarah McCoy msarah@vt.edu, 540-231-0869</p>	<p>C. T. Hill</p> <p>Contact: Ms. Kim O'Rourke orourke@vt.edu 540-231-6232</p>
Compliance, Audit, and Risk Committee	<p>Ms. Sharon Kurek, Exec Director Audit, Risk, and Compliance 328 North End Center kurek@vt.edu</p> <p>Assistant: Ms. Kina Kelly kinak@vt.edu, 540-231-5883</p>	<p>Mehmood Kazmi</p> <p>Contact: Ms. Kim O'Rourke orourke@vt.edu 540-231-6232</p>
Finance and Resource Management Committee	<p>Mr. Dwight Shelton VP for Finance and CFO 210 Burruss Hall mdsjr@vt.edu</p> <p>Assistant: Ms. Lisa Royal lroyal@vt.edu, 540-231-8775</p>	<p>Horacio Valeiras</p> <p>Contact: Ms. Kim O'Rourke orourke@vt.edu 540-231-6232</p>
Governance and Administration Committee	<p>Ms. Kim O'Rourke VP for Policy and Governance 210 Burruss orourke@vt.edu</p> <p>Assistant: Ms. Lori Buchanan Lorib90@vt.edu, 540-231-9512</p>	<p>Mehul Sanghani</p> <p>Contact: Ms. Kim O'Rourke orourke@vt.edu 540-231-6232</p>