BOARD OF VISITORS

MEETING

November 5-6, 2023

Virginia Polytechnic Institute and State University
Board of Visitors Meeting Schedule
November 5-6, 2023

Sunday, November 5: (Business casual attire; meetings are at the Inn.)

9:45 a.m. Compliance, Audit, & Risk Committee meets in Closed Session followed at 11:00 by Open Session in Latham Ballroom A/B

12:00 noon Brunch for Board members with undergraduate and graduate/professional students representing a variety of groups, such as Presidential Scholars, student veterans, first generation and transfer students, student-athletes, fraternities, and sororities, etc. in Latham Ballroom CDEF

1:15 p.m. Group photo outside Latham Ballroom A

1:30 p.m. Information Session for the full Board, Latham Ballroom A/B
Agenda includes strategic plan update, enrollment management update, innovation campus update, VBHEC presentation, and constituent reports

4:00 p.m. Governance & Administration Committee meets in Open Session in Latham Ballroom A/B

5:50 p.m. Bus departs promptly from The Inn to The Grove (will return after dinner)

6:00 p.m. Dinner for Board members and invited administrators at The Grove

Monday, November 6: (Business casual attire. All morning meetings are at the Inn, unless otherwise noted. Please check out of your room at the Inn and load your luggage into your car OR onto the bus before 8:30.)

Morning Breakfast on your own. Breakfast served 7:00-9:00 a.m. in Preston’s at the Inn

7:30 a.m. Committee Chairs and administrators meet in Open Session in Old Guard (breakfast provided)

8:30 a.m. Academic, Research, and Student Affairs Committee meets in Closed Session followed at 9:00 by Open Session in Smithfield - CANCELED

8:30 a.m. Buildings & Grounds Committee departs for tour of Capital Construction Projects from the lobby of the Inn at 8:30 a.m. Meeting convenes at 10:00 a.m. in Solitude – All Open Session

8:30 a.m. Finance & Resource Management Committee meets in Open Session followed immediately by Closed Session in the Cascades Room

11:30 a.m. (time approximate) BOV group and individuals’ photos in Holtzman Alumni Center Library

12:00 noon Lunch for Board Members and invited administrators in Latham Ballroom CDEF

1:15 p.m. Bus departs promptly from the Inn for Torgersen Hall

1:30 p.m. Full Board Meeting in Torgersen Hall Board Room (2100)

4:00 p.m. (time approximate) Meeting adjourns. Board members depart Blacksburg
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*These items have been reviewed by the Academic, Research, and Student Affairs Committee and the Finance and Resource Management Committee of the Board of Visitors.

**These items have been reviewed by the Buildings and Grounds Committee and the Finance and Resource Management Committee of the Board of Visitors.

There is no public comment period at this meeting.
CURRENT MEMBERS OF THE BOARD OF VISITORS:

Mr. Edward H. Baine, Rector
Mr. David L. Calhoun, Vice Rector
Ms. Carrie H. Chenery
Ms. Sandy C. Davis
Dr. Nancy Dye
Ms. Greta J. Harris
Mr. Brad Hobbs
Mr. William Holtzman
Mr. Donald Horsley
Ms. Anna L. James
Ms. Letitia A. Long
Mr. John Rocovich, Jr.
Mr. L. Chris Petersen
Mr. Jeff E. Veatch

Undergraduate Student Representative: William Storey
Graduate/Professional Student Representative: Emily Tirrell
Staff Senate Representative: LaTawnya Burleson
Administrative and Professional Faculty Representative: Janice Austin
Faculty Senate Representative: Joseph Merola

ADMINISTRATIVE STAFF:

Dr. Timothy D. Sands: President
Dr. Cyril R. Clarke: Executive Vice President and Provost
Ms. Amy Sebring: Executive Vice President and Chief Operating Officer

Ms. Lynsay Belshe: Vice President for Auxiliary and Business Services
Dr. Lance Collins: Vice President and Executive Director for the Innovation Campus
Dr. Michael J. Friedlander: Vice President for Health Sciences and Technology
Mr. Bryan Garey: Vice President for Human Resources
Dr. Guru Ghosh: Vice President for Outreach and International Affairs
Dr. Frances B. Keene: Vice President for Student Affairs
Dr. Chris Kiwus: Vice President for Campus Planning, Infrastructure, and Facilities
Ms. Sharon M. Kurek: Vice President for Audit, Risk, and Compliance and Chief Risk Officer
Dr. Steven H. McKnight: Vice President for Strategic Research Alliances
Mr. Ken Miller: Vice President for Finance and University Treasurer
Ms. Kim O’Rourke: Vice President for Policy and Governance and Secretary to the Board
Mr. Charles D. Phlegar: Senior Vice President for Advancement
Dr. Menah Pratt: Vice President for Strategic Affairs and Diversity
Dr. David Raymond: Interim Vice President for Information Technology and Chief Information Officer
Dr. Daniel Sui: Senior Vice President for Research and Innovation
Ms. Tracy Vosburgh: Vice President for Communications and Marketing
Dr. Lisa J. Wilkes: Vice President for Strategic Initiatives and Special Assistant to the President
Mr. Christopher Yianilos: Vice President for Government and Community Relations

Ms. Kay K. Heidbreder: University Legal Counsel
Academic, Research, and Student Affairs Committee
Carrie Chenery, Committee Chair
Brad Hobbs
Don Horsley

Buildings and Grounds Committee
Greta Harris, Committee Chair
Sandy Davis
Bill Holtzman
Tish Long

Compliance, Audit, and Risk Committee
Dave Calhoun, Vice Rector, Committee Chair (representing FRM)
Carrie Chenery (representing ARSA)
Nancy Dye
Tish Long (representing B&G)
Chris Petersen
Jeff Veatch

Finance and Resource Management Committee
Anna James, Committee Chair
Dave Calhoun
John Rocovich

Governance and Administration Committee (also serve on CAR)
Chris Petersen, Committee Chair
Nancy Dye
Jeff Veatch

Executive Committee (6 members)
Ed Baine, Rector
Carrie Chenery, Academic, Research, and Student Affairs Committee Chair
Greta Harris, Buildings & Grounds Committee Chair
Dave Calhoun, Vice Rector, Compliance, Audit, and Risk Committee Chair
Anna James, Finance and Resource Management Committee Chair
Chris Petersen, Governance and Administration Committee Chair

The Rector is an ex officio member of all standing committees.

The constituent representatives will sit in on the committee meetings of their choice:
Faculty Senate President – Joseph Merola
Administrative and Professional Faculty Senate President – Janice Austin
Staff Senate President – LaTawnya Burleson
Graduate/Professional Student Representative – Emily Tirrell
Undergraduate Student Representative – William Storey
Virginia Tech Board of Visitors Meeting

Information Session

Sunday, November 5, 2023
1:30 p.m.

The Inn – Latham Ballroom
Virginia Tech Campus

Strategic Plan Update
• Dr. Menah Pratt, Vice President for Strategic Affairs and Diversity

Enrollment Management Update
• Mr. Juan Espinoza, Interim Vice Provost for Enrollment Management
• Dr. Aimee Surprenant, Dean of the Graduate School

Innovation Campus Update
• Dr. Lance Collins, Vice President and Executive Director of Innovation Campus

Investing in Virginia’s Talent
• Mr. Kirk Cox, President of Virginia Business Higher Education Council

 Constituent Reports
• Mr. William Storey, Undergraduate Student Representative to the Board
• Ms. Emily Tirrell, Graduate/Professional Student Representative to the Board
• Ms. LaTawnya Burleson, Staff Representative to the Board
• Dr. Janice Austin, Administrative and Professional Faculty Representative to the Board
• Dr. Joseph Merola, Faculty Representative to the Board
MINUTES

August 29, 2023

The Board of Visitors of Virginia Polytechnic Institute and State University met on Tuesday, August 29, 2023, at 1:15 p.m. in Room G102 A/B at the Fralin Biomedical Research Institute at VTC, 4 Riverside Circle, Roanoke, VA 24016.

Present
Edward H. Baine (Rector)
Carrie H. Chenery
Sandy C. Davis
Nancy Dye
Brad Hobbs
Donald Horsley
Anna L. James
Letitia A. Long
L. Chris Petersen
John Rocovich
Jeff Veatch

Absent
David Calhoun
Greta Harris
William Holtzman

Constituent Representatives:
William Storey, Undergraduate Student Representative
Emily Tirrell, Graduate/Professional Student Representative
LaTawnya Burleson, Staff Representative
Janice Austin, Administrative and Professional Faculty Representative
Joseph Merola, Faculty Representative

Also present were the following: President Timothy Sands, Kim O'Rourke (Secretary to the Board), Mac Babb, Callan Bartel, Lynsay Belshe, Leanna Blevins, Eric Brooks, Bob Broyden, Lori Buchanan, Brock Burroughs, Cyril Clarke, Al Cooper, Corey Earles, Alisha Ebert, Ron Fricker, Mike Friedlander, Cliff Gaines, Bryan Garey, Luisa Havens Gerado, Ellington Graves, Suzanne Griffin, Dee Harris, Kay Heidbreder, Chris Kiwus, Sharon Kurek, Elizabeth McClanahan, Nancy Meacham, Ken Miller, Mike Mulhare, Justin Noble, Mark Owczarski, Charlie Phlegar, Ellen Plummer, John Porter, David Raymond, Paul Richter, Lisa Royal, Amy Sebring, Brennan Shepard, Dee Dee Somervell, Michael Stowe, Dan Sui, John Tarter, Jon Clark Teglas, Rob Viers, Tracy Vosburgh, and Chris Yianilos.

The meeting was livestreamed for the public via YouTube; there were 22 concurrent viewers on YouTube and a total of 43 views.

* * * * *

There was no public comment period.
Rector Baine convened the meeting and welcomed everyone. He summarized the board’s three days of activities that began with a retreat on Sunday, August 27, at the Skelton 4-H Center in Wirtz. The board held an information session the next day and had presentations/discussions on Virginia Tech’s Commitment to Health and Biomedical Sciences by Drs. Friedlander and Learman and heard constituent reports from the representatives.

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APPROVAL/ACCEPTANCE OF THE CONSENT AGENDA OPEN ITEMS*
(Refer to Attachments A through N)

 [*Note: Items on the consent agenda are matters of importance that have been reviewed carefully by members of the board in preparation for the meeting but have been determined not to require discussion by the board or its committees.]

Rector Baine asked for a motion to approve/accept the consent agenda open session items as listed. The motion was made by Mr. Rocovich, seconded by Ms. Long, and approved unanimously.

- Minutes from June 6, 2023, BOV Meeting
- Minutes from August 28, 2023, Nominating Committee Meeting - Attachment A
- Minutes from August 28, 2023, Executive Committee Meeting - Attachment B
- Minutes from August 29, 2023, Committee Chairs Meeting – Attachment C
- Minutes of Retreat on August 27, 2023 – Attachment D
- Minutes of Information Session on August 28, 2023 - Attachment E
- Academic, Research, and Student Affairs Committee General Report (8/28/23) - Attachment F
- Buildings and Grounds Committee General Report (8/29/23) - Attachment G
- Compliance, Audit, and Risk Committee General Report (8/28/23) - Attachment H
- Finance and Resource Management Committee General Report (8/29/23) - Attachment I
From the Academic, Research, and Student Affairs Committee Consent Agenda:

- Resolution to Ratify 2023-2024 Faculty Handbook – Attachment J
- Resolution for Exclusion of Certain Officers/Directors - Attachment K

From the Buildings and Grounds Committee Consent Agenda:

- Resolution for Disposition of University Buildings at Southern Piedmont AREC – Attachment L
- Resolution on Appointments to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority - Attachment M

Consent agenda information item; no Board of Visitors action required:

- Report of Research and Development Disclosures - Attachment N

REPORT OF THE ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

Rector Baine called on Ms. Chenery for the report of the Academic, Research, and Student Affairs Committee.

REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

Rector Baine called on Ms. Long, in the absence of committee chair Greta Harris, for the report of the Buildings and Grounds Committee.

REPORT OF THE COMPLIANCE, AUDIT, AND RISK COMMITTEE

Rector Baine called on Mr. Petersen, in the absence of committee chair David Calhoun, for the report of the Compliance, Audit, and Risk Committee.
REPORT OF THE FINANCE AND RESOURCE MANAGEMENT COMMITTEE

Rector Baine called on Ms. James for the report of the Finance and Resource Management Committee.

As part of the Finance and Resource Management Committee report, approval of the following resolution was moved by Ms. James, seconded by Mr. Rocovich, and passed unanimously.

Approval of Year-to-Date Financial Performance Report
(July 1, 2022 – June 30, 2023)

That the report of income and expenditures for the University Division and the Cooperative Extension/Agricultural Experiment Station Division for the period of July 1, 2022, through June 30, 2023, be approved. (Copy filed with the permanent minutes and marked Attachment O.)

As part of the Finance and Resource Management Committee report by Ms. James and with the endorsement of the Buildings and Grounds Committee, approval of the following resolutions was moved by Ms. James, seconded by Mr. Rocovich, and passed unanimously. Mr. Petersen recused himself from voting on the Resolution to Amend a Long-term Lease with Children’s National Research Center.

Ratification of the Capital Outlay Plan for 2024-2030

That the resolution to ratify the Capital Outlay Plan for 2024-2030 be approved. (Copy filed with the permanent minutes and marked Attachment P.)

Resolution to Amend a Long-term Lease with Children’s National Research Center

That the resolution to amend a long-term lease with Children’s National Research Center to include additional space up to 12,350 rentable square feet and to upfit the space with incremental leasing costs not to exceed a net present value of $20 million be approved. (Copy filed with the permanent minutes and marked Attachment Q.)

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PRESIDENT’S REPORT

A copy of President Sands’ remarks to the Board of Visitors is filed with the permanent minutes and marked Attachment R.
RESOLUTIONS OF APPRECIATION

President Sands presented four resolutions for consideration. Approval of the following resolution was moved by Ms. James, seconded by Mr. Rocovich, and approved unanimously.

Resolution of Appreciation Honoring Shelley Butler Barlow

That the resolution recognizing Shelley Butler Barlow for her service as a member of the Board of Visitors be approved. (Copy filed with the permanent minutes and marked Attachment S.)

Approval of the following resolution was moved by Ms. James, seconded by Mr. Rocovich, and approved unanimously.

Resolution of Appreciation Honoring C. T. Hill

That the resolution recognizing C. T. Hill for his service as a member of the Board of Visitors be approved. (Copy filed with the permanent minutes and marked Attachment T.)

Approval of the following resolution was moved by Mr. Petersen, seconded by Mr. Rocovich, and approved unanimously.

Resolution of Appreciation Honoring Sharon Brickhouse Martin

That the resolution recognizing Sharon Brickhouse Martin for her service as a member of the Board of Visitors be approved. (Copy filed with the permanent minutes and marked Attachment U.)

Approval of the following resolution was moved by Ms. Long, seconded by Mr. Rocovich, and approved unanimously.

Resolution of Appreciation Honoring Melissa Nelson

That the resolution recognizing Melissa Nelson for her service as a member of the Board of Visitors be approved. (Copy filed with the permanent minutes and marked Attachment V.)
CONSTITUENT REPORTS (no action required)

Constituent reports were delivered verbally at the board’s Information Session on August 28, 2023.

- Undergraduate Student Representative – William Storey
- Graduate and Professional Student Representative – Emily Tirrell
- Staff Representative – LaTawnya Burleson
- Administrative and Professional Faculty Representative – Janice Austin
- Faculty Representative – Joseph Merola

(Copies filed with the permanent minutes and marked Attachment W.)

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Motion to Begin Closed Session

Ms. Long moved that the Board convene in a closed meeting, pursuant to § 2.2-3711, Code of Virginia, as amended, for the purposes of discussing:

1. Appointment of faculty to emeritus status, the consideration of individual salaries of faculty, consideration of endowed professors, review of departments where specific individuals' performance will be discussed, and consideration of personnel changes including appointments, resignations, tenure, and salary adjustments of specific employees and faculty leave approvals.

2. The status of current litigation and briefing on actual or probable litigation.

3. Fundraising activities.

4. Special awards.

all pursuant to the following subparts of 2.2-3711 (A), Code of Virginia, as amended, .1, .7, .9, and .11.

The motion was seconded by Mr. Rocovich and passed unanimously.

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CLOSED SESSION REPORTS
(No Board action required)

1. Litigation report – Ms. Kay Heidbreder
2. Fundraising report – Mr. Charlie Phlegar

*
Motion to Return to Open Session

Following the closed session, members of the public were invited to return to the meeting. Rector Baine asked Ms. Long to make the motion to return to open session. Ms. Long made the following motion:

WHEREAS, the Board of Visitors of Virginia Polytechnic Institute and State University has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Board of Visitors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors of Virginia Polytechnic Institute and State University hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Visitors.

The motion was seconded by Ms. Davis and passed unanimously.

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Upon motion by Mr. Rocovitch and second by Ms. James, approval was given to the following group of resolutions as considered in closed session. Items marked with an asterisk were considered by the Academic, Research, and Student Affairs Committee and the Finance and Resource Management Committee.

- Resolution to Approve Appointments to Emeritus/a Status (2) – Attachment X
- Resolution to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (24) - Attachment Y
- Resolution to Approve Appointments with Tenure (18) – Attachment Z
- Resolution to Approve Faculty Research Leave (3) – Attachment AA
- *Resolution to Ratify Personnel Changes Report - Attachment BB
- Resolutions to Approve Facility Namings (45) – Attachment CC

(Copies are filed with the permanent minutes and marked as noted above.)
Election of Vice Rector for 2023-2024

Rector Baine called on Ms. Long, for a report of the Nominating Committee for an officer of the board. [Note: Although a Vice Rector for 2023-24 was elected at the board meeting on June 6, 2023, that board member’s term expired on June 30 and the board member was not reappointed by the Governor to serve a second term, necessitating another vote for Vice Rector.] On behalf of the Nominating Committee, which Ms. Harris chaired and included Ms. Long and Mr. Hobbs, Ms. Long presented the following nominee:

Vice Rector: David Calhoun

In accordance with the board’s bylaws, Rector Baine asked if there were any other nominations from the floor for the position of Vice Rector. There being no additional nominations, Ms. Long made a motion for approval of Mr. Calhoun as Vice Rector. The motion was seconded by Mr. Rocovich and passed unanimously.

The meeting was adjourned at 3:19 p.m.

The dates of the next regular meeting are November 5-6, 2023, in Blacksburg, VA.

________________________
Edward H. Baine, Rector

________________________
Kim O'Rourke, Secretary
MINUTES

BOARD OF VISITORS SPECIAL MEETING
ON TUITION AND FEES AND
FACULTY, STAFF, AND GRADUATE ASSISTANT COMPENSATION
FOR 2023-24

October 4, 2023

The Board of Visitors of Virginia Polytechnic Institute and State University met in open session on Wednesday, October 4, 2023, in an all-virtual meeting that was livestreamed for the public on YouTube. There was no public comment period. A quorum was present on the videoconference.

Present: Absent:
Ed Baine (Rector) Nancy Dye
David Calhoun (Vice Rector)
Carrie Chenery
Sandy Davis
Greta Harris
Brad Hobbs
William Holtzman
Donald Horsley
Anna James
Tish Long
Chris Petersen
John Rocovich
Jeff Veatch

Constituent Representatives Present:
Janice Austin, Administrative and Professional Faculty Representative
LaTawnya Burleson, Staff Representative
Joseph Merola, Faculty Representative
Will Storey, Undergraduate Student Representative
Emily Tirrell, Graduate/Professional Student Representative

Also present were the following: President Timothy Sands, Kim O'Rourke (Secretary to the Board), Provost Cyril Clarke, Al Cooper, Corey Earles, Kay Heidbreder, Tim Hodge, Ken Miller, Mark Owczarski, Lisa Royal, Amy Sebring, Brennan Shepard, and Tracy Vosburgh.

During the meeting, there were 71 concurrent viewers on YouTube and a total of 92 views.

Rector Baine called the virtual meeting to order at 2:00 p.m.
The purpose of this meeting was to take action on tuition and fees as well as faculty, staff, and graduate assistant compensation based on the outcome of the 2023 Special Session of the Virginia General Assembly held on September 6, 2023. In his opening comments, Rector Baine explained that when the Board of Visitors set tuition and fees for the current academic year back in April and developed the FY24 university budget, the General Assembly had not yet completed its work on the state budget.

Without the benefit of state action, the university made various assumptions about state funding and the impact of state cost assignments. The board recognized then that potential future state budget outcomes could alter those assumptions, and committed to returning to the table if the General Assembly ultimately approved a comprehensive budget.

The General Assembly passed an amended budget in September that made several changes to our earlier assumptions. He underscored how important the state’s relationship is to this institution and the students we serve.

The Governor and General Assembly have continued to approach higher education as a partnership. For FY24, the timing of new state support coupled with additional compensation actions allows the university to provide additional compensation to support our faculty, staff, and graduate assistants and take one-time actions today that reduce cost pressures on our students and families.

Rector Baine called on Amy Sebring, Executive Vice President and Chief Operating Officer, to give an update on the 2023 Special Session of the General Assembly. Her PowerPoint presentation covered the amended state budget signed by the Governor on September 14, 2023. The budget includes a 2 percent compensation program; $9.2 million in general funds (GF) for Affordable Access; $3.1 million GF for Student Financial Aid; and $1 million GF to support Research. Also, statewide actions include establishing a joint subcommittee on higher education funding; $12.5 million GF in incremental statewide funding for the recruitment and retention of Pell-eligible students. Other items include $9 million in non-General Funds (NGF) for detail planning on expanding the Virginia Tech Carilion School of Medicine and Fralin Biomedical Research Institute; $0.8 million increase in fiscal year 24 for the maintenance reserve program; $5.7 million to support furniture, fixtures, and equipment (FF&E) for the Undergraduate Laboratory Building; and bond financing as requested for Randolph/Mitchell Hall and Building Envelope Improvements. (Copy filed with the permanent minutes and marked Attachment A.)

Ken Miller, Vice President for Finance and University Treasurer, gave a presentation reviewing the board’s earlier actions on tuition and fees and recommending a one-time tuition rebate. A board member raised the question of whether any of the funds...
provided through the General Assembly’s special session could be used at the
discretion of the university and proposed that in lieu of a tuition rebate the $9.2 million
instead be invested in a behavioral mental health center. There was considerable
discussion about the proposal, and it was pointed out that the university has invested a
great deal in mental health care improvements in recent years and will continue to do
so. Although the board could debate a number of priorities on which these funds could
be spent, these are one-time funds that the governor and legislature intended to be
used for tuition relief.

The following motion was made by Mr. Petersen, seconded by Ms. Harris, and passed
unanimously by the 13 board members in attendance.

**2023-24 ONE-TIME REBATE OF TUITION AND FEE RATES**

That based on the outcome of the 2023 Special Session of the General
Assembly, for students enrolled for the 2023-24 academic year, a $275
tuition rebate to payments made by full-time regular session students, $15
per credit hour for part-time students, and fee relief as summarized on
Schedule 1 be approved, with students enrolled for only a portion of the
year receiving pro-rated relief. (Copy filed with the permanent minutes and
marked Attachment B.)

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After a presentation by Tim Hodge, Associate Vice President for Budget and Financial
Planning, the following motion was made by Jeff Veatch, seconded by Sandy Davis,
and passed unanimously by the 13 board members in attendance.

**2023-24 COMPENSATION FOR FACULTY AND STAFF**

That consistent with the amended state budget (Chapter 1 of the 2023
Special Session I), implementation of a 2 percent compensation program
for eligible salaried employees, effective December 10, 2023, be
approved. (Copy filed with the permanent minutes and marked Attachment
C.)

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After a presentation by Tim Hodge, Associate Vice President for Budget and Financial
Planning, the following motion was made by Mr. Petersen, seconded by Ms. Harris, and
passed unanimously by the 13 board members in attendance.

**2023-24 COMPENSATION FOR GRADUATE ASSISTANTS**

That consistent with the amended state budget (Chapter 1 of the 2023
Special Session I), the advancement of the graduate assistant stipend
scale by 2 percent, effective December 10, 2023, be approved. (Copy filed
with the permanent minutes and marked Attachment D.)
In closing, Rector Baine thanked the staff for their thorough analysis and bringing forward recommendations that reflect the amended state budget. He stated that due to the mid-year timing of the salary increase, the incremental operating support Virginia Tech will receive is allowing us to provide a one-time rebate for FY24. As we look ahead to FY25, that ongoing base support will be used to absorb the full annual cost of the additional 2 percent salary increase. The combined result of these actions is a one-time surplus for Virginia Tech that, with today’s vote, the Board passes on as savings to students and families with a one-time rebate of their tuition and fee payments that offsets a portion of this year’s increase, ensuring that our new state resources are directly benefiting our students.

He expressed appreciation to President Sands for his swift action to bring this matter to the board and reiterated the university’s continued commitment to maintaining affordability while providing a high-quality Virginia Tech education.

President Sands added his thanks to the board for their vigorous discussion, noting that mental health should always be top of mind. He expects more vigorous discussions in a few months when the board begins reviewing the university’s priorities as part of the tuition setting process for FY25.

The meeting was adjourned at 2:45 p.m.
RESOLUTION TO APPROVE AN APPOINTMENT TO THE
BLACKSBURG-VIRGINIA POLYTECHNIC INSTITUTE SANITATION AUTHORITY

The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors.
RESOLUTION TO APPROVE AN APPOINTMENT TO THE 
BLACKSBURG-VIRGINIA POLYTECHNIC INSTITUTE SANITATION AUTHORITY

WHEREAS, the Blacksburg-Virginia Polytechnic Institute Sanitation Authority (the Authority) consists of five members who are responsible for the management and operation of the Authority; and,

WHEREAS, each of the political subdivisions have the right to appoint one member, and three at-large members are appointed jointly by the Virginia Tech Board of Visitors and the Blacksburg Town Council; and

WHEREAS, Christopher H. Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, currently serves as the university’s representative to the Authority for a term expiring December 31, 2023; and,

WHEREAS, at its August 2023 meeting, the Virginia Tech Board of Visitors reappointed Christopher H. Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, as the university’s representative to the Authority for a term beginning January 1, 2024 and expiring December 31, 2027; and,

WHEREAS, Virginia Tech desires to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the university’s representative to the Authority, effective November 10, 2023, for the term expiring December 31, 2023 as well as a new term beginning January 1, 2024 and expiring December 31, 2027; and;

NOW, THEREFORE, BE IT RESOLVED, that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, be named the university’s representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors, effective November 10, 2023, for a term expiring December 31, 2023.

BE IT FURTHER RESOLVED, that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, be named the university’s representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors for a term beginning January 1, 2024 and expiring December 31, 2027.

RECOMMENDATION:
That the resolution recommending Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities be named the university’s representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors be approved.

November 6, 2023
RESOLUTION TO APPROVE AN APPOINTMENT TO THE
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY

The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the Montgomery Regional Solid Waste Authority Board of Directors.
RESOLUTION TO APPROVE AN APPOINTMENT TO THE
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY

WHEREAS, the Montgomery Regional Solid Waste Authority (the Authority) consists of five directors who are responsible for the management and operation of the Authority; and,

WHEREAS, one director is appointed by each of the four political subdivisions, and the other director is appointed jointly by all governing bodies; and,

WHEREAS, it is necessary to appoint members of its Board of Directors in accordance with the amended Articles of Incorporation; and,

WHEREAS, Christopher H. Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, currently serves as the university’s representative for a term beginning on July 1, 2022 and expiring June 30, 2026; and,

WHEREAS, Virginia Tech desires to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the university’s representative, effective November 10, 2023, for a term expiring June 30, 2026;

NOW, THEREFORE, BE IT RESOLVED, that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, be named the university’s representative and member on the Montgomery Regional Solid Waste Authority Board of Directors, effective November 10, 2023, for a term expiring June 30, 2026.

RECOMMENDATION:
That the resolution recommending Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities be named the university’s representative and member on the Montgomery Regional Solid Waste Authority Board of Directors be approved.

November 6, 2023
RESOLUTION TO APPROVE AN APPOINTMENT TO THE NEW RIVER VALLEY REGIONAL WATER AUTHORITY

The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the New River Valley Regional Water Authority Board of Directors.
RESOLUTION TO APPROVE AN APPOINTMENT TO THE
NEW RIVER VALLEY REGIONAL WATER AUTHORITY

WHEREAS, the New River Valley Regional Water Authority (Authority) consists of five members who are responsible for the management and operation of the Authority; and,

WHEREAS, each of the political subdivisions have the right to appoint one member and one at-large member is appointed jointly by the Virginia Tech Board of Visitors, the Blacksburg and Christiansburg Town Councils, and the Montgomery County Board of Supervisors; and,

WHEREAS, Christopher H. Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, currently serves as the university’s representative to the Authority for a term expiring June 30, 2024; and,

WHEREAS, Virginia Tech desires to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the university’s representative to the Authority, effective November 10, 2023, as the university’s representative to complete the current appointment term expiring June 30, 2024;

NOW, THEREFORE, BE IT RESOLVED, that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities be appointed as the university’s representative to the New River Valley Regional Water Authority, effective November 10, 2023, to complete the current appointment term expiring June 30, 2024.

RECOMMENDATION:
That the resolution recommending Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities be named the university’s representative and member on the New River Valley Regional Water Authority Board of Directors be approved.

November 6, 2023
Revised Authorizations for Resolution on University Lines of Credit

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 20, 2023

The Board of Visitors adopted a Resolution on University Lines of Credit at its June 2018 meeting granting the authority to establish lines of credit in an aggregate principal amount of up to $200,000,000. The approved resolution is included as Attachment A.

The purpose of this Revised Authorization Resolution is to 1) update the titles of the authorized officers that negotiate, execute and deliver all necessary documents related to establishing the lines of credit as the President, Executive Vice President and Chief Operating Officer, or Vice President for Finance (collectively, the "Authorized Officers"); and 2) authorize further delegation for the maintenance, execution of transactions, and utilization of the lines of credit established by the Authorized Officers to the Assistant Vice President for Finance and Associate Treasurer, the Associate Vice President for Finance and University Controller, or the Treasury Analyst.
Revised Authorizations for Resolution on University Lines of Credit

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 20, 2023

WHEREAS, the Board of Visitors adopted a Resolution on University Lines of Credit at its June 2018 meeting granting the authority to establish lines of credit in an aggregate principal amount of up to $200,000,000 as seen in Attachment A; and

WHEREAS, the purpose of this Revised Authorization Resolution is to 1) update the titles of the authorized officers that negotiate, execute and deliver all necessary documents related to establishing the lines of credit as the President, Executive Vice President and Chief Operating Officer, or Vice President for Finance (collectively, the "Authorized Officers"); and 2) authorize further delegation for the maintenance, execution of transactions, and utilization of the lines of credit established by the Authorized Officers to the Assistant Vice President for Finance and Associate Treasurer, the Associate Vice President for Finance and University Controller, or the Treasury Analyst.

NOW, THEREFORE, BE IT RESOLVED, that the Board authorizes the President of the University, the Executive Vice President and Chief Operating Officer of the University, or the Vice President for Finance (collectively, the "Authorized Officers") to negotiate, execute, and deliver all certificates, documents, and instruments related to the Lines of Credit with one or more financial institutions. The Board authorizes the Authorized Officers to enter into extensions of and amendments to the Lines of Credit and new Lines of Credit with other financial institutions from time to time (including to increase the aggregate principal amount thereof), so long as such extensions and amendments and new Lines of Credit are not inconsistent with the intent of the Resolution approved in June 2018 and the aggregate principal amount of the Lines of Credit does not exceed the greater of (1) the amount authorized in paragraph (1) and (2) 45 days of operating expenditures of the University, based on the then Board-approved operating budget.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board authorizes further delegation for the maintenance, execution of transactions, and utilization of the lines of credit established by the Authorized Officers to the Assistant Vice President for Finance and Associate Treasurer, the Associate Vice President for Finance and University Controller, or the Treasury Analyst.

This Resolution shall take effect immediately upon adoption.

RECOMMENDATION:

That the Revised Authorizations for Resolution on University Lines of Credit be approved.

November 6, 2023
WHEREAS, Chapter 26, Title 23.1 of the Code of Virginia of 1950, as amended (the "Virginia Code"), establishes a public corporation under the name and style of Virginia Polytechnic Institute and State University (the "University") which is governed by a Board of Visitors (the "Board"); and

WHEREAS, by Chapter 10, Title 23.1 of the Virginia Code (the "Act"), the University entered into a management agreement with the Commonwealth of Virginia, which was enacted as Chapter 1 of Chapter 933 of the 2006 Virginia Acts of Assembly, as amended, pursuant to which the University is (a) classified as a public institution of higher education and (b) granted the authority, pursuant to the Act, to issue bonds, notes, or other obligations that are consistent with debt capacity and management policies and guidelines established by the Board and without (i) obtaining the consent of any legislative body, elected official, commission, board, bureau, political subdivision, or agency of the Commonwealth, (ii) the approval required by the provisions of Article 8 of Chapter 24 of Title 2.2 of the Virginia Code, or (iii) any regulation or procedure, including a review or approval procedure, adopted pursuant to Chapter 11 of Title 23.1 of the Virginia Code; and

WHEREAS, the Act further authorizes the University to provide for the payment of the principal of and the interest on such bonds, notes, or other obligations from any one or more of the following sources: (a) its revenues generally; (b) income and revenues derived from the operation, sale, or lease of a particular project or projects, whether or not they are financed or refinanced from the proceeds of such bonds, notes, or other obligations; (c) funds realized from the enforcement of security interests or other liens or obligations securing such bonds, notes, or other obligations; (d) proceeds from the sale of bonds, notes, or other obligations; (e) payments under letters of credit, policies of municipal bond insurance, guarantees, or other credit enhancements; (f) any reserve or sinking funds created to secure such payment; (g) accounts receivable of the University; or (h) other available funds of the University; and

WHEREAS, the University has determined that it would be in the best interest of the University to enter into one or more lines of credit (the "Lines of Credit") as a source of liquidity to support the general operations of the University; and

WHEREAS, it is anticipated that the Lines of Credit will (a) be revolving lines of credit, the principal amount of which may be borrowed, repaid, and re-borrowed and (b) be secured by the University's general revenue pledge and not be in any way a debt of the Commonwealth of Virginia (the "Commonwealth") and shall not create or constitute any indebtedness or obligation of the Commonwealth, either legal, moral, or otherwise; and
WHEREAS, the University has solicited proposals from various financial institutions to provide the Lines of Credit, including proposals from Branch Banking and Trust Company, The First Bank and Trust Company, and Wells Fargo Bank, National Association (collectively, the “Proposals”), the terms of which Proposals were presented to the Board; and

WHEREAS, under the terms of the Proposals, the University will enter into one or more credit agreements or similar agreements that set forth the terms and conditions of the applicable Line of Credit, in substantially the form presented to the Board (each a "Credit Agreement"); and

WHEREAS, to evidence its obligations under a Credit Agreement, the University will execute a promissory note in favor of the applicable financial institution, in substantially the form attached as an exhibit to the applicable Credit Agreement (each a "Note"); and

WHEREAS, the Board intends (a) to authorize the Lines of Credit, (b) approve the terms of the Proposals, the form of the Credit Agreement, which includes a form of the Note, and (c) take such other actions as are authorized in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY:

1. Authorization of Credit. For the purpose of providing a source of back-up liquidity to support the general operations of the University, the Board authorizes the Lines of Credit in an aggregate principal amount of up to $200,000,000. The Lines of Credit shall bear interest on a taxable basis, and the payment of principal of and interest on the Lines of Credit shall be from one or more of the sources authorized by the Act, all as more particularly described in the applicable Proposal and Credit Agreement. The Board hereby approves the terms of the Proposals, the form of the Credit Agreement and the form of the Note.

2. Delegation and Execution. The Board authorizes the President of the University, the Chief Financial Officer of the University, or the University Treasurer (collectively, the "Authorized Officers") to negotiate, execute, and deliver all certificates, documents, and instruments related to the Lines of Credit with one or more financial institutions; provided that the initial closing of all such Lines of Credit must occur on or before January 31, 2019. The final approval of the terms and conditions of the Lines of Credit and the final selection of the financial institutions shall be evidenced by the execution and delivery of the Credit Agreements by one or more Authorized Officers. The Board authorizes all University officers and staff to take such other actions as may be necessary or desirable in connection with entering into and maintaining the Lines of Credit. The Board authorizes the Authorized Officers to enter into extensions of and amendments to the Lines of Credit and new Lines of Credit with other financial institutions from time to time (including to increase the aggregate principal amount thereof), so long as such extensions and amendments and new Lines of Credit are not inconsistent with the intent of this Resolution and the aggregate principal amount of the Lines of Credit does not exceed the greater of
(1) the amount authorized in paragraph (1) and (2) 45 days of operating expenditures of the University, based on the then Board-approved operating budget.

3. Other Acts. All other acts of the Authorized Officers and other officers and staff of the University that are in conformity with the purpose and intent of this Resolution are hereby approved, ratified and confirmed.

4. Not a Debt of the Commonwealth. The Lines of Credit shall not be in any way a debt of the Commonwealth and shall not create or constitute any indebtedness or obligation of the Commonwealth, either legal, moral, or otherwise.

5. Effective Date. This Resolution shall take effect immediately upon adoption.

RECOMMENDATION:

That the resolution identifying the authorized officers; approving the terms of the proposals and the form of the credit agreement; authorizing the authorized officers to enter into extensions of, and amendments to, the lines of credit and new lines of credit so long as such extensions and amendments and new lines of credit are consistent with the intent of this resolution and do not exceed the greater of $200 million or 45 days of operating expenditures, be approved.

June 4, 2018
The university adopted Governmental Accounting Standards Board (GASB) Statement No. 87 *Leases* in the fiscal year 2022 reporting period. The new standard replaced the distinction between operating and capital leases with a distinction between short-term and long-term leases.

The university recognizes long-term leases when a lease has a maximum term greater than 12 months and present value equal to or greater than $50,000. These long-term leases are debt obligations of the university. The university approves and the Board of Visitors ratifies lease activities below the capital project threshold according to the approval process the Board of Visitors approved at the June 2021 meeting.

On September 30, 2022, the university signed a five-year extension with the Virginia Tech Real Estate Foundation, Inc. for its leased space located at 400 and 460 Turner Street, Blacksburg, VA 24060. The university has occupied the space since November 2012. The net present value of the lease modification exceeds the capital project threshold and should have received prior board approval. The university seeks separate ratification for the leased space.

The university approved the following long-term leases payable activities in fiscal year 2023.

<table>
<thead>
<tr>
<th>Long-term Leases Payable Activities</th>
<th>Count</th>
<th>Debt Effect (in millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 and 460 Turner Street</td>
<td>1</td>
<td>$ 3.3</td>
</tr>
<tr>
<td>New Leases</td>
<td>8</td>
<td>3.2</td>
</tr>
<tr>
<td>Lease Modifications</td>
<td>18</td>
<td>5.0</td>
</tr>
<tr>
<td>Early Terminations</td>
<td>5</td>
<td>(0.5)</td>
</tr>
<tr>
<td><strong>Net New Obligations</strong></td>
<td></td>
<td><strong>11.0</strong></td>
</tr>
</tbody>
</table>

See Attachment A for more detail on the university’s long-term leases payable.

The university also approved $2.6 million of payments for long-term lease improvements and capitalized $13.1 million of long-term lease improvements completed in fiscal year 2023. See Attachment B for more detail on the university’s long-term lease improvement activities.

**RECOMMENDATION:**

That the fiscal year 2023 university approved lease activities be ratified, including the lease modification for the university’s space at 400 and 460 Turner Street.

November 6, 2023
## Long-Term Leases Payable Activity

for the fiscal year ended June 30, 2023

*all dollars in thousands*

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously approved lease activity</td>
<td>$ 121,570</td>
<td>- $</td>
<td>-</td>
<td>$</td>
<td>-</td>
<td>$ 121,570</td>
</tr>
<tr>
<td>Board approved lease activity¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTRC-A Floors 2-6 Lease Novation²</td>
<td>-</td>
<td>23,329</td>
<td>-</td>
<td>(5,431)</td>
<td>-</td>
<td>17,898</td>
</tr>
<tr>
<td>Gilbert Street Project³</td>
<td>-</td>
<td>56,788</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>56,788</td>
</tr>
<tr>
<td>Research Swing Space³</td>
<td>-</td>
<td>20,614</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,614</td>
</tr>
<tr>
<td>University approved lease activity⁴</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 and 460 Turner Street⁵</td>
<td>-</td>
<td>-</td>
<td>3,319</td>
<td>-</td>
<td>-</td>
<td>3,319</td>
</tr>
<tr>
<td>Other university approved lease activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total value of long-term lease activity</td>
<td>$ 121,570</td>
<td>$ 103,970</td>
<td>$ 8,327</td>
<td>$ (5,953)</td>
<td>$ (21,963)</td>
<td>$ 205,951</td>
</tr>
</tbody>
</table>

| Number                                                 |                   |                       |                          |                           |                             |                           |
| Other university approved lease activity                |                   |                       |                          |                           |                             |                           |
| $1,000,000 - $2,999,999                                 | 1                 | 1                     | -                        |                           |                             |                           |
| $250,000 - $999,999                                     | 2                 | 7                     | -                        |                           |                             |                           |
| $249,999 or less                                       | 5                 | 10                    | 5                        |                           |                             |                           |

¹Long-term lease activities with a present value equal to or greater than the capital projects threshold.
²Approved November 8, 2021.
³Approved April 4, 2022.
⁴All other long-term lease activities, ratified by the Board of Visitors annually.
⁵Board ratification sought for university approved lease modification exceeding the capital projects threshold.
⁶Leases with the Virginia Tech Foundation represent $170.3 million (83%) of the ending value of long-term leases payable.
### Long-Term Lease Improvements Activity
for the fiscal year ended June 30, 2023

*all dollars in thousands*

<table>
<thead>
<tr>
<th>Value</th>
<th>Beginning Balance</th>
<th>Additions: Payments</th>
<th>Reductions: Capitalized Projects</th>
<th>Ending Balance (unaudited)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously approved lease improvement activity</td>
<td>$10,464</td>
<td>$</td>
<td>$</td>
<td>$10,464</td>
</tr>
<tr>
<td>Board approved lease improvement activity&lt;sup&gt;1&lt;/sup&gt;</td>
<td>-</td>
<td>-</td>
<td>(10,320)</td>
<td>(10,320)</td>
</tr>
<tr>
<td>Gilbert Street Project</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University approved lease improvement activity&lt;sup&gt;2&lt;/sup&gt;</td>
<td>-</td>
<td>2,631</td>
<td>(2,775)</td>
<td>(144)</td>
</tr>
<tr>
<td>Total lease improvement activity</td>
<td>$10,464</td>
<td>$2,631</td>
<td>$ (13,095)</td>
<td>$-</td>
</tr>
</tbody>
</table>

### Number

| $1,000,000 - $2,999,999 | - |
| $250,000 - $999,999    | 3 |
| $249,999 or less       | 3 |

<sup>1</sup>Long-term lease improvement projects with a present value equal to or greater than the capital projects threshold.

<sup>2</sup>All other long-term lease improvement activities, ratified by the Board of Visitors annually.
RESOLUTION TO APPROVE AN APPOINTMENT TO THE
NEW RIVER VALLEY PASSENGER RAIL STATION AUTHORITY

The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as a Virginia Tech representative and member on the New River Valley Passenger Rail Station Authority Board of Directors.
RESOLUTION TO APPROVE AN APPOINTMENT TO THE
NEW RIVER VALLEY PASSENGER RAIL STATION AUTHORITY

WHEREAS, the powers, rights, and duties of the New River Valley Passenger Rail Station Authority (the Authority) may be exercised by a Board of Directors; and

WHEREAS, the governing body of each member shall appoint two representatives to serve terms on the Board of Directors of the Authority; and

WHEREAS, Christopher H. Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, currently serves as a university representative to the Authority for a term expiring December 31, 2024; and,

WHEREAS, Virginia Tech desires to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as a university representative to the Authority, effective November 10, 2023, to complete the current appointment term expiring December 31, 2024;

NOW, THEREFORE, BE IT RESOLVED, that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, be appointed as a university representative to and member of the New River Valley Passenger Rail Station Authority Board of Directors to complete the current appointment term expiring December 31, 2024.

RECOMMENDATION:
That the resolution recommending that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, be appointed as a university representative to and member of the New River Valley Passenger Rail Station Authority Board of Directors be approved.

November 6, 2023
Date: 10/2/2023

To: Board of Visitors

Subject: Report of open contracts entered into subject to the Code of Virginia “State and Local Government Conflict of Interests Act” (“the Act”) § 2.2-3106 C. 8.

There were seven contracts entered into at the time of this report (from 7/1/2023 – 9/30/2023) subject to the Act’s exception for prohibited contracts involving research and development or commercialization of intellectual property. Details as per the Act § 2.2-3106 E. are included below.

<table>
<thead>
<tr>
<th>Contract</th>
<th>1 (of 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open contract number</td>
<td>PP3R7UGM</td>
</tr>
<tr>
<td>Names of parties</td>
<td>Virginia Tech and Daguna Consulting, LLC</td>
</tr>
<tr>
<td>Date contract executed</td>
<td>6/30/21</td>
</tr>
<tr>
<td>Contract term</td>
<td>7/1/21- 11/30/23</td>
</tr>
<tr>
<td>Subject of contract</td>
<td>&quot;Semi-quantitative Mussel Survey of the Upper North Fork Holston River, Virginia&quot;</td>
</tr>
<tr>
<td>Nature of COI</td>
<td>Caitlin Carey, Project Associate with the Conservation Management Institute, has an equity interest in Daguna Consulting, LLC, and has received payments in excess of $5,000 in the past 12 months from the company. Virginia Tech has received awards from the United States Fish and Wildlife Service and the Virginia Department of Wildlife Resources that include subcontracts to Daguna Consulting, LLC. Caitlin Carey will serve as a co-Investigator for Virginia Tech. The nature of this financial interest, in the context of sponsored research, creates a financial conflict of interest with state law implications. The Research Conflict of Interest Program has implemented a management plan to promote objectivity.</td>
</tr>
<tr>
<td>Institution employee responsible for administering contract</td>
<td>Trudy Riley, contract administration signatory Director, Virginia Tech Office of Sponsored Programs</td>
</tr>
<tr>
<td>The institution's commitment of resources or finances for the contract</td>
<td>N/A</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Details of how revenues are to be dispersed</td>
<td>N/A (no revenues will be generated)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract</th>
<th>2 (of 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open contract number</td>
<td>PBMQPY2O</td>
</tr>
<tr>
<td>Names of parties</td>
<td>Virginia Tech and Daguna Consulting, LLC</td>
</tr>
<tr>
<td>Date contract executed</td>
<td>6/30/21</td>
</tr>
<tr>
<td>Contract term</td>
<td>7/1/21 - 11/30/23</td>
</tr>
<tr>
<td>Subject of contract</td>
<td>“Semi-quantitative Mussel Survey of the Little River, Virginia”</td>
</tr>
<tr>
<td>Nature of COI</td>
<td>Caitlin Carey, Project Associate with the Conservation Management Institute, has an equity interest in Daguna Consulting, LLC, and has received payments in excess of $5,000 in the past 12 months from the company. Virginia Tech has received awards from the United States Fish and Wildlife Service and the Virginia Department of Wildlife Resources that include subcontracts to Daguna Consulting, LLC. Caitlin Carey will serve as a co-Investigator for Virginia Tech. The nature of this financial interest, in the context of sponsored research, creates a financial conflict of interest with state law implications. The Research Conflict of Interest Program has implemented a management plan to promote objectivity.</td>
</tr>
<tr>
<td>Institution employee responsible for administering contract</td>
<td>Trudy Riley, contract administration signatory Director, Virginia Tech Office of Sponsored Programs</td>
</tr>
<tr>
<td>The institution's commitment of resources or finances for the contract</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of how revenues are to be dispersed</td>
<td>N/A (no revenues will be generated)</td>
</tr>
<tr>
<td>Contract</td>
<td>3 (of 7)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Open contract number</td>
<td>P5YZ74YP</td>
</tr>
<tr>
<td>Names of parties</td>
<td>Virginia Tech and the American Society for Engineering Education</td>
</tr>
<tr>
<td>Date contract executed</td>
<td>10/27/22</td>
</tr>
<tr>
<td>Contract term</td>
<td>10/1/22 - 9/30/24</td>
</tr>
<tr>
<td>Subject of contract</td>
<td>&quot;CEED Postdoctoral Fellowship&quot;</td>
</tr>
<tr>
<td>Nature of COI</td>
<td>Bevlee Watford, Executive Director for the Center for Enhancement of Engineering Diversity, has reported consulting with the American Society for Engineering Education (ASEE) and has received compensation in excess of $5,000 in the past 12 months from the company. ASEE has received an award from the National Science Foundation that includes funding for a subaward to Virginia Tech. Bevlee Watford is the Principal Investigator for Virginia Tech. The nature of this financial interest, in the context of sponsored research, creates a financial conflict of interest with state law implications. The Research Conflict of Interest Program has implemented a management plan to promote objectivity.</td>
</tr>
<tr>
<td>Institution employee responsible for administering contract</td>
<td>Trudy Riley, contract administration signatory Director, Virginia Tech Office of Sponsored Programs</td>
</tr>
<tr>
<td>The institution's commitment of resources or finances for the contract</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of how revenues are to be dispersed</td>
<td>N/A (no revenues will be generated)</td>
</tr>
<tr>
<td>Contract</td>
<td>4 (of 7)</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Open contract number</td>
<td>PRXPGLA4</td>
</tr>
<tr>
<td>Names of parties</td>
<td>Virginia Tech and Daguna Consulting, LLC</td>
</tr>
<tr>
<td>Date contract executed</td>
<td>7/28/23</td>
</tr>
<tr>
<td>Contract term</td>
<td>4/1/23- 6/30/24</td>
</tr>
<tr>
<td>Subject of contract</td>
<td>&quot;Semi-quantitative and Quantitative Mussel Surveys of the Middle Fork Holston River, Virginia&quot;</td>
</tr>
<tr>
<td>Nature of COI</td>
<td>Caitlin Carey, Project Associate with the Conservation Management Institute, has an equity interest in Daguna Consulting, LLC, and has received payments in excess of $5,000 in the past 12 months from the company. Virginia Tech has received awards from the United States Fish and Wildlife Service and the Virginia Department of Wildlife Resources that include subcontracts to Daguna Consulting, LLC. Caitlin Carey will serve as a co-Investigator for Virginia Tech. The nature of this financial interest, in the context of sponsored research, creates a financial conflict of interest with state law implications. The Research Conflict of Interest Program has implemented a management plan to promote objectivity.</td>
</tr>
<tr>
<td>Institution employee responsible for administering contract</td>
<td>Trudy Riley, contract administration signatory Director, Virginia Tech Office of Sponsored Programs</td>
</tr>
<tr>
<td>The institution’s commitment of resources or finances for the contract</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of how revenues are to be dispersed</td>
<td>N/A (no revenues will be generated)</td>
</tr>
<tr>
<td>Contract</td>
<td>5 (of 7)</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Open contract number</td>
<td>PMN4WJSF</td>
</tr>
<tr>
<td>Names of parties</td>
<td>Virginia Tech and ENSCO, Inc.</td>
</tr>
<tr>
<td>Date contract executed</td>
<td>8/4/23</td>
</tr>
<tr>
<td>Contract term</td>
<td>7/26/23 - 7/10/24</td>
</tr>
<tr>
<td>Subject of contract</td>
<td>“MOSES TO77”</td>
</tr>
<tr>
<td>Nature of COI</td>
<td>John Morris, Associate Dean for Research in the College of Science, has reported consulting for ENSCO, Inc. and has received payments in the past 12 months exceeding $5,000 from the company. The external consulting was performed through Morris Scientific Consulting, LLC, which is owned and operated by John Morris. Virginia Tech has received an award from ENSCO, Inc. and John Morris will be the Principal Investigator. The nature of this financial interest, in the context of sponsored research, creates a financial conflict of interest with state law implications. The Research Conflict of Interest Program has implemented a management plan to promote objectivity.</td>
</tr>
<tr>
<td>Institution employee responsible for administering contract</td>
<td>Trudy Riley, contract administration signatory Director, Virginia Tech Office of Sponsored Programs</td>
</tr>
<tr>
<td>The institution's commitment of resources or finances for the contract</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of how revenues are to be dispersed</td>
<td>N/A (no revenues will be generated)</td>
</tr>
<tr>
<td>Contract</td>
<td>6 (of 7)</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Open contract number</td>
<td>PHZUZHJI</td>
</tr>
<tr>
<td>Names of parties</td>
<td>Virginia Tech and ToXcel, LLC</td>
</tr>
<tr>
<td>Date contract executed</td>
<td>9/5/23</td>
</tr>
<tr>
<td>Contract term</td>
<td>5/10/23- 5/9/24</td>
</tr>
<tr>
<td>Subject of contract</td>
<td>“City of Roanoke Safe Streets for All Field Demonstration”</td>
</tr>
<tr>
<td>Nature of COI</td>
<td>Bryan Katz, Associate Professor of Practice in the Department of Civil and Environmental Engineering, has outside employment with ToXcel, LLC, and has received payments in the past 12 months exceeding $5,000 for serving as a principal for the company. Virginia Tech has received an award from Roanoke City, originating from the U. S. Department of Transportation, that includes a subcontract to ToXcel, LLC. Bryan Katz is the Principal Investigator for ToXcel, LLC. The nature of this financial interest, in the context of sponsored research, creates a financial conflict of interest with state law implications. The Research Conflict of Interest Program has implemented a management plan to promote objectivity.</td>
</tr>
<tr>
<td>Institution employee responsible for administering contract</td>
<td>Trudy Riley, contract administration signatory Director, Virginia Tech Office of Sponsored Programs</td>
</tr>
<tr>
<td>The institution's commitment of resources or finances for the contract</td>
<td>N/A</td>
</tr>
<tr>
<td>Details of how revenues are to be dispersed</td>
<td>N/A (no revenues will be generated)</td>
</tr>
<tr>
<td><strong>Contract</strong></td>
<td>7 (of 7)</td>
</tr>
<tr>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Open contract number</strong></td>
<td>PXUKNZLP</td>
</tr>
<tr>
<td><strong>Names of parties</strong></td>
<td>Virginia Tech and Luna Labs USA, LLC</td>
</tr>
<tr>
<td><strong>Date contract executed</strong></td>
<td>9/13/23</td>
</tr>
<tr>
<td><strong>Contract term</strong></td>
<td>8/15/23-1/10/24</td>
</tr>
<tr>
<td><strong>Subject of contract</strong></td>
<td>“Tributyltin Oxide Prediction Application”</td>
</tr>
<tr>
<td><strong>Nature of COI</strong></td>
<td>Stephen Martin, Associate Professor in the Department of Chemical Engineering, has an immediate family member who received compensation in excess of $5,000 from Luna Labs USA, LLC in the past 12 months. The payments were received by Stephen Martin's spouse who is employed by the company. Luna Labs USA, LLC has received an award from the Department of Defense and is subcontracting to Virginia Tech. Stephen Martin will carry out the scope of work as the Principal Investigator for Virginia Tech. Stephen Martin's spouse is not involved in this research. The nature of this financial interest, in the context of sponsored research, creates a financial conflict of interest with state law implications. The Research Conflict of Interest Program has implemented a management plan to promote objectivity.</td>
</tr>
</tbody>
</table>
| **Institution employee responsible for administering contract** | Trudy Riley, contract administration signatory  
Director, Virginia Tech Office of Sponsored Programs |
| **The institution's commitment of resources or finances for the contract** | N/A |
| **Details of how revenues are to be dispersed** | N/A (no revenues will be generated) |
Closed Session Agenda

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

Inn at Virginia Tech, Smithfield Room

Monday, November 6, 2023

8:30 – 9:00 a.m.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Motion to Begin Closed Session</td>
<td>C. Chenery</td>
</tr>
<tr>
<td>2. Resolutions to Approve Appointments to Emeritus/a Status (24)</td>
<td>C. Clarke</td>
</tr>
<tr>
<td>* 3. Resolution to Approve Appointments Endowed Chairs, Professorships, or Fellowships (10)</td>
<td>C. Clarke</td>
</tr>
<tr>
<td>* 4. Resolution to Approve Appointments with Tenure (1)</td>
<td>C. Clarke</td>
</tr>
<tr>
<td>* 5. Ratification of Personnel Changes Report (shared with Finance and Resource Management Committee)</td>
<td>C. Clarke</td>
</tr>
<tr>
<td>6. Motion to End Closed Session</td>
<td>C. Chenery</td>
</tr>
<tr>
<td>7. Report of Closed Session Action items</td>
<td>C. Chenery</td>
</tr>
</tbody>
</table>

*Requires Full Board Approval
Closed Session Briefing Report

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

November 6, 2023

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Motion to Begin Closed Session</td>
<td>C. Chenery</td>
</tr>
</tbody>
</table>

Carrie Chenery, chair of the Academic, Research and Student Affairs committee, will welcome committee members and request that a member of the committee make a motion to take the committee into closed session.

* 2. Resolutions to Approve Appointments to Emeritus/a Status (24) | C. Clarke |

The committee will consider 24 resolutions for appointments to emeritus or emerita status.

* 3. Resolution to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (10) | C. Clarke |

The committee will consider 10 resolutions for appointments to endowed chairs, professorships, or fellowships.

* 4. Resolution to Approve Appointments with Tenure (1) | C. Clarke |

The committee will consider a resolution to approve the tenured appointments of one faculty member.

* 5. Ratification of Personnel Changes Report | C. Clarke |

The Faculty Personnel Changes Report is considered at each board meeting by the Academic, Research, and Student Affairs Committee and the Finance and Resource Management Committee. The report includes new faculty appointments and adjustments in salaries for faculty from the previous quarter based on payroll period dates.

6. Motion to End Closed Session | C. Chenery |

C. Chenery will request that a member of the committee make a motion to end the committee’s closed session.

7. Report of Closed Session Action Items | C. Chenery |

C. Chenery will report on those actions that were voted on during closed session.

*Requires Full Board Approval
Open Session Agenda

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

Inn at Virginia Tech, Smithfield Room

Monday, November 6, 2023

9:00 – 11:00 a.m.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome</td>
<td>C. Chenery</td>
</tr>
<tr>
<td>2. Review and Approve Open Session Agenda</td>
<td>C. Chenery</td>
</tr>
<tr>
<td>3. Consent Agenda</td>
<td>C. Chenery</td>
</tr>
<tr>
<td>A. Approval of August 29, 2023 Meeting Minutes</td>
<td></td>
</tr>
<tr>
<td>B. Report of Reappointments to Endowed Chairs, Professorships, and Fellowships</td>
<td></td>
</tr>
<tr>
<td>4. Provost’s Update</td>
<td>C. Clarke</td>
</tr>
<tr>
<td>5. Research: Whole Health</td>
<td>K. Roberto, T. Savla</td>
</tr>
<tr>
<td>6. VT Advantage: Bridge Experiences – Virginia Tech’s Quality Enhancement Plan (QEP)</td>
<td>K. Filer</td>
</tr>
<tr>
<td>7. Future Agenda Items</td>
<td>C. Chenery</td>
</tr>
<tr>
<td>8. Adjourn</td>
<td>C. Chenery</td>
</tr>
</tbody>
</table>

* Requires Full Board Approval
# Discusses Enterprise Risk Management topic(s)
Open Session Briefing Report

ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE

November 6, 2023

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome</td>
<td>C. Chenery</td>
</tr>
<tr>
<td>The chair of the committee, will welcome committee members and others</td>
<td></td>
</tr>
<tr>
<td>to the committee open session.</td>
<td></td>
</tr>
<tr>
<td>2. Review and Approve Open Session Agenda</td>
<td>C. Chenery</td>
</tr>
<tr>
<td>The chair will review and ask for acceptance of the Open Session</td>
<td></td>
</tr>
<tr>
<td>Agenda and items as listed on the Open Session Consent Agenda</td>
<td></td>
</tr>
<tr>
<td>3. Consent Agenda</td>
<td>C. Chenery</td>
</tr>
<tr>
<td>The committee will consider approval of items on the consent agenda</td>
<td></td>
</tr>
<tr>
<td>including: August 29, 2023 meeting minutes, and a report on reappointments</td>
<td></td>
</tr>
<tr>
<td>to endowed chairs, professorships, or fellowships.</td>
<td></td>
</tr>
<tr>
<td>4. Provost’s Update and Discussion</td>
<td>C. Clarke</td>
</tr>
<tr>
<td>Provost Cyril Clarke will update the committee on the university’s</td>
<td></td>
</tr>
<tr>
<td>academic initiatives.</td>
<td></td>
</tr>
<tr>
<td>5. Research Discussion: Whole Health</td>
<td>K. Roberto, T. Savla</td>
</tr>
<tr>
<td>K. Roberto, University Distinguished Professor and executive</td>
<td></td>
</tr>
<tr>
<td>director of the Institute for Society, Culture, and Environment and</td>
<td></td>
</tr>
<tr>
<td>Tina Savla, professor and chair of the Whole Health Consortium Leadership</td>
<td></td>
</tr>
<tr>
<td>Council will provide the committee with an update on the development of</td>
<td></td>
</tr>
<tr>
<td>the Whole Health Framework, transdisciplinary solution-oriented research</td>
<td></td>
</tr>
<tr>
<td>in equitable health and well-being.</td>
<td></td>
</tr>
<tr>
<td>6. VT Advantage: Bridge Experiences – Virginia Tech’s Quality Enhancement</td>
<td>K. Filer</td>
</tr>
<tr>
<td>Plan (QEP)</td>
<td></td>
</tr>
<tr>
<td>Kim Filer, associate vice provost for teaching and learning and director</td>
<td></td>
</tr>
<tr>
<td>of the Center for Excellence in Teaching and Learning will introduce the</td>
<td></td>
</tr>
<tr>
<td>committee to the university’s Quality Enhancement Plan (QEP), a student</td>
<td></td>
</tr>
<tr>
<td>learning initiative informed by VT’s ongoing comprehensive planning and</td>
<td></td>
</tr>
<tr>
<td>evaluation processes, and how the QEP interfaces with another university</td>
<td></td>
</tr>
<tr>
<td>strategic priority, the Virginia Tech Advantage.</td>
<td></td>
</tr>
<tr>
<td>7. Agenda Items for November 2023 Committee Meeting</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>The committee chair will request that committee members consider</td>
<td></td>
</tr>
<tr>
<td>topics for upcoming meetings of the committee.</td>
<td></td>
</tr>
<tr>
<td>8. Adjourn Committee Meeting</td>
<td>C. Chenery</td>
</tr>
</tbody>
</table>

* Requires Full Board Approval
# Discusses Enterprise Risk Management topic(s)
Open Session Agenda
BUILDINGS AND GROUNDS COMMITTEE

Monday, November 6, 2023

Bus departs for tour at 8:30 a.m.
from the Lobby of the Inn at Virginia Tech and Skelton Conference Center.

**Agenda Item** | **Reporting Responsibility**
--- | ---
# + 1. Tour of Recently Completed Capital Projects on the Upper Quad | Randal Fullhart

*Open session meeting resumes at 10:00 a.m.*
in the Solitude Room of the Inn at Virginia Tech and Skelton Conference Center.

**Agenda Item** | **Reporting Responsibility**
--- | ---
2. Welcome and Introductions | Committee Chair

3. Consent Agenda
   a. Minutes from the August 2023 Committee Meeting
   * b. Resolution to Approve an Appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority
   * c. Resolution to Approve an Appointment to the Montgomery Regional Solid Waste Authority
   * d. Resolution to Approve an Appointment to the New River Valley Water Authority
   e. Quarterly Capital Construction Status Report | Committee Chair
   Chris Kiwus

# + 4. Annual Report on Sustainability | Mary-Ann Ibeziako

# + 5. Update on the Utilities Master Plan | Nam Nguyen
   Matt Stolte

6. Overview of the Urban Forestry Program | Wendy Halsey
   Jamie King

# + 7. Update on Agricultural Facilities | Alan Grant

8. Future Agenda Items and Closing Remarks | Committee Chair

* Requires Full Board Approval
# Discusses Enterprise Risk Management Topic(s)
+ Discusses Strategic Investment Priorities Topic(s)
Open Session Briefing Report
BUILDINGS AND GROUNDS COMMITTEE
Monday, November 6, 2023

Open Session Tour

Bus departs for tour at 8:30 a.m. from the Lobby of the Inn at Virginia Tech and Skelton Conference Center.

1. Tour of Recently Completed Capital Projects on the Upper Quad: The Committee will tour of recently completed capital projects on the Upper Quad.

Open Session Meeting

Open session meeting resumes at 10:00 a.m. in the Solitude Room of the Inn at Virginia Tech and Skelton Conference Center.

2. Welcome and Introductions: The Committee Chair will convene the meeting and provide welcoming remarks.

3. Consent Agenda: The Committee will consider for approval the items listed on the Consent Agenda.

a. Minutes from the August 2023 Committee Meeting: The Committee will review for approval the minutes from its August 2023 meeting.

b. Resolution to Approve an Appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority: The Committee will review for approval a resolution to approve an appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority. The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors.

c. Resolution to Approve an Appointment to the Montgomery Regional Solid Waste Authority: The Committee will review for approval a resolution to approve an appointment to the Montgomery Regional Solid Waste Authority. The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the Montgomery Regional Solid Waste Authority Board of Directors.
d. Resolution to Approve an Appointment to the New River Valley Regional Water Authority: The Committee will review for approval a resolution to approve an appointment to the New River Valley Regional Water Authority. The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the New River Valley Regional Water Authority Board of Directors.

e. Acceptance of the Capital Project Status Report: The Committee will review for acceptance the quarterly capital project status report. The current active portfolio of projects includes 17 authorized projects -- active and complete (within a 1-year warranty phase), has a total value of approximately $1.1 billion, adds approximately 1.3 million gross square feet (GSF) of new construction, and renovates nearly 300,000 gross square feet of existing space.

4. Annual Report on Sustainability: The Committee will receive the annual report on sustainability from Mary-Ann Ibeziako, assistant vice president for sustainability and chief sustainability officer. Virginia Tech serves as a model community for a sustainable society and is committed to advancing sustainability in academics (curriculum & research), engagement, operations, planning, and administration. The university maintains a gold rating from the Association for Advancement of Sustainability in Higher Education (AASHE) using the Sustainability Tracking, Assessment, and Rating System (STARS).

5. Update on the Utilities Master Plan: The Committee will receive an update on the Utilities Master Plan from Nam Nguyen, Executive Director of Energy and Utilities, and Matt Stolte, Director of Engineering Services. In 2018, Virginia Tech completed its most recent master planning effort resulting in 'Beyond Boundaries 2047: The Campus Plan. In 2020, Virginia Tech revised its Climate Action Commitment, setting sustainability goals and milestones thru 2050. The Utilities Master Plan will provide a comprehensive framework to ensure that future programmatic needs are met and that the university remains a leader in the field of higher education infrastructure. The project is underway and expected to be completed in late 2024.

6. Overview of the Urban Forestry Program: The Committee will receive an overview of the university’s urban forestry program from Wendy Halsey, Assistant Vice President for Facilities Operations, and University Arborist, Jamie King. The urban forestry team has experienced numerous recent achievements such as grants issued by the Virginia Department of Forestry and the International Society of Arboriculture’s Gold Leaf Award. These accolades showcase the team’s ability to cultivate external relationships and reinforce the division’s dedication to Virginia Tech’s Climate Action Commitment. The urban forestry team is responsible for the overall planting, health care, safety, and general maintenance of the over 11,000 trees that cover the Blacksburg campus’ 2,800 acres. The team uses
sustainable campus operations practices to realize the evolving Blacksburg campus highlighted in the Campus Master Plan and university’s strategic plan. The urban forestry team’s success can be attributed to the program’s collaborative partnerships including the College of Natural Resources and Environment, College of Agriculture and Life Sciences, and the Virginia Department of Forestry.

7. Update on Agricultural Facilities: The Committee will receive an update from Alan Grant, Dean of the College of Agriculture and Life Sciences, on agricultural facilities planning and construction.

8. Future Agenda Items and Closing Remarks: The Committee will discuss potential topics for inclusion on future meeting agendas.
Closed Session Agenda

COMPLIANCE, AUDIT, AND RISK COMMITTEE

The Inn at Virginia Tech, Latham A/B
November 5, 2023
9:45 am

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Motion to Begin Closed Session</td>
<td>Committee Member</td>
</tr>
<tr>
<td># 2. Research Security Assessment Discussion</td>
<td>Justin Noble</td>
</tr>
<tr>
<td></td>
<td>John Talerico</td>
</tr>
<tr>
<td>3. Update on Fraud, Waste, and Abuse Cases</td>
<td>Sharon Kurek</td>
</tr>
<tr>
<td></td>
<td>Ryan Hamilton</td>
</tr>
<tr>
<td>4. Discussion with the Vice President for Audit, Risk, and Compliance and</td>
<td>Sharon Kurek</td>
</tr>
<tr>
<td>Chief Risk Officer</td>
<td></td>
</tr>
<tr>
<td>5. Motion to End Closed Session</td>
<td>Committee Member</td>
</tr>
</tbody>
</table>

# Discusses Enterprise Risk Management topic(s).
Closed Session Briefing Report

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 5, 2023

Compliance, Audit, and Risk Closed Session

1. **Motion to Begin Closed Session:** Motion to begin closed session.

2. **Research Security Assessment Discussion:** The Committee will receive a presentation from Mr. Justin Noble, Chief Audit Executive, and Mr. John Talerico, Director of Export and Secure Research Compliance, on the results of the research security assessment.

3. **Update on Fraud, Waste, and Abuse Cases:** The Committee will receive an update on outstanding fraud, waste, and abuse cases.

4. **Discussion with the Vice President for Audit, Risk, and Compliance and Chief Risk Officer:** The Vice President will discuss employee performance and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will involve discussion of the performance of specific individuals.

5. **Motion to End Closed Session:** Motion to end closed session.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Welcome and Introductory Remarks</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>2. Consent Agenda</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>a. Minutes from the August 28, 2023 Meeting</td>
<td></td>
</tr>
<tr>
<td>b. Update of Responses to Open Internal Audit</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>c. Audit Plan Status Report</td>
<td></td>
</tr>
<tr>
<td>d. Internal Audit Reports</td>
<td></td>
</tr>
<tr>
<td>i. Data Analytics: Leave Reporting</td>
<td></td>
</tr>
<tr>
<td>ii. University Scholarships and Financial Aid</td>
<td></td>
</tr>
<tr>
<td>iii. VT Electric Service</td>
<td></td>
</tr>
<tr>
<td>3. Auditor of Public Accounts Financial Statement</td>
<td>Jonathan South</td>
</tr>
<tr>
<td>Audit and Management Letter</td>
<td></td>
</tr>
<tr>
<td>4. External Reviews and Special Reports</td>
<td>Melinda West</td>
</tr>
<tr>
<td>5. Internal Audit Reports</td>
<td>Justin Noble</td>
</tr>
<tr>
<td>a. Annual Update on Construction Audit Program</td>
<td></td>
</tr>
<tr>
<td>6. Discussion of Future Topics</td>
<td>Committee Chair</td>
</tr>
</tbody>
</table>

# Discusses Enterprise Risk Management topic(s).
Compliance, Audit, and Risk Open Session

1. Welcome and Introductory Remarks: The chair of the Compliance, Audit, and Risk Committee will provide opening remarks.

2. Consent Agenda: The Committee will consider for approval and acceptance the items listed on the Consent Agenda.

   a. Minutes from the August 28, 2023 Meeting: The Committee will review and approve the minutes of the August 28, 2023 meeting.

   b. Update of Responses to Open Internal Audit Comments: The Committee will review the university's update of responses to all previously issued internal audit reports. As of June 30, 2023, the university had 15 open recommendations. Six audit comments were issued during the first quarter of the fiscal year. As of September 30, 2023, the university had addressed eight comments, leaving 13 open recommendations in progress.

   c. Audit Plan Status Report: The committee will review the Audit Plan Status Report. The Office of Audit, Risk, and Compliance (OARC) has completed 11 percent of its audit plan, and 35 percent is underway, in accordance with the fiscal year 2023-24 annual audit plan.

   d. Internal Audit Reports: The following internal audit reports were issued by OARC since the August 28, 2023 meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. As noted above, OARC conducts follow-up on management’s implementation of agreed upon improvements for previously issued audit recommendations.

      i. Data Analytics: Leave and Time Reporting: The audit received an effective rating.
ii. University Scholarships and Financial Aid: The audit received an effective rating.

iii. VT Electric Service: The audit received a rating of improvements are recommended.

3. **Auditor of Public Accounts Financial Statement Audit and Management Letter:** The Committee will receive a report from Mr. Jonathan South, Audit Supervisor for the Auditor of Public Accounts, on the results of the university’s financial statement audit and management letter for the fiscal year ended June 30, 2023.

4. **External Reviews and Special Reports:** The Committee will receive a report from Ms. Melinda West, University Controller, on external reviews and special reports that have occurred at the university.

5. **Internal Audit Reports:** The following internal audit reports were issued by OARC since the August 28, 2023 meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. As noted above, OARC conducts follow-up on management’s implementation of agreed upon improvements for previously issued audit recommendations.

   a. **Construction Audit Update:** These contract compliance-focused engagements are conducted on Construction Manager-at-Risk projects in three phases (pre-construction, construction in progress, contract close out). The overarching goal of the reviews is to ensure billings and payments are in accordance with contract documents, eliminate duplicate costs, assess the appropriateness of change orders, and identify opportunities for cost avoidance. Since the November 2022 Compliance, Audit, and Risk Committee report, the following engagements have been completed: Hitt Hall, Innovation Campus Academic Building, New Upper Quad Residence Hall, and Undergraduate Science Laboratory Building. All reviews were midpoint reviews with construction still in progress.

6. **Discussion of Future Topics:** The Committee will discuss topics to be covered in future committee meetings.
1. Welcome and Opening Remarks
   Anna James

2. Consent Agenda
   a. Approval of Minutes of the August 29, 2023 Meeting
   b. Annual Write-off of Delinquent Accounts
   * c. Approval of Revised Authorization for Lines of Credit
   * d. Approval of Resolution on Ratification of Lease Activities
     Approved by the University
   Anna James

#+ 3. Annual Report on Research Finances and Resources
   Laurel Miner

#+ 4. Resourcing the Strategic Plan
   Amy Sebring

# 5. Update on Advancement
   Charlie Phlegar

+ 6. Annual Report on Investments and Quasi-Endowments
   Ken Miller
   Tim Hodge

* 7. Approval of the Revised Policy Governing the Investment of University Funds
   Ken Miller
   Amanda Black (Consultant with Capital Cities)

* 8. Approval of Resolution for Authority to Establish a Line of Credit for the Virginia Tech Applied Research Corporation
   Ken Miller

#+ 9. Annual Report on the University’s Student Financial Aid Resources
   Tim Hodge
   Luisa Havens Gerardo

* 10. Approval of Resolution for Approval Process and Ratification of Subscription Based Information Technology Arrangements (SBITA) under GASB-96
   Joseph Mills

#+ 11. Review and Acceptance of the Annual Report on University Debt Ratio and Debt Capacity
   Ken Miller
   Bob Broyden

*+ 12. Approval of the 2024-2030 Six-Year Plan
   Tim Hodge

* 13. Approval of Year-to-Date Financial Performance Report (July 1, 2023 – September 30, 2023)
   Tim Hodge
   Bob Broyden

14. Discussion of Future Agenda Topics and Closing Remarks
   Anna James

* Requires full Board approval
# Discusses Enterprise Risk Management topic(s)
+ Discusses Strategic Investment Priorities topic(s)
Open Session

1. Welcome and Opening Remarks

2. Consent Agenda: The Committee will consider for approval and acceptance the items listed on the Consent Agenda.
   
   a. Approval of Minutes of the August 29, 2023 Meeting: The Committee will review and approve the minutes of the August 29 meeting.
   
   b. Annual Write-off of Delinquent Accounts: As of June 30, 2023, the amount of write-offs of delinquent accounts totaled $354,012 which represents .03 percent of the 2022 annual operating revenues of $1.3 billion. The current year write-off is consistent with the total write-off amounts in recent years.

   c. Approval of Revised Authorization for Lines of Credit: The Committee will review for approval the revised authorization for lines of credit.

   d. Approval of Resolution on Ratification of Lease Activities Approved by the University: The university approves and the Board of Visitors ratifies lease activities below the capital project threshold according to the process the Board of Visitors approved at the June 2021 meeting. The university-approved lease portfolio had an ending balance of $206 million at June 30, 2023, with $170 million attributable to leases with the Virginia Tech Foundation.

3. Report on Research Finances and Resources: The Committee will receive a comprehensive annual report on research finances and resources highlighting university research development and expenditures, award and proposal trends, and an overview of the impact of research funding on the university’s Top 100 Global Research University initiative. This report will also include an overview of the Enterprise Risk landscape and mitigation strategies.

4. Resourcing the Strategic Plan: The Committee will receive a report on resourcing the strategic plan. This presentation includes background information including the value of a degree from Virginia Tech, administrative efficiencies, and current resources. It also shares an overview of the resource management strategy and tuition and fee considerations.
5. **Update on Advancement:** University Advancement will provide a report on their fundraising efforts including a campaign update, the most recent numbers for New Gifts and Commitments (NG&C) and Cash. This update will also include an overview of campaign totals by type and a comparison of restricted and unrestricted gifts, and the goals for the Virginia Tech Advantage initiative.

6. **Annual Report on Investments and Quasi-Endowments:** The Committee will receive a report on university investments and quasi-endowments, investment performance and related benchmarks, estimated payouts for fiscal year 2024, and planned use of such funds. The university has two investment pools: a short to intermediate-term pool managed within the university and a long-term pool managed by the Virginia Tech Foundation, Inc. The report shows the purposeful growth of funds invested in the endowment pool managed by the Foundation, which consists of true endowments, quasi-endowments and nongeneral fund reserves and balances, and local funds owned by the university.

7. **Approval of the Revised Policy Governing the Investment of University Funds:** The Committee will review for approval the revised policy governing the investment of university funds. The university hired Capital Cities as investment consultants to assist in the revision of the university’s investment policy. The proposed changes maintain the strengths of the original investment policy while creating new investment opportunities by hiring additional investment managers and applying more targeted and active investment strategies.

8. **Approval of Resolution for Authority to Establish a Line of Credit for the Virginia Tech Applied Research Corporation:** The Committee will review for approval a resolution for authority to establish a line of credit for the Virginia Tech Applied Research Corporation (VT-ARC).

9. **Annual Report on the University’s Student Financial Aid Resources:** The Committee will receive a comprehensive report on the university’s scholarship and financial aid program. In its Management Agreement with the commonwealth, the university affirmed its commitment to increase the support for student financial aid. The university continues to work proactively to ensure access and affordability as part of the Virginia Tech Advantage initiative. The amount of total student financial aid awarded increased from $574.0 million to $638.6 million in fiscal year 2023.

10. **Approval of Resolution for Approval Process and Ratification of Subscription Based Information Technology Arrangements (SBITA) under GASB-96:** The Committee will review for approval the approval process and ratification of university approvals of the Subscription-Based Information Technology Arrangements under Governmental Accounting Standards Board Statement No. 96. As of June 30, 2023, the university has recognized an unaudited total of $18.2 million in long-term debt liabilities and corresponding right-to-use assets for these arrangements. Additionally, this new accounting treatment is expected to
shift $6 million of recurring annual operating expenses to recurring annual debt service which is expected to consume 33 basis points of debt capacity.

11. **Review and Acceptance of the Annual Report on University Debt Ratio and Debt Capacity:** The Committee will receive for acceptance a report on the university’s debt ratio and debt capacity. At the conclusion of fiscal year 2022-23, outstanding long-term debt of the university totaled $831.9 million with a debt ratio of 4.10 percent of operating expenditures. The university proposes the continuation of the six percent cap on the debt ratio for the upcoming year.

12. **Approval of the 2024-2030 Six-Year Plan:** The Committee will review for approval the revisions to the 2024-2030 Six-Year Plan. The university developed the Six-Year Plan for submission to the state on October 1, 2023. This plan will primarily inform state funding requests for fiscal years 2025 and 2026.

13. **Approval of Year-to-Date Financial Performance Report (July 1, 2023 – September 30, 2023):** The Committee will review for approval the Year-to-Date Financial Performance Report for July 1, 2023 to September 30, 2023. For the first quarter, budget adjustments were made to reflect revisions to projected revenues and expenditures. The report shows the actual revenues and expenses compared to the budgets and the overall status and expenditures of ongoing capital projects.

14. **Discussion of Future Agenda Topics and Closing Remarks:** The Committee will discuss possible topics for future meetings and other topics as needed.
Closed and Open Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

November 6, 2023

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* Requires full Board approval
# Discusses Enterprise Risk Management topic(s)
+ Discusses Strategic Investment Priorities topic(s)
Closed and Open Session

1. Motion for Closed Session


3. Motion to Reconvene in Open Session

4. Approval of Items Discussed in Closed Session: The Committee will review and approve the items discussed in closed session.
In 2005, the Virginia General Assembly passed the Restructured Higher Education Financial and Administrative Operations Act (Restructuring Act). This Act provided restructuring benefits and allowed all Virginia institutions of higher education to have more responsibility for their financial and operational activities.

For Virginia Tech, the Act also provided the opportunity to apply for additional “Level 3” authority and responsibilities. In 2005, Virginia Tech entered into a Management Agreement with the Commonwealth of Virginia under the Restructuring Act, offering increased management autonomy in exchange for high level accountability in several performance areas.

The Management Agreement became effective on July 1, 2006. The chapter of the Management Agreement governing Financial Operations and Management includes a section regarding the investment policy. This language creates the requirement for the investment policy and the Board of Visitors role in this policy. The relevant narrative from the Management Agreement is provided below.

XI. INVESTMENT POLICY

It is the policy of the University to invest its operating and reserve funds solely in the interest of the University and in a manner that will provide the highest investment return with the maximum security while meeting daily cash flow demands and conforming to the Investment of Public Funds Act (§ 2.2-4500 et seq. of the Code of Virginia). Investments shall be made with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. Endowment investments shall be invested and managed in accordance with the Uniform Management of Institutional Funds Act, §§ 55-268.1 through 55-268.10, and § 23-76.1 of the Code of Virginia.

The Board of Visitors shall periodically review and approve the investment guidelines governing the University’s operating and reserve funds.

The most recent previous revision to the investment policy was approved by the Board on June 3, 2019. Those updates focused on changes in responsibilities and the use of the Virginia Tech Foundation endowment pool as the solution for university's long-term investments. The attached new proposed revision is updated for new titles, new responsibilities, and expanded investment authority for intermediate-term fixed income investments. Consultants from Capital Cities have assisted in developing the recommended changes and if the changes are approved, will assist in the implementation of these changes.
POLICY GOVERNING THE INVESTMENT OF UNIVERSITY FUNDS

VIRGINIA TECH

October 22, 2023

1.0 Purpose

The purpose of this policy is to set forth a comprehensive framework for the effective management of all university financial resources through a comprehensive investment program. This includes the key principles for all phases of the investment program, including initial identification and allocation of financial resources and allocation of income generated from such investments. Further, this policy identifies the major processes in place to execute the comprehensive investment program. This policy applies to the investment of all university operating funds, gifts, local funds, and nongeneral fund reserves, bond proceeds, and separately managed investment funds.

As authorized under the Commonwealth’s Restructured Higher Education Financial and Administrative Operations Act of 2005, Virginia Tech’s Level 3 Management Agreement became effective on July 1, 2006. The Financial Operations and Management chapter of the Management Agreement requires the development and approval and oversight of an investment policy by the Board of Visitors. This revised investment policy reflects the university’s action in response to this requirement, and upon approval by the Board of Visitors, constitutes the university’s authoritative investment policy.

2.0 Policy

2.1 Policy Statement and Governing Legislation

The Code of Virginia provides Virginia Tech with the authority to invest university resources in a wide spectrum of investments. Prudent investment of university funds expands the university’s capacity to achieve both its strategic goals, including assistance in minimizing increases in tuition and fees, as well as key operating priorities.

The university’s investment policy is to develop and execute resource allocation decisions and investment strategies that will maximize investment returns, preserve capital, provide sufficient liquidity to meet operational needs, maintain university credit ratings, and manage risks within the guidance and constraints described in this policy. The university’s investment program shall operate in compliance with all applicable federal, state, and other legal requirements.

The following Code of Virginia sections provide Virginia Tech with the authority to invest its public funds:

- Operating funds needed for Educational & General programs (primarily funded by general fund appropriations and tuition and fees) must be invested in accordance with the Investment of Public Funds Act in Sections 2.2-4500 of the Code; and,
• All other operating funds or reserve balances including Endowment funds, Endowment income, gifts, all other nongeneral fund reserves and balances, and local funds held by the university may be invested in a broader array of investments in accordance with Section § 23.1-2604 of the Code.

Consistent with these provisions, the university’s investment program will assign Funds into three categories:

• **Educational and General Funds**: State appropriations and educational and general tuition and fees held for funding the university’s primary activities;

• **Working Capital**: Non-general funds reserved to meet operational and liquidity needs; and

• **Strategic Investments**: remaining non-general funds (gifts, local funds, and non-general fund reserves) available for higher return opportunities.

### 2.2 Management and Execution of the Investment Program

The Executive Vice President and Chief Operating Officer (EVP&COO) has responsibility for the strategic oversight of the investment program.

Under the guidance of the EVP&COO, the Vice President for Finance and CFO (VPF) shall have the authority to oversee the management and execution of the investment program in accordance with this investment policy. This oversight encompasses all activities and phases of the investment program, from the initial identification and allocation of available resources through the annual or periodic allocations of investment earnings to university programs and/or the reinvestment of such funds into the investment program.

The VPF in conjunction with the EVP&COO is authorized to make temporary exceptions to the investment policy in the event of a significant market instability or a credit event that would require the university to make a significant reallocation of the portfolio in order to protect the safety and/or liquidity of the investment portfolio. Any such exception will be reported immediately to the Rector and the Chair of the Finance and Resource Management Committee of the Board of Visitors. Any temporary exception to the investment policy will remain in place until no later than the next Board of Visitors meeting at which time the EVP&COO will recommend a course of action with regards to the policy and seek input on and approval of such action by the Board.

#### 2.2.1 Annual Management Oversight

To carry out the oversight responsibilities, the VPF is charged to evaluate and approve strategies that will maximize investment returns within the risk constraints described in this policy, including the preservation of capital, provision of liquidity, management of market risk, and preservation of the university’s credit rating. Key actions to execute these responsibilities include:
• The establishment and leadership of an internal Investment Advisory Committee (Committee) comprised of the VPF, the Assistant Vice President for Finance and Associate Treasurer (AVPF&AT), Associate Vice President for Finance and University Controller, and the Associate Vice President for Budget and Financial Planning. The Committee will be responsible for the development of recommendations regarding the university’s overall investment strategies and to provide ongoing monitoring, assessment, and adjustments to the investment program during the fiscal year to achieve the university’s overall investment strategies. This Committee will, in turn, call upon other members of university management, Virginia Tech Foundation investment professionals, and externally hired investment consultants to work with and advise the Committee on specific issues as they arise.

• The VPF will meet at least annually early in each fiscal year with the Committee to review the overall investment strategy. The Committee will bring forward recommendations for maintenance of the existing investment strategies or for modifications as needed to enhance overall investment performance. Other such meetings may occur during the fiscal year as needed.

The university’s investment program will be designed to allocate funds into two overarching categories: a) assets held for investment within the university, primarily for operating activities, and b) remaining assets available for allocation to long-term investment strategies with opportunities for greater return. Accordingly, the annual approval of the investment strategies will also include a review of the changes in funds available for investment, and the determination of the appropriate allocation of university funds to the operating activities investment category and to the long-term, higher return investment opportunities. Specific information regarding further allocations among these investment categories is delineated in subsequent sections of this policy.

Based on general economic trends and the university’s current financial position, the Committee will also be responsible for conducting ongoing reviews of the targeted amount of operating funds needed to achieve a prudent level of liquidity. These reviews will, as a result, also identify the type and amount of remaining resources above the targeted operating liquidity thresholds that are available for long-term investment opportunities. Based on this work, the Committee will make recommendations to the VPF regarding the allocation of funds needed for targeted liquidity and the amount of funds available for long-term investment.

The result of these activities and discussions will be the confirmation of the university’s overall investment strategy through the approval by the VPF.

• The VPF will ensure the EVP&COO is fully informed regarding these actions and will obtain their approval before implementing significant changes to the investment program. The EVP&COO will be engaged in other responsibilities of carrying out this policy to the extent needed.
• The VPF will ensure that other elements of this policy, such as periodic and annual reporting and accountability and the utilization of investment returns, are carried out in accordance with the policy.

2.2.2 Annual Investment Activities

In conjunction with the VPF, the AVPF&AT or others designated by the EVP&COO shall be authorized to invest all university funds on behalf of the university in accordance with the university’s strategies as described in section 2.2.1. As discussed in more detail in Section 3.0, the VPF may also engage the support services of outside professionals regarding the university’s investment program, including the Virginia Tech Foundation (VTF) through an agency agreement dated August 31, 2009, as long as the outside professionals are registered investment advisors under the Investment Advisers Act of 1940, or they are exempt from registration.

The AVPF&AT is also responsible for establishing internal controls and written policies and procedures for the investment of all university funds and for maintaining appropriate benchmarks for the monitoring of investment performance. The VPF will engage the Associate Vice President & University Controller in the establishment and maintenance of appropriate internal controls and policies and procedures related to the investment activities and will obtain concurrence regarding the adequacy of the internal control environment.

2.3 Standards of Care

Prudence: The standard shall be the “prudent person” standard, except as may otherwise be prescribed by applicable laws or regulations now or in the future. Under the “prudent person” standard investments shall be made with the same care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

Ethics and Conflicts of Interest: The university’s officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions or otherwise be in violation of state law and/or university policy.

2.4 Investment of University Operating Funds

As described in section 2.2.1, the university makes an annual assessment of the amount of operating funds needed during the fiscal year to fund current operations and assure that sufficient liquidity is available. This section provides an overview of the assessment of working capital fund needs and resulting investment activities, consistent with the investment tiers outlined in Section 2.1.
2.4.1 Tier I a - Educational & General (E&G) Funds

E&G funds are the component of operating funds needed to fund the daily operations of the primary mission programs of the university. These operating funds are predominantly composed of state general funds appropriations and tuition and fee revenues.

Enabling Authorization

University E&G Funds shall be invested in instruments as set forth in the Investment of Public Funds Act, Chapter 45 (§ 2.2-4500 et seq.). The university maintains a set of guidelines and procedures to comply with the Investment of Public Funds Act. These guidelines and procedures are consistent with the university's general practices in prior years and are described in detail in Appendix A to this policy. The terms and conditions of the contracts with the investment managers will specify the investment style and allowable investments, objectives, risk tolerance, portfolio diversification, applicable performance benchmarks, etc. for these managers.

Investment Objectives

E&G funds consist of the university’s generated cash flow to be used to meet its day-to-day financial obligations. Except for cash in certain legally restricted and special accounts, the university will consolidate cash and reserve balances to optimize university-wide liquidity management and to increase efficiencies of investment pricing, custody/trust, and administration.

The primary objective for the management of the university’s E&G funds is to provide daily liquidity, limited volatility, and the preservation of capital. The investment strategies should be limited to Cash and Ultra Short Fixed Income investments.

Liquidity

The target liquidity balance is 10 days cash on hand, which is calculated by dividing the annual budget by 365 to determine the cash needed for each day of operation. The AVPF&AT is responsible for managing the daily cash position of the university, as established in the Virginia Tech Liquidity Management Procedures. The AVPF&AT monitors daily and monthly cash balances and provides reports to the Committee and others who manage liquidity. The university’s total operating liquidity includes both internal operating balances and external bank lines of credit, and the targeted amount of operating liquidity is reviewed at least annually by the Committee, as described in section 2.2.1., and in accordance with the Liquidity Management Procedures.

2.4.2 Tier I b – Lines of Credit

In June 2018 the Board of Visitors authorized the establishment of lines of credit for up to $200,000,000 for the purpose of providing a source of back-up liquidity to support the general operations of the university. These lines of credit are intended to provide alternatives to liquidating intermediate or longer-term investments at a loss or to provide temporary funding
until less liquid investments can be converted to cash. Therefore, they are an essential component of risk mitigation for intermediate and longer-term investments.

Generally, it is expected that these lines of credit will be used to supplement the liquidity needs of the E&G funds and therefore are anticipated to be invested according to the Investment of Public Funds Act and meet the other requirements listed in section 2.4.1.

2.4.2 Tier II – Working Capital Funds

As outlined in Section 2.1, Working Capital funds are the nongeneral fund balances and reserves that will be used to fund non-E&G activities operations such as auxiliary enterprises, sponsored programs, etc. and to supplement the liquidity needs of the E&G funds needed to support the daily operations of the primary mission programs of the university. The ability for the university to accumulate nongeneral fund reserves allows these investments to be in intermediate term opportunities for the Working Capital funds or in long-term opportunities described in section 2.5. These operating nongeneral funds are primarily composed of balances from recovered facilities & administrative costs (overhead), auxiliary enterprise activities, and related funds such as restricted current funds, loan funds, plant funds, and agency funds.

Enabling Authorization

Working Capital Funds will be invested in a broader array of fixed income instruments in accordance with Section § 23.1-2604 of the Code titled Investment of Endowment funds, Endowment Income, etc. These guidelines and procedures are consistent with the university’s general practices in prior years for fixed income investments, however they will also include more moderate risk opportunities such as higher yield bonds. Investment in equities will be prohibited. These guidelines and procedures are consistent with the university’s general practices in prior years and are described in detail in Appendix A to this policy. The terms and conditions of the contracts with the investment managers will specify the investment style and allowable investments, objectives, risk tolerance, portfolio diversification, applicable performance benchmarks, etc. for these managers.

Investment Objectives

Working Capital funds consist of the university’s generated cash flow to be used to meet non-E&G financial obligations. Except for cash in certain legally restricted and special accounts, the university will consolidate cash and reserve balances to optimize university-wide liquidity management and to increase efficiencies of investment pricing, custody/trust, and administration.

The primary objective for the management of the university’s Working Capital funds is to provide liquidity reserves to supplement daily liquidity, low to moderate volatility, and higher yields measured under a Total Return strategy. The investment strategies will include a broad array of fixed income investments.
**Liquidity**

The target liquidity balance is 35 days cash on hand, which is calculated by dividing the annual budget by 365 to determine the cash needed for each day of operation. The AVPF&AT is responsible for managing the daily cash position of the university, as established in the *Virginia Tech Liquidity Management Procedures*. The AVPF&AT monitors daily and monthly cash balances and provides reports to the Committee and others who manage liquidity. The university’s total operating liquidity includes both internal operating balances and external bank lines of credit, and the targeted amount of operating liquidity is reviewed at least annually by the internal Investment Advisory Committee, as described in section 2.2.1., and in accordance with the *Liquidity Management Procedures*.

**2.5 Tier III - Strategic Investments Funds**

Within the constraints of annual operating funds (E&G and Working Capital funds) needs, as described in section 2.2.1, the university will seek to maximize the funds available for investment strategies providing opportunities for greater returns for all other nongeneral fund balances. These funds may be available from two primary categories:

a. Funds approved from time to time by the Board of Visitors as quasi-endowment funds upon recommendation by university management.

b. Nongeneral funds in excess of 45 days (the combination of Tier 1a and Tier 2 funds) A range of other sources within the university, including gifts, local funds, and nongeneral fund resources from various university operating units or functions.

At the current time, the university believes that the best available strategy for the investment of these long-term resources is the VTF’s consolidated endowment.

*Key principles governing university assets invested through the VTF include:*

- All these funds, including all investment earnings, represent agency funds within the VTF and remain university assets.

- Other than the transfer of approved quasi-endowments as described in a. above, the funds transferred are not endowment funds but rather represent the university’s long-term investment pool.

- The VTF manages these funds in its pooled endowment fund, and the endowment’s normal payout will be paid quarterly to the university.

- As university agency funds, there will be no applicable gift fee or hold-back of the endowment payout.

- The university also retains the right to pull resources back from the VTF at any time upon 90 days advance notice before the end of a financial quarter, as outlined in the liquidity management procedures.
**Enabling Authorization**

Legislation enabled in 2009 within § 23.1-2604 of the Code of Virginia provides Virginia Tech with the flexibility to invest and manage endowment funds, endowment income, gifts, and all other nongeneral fund reserves and balances and local funds held by the university in a broader array of investments.

All gifts, local funds, and nongeneral fund reserves and balances that the university determines appropriate, and that are permitted by law, may be invested in the VTF’s endowment fund through the agency agreement with the VTF that was approved by the Board of Visitors on August 31, 2009.

**Investment Objectives**

The primary investment objective for the management of the university’s quasi-endowments and long-term investment funds is to maximize investment performance over time within defined risk parameters to support the purposes for which the endowment was established, while preserving the purchasing power of the funds. These endowment funds shall be governed by the Virginia Uniform Prudent Management of Institutional Funds Act and managed within the VTF’s Consolidated Endowment Fund Statement of Spending and Investment Policy, as approved and reviewed annually by the VTF’s Investment Committee. The investments inherently carry a higher level of risk in comparison with the operating funds invested under the Investments of Public Funds Act, while offering the opportunity to earn a higher return.

2.6 Investment of Bond Proceeds

**Enabling Authorization**

Bond proceeds will be invested in accordance with the applicable bond documents and state and federal regulations, including but not limited to the Investment of Public Funds Act, Chapter 45 (§ 2.2-4500 et seq.) of Title 2.2 of the Code of Virginia, as amended; and the Government Non-Arbitrage Act, Chapter 47, Title 2.2, of the Code of Virginia, 1950, as amended. Generally, tax-exempt bond proceeds will be invested in the Virginia State Non-Arbitrage Program whereas taxable proceeds will be invested with an existing university money manager.

**Investment Objectives**

Preservation of capital is the primary objective for bond proceeds. Allowable investments for construction funds include those permitted through the Investment of Public Funds Act, which include applicable investments for sinking funds.

2.7 Separately Managed Invested Funds

In certain instances, funds under the control of the university may be required to be invested separate from the operating or endowment funds, such as the university’s Land Grant funds. Such funds will be invested in accordance with the terms and conditions of the applicable fund.
Separately invested funds will be subject to the same investment guidelines as other comparable funds, but the asset allocation and maturity structure may vary contingent upon the fund’s underlying objective(s).

3.0 Accountability and Monitoring

The following section summarizes ongoing accountability and monitoring processes for ensuring compliance with the investment program and evaluating performance in terms of achieving the goals of the investment policy.

- The VPF and the AVPF&AT are responsible for the execution of the investment program for operating funds, as described in Appendix A to this policy, and they carry out the primary responsibility for review and monitoring of investments of operating funds.

- The AVPF&AT is responsible for managing the daily cash position of the university, as outlined in the liquidity management procedures.

- VTF’s investment personnel are responsible for monitoring the endowment portfolio to ensure compliance with VTF’s Statement of Spending and Investment Policy.

- The VPF is responsible for monitoring the university’s funds managed within the VTF’s endowment pool through monthly and quarterly reports and for attending quarterly VTF Investment Committee meetings.

- The university’s EVP&COO and the Senior Vice President for Advancement each serve as members of the Board of the VTF. They provide an important accountability function through the receipt and monitoring of monthly and quarterly endowment reports from the VTF. This objective is also achieved through the participation in all the VTF Investment Committee meetings, where investment strategy and performance are discussed.

- The VPF may hire consultants to assist in developing the overall investment strategies to help maximize investment returns, within the university’s risk tolerance, while meeting liquidity needs and maintaining the university’s credit rating. They will also assist in the hiring, oversight, and performance assessment of investment managers, and to assist in crafting the terms and conditions which specify the investment style and allowable investments, objectives, risk tolerance, portfolio diversification, applicable performance benchmarks etc. for these managers. Additionally, the consultants will coordinate and consolidate quarterly reporting from these managers, assist in negotiating fees, and analyzing market and economic conditions.

- The VPF and the EVP&COO receive monthly and quarterly investment performance reports to monitor performance at the policy level for both investments of Virginia Tech operating funds and its quasi-endowments and long-term investment pool.

- The Finance and Resource Management Committee provides an important accountability role through the approval of this *Policy Governing the Investment of University Funds* and the review of the annual report on the overall investment program.
4.0 Reporting

Reporting activities follow the location of the investment activities as well as providing overall reports on investment performance. Key elements of the reporting processes include the following activities:

**Virginia Tech Operating Funds Investments:**

- The AVPF&AT provides monthly reports detailing the investment balances of all cash, short- and intermediate-term operating balances and the investment performance of the individual funds to the VPF, the EVP&COO, and the Committee.

- The Treasury Analyst provides daily and monthly reports to the Committee and various liquidity management working group members (as defined in the *liquidity management procedures*) detailing the internal, external, and total liquidity available to the university.

- The University Controller’s office provides a quarterly report of unspent bond proceeds to the VPF and the AVPF&AT, who shall monitor the expenditure of bond proceeds.

- Monthly and quarterly reports on investment activities are provided to the University Controller’s Office, the Office of Budget and Financial Planning, and other offices as needed to carry out the university’s finance and budgeting operations.

**Virginia Tech Long-term Funds Invested Through its VTF Agency Agreement**

The VTF provides monthly and quarterly reports to the VPF, the EVP&COO, the Senior Vice President for Advancement, and the Office of the Associate Vice President and University Controller in order to assist these officers in carrying out their accountability and monitoring responsibilities.

**Reporting on Entity-wide Investment Activities**

- The AVPF&AT will utilize reports provided by the Treasury Analyst, the investment consultants, and the VTF for the development and distribution of quarterly reports to the VPF and the EVP&COO.

- As a part of the report on the university’s annual financial statements during the Board’s winter meeting, the university shall provide to the Finance and Resource Management Committee investment information regarding the university’s overall cash position, investments, and earnings performance as displayed in the financial statements.

- The university will provide a comprehensive annual report to the Finance and Resource Management Committee in November of each fiscal year on the overall investment balances, performance, allocations, utilization of investment income, and compliance with this investment policy.
5.0 Allocation and Reinvestment of Available Investment Returns

The strategic investment of university resources described in this policy is expected to generate recurring supplemental revenue streams to advance university goals. The university has developed two sets of principles regarding the use of these funds that are consistent with state guidance and accounting principles, while maximizing support for university programs.

The overarching commitment of this process is to first allocate investment earnings back to the programs from which the principal came, to pursue current and future activities in those areas, and second, where the funds are more like unrestricted resources, to create revolving set of resources generating an annual, recurring revenue stream to make one-time or limited recurring investments to pursue the university’s strategic goals.

The first set of principles relate to the overarching goal to support VT programs and the structure of its investments. Those principles are:

- The earnings from investments will be allocated to pursue major goals such as offsetting or reducing the need for increases in tuition and fees, the building of adequate operating reserves, investment in strategic academic programs and initiatives, and, where critical, investment in other operating priorities.

- Investment earnings from VT operating funds and related activities are more modest and focus more on the preservation of capital and capacity to support daily operating needs. As a result, the university budgets these funds to the targeted activities to the full amount of earnings available.

- Investment earnings from long-term investments in the VTF follow the endowment strategy of having an approved spending rate, with the remainder of the earnings reinvested into the investment to preserve the purchasing power of the investments over time.

- While the university has established the ability to withdraw funds from its long-term investments, such withdrawals are not anticipated and, in principle, would occur only in the face of a significant operating emergency in the university or needed investments into a strategic academic program initiative of such a magnitude that the university could not otherwise fund the initiative.

The second set of principles relate to the appropriate allocation of investments based on the restrictions on funds in the investments or the lack thereof. Those principles apply to both VT operating funds and long-term investments and are:

- Where the invested funds are restricted or are generated through a quasi-endowment, the proportionate earnings will be allocated to those funds for the restricted purpose.

- Where the invested funds are allocated from either resources or VT units that have operating or state funding restrictions, the allocation of earnings to those resources or activities is proportionate to the activities invested funds. A prime example for this principle is an auxiliary enterprise.
• Where the invested funds are clearly identified to an operating activity or funding source that operates separately in the university’s program structure, the proportionate share of earnings will be attributed to that activity.

• Where the invested funds are, in general, unrestricted, such as instructional program reserves or research activities reserves, the earnings will be allocated to a resource pool available to be allocated broadly to initiatives within the funding category. For resources generated in this investment category:

  a. The university will deploy the earnings to act as a revolving set of resources generating an annual, recurring revenue stream to make one-time or limited recurring investments to pursue strategic institutional goals and objectives. These funds are available for operating needs, and in some cases, may be available to support capital needs as well.

  b. If necessary, the university will deploy a portion of these earnings to address a strategic university goal or activity to produce ongoing support until that strategic activity generates other revenue streams to support the activity. This should be a last resort option since such expenditures will reduce the university’s ability to provide support to new initiatives described in a. above.

The allocation of all the investment earnings described in this section will enter the university’s budget processes through the activities of the Office of Budget and Financial Planning, as it carries out the university’s budget processes. The Office of Budget and Financial Planning will be responsible for allocations of restricted earnings and for making recommendations regarding the allocation of earnings available for unrestricted purposes.

The VPF shall approve budget allocation recommendations and will execute the allocation of earnings through the university budget process. The VPF will obtain approvals from the EVP&COO and Executive Vice President & Provost in the budget allocation process to ensure these decisions are consistent with the goals of executive university leadership.

RECOMMENDATION:

That the Finance and Resource Management Committee approve the Revised Policy Governing the Investment of University Funds.

November 6, 2023
Appendix A

General Guidelines and Authorized Investments for University Operating Funds

October 23, 2023

This appendix provides the General Guidelines and Procedures used to carry out the investment of university operating funds, as an element of the university’s Policy Governing the Investment of University Funds.

General Guidelines

Under the guidance of the Vice President for Finance (VPF) the Assistant Vice President for Finance and Associate Treasurer (AVP&AT) of Virginia Polytechnic Institute and State University, or designee(s), shall be authorized to invest all operating funds of the university. The AVP&AT may also engage the support services of outside professionals regarding the university’s investment program. Any firm hired to provide advice or assistance with the investment program shall be a registered investment advisor under the Investment Advisers Act of 1940 or exempt from registration. Investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

The primary objective for the management of the university’s operating funds is to provide the highest investment return at defined levels of risk, while providing both safety of principal and sufficient liquidity to meet the daily cash flow needs of the university. The university’s operating funds contained in– Educational and General funds (Tier Ia) shall be invested in instruments set forth in the Investment of Public Funds Act (Section 2.2-4500 of the Code of Virginia) The nongeneral fund operating funds contained in the Working Capital funds (Tier II) will be invested in a broader array of fixed income investments as authorized by Section § 23.1-2604 of the Code of Virginia titled Investment of Endowment Funds, Endowment Income, etc.

The VPF will review the investment policy at least annually, and any changes will be reviewed and approved by the Board of Visitors. Also, any findings of non-compliance will be reported to the Board of Visitors, as well.

Account Structure for the Management of University Operating Funds

In order to meet the objectives of the university, investments will be divided into three major allocations: an Educational & General funds allocation, a Working Capital funds allocation, and a Strategic Investment funds allocation. The Tier Ia Educational & General funds allocation is to be the major source for the disbursement requirements and operational needs of the university. Liquidity and safety of principal at the expense of return on investment are the foremost objectives of these funds. The Tier II Working Capital funds allocation are the nongeneral fund income and reserves that will be used to fund non-Educational & General activities operations such as auxiliary enterprises, sponsored
programs, etc. and to supplement the liquidity needs of the Educational & General funds needed to fund the daily operations of the primary mission programs of the university.

The objective of the Tier III Strategic Investment Funds allocation is to generate an investment return, over the long-term, higher than the Tiers Ia and II allocations. To generate higher investment returns, it is recognized that additional interest rate risk and credit risk, within prudent constraints, must be assumed in the management of the Tier III Strategic Investment funds allocation. Investment strategies evolve as market conditions and interest rates change. Accordingly, the Tier III Strategic Investment funds may consist of a combination of short, intermediate, and longer-termed portfolios. However, in seeking higher investment returns, the portfolio managers will be cognizant of the university’s objectives of liquidity and safety of principal. Securities lending is prohibited.

**Asset Allocation Mix**

The target allocations are as follows:

<table>
<thead>
<tr>
<th>Allocation Category</th>
<th>Minimum Target Days of Liquidity</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier Ia - E&amp;G Funds</td>
<td>10 days</td>
<td>Primary Liquidity</td>
</tr>
<tr>
<td>Tier II - Working Capital</td>
<td>35 days</td>
<td>Secondary Liquidity</td>
</tr>
<tr>
<td>Subtotal Internal Liquidity</td>
<td>45 days</td>
<td></td>
</tr>
<tr>
<td>Tier Ib - Lines of Credit</td>
<td>45 days</td>
<td>Secondary Liquidity</td>
</tr>
<tr>
<td>Subtotal External Liquidity</td>
<td>45 days</td>
<td></td>
</tr>
<tr>
<td>Total Liquidity Target</td>
<td>90 days</td>
<td></td>
</tr>
<tr>
<td>Tier III - Strategic Investments</td>
<td>45 days</td>
<td>Excluded from Liquidity Target</td>
</tr>
</tbody>
</table>

* A day of liquidity is calculated by dividing the total university budget by 365

The intent of the Asset Allocation Mix is to increase the overall average maturity and duration of the university’s investment portfolios to enhance the returns over the long term. Deviations from the Asset Allocation Mix may be made by the VPF when economic conditions or liquidity needs warrant, or when it is determined that the aggregate deviation does not constitute a material departure from the spirit of the target allocation and the intent of the university. The target allocations and guidelines shall be reviewed at least annually.

**Authorized Investments and Credit Quality**

Authorized investments for qualified public entities are set forth in the “Investment of Public Funds Act” in Sections 2.2-4500 et seq. of the *Code of Virginia*. A qualified public entity is defined as any state agency or institution having an internal or external public funds manager
with professional investment management capabilities. The specific requirements of this code section, which includes authorized investments, credit quality, and diversification requirements, will be in the written contract with investment manager(s) hired to invest and manage the funds in the Educational & General funds (Tier Ia) portfolio. Since daily liquidity and preservation of assets are the primary objectives of this fund generally investments would be in cash and cash equivalents and Active Cash style portfolios.

In the event a security is downgraded to a level that ceases to meet credit quality guidelines specified in the contract, the external manager will notify the university’s investment staff within one business day of the downgrade. The security must then be sold within 30 days unless the manager’s reasoning to continue to hold the security is approved in writing by the VPF.

**Diversification**

Each individual portfolio within all three tiers’ allocations will be diversified as specified in the contracts with each investment manager. The limitation shall *not* apply to securities of the U.S. Government, an agency thereof, U.S. Government sponsored enterprises, securities fully insured or fully guaranteed by the U.S. Government, or money market funds.

**Duration and Maturity Limitations**

The maximum maturity and duration limits will be specified in the terms and conditions of the contract with each investment manager.

**Account Benchmarks**

For the Educational & General funds (Tier Ia) and Working Capital funds (Tier II) appropriate benchmarks will be determined in consultation with the investment consultants and be consistent with each portfolio’s underlying investments. The selected benchmark will also be incorporated into each investment manager’s written contract to ensure performance accountability.

Benchmarks for the Strategic Investment funds (Tier III) will be determined by the Board of the Virginia Tech Foundation.

*Effective Date: November 6, 2023*
## Summary of Proposed New Tier Structure

**October 23, 2023**

<table>
<thead>
<tr>
<th></th>
<th>Tier Ia - Educational &amp; General Funds</th>
<th>Tier II - Working Capital Funds</th>
<th>Tier III - Strategic Investment Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicable VA Code</strong></td>
<td>2.2-4500 Investment of Public Funds Act</td>
<td>23.1-2604 Investment of Endowment funds, NGF, etc. &amp; UPMIFA</td>
<td>23.1-2604 Investment of Endowment funds, NGF, etc. &amp; UPMIFA</td>
</tr>
<tr>
<td><strong>Funding Source</strong></td>
<td>Educational &amp; General</td>
<td>Nongeneral Funds</td>
<td>Nongeneral Funds</td>
</tr>
<tr>
<td><strong>Primary Objective</strong></td>
<td>Daily Liquidity</td>
<td>Total Return</td>
<td>Total Return</td>
</tr>
<tr>
<td><strong>Secondary Objective</strong></td>
<td>Preservation</td>
<td>Liquidity Reserves</td>
<td>Additional Liquidity Reserves</td>
</tr>
<tr>
<td><strong>Investment Strategy</strong></td>
<td>Cash / Ultra Short Fixed Income</td>
<td><strong>Broader Array of Fixed Income</strong></td>
<td>VTF endowment pool *</td>
</tr>
<tr>
<td><strong>Risk Tolerance</strong></td>
<td>Limited Volatility</td>
<td>Low/Moderate Volatility</td>
<td>Moderate/Higher Volatility</td>
</tr>
<tr>
<td><strong>Liquidity Detail</strong></td>
<td><strong>10 days internal liquidity</strong></td>
<td><strong>35 days internal liquidity</strong></td>
<td>Not subject to specific liquidity needs</td>
</tr>
</tbody>
</table>

*Note: Tier Ib is for the lines of credit
* Additional options for long-term investments will be explored in the next phase of this project, but are not part of the current changes*
Agreement to Loan Funds to Virginia Tech Applied Research Corporation

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 20, 2023

Virginia Tech’s strategic plan reaffirms the institution’s commitment to the expansion of the research enterprise through development of innovative and cutting-edge technology in the areas of translational research and practical applications that serve to benefit the university, local communities, the commonwealth, and the nation. To promote the university’s role in providing a pipeline for science and technology innovation that spawn new enterprises, §23-38.87:10 5 of Higher Education Opportunity Act of 2011 encourages the university to promote university-based research that produces outside investment in Virginia, fuels economic advances, triggers commercialization of new products and processes, fosters the formation of new businesses, leads businesses to bring their facilities and jobs to Virginia, and in other ways helps place the commonwealth on the leading edge in the knowledge-driven economy. In pursuit of this vision, the Virginia Tech Applied Research Corporation (VT-ARC), formerly named Virginia Tech Research Corporation, was established in December 2009, as a private, non-stock, Virginia corporation. VT-ARC was approved as a university affiliated corporation by the Board of Visitors at the March 22, 2010 meeting.

VT-ARC is one of the key strategies for growth in research through a corporate structure which enables the pursuit of research opportunities that cannot easily be accomplished within the university environment due to regulatory constraints that often accompany federal government contracts such as “time and materials” requirements. VT-ARC performs translational and applied research and development as an extension of the basic and scholarly research performed within Virginia Tech. The corporation pursues such research activities both independently and in collaboration with university faculty. Currently, VT-ARC's research initiatives and priorities are aligned with Virginia Tech’s four research frontiers in Health, Security, Artificial Intelligence, and Quantum.

VT-ARC began operations in 2011. The funding for the initial phase of the operations and the investment in equipment and specialized information technology infrastructure needed for the research programs was provided by the Virginia Tech Foundation (VTF). Since its formation, the corporation has established the infrastructure required to pursue government and private contracts. It was anticipated that initial funding from VTF would be sufficient and that the corporation would quickly generate revenues to become self-sufficient. However, VT-ARC's success in obtaining externally funded contracts was slower than originally anticipated. In addition, its progress towards becoming self-sufficient was adversely impacted by the slowdown of the economy and federal budget reductions. As a result, VT-ARC needed an investment of additional funds for working capital during this extended start-up period.
Accordingly, the university provided a $2 million loan of start-up financing to provide working capital to the Virginia Tech Applied Research Corporation (VT-ARC) in 2013.

In the spring of 2015, the university assessed the operations of VT-ARC and asked the corporation to explore its business options, including a suspension of operations, the sale of all or certain assets, and continuation of current operations. VT-ARC’s Board established a subcommittee to explore these options.

During fiscal year 2016, as this subcommittee continued its work, VT-ARC continued full operations and relied on the remaining line of credit funding from the Virginia Tech Foundation (VTF) to cover its operating cash flow requirements. The work of the VT-ARC subcommittee was completed in June of 2016. The subcommittee supported a proposal to restructure the relationship of VT-ARC with the university’s research programs and to continue operations in an effort to strengthen and grow the impact of VT-ARC on the university’s research operations. The work of that subcommittee, and its recommendations, were reviewed with the Finance and Audit Committee of the Board of Visitors during its August 2016 meeting.

As a result, VT-ARC continued to operate as a related corporation during fiscal year 2017 and to comply with the requirements of their Affiliation Agreement with the university. The activities to restructure and reinvent VT-ARC were led by the Vice President for Research and Innovation, working closely with the new CEO of VT-ARC. As part of the reinvention of VT-ARC, the Board of Visitors approved the discharge of the $2 million loan and the board of the Virginia Tech Foundation, Inc. discharged all but $3 million of the amounts loaned to VT-ARC in fiscal year 2017. The discharge of the debt was essential to VT-ARC’s ability to continue operations. In addition, in the last two years the university took over operations of the secure space and created a separate LLC to manage grants and contracts with terms and conditions the university could not accept. The assumption of these activities which generated ongoing losses for VT-ARC, also contributed significantly to the financial viability of VT-ARC.

The new management team at VT-ARC has been very successful in growing the corporation and has had a positive impact on the university’s research ecosystem and is a significant contributor to the university’s strategic initiative of becoming a top-100 global research university. Revenues for each of fiscal years 2022 and 2023 averaged about $20 million and projected activity for this fiscal year is approximately $24 million. However, the excess of revenues over expenses for their portfolio of grants and contracts is relatively small. Consequently, VT-ARC is requesting a line of credit from the university for up to $3 million to provide temporary liquidity to fund the gaps between cash expenditures on sponsored projects and subsequent payments from the government.

The Restructuring Act of 2005 provides Level 3 institutions with the needed authority to execute such loan transactions. Specifically, under section 23-38.101 of the Restructuring Act titled “Creation of entities; participation in joint ventures”, the Board of Visitors has authority to approve loans or obligate university funds to or on behalf of its affiliated organizations or joint
venture activities. The referenced language under section 23-38.101 providing this authority to the Board of Visitors is displayed in Attachment A. Further, the university believes this action is an appropriate step for supporting the university’s research mission through VT-ARC.

Therefore, the university requests authorization to provide a line of credit loan of up to $3 million to VT-ARC to finance the temporary liquidity needs of VT-ARC as it continues to develop and expand its research portfolio to buffer unanticipated cash flow delays. This initiative is an investment of university resources for the achievement of the university’s strategic plan to become a top-100 global research university.

The basic conditions and requirements for this loan would include:

- the loan will be made in accordance with university procedures for authorizing internal loans to operating units; however, the terms and conditions will be more similar to a commercial line of credit with an interest rate approximating the foregone short-term interest that could have been earned by the university on such funds and the term of the agreement would be for ten years.
- the line of credit loan would be underwritten by the university’s research overhead funds, a nongeneral fund revenue source, and
- the line of credit loan is being made pursuant to the understanding that this is a revolving loan, the principal amount of which may be borrowed, repaid, and re-borrowed, to provide temporary liquidity, not a permanent loan and that VT-ARC will include anticipated repayment of principal and interest in the annual budget approved by the Board of Directors of VT-ARC.

The Vice President for Finance, in coordination with the Executive Vice President and Chief Operating Officer, will be responsible for finalizing these terms, authorizing specific advances, and may alter the terms as needed in the future to achieve the objectives of this research initiative. Staff of the Vice President for Finance will be empowered to process authorized transactions and to implement procedures for this line of credit loan program.
RESOLUTION FOR AUTHORITY TO EXECUTE AGREEMENTS TO PROVIDE A LINE OF CREDIT LOAN TO VIRGINIA TECH APPLIED RESEARCH CORPORATION

WHEREAS, the university’s strategic plan envisions the expansion of the research enterprise through development of innovative and cutting edge technology; and

WHEREAS, the university established the Virginia Tech Applied Research Corporation (VT-ARC) as a university related corporation to access research opportunities not easily accomplished within the university structure and to leverage the basic and scholarly research performed within the university; and

WHEREAS, VT-ARC has successfully obtained significant external research funding both independently and in collaboration with university faculty through operation of unique facilities to align with Virginia Tech’s four research frontiers in Health, Security, Artificial Intelligence, and Quantum; and

WHEREAS, VT-ARC has developed needed contracting and facilities infrastructure and is now successfully competing for externally funded research grants and contracts at an increasing level, which are supportive to the top-100 global research university strategic initiative; and

WHEREAS, VT-ARC is planning for the next level of operations beyond its start-up activities, and making investments to continue its growth trajectory, and is not yet generating sufficient working capital reserves to fully cover temporary liquidity needed to fund the gaps between cash expenditures on sponsored projects and subsequent payments from the government and desires to have access to a line of credit to provide additional temporary liquidity; and

WHEREAS, the university desires to support VT-ARC through the provision of funding from nongeneral fund sources of up to $3 million in revolving line of credit loans, the principal amount of which may be borrowed, repaid, and re-borrowed, to provide temporary liquidity, if needed, to finance ongoing operations of VT-ARC and to provide them the opportunity to maintain and grow a sustainable level of external grants and contracts funding; and

WHEREAS, the university will act as a fiscal agent for processing all loan related transactions with VT-ARC; and

WHEREAS, the university loan repayment schedule will be consistent with the terms of a commercial line of credit from a financial institution at the interest rate approximating what the university could earn on short-term investments and the term of the line of credit agreement should be for ten years; and

WHEREAS, under section 23-38.101 of Restructured Higher Education Financial and Administrative Operations Act of the Code of Virginia the Board of Visitors has the authority to authorize such transactions.
NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors authorizes, at the President’s discretion, the negotiation and execution of a revolving line of credit loan, the principal amount of which may be borrowed, repaid, and re-borrowed, and the related promissory notes and loan agreements for temporary liquidity financing from the university to VT-ARC for up to $3 million to be repaid with interest by VT-ARC.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Vice President for Finance, in coordination with the Executive Vice President and Chief Operating Officer, will be responsible for finalizing these terms, authorizing specific advances, and may alter the terms as needed in the future to achieve the objectives of this research initiative. Staff of the Vice President for Finance will be empowered to process authorized transactions and to implement procedures for this line of credit loan program. The loan is contingent upon VT-ARC including repayment of estimated principal and interest in their budget, as approved by their Board of Directors.

RECOMMENDATION:

That the resolution authorizing, at the President’s discretion, the negotiation and execution of a line of credit and the related promissory notes and revolving line of credit loan agreements for temporary liquidity financing from the university to VT-ARC for up to $3 million to be repaid with interest by VT-ARC, be approved.

November 6, 2023
Ratification of and Resolution for Approval Process for Subscription-Based Information Technology Arrangements under Governmental Accounting Standards Board Statement No. 96

FINANCE AND RESOURCE MANAGEMENT COMMITTEE
October 10, 2023

Background
The university’s accounting and financial reporting practices follow and are consistent with the Governmental Accounting Standards Board (GASB). In May 2020, GASB issued Statement No. 96, Subscription-Based Information Technology Arrangements, implementing a reporting framework for Subscription-Based Information Technology Arrangements (SBITAs) similar to the reporting framework for GASB No. 87, Leases.

Under this framework, SBITAs that exceed 12 months and have a present value exceeding an institution’s materiality threshold are recognized as intangible right-to-use assets with a corresponding right-to-use liability. The university completed a materiality analysis during implementation and determined that a $50,000 threshold was appropriate. The new reporting framework is effective for fiscal year 2023.

Impact on Statement of Net Position
As of June 30, 2023, the university has recognized an unaudited total of $18.2 million in long-term debt liabilities and corresponding right-to-use assets formerly recognized as operating expenditures. This amount reflects the discounted value of future subscription payments and increases the total unaudited long-term debt liabilities on the balance sheet to $831.9 million from $813.7 million, or a 2.2 percent increase.

Impact on Expenditures
GASB 96 changes the classification of expenditures from software expenses to amortization and interest expenses. However, over the life of the SBITAs, the total amortization expense on the subscription asset and interest expense on the subscription liability will equal the operating expenditures that would have been recognized prior to GASB No. 96. The new standard alters the timing of expenditure recognition.

Impact on Debt Ratio
The State’s Institutional Performance Standards and the university’s debt policy require the university to maintain a debt service to operations ratio of no greater than seven percent. In addition to the seven percent limitation, the Board of Visitors has provided long-term guidance for the university to manage the debt ratio within a six percent benchmark. The new accounting standard results in an estimated increase in debt service of $6.0 million annually, increasing the debt ratio by 33 basis points.

Ratification of SBITA Activity Up to June 30, 2023
Prior to implementing GASB No. 96, the university administered all SBITA activity through its internal budget and information technology procurement processes. Given that these activities now affect the university’s long-term debt and debt ratio, the university seeks to
implement a process to provide proper review of committed resources under GASB 96. Additionally, the university seeks ratification from the board for all SBITA-activity administered under its internal processes that governed agreements now recognized as SBITAs under GASB No. 96 through June 30, 2023.

The chart below outlines the long-term debt effects on implementing GASB No. 96, which includes recognizing $11.5 million of SBITAs payable as of July 1, 2022 (restated and unaudited), adding $10.2 million of new SBITAs payable during fiscal year 2023, and adding $2.5 million of SBITAs payable as a result of modifications.

<table>
<thead>
<tr>
<th>Subscription-Based Information Technology Arrangements Activity</th>
<th>for the fiscal year ended June 30, 2023</th>
<th>all dollars in thousands</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Beginning Balance (restated) (unaudited)</td>
<td>Additions: New SBITAs</td>
</tr>
<tr>
<td>Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zoom Phones</td>
<td>$ -</td>
<td>$ 4,187</td>
</tr>
<tr>
<td>Jaggaer (HokieMart)</td>
<td>3,265</td>
<td>-</td>
</tr>
<tr>
<td>Other University SBITA activity for board ratification</td>
<td>8,280</td>
<td>$ 5,982</td>
</tr>
<tr>
<td>Total value of SBITA activities</td>
<td>$ 11,545</td>
<td>$ 10,169</td>
</tr>
</tbody>
</table>

| Number                                                         |                                        |                          |                          |                           |                          |                          |
| Zoom Phones                                                    | -                                      | 1                        | -                        | -                         | -                        |
| Jaggaer (HokieMart)                                            | 1                                      | -                        | -                        | -                         | -                        |
| Other University SBITA activity for board ratification         |                                        |                          |                          |                           |                          |
| $1,000,000 - $2,999,999                                        | 1                                      | 1                        | 1                        | -                         | -                        |
| $250,000 - $999,999                                            | 7                                      | 4                        | 1                        | -                         | -                        |
| $249,999 or less                                              | 30                                     | 14                       | 6                        | -                         | -                        |
| Total number of SBITA activities                               | 37                                     | 18                       | 7                        | -                         | -                        |

Proposed Approval Process for Future SBITA Activity

The university recommends a process that provides for review and approval for entering into SBITA agreements as follows:

i) new SBITAs and modifications to existing SBITAs that obligate future resources with a present value equal to or greater than the dollar value threshold for capital projects are approved by the Board of Visitors prior to execution;

ii) all other new SBITAs and modifications to existing SBITAs that obligate future resources with a present value less than the dollar value threshold for capital projects will continue to be administered by the university; and

iii) new SBITAs and modifications to existing SBITAs administered by the university with a present value equal to or greater than $50,000 are reviewed and ratified by the Board of Visitors annually.

These processes will provide a similar set of controls for entering into SBITAs compared to the processes for entering leases under GASB Statement No. 87, *Leases.*
RESOLUTION FOR APPROVAL PROCESS FOR SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS UNDER GOVERNMENTAL ACCOUNTING STANDARD BOARD STATEMENT NO. 96

WHEREAS, the Governmental Accounting Standards Board (GASB) issued Statement No. 96 in 2020 which revises governmental accounting for Subscription-Based Information Technology Arrangements (SBITAs) effective for the university’s reporting period beginning July 1, 2022; and,

WHEREAS, the university expects to recognize approximately $18.2 million of long-term SBITAs, formerly recognized as operating expenditures, as long-term debt liabilities and corresponding intangible right-to-use assets at the end of fiscal year 2023 as a result of GASB Statement No. 96; and,

WHEREAS, the State’s Institutional Performance Standards and the university’s debt policy as approved by the Board of Visitors require the university to maintain a debt service to operations ratio of no greater than seven percent; and,

WHEREAS, prior to GASB Statement No. 96, SBITAs were approved by university administration through its internal budgeting and information technology procurement processes; and,

WHEREAS, to ensure the continuation of appropriate reviews and approvals for SBITAs, the university will establish processes and procedures for SBITA approvals; and,

WHEREAS, the university recommends a process that continues appropriate review and approval for entering into SBITAs as follows: i) new SBITAs and modifications to existing SBITAs that obligate future resources with a present value equal to or greater than the dollar value threshold for capital projects are approved by the Board of Visitors prior to execution; ii) all other new SBITAs and modifications to existing SBITAs that obligate future resources with a present value less than the dollar value threshold for capital projects will continue to be administered by the university; and iii) new SBITAs and modifications to existing SBITAs administered by the university with a present value equal to or greater than $50,000 are reviewed and ratified by the Board of Visitors annually.

NOW, THEREFORE BE IT RESOLVED, that the university be authorized to proceed with developing and implementing processes and procedures for executing and administrating SBITAs in accordance with the conditions set forth in this resolution; and

BE IT FURTHER RESOLVED, that the Board of Visitors ratifies long-term SBITAs, and their associated activity, of $18.2 million to be recognized as long-term debt liabilities on the balance sheet as of June 30, 2023; and
BE IT FURTHER RESOLVED, that the university be authorized to administer new SBITAs and modifications to existing SBITAs which do not exceed the current dollar value threshold for capital projects in the Management Agreement or as amended by the Appropriation Act.

RECOMMENDATION:

The Board of Visitors authorizes management to implement the proposed approval processes for SBITAs, ratifies $18.2 million of long-term SBITAs to be recognized as of June 30, 2023, and authorizes the university to administer new SBITAs and modifications to existing SBITAs less than the current dollar value threshold for capital projects in the Management Agreement or as amended by the Appropriation Act.

November 6, 2023
Review and Approval of the 2024-2030 Six-Year Plan

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 6, 2023

Summary

The university received instructions for developing the 2024-2030 Six-Year Plan on May 17, 2023. In June, the university reviewed with the Board the primary elements utilized to develop the plan. An initial submission of the plan was provided to the state on July 17, 2023 and discussed with state officials on August 31, 2023. The university received feedback from the state on September 25, 2023 and submitted its response on October 6, 2023. The final Six-Year Plan, consistent with the elements presented to the Board in June, is now offered for approval.

Background

The Higher Education Opportunity Act of 2011 codified a set of goals and objectives for higher education in Virginia, and outlined an annual planning process. This process requires submission of academic, financial, and enrollment plans for the future three biennia or six years. The focus of the plan, submitted each odd-year, is the first biennium of the planning period. Even-year submissions may revise these plans as necessary. The Six-Year Plan submission begins a discussion with the commonwealth about the university’s planned progress towards the goals of the state’s Virginia Plan for Higher Education, and how the university can partner with the state to advance shared outcomes. Separate plans are submitted for both the University Division (Agency 208) and the Cooperative Extension & Agricultural Experiment Station Division (Agency 229). This process is also an important step in positioning the university to seek state support during the Executive Budget development process each fall.

Planning Assumptions

Academic and Support Service Strategies

The Six-Year Plan focuses on the institutional priorities of the upcoming biennium (fiscal years 2025 and 2026). The primary goals of the Six-Year Plan are to:

a) Summarize major strategies that impact academic, student support, research, and operations areas.

b) Project financial resources needed to support these initiatives, including the projection of tuition rates and student financial assistance.

c) Provide an enrollment projection to assist the SCHEV in its planning and reporting responsibilities.

The university develops the academic initiatives and General Fund requests in a manner consistent with the university’s long-range plan. A summary of the strategies envisioned in the plans for the University Division and the Cooperative Extension and Agricultural
Experiment Station Division is provided in the tables below. The second year of the plan is cumulative (includes costs of the first year of the plan).

**University Division**

<table>
<thead>
<tr>
<th>Nongeneral Fund</th>
<th>Dollars in Millions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2024-25</td>
</tr>
<tr>
<td>Operating Costs</td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Salary and Graduate Stipends Placeholder</td>
<td>$16.2</td>
</tr>
<tr>
<td>Healthcare Rate Increase Placeholder</td>
<td>1.4</td>
</tr>
<tr>
<td>Inflationary Non-Personnel Cost Increases</td>
<td>2.3</td>
</tr>
<tr>
<td>Facility Renewal and O&amp;M for New Facilities</td>
<td>9.0</td>
</tr>
<tr>
<td>Capacity for Strategic Initiatives</td>
<td>13.4</td>
</tr>
<tr>
<td><strong>Subtotal Operating Costs</strong></td>
<td><strong>42.3</strong></td>
</tr>
<tr>
<td><strong>Less – Strategic Reallocation</strong></td>
<td><strong>(5.0)</strong></td>
</tr>
<tr>
<td><strong>Total University Division NGF</strong></td>
<td><strong>$37.3</strong></td>
</tr>
</tbody>
</table>

In addition to the academic and operating priorities of the university, the Six-Year Plan identifies opportunities for the state to support Virginia Tech through the allocation of incremental General Funds. These opportunities, summarized in the following table, serve as the basis of the university’s Executive Budget requests submitted in the fall of 2023.

<table>
<thead>
<tr>
<th>University Division General Fund Requests</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate in-state Tuition Increases</td>
<td>$5.8</td>
<td>$11.7</td>
</tr>
<tr>
<td>Need-Based Student Financial Aid for Virginia Undergraduates</td>
<td>6.5</td>
<td>13.0</td>
</tr>
<tr>
<td>Expand Medical Education</td>
<td>10.1</td>
<td>15.7</td>
</tr>
<tr>
<td>Virginia Tech Patient Research Center at VTC</td>
<td>9.3</td>
<td>17.0</td>
</tr>
<tr>
<td>Virginia Military Survivors and Dependents Tuition Waiver Support</td>
<td>8.8</td>
<td>10.5</td>
</tr>
<tr>
<td>Equalize Support for Unique Military Activities</td>
<td>0.4</td>
<td>0.8</td>
</tr>
<tr>
<td>O&amp;M of New Facilities</td>
<td>3.2</td>
<td>3.4</td>
</tr>
<tr>
<td><strong>Total University Division General Fund Requests</strong></td>
<td><strong>$44.1</strong></td>
<td><strong>$72.1</strong></td>
</tr>
</tbody>
</table>

**Cooperative Extension and Agricultural Experiment Station Division (CE/AES)**

As part of the annual Six-Year Plan process, the university also submits a plan for the Cooperative Extension and Agricultural Experiment Station (CE/AES) Division (Agency 229). This separate state agency is primarily supported by General Funds and has very little opportunity to generate nongeneral funds. Therefore, the CE/AES Division plan is
primarily based on incremental General Fund requests aligned with opportunities to support shared state goals of economic growth and citizen prosperity.

<table>
<thead>
<tr>
<th>Operating Costs NGF</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty &amp; Staff Salary and Healthcare Rate Placeholders</td>
<td>$0.9</td>
<td>$2.0</td>
</tr>
<tr>
<td>Inflationary Non-Personnel Cost Increases</td>
<td>0.2</td>
<td>0.3</td>
</tr>
<tr>
<td><strong>Total CE/AES NGF</strong></td>
<td><strong>$1.1</strong></td>
<td><strong>$2.3</strong></td>
</tr>
</tbody>
</table>

In addition to these operating costs, the division requested state General Fund support for the following initiatives.

<table>
<thead>
<tr>
<th>CE/AES General Fund Requests</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Innovation and Community Resource</td>
<td>$0.7</td>
<td>$1.4</td>
</tr>
<tr>
<td>Advanced Equipment</td>
<td>0.7</td>
<td>0.7</td>
</tr>
<tr>
<td>Maintain Level of Service</td>
<td>1.1</td>
<td>2.3</td>
</tr>
<tr>
<td><strong>Total CE/AES General Fund Requests</strong></td>
<td><strong>$2.5</strong></td>
<td><strong>$4.4</strong></td>
</tr>
</tbody>
</table>

**Compensation**

**Faculty**

A strategic goal of the university is to recruit and retain world-class faculty by ensuring faculty salary competitiveness with peer institutions. The university maintains a multi-year goal of achieving competitive salaries as compared to peers. The university’s Six-Year Plan includes the nongeneral fund share of the 2.0% state compensation placeholder assumed for each year of the biennium and a supplemental university-funded program of 1.4% to advance faculty salary competitiveness. Faculty talent is critical for achieving Top 100 Global University status.

**Staff**

For planning purposes, the university’s Six-Year Plan includes the nongeneral fund share of the 2.0% state compensation placeholder approved for each year of the biennium. Compensation for classified staff, who represent less than one quarter of the overall staff population, is subject to the authorization of the General Assembly. The Six-Year plan includes a supplemental 1.0% compensation program for university staff to advance staff salary competitiveness.

**Access and Affordability**

Included in the academic initiatives above, the university’s student financial aid goals center around reducing the net price for Virginians in low-to-middle-income families. Consistent with the Virginia Tech Advantage program, the scholarship funding plan, comprised of general funds and nongeneral funds, has been included in the Six-Year plan. Strategies also include maintaining existing need-based scholarships for undergraduates including the Funds for the Future program to mitigate tuition increases and the Virginia Tech Grant to reduce unmet need.
Expanding programs geared towards attracting and retaining underrepresented and first-generation Virginia undergraduates, including the Presidential Scholarship Initiative, will contribute to the Virginia Tech Advantage goals while also promoting talent and diversity. The university plans to address these needs through a combination of E&G revenue, state General Funds, and philanthropic support.

**Enrollment**

The university submitted its six-year enrollment plan to SCHEV, known as the 2B, in the spring of 2023. The 2B is the basis for the enrollment figures included in the Six-Year Plan. The enrollment strategy is to maintain Virginia Tech’s commitment to serve Virginia undergraduates and have modest out-of-state growth to support state workforce needs. At the graduate level, growth is planned in both professional master’s programs, including the Tech Talent commitment and research-based doctoral programs. Through partnership with the commonwealth, growth in medical education can help meet the projected shortage of physicians in Virginia.

**State Funding Assumptions**

The Commonwealth’s traditional funding models define fund splits of certain costs, often by program. This is designed to meet funding intent and sharing of costs in certain situations. This process is intended to connect certain costs with tuition and tries to shelter tuition from other costs. While the ultimate fund split is determined in the state budget process, the state’s six-year planning process is focused on use of nongeneral funds prior to the consideration of general funds. However, the university works to ground funding requests within the traditional state share of costs consistent with codified funding principles. The nongeneral fund share of costs in accordance with state policies is summarized in the table below:

<table>
<thead>
<tr>
<th>Program</th>
<th>State Share (GF)</th>
<th>University Share (NGF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Division E&amp;G</td>
<td>38%</td>
<td>62%</td>
</tr>
<tr>
<td>Cooperative Extension/Agricultural Experiment Station Division E&amp;G</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>Sponsored Research</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Auxiliary Enterprise</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Reallocations**

The university has a bold strategic plan, yet understanding that incremental resources are unlikely to be sufficient to fully fund the entire strategic vision, the university also committed to reallocate $25 million over five years to support initiatives to support progress. This helps ensure sensitivity to overall costs while advancing strategic objectives.
Tuition and E&G Fee Revenue

A key part of the Six-Year Plan submission is a discussion with the commonwealth regarding resources for the university’s instructional division. As designed by the state, the Six-Year Plan format requires that university self-generated nongeneral fund resources support the core operations and proposed academic initiatives. General Fund requests can be submitted that support further progress towards strategic goals beyond that level are supported by university resources. This ensures that the plan is balanced, and identifies opportunities for the state and university to partner to expand the impact of initiatives that advance shared strategic priorities. Limited progress can be made with university resources alone. The initiatives envisioned in the plan include both state General Fund support and nongeneral fund self-generated revenue. This partnership utilized traditional state and university fund split methodologies.

It is important to recognize that the university is not recommending, nor committing, to a specific set of tuition rates through this submission. Establishment of tuition and fee rates for future years remains under the purview of the Board of Visitors and will be informed through an annual discussion of needs, outcomes of the state budget process, and market capacity.

While increases in tuition and fees for FY25 and beyond have not been set by the Board of Visitors, the university utilized the following placeholders to satisfy the plan requirements. An assumption of no new targeted General Fund support serves as the basis of these placeholders in accordance with SCHEV’s instructions for this submission.

<table>
<thead>
<tr>
<th>6 Year Plan Placeholders</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; E&amp;G Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-state Undergraduate</td>
<td>4.9%</td>
<td>4.9%</td>
</tr>
<tr>
<td>Out-of-state Undergraduate</td>
<td>3.9%</td>
<td>3.9%</td>
</tr>
<tr>
<td>In-state Graduate</td>
<td>4.9%</td>
<td>4.9%</td>
</tr>
<tr>
<td>Out-of-state Graduate</td>
<td>3.9%</td>
<td>3.9%</td>
</tr>
<tr>
<td>Mandatory Non-E&amp;G Fees (Comprehensive Fee)</td>
<td>4.9%</td>
<td>4.9%</td>
</tr>
</tbody>
</table>

Next Steps

With BOV approval, the Six-Year Plan will be finalized with the commonwealth and will affirm the university’s budget submissions for the Executive Budget development process in the fall of 2023 and will inform the university’s state funding advocacy during the 2024 General Assembly session. The final outcome of the state budget process will help inform the actual tuition rates development process.

**RECOMMENDATION:**

That the Board of Visitors approve the 2024-2030 Six-Year Plan.

November 6, 2023
The Financial Performance Report of income and expenditures is prepared from two sources: actual accounting data as recorded at Virginia Tech and the annual budgets which are also recorded in the university accounting system. The actual accounting data reflect the modified accrual basis of accounting, which recognizes revenues when received rather than when earned and commitments to buy goods and services as encumbrances when obligated and as an expenditure when paid. The Original Budget was approved by the Board of Visitors at the June meeting. The Adjusted Budget reflects adjustments to incorporate actual experience or changes made during the fiscal year. These changes are presented for review and approval by the Finance and Resource Management Committee and the Board of Visitors through this report. Where adjustments impact appropriations at the state level, the university coordinates with the Department of Planning and Budget to ensure appropriations are reflected accurately.

The July to September 2023-24 budget (year-to-date) is prepared from historical data which reflects trends in expenditures from previous years as well as known changes in timing. Differences between the actual income and expenditures and the year-to-date budget may occur for a variety of reasons, such as an accelerated or delayed flow of documents through the accounting system, a change in spending patterns at the college level, or increases in revenues for a particular area.

Quarterly budget estimates are prepared to provide an intermediate measure of income and expenditures. Actual revenues and expenditures may vary from the budget estimates. The projected year-end budgets are, however, the final measure of budgetary performance.

Capital program performance is measured against the Total Project Budget. The Total Project Budget amounts reflect appropriations and authorizations established by the State or Board of Visitors for each capital project. These amounts are recorded in the accounting system in grant funds with revenue and expenditure budgets upon the effective date of each project, which normally occurs on July 1 or regularly scheduled meetings of the Board of Visitors. Under restructuring authorities, university administration may make minor changes to a Total Project Budget, within ten percent, and the revised Total Project Budget is shown on the subsequent quarterly report. The Cumulative Expenditures reflect lifetime-to-date activity until a project is complete, and a project’s life spans multiple fiscal years. The Annual Budgets are estimates of expected activity for a 12-month portion of the life of a project, and these budgets are approved by the Board of Visitors at the June meeting. Spending pace for a project may periodically slow or accelerate during a year for a variety of reasons including shifts in construction start dates, contractor performance or billing cycles, and supply chain disruptions. The Annual Budgets are revised accordingly and shown on the subsequent quarterly report.

**RECOMMENDATION:**

That the report of income and expenditures for the University Division and the Cooperative Extension/Agricultural Experiment Station Division for the period of July 1, 2023 through September 30, 2023 and the Capital Outlay report be approved.

November 6, 2023
### Educational and General Programs

#### University Division

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$52,951</td>
<td>$52,951</td>
<td>$0</td>
<td>$251,676</td>
<td>$263,568</td>
<td>$11,892</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>331,097</td>
<td>330,036</td>
<td>1,061</td>
<td>699,830</td>
<td>695,026</td>
<td>-4,804</td>
</tr>
<tr>
<td>All Other Income</td>
<td>14,696</td>
<td>14,027</td>
<td>669</td>
<td>56,127</td>
<td>56,096</td>
<td>-31</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$398,744</td>
<td>$397,014</td>
<td>$1,730</td>
<td>$1,007,633</td>
<td>$1,014,691</td>
<td>$7,058</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Programs</td>
<td>$-180,911</td>
<td>$-181,884</td>
<td>$973</td>
<td>$-639,788</td>
<td>$-645,456</td>
<td>$-5,668</td>
</tr>
<tr>
<td>Support Programs</td>
<td>-80,812</td>
<td>-80,417</td>
<td>-395</td>
<td>-367,845</td>
<td>-369,235</td>
<td>-1,390</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$-261,723</td>
<td>$-262,301</td>
<td>$578</td>
<td>$-1,007,633</td>
<td>$-1,014,691</td>
<td>$-7,058</td>
</tr>
</tbody>
</table>

**NET** $137,021 $134,713 $2,308

#### CE/AES Division

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$20,439</td>
<td>$20,439</td>
<td>$0</td>
<td>$89,041</td>
<td>$89,772</td>
<td>$731</td>
</tr>
<tr>
<td>Federal Appropriation</td>
<td>4,050</td>
<td>4,475</td>
<td>-425</td>
<td>15,647</td>
<td>15,647</td>
<td>0</td>
</tr>
<tr>
<td>All Other Income</td>
<td>456</td>
<td>281</td>
<td>175</td>
<td>56,127</td>
<td>56,096</td>
<td>-31</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$24,946</td>
<td>$25,196</td>
<td>$-250</td>
<td>$105,816</td>
<td>$106,547</td>
<td>$731</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Programs</td>
<td>$-28,292</td>
<td>$-28,221</td>
<td>$-72</td>
<td>$-96,144</td>
<td>$-96,875</td>
<td>$-731</td>
</tr>
<tr>
<td>Support Programs</td>
<td>-2,095</td>
<td>-2,309</td>
<td>214</td>
<td>-9,672</td>
<td>-9,672</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$-30,387</td>
<td>$-30,529</td>
<td>$142</td>
<td>$-105,816</td>
<td>$-106,547</td>
<td>$-731</td>
</tr>
</tbody>
</table>

**NET** $-5,441 $-5,333 $-108 0 0 0

#### Auxiliary Enterprises

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>$174,526</td>
<td>$174,733</td>
<td>$-207</td>
<td>(3)</td>
<td>$452,724</td>
<td>$455,156</td>
<td>$2,432</td>
</tr>
<tr>
<td>Expenses</td>
<td>-132,855</td>
<td>-140,174</td>
<td>7,319</td>
<td>-435,098</td>
<td>-436,303</td>
<td>-1,000</td>
</tr>
<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>-41,671</td>
<td>-34,559</td>
<td>-7,112</td>
<td>-17,626</td>
<td>7,381</td>
<td>25,007</td>
</tr>
<tr>
<td><strong>NET</strong></td>
<td>$-5,441</td>
<td>$-5,333</td>
<td>$-108</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### Sponsored Programs

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>$121,376</td>
<td>$106,372</td>
<td>$15,004</td>
<td>(4)</td>
<td>$435,303</td>
<td>$436,303</td>
<td>$1,000</td>
</tr>
<tr>
<td>Expenses</td>
<td>-126,098</td>
<td>-124,873</td>
<td>-1,225</td>
<td>-435,303</td>
<td>-436,303</td>
<td>-1,000</td>
</tr>
<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>4,722</td>
<td>18,501</td>
<td>-13,779</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### Student Financial Assistance

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>$22,473</td>
<td>$23,480</td>
<td>$-1,007</td>
<td>(10)</td>
<td>$50,857</td>
<td>$61,582</td>
<td>$10,725</td>
</tr>
<tr>
<td>Expenses</td>
<td>-20,255</td>
<td>-22,327</td>
<td>2,072</td>
<td>-50,857</td>
<td>-61,582</td>
<td>-10,725</td>
</tr>
<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET</strong></td>
<td>$2,218</td>
<td>$1,153</td>
<td>$1,065</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### All Other Programs *

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,345</td>
<td>$5,418</td>
<td>$-73</td>
<td>(5)</td>
<td>$16,181</td>
<td>$16,928</td>
<td>$747</td>
</tr>
<tr>
<td>Expenses</td>
<td>-2,960</td>
<td>-5,597</td>
<td>2,637</td>
<td>-16,181</td>
<td>-18,127</td>
<td>-1,946</td>
</tr>
<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>2,385</td>
<td>179</td>
<td>-2,564</td>
<td>0</td>
<td>1,199</td>
<td>1,199</td>
</tr>
<tr>
<td><strong>NET</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</table>

#### Total University

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>$747,410</td>
<td>$732,213</td>
<td>$15,197</td>
<td>(11)</td>
<td>$2,068,514</td>
<td>$2,091,207</td>
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<tr>
<td>Expenses</td>
<td>-574,278</td>
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<td>11,523</td>
<td>-2,050,888</td>
<td>-2,099,787</td>
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<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>39,334</td>
<td>15,879</td>
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<tr>
<td><strong>NET</strong></td>
<td>$133,798</td>
<td>$130,533</td>
<td>$3,265</td>
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<td>$0</td>
<td>$0</td>
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</table>

*All Other Programs include federal work study, surplus property, local funds, and unique military activities.*
OPERATING BUDGET

1. Tuition revenue is higher than projected due to higher than projected graduate enrollments partially offset by slightly lower than projected summer activity.

2. The budget for federal revenue is established to match projected allotments from the federal government that are expected to be drawn down during the state fiscal year. All expenses in federal programs are covered by drawdowns of federal revenue up to allotted amounts. Federal revenue in the Cooperative Extension and Agriculture Experiment Station Division is lower than projected due to the timing of federal drawdowns.

3. Quarterly and projected annual variances are explained in the Auxiliary Enterprises section of this report.

4. Historical patterns have been used to develop a measure of the revenue and expenditure activity for Sponsored Programs. Actual revenues and expenses may vary from the budget estimates because projects are initiated and concluded on an individual basis without regard to fiscal year. Total sponsored research expenditures are higher than projected. The sponsored research expenditures are 13.6% higher than September 30, 2022.

5. Expenses for All Other Programs were lower than projected due to timing of expenditures and lower than projected Surplus Property activity.

6. As a result of the 2023 Special Session, the annual budget for the University Division General Fund was increased $9.2 million for general fund support of affordable access, and increased $2.6 million for the general fund share of the 2% compensation program effective December 10, 2023. The corresponding expenditure budgets have been adjusted accordingly.

7. The annual budget for Tuition & Fees was increased $0.3 million for tuition and fee budget finalization and increased $3.1 million to supplant nongeneral fund scholarships with general funds allocated for Student Financial Aid in the 2023 Special Session of the General Assembly. The budget was decreased $8.2 million for BOV approved tuition rebate scholarship. The corresponding expenditure budgets have been adjusted accordingly.

8. The annual budget for Cooperative Extension/Agriculture Experiment State Division General Fund increased $0.7 million for the general fund share of the 2% compensation program effective December 10, 2023. The corresponding expenditure budgets have been adjusted accordingly.

9. As a result of the 2023 Special Session of the General Assembly, Sponsored projects revenue and expenditure budgets were increased $1.0 million for Transcranial Magnetic Stimulation research at the Fralin Biomedical Research Institute.

10. The student financial assistance revenue and expenditure budgets were decreased $0.6 million for the finalization of the Student Financial Aid budget, increased $3.1 million for General fund Support of in-state undergraduate students from the 2023 Special Session of the General Assembly, and increased $8.2 million for the tuition rebate scholarship approved by the BOV.

11. The projected annual budgets for All Other Programs were increased $0.7 million to finalize budgets. The projected annual expense budgets were increased $1.2 million for outstanding 2022-23 commitments that were initiated but not completed before June 30, 2023.
### Auxiliary Enterprises

#### Dollars in Thousands

<table>
<thead>
<tr>
<th>Residence and Dining Halls *</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$76,368</td>
<td>$79,768</td>
<td>$-3,400</td>
<td>$173,675</td>
<td>$173,675</td>
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<tr>
<td>Expenses</td>
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<td>-47,709</td>
<td>4,456</td>
<td>-170,541</td>
<td>-176,070</td>
<td>-5,529</td>
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<tr>
<td>Reserve Drawdown/(Deposit)</td>
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<td>-1,056</td>
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<td>2,395</td>
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<table>
<thead>
<tr>
<th>Parking and Transportation</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
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<tbody>
<tr>
<td>Revenues</td>
<td>$11,676</td>
<td>$10,399</td>
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<td>Reserve Drawdown/(Deposit)</td>
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<table>
<thead>
<tr>
<th>Telecommunications Services</th>
<th>Actual</th>
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<tbody>
<tr>
<td>Revenues</td>
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<td>Reserve Drawdown/(Deposit)</td>
<td>1,353</td>
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<table>
<thead>
<tr>
<th>University Services * **</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
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<th>Adjusted</th>
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<tbody>
<tr>
<td>Revenues</td>
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<tr>
<td>Expenses</td>
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<td>1,388</td>
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<td>Reserve Drawdown/(Deposit)</td>
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<td>6,465</td>
<td>-450</td>
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<td>8,262</td>
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<td>$0</td>
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<td>$0</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Intercollegiate Athletics *</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$26,464</td>
<td>$25,993</td>
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<td>$95,786</td>
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<td>-91,010</td>
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<tr>
<td>Reserve Drawdown/(Deposit)</td>
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<td>2,851</td>
<td>174</td>
<td>-2,070</td>
<td>-452</td>
<td>1,618</td>
</tr>
<tr>
<td>Net</td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
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<table>
<thead>
<tr>
<th>Electric Service *</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
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<tbody>
<tr>
<td>Revenues</td>
<td>$9,253</td>
<td>$9,381</td>
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<td>$43,740</td>
<td>$44,892</td>
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<td>-41,670</td>
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<td>-2,770</td>
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<tr>
<td>Reserve Drawdown/(Deposit)</td>
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<td>2,851</td>
<td>174</td>
<td>-2,070</td>
<td>-452</td>
<td>1,618</td>
</tr>
<tr>
<td>Net</td>
<td>$0</td>
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<table>
<thead>
<tr>
<th>Inn at VT/Skelton Conf. Center</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$3,486</td>
<td>$3,333</td>
<td>$153</td>
<td>$11,840</td>
<td>$13,000</td>
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<td>Expenses</td>
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<td>233</td>
<td>-12,905</td>
<td>-13,294</td>
<td>-389</td>
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<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>873</td>
<td>1,259</td>
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<td>1,065</td>
<td>294</td>
<td>-771</td>
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</table>

<table>
<thead>
<tr>
<th>Other Enterprise Functions ***</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
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<tbody>
<tr>
<td>Revenues</td>
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<td>$5,410</td>
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<td>$10,547</td>
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<td>498</td>
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<tr>
<td>Reserve Drawdown/(Deposit)</td>
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<td>-1,687</td>
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<td>1,106</td>
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<table>
<thead>
<tr>
<th>TOTAL AUXILIARIES</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$174,526</td>
<td>$174,733</td>
<td>$-207</td>
<td>$452,724</td>
<td>$455,156</td>
<td>$2,432</td>
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<td>Reserve Drawdown/(Deposit)</td>
<td>-41,671</td>
<td>-34,559</td>
<td>-7,112</td>
<td>-17,626</td>
<td>7,381</td>
<td>25,007</td>
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<tr>
<td>Net</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

* University Systems include Dormitory and Dining Hall System, University Services System, Intercollegiate Athletics System, and Electric Service System. The Systems were created to provide assurance to bond holders that system revenues are pledged for the payment of debt service and to allow for dedicated repair and replacement that are not subject to liens of any creditor of the university.

** University Services System includes Career & Professional Development, Center for the Arts, Health Services, Recreational Sports, Student Engagement & Campus Life, Cultural and Community Centers, Student Organizations, and the VT Rescue Squad.

*** Other Enterprise Functions include Golf Course, Hokie Passport, Library Café, Library Photocopy, Licensing & Trademark, Little Hokie Hangout, New Student and Family Programs, Pouring Rights, Software Sales, Tailor Shop and Clearing Accounts.

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Presentation Date: November 6, 2023
AUXILIARY ENTERPRISE BUDGET

1. Revenues in Residence and Dining Halls are lower than projected due to lower than budgeted residence hall occupancy and meal plan sales. Expenses are lower than projected due to timing of operating expenses and lower than projected activities. A second quarter budget adjustment is in development to update annual projections.

2. Revenues in Parking and Transportation Services are higher than projected due to higher than budgeted permit and self-generated revenues.

3. Expenses for the University Services System are lower than projected due to timing of operating expenses.

4. Revenue for Other Enterprise Functions are higher than projected due to increased business volume in New Student Programs and Software Sales.

5. In June 2023, the annual revenue, expense, and reserve budgets for Auxiliary Enterprises were adjusted for technical alignments and finalization of fixed cost estimates.

6. The annual expense budget for Auxiliary Enterprises was increased $25.3 million for outstanding 2022-23 commitments and projects that were initiated but not completed before June 30, 2023.

<table>
<thead>
<tr>
<th>Auxiliary Enterprise</th>
<th>Outstanding Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence and Dining Halls</td>
<td>$5,312,170</td>
</tr>
<tr>
<td>Parking and Transportation</td>
<td>1,390,856</td>
</tr>
<tr>
<td>Telecommunication Services</td>
<td>5,524,952</td>
</tr>
<tr>
<td>University Services System</td>
<td>8,262,740</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>2,409,303</td>
</tr>
<tr>
<td>Electric Service</td>
<td>1,618,422</td>
</tr>
<tr>
<td>Inn at Virginia Tech</td>
<td>(295,630)</td>
</tr>
<tr>
<td>Other Enterprise Functions</td>
<td>1,105,743</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$25,328,556</strong></td>
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</tbody>
</table>
## EDUCATIONAL AND GENERAL PROJECTS

### Design Phase

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Initiated</th>
<th>ANNUAL BUDGET</th>
<th>YTD EXPENDITURES</th>
<th>STATE SUPPORT</th>
<th>NONGENERAL REVENUE FUND</th>
<th>BOND BUDGET</th>
<th>TOTAL PROJECT BUDGET</th>
<th>CUMULATIVE EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitchell Hall (Replace Randolph Hall)</td>
<td>Jul 2020</td>
<td>$12,500</td>
<td>$2,487</td>
<td>$264,453</td>
<td>$11,000</td>
<td>$16,828</td>
<td>$292,281</td>
<td>$10,030</td>
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<tr>
<td>Planning: New Business Building</td>
<td>Apr 2022</td>
<td>800</td>
<td>12</td>
<td>8,000</td>
<td>-</td>
<td>8,000</td>
<td>-</td>
<td>912</td>
</tr>
<tr>
<td>Expand VT-C SOM &amp; Fralin Biomedical Research Institute</td>
<td>Sept 2023</td>
<td>200</td>
<td>-</td>
<td>9,000</td>
<td>-</td>
<td>9,000</td>
<td>-</td>
<td>(3)</td>
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### Construction Phase

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Initiated</th>
<th>ANNUAL BUDGET</th>
<th>YTD EXPENDITURES</th>
<th>STATE SUPPORT</th>
<th>NONGENERAL REVENUE FUND</th>
<th>BOND BUDGET</th>
<th>TOTAL PROJECT BUDGET</th>
<th>CUMULATIVE EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Reserve</td>
<td>On-going</td>
<td>18,728</td>
<td>6,862</td>
<td>39,175</td>
<td>-</td>
<td>-</td>
<td>39,175</td>
<td>21,433</td>
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<tr>
<td>Innovation Campus - Academic Building</td>
<td>Jul 2019</td>
<td>75,000</td>
<td>31,572</td>
<td>177,164</td>
<td>-</td>
<td>124,972</td>
<td>302,136</td>
<td>179,065</td>
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<tr>
<td>Hitt Hall</td>
<td>Apr 2017</td>
<td>22,000</td>
<td>10,666</td>
<td>-</td>
<td>31,657</td>
<td>53,343</td>
<td>85,000</td>
<td>48,550</td>
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<td>Undergraduate Science Laboratory Building</td>
<td>Jul 2017</td>
<td>28,000</td>
<td>9,264</td>
<td>90,412</td>
<td>-</td>
<td>-</td>
<td>90,412</td>
<td>41,988</td>
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<tr>
<td>Building Envelope Improvements</td>
<td>Aug 2022</td>
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<td>33,620</td>
<td>47,200</td>
<td>2,196</td>
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<tr>
<td>Life, Health, Safety, Accessibility, &amp; Code Compliance</td>
<td>Jul 2020</td>
<td>3,000</td>
<td>1,008</td>
<td>10,400</td>
<td>-</td>
<td>-</td>
<td>10,400</td>
<td>2,893</td>
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### Equipment and Special Initiatives

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Initiated</th>
<th>ANNUAL BUDGET</th>
<th>YTD EXPENDITURES</th>
<th>STATE SUPPORT</th>
<th>NONGENERAL REVENUE FUND</th>
<th>BOND BUDGET</th>
<th>TOTAL PROJECT BUDGET</th>
<th>CUMULATIVE EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fralin Biomedical Research Institute Equipment</td>
<td>Jul 2020</td>
<td>5,000</td>
<td>3,375</td>
<td>18,133</td>
<td>-</td>
<td>-</td>
<td>18,133</td>
<td>14,778</td>
</tr>
<tr>
<td>Equipment for Workforce Development</td>
<td>May 2021</td>
<td>2,000</td>
<td>149</td>
<td>34,444</td>
<td>-</td>
<td>-</td>
<td>34,444</td>
<td>10,667</td>
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### Close-Out

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Initiated</th>
<th>ANNUAL BUDGET</th>
<th>YTD EXPENDITURES</th>
<th>STATE SUPPORT</th>
<th>NONGENERAL REVENUE FUND</th>
<th>BOND BUDGET</th>
<th>TOTAL PROJECT BUDGET</th>
<th>CUMULATIVE EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data and Decision Science Building</td>
<td>Jul 2019</td>
<td>5,522</td>
<td>3,078</td>
<td>69,000</td>
<td>-</td>
<td>10,000</td>
<td>79,000</td>
<td>76,556</td>
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<tr>
<td>Commerce Street Property Acquisition</td>
<td>Jun 2023</td>
<td>540</td>
<td>-</td>
<td>540</td>
<td>-</td>
<td>-</td>
<td>540</td>
<td>-</td>
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<tr>
<td>Corps Leadership and Military Science Building</td>
<td>Jun 2019</td>
<td>6,000</td>
<td>5,210</td>
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<td>21,600</td>
<td>30,400</td>
<td>52,000</td>
<td>47,474</td>
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### TOTAL EDUCATIONAL AND GENERAL PROJECTS

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<th>ANNUAL BUDGET</th>
<th>YTD EXPENDITURES</th>
<th>STATE SUPPORT</th>
<th>NONGENERAL REVENUE FUND</th>
<th>BOND BUDGET</th>
<th>TOTAL PROJECT BUDGET</th>
<th>CUMULATIVE EXPENDITURES</th>
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<td>$186,130</td>
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<td>$95,377</td>
<td>$269,163</td>
<td>$1,092,995</td>
<td>$478,974</td>
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**Education and General Projects**

1. **Mitchell Hall (Replace Randolph Hall):** This state authorized project will replace Randolph Hall with an approximately 285,500 gross square foot building to accommodate engineering instruction and research. Working Drawings are underway.

2. **Planning: New Business Building:** This planning project will design a 104,000 gross square foot building for the Pamplin College of Business. Schematic designs are complete and preliminary designs to begin after scope and costs are validated.

3. **Planning: Expand Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute:** This planning project will design a new 100,000 gross square foot building for the VT-C School of Medicine and renovate 51,000 gross square feet of the existing School of Medicine and Research Institute building to be backfilled by the Fralin Biomedical Research Institute. Advertisement for AE services is in development.

4. **Maintenance Reserve:** The total project budget reflects $3.27 million of carryforward from fiscal year 2022, $17.462 million appropriated for fiscal year 2023, and $18.446 million of new appropriations from the State for fiscal year 2024. The annual budget amount reflects the pace necessary to meet the state’s 85 percent spending performance requirement.

5. **Livestock & Poultry Research Facilities, Phase I:** The new swine, poultry, beef, and equine facilities are substantially complete. Construction funding for the hay barns and demolitions are in process under the state’s supplement pool established during the 2022 General Assembly session.

6. **Innovation Campus – Academic Building:** This project will construct a new 300,000 gross square foot academic building with below grade parking as part of the Innovation Campus in Alexandria Virginia. Construction is underway with substantial completion expected July 2024.

7. **Hitt Hall:** This project houses an expansion of Myers-Lawson School of Construction, a new dining center, and other academic spaces. Construction of the new 101,000 gross square foot building is underway with substantial completion expected May 2024.

8. **Undergraduate Science Laboratory Building:** Construction of the 102,000 gross square foot science instruction laboratory building is underway with substantial completion June 2024.

9. **Building Envelope Improvements:** This project will complete envelope improvements to four buildings.

10. **Life, Health, Safety, Accessibility, & Code Compliance:** This project improves accessible pedestrian connectors in the North Academic District. The installation of two enclosed elevator towers for an accessible pathway from the ground level of Derring Hall to Burchard Plaza is under construction with substantial completion expected March 2024. Designs for accessible pathways on the north side of campus are underway.

11. **Fralin Biomedical Research Institute Equipment:** This funding supports the procurement and installation of specialized research equipment for the Fralin Biomedical Research Institute.

12. **Equipment for Workforce Development:** This project supports space and equipment purchases for the instructional programs associated with the Tech Talent Investment Program.

13. **Data and Decision Sciences Building:** The project is complete and will be closed and financial accounts terminated when final invoices are received and paid.

14. **Commerce Street Property Acquisition:** The property acquisition supports the university’s research enterprise growth. The project will be closed and financial accounts terminated when the transaction is finalized.

15. **Corps Leadership and Military Science Building:** The project is complete and will be closed and financial accounts terminated when final invoices are received and paid.
## Capital Outlay Projects Authorized as of September 30, 2023 (Continued)

Dollars in Thousands

<table>
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<tr>
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<th>FISCAL YEAR ACTIVITY</th>
<th>TOTAL PROJECT BUDGET</th>
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<td>Planning: Student Life Village, Phase I</td>
<td>Jun 2023</td>
<td>800</td>
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<tr>
<td><strong>Construction Phase</strong></td>
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<tr>
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<tr>
<td>Student Wellness Improvements</td>
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<td>22,500</td>
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<tr>
<td><strong>Close-Out</strong></td>
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<tr>
<td>Dietrick Renovation</td>
<td>Sept 2017</td>
<td>242</td>
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<tr>
<td>New Upper Quad Residence Hall</td>
<td>Jun 2019</td>
<td>5,000</td>
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<tr>
<td>Slusher Hall Renovation</td>
<td>Mar 2023</td>
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<td><strong>TOTAL AUXILIARY ENTERPRISE PROJECTS</strong></td>
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<td>$48,572</td>
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<td><strong>GRAND TOTAL</strong></td>
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</tr>
<tr>
<td></td>
<td>$234,702</td>
<td>$93,980</td>
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</table>

Presentation Date: November 6, 2023
Auxiliary Enterprise Projects

1. **Football Locker Room Renovation**: The project will renovate approximately 4,200 square feet within the Jamerson Athletic Facility to provide a state-of-the-art hydrotherapy suite and restroom and shower improvements in the player’s locker room. Working drawings have been completed and market pricing will be received October 25, 2023.

2. **Planning for Student Life Village, Phase I**: The planning project will design the first phase of the Student Live Village which includes 1,750 new beds, dining service capacity to meet approximately 4,000 transactions per day, and recreational space of approximately 23,000 gross square feet. Procurement of AE services is underway.

3. **Maintenance Reserve**: The auxiliary maintenance reserve program covers 106 assets with a total replacement value of $1.4 billion. Projects are scheduled and funded by the auxiliary enterprises. The units prepare five-year plans that outline their highest priority deferred maintenance needs. The annual budget and total project budget reflect the spending plans of the auxiliary units on maintenance reserve work scheduled for fiscal year 2024. The annual and total budgets may be adjusted during the year depending on the actual spending activities of the auxiliary units provided expenditures do not exceed the total resources encumbered for the program.

4. **Student Wellness Improvements**: This project will renovate War Memorial Hall to address program improvements, deferred maintenance, code requirements, and install air conditioning to the building. Construction is underway with substantial completion expected July 2024.

5. **Dietrick Renovation**: This project is complete and will be closed and financial accounts terminated when final invoices are received and paid.

6. **New Upper Quad Residence Hall**: The project is complete and will be closed and financial accounts terminated when final invoices are received and paid.

7. **Slusher Hall Renovations**: The project is complete and will be closed and financial accounts terminated when final invoices are received and paid.
Open Session Agenda

GOVERNANCE AND ADMINISTRATION COMMITTEE
The Inn at Virginia Tech, Latham Ballroom A/B
4:00 pm
November 5, 2023

OPEN SESSION

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
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<tbody>
<tr>
<td>1. Welcome and Opening Remarks</td>
<td>Chris Petersen</td>
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| 2. Consent Agenda  
  a. Approval of Minutes of the June 6, 2023, Meeting  
  b. Resolution to Approve an Appointment to the New River Valley Passenger Rail Station Authority* | Chris Petersen |
| 3. Report by the Executive Vice President and Chief Operating Officer | Amy Sebring |
| *# 4. Approval of the Virginia Tech Crisis and Emergency Management Plan | Mike Mulhare |
| # 5. Annual Clery Act Report | Mac Babb |
| #+ 6. Update on IT Security | Randy Marchany |
| 7. Future Agenda Items and Closing Remarks | Chris Petersen |

* Requires Full Board Approval
# Discusses Enterprise Risk Management Topic(s)
+ Discusses Strategic Investment Priorities
Open Session Briefing Report

GOVERNANCE AND ADMINISTRATION COMMITTEE

November 5, 2023

1. **Welcome and Opening Remarks.** The Chair of the Governance and Administration Committee, Chris Petersen, will welcome committee members, guests, and invited participants.

2. **Consent Agenda.** The committee will review for approval the items listed on the consent agenda.
   a. Approval of the June 6, 2023, Meeting Minutes
   b. Resolution to Approve an Appointment to the New River Valley Passenger Rail Station Authority

3. **Report by the Executive Vice President and Chief Operating Officer.**
   Executive Vice President and Chief Operating Officer, Amy Sebring, will report on the status of the enterprise.

4. **Approval of the University Crisis and Emergency Plan.** Assistant Vice President for Emergency Management, Michael Mulhare, will brief the committee on the updated University Crisis and Emergency Plan. The committee will then conduct the biennial review and approval of the plan.

5. **Annual Clery Report.** Chief of Police and Director of Security, Mac Babb III, will present to the committee the 2022 Clery Report.

6. **Update on IT Security.** Information Technology Security Officer, Randolph Marchany, will provide an update on IT Security.

7. **Future Agenda Items and Closing Remarks.** Chair Chris Petersen will conduct a brief discussion on the committee’s future agenda items and then offer closing remarks.

* Requires Full Board Approval
# Discusses Enterprise Risk Management Topic
+ Discusses Strategic Investment Priorities Topic
RESOLUTION TO APPROVE THE VIRGINIA TECH CRISIS AND EMERGENCY MANAGEMENT PLAN

WHEREAS, Section 23.1-804, Code of Virginia as amended requires that each public institution of higher education develop, adopt, and keep current a written crisis and emergency management plan; and every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current; and

WHEREAS, it is required that the plan be adopted by the institution's Board of Visitors; and

WHEREAS, the Virginia Tech Office of Emergency Management, in coordination with the Virginia Department of Emergency Management, has a crisis and emergency management plan (CEMP), which was promulgated by President Timothy D. Sands on October 9, 2023; and

WHEREAS, the CEMP has been reviewed by this Board of Visitors;

NOW, THEREFORE, BE IT RESOLVED that the Virginia Tech Board of Visitors hereby adopts the Virginia Tech Crisis and Emergency Management Plan, to include all-hazards plans and procedures for disasters.

BE IT FURTHER RESOLVED, the Office of Emergency Management will update the CEMP, with the approval of the President of the University, as required during the interim between the Board of Visitors quadrennial review and adoption required by Section 23.1-804 of the Code of Virginia as amended.

Recommendation: That the above resolution adopting the Virginia Tech Crisis and Emergency Management Plan, to include all-hazards plans and procedures for disasters, be approved.

November 6, 2023
CRISIS AND EMERGENCY MANAGEMENT PLAN

October 2023
Virginia Polytechnic Institute and State University
Virginia Tech Emergency Management
148 Public Safety Building, Mail Code 0195
Blacksburg, Virginia 24061
(540) 231-4873 (Office)
(540) 231-4029 (Fax)
www.emergency.vt.edu
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Annexes

  A. Emergency Notification System Protocols
  B. Emergency Operations Center Standard Operating Procedures
  C. Emergency Support Functions
  D. Infectious Disease Outbreak Control Plan
  E. Communications Plan
  F. Resources Management Plan
  G. Recovery Plan

Appendix

  A. Victim Assistance Contact Information
1. Crisis and Emergency Management Plan Graphic Layout

The Virginia Tech Crisis and Emergency Management Plan (CEMP) is organized according to following diagram.

The **Base Plan** illustrates the overall methodology for managing incidents at Virginia Tech.

The **Annexes** outline the incident management process regarding Emergency Operations Center (EOC) operations, the Emergency Notification System (ENS), and Emergency Support Functions (ESFs), as well as management capabilities for an infectious disease outbreak, communications, resource management, and recovery.

**Appendix A** contains supplemental information relevant to incidents involving victims of crime.
2. Plan Documentation

2.1 PROMULGATION

TO: VIRGINIA TECH COLLEGES, DEPARTMENTS, FACULTY, STAFF, AND STUDENTS

FROM: TIMOTHY D. SANDS, PRESIDENT

RE: VIRGINIA TECH CRISIS AND EMERGENCY MANAGEMENT PLAN

Virginia Tech, in accordance with Code of Virginia Title 23.1, Chapter 8 and Title 44, Chapter 3.2 has reviewed and revised the university’s Crisis and Emergency Management Plan (CEMP, formerly Emergency Response Plan). The CEMP provides the university with flexible, scalable, all-hazards guidance applicable to all phases of emergency management.

Companion documents to the CEMP include, but are not limited to, departmental Emergency Action Plans (EAPs), departmental/university-wide Continuity of Operations Plans (COOPs), Community Assistance Plan (CAP), and the Virginia Tech Hazard Mitigation Plan (HMP). These are distinct, complementary plans that together provide a sound decision-making foundation establishing Virginia Tech’s approach to emergency management.

In concert with companion plans, exercises, training, and outreach, the CEMP substantially enhances Virginia Tech’s capabilities to prepare for, respond to, recover from, and mitigate against all hazards. A component of Virginia Tech’s emergency management program, the CEMP assists in continuing to build a culture of preparedness and resiliency throughout the Virginia Tech community.

Signed,

Timothy D. Sands, President

Virginia Polytechnic Institute and State University

Oct 9, 2023

Date
## 2.2 RECORD OF CHANGES

<table>
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<tr>
<th>Contacts</th>
<th>Date of Change</th>
<th>Revision Number</th>
<th>Page or Section Changed</th>
<th>Summary of Change</th>
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<tr>
<td>G. DeVilbiss J. Hoernig, MEP</td>
<td>January 2012</td>
<td>1.0</td>
<td>Base Plan, all Annexes, all Appendices</td>
<td>Completely revised and updated entire Base Plan, all Annexes, and all Appendices. Changed title of document to Crisis and Emergency Management Plan.</td>
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<td>M. Mulhare, PE</td>
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<tr>
<td>G. DeVilbiss</td>
<td>January 2013</td>
<td>2.0</td>
<td>Base Plan Select Annexes Select Appendices</td>
<td>Updated Base Plan and select Annexes and Appendices with current titles and numbers.</td>
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<tr>
<td>Marinik</td>
<td>November 2013</td>
<td>2.1</td>
<td>Base Plan</td>
<td>Reflect changes of Policy 5615 succession list, and position change to distribution and policy group.</td>
</tr>
<tr>
<td>A. Marinik</td>
<td>February 2014</td>
<td>3.0</td>
<td>Base Plan all Annexes all Appendices</td>
<td>Updated Base Plan, Annexes, and Appendices for roles, titles, names, and contact information as appropriate.</td>
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<td>A. Marinik</td>
<td>March 2014</td>
<td>3.1</td>
<td>Base Plan Annexes</td>
<td>Added references to the new annexes within the Base Plan, and added the Communications Plan, Resources Management Plan, and Recovery Plan as annexes.</td>
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<td>L. Shafer M. Mulhare A. Marinik</td>
<td>June 2014</td>
<td>4.0</td>
<td>Base Plan Annexes</td>
<td>Review, update, and alignment of all sections of the CEMP.</td>
</tr>
<tr>
<td>L. Shafer M. Mulhare A. Marinik</td>
<td>August 2014</td>
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<td>Base Plan Annex H</td>
<td>Added monitoring and detection section to Base Plan. Added deactivation and gap analysis results to Annex H.</td>
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<tr>
<td>A. Marinik</td>
<td>August 2014</td>
<td>5.1</td>
<td>Base plan, distribution chart, succession table</td>
<td>Updated Succession table with corrected titles, and changed two titles in distribution chart</td>
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<tr>
<td>M. Mulhare A. Marinik</td>
<td>April 2015</td>
<td>5.3</td>
<td>Base Plan</td>
<td>Updated Incident Management Structure (Section 5.2) to include SSPC Incident Response Team members and description.</td>
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<td>September 2016</td>
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<td>Updated legislative reference, updated TOC for removal of annexes (E, F), appendices, updated all cover pages, changed IRT to CMT</td>
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<tr>
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<td>December 2017</td>
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2.3 LEGAL

2.3.1 DISCLAIMER
The information contained in the Virginia Tech Crisis and Emergency Management Plan (CEMP) has been prepared for use by Virginia Tech. The information is guidance for managing an incident, recognizing that individual circumstance or events not anticipated by the CEMP may occur. The experience and judgment of those utilizing the CEMP is an important consideration in how and when the CEMP is used. The content represents the best opinions on the subject in conjunction with current legislative mandates. No warranty, guarantee, or representation is made by the University of the sufficiency of the information contained herein and the University assumes no responsibility in connection therewith. The CEMP is intended to provide guidelines for safe practices; therefore, it cannot be assumed that all plausible and non-plausible scenarios are contained in this document, or that other or additional information or measures may be required.

2.3.2 CONFIDENTIALITY
Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to the Freedom of Information Act (FOIA) under Virginia Code §2.2-3705.2. Accordingly, Virginia Tech is withholding elements of the CEMP from public disclosure. Refer any request for a copy of this document to Virginia Tech University Legal Counsel.
## 2.4 RECORD OF DISTRIBUTION

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<tr>
<th>Agency</th>
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<th>Recipient Title/Department</th>
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<td>Incident Leadership Team</td>
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</tr>
<tr>
<td>Virginia Tech</td>
<td>Incident Management Team</td>
<td>All Members</td>
</tr>
</tbody>
</table>
| Virginia Tech           | Campus Operations             | Vice President Campus Planning, Infrastructure and Facilities  
                          | Assistant Vice President for Capital Construction  
                          | Chief, Virginia Tech Rescue Squad  
                          | University Building Official     |
| Virginia Tech           | Division of Finance           | Assistant Vice President for Finance and University Controller  
                          | Assistant Vice President for Budget and Financial Planning  
                          | Associate Vice President for Campus Planning and Capital Financing  
                          | Director, Insurance and Risk Management     |
| Virginia Tech           | Division of IT                | Vice President and Chief Information Officer  
                          | Chief of Staff and Deputy Chief Information Officer  
                          | Executive Director, Network Infrastructure and Services |
| Virginia Tech           | Division of Student Affairs   | Vice President  
                          | Dean of Students  
                          | Commandant, Corps of Cadets  
                          | Director, Cook Counseling Center  
                          | Assistant VP for Student Affairs and ExperienceVT  
                          | Director, Schiffert Health Center |
| Virginia Tech           | Office of the VP for Research and Innovation | Vice President for Research and Innovation |
| Veterinary Medicine     | Administration                | Hospital Director                                                                            |
| Montgomery County       | Emergency Management          | Emergency Services Coordinator                                                                |
| Town of Blacksburg      | Town Administration           | Town Manager                                                                                |
| VDEM                    | Preparedness Division         | All Hazards Planner                                                                          |
3. Authorities and Standards

3.1 POLICIES AND REGULATIONS

The Virginia Tech CEMP is authorized and guided by provisions in the following documents:

3.1.1 FEDERAL

- Code of Federal Regulations (CFR), Title 44, Emergency Management Assistance
- Federal Emergency Management Agency (FEMA) National Response Framework
- Homeland Security Presidential Directive 8
- National Incident Management System
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended

3.1.2 STATE

- Code of Virginia, Title 23.1, Chapter 8
- Commonwealth of Virginia Emergency Operations Plan, October 2021
- Code of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended)

3.1.3 VIRGINIA TECH

- Virginia Tech Policy 1005 – University Health and Safety
- Virginia Tech Policy 5615 – University Safety and Security
- Virginia Tech Policy 5616 – Campus and Workplace Violence Prevention

3.1.4 REFERENCES

The following standards and plans were used in the development of this CEMP:

- FEMA Comprehensive Preparedness Guide 101 Version 3, September 2021
- National Fire Protection Association (NFPA) 1600 Standard on Disaster/Emergency Management and Business Continuity Programs
4. Introduction

4.1 MISSION

4.1.1 VIRGINIA TECH

Virginia Polytechnic Institute and State University (Virginia Tech) is a public land-grant university serving the Commonwealth of Virginia, the nation, and the world community. The discovery and dissemination of new knowledge are central to its mission. Through its focus on teaching and learning, research and discovery, and outreach and engagement, the university creates, conveys, and applies knowledge to expand personal growth and opportunity, advance social and community development, foster economic competitiveness, and improve the quality of life.

4.1.2 VIRGINIA TECH EMERGENCY MANAGEMENT

The mission of Virginia Tech Emergency Management (VTEM) is to instill a culture of preparedness by building, sustaining, and improving individual preparedness, departmental readiness, and university resiliency. The office accomplishes this mission by facilitating, coordinating and integrating operations necessary to build, sustain, and improve the functional capabilities of the university to mitigate against, prepare for, respond to, continue operations during, and recover from incidents.

Virginia Tech’s incident response priorities are:

- Protect life safety.
- Secure critical infrastructure and facilities including:
  - Buildings used by the Virginia Tech community.
  - Buildings critical to health and safety.
  - Facilities that sustain the response.
  - Classroom and research buildings.
  - Administrative buildings.
- Resume teaching and research programs.

4.2 PURPOSE

The Virginia Tech’s Crisis and Emergency Management Plan (CEMP) provides all-hazards guidance intended to preserve life, protect property, and manage an incident in order to continue the university’s mission. An incident is defined as “an occurrence or event, natural or human-caused, which requires a response to protect life or property.” An incident may cause a significant disruption of normal business in all or a portion of the university. Incidents can range from a small utility failure or criminal act that can be managed locally to a major winter storm, flood event, or chemical/biological release that may exceed internal capabilities and requires external response support. The CEMP establishes an incident management structure for Virginia Tech. The Virginia Tech CEMP supersedes all previous university-wide emergency response plans. Nothing in the CEMP, or any element thereof, should be construed as limiting the use of good judgment and common sense in matters not foreseen or addressed by the CEMP.

---

1 As defined in the Federal Emergency Management Agency’s National Response Framework.
4.3 SCOPE
The Crisis and Emergency Management Plan and its contents apply to the Virginia Tech campus community at the Blacksburg main campus and all other university-owned facilities.

4.4 SITUATION OVERVIEW
Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the commonwealth’s most comprehensive university and its leading research institution, Virginia Tech offers 280 undergraduate and graduate degree programs to over 34,000 students and manages a research portfolio of more than 500 million dollars. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

Founded in 1872, Virginia Tech has approximately 213 campus buildings, a 2,600-acre main campus, off-campus educational facilities in six regions, a study-abroad site in Switzerland, and a 1,800-acre agriculture research farm near the main campus. The campus proper is located in the Town of Blacksburg within Montgomery County and the New River Valley.

As part of an all-hazards approach to relative risk assessment, Virginia Tech Emergency Management conducts periodic Hazard Vulnerability Assessments (HVA) for the Virginia Tech community. The purpose of the HVA is to identify relative risk for natural, technological, and human-caused hazards that may pose a threat to the university infrastructure, satellite facilities, and the campus community. The HVA tool accounts for probability of occurrence, impact of occurrence, and university preparedness for each hazard. The specific findings of these assessments are detailed in their respective reports. The results of the HVAs provide relative-risk rankings for all assessed hazards.

4.5 PLANNING ASSUMPTIONS
- The CEMP is an all hazard plan.
- An incident may occur with little or no warning.
- Incidents are managed at the local level by Virginia Tech.
- Virginia Tech will have written mutual aid agreements with neighboring jurisdictions.
- The response of outside resources or assistance may be delayed.
- Students, faculty, and staff may not be able to leave and/or travel to campus.
- Virginia Tech will use a hybrid Incident Command System (ICS) – Emergency Support Function (ESF) model during incident response operations, that can transition into a conventional ICS model as required.
- Any special facilities on the campus (Schiffert Health Center, Veterinary Medicine College, adult day care, and child care facilities, etc.) are required to develop emergency plans in accordance with their licensing regulations, or industry standards.
- All departments are to have current Continuity of Operations (COOP) and Emergency Action Plans (EAPs).
- Faculty, staff, students, and visitors will follow instructions given by first responders and university leadership.
### 4.6 PHASES OF EMERGENCY MANAGEMENT

*Figure 2 Phases of Emergency Management* describes the emergency management process in four phases: mitigation, preparedness, response, and recovery, with each phase overlapping the next.

**Preparedness** is the process of planning how to respond when an emergency occurs and coordinating the physical and human resources to respond effectively. Preparedness includes establishing authorities, procedures, protocol, plans, and agreements; training and exercising; and acquiring and maintaining resources.

**Response** is the actual real-world emergency deployment of personnel and equipment to save lives, protect property, and contain and stabilize the incident. Response involves alert and warning, search and rescue, emergency medical care, firefighting, security, providing shelter, removing debris, and restoring critical services/functions.

**Mitigation** includes activities that eliminate or reduce the occurrence or effects of an emergency (e.g., hazard identification, floodplain mapping, land use planning). Virginia Tech’s Hazard Mitigation Plan describes in detail the individual natural and man-made hazards that apply to the University and the steps to prevent loss through various means.

**Recovery** entails the short- and long-term actions necessary to return all systems to normal conditions. This includes repairing or rebuilding infrastructure, applying for disaster reimbursement, and restoring the administrative, instructional, and research environment.

Figure 2 Phases of Emergency Management
5. Concept of Operations

Concept of Operations provides an overview of the incident management structure and procedures for responding to an incident on campus. More detailed information can be found in the subsequent annexes complementing the Base Plan.

5.1 CRISIS AND EMERGENCY MANAGEMENT USE

The CEMP may be used—in whole or in part—whenever action is required to:

- Save and protect lives
- Prevent and/or mitigate damage to property, systems, and the environment
- Initiate the Incident Command System (ICS) and develop an appropriate organizational structure to manage the incident
- Coordinate communications
- Provide essential services
- Temporarily assign university staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Operations Center (EOC)

The CEMP may be used, in conjunction with local, regional, state, or federal response plans as necessary to effectively manage an incident. Critical university departments having a role in response will be associated with Emergency Support Functions. See CEMP Section 6, Organization and Assignment of Responsibilities; Annex B, Emergency Operations Center Standard Operating Procedures; and Annex C, Emergency Support Functions Annex for more information.

5.2 INCIDENT MANAGEMENT STRUCTURE

5.2.1 INCIDENT COMMAND SYSTEM

Virginia Tech applies the Incident Command System (ICS) to incident and event management. A standardized, all-hazards management tool, ICS uses the following characteristics to more efficiently respond to and recover from a campus incident:

- Modular Organization: An incident’s organizational structure is flexible and scalable to the needs of the incident. Only the personnel and resources required to meet the incident objectives are used (and demobilized) in an effort to maximize productivity and minimize cost and duplication of effort.
- Incident Action Planning: A verbal or written plan for achieving incident objectives, as determined by leadership, is completed to provide a common operating picture during response and recovery operations.
- Span of Control: One individual in an incident management supervisory capacity oversees between 3 and 7 personnel (5 being ideal) to provide for adequate control, communication, and resource management.
- Chain of Command and Unity of Command: An orderly line of authority/communication exists within the incident management organization. Responders report to one supervisor to clarify reporting relationships and eliminate confusion brought on by multiple, conflicting directives.
- Unified Command: Representatives from multiple affected departments collaborate together to establish incident objectives and make collective decisions without affecting individual agency authority, responsibility, or accountability.
• Accountability: Resource and personnel tracking, unity of command, personal responsibility, span of control, incident action planning, and documentation all contribute to effective accountability throughout the incident management process.

5.2.2 UNIFIED COMMAND
The traditional single Incident Commander model (first person on scene in-charge) will generally transition to Unified Command (UC) as collaborative decision-making between multiple responsible internal and/or external departments/agencies becomes necessary to resolve an incident. Unified Command evolves during larger incidents, where representatives from separate university departments or agencies/government entities coordinate decision-making and leverage resources. Unified Command is typically exercised within the EOC but may be used in the field as necessary. Unified Command serves as the single voice of incident operations.

5.2.3 INCIDENT LEADERSHIP TEAM
The Incident Leadership Team provides strategic direction, develops policy and determines priorities and for any incident that impacts the university’s ability to perform mission essential and/or primary business functions. The Incident Leadership Team comprises members appointed by the President. The roster of the ILT is managed by the President's Office. During an incident, when needed, the Incident Leadership Team will convene. Subject matter/functional experts may be included in ILT discussions if it will provide benefit to the incident management process. The President chairs the ILT unless they are unable to do so. In the absence of the President, the order of succession for the chair is: Executive Vice President and Provost followed by the Senior Vice President and Chief Business Officer. The chair may convene the ILT in person or virtually. The Associate Vice President for Public Safety is designated by the president as the University Incident Commander will provide incident management process for the ILT as required to manage the specific requirements of an incident. In the absence of Associate Vice President, the Executive Director for Emergency Management will serve in this capacity.

The ILT can be requested to assemble by any member of the team. if they believe there is a threat to the community, and/or there is sufficient disruption to university operations to warrant an institutional response. The ILT may also be activated at the discretion of authorized personnel should they have reasonable belief that an incident may require institutional response.

5.2.4 INCIDENT MANAGEMENT TEAM
The Incident Management Team (IMT) comprises representatives from across the university bringing resources and authority to a centrally coordinated team with focus on tactical implementation of the strategic objectives defined by the Incident Leadership Team and/or Unified Command. The mission of the Virginia Tech IMT is to centrally coordinate the university crisis response and recovery efforts using communications, efficient tactical implementation, and the effective use of university resources. The IMT may function at any location, or remotely, dependent on the situation; however primarily the IMT functions within the Virginia Tech Emergency Operations Center (EOC) located in the Public Safety Building.

Virginia Tech Emergency Management manages the membership of, and leads, the IMT as an incident management structure for the university. Members of the IMT are trained in incident management, incident command, and response and recovery capabilities. The IMT supports first responders, business continuity, and the university community specific to response and recovery efforts.

Virginia Tech Emergency Management provides training, conducts exercises, and frequently interacts with the IMT members to maintain a state of constant readiness. Team membership requires
departmental or divisional representatives have the authority to make decisions on behalf of their organization and commit organizational resources to the incident management process. Additional information about the Virginia Tech IMT, the operational process for incident management, and the Virginia Tech Emergency Operations Center can be found in Annex B – Emergency Operations Center Standard Operating Procedures.

5.2.5 EMERGENCY OPERATIONS CENTER
An incident may impact university operations for a prolonged period of time, the Assistant Vice President for Emergency Management (or designee) may activate the university’s Emergency Operations Center (EOC) to centralize the command, control, and coordination necessary to manage the incident. Unified Command is usually employed in the EOC to enhance decision-making and accountability. The Incident Management Team staffs the EOC and performs the following functions:

- Provides overall incident management and coordination.
- Determines the scope and impact of the incident.
- Serves as the primary information collection and dissemination clearinghouse.
- Issues communications through Communications and Marketing and Joint Information Center.
- Requests additional resources from outside agencies and implements mutual aid agreements.
- Coordinates with local, state, and federal government agencies.
- Maintains situational awareness and a common operating picture throughout the incident.
- Prepares Incident Action Plans for multi-operational period incidents.
- Implements university business continuity of operations plans (COOPs).
- Staff incident management positions.

While staffing the EOC, members of the Incident Management Team will be grouped in accordance with the university’s ICS organizational structure. For details and additional information about the EOC organizational structure, EOC roles and responsibilities, and graphical representation of the incident management structures see, Annex B – Emergency Operations Center Standard Operating Procedures.

5.2.6 EXTERNAL SUPPORT
The Associate Vice President for Public Safety serves as the university’s Emergency Coordination Officer (ECO). In their absence, Virginia Tech Emergency Management’s Executive Director assumes ECO responsibilities.

Virginia Tech can make resource requests to the Virginia Emergency Operations Center (VEOC) through the VDEM WebEOC portal. This operational policy for resource requests reflects the Virginia Department of Emergency Management policy allowing state institutions of higher education to make direct resource requests to the Virginia Emergency Operations Center.

Virginia Tech, as a state agency, has a role and responsibility to support the Virginia Emergency Response Team (VERT) agencies during a declared emergency or when otherwise needed. Upon receipt of a mission request from the VEOC, the university will determine if there are personnel and resources available to meet the mission requirements. Virginia Tech will promptly notify the VEOC regarding the status of their request. If Virginia Tech resources are available to fill the request, they will be deployed following receipt of a mission assignment from the VEOC.
5.2.7 MONITORING, DETECTION, ALERT, AND WARNING
The Virginia Tech Police Department (VTPD) Security Center provides for notification, alerts and warnings of incidents affecting Virginia Tech. The VTPD Security Center operates 24 hours, seven days a week. The Security Center receives information of potential incidents from the community through telephonic and digital channels, as well as, direct communications with regional Public Safety Answering Point authority. A mobile device application provides for two-way communication with the security center. Virginia Tech is a member of a regional 911 authority, which provides for emergency call-taking and emergency dispatch. Weather information is monitored continuously, providing timely notification of hazardous weather. The university camera system is monitored at this location. The Security Center has the capability to initiate the emergency notification system (VT Alerts), as well as initiate the campus siren system, and monitor the university security cameras. The shift supervisor for VTPD has the responsibility and capability of notifying senior leadership and Virginia Tech Emergency Management when they determine the size and scope of an incident require a broader response.

5.2.8 EMERGENCY NOTIFICATION SYSTEM
Virginia Tech’s Emergency Notification System (ENS), branded VT Alerts, is a multi-channel, redundant communication platform that disseminates critical information to subscribers in case of an incident. Virginia Tech has implemented an ENS program that recognizes the “whole of system” from people to technology and the interface between the two. As a matter of practice, VTEM and VTPD provide education and training on the ENS to students and employees at their respective orientations. Virginia Tech maintains this critical entry-point training. Campus sirens, classroom message boards, email, landline and cellular phone calls, SMS messaging, VT Desktop Alerts, social media, annunciators, and website updates all serve to provide the following information, at a minimum, to subscribers:

- Nature of incident
- Location of incident
- Actions to be taken

Annex A ENS Protocols provide operational guidelines for issuing emergency messages via the VT ENS. The Protocols contain system background information, a list of responsible university authorities, how and when the Protocols are to be used, and descriptions of the various channels employed for notification distribution. Included also are staff roles and responsibilities, checklists, and approved notification templates.

5.2.9 5.5 CAMPUS COMMUNITY: ROLES AND RESPONSIBILITIES
This section outlines the roles and responsibilities of students, faculty and staff, Building Emergency Coordinators, and deans/department heads during day-to-day activities and incidents.

5.2.9.1 Students
General Responsibilities
Students should be aware of their surroundings and familiar with building evacuation routes, exits, and assembly points. Students should also be enrolled in the VT Alerts system and have a personal emergency kit. Additional information on emergency procedures is posted throughout campus in residence halls, classrooms, and laboratories and is available on the VTEM website (https://emergency.vt.edu/ready.html) as well as accessible via the Hokie Ready app, Virginia Tech’s public safety and preparedness app (available for download to iOS and Android).
Role During an Incident
Students involved in an incident should assess the situation quickly and thoroughly and employ common sense when determining how to respond. If directly involved in an incident, students should call 911 as soon as possible, direct responders to where the incident occurred if possible, and cooperate with first responders.

5.2.9.2 Faculty and Staff
General Responsibilities
University faculty and staff are seen as leaders by students and should be prepared to provide leadership during an incident. Faculty and staff should understand departmental EAPs and building evacuation procedures in areas where they work and teach. Faculty and staff may likely be the first person to arrive at an incident. They should familiarize themselves with the basic concepts for personal and departmental incident response as outlined in EAPs and the Classroom Emergency Preparedness Guide provided by Virginia Tech Emergency Management. Additional information on emergency procedures is posted throughout campus in classrooms, laboratories, and is available on the VTEM website (https://emergency.vt.edu/ready.html) as well as accessible via the Hokie Ready app, Virginia Tech’s public safety and preparedness app (available for download to iOS and Android).

Role During an Incident
Faculty and staff involved in an incident should assess a situation quickly and as thoroughly as possible and use common sense when determining how to respond. Emergencies should be reported by calling 911. If evacuation of a building is necessary, faculty and staff are expected to evacuate immediately.

5.2.9.3 Building Emergency Coordinators
General Responsibilities
Building Emergency Coordinators (BECs), serve as the Chair of the building’s Emergency Preparedness Committee (EPC), as well as the point of contact to receive and disseminate safety and emergency preparedness information. BECs in concert with the building Emergency Planning Committee (EPC) develop EAP building annexes and act as an informational conduit for Virginia Tech Emergency Management.

Role During an Incident
BECs involved in an incident serve as the primary point of contact between first responders and building occupants. As necessary, BECs may assist in providing building emergency information and coordinating building evacuation procedures.

5.2.9.4 Deans/Department Heads
General Responsibilities
Deans and department heads serve as leaders and are responsible for providing overall guidance in an incident. Deans and department heads should be familiar with department and building emergency procedures as well as understand the overall emergency response procedures for the university.

Role During an Incident
Deans and department heads involved in an incident should assess a situation quickly and thoroughly, and use common sense when determining how to respond. Deans and department heads should follow department emergency and building evacuation procedures and report emergencies to the Virginia Tech Police Department. Early in an incident, deans and department heads should begin to consider implementation of departmental Continuity of Operations Plans and long-term recovery strategies if required.
5.2.10 MEDIA RELATIONS
Communications and Marketing personnel, upon notification, should report to the designated Joint Information Center (JIC). Public Information Officer (PIO) is responsible for the activation, operation, and demobilization of the JIC. The PIO coordinates press releases with the Incident Commander/Unified Command and/or the SSPC.

For information, the media can contact Communications and Marketing or visit their website at www.unirel.vt.edu. In large-scale incidents, information can be found on the Virginia Tech webpage at www.vt.edu.

5.2.11 DEMOBILIZATION
The Incident Commander/Unified Command will determine when response operations can be demobilized. Demobilization requires the deactivation of the EOC (if applicable) and the compilation of incident documentation. The Planning Section, if activated and in conjunction with the IC/UC, will develop a written or verbal demobilization plan as early in the incident as possible. Section chiefs will be responsible for the demobilization of their respective sections.

5.2.12 CAMPUS RECOVERY
Aligning with the university’s incident response priorities, the first recovery step for any incident is to establish a safe and secure campus. Restoration of critical infrastructure and facilities is then followed by resumption of the instructional and research environment. The SSPC will provide strategic guidance to the EOC and/or Virginia Tech Emergency Management and other university departments. See Annex G Recovery Plan for more information on specific recovery guidance to effectively address long-term recovery needs.
6. Organization and Assignment of Responsibilities

6.1 SUCCESSION OF AUTHORITY

Succession planning is an important facet of day-to-day operations and is a necessary piece of planning for an efficient and effective incident response and recovery. The departmental Continuity of Operations Plans (COOPs) include the orders of succession and delegations of authority for each university department, including those identified in the CEMP as having supporting roles for incident response. Therefore, succession is identified for response functions. In addition, delegation of certain authorities offers another layer of continuity and creates a more efficient response structure through distribution of function across trained and qualified individuals. For many university departments, orders of succession and delegations of authority may follow a similar path during normal operations and incident response. However, there are times when deviations are appropriate, or the unit responsible for response or strategic direction does not fit a typical department structure. Consistent with NIMS and ICS, the roles and responsibilities in terms of reporting structures may alter response and recovery efforts.

The Incident Leadership Team (ILT) and Incident Management Team (IMT) include members from multiple departments and staffing, succession, and authority are uniquely governed. The President’s Office appoints the members, maintains membership information, and is responsible for the operation and function of the ILT. The ILT orders of succession are included in the University COOP, as amended. Virginia Tech Emergency Management manages the IMT, and is the responsible party for membership, operations, training, and exercises for the IMT. The IMT is rostered two or three members per department for purposes of continuity and inherent succession. Leadership succession is specific to VTEM personnel, with the highest-ranking emergency management member acting as the EOC Manager (see Annex B to the CEMP Emergency Operations Center Standard Operating Procedures). In the absence of any Virginia Tech Emergency Management personnel, the successor to IMT leadership will be determined by the Division of Public Safety.
6.2 EMERGENCY SUPPORT FUNCTION MATRIX

In alignment with National Response Framework guidelines, Virginia Tech has grouped its response capabilities into ESFs. Associated departments are cross-listed with lead/supporting authority, are displayed in Table 5 and further explained in Annex C. To provide for greatest scalability during an incident, ESFs or elements thereof may be used wholly or in part at the discretion of the Incident Commander/Unified Command, whether in the field or EOC.

Table 3 Emergency Support Functions ("L" indicates lead department/responsibility, “S” indicates supporting department/responsibility)
7. Plan Development and Maintenance

7.1 PROGRAM ROLES, RESPONSIBILITIES, AND ADMINISTRATION

7.1.1 BOARD OF VISITORS
In accordance with Code of Virginia §23.1-804, the board of visitors shall develop, adopt, and keep current a written crisis and emergency management plan. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in the Code of Virginia §19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies.

7.1.2 UNIVERSITY PRESIDENT
In accordance with Code of Virginia §23.1-804, the President shall annually review the institution’s CEMP, certify in writing that the President has reviewed the plan, and make recommendations to the institution for appropriate changes to the plan.

7.1.3 EXECUTIVE DIRECTOR FOR EMERGENCY MANAGEMENT
The Executive Director for Emergency Management is responsible for coordinating the preparation and updating of the CEMP as required, and will collaborate as needed with internal and external partners.

The Executive Director for Emergency Management will coordinate the annual review of the CEMP by the President and applicable Vice Presidents and document the process per Code of Virginia §23.1-804. In addition, every four years the Executive Director for Emergency Management will oversee a comprehensive review of the CEMP and secure its formal adoption by the Board of Visitors.

7.1.4 EMERGENCY SUPPORT FUNCTIONS
Emergency Support Functions bring together personnel that have authority, expertise, or a combination thereof, to determine a functional solution in response to an incident. ESFs can be used singularly, or in combination to resolve an incident and lay the foundation for recovery efforts.

The CEMP serves as the overarching document to guide response efforts during an incident. Departmental EAPs detail immediate response actions to be taken at the department or building level. COOPs list essential functions necessary for resumption of mission essential functions per department. VTEM manages the departmental EAP and COOP program in concert with CEMP administration as part of a continuous and comprehensive emergency management program.

7.2 TRAINING AND EXERCISES
Trained and knowledgeable personnel are essential for the prompt and proper execution of Virginia Tech’s CEMP, EAPs, and COOPs. Personnel with emergency management responsibilities will be provided with training opportunities to better understand their roles and responsibilities during an incident. Awareness information and training will be provided to the campus community.
### 7.3 EXERCISE PROGRAM

Virginia Tech applies the U.S. Department of Homeland Security, Federal Emergency Management Agency’s building-block approach to exercise design, planning, and execution - see Figure 7.1.

- **Seminar**: A seminar involves brief discussions of preparedness strategies and goals. It helps orient participants to new plans, policies or procedures, research, assess interagency capabilities, and construct a common framework.
- **Workshop**: A workshop involves more participants and often includes breakout sessions to develop new ideas, processes or procedures, and can be used to develop and obtain consensus for written plans.
- **Tabletop Exercise**: A tabletop exercise gathers participants with an experienced facilitator to identify areas for sustainability and improvement in existing plans, present new concepts, and features a slower-paced problem-solving process.
- **Game**: A game features a realistic scenario in a tabletop exercise to test existing and potential strategies, and prepare for more complex exercises.
- **Drill**: A drill is a supervised activity that tests a specific operation or function or maintains a specific operations or emergency response capability.
- **Functional Exercise**: A functional exercise is a single or multi-agency activity designed to evaluate capabilities and multiple functions using simulated response. It can be used to evaluate management of EOCs, command posts, and headquarters, and assess the adequacy of response plans and resources.
- **Full-Scale Exercise**: A full-scale exercise is a high-stress, multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response. It includes mobilization of units, personnel, and equipment and scripted exercise scenarios.

Virginia Tech Emergency Management works with campus departments to design, plan, and conduct exercises.

### 7.4 AFTER ACTION REVIEW

Post-incident and exercise evaluation results in improvement opportunities. One of the most effective ways of summarizing an incident and capturing lessons learned is the After Action Review (AAR) process. During an AAR, prior incident/exercise actions are appraised by participants, observers, and evaluators. Their comments are incorporated into a verbal or written report summarizing strengths and opportunities for improvement, which then may be incorporated into Virginia Tech’s emergency management program and associated plans and procedures.

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2 Per Code of Virginia Title 23.1, Chapter 8, Virginia Tech will conduct an annual university-wide functional exercise.
8. Glossary and Acronyms

8.1 ACRONYMS

AAR  After Action Review
BEC  Building Emergency Coordinator
CEMP Crisis and Emergency Management Plan
COOP Continuity of Operations Plan
DSA Division of Student Affairs
EAP Emergency Action Plan
ECO Emergency Coordination Officer
ENS Emergency Notification System
EOC Emergency Operations Center
ESF Emergency Support Function
FEMA Federal Emergency Management Agency
FOIA Freedom of Information Act
HMP Hazard Mitigation Plan
IC Incident Commander
ICS Incident Command System
ILT Incident Leadership Team
IMT Incident Management Team
JIC Joint Information Center
NFPA National Fire Protection Association
NIMS National Incident Management System
VTEM Virginia Tech Emergency Management
PIO Public Information Officer
SMS State Managed Shelter Plan
UC Unified Command
VDEM Virginia Department of Emergency Management
VT Virginia Tech
8.2 GLOSSARY

- **Campus Community**: Refers to students, faculty, staff, visitors, vendors, and contractors on, or in, Virginia Tech campus property.
- **Continuity of Operations Plan**: A plan of action to continue business functions of a department/unit/organization after a disaster threatens to prevent them from resuming and/or continuing.
- **Crisis and Emergency Management Plan**: An all-hazards incident management document that provides guidance intended to preserve life, protect property, and contain an incident or emergency on the local campus in order to continue the university’s mission.
- **Emergency**: An incident that overwhelms or nearly overwhelms day-to-day resources, plans, and personnel in place to manage them, while causing a significant disruption of normal business in all or a portion of the campus.
- **Emergency Coordination Officer**: The person serving as the primary conduit between the state department of emergency management and the university with regard to emergency preparedness. The ECO coordinates planning, training, exercising, and all other activities related to the phases of emergency management.
- **Emergency Management**: The process of coordinating available resources to effectively manage emergencies or disasters that threaten the entity or institution, thereby saving lives, minimizing injury, and minimizing economic loss. This involves mitigation, preparedness, response, and recovery.
- **Emergency Action Plan**: A department/area/unit-specific set of guidelines and procedures for use during an imminent life safety event (e.g. building fire, severe weather, hostile intruder, etc.).
- **Emergency Operations Center**: A centralized location from which emergency operations can be directed and coordinated with the campus and community.
- **Exercise**: A test of plans, protocol, and/or procedures intended to validate the planning and training process.
- **Hazard**: Any source of danger or element of risk to people or property.
- **Hazard Mitigation Plan**: A risk management tool used to identify natural and human-caused hazards facing the Virginia Tech campus.
- **Incident**: An occurrence, natural or human-caused, which requires a response to protect life or property.
- **Incident Action Plan**: The statement of objectives and priorities for supporting activities during a designated period.
- **Incident Commander**: The person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, applying resources, and holding responsibility for all persons involved in the response.
- **Incident Command System**: A nationally used, standardized, on-scene emergency management concept.
- **Unified Command**: An incident management method employing collaborative decision-making between multiple responsible internal and/or external departments/agencies to resolve an incident.
- **Incident Leadership Team**: Specific university leadership personnel with the authority and responsibility to set incident response and recovery strategy employed by Virginia during crisis.
- **Incident Management Team**: Select group of personnel closely aligning with ESF representative departments that will manage the early stages of an incident with Virginia Tech Emergency Management.
- **Joint Information Center**: A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.
- **Liaison Officer**: The Emergency Operations Center position responsible for internal/external coordination with departments/agencies playing a supporting response role during an event.
- **National Incident Management System**: The group of principles that are legislated for all entities to assist in coordination national emergency response functions.
- **Public Information Officer**: The Emergency Operations Center position responsible for information management during an event.
- **Safety Officer**: The Emergency Operations Center position responsible for safety oversight during an event.
Open Session Agenda

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

Inn at Virginia Tech, Smithfield Room

Monday, November 6, 2023

9:00 – 11:00 a.m.

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* Requires Full Board Approval
# Discusses Enterprise Risk Management topic(s)
Open Session Briefing Report  
ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE  
November 6, 2023

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* Requires Full Board Approval  
# Discusses Enterprise Risk Management topic(s)
Welcome

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

The chair of the committee will welcome committee members and others to the committee open session.
Acceptance of Agenda

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

The chair of the committee will review and ask for acceptance of the Open Session Agenda and items as listed on the Open Session Consent Agenda.
Open Session Consent Agenda

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

November 6, 2023

A. Approval of August 29, 2023 Meeting Minutes

B. Report of Reappointments to Endowed Chairs, Professorships, and Fellowships
Committee Minutes

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

August 28, 2023

Committee Members Present: Carrie Chenery (chair), Brad Hobbs, Don Horsley. Additional board members present: Ed Baine, Dave Calhoun, Sandy Davis, Nancy Dye, Bill Holtzman, Anna James, Tish Long, Chris Petersen, Jeff Veatch.

Constituent Representatives Present: Emily Tirrell (graduate and professional student representative), Janice Austin (A/P faculty representative), Will Storey (undergraduate student representative), Joe Merola (faculty representative), and LaTawnya Burleson (staff representative).

Guests: Mac Babb, Callan Bartel, Laura Belmonte, Lynsay Belshe, Leanna Blevins, Bob Broyden, Brock Burroughs, Lynn Byrd, Cyril Clarke, Al Cooper, Corey Earles, Jeff Earley, Alisha Ebert, Ron Fricker, Mike Friedlander, Rachel Gabriele, Luisa Havens Gerardo, Dan Givens, Alan Grant, Ellington Graves, Suzanne Griffin, Rebekah Gunn, Chelsea Haines, Kay Heidbreder, Tim Hodge, Rachel Holloway, Frances Keene, Chris Kiwus, Sharon Kurek, Lee Learman, Lu Liu, Nancy Meacham, Scott Midkiff, Ken Miller, Laurel Miner, Justin Noble, Kim O'Rourke, Charlie Phlegar, Ellen Plummer, Jon Porter, Julie Ross, Saonee Sarker, Brennan Shepard, Paul Skolnick, Dan Sui, Aimee Surprenant, John Tarter, G. Don Taylor, Jon Clark Teglas, Mary Trigiani, Rob Viers, Tracy Vosburgh, Melinda West, Chris Yianilos.

OPEN SESSION

1. Welcome. C. Chenery, chair of the committee, welcomed attendees to the meeting. Committee members Brad Hobbs and Don Horsley introduced themselves to the committee, The chair invited provost’s office administrators who support the committee to introduce themselves.

2. Review and Approval of Open Session Agenda.

3. Consent Agenda Items. Approval of June 5, 2023, Meeting Minutes; Report of Reappointments to Endowed Chairs, Professorships, and Fellowships; Resolution to Ratify 2023 – 2024 Faculty Handbook; Resolution for Exclusion of Certain Officers/Directors.

The committee voted unanimously to approve the Open Session Agenda as presented including approval of all Consent Agenda items.

4. Provost’s Update. C. Clarke, executive vice president and provost, provided updates to the committee. Virginia Tech is compliant with the U.S. Supreme Court’s ruling in June 2023 that excludes race from consideration in admissions decisions. Virginia Tech requires short essays in which applicants describe their activities and commitments to service, leadership, integrity, perseverance through personal challenges or adversity, and
making a positive impact on others and the community. Essays are scored by two different, blinded readers who do not see the applicant’s identifying information. Graduate and professional admissions are managed at the departmental and college levels, and the imperative of not using race or ethnicity as a factor in admissions has been communicated to academic units.

Graduate assistant compensation continues to be a top priority. In the spring of 2022, a task force made eight recommendations regarding graduate assistant compensation. The university continues to improve graduate assistant compensation by building on successive 5% increases in stipends over the last few years, actions taken by academic programs to further increase minimum stipends and ensuring that external grant applications include appropriate funding for graduate assistants. Effective this academic year, the minimum level of an assistantship was raised to $2,400 per month for the 50% work commitment. The Graduate School provided 30 students, most in the final stages of their degree, with $7,500 of full summer support and the provost's office committed approximately $200,000 in one-time funding to help bridge the gap for externally funded students in tuition and health insurance subsidies. Some of the recommendations are not feasible (e.g., waiving the comprehensive fee, which would result in undergraduate students funding services provided to graduate students). The Graduate School dean will include and prioritize compensation among the critical need requests submitted each year for consideration by the university. Other recommendations are serving as goals for future development, such as increasing extramural and summer support.

In July, the university welcomed two college deans. Lu Liu began his tenure as dean of Architecture, Arts, and Design, and Saonee Sarker began her tenure as dean of the Pamplin College of Business.

The Innovation Campus and Tech Talent Investment program continue to make progress in Northern Virginia. The Virginia Tech Research Center – Arlington (VTCR-A) has a strong representation of programs related to national security. Progress continues on transitioning the Falls Church Northern Virginia Center (NVC) to a center for smart construction in partnership with an industry partner. Faculty members are being repositioned from the NVC to the Innovation Campus Academic Building 1. J. Ross, dean of the College of Engineering, is leading the implementation of a support structure to extend the university’s administrative services to the entire Northern Virginia region.

Launched in 2017, the university’s Destination Areas (DAs) are Virginia Tech’s nine areas of research and learning designed to enhance the university’s global reputation. An initiative implemented in 2022, and termed DA 2.0, invited project development proposals from across the university. Four projects were selected for multi-year funding including those focused on human systems integration in health care, invasive species, public interest technology, and pandemic prediction and prevention. Two future projects are focused on pediatric neurooncology, and quantum navigation.

The Association for General and Liberal Studies awarded Virginia Tech the 2023 Exemplary General Education Program award. This award recognizes the university’s excellence in undergraduate general education.
5. **Top-100 Global University: Virginia Tech’s Cancer Research Initiatives.** D. Sui, senior vice president for research and innovation, M. Friedlander, executive director Fralin Biomedical Research Institute and vice president for health sciences and technology, and C. Clarke, executive vice president and provost led a discussion on the university’s cancer research initiatives. Virginia Tech is poised to compete successfully to be a top-100 global university. Cancer research is one area in which Virginia Tech can capitalize on federal funding and the national focus on the treatment of cancers. Faculty members across colleges and institutes have secured funding for cancer research using a whole-health model. Markers of continued success include increased productivity in translational research, award-winning scholarship, and additional opportunities for student research and experiential learning.

6. **Agenda Items for Committee Meeting.** Committee members are encouraged to contact the chair with any possible future agenda items.

8. **Adjournment.**
The president and executive vice president and provost have confirmed the reappointment of the following faculty to endowed chair, professorship, or fellowship appointments with a salary and/or operating supplement provided by the endowment.

**College of Agriculture and Life Sciences (1)**

Sally Johnson  
Paul B. Mellon Distinguished Professor of Agriculture

**College of Engineering (3)**

Wenjing Lou  
W.C. English Professorship

Naren Ramakrishnan  
Thomas L. Phillips Professor of Engineering

Michael von Spakovsky  
Hord Professorship

**College of Science (11)**

Frank Aylward  
Luther and Alice Hamlett Junior Faculty Fellowship

Lauren Childs  
Cliff and Agnes Lilly Faculty Fellowship

Xinwei Deng  
Data Science Faculty Fellowship

Mark Embree  
Luther and Alice Hamlett Junior Faculty Fellowship

Giti Khodaparast  
L. C. Hassinger Faculty Fellowship

Guoliang (Greg) Liu  
Blackwood Junior Faculty Fellowship

John Matson  
Dr. A.C. Lilly, Jr. Faculty Fellowship

Amanda Morris  
Patricia Caldwell Faculty Fellowship

Aris Spanos  
Wilson Schmidt Professorship in Economics

R. Quinn Thomas  
Data Science Faculty Fellowship

Shuhai Xiao  
Patricia Caldwell Faculty Fellowship
Cyril Clarke, executive vice president and provost, will provide an update.
Health Research Frontier: Whole Health

Karen A. Roberto, Ph.D.
University Distinguished Professor
Executive Director, Institute for Society, Culture and Environment

J. Tina Savla, Ph.D.
Professor, Center for Gerontology and Dept. of Human Development
Chair, Whole Health Consortium Leadership Council

Academic Research, and Student Affairs Committee
Board of Visitors
November 6, 2023
Whole Health Model for Patient Care and Well-being
Whole Health Framework

What is the matter with you?

What matters to you?

Illness

Problems

Needs

Priorities

Values
Multitude of Factors Affect Health and Well-Being
Defining Whole Health Research at Virginia Tech

Sep. 2022
12 Working Group Members

Oct. 2022
Benchmarking Research

Nov. 2022
Tracy Gaudet visit

https://wholehealth.isce.vt.edu/
Pre-Launch Event

- Attended by 60 people
- What would you like from this Consortium?

https://wholehealth.isce.vt.edu/
Whole Health Consortium

VISION
The Whole Health Consortium at Virginia Tech supports people and their communities to pursue meaningful lives through transdisciplinary solution-oriented research in equitable health and well-being.

MISSION
Harness a range of expertise to revolutionize systems, research, practices, and policies that affect holistic health and well-being.

COMPOSITION
Diverse groups of participants including researchers, educators, students, practitioners, healthcare providers, community collaborators, and industry partners.
Accomplishments

- Leadership Council Established - Seven members and ISCE Executive Director (ex-officio)

- This Year’s Focus is **Mental Health**

- Seed Grants for Teams
  - Advancing Partnerships ($45K)
  - Incubating Collaborations ($10K)

- Virtual Meet-n-Greet

- Consortium Membership Drive

- Communication Channels
  - Website Development
  - Networking Platform
What’s Coming Next?

- Team Science Workshop
- Meeting of the Minds
- Consortium Networking Events
- Speaker Series addressing Systemic Drivers of Health and Well-Being
- Conference Grants and Other Resources

https://wholehealth.isce.vt.edu/
Family Dynamic & Daily Caregiving Issues
• Tina Savla, Human Development

Workface Well-Being and Burnout
• Charles Calderwood, Psychology

Physiological Implications of Caregiving Stress
• Carla Finkelstein, Biological Sciences & FBRI

Geospatial Analysis of Health Care Infrastructure
• Brandon Herndon, Center for Geospatial Information Technology

Community Partners
• Carilion, Ballad, Inova, Area Agencies on Aging

Economic & Healthcare Landscape
• Quinton Nottingham, Business Information Technology
WHAT IS A QUALITY ENHANCEMENT PLAN?

> A topic identified through its ongoing, comprehensive planning and evaluation processes
> Has broad-based support of institutional constituencies
> Focuses on improving specific student learning outcomes and/or student success
> Commits resources to initiate, implement, and complete the QEP
> Includes a plan to assess achievement
WHAT IS OUR QUALITY ENHANCEMENT PLAN?

Virginia Tech’s QEP is a student learning initiative:

> Focus on designing and implementing an inescapable opportunity for career-relevant experiential learning
> Integrates research-based practices that connect the experience to learning
> To have EXPERIENTIAL LEARNING, we must have students do two things:
  - Engage in an authentic experience (through research, internship, study abroad).
  - Engage in a process that ensures learning happens (high-quality learning experience).
On-site visit
Virtual SACSCOC on-site visit with Virginia Tech faculty, students, and administrators. QEP approved with no recommendations.

December 2021
SACSCOC has in-person, on-site visit with Virginia Tech faculty and students as a follow up to the virtual visit.

On-site visit

December 2026
Final report
Final 5-year Quality Enhancement Plan report due to SACSCOC.

Formal approval
Virginia Tech’s QEP was formally approved at SACSCOC annual meeting.

End of 5th year
QEP 5-year implementation milestone. Report is based on implementation up to this point.

March 2021

March 2022

March 2027
EXEMPLARS OF AN EXPERIENTIAL EDUCATION

Ryan A. Paul  
Public Relations  
Talent and public relations, Emmy Awards

Carrie Rose Dortch  
International Relations

Melissa Gabriel  
Political Science Communication  
Regimental public affairs officer, Corps of Cadets

Rebecca Pearson  
Hospitality and Tourism Management  
Event & marketing coordinator, Fauquier Co. Fair

Antuan Byalik  
Economics Computer Science  
Bloomberg, Northrop Grumman, Amazon

Source: Virginia Tech Magazine, Summer 2023
Ensure 50% of academic degrees have a required experiential learning component by 2026-2027
VIRGINIA TECH ADVANTAGE: ADDRESSING BARRIERS
WORKING ACROSS THE UNIVERSITY TO MAKE IT POSSIBLE

Curriculum

Communication

Capacity

Cost
Future Agenda Items

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

November 6, 2023

The Chair of the Academic, Research, and Student Affairs Committee will discuss possible agenda items for future meetings.
Adjourn

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

November 6, 2023

The Chair of the Academic, Research, and Student Affairs Committee will adjourn the committee meeting.
## Open Session Agenda

**BUILDINGS AND GROUNDS COMMITTEE**

**Monday, November 6, 2023**

*Bus departs for tour at 8:30 a.m. from the Lobby of the Inn at Virginia Tech and Skelton Conference Center.*

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
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</thead>
<tbody>
<tr>
<td># + 1. Tour of Recently Completed Capital Projects on the Upper Quad</td>
<td>Randal Fullhart</td>
</tr>
</tbody>
</table>

*Open session meeting resumes at 10:00 a.m. in the Solitude Room of the Inn at Virginia Tech and Skelton Conference Center.*

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<tr>
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<td>Committee Chair</td>
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<tr>
<td>3. Consent Agenda</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>a. Minutes from the August 2023 Committee Meeting</td>
<td>Chris Kiwus</td>
</tr>
<tr>
<td>* b. Resolution to Approve an Appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority</td>
<td>* c. Resolution to Approve an Appointment to the Montgomery Regional Solid Waste Authority</td>
</tr>
<tr>
<td># + 4. Annual Report on Sustainability</td>
<td>Mary-Ann Ibeziako</td>
</tr>
<tr>
<td># + 5. Update on the Utilities Master Plan</td>
<td>Nam Nguyen Matt Stolte</td>
</tr>
<tr>
<td>6. Overview of the Urban Forestry Program</td>
<td>Wendy Halsey Jamie King</td>
</tr>
<tr>
<td># + 7. Update on Agricultural Facilities</td>
<td>Alan Grant</td>
</tr>
<tr>
<td>8. Future Agenda Items and Closing Remarks</td>
<td>Committee Chair</td>
</tr>
</tbody>
</table>

* Requires Full Board Approval  
# Discusses Enterprise Risk Management Topic(s)  
+ Discusses Strategic Investment Priorities Topic(s)
Open Session Briefing Report

BUILDINGS AND GROUNDS COMMITTEE

Monday, November 6, 2023

Open Session Tour

* Bus departs for tour at 8:30 a.m. from the Lobby of the Inn at Virginia Tech and Skelton Conference Center.

# 1. Tour of Recently Completed Capital Projects on the Upper Quad: The Committee will tour of recently completed capital projects on the Upper Quad.

Open Session Meeting

* Open session meeting resumes at 10:00 a.m. in the Solitude Room of the Inn at Virginia Tech and Skelton Conference Center.

2. Welcome and Introductions: The Committee Chair will convene the meeting and provide welcoming remarks.

3. Consent Agenda: The Committee will consider for approval the items listed on the Consent Agenda.

   a. Minutes from the August 2023 Committee Meeting: The Committee will review for approval the minutes from its August 2023 meeting.

   b. Resolution to Approve an Appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority: The Committee will review for approval a resolution to approve an appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority. The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors.

   c. Resolution to Approve an Appointment to the Montgomery Regional Solid Waste Authority: The Committee will review for approval a resolution to approve an appointment to the Montgomery Regional Solid Waste Authority. The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the Montgomery Regional Solid Waste Authority Board of Directors.

* Requires Full Board Approval
# Discusses Enterprise Risk Management Topic(s)
+ Discusses Strategic Investment Priorities Topic(s)
d. Resolution to Approve an Appointment to the New River Valley Regional Water Authority: The Committee will review for approval a resolution to approve an appointment to the New River Valley Regional Water Authority. The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the New River Valley Regional Water Authority Board of Directors.

e. Acceptance of the Capital Project Status Report: The Committee will review for acceptance the quarterly capital project status report. The current active portfolio of projects includes 17 authorized projects -- active and complete (within a 1-year warranty phase), has a total value of approximately $1.1 billion, adds approximately 1.3 million gross square feet (GSF) of new construction, and renovates nearly 300,000 gross square feet of existing space.

4. Annual Report on Sustainability: The Committee will receive the annual report on sustainability from Mary-Ann Ibeziako, assistant vice president for sustainability and chief sustainability officer. Virginia Tech serves as a model community for a sustainable society and is committed to advancing sustainability in academics (curriculum & research), engagement, operations, planning, and administration. The university maintains a gold rating from the Association for Advancement of Sustainability in Higher Education (AASHE) using the Sustainability Tracking, Assessment, and Rating System (STARS).

5. Update on the Utilities Master Plan: The Committee will receive an update on the Utilities Master Plan from Nam Nguyen, Executive Director of Energy and Utilities, and Matt Stolte, Director of Engineering Services. In 2018, Virginia Tech completed its most recent master planning effort resulting in 'Beyond Boundaries 2047: The Campus Plan. In 2020, Virginia Tech revised its Climate Action Commitment, setting sustainability goals and milestones thru 2050. The Utilities Master Plan will provide a comprehensive framework to ensure that future programmatic needs are met and that the university remains a leader in the field of higher education infrastructure. The project is underway and expected to be completed in late 2024.

6. Overview of the Urban Forestry Program: The Committee will receive an overview of the university’s urban forestry program from Wendy Halsey, Assistant Vice President for Facilities Operations, and University Arborist, Jamie King. The urban forestry team has experienced numerous recent achievements such as grants issued by the Virginia Department of Forestry and the International Society of Arboriculture’s Gold Leaf Award. These accolades showcase the team’s ability to cultivate external relationships and reinforce the division’s dedication to Virginia Tech’s Climate Action Commitment. The urban forestry team is responsible for the overall planting, health care, safety, and general maintenance of the over 11,000 trees that cover the Blacksburg campus’ 2,800 acres. The team uses
sustainable campus operations practices to realize the evolving Blacksburg campus highlighted in the Campus Master Plan and university’s strategic plan. The urban forestry team’s success can be attributed to the program’s collaborative partnerships including the College of Natural Resources and Environment, College of Agriculture and Life Sciences, and the Virginia Department of Forestry.

7. **Update on Agricultural Facilities:** The Committee will receive an update from Alan Grant, Dean of the College of Agriculture and Life Sciences, on agricultural facilities planning and construction.

8. **Future Agenda Items and Closing Remarks:** The Committee will discuss potential topics for inclusion on future meeting agendas.
The Committee will assemble in the lobby of the Inn for a tour of recently completed capital construction projects on the Upper Quad.
Consent Agenda

BUILDINGS AND GROUNDS COMMITTEE

Monday, November 6, 2023

The Committee will consider for approval and acceptance the items listed on the Consent Agenda.

Consent Agenda

  a. Minutes from the August 2023 Committee Meeting

  * b. Resolution to Approve an Appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority

  * c. Resolution to Approve an Appointment to the Montgomery Regional Solid Waste Authority

  * d. Resolution to Approve an Appointment to the New River Valley Water Authority

  e. Quarterly Capital Construction Status Report

* Requires full Board approval.
Open Session Minutes

BUILDINGS AND GROUNDS COMMITTEE

Tuesday, August 29, 2023

Open Session Meeting
The Buildings and Grounds Committee of the Board of Visitors of Virginia Polytechnic Institute and State University convened on Tuesday, August 29, 2023 at 8:48 a.m. in open session in Room G101 A/B of the Fralin Biomedical Research Institute at VTC (4 Riverside Circle) in Roanoke, Virginia. A quorum of the Committee was present. Ms. Long presided in the absence of Chair Harris.

Board members present: Ed Baine, Carrie Chenery, Sandy Davis, Nancy Dye, Donald Horsley, Tish Long, Joseph Merola – Faculty Representative, William Storey – Undergraduate Student Representative, Emily Tirrell – Graduate and Professional Student Representative

University personnel and guests: Laura Belmonte, Lynsay Belshe, Bob Broyden, Brock Burroughs, Mary Burrows, Joe Cooley, Gannon Davis, Jeff Earley, Alisha Ebert, Mike Friedlander, Mark Gess, Luisa Havens Gerardo, Emily Gibson, Alan Grant, Suzanne Griffin, Rebekah Gunn, Wendy Halsey, Patrick Hilt, Chris Kiel, Chris Kiwus, Rob Mann, Meghan Marsh, Elizabeth McClanahan, Liza Morris, Mike Mulhare, Heidi Myers, Ed Nelson, Nam Nguyen, Justin Noble, Kim O’Rourke, Kelly Oaks, Stephanie Overton, Charlie Phlegar, Julie Ross, Tim Sands, Amy Sebring, Ken Smith, Michael Stowe, Dan Sui, Dwyn Taylor, Jon Clark Teglas, and Tracy Vosburgh

1. Welcome and Introductions: Ms. Long convened the meeting and provide welcoming remarks.

2. Consent Agenda: The Committee approved the Consent Agenda and the items it contained.

   a. Minutes from the June 2023 Committee Meeting: The Committee approved the minutes from its June 2023 meeting.

   * b. Resolution for Disposition of University Buildings at Southern Piedmont AREC: The Committee reviewed for approval a resolution to disposition university buildings at the Southern Piedmont Agricultural Research and Extension Center (AREC) in Blackstone, Virginia. Specifically, Buildings No. 0903A and 0903B. The Southern Piedmont AREC engages in research of tobacco, fruit, and other crop research and educational programs requiring multiple types of facilities. Buildings No. 0903A and 0903B have fallen into disrepair and are beyond their useful life for the teaching and research programs. The university desires to surplus

* Requires Full Board Approval
# Discusses Enterprise Risk Management Topic(s)
+ Discusses Strategic Investment Priorities Topic(s)
the vacant structures before they fall into further disrepair. Buildings 0903A and 0903B are vacant greenhouses, and each is 432 square feet. They were erected on site in 2005 and 2007 respectively. The structures will be disassembled, removed and sent to surplus. The existing concrete slab will remain. The university will obtain required approvals prior to the disposition of these structures.

The Committee recommended the resolution authorizing the disposition of Buildings No. 0903A and 0903B to the full Board for approval.

c. Resolution on Appointments to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority: The Committee reviewed for approval a resolution on appointments to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority. The Blacksburg-Virginia Polytechnic Institute Sanitation Authority was created January 30, 1962, pursuant to the Virginia Water and Sewer Authorities Act, Code of Virginia (1950, as amended) for the purpose of constructing and maintaining a sewer disposal system for the participating entities, which include the Town of Blacksburg and Virginia Tech. The Authority’s Board consists of five members. The Town of Blacksburg and the Board of Visitors of Virginia Tech each appoint one member to the Board; the remaining three members are jointly appointed by the two entities. From time to time, it is necessary to appoint and reappoint members of its Board of Directors in connection therewith. Current terms for the university’s representative and two of the three at-large members expire January 1, 2024. In anticipation of these term expirations and to ensure appropriate continuity of operations, Virginia Tech desires to reappoint Chris Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, as the university’s representative and member of the Authority’s Board of Directors for a new four-year term expiring January 1, 2028. Additionally, Virginia Tech and the Blacksburg Town Council desire to reappoint Ray Smoot and Ron Rordam as at-large members of the Authority’s Board of Directors for new four-year terms expiring January 1, 2028. The term of the third jointly appointed representative and at-large member, third, Lu Merritt, is a four-year term effective January 1, 2022 and expiring January 1, 2026. No action was requested for Mr. Merritt’s appointment, as that would be considered at the recommendation of the university and pleasure of the Board in a future meeting as the term expiration nears.

The Committee recommended the resolution on appointments to the full Board for approval.

3. Overview of the University’s Physical Assets and Investment Approach: The Committee received an overview of the university’s physical assets and investment approach from Chris Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities. Virginia Tech is committed to providing a safe, inclusive, accessible,
sustainable, mission-centric, partner-focused, and cost-effective infrastructure that preserves, fosters, complements, and advances the university’s distinct senses of place and service. Extensive land holdings, effectively maintained and growing facilities, and a modern inventory of equipment and systems provide a sound foundation for current programs and future initiatives. The university’s strategic physical asset investment programs include operations and maintenance, customer requested renovations, facilities renewal, maintenance reserve, and capital project.

4. Overview of the Campus Master Plan: The Committee received an overview of Beyond Boundaries 2047: The Campus Plan from Liza Morris, Assistant Vice President for Planning and University Architect. The current plan — approved by the Board of Visitors in November 2018 — guides current and future campus leaders as they imagine and develop the Blacksburg campus and the university’s agricultural research and extension centers through 2047. The plan, a key initiative connecting across all core values of the university’s strategic plan prepares the university for the next generation of higher education. The plan builds upon the Beyond Boundaries vision to ensure appropriate capacity in facilities and infrastructure, as seen in the plan’s vision for living-learning communities anchored by flexible learning spaces. Since its completion, the plan has received two national achievement awards. In 2019 the Society for College and University Planning awarded the university the Excellence in Planning for an Existing Campus Merit Award for its innovative, collaborative, multidisciplinary, and integrated approaches to planning and design. In 2021, the university received the Excellence in Landscape for Open Space Planning Award (also awarded by the Society for College and University Planning) for universal design features within the plan set to boost campus accessibility and mobility.

5. Overview of the Capital Construction Program: The Committee received an overview of the university’s capital construction program from Bob Broyden, Associate Vice President for Campus Planning and Capital Financing, and Dwyn Taylor, Assistant Vice President for Capital Construction. The Capital Construction team provides leadership in the administration and management of all major capital outlay projects, which are defined as projects with a total project cost of $3 million or more inclusive of all expenditures necessary to complete the project, and/or projects involving the construction of 5,000 square feet or more. Project managers work closely with sponsoring colleges and departments, future building users, and other project stakeholders to achieve project goals. Following project authorization by the Board of Visitors, project managers coordinate all phases of a project from initiation through completion and close-out.

6. Acceptance of the Capital Project Status Report: The Committee accepted the quarterly capital project status report from Dwyn Taylor, Assistant Vice President for Capital Construction. The current active portfolio of projects includes 16 authorized projects -- active and complete (within a 1-year warranty phase), has a total value of approximately $1.1 billion, adds approximately 1.6 million gross
square feet (GSF) of new construction, and renovates nearly 300,000 gross square feet of existing space. Reports in November 2023, April 2024, and June 2024 be included on the Committee’s consent agenda.

7. Update on Agricultural Facilities: The Committee received an update from Alan Grant, Dean of the College of Agriculture and Life Sciences, on agricultural facilities planning and construction. The update included project status information and an introduction of Mary Burrows, the new Associate Dean and Director of the Virginia Agricultural Experiment Station.

8. Design Preview and Review for the Life, Health, Safety, Accessibility, and Code Compliance - Priority 2: The Committee reviewed for approval the joint design preview and review for the Life, Health, Safety, Accessibility, and Code Compliance - Priority 2 project. Ensuring the safety, health, and accessibility of the campus environment is critical to the long-term success of the university and its service to the Commonwealth. This project is the second priority of three high priority accessibility initiatives identified by the university in the Life, Health, Safety, Accessibility & Code Compliance category of the 2018-2024 Capital Outlay Plan. The project is scoped to create a new accessible route on an existing primary pedestrian corridor which will support equal access to key Education and General funded facilities in the North Academic District. The project is in the working drawings phase with construction anticipated to begin late fall of 2023 and to attain substantial completion late fall of 2024. The university received total project funding of $10.4 million in Life, Health, Safety, Accessibility & Compliance funds from the state for three priority projects, $3.9 million of which will be applied to the second priority project.

The Committee approved the design preview and review graphics and authorized continuation with the project design consistent with the drawings shown.

9. Design Review for Mitchell Hall: The Committee reviewed for approval the design review for Mitchell Hall. Virginia Tech’s top ranked College of Engineering has grown 68 percent since the fall of 2006. As of 2022-2023 the number of Bachelors, Masters and Doctorate represents 39 percent degree production at the institution. To address this growth and aging facilities, as well as accommodate changing pedagogies, a new Mitchell Hall facility will replace undersized and outdated Randolph Hall with a state-of-the-art engineering hub. The facility will primarily house Aerospace and Ocean Engineering, Mechanical Engineering, and Engineering Education departments; it will provide project space for student teams, supporting national team-based research and development competitions. The project also provides student collaboration and general assignment classroom spaces serving the entire campus community. The project received $11 million of authorization for design funding in the 2020 Acts of Assembly, full project funding in the 2022 Acts of Assembly with a total budget of $292 million, and is in the working drawing phase. Construction activities are anticipated to begin in the winter of 2023 with substantial completion planned for the summer of 2027.
Julie Ross offered comments of support and appreciation, noting the transformational impact of the project on the College of Engineering and on Virginia Tech as a whole.

The Committee approved the design review graphics and authorized continuation with the project design consistent with the drawings shown.

10. **Future Agenda Items and Closing Remarks:** The Committee deferred the discussion of potential topics for inclusion on future meeting agendas.

There being no further business, the meeting adjourned at 11:00 a.m.

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**Joint Open Session with the Finance and Resource Management Committee**

The Buildings and Grounds Committee and the Finance and Resource Management Committee of the Board of Visitors of Virginia Polytechnic Institute and State University convened on Tuesday, August 29, 2023 at 11:05 a.m. in joint open session in Room G102 A/B of the Fralin Biomedical Research Institute at VTC (4 Riverside Circle) in Roanoke, Virginia. A quorum of the joint Committee was present.

**Board members present:** Janice Austin – A/P Faculty Representative, Ed Baine, LaTawnya Burleson – Staff Representative, Carrie Chenery, Sandy Davis, Nancy Dye, Donald Horsley, Anna James, Tish Long, Joseph Merola – Faculty Representative, John Rocovich, William Storey – Undergraduate Student Representative, Emily Tirrell – Graduate and Professional Student Representative

**University personnel and guests:** Callan Bartel, Laura Belmonte, Lynsay Belshe, Haley Bennett, Eric Brooks, Bob Broyden, Brock Burroughs, Cyril Clarke, Al Cooper, Gannon Davis, Corey Earles, Jeff Earley, Alisha Ebert, Mike Friedlander, Mark Gess, Luisa Havens Gerardo, Emily Gibson, Alan Grant, Ellington Graves, Suzanne Griffin, Rebekah Gunn, Kay Heidbreder, Tim Hodge, Anne Keeler, Chris Kiwus, Sharon Kurek, Rob Mann, Meghan Marsh, Elizabeth McClanahan, Nancy Meacham, Ken Miller, Liza Morris, Mike Mulhare, Heidi Myers, Justin Noble, Kelly Oaks, Mark Owczarski, John Pastor, Charlie Phlegar, Jon Porter, Paul Richter, Julie Ross, Tim Sands, Amy Sebring, Cliff Shaffer, Brennan Shepard, Ken Smith, Michael Stowe, Dan Sui, Aimee Surprenant, Don Taylor, Jon Clark Teglas, Rob Viers, Tracy Vosburgh, Melinda West, Chris Yianilos

*# +

1. **Ratification of the Capital Outlay Plan for 2024-2030:** For first item on the joint open session agenda, the Committees reviewed for ratification the Capital Outlay Plan for 2024-2030.

At the March 2023 meeting, the Board approved a resolution for the university’s 2024-2030 Capital Outlay Plan, and since that time, the state issued the
instructions for preparation and submission. The final plan was updated in accordance with guidelines from the state and submitted on June 22, 2023.

Bob Broyden, Associate Vice President for Campus Planning and Capital Financing, updated the committee on changes to the plan since the March 2023 approval.

The Committees recommended the Capital Outlay Plan for 2024-2030 to the full Board for ratification.

2. **Approval of Resolution to Amend a Long-term Lease for Children’s National Hospital:** The Committees reviewed for approval a Resolution to Amend a Long-term Lease for Children’s National Hospital. This request is for authorization to amend the university’s existing lease with the Children’s National Research Center to include an additional 12,350 rentable square feet for furthering research.

   The Committees recommended the Resolution to Amend a Long-term Lease for Children’s National Hospital to the full Board for approval.

   There being no further business, the meeting adjourned at 11:23 a.m.

   **************************
RESOLUTION TO APPROVE AN APPOINTMENT TO THE
BLACKSBURG-VIRGINIA POLYTECHNIC INSTITUTE SANITATION AUTHORITY

The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors.
RESOLUTION TO APPROVE AN APPOINTMENT TO THE BLACKSBURG-VIRGINIA POLYTECHNIC INSTITUTE SANITATION AUTHORITY

WHEREAS, the Blacksburg-Virginia Polytechnic Institute Sanitation Authority (the Authority) consists of five members who are responsible for the management and operation of the Authority; and,

WHEREAS, each of the political subdivisions have the right to appoint one member, and three at-large members are appointed jointly by the Virginia Tech Board of Visitors and the Blacksburg Town Council; and

WHEREAS, Christopher H. Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, currently serves as the university’s representative to the Authority for a term expiring December 31, 2023; and,

WHEREAS, at its August 2023 meeting, the Virginia Tech Board of Visitors reappointed Christopher H. Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, as the university’s representative to the Authority for a term beginning January 1, 2024 and expiring December 31, 2027; and,

WHEREAS, Virginia Tech desires to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the university’s representative to the Authority, effective November 10, 2023, for the term expiring December 31, 2023 as well as a new term beginning January 1, 2024 and expiring December 31, 2027; and;

NOW, THEREFORE, BE IT RESOLVED, that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, be named the university’s representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors, effective November 10, 2023, for a term expiring December 31, 2023.

BE IT FURTHER RESOLVED, that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, be named the university’s representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors for a term beginning January 1, 2024 and expiring December 31, 2027.

RECOMMENDATION:
That the resolution recommending Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities be named the university’s representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors be approved.

November 6, 2023
RESOLUTION TO APPROVE AN APPOINTMENT TO THE
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY

The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the Montgomery Regional Solid Waste Authority Board of Directors.
RESOLUTION TO APPROVE AN APPOINTMENT TO THE MONTGOMERY REGIONAL SOLID WASTE AUTHORITY

WHEREAS, the Montgomery Regional Solid Waste Authority (the Authority) consists of five directors who are responsible for the management and operation of the Authority; and,

WHEREAS, one director is appointed by each of the four political subdivisions, and the other director is appointed jointly by all governing bodies; and,

WHEREAS, it is necessary to appoint members of its Board of Directors in accordance with the amended Articles of Incorporation; and,

WHEREAS, Christopher H. Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, currently serves as the university’s representative for a term beginning on July 1, 2022 and expiring June 30, 2026; and,

WHEREAS, Virginia Tech desires to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the university’s representative, effective November 10, 2023, for a term expiring June 30, 2026;

NOW, THEREFORE, BE IT RESOLVED, that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, be named the university’s representative and member on the Montgomery Regional Solid Waste Authority Board of Directors, effective November 10, 2023, for a term expiring June 30, 2026.

RECOMMENDATION:
That the resolution recommending Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities be named the university’s representative and member on the Montgomery Regional Solid Waste Authority Board of Directors be approved.

November 6, 2023
RESOLUTION TO APPROVE AN APPOINTMENT TO THE NEW RIVER VALLEY REGIONAL WATER AUTHORITY

The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the Virginia Tech representative and member on the New River Valley Regional Water Authority Board of Directors.
WHEREAS, the New River Valley Regional Water Authority (Authority) consists of five members who are responsible for the management and operation of the Authority; and,

WHEREAS, each of the political subdivisions have the right to appoint one member and one at-large member is appointed jointly by the Virginia Tech Board of Visitors, the Blacksburg and Christiansburg Town Councils, and the Montgomery County Board of Supervisors; and,

WHEREAS, Christopher H. Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, currently serves as the university’s representative to the Authority for a term expiring June 30, 2024; and,

WHEREAS, Virginia Tech desires to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as the university’s representative to the Authority, effective November 10, 2023, as the university’s representative to complete the current appointment term expiring June 30, 2024;

NOW, THEREFORE, BE IT RESOLVED, that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities be appointed as the university’s representative to the New River Valley Regional Water Authority, effective November 10, 2023, to complete the current appointment term expiring June 30, 2024.

RECOMMENDATION:
That the resolution recommending Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities be named the university’s representative and member on the New River Valley Regional Water Authority Board of Directors be approved.

November 6, 2023
CAPITAL PROJECT STATUS REPORT

PREPARED FOR THE BUILDINGS AND GROUNDS COMMITTEE OF THE BOARD OF VISITORS

Dwyn Taylor, Assistant Vice President for Capital Construction

November 6, 2023
CAPITAL PROJECT PORTFOLIO

• 17 authorized projects -- active and complete (w/in 1-year warranty phase)
• Total value of ~$1.1B
• Generates ~1.3M gross square feet (GSF) of new construction
• Renovates nearly 300K GSF of existing space
### Capital Construction Executive Summary (Progressive)

Date Prepared: 10 OCT 2023

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Total Project Budget ($M)</th>
<th>Construction Budget ($M) (Construction Contract Value)</th>
<th>New Const. (GSF)</th>
<th>Renovation (GSF)</th>
<th>CY 2023 FY23</th>
<th>CY 2024 FY24</th>
<th>CY 2025 FY25</th>
<th>CY 2026 FY26</th>
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<tbody>
<tr>
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<td>Q3 Jan-Mar</td>
<td>Q4 Apr-Jun</td>
<td>Q1 Jul-Sep</td>
<td>Q2 Oct-Dec</td>
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<td>Dietrick Renovation</td>
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<td>Data &amp; Decision Sciences Building (D&amp;DS)</td>
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<td>Corps Leadership &amp; Military Science Building</td>
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<td>Slusher Hall Repairs</td>
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<td>HITT Hall</td>
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<td>Building Envelope Improvements (Note 2)</td>
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<td>Innovation Campus – Academic Building</td>
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<tr>
<td>Undergraduate Science Laboratory Building</td>
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<td>Student Wellness Improvements</td>
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<tr>
<td>Livestock &amp; Poultry Research Facilities (Ph I) – Various Locations</td>
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<td>18.2</td>
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<td>Life, Health, Safety, Accessibility, &amp; Code Compliance (Note 3)</td>
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<tr>
<td>Mitchell Hall (Replace Randolph Hall) (Note 4 &amp; 5)</td>
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<td>229.3</td>
<td>285,500</td>
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<td></td>
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<tr>
<td>New Business Building (Planning – Design Only)</td>
<td>8.0</td>
<td>TBD</td>
<td>104,000</td>
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<tr>
<td>Football Locker Room Renovations</td>
<td>5.9</td>
<td>4.1</td>
<td></td>
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<td></td>
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<tr>
<td>Student Life Village Phase I (Planning – Design Only)</td>
<td>19.5</td>
<td>TBD</td>
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<tr>
<td>Virginia Tech-Carilion School of Medicine Expansion (Planning – Design Only)</td>
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<td>TBD</td>
<td>TBD</td>
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</tbody>
</table>

**Totals**: $1,145.7, 1,284,061, 266,609

**Legend**:
- **Design**: Schematic Design
- **Construction**: Preliminary Design
- **Warranty**: Working Drawings

**Note 1**: Non-Virginia Tech project.

**Note 2**: Building Envelope Improvements includes four (4) phases: (1) Lane Stadium (scheduled to complete in spring 2024) followed by (2) Torgerson, (3) Hahn, and (4) Inn at Virginia Tech which are currently unscheduled.

**Note 3**: Life, Health, Safety, Access & Code Compliance includes three (3) phases: (1) Derring Steps Elevator Towers (scheduled to complete in December 2024) followed by Green Link Priorities 2 & 3 which are currently unscheduled.

**Note 4**: Multiple GMPs results in design/construction overlap (fast track).

**Note 5**: Estimated construction completion of Mitchell Hall is December 2027.
New Business Building

Student Life Village (Phase I)*

Virginia Tech-Carilion School of Medicine Expansion* (Roanoke, VA)

Mitchell Hall

Football Locker Room
**MITCHELL HALL**
CM at Risk – State Authorized

Status

- Working Drawings underway
- CMaR pre-construction services contract is underway

Next Actions

- Finalize development of early enablement package
- Begin pricing for GMP-1

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>TOTAL PROJECT BUDGET ($M)</th>
<th>CONSTRUCTION BUDGET ($M) Construction Contract Value</th>
<th>NEW CONST. (GSF)</th>
<th>RENOVATION (GSF)</th>
<th>CY 2023</th>
<th>CY 2024</th>
<th>CY 2025</th>
<th>CY 2026</th>
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<td></td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
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<tr>
<td>Mitchell Hall (Replace Randolph Hall)</td>
<td>$292.3</td>
<td>$229.3</td>
<td>285,500</td>
<td></td>
<td>Jan-Mar</td>
<td>Apr-Jun</td>
<td>Jul-Sep</td>
<td>Oct-Dec</td>
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<td></td>
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<td></td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
</tr>
</tbody>
</table>

**LEGEND**
- Design
- Construction
- Warranty
- Construction Phase TBD
- SD= Schematic Design
- PD= Preliminary Design
- WD= Working Drawings

Designer: Perkins & Will
Builder: Skanska
### Planning: New Business Building

**CM at Risk – BOV Authorized**

#### Status

- Schematic Design is complete and Preliminary Design to begin after scope and costs are validated
- Value management procedures underway
- CMaR pre-construction services contract is underway

#### Next Actions

- Targeting BOV Construction Authorization in spring/summer 2024

---

#### Table: New Business Building (Planning – Design Only)

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>TOTAL PROJECT BUDGET ($M)</th>
<th>CONSTRUCTION BUDGET ($M)</th>
<th>NEW CONST. (GSF)</th>
<th>RENOVATION (GSF)</th>
<th>CY 2023</th>
<th>CY 2024</th>
<th>CY 2025</th>
<th>CY 2026</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Construction Contract Value</td>
<td></td>
<td></td>
<td>FY23</td>
<td>FY24</td>
<td>FY25</td>
<td>FY26</td>
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<tr>
<td>New Business Building (Planning – Design Only)</td>
<td>$8.0</td>
<td>TBD</td>
<td>104,000</td>
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</tbody>
</table>

#### Legend

- **Design**
- **Construction**
- **Warranty**
- **Construction Phase TBD**
- **SD= Schematic Design**
- **PD= Preliminary Design**
- **WD= Working Drawings**

---

Designer: Moseley

Builder: Skanska
# Football Locker Room Renovations

**Design-Bid-Build – BOV Authorized**

**Status**
- Design complete
- Construction contract under procurement

**Next Actions**
- Finalize procurement and begin construction

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>TOTAL PROJECT BUDGET ($M)</th>
<th>CONSTRUCTION BUDGET ($M)</th>
<th>NEW CONST. (GSF)</th>
<th>RENOVATION (GSF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football Locker Room Renovation</td>
<td>$5.9</td>
<td>$4.1</td>
<td>4,200</td>
<td></td>
</tr>
</tbody>
</table>

**Legend**
- Design
- Construction
- Warranty
- SD= Schematic Design
- PD= Preliminary Design
- WD= Working Drawings

**Builder:** TBD

---

Virginia Tech Division Of Campus Planning, Infrastructure, and Facilities | Capital Project Status Report, November, 2023
Student Life Village – Phase I (Planning-Design Only)

**TBD – BOV Authorized**

**Status**
- Procurement of A/E for design services underway

**Next Actions**
- Finalize procurement of A/E and begin initial design
- Initiate CM at Risk procurement

### Legend
- Design
- Construction
- Warranty
- Construction Phase TBD
- SD= Schematic Design
- PD= Preliminary Design
- WD= Working Drawings

### Project Details

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>TOTAL PROJECT BUDGET ($M)</th>
<th>CONSTRUCTION BUDGET ($M)</th>
<th>NEW CONST. (GSF)</th>
<th>RENOVATION (GSF)</th>
<th>FY23</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Life Village – Phase I (Planning-Design Only)</td>
<td>$19.5</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
<td>Q3 Jan-Mar</td>
<td>Q4 Apr-Jun</td>
<td>Q1 Jul-Sep</td>
<td>Q2 Oct-Dec</td>
</tr>
</tbody>
</table>

**Designer:** TBD

**Builder:** TBD
Virginia Tech-Carilion School of Medicine Expansion

TBD – BOV Authorized

### Status
- Initiating procurement of A/E for design services

### Next Actions
- Finalize procurement of A/E and begin initial design

### Project Information

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>TOTAL PROJECT BUDGET ($M)</th>
<th>CONSTRUCTION BUDGET ($M)</th>
<th>NEW CONSTRUCT. GSF</th>
<th>RENOVATION GSF</th>
<th>CY 2023</th>
<th>CY 2024</th>
<th>CY 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Tech-Carilion School of Medicine Expansion (Planning-Design Only)</td>
<td>$9.0</td>
<td>TBD</td>
<td>TBD</td>
<td>FY23</td>
<td>FY24</td>
<td>FY25</td>
<td>FY26</td>
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</tbody>
</table>

**Q3**
- Jan-Mar
- Apr-Jun
- Jul-Sep
- Oct-Dec

**Q4**
- Apr-Jun
- Jul-Sep
- Oct-Dec

**Q1**
- Jan-Mar
- Apr-Jun
- Jul-Sep
- Oct-Dec

**Q2**
- Jan-Mar
- Apr-Jun
- Jul-Sep
- Oct-Dec

**Legend**
- **Design**
- **Construction**
- **Warranty**
- **Construction Phase TBD**
- **SD= Schematic Design**
- **PD= Preliminary Design**
- **WD= Working Drawings**

**Designer:** TBD

**Builder:** TBD
ACTIVE CONSTRUCTION PROJECTS

Multi-Modal Transit Facility (ToB project)

Undergraduate Science Lab Building

HITT Hall

Livestock & Poultry Research Facilities (Various Locations)

Life, Health, Safety, Accessibility

Student Wellness Improvements

Building Envelope Improvements

Innovation Campus Academic Building (Alexandria, VA)
INNOVATION CAMPUS - ACADEMIC BUILDING

CM at Risk – State Authorized

Status
► Construction 68% complete

Next Actions
► Anticipated completion summer 2024

PROJECT TITLE
Innovation Campus – Academic Building

TOTAL PROJECT BUDGET ($M)
$302.1

CONSTRUCTION BUDGET ($M) (Construction Contract Value)
$226.3

RENOVATION (GSF)
299,733

LEGEND
Design
Construction
Warranty
Construction Phase TBD
SD= Schematic Design
PD= Preliminary Design
WD= Working Drawings

Designer: Smith Group
Builder: Whiting-Turner
**LIFE, HEALTH, SAFETY, ACCESSIBILITY, & CODE COMPLIANCE**

Design-Bid-Build – State Authorized

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<tr>
<th>PROJECT TITLE</th>
<th>TOTAL PROJECT BUDGET (SM)</th>
<th>CONSTRUCTION BUDGET (SM)</th>
<th>NEW CONST. (GSF)</th>
<th>RENOVATION (GSF)</th>
<th>CY 2023</th>
<th>CY 2024</th>
<th>CY 2025</th>
<th>CY 2026</th>
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<tbody>
<tr>
<td>Life, Health, Safety, Accessibility, &amp; Code</td>
<td>$10.4</td>
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</table>

*LEGEND*  
- Design  
- Construction  
- Warranty  
- Construction Phase TBD  
- SD= Schematic Design  
- PD= Preliminary Design  
- WD= Working Drawings

**Status**

- Multi-phase execution
- Priority 1 Derring Steps Elevators construction 45% complete
- Priorities 2 & 3 Green Links under design

**Next Actions**

- Anticipated Phase 1 completion in spring 2024
### BUILDING ENVELOPE IMPROVEMENTS

**Design-Bid-Build – BOV Authorized**

**Status**
- Envelope improvements planned for four buildings
- Construction on first building 47% complete

**Next Actions**
- First building targeted for completion spring 2024

<table>
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<tr>
<th>PROJECT TITLE</th>
<th>TOTAL PROJECT BUDGET (SM)</th>
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<td>Building Envelope Improvements</td>
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<td>Apr-Jun</td>
<td>Oct-Dec</td>
<td>Jan-Mar</td>
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**Legend**
- **Design**
- **Construction**
- **Warranty**
- **Construction Phase TBD**
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- **PD= Preliminary Design**
- **WD= Working Drawings**

**Designer:** WJE  
**Builder:** Carolina Restoration
STUDENT WELLNESS IMPROVEMENTS
CM at Risk – BOV Authorized

Status
► Construction 44% complete

Next Actions
► Anticipated completion July 2024

PROJECT TITLE | TOTAL PROJECT BUDGET ($M) | CONSTRUCTION BUDGET ($M) | NEW CONST. (GSF) | RENOVATION (GSF) | CY 2023 | CY 2024 | CY 2025 | CY 2026
--- | --- | --- | --- | --- | --- | --- | --- | ---
Student Wellness Improvements | $70.0 | $56.3 | 204,000 | | FY23 | FY24 | FY25 | FY26

LEGEND
- Design
- Construction
- Warranty
- Construction Phase TBD
- SD= Schematic Design
- PD= Preliminary Design
- WD= Working Drawings

Designer: Cannon Design
Builder: Whiting-Turner
**UNDERGRADUATE SCIENCE LAB BUILDING**

*CM at Risk – State Authorized*

### Status

- Construction 62% complete

### Next Actions

- Anticipated completion summer 2024

---

**Designer:** ZGF  
**Builder:** Skanska

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<th>PROJECT TITLE</th>
<th>TOTAL PROJECT BUDGET ($M)</th>
<th>CONSTRUCTION BUDGET ($M)</th>
<th>NEW CONST. (GSF)</th>
<th>RENOVATION (GSF)</th>
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<td>Undergraduate Science Laboratory Building</td>
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<td>Q1 Jan-Mar</td>
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<td>Q4 Apr-Jun</td>
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<td>Q1 Apr-Jun</td>
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<td>Q2 Jul-Sep</td>
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**HITT HALL**
CM at Risk – BOV Authorized

**Status**
- Construction 73% complete

**Next Actions**
- Anticipated completion spring 2024

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<tr>
<th>PROJECT TITLE</th>
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<td>HITT Hall</td>
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</table>

**Legend**
- Schematic Design
- Preliminary Design
- Working Drawings

**Designer:** Cooper Cary
**Builder:** WM Jordan

Virginia Tech Division Of Campus Planning, Infrastructure, and Facilities | Capital Project Status Report, November, 2023
**LIVESTOCK & POULTRY RESEARCH FACILITIES (PHASE I, BID PACKAGE 5)**
Design-Bid-Build – State Authorized

### Status
- Bid package #5 in procurement (3 new hay barns at various locations and demo of existing swine facility)

### Next Actions
- Receipt of supplemental funds from State
- Award bid package #5 and begin construction

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<thead>
<tr>
<th>PROJECT TITLE</th>
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<th>CONSTRUCTION BUDGET ($M) (Constructible Contract Value)</th>
<th>NEW CONST. (GSF)</th>
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<tr>
<td>Livestock &amp; Poultry Research Facilities (Ph I) – Various Locations</td>
<td>$25.3</td>
<td>$18.2</td>
<td>129,100</td>
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<td>Q3 Jan-Mar</td>
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**LEGEND**
- Design
- Construction
- Warranty
- Construction Phase TBD
- SD= Schematic Design
- PD= Preliminary Design
- WD= Working Drawings

Designer: Spectrum Design
Builder: Various
### MULTI-MODAL TRANSIT FACILITY

**Design-Bid-Build – Town of Blacksburg (ToB)**

#### Status

- Construction 76% complete

#### Next Actions

- Anticipated completion in fall 2023
- Anticipated operational use spring 2024

#### LEGEND

- **Design**
- **Construction**
- **Warranty**
- **Construction Phase TBD**
- **SD= Schematic Design**
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Designer: Wendel (ToB Contract)  
Builder: WM Schlosser (ToB Contract)
PROJECTIONS UNDER WARRANTY

Data & Decision Sciences Building

Dietrick Renovation & Spirt Plaza

Livestock & Poultry Research Facilities (Various Locations)

Corps Leadership & Military Sciences Building

New Upper Quad Residence Hall

Slusher Hall Repairs
DATA & DECISION SCIENCES BUILDING
CM at Risk – State Authorized
COMPLETE

Status
► Project complete

Next Actions
► Close out project

<table>
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<td>Data &amp; Decision Sciences Building</td>
<td>$79.0</td>
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LEGEND
- Design
- Construction
- Warranty
- Construction Phase TBD
- SD= Schematic Design
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- WD= Working Drawings

Designer: Moseley
Builder: Kjellstrom & Lee
Dietrick Renovation
(And Quillen Spirit Plaza)
Design-Bid-Build – BOV Authorized
COMPLETE

Status
► Project complete

Next Actions
► Close out project

<table>
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<td>Oct-Dec</td>
<td>Q4</td>
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Designer: Hanbury
Builder: Branch Builds
CORPS LEADERSHIP & MILITARY SCIENCE BUILDING
CM at Risk – BOV Authorized
COMPLETE

Status
► Project complete

Next Actions
► Close out project

Corps Leadership & Military Science Building
$52.0 $37.9 65,428 8,449

PROJECT TITLE | TOTAL PROJECT BUDGET ($M) | CONSTRUCTION BUDGET ($M) | NEW CONST. (GSF) | RENOVATION (GSF) | FY23 | FY24 | FY25 | FY26
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Corps Leadership & Military Science Building | $52.0 | $37.9 | 65,428 | 8,449 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2

LEGEND
Design | Construction | Warranty | Construction Phase TBD | SD= Schematic Design | PD= Preliminary Design | WD= Working Drawings

Legend: Designer: Clark-Nexen
Builder: Vannoy
NEW UPPER QUAD RESIDENCE HALL
CM at Risk – BOV Authorized
COMPLETE

Status
► Project complete

Next Actions
► Close out project

<table>
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<td>New Upper Quad Residence Hall</td>
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LEGEND
- Design
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Designer: Clark-Nexen
Builder: Vannoy
Slusher Hall Repairs

Emergency—BOV Authorized

COMPLETE

Status

- Project complete

Next Actions

- Close out project

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**Slusher Hall**

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**Legend**

- Design
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Designer: Gresham Smith

Builder: Kesler
LIVESTOCK & POULTRY RESEARCH FACILITIES (PHASE I, BID PACKAGES 1-4)

Design-Bid-Build – State Authorized

COMPLETE

Status
► Construction complete on bid packages 1 - 4

Next Actions
► Close out of bid packages 1 - 4

<table>
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LEGEND
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- Construction
- Warranty
- Construction Phase TBD
- SD= Schematic Design
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- WD= Working Drawings

Designer: Spectrum Design
Builder: Various
DEFINITIONS

AUTHORIZATION:
► State Authorized: Authorized and funded (whole or in part) by the Virginia General Assembly.
► BOV Authorized: Authorized and funded by the Virginia Tech Board of Visitors.

DELIVERY METHODS:
► Schematic Design Phase = 0% to approximately 20% design complete
► Preliminary Design Phase = Approximately 20% to approximately 50% design complete
► Working Drawing Phase = Approximately 50% to 100% design complete
► GMP = Guaranteed Maximum Price
CONSTRUCTION METHODS

DESIGN-BID-BUILD (DBB):

► A/E completes full design.
► Invitation For Bid (IFB) issued. Contract awarded to lowest bidder.

CONSTRUCTION MANAGER AT RISK (CMaR):

► A/E completes full design.
► Prospective CMaR’s compete for project during early stage of design.
► CMaR selected based upon “best value” during Schematic Design phase.
► When final designs are complete CMaR develops Guaranteed Maximum Price (GMP)

DESIGN-BUILD (D/B):

► A/E completes partial design (“criteria docs”).
► D/B team (builder + A/E) compete for project and propose full price for project delivery.
► Selection based upon “best value”.
► D/B team completes design and executes construction.
Sustainability Annual Report Highlights

- Primary vehicle for reporting progress on Climate Action Commitment and sustainability goals
- 14 consecutive years of annual reports are available at facilities.vt.edu/sustainability/sustainability-reports
- Developed in partnership with 50 students, campus, and community organizations
Awards and Recognition

2019-2023

Highest score in Virginia and the ACC

92th in the world and 5th in the US

2008-2023

12 received to date
The 2020 Virginia Tech Climate Action Commitment was approved by the Board of Visitors in March 2021 and sets the university on a path to carbon neutrality by 2030.

Other recommended actions in the commitment include:

- Achieve 100% renewable electricity by 2030
- Develop innovative financing mechanisms to achieve Climate Action Commitment goals
- Achieve a zero-waste campus by 2030
- Reduce building energy consumption
- Establish the Climate Action Living Laboratory to enhance educational opportunities

Shortly after the Board of Visitors approved the 2020 Climate Action Commitment a working group was formed to develop implementation guidelines. The Climate Action Commitment Implementation Guidelines are delivering detailed pathways for achieving each of the 15 tenets in the 2020 commitment.
Annual CO₂ and Greenhouse Gas Emissions

**TONS OF CO₂**

![Bar Chart](chart.png)

- **2019**: 300,000 Tons
- **2020**: 250,000 Tons
- **2021**: 300,000 Tons
- **2022**: 250,000 Tons

**Pie Chart**

- **On-Campus Stationary College Use**: 27%
- **Purchased Electricity**: 50%
- **Directly Financed Air Travel**: 2%
- **Faculty, Staff, & Students Commuting**: 5%
- **Direct Transportation**: 2%
- **Upstream Methane Leakage**: 9%
- **Fertilizer & Animals**: 3%
- **T&D Losses**: 2%
- **Wastewater**: 0.39%
- **Solid Waste**: 0.28%

Virginia Tech Division of Campus Planning, Infrastructure, and Facilities | Annual Report on Sustainability
Progress on Achieving 100% Renewable Electricity by 2030

- SunTribe will begin the installation of 1.3 MW of rooftop solar in the Fall of 2023 and will be operational by Fall 2024.
- Virginia Tech Electric Services put out RFP for our energy purchasing contract, which will include a larger portfolio of renewable energy.
- During the summer of 2023, a feasibility study into agrivoltaics potential began at the Catawba farm site. At the conclusion of the study, a public report was put forward in October 2023.
Innovative Financing Mechanisms to Achieve Climate Action Commitment Goals

- 133 approved Green RFPs at over $2.08 million
- Climate Action Fellow applied for over $100 million of support in federal infrastructure grant programs
- Division of Campus Planning, Infrastructure, and Facilities Sustainability Foundation fund established
- Giving Day participation
- Continuing to implement $6 million from Energy Action Plan 6
Progress on Achieving a Zero Waste Campus by 2030

- Waste consultant report was produced and shared internally with the team.
- Student Green RFP approved to continue successful battery recycling program
- Continued game day green team recycling program at home football game at piloted expansion to basketball.
- Calendar year 2022 Recycling Rate = 60%
- Calendar year 2022 Waste Diversion Rate = 78%
Progress on Reducing Transportation Related GHG Emissions by 40% by 2030

- Construction of the Multimodal Transit Facility is underway and will create a hub for Blacksburg Transit by the Perry Street Parking Garage.
- EV charging stations located in the Squires parking lot have received 1000+ charging sessions from 417 unique vehicles since installation. A $1 million federal grant was submitted by the climate action fellow to add an additional 29 EV charging stations to campus.
- The Carbon Neutral Commuting and Carbon Neutral Fleet Task Force continued through the Climate Action, Sustainability, and Energy Committee.
Progress on Reducing Building Energy Consumption

- Campus-wide lighting audit complete; campus-wide LED conversion underway
- Electricity consumption down by 7%
- Ramping up HVAC retro-commissioning and BAS modernization
- Chilled water plant and distribution system upgrades and optimization
- LEED O+M Recertification Program - measurement for high-performance buildings
- Fume hood assessment completed in campus laboratory buildings; an investment could result in 4% annual campus energy reduction
Progress on Engagement

Using Climate Action, Sustainability, and Energy (CASE) Committee subcommittees and working groups to move the program and policies forward that support the Climate Action Commitment implementation

Revising and expanding membership to include members of front-line communities and adding new subcommittees

Continuing student engagement through the Office of Sustainability programs and events.

Began the Utility Master Plan process and made substantial progress on our asset management plan.

Climate action fellow expanded the Climate Action Living Lab (CALL) network and worked to formalize it.

Piloted several projects to engage faculty and graduate students in CALL work

Partnered with the Honor’s College to pilot experiential education component to CALL

Updated website and intake process to be more equitable and inclusive
2022-23 Sustainability Annual Report
Since the Board of Visitors’ approval of the 2020 Climate Action Commitment (Climate Action Commitment) in March of 2021, Virginia Tech has shown ongoing progress toward meeting its ambitious climate action goals. Virginia Tech continues to be recognized for its sustainability work at the Commonwealth, national, and global level with its Sustainability Tracking, Assessment, and Rating System (STARS) Gold rating, which remains the highest in Virginia and the Atlantic Coast Conference; its Tree Campus Higher Education status for the fifteenth year in a row; and recognition for its sustainable transportation options with the 2023 Best Workplaces for Commuters designation. This past year the university also saw its ratings improve for its Times Higher Education Impact Ranking from 98th in the world in 2022 to 92nd in 2023 out of nearly 1,600 institutions.
The overarching goal of the Climate Action Commitment is for Virginia Tech's Blacksburg campus to become carbon neutral by 2030. This is no small task at an institution the size of Virginia Tech. Meeting this aggressive goal will require decreasing the university's carbon emissions and energy consumption while simultaneously increasing its portfolio of renewable energy and sustainability-oriented educational programs. Working collectively to create a shift in campus culture is key. The major milestones to meet this ambitious climate action target are split between 15 goals, progress towards each of which is presented in this report.

To meet both the infrastructural and sociological goals outlined in the Climate Action Commitment, the Office of Sustainability has been hosting collaborative meetings bringing together climate action, sustainability, energy, waste, dining, transportation, and academic representatives on a biweekly basis to discuss progress and challenges. This collaborative spirit of working in tandem with the many areas of campus that directly touch sustainability is key to continued success.

The university’s efforts for waste reduction and minimizing contamination in its waste stream are paying off, in 2022 Virginia Tech saw a 60 percent recycle rate and 78 percent waste diversion rate owing largely to the diversion of high tonnage building materials. To assist in reaching Virginia Tech's zero waste goal, the university hired a zero waste consultant who brought innovative ideas for further improvements to recycling and waste diversion to the Climate Action, Sustainability, and Energy team.

The completion of the Multi-Modal Transit Facility is on the horizon, and with it the university hopes to see significant reductions in transportation emissions from commuting members of campus as well as a general improvement in the quality of local public transportation. This effort, along with many other programs supported by the Sustainable Transportation Department, will provide Virginia Tech community members with reliable and convenient commuting options other than single-occupancy vehicles, helping to reduce scope 3 emissions.

Efforts of the campus arborist and grounds teams are seen across campus as Virginia Tech continues to expand its campus tree canopy and pollinator habitats. The goal to reach 25 percent tree cover by 2050 will provide energy savings while also fostering a lush, green campus environment. Beyond Blacksburg campus, over ten thousand native trees and shrubs were planted along Stroubles Creek with the help of thousands of volunteers in an effort to improve water quality and wildlife habitat downstream from Virginia Tech.

The Climate Action Living Laboratory (CALL) has also begun to transition from informal organization to a more formal structure during this past academic year. Several pilot projects were advanced and leadership was transferred to the Climate Action Fellow. The network of over 150 faculty members decided that an enhanced CALL webpage and a governance structure would be the next steps in terms of officiating the CALL and so that is the main focus for the next academic year.

The Climate Action, Sustainability, and Energy Committee (CASEC) has continued to grow this past year and take on even more responsibility for Climate Action Commitment implementation. There was the addition of two new subcommittees designed to tackle the university's energy goals, which will be populated by a broad constituency in the next academic year. Additionally, membership grew for each of the existing subcommittees and they individually made substantial progress towards their goals.

The Virginia Tech 2022-23 Sustainability Annual Report begins with a broad overview of the university’s ongoing sustainability programs. It presents the 15 goals of the Climate Action Commitment and showcases sustainability highlights and progress along the way.
INTRODUCTION

Virginia Tech’s Climate Action Commitment defines sustainability as the simultaneous pursuit of environmental quality, economic prosperity, and social justice and equity. The goal of the Office of Sustainability and the university’s Climate Action Commitment is to achieve this pursuit through action, education, and engagement to address current needs without compromising the capacity and needs of future generations. Virginia Tech’s sustainability vision is to be a leader in climate action in service to its community, the commonwealth, and the world in line with the university’s land grant and educational mission.

Virginia Tech’s sustainability mission is to achieve carbon neutrality by 2030 through changes to the university’s physical infrastructure, collective and individual behaviors, and educational mission; to engage everyone in creating a culture of sustainability, and to accomplish these objectives through just and equitable means. This will require significant infrastructural changes and strategic planning to ensure success.

Additionally, the university has adopted the major initiatives to increase affordability and access for students and to become a top-100 global research university. The Climate Action Commitment is an essential bridge policy and roadmap for achieving both of these goals and represents a core pillar of the university’s land-grant mission.

VIRGINIA TECH CLIMATE ACTION COMMITMENT

During Earth Week in April 2008, former university President, Charles W. Steger charged the Energy and Sustainability Committee to develop a climate commitment and accompanying sustainability plan that was unique to Virginia Tech. On April 22, 2009, the University Council voted to recommend approval of the Virginia Tech Climate Action Commitment and accepted the accompanying Sustainability Plan. On June 1, 2009, the Virginia Tech Board of Visitors unanimously approved the Virginia Tech Climate Action Commitment and it became Presidential Policy Memorandum 262. The commitment included 14 sustainability goals, objectives, and aspirations. In academic year 2012-13, the Energy and Sustainability Committee revised the commitment and added a sustainability definition, vision, and mission. The University Council approved the revision on May 6, 2013.

On November 8, 2019, Virginia Tech President Tim Sands, released a statement in response to a climate strike held by students on campus in which he stated, “climate change represents one of the world’s most pressing problems and as a global land-grant university, Virginia Tech has a duty to respond.” Within his statement was a charge to update the Virginia Tech Climate Action Commitment.
In response, the Virginia Tech 2020 Climate Action Commitment Working Group was established consisting of over 150 students, faculty, staff, and community members. The group worked to produce the Virginia Tech 2020 Climate Action Commitment which was presented to the Board of Visitors on Nov. 15, 2020. Over the next three months, a dozen key operations and finance personnel at the university conducted a high-level review of the costs to implement the commitment. This financial analysis and review was presented to the Virginia Tech Board of Visitors on March 21, 2021, where the review, and the commitment as a whole, were approved. The 2020 Climate Action Commitment includes 15 goals for advancing long-term university sustainability over the next ten years. The Sustainability Annual Report provides an update on the university’s progress towards each of the goals.

The actualization of the 15 goals depends on comprehensive planning, unparalleled collaboration, and a shared pledge to advancing sustainability. Through broad university participation and collaboration, Virginia Tech has made tremendous progress, but still has more to do.

**Sustainability Plan**

Virginia Tech adopted the Association for the Advancement of Sustainability in Higher Education’s (AASHE) and its Sustainability Tracking, Assessment, and Rating System (STARS) protocol as the foundation of the Sustainability Plan. The STARS report consists of over 60 topical areas which fall into one of four categories: academics, engagement, operations, and planning and administration. Additional credit is earned for unique initiatives that are not otherwise covered in the STARS report. Data and information submitted are measured against a national standard and points are earned for each credit. Total points earned yield an overall rating of Bronze, Silver, Gold, or Platinum.

Virginia Tech has received five STARS ratings: Silver in 2011, Silver in 2013, Gold in 2014, Gold in 2017, and Gold in 2021. For the 2021 Gold rating, Virginia Tech earned 72.78 points, the highest achieved score for any college or university in Virginia, and the highest achieved by peer institutions in the Atlantic Coast Conference. The STARS Gold rating is valid for three years and the Office of Sustainability is currently collecting data for Virginia Tech’s 2024 submission.

**Office of Sustainability**

On June 1, 2009, following the approval of the original Virginia Tech Climate Action Commitment, the university established the Office of Sustainability. Recognized as the university department overseeing climate action initiatives, the Office of Sustainability has the following duties and responsibilities:

- Coordinate programs for campus sustainability
- Oversee implementation of the Virginia Tech Climate Action Commitment and Sustainability Plan
- Monitor annual electricity/energy use and GHG emissions in collaboration with the Office of Energy Management
- Work with faculty and departments to develop programs that utilize the campus as a sustainability laboratory
- Coordinate communication with university communications regarding campus sustainability initiatives and programs to the university community and external audiences
Climate Action, Sustainability, and Energy Committee

Virginia Tech established the Energy and Sustainability Committee on April 30, 2007 as part of adopting the university’s original Climate Action Commitment. At the time, the committee was unique in that it had the broadest membership of any committee and included four student representatives rather than two. As part of the 2020 Climate Action Commitment, the Energy and Sustainability Committee has been reevaluated, restructured, elevated, and renamed to the Climate Action, Sustainability, and Energy (CASE) Committee.

The CASE Committee’s charge is “to provide guidance to the university administration on implementation of the university’s Climate Action Commitment and opportunities to enhance Virginia Tech’s pursuit of environmental quality and social sustainability.” The committee makes recommendations regarding the application of policies; infrastructural and operational changes; educational strategies and modifications; and other steps intended to foster broad engagement with the university’s environmental goals. The committee oversees subcommittees that each execute aspects of the committee’s charge. In addition to broadening the charge, the committee also reevaluated and expanded its membership to include members from black, indigenous, and economically disadvantaged groups in line with Virginia Tech’s commitment to frontline communities and climate justice, which is unique among all shared governance entities and reflects a commitment to climate justice.

During the 2022-23 academic year, the CASE Committee oversaw ten subcommittees to target implementation strategies, policies, and planning efforts for the goals of the 2020 Climate Action Commitment. These task forces are strategically essential for making progress toward the top level goal of carbon neutrality by 2030. Additionally, they include members from all across the university, including some who are outside of the core CASE Committee membership, which helps to institute climate action as a broader priority and communicate Climate Action Commitment progress across the institution. Updates of subcommittee efforts from the past year can be found throughout the annual report and each subcommittee is required to submit their own individual report to the CASE committee for approval by governance.

Office of Sustainability Partners

UNIVERSITY COLLEGES AND DEPARTMENTS

The Office of Sustainability collaborates with faculty and staff in virtually all of the colleges at Virginia Tech to include the College of Agriculture and Life Sciences; College of Architecture; Arts, and Design; Pamplin College of Business; College of Engineering; College of Liberal Arts and Human Sciences; College of Natural Resources and Environment; College of Science; and the Virginia-Maryland College of Veterinary Medicine.

STUDENT ORGANIZATIONS

The Office of Sustainability works with many student groups including the Undergraduate Student Senate, Graduate Student Senate, Residence Hall Federation, Environmental Coalition, Food Justice at Virginia Tech, Galileo Living Learning Community, Hypatia Living Learning Community, Students for Sustainable Practice, Art for Environmental Justice, Student Chapter of the American Water Resources Association, Campus Kitchens at Virginia Tech, United Feminist Movement, Citizens Climate Lobby, Outdoor Club, and Virginia Tech for Climate Justice.
COMMUNITY GROUPS

The Office of Sustainability collaborates with the Town of Blacksburg, the local citizens’ group and nonprofit Sustainable Blacksburg, the Blacksburg Farmers Market, the YMCA, the Blacksburg Public Library, and Blacksburg Parks and Recreation.

Awards and Recognition

Virginia Tech has consistently demonstrated its commitment to being a leader in campus sustainability and has received awards and recognition both at the state and national levels.

Times Higher Education Impact Rankings

After making its debut in the Times Higher Education Impact Rankings in 2021 and then rising to the global top 100 in 2022, Virginia Tech now finds itself ranked 92nd out of 1,600 institutions, an improvement from the university’s ranking of 98th last year. Virginia Tech also continues to hold its spot in the top 10 in the United States for the 2023 Impact Rankings. The Times Higher Education Impact Rankings are the only global performance metrics that assess universities against the United Nations Sustainable Development Goals (SDGs). The rankings use calibrated indicators to compare universities across four areas: research, stewardship, outreach, and teaching. This year, Virginia Tech received an overall impact ranking of No. 92 out of roughly 1,600 universities spanning over 100 countries and 5th in the United States.

This ranking was supported by the university’s high marks in six individual categories, with a top ranking of No. 17 out of 847 institutions globally in the category of zero hunger. This category considers a university’s research on hunger, their teaching of food sustainability, a commitment to tackling food waste, and a commitment to addressing hunger on campus and locally. The Center for Food Systems and Community Transformation helped with the high ranking in this category.
Virginia Tech also earned a high ranking in the category of responsible consumption and production. This category measures universities’ research on responsible consumption on their approach to the sustainable use of resources. Additionally, procurement strategies and The Office of Sustainability’s green lab and green office certification programs also supported the goal of responsible consumption.

Virginia Tech’s work to better both its campuses and the community beyond has been globally recognized within the sustainable cities and communities category. This is in no small part due to the hard work of the Office of Sustainability and Division of Student Affairs town-gown relationship around environmental stewardship.

Other top marks for Virginia Tech came in the categories of reduced inequalities (No. 63 out of 901 institutions), life on land (No. 73 out of 586), and climate action (No. 80 out of 735). Beyond the global top 100, Virginia Tech also submitted information for the categories of clean water and sanitation and partnerships for the goals. Updates on Virginia Tech’s progress towards each of the SDGs can be found on the university’s Impact Dashboard.

**Virginia Tech Dining Services**

Dining Services continues to demonstrate its commitment to leading the campus community in sustainable efforts. In the past, the department has received awards and recognition at the Commonwealth and national levels for their sustainable endeavors. The Virginia Tech Dining Services Sustainability team was invited back to the National Association of College and University Food Services Sustainability (NACUFS) Awards Committee in spring of 2023. This taskforce works to create a framework for the national award parameters in the sustainability field. The Dining Services team continues to support NACUFS in promoting these efforts across various universities.

**Virginia Tech Sustainable Transportation**

The Sustainable Transportation Department seeks to meet all the travel needs of students, faculty, and staff in healthy and environmentally friendly ways. Virginia Tech has been named one of the 2023 Best Universities for Commuters. Best Universities for Commuters demonstrate that options for commuting such as public transit, carpools, vanpools, and teleworking are economically and environmentally beneficial, yielding value to workers, employers, and our communities.

Virginia Tech was awarded a Silver ranking as a Bicycle Friendly University through the League of American Bicyclists from 2019 to 2023. This is an improvement from our previous Bronze rating. Virginia Tech has been recognized as a Bicycle Friendly University since 2013.

**2023 Tree Campus Higher Education Re-accreditation**

For the fifteenth consecutive year, Virginia Tech has been recognized for its best practices in campus urban and community forestry through the Arbor Day Foundation’s Tree Campus Higher Education program. Launched in 2008, Tree Campus Higher Education is a national program that honors colleges and universities for effective campus urban forest management and engaging students, faculty, and staff in conservation goals. Virginia Tech achieved Tree Campus Higher Education recognition by meeting five national standards,
which include maintaining a tree advisory committee, operating a campus tree-care plan, dedicating annual expenditures toward trees, organizing an Arbor Day observance, and executing student service-learning projects. Thousands of trees have been planted across campus since 2008. Trees are among the most visible representations of Virginia Tech’s commitment to environmental stewardship.

Bee Campus USA
Virginia Tech earned Bee Campus USA certification in spring 2022. This initiative is sponsored by the Xerces Society for Invertebrate Conservation. Bee Campus USA requirements serve as a guideline for affiliated campuses to increase their commitment to preserving these native pollinators. This is achieved through a long-term plan to increase native plant habitat, provide pollinator nesting sites, reduce pesticide use on campus, and develop pollinator conservation education and outreach opportunities for the campus community. The Virginia Tech Bee Campus Standing Committee is composed of dedicated and enthusiastic students, faculty, and staff from multiple disciplines across campus.

Virginia Energy Efficiency Leadership Award
Virginia Tech was recognized by the Virginia Energy Efficiency Council with a Virginia Energy Efficiency Leadership Award for the Chiller Plant Phase II’s contributions toward energy efficiency advancement. “Our team of professionals invested an extraordinary amount of effort to design and construct a well-functioning, efficient, and effective chilled water system,” said Steve Durfee, campus energy manager. “The excitement continues to build as we see excellent operational performance results and, of course, the resulting award by the Virginia Energy Efficiency Council. We are quite pleased with the realized operational cost savings and the reduced environmental impacts.”

2022-23 Sustainable Progress

Carbon Neutrality

“Achieve a carbon neutral Virginia Tech Campus by 2030.”

Carbon neutrality is defined as net-zero emissions of Carbon Dioxide (CO₂), Methane (CH₄), and Nitrous Oxide (N₂O) by Virginia Tech operations on the Blacksburg campus based on the geographic and greenhouse gas (GHG) scope of the 2020 Climate Action Commitment. The initial scope of the 2020 Climate Action Commitment includes all Virginia Tech-owned lands and buildings on the Blacksburg campus, buildings leased by the university in Blacksburg, and agricultural/forestry operations and lands in the Blacksburg region. The GHG scope includes:

- Scope 1 emissions from campus direct fuel use,
- Scope 2 emissions related to purchased electricity (CO₂ and N₂O transmission/distribution losses), and
- Scope 3 emissions related to campus behavior (commuter driving, transit bus fuel, waste/recycling/compost, water/wastewater, aviation fuel, and commercial business travel).
Annual CO₂ Emissions

The following figures show the change in GHGs from a calendar year perspective. CY2022 shows a 10 percent reduction in total emissions from CY2021. When compared to the baseline year of 2019, there was an 8.5 percent decrease in total emissions.

Figure 1. Annual CO₂ Emissions

**Figure 2. Summary of Annual Greenhouse Gas Emissions by Scope (Calendar Year)**

<table>
<thead>
<tr>
<th></th>
<th>2019 MTCDE</th>
<th>2021 MTCDE</th>
<th>2022 MTCDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope 1</td>
<td>115,021</td>
<td>96,317</td>
<td>102,609</td>
</tr>
<tr>
<td>Scope 2</td>
<td>124,166</td>
<td>152,823</td>
<td>127,842</td>
</tr>
<tr>
<td>Scope 3</td>
<td>42,148</td>
<td>36,474</td>
<td>26,986</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>281,335</strong></td>
<td><strong>285,614</strong></td>
<td><strong>257,437</strong></td>
</tr>
</tbody>
</table>

The decrease this year compared to previous years is due to a couple of factors:

- Scope 2 emissions were 25,000 metric tons of carbon dioxide emissions (MTCDE) lower in CY2022 compared to CY2021. Greenhouse gas emissions for purchased electricity decreased 16 percent from CY2021 to CY2022. This is largely due to the reduced electricity purchased on campus. In addition to several Energy Action Plan projects that reduced energy consumption (discussed below), the power plant cogeneration system was online for the year. In addition to the overall purchased electricity reduction, the electric grid emissions factors (kilogram CO₂/kWh) decreased by nine percent in the New River Valley region.

- Transportation greenhouse gas emissions have been reduced across multiple categories including direct transportation; faculty, staff, and student commuting; as well as directly financed air travel. These reductions in CY2021 to CY2022 have reduced the campus footprint by about 8,000 MTCDE.

- The use of fertilizers on campus has decreased. When compared to the baseline year, 2019, emissions were reduced in this area by 5,500 MTCDE.

The pie chart shows the distribution of GHG emissions by source for the 2022 calendar year: The largest source of GHG emissions is purchased electricity (50 percent) followed by natural gas (27 percent).
Greenhouse Gas Inventory and Assessment Report

Since 2007, Virginia Tech has been monitoring GHG emissions from direct and indirect sources to assess its carbon footprint. It is often associated with the burning of fossil fuels for energy or transportation, but GHG emissions can result from many other sources. The Greenhouse Gas Inventory and Assessment Report is a quantitative analysis, critical for driving planning, policies, and operations that will continue to result in emissions reductions across the university. As Commonwealth, national, and worldwide leaders seek to limit or reduce GHG emissions by 2030, Virginia Tech is well positioned to do its part. As the university transitions its GHG emissions accounting to match the 2020 Climate Action Commitment's broadened demands, the CASEC GHG subcommittee and Office of Energy Management spent time creating a new protocol for GHG reporting so that Virginia Tech can have strong and consistent data to work with over the next decade.

The Greenhouse Gas Inventory and Assessment Report also serves as a resource for students, faculty, and staff to learn more about their associated impacts on the environment. As part of the 2020 Climate Action Commitment, the carbon the university accounts for with the Greenhouse Gas Inventory and Assessment Report has been broadened to include Scopes 1 and 2 emissions (direct and indirect energy usage), as well as a significant portion of Scope 3 emissions. Scope 3 emissions correspond to activities that many of us can influence through individual choices, such as commuting, purchasing, and waste management. The university will need dedicated action and support from the entire campus community to meet Virginia Tech's goal of carbon neutrality by 2030. The GHG Assessment uses SIMAP, the Sustainability Indicator Management and Analysis Platform, developed by the University of New Hampshire.
The Greenhouse Gas Inventory and Assessment Report was published in 2022 using 2021 data and an update is currently underway using 2022 data. The Office of Energy Management, the Office of Sustainability, and Dr. Sean McGinnis from the Green Engineering program have collaborated to develop these inventories. Historically, this project has had contributions through an experiential learning program for students. There will be further student engagement this academic year through a carbon sequestration independent study within the Virginia Tech Green Engineering program.

CASE Subcommittees
The Climate Action, Sustainability, and Energy Committee organizes subcommittees to address Climate Action Commitment goals and develop related implementation strategies.

GHG INVENTORY SUBCOMMITTEE
The GHG Inventory subcommittee manages the development of Virginia Tech’s Greenhouse Gas Inventory. During the 2022-23 academic year, the group finalized the 2021 GHG Inventory and Assessment and they worked towards developing the 2022 GHG Inventory and Assessment. The subcommittee is also working towards developing a strategy to include the Campus Tree Inventory into the campus carbon sequestration calculations, is exploring methods for analyzing the large amounts of dining/food data to estimate upstream food emissions, and is helping to inform carbon offset and RECs discussions.

CARBON OFFSET AND MANAGEMENT SUBCOMMITTEE
The Carbon Offset and Management subcommittee is working to develop strategies for Virginia Tech’s acquisition of carbon offsets including local and regional options to achieve net-zero emissions by 2030. Critical considerations for the task force include: defining acceptable carbon offset characteristics; identifying and prioritizing carbon offset options based on capacity, feasibility, quality, and cost; finding collaborators for internal carbon offset development; and working closely with the GHG Inventory subcommittee to estimate the magnitude of carbon offsets required in future years.

100 Percent Renewable Electricity

“Achieve 100 percent renewable electricity by 2030.”

Solar Project Development
A solar energy power purchase agreement (PPA) will help boost Virginia Tech’s Climate Action Commitment implementation efforts toward 100 percent renewable electricity by 2030. The Solar PPA project is currently in the construction drawing phase for installations on McComas Hall, Sterrett Center, Virginia-Maryland College of Veterinary Medicine, and Durham Hall. Approximately 1.3 MW of generation are anticipated to be in operation in late 2024. Thinking beyond the currently selected buildings for rooftop solar, the team is also pursuing a potential solar installation on the roof of War Memorial Hall and is working with the Office of University Planning to conduct a viewshed and glare analysis.
Energy System Efficiency and Total Steam Plant Conversion to Natural Gas

“Complete the total conversion of steam plant fuel to natural gas by 2025, plan for full transition to renewable steam plant fuel after 2025, and continue to improve efficiency of campus energy systems.”

Virginia Tech Power Plant

The Virginia Tech power plant is a co-generation asset that produces centralized steam and simultaneously uses some of the steam as a by-product to generate up to 6.25 MegaWatt (MW) of electricity. The steam turbine powered generator produced 26,094,411 kWh of electricity at the plant from July 2022 through June 2023. That electricity production offsets the electricity purchased by the university for distribution across campus and within Blacksburg. Co-generation increases the thermal efficiency of the Virginia Tech power plant, reduces greenhouse gasses and other emissions, and refocuses the infrastructure investments on distributed generation and smart energy options.

Figure 4 shows power plant fuel consumption and GHG emissions between FY2014 and FY2023. Power plant GHG emissions have been reduced significantly since the change in fuel source to natural gas nine years ago. Fuel consumption at the power plant increased 12 percent from FY2022, which can be attributed to weather events and the recent campus area increase.

While the power plant emissions increased slightly in FY2023, when compared to the baseline FY2019, greenhouse gas emissions have significantly declined. This can be attributed to several upgrades and efficiency initiatives. In fall 2021, a new natural gas fired boiler was installed along with a reverse osmosis (RO) system, which removes scale-forming salts from the boiler feedwater. This reverse osmosis system replaced the less efficient demineralizers in the plant and also reduced the handling of corrosive and dangerous materials in the plant. Additionally, the air dryer in the plant was recently replaced with a more efficient unit equipped with an energy management mode that allows for a longer drying cycle, longer
Campus Chilled Water Infrastructure

Virginia Tech completed its chilled water infrastructure capital construction project, a multi-year project beginning in July 2019. Previously, two on-campus plants, the North and Southwest Plants, distributed chilled water through an underground piping network to cool buildings across the Blacksburg campus. In addition to the installation of three state-of-the-art 3,000 chillers, roughly four miles of the new underground piping were installed across campus. This extensive network of piping enabled the connection of the North and Southwest Chiller Plants and standalone chiller systems into one continuous chilled water loop.

Demand Side Management

The Office of Energy Management within the Division of Campus Planning, Infrastructure, and Facilities guides the operations of the university to achieve tangible reductions in energy consumption on Virginia Tech campuses through the development and implementation of various Demand Side Management policies, initiatives, and projects.

Demand Side Management promotes energy efficiency through upgrading, retrofitting, and commissioning mechanical, lighting, building automation, and electrical systems in university buildings. While Demand Side Management is primarily concerned with reducing on-site energy consumption and related costs, it also supports the university’s commitment to sustainability. The benefits gained from the program include carbon footprint reduction, improvement of indoor air quality, and conservation of resources. The Demand Side Management program will help the university to be less vulnerable to sudden changes in the energy market and helps set the way toward a net zero energy future.

Virginia Tech Guidelines for Energy Efficient Design

The Division of Campus Planning, Infrastructure, and Facilities updated its Design and Construction Standards Manual (DCSM) in 2022 to ensure that the design and construction of buildings at Virginia Tech comply with the Virginia Energy Conservation code as well as ASHRAE 90.1. The purpose of the Virginia Tech Guidelines for
Energy Efficient Design is to formulate additional requirements that go beyond the applicable Energy Code and are specific to the university. The DCSM presents recommended design elements in ten sections, each representing a vital interrelated component of an energy-efficient design, including running a building energy simulation, efficient building shell design, windows and daylight harvesting, efficient use of lighting and power, heating and cooling, ventilation, local service water heating, building automation, renewable energy systems, and energy metering.

**Data-Driven Energy Optimization**

Using data to guide decisions and achieve energy efficiency at scale is at the core of the Energy Action Plan. The Office of Energy Management utilizes a combination of a central energy management platform and building-level energy data spreadsheets to monitor energy usage in real-time. New buildings are added to the energy management platform during construction and help to visualize real-time parameters of energy use. Building spreadsheets enable detailed analysis of the performance of buildings, especially concerning efficiency project savings achieved.

Through newly-installed smart meter and sub-meter infrastructure, energy data is stored in various campus systems that enable the Office of Energy Management and other users to identify potential projects and track energy usage per building. Practitioners can then identify energy consumption patterns to optimize lighting, ventilation, heating, and air based on demand. Data visualization can also help detect irregular spikes in energy usage.

The Office of Energy Management is currently working with other departments to develop a Master Metering Plan to provide enhanced metering capabilities on campus. This will ultimately enable more detailed and accurate cost accounting and budgeting for Blacksburg campus building users, along with providing even more data that can be analyzed. Upgrades to metering, controls, and data management are underway. Several buildings have migrated to a modernized platform that enables advanced automation and energy savings initiatives. Additionally, all metering data has migrated to the newly developed Operational Data Warehouse (ODW) system. This has improved real-time access to utility performance data through extensive dashboards and advanced analysis tools.

**Virginia Tech Electric Service**

Few universities serve the electrical needs of their surrounding communities – and none to the extent of Virginia Tech and the Virginia Tech Electric Service (VTES). VTES has been in the business of providing primary electrical distribution service to the Blacksburg campus and other roughly 7,000 customers for more than 100 years.

**Existing Building Energy Efficiency**

"Reduce building energy consumption to enable carbon neutrality by 2030."

Climate Action Commitment Goal 4.1 By the end of 2022 reduce electricity consumption (kWh) by 10 percent and electricity intensity (kWh/GSF) by 20 percent below 2006 levels.

Climate Action Commitment Goal 4.2 By 2030 employ energy management retrofit to reduce total energy consumption (Btu+kWh) in all buildings by 10 percent and Energy Use Intensity or EUI (Btu+kWh/gsf) by 20 percent below 2020.
Figure 6. Campus electricity consumption (kWh)/Area (SF) (Fiscal Year)

Figure 7. Campus energy consumption (MMBTU/Area (SF) (Fiscal Year)

Figure 8. Progress towards goal 4.3 (Fiscal Year)
The energy reduction intensity of 20 percent of the 2020 EUI is demonstrated in Figure 8. Virginia Tech is targeting this goal (0.15 MMBTU/Sq. Ft./Yr) by 2030.

More efficient buildings reduce GHG emissions as they reduce fossil fuel emissions created by electricity, steam, and chilled water generation. Building-level energy savings initiatives are underway with many additional projects planned.

Energy Action Plan 6

The Office of Energy Management is continuing to work on the sixth phase of the Energy Action Plan (EAP). The EAP 6 projects include the conversion of 3 buildings to a new Building Automation System (BAS) platform, an LED lighting overhaul of 10 educational and general (E&G) buildings, various retro-commissioning projects, additional energy metering installations, and chilled water system optimization.

Energy Action Plan 7

The Office of Energy Management has proposed the seventh phase of the Energy Action Plan to continue efforts for the implementation of the Virginia Tech 2020 Climate Action Commitment. EAP 7 proposed projects include improvements and modernization of the Building Automation Systems for 20 buildings, as well as an LED lighting overhaul for 20 buildings.

Building Automation System Upgrades

The Building Automation System is a critical tool for energy management operations. A recent BAS assessment identified and proposed efficiency opportunities through modernization and investments in the BAS. These upgrades are in progress.

LED Lighting Upgrades

In fall 2022, the Office of Energy Management completed the final phase of lighting audits on Blacksburg campus (71 buildings or 35 percent of the campus area) to develop plans for LED retrofits. The potential savings exceed 6.7 million kWh or roughly $629,800 in energy savings annually. These upgrades would also divert nearly 11,700 lamps from landfills.

Currently, 22 percent of the campus has LED lighting installed. Lighting retrofits are underway for 10 buildings under EAP 6 with plans to complete the EAP 7 in the next couple of years. In FY2022-23, LED lighting projects were completed in 10 buildings (430,000 SF) under EAP 5. These buildings include Henderson Hall, Williams Hall, Theater 101, Surge Space Building, Starrett Center, Shanks Hall, Major Williams Hall, Burchard Hall, Library Storage, and the Architecture Annex. These projects are expected to save 1,126,158 kWh annually.

Additional projects completed this past year include the Urban Horticulture Farm, Media Building, McBryde Hall stairwells, Kentland Dairy Farms, Virginia-Maryland College of Veterinary Medicine, Smith Career Center, the Virginia Tech Power Plant cogeneration room, the Brooks Center classroom/hallway, and the Torgersen Bridge exterior lighting. These projects were funded by the Office of Energy Management, as well as various sources including the Green RFP program.
Retro-Commissioning Efforts

The EAP 6 budget included a robust retro-commissioning (RCx) program. RCx is a systematic process applied to existing buildings for identifying and implementing operations and maintenance improvements within the heating, ventilation, and air conditioning systems to ensure their continued high performance over time. Retro-commissioning projects usually have a 10 year payback. These types of savings, when combined with other larger payback projects (i.e. solar) will help maintain overall energy fund simple paybacks within target values. RCx will continue to be a major contributor to reducing energy consumption on campus and will be instrumental in Virginia Tech meeting its energy efficiency goals in the updated Climate Action Commitment.

Laboratory Ventilation Optimization Project - Steger Hall North and South

In spring 2023, Virginia Tech installed a laboratory ventilation optimization system and program for Steger Hall North and South. Steger Hall was identified as a candidate for this air quality monitoring and optimization system installation, measuring and reporting air quality and safety in real time while reducing unnecessary energy usage. The project cost $400,000 and has annual energy cost savings of $73,000 (a 5.5 year simple payback period).

Fume Hood Assessment

In spring 2023, the Office of Energy Management completed an assessment of 783 fume hoods in 45 buildings on campus. The fume hoods were evaluated for safety and energy savings opportunities. The study provided an implementation roadmap for a fume hood program. A quick payback project for HVAC RCx and laboratory ventilation optimization in 20 buildings has begun. This is an $800,000 investment with less than a two-year simple payback period. It will yield a four percent annual energy reduction in campus usage.

Energy Savings Performance Contracting

Virginia Tech stakeholders are utilizing the Energy Savings Performance Contracting (ESPC) model, which would provide additional funding and resources for energy efficiency and infrastructure upgrades. The initial ESPC evaluation is underway.

Additionally, work is being done to develop financing strategies for energy management of auxiliary buildings, including the Division of Student Affairs and the Virginia Tech Athletics Department. Meetings and discussions are underway with the Virginia Tech Foundation on revenue-neutral energy efficiency improvements on Foundation-owned buildings used by Virginia Tech units.

LEED Operations and Maintenance Recertification Program

Virginia Tech launched its Leadership in Energy and Environmental Design (LEED) Operations and Maintenance (O&M) recertification pilot project, beginning with Moss Arts Center, which was originally LEED-certified by the U.S. Green Building Council (USGBC) in 2014. The LEED O&M program requires a year of actual building performance data collection and verifies ongoing high-performance and sustainable operations. The Office of Sustainability’s student interns supported the Office of Energy Management in the energy, water, waste stream, and occupant health and satisfaction data collection process. Currently Moss Arts Center,
Goodwin Hall, and New Classroom Building data collection is underway with plans to expand the program to the remaining eligible LEED-certified buildings on campus.

**Student Affairs Facilities and Operations**

Summer is a critical time for facilities and operations to upgrade and improve student housing, dining, student centers, and recreational sports facilities, in anticipation of student’s return to campus in August. At the end of summer 2022, the Student Affairs Facilities and Operations team concluded 10 total projects in just 14 weeks. Many of these projects focused heavily on reducing energy consumption to enable carbon neutrality for the university (Goal 4).

**WINDOW UPGRADES**

East Eggleston Hall underwent a rigorous $1,800,000 project that replaced all exterior windows on the unit by the end of summer 2022. New double insulated windows were successfully installed, barring supply chain shortages and a tight timeframe. Double paned windows effectively reduce the transfer of heat - preventing a heat gain and loss inside the building. The newly placed windows will contribute greatly to the university’s ongoing energy reduction effort by increasing efficiency and regulating moisture concerns.

**HVAC PROJECT PHASE II**

Following the first major HVAC project in the summer of 2021, Payne Hall Phase II was completed at the end of summer 2022. This is a $5 million multi-phase capital project that includes numerous building upgrades. Most notable is the HVAC piping system that moves the building from a two pipe system to a four pipe system. This new network creates an energy efficient system that also addresses air quality concerns within the building. The newly upgraded units will be able to reduce energy consumption through more efficient cooling and heating cycles throughout the year, while reducing emissions. This project addresses an ongoing humidity concern by reducing moisture in the residence halls, while increasing comfort levels.

**REC SPORTS LIGHTS**

The Recreational Sports and Marching Virginian Field Lights were upgraded to meet energy reduction goals in the summer of 2022. This project replaced light pole cables and upgraded existing fixtures with new LED lights.

**PEDDREW YATES & NEW RESIDENCE EAST HALL COMMUNITY KITCHENS**

In an effort to improve living space for our residents, a $200,000 renovation project was completed this past summer for two community kitchens. The projects replaced plumbing, lighting, finishes, casework and furniture. Working to meet the university’s Climate Action Commitment tenets, the project managers focused on utilizing sustainable materials:

- All Virginia Tech flooring is made up of 30 percent minimum recycled content.
- Carpeting contains 30 percent minimum recycled content.
- Installed carpet is enrolled in a “cradle to grave” program with Barrows – this means the company will remove and recycle old carpet, during future replacements.
- All adhesives and paints: low VOCs (volatile organic compounds)
- Whirlpool Range and Whirlpool Refrigerator are energy efficient models - this reduces energy consumption by 20 percent in a standard household annually.
- All new lighting is energy efficient LED, activated by motion sensor.
- Newly installed shades are 'partial blackout' to reduce solar gains.
- All ceramic tile is made up of 30 percent minimum recycled content.

**CREATIVITY AND INNOVATION DISTRICT RESIDENCE HALL (CID)**

The CID building houses experiential learning labs throughout the first floor of the residence hall. These labs utilize wood, metal, and paper products regularly. The Campus Planning and Facilities department has implemented a recycling partnership that allows the CID community to recycle scrap materials for reuse, as opposed to tossing them in the landfill. This program began in Feb. but is already improving material handling and promotes recycling over trashing supplies.

**COMMON AREA LIGHTS**

In summer 2023, Campus Planning and Facilities began replacing lounge and hallway lights in Peddrew-Yates Hall and New Residence Hall East. All fixtures will be upgraded through the academic year to LED and Slusher Tower will see similar changes. Student room and common hallway lights have been upgraded to LED fixtures.

**HVAC PROJECT PEDDREW-YATES AND NEW RESIDENCE HALL EAST**

Goals have been set to begin the next HVAC project at the beginning of Summer 2023. These upgrades will allow for improved air quality and better dehumidification. Fan-coils and air-handler units will be provided with different water temperatures - creating a more energy efficient system.

**DINING FACILITY UPGRADES**

Virginia Tech Dining Services is focused on utilizing locally sourced and sustainable food products. Local is defined as within 250 miles of Blacksburg or within the commonwealth. This past spring, the Dining Services sustainability team initiated conversations with primary vendors to create transparency and open communication regarding local, organic, and sustainable food expectations and goals. Dining Services has been able to track current use in these categories. This knowledge will allow Virginia Tech's chefs to continue to expand utilization of local and sustainable products during menu development.

In addition to the university’s 12-acre organic produce farm, Dining Services utilizes additional products that are produced on Blacksburg’s campus. The College of Agriculture and Life Sciences produces eggs, milk, and various protein products (beef, lamb, and pork) that our chefs consistently add to their menus.

This past summer, the Division of Student Affairs Facilities and Operations team worked with Dining Services to refresh Frank’s in Owens Hall. This project focused heavily on utilizing and converting to sustainable materials in the unit. All lighting was upgraded to LED. Ultra low flow plumbing fixtures were implemented at a rate of 1.0 gallons per minute. Renovation materials met several green certifications:

- **Acoustical ceiling tiles:** GreenGuard Gold certified and contain no VOCs
- **Cambria Quartz counters:** Declare certified, GreenGuard Gold certified for low VOC emissions.
- **Paints:** Zero VOCs
Wall tiles: Contain pre-consumer recycled material, zero VOCs, zero PVCs, and zero formaldehyde

Plastic Laminates: Contain 34 percent or greater post-consumer recycled wood fiber, GreenGuard Gold certified, and FSC responsible forestry certified.

New Building Energy Efficiency

“Operations of new buildings initiated by 2030 will be carbon neutral.”

LEED Standards

Designing for high energy efficiency in new buildings is necessary to achieve and maintain carbon neutrality and sustainable operations. The U.S. Green Building Council provides a green building certification program known as LEED, or Leadership in Energy and Environmental Design. This program scores buildings on their overall sustainability based on a points system scoring the building on various criteria such as energy and water efficiency, waste reduction, and various other features. Currently, Virginia Tech has 23 LEED-Registered buildings and an additional 13 in-progress LEED building projects (four pending certification, eight under construction, and one in design) totalling over 3.3 million gross square feet. The university has specified that all new buildings entering the design phase of construction that are greater than 5,000 gross square feet, or the renovation of such buildings where the cost of renovation exceeds 50 percent of the value of the building, shall conform to LEED Silver standards or better.

Designing a Sustainable Student Life Village

The university has been developing a Student Life Village master plan that proposes residential, well-being, recreation, dining, and enrichment spaces for up to 5,000 students on campus with sustainability as a component. The plan will focus on integrated, high-quality student-life offerings as well as living-learning programs, amenities, and public spaces to serve both on- and off-campus students. The Board of Visitors met in June 2023 to authorize the planning of Phase 1 of the Village. This represents a major step towards the Student Life Village becoming a reality.
as it allocates $19.5 million to provide preliminary designs (50 percent drawings) for sitework, landscaping, utilities, residential structures, dining structure, recreation, structure, roads, and pathways. A subsequent request for a construction authorization for Phase 1 may be considered after designs are underway and a firm scope, acquisition strategy, cost, funding, and schedule for Phase 1 of the Village are established.

**Design and Construction Standards**

The university’s Design and Construction Standards Manual (DCSM) outlines the philosophy, standards, recommendations, and requirements for the design and construction of campus buildings. As a component of the DCSM, the Guidelines for Energy Efficient Design address the energy efficiency and on-campus renewable energy utilization requirements for our campus buildings. These standards apply to all new construction, additions, and renovation projects on campus and are essential for fostering sustainability among new building projects.

**Agricultural, forestry, and land use operations will be carbon neutral by 2030.**

**Stroubles Creek Restoration**

Stroubles Creek is an approximately 12-mile-long stream that runs through the Town of Blacksburg, the Virginia Tech campus, and Montgomery County, Virginia, until it empties into the New River. Virginia Tech, in partnership with the Stroubles Creek Restoration Initiative and students from many organizations across campus, has been working to repair the riparian area along the segment of the stream leaving campus since 2014. Restoration efforts are partially funded through student proposals submitted via the Green RFP program.

In spring of 2023, 10,364 native trees and shrubs were planted with the help of 2,879 volunteer hours. Fifty-two different native species were planted along the stream and all plantings were equipped with 5-foot tall biodegradable tree shelters. Total planted stream bank length equals 11,982 linear feet or 2.27 miles. Total planted riparian acreage totals 23.05 acres. Efforts were also made to manage aggressive invasive vegetation through integrated pest management to promote the establishment of native species.

Another accomplishment of this year was the creation of the Riparian Buffer/Wetland Restoration Projects GIS layer. The map layer shows past and active project areas as well as potential future target sites for restoration.

**Figure 9. GIS layer showing riparian buffers and wetland restoration projects**
Bee Campus USA

Virginia Tech earned Bee Campus USA certification in spring 2022. This initiative is sponsored by the Xerces Society for Invertebrate Conservation. Bee Campus USA certification requirements serve as a guideline for affiliated campuses to increase their commitment to preserving these native pollinators. This is achieved through a long-term plan to increase native plant habitat, provide pollinator nesting sites, reduce pesticide use on campus, and develop pollinator conservation education and outreach opportunities for the campus community. The Virginia Tech Bee Campus Standing Committee is composed of dedicated and enthusiastic students, faculty, and staff from multiple disciplines across campus.

During the 2022-23 academic year, the committee expanded the Hillcrest pollinator habitat with the help of student volunteers during Earth Week. The habitat more than doubled in size and species variability, providing even more habitat for native pollinators. Two additional pollinator habitats were installed in the roundabouts on the east side of the Drillfield, which Office of Sustainability staff, in partnership with Facilities Operations, helped maintain over summer 2023 while students were away. Staff volunteer maintenance helped prevent the use of herbicides in the space. All pollinator habitats were funded through innovative means, such as partnerships with the Honors College and the student Green RFP program.

Management of Lawn and Grounds

Virginia Tech’s turf and grounds cover approximately 300 acres. Although lawns and grounds do not adhere to a prescribed Integrated Pest Management plan, they are maintained with herbicides for broadleaf weeds and invasive plant material.

All lawn mowers utilize mulching blades for normal mowing operations. This allows the grass clippings to be used as mulch for the lawns. Virginia Tech no longer vacuums areas of the lawn that have clippings built up but rather use high-velocity blowers to distribute the clippings evenly across the lawn. Additionally, in the fall, the mulching mowers are used to chop leaves to avoid the need to collect leaves and transport them off the Blacksburg campus. All tree limbs less than four inches in diameter are also chipped and used on campus to mulch areas under large canopy trees and stormwater management facilities.

Landscaping Native Preferences

The Virginia Tech Design and Construction Standards Manual states that “native plants will be used to the maximum extent possible.” See Section 4.7.6.1.7. The DCSM also considers energy-efficient landscape design strategies and states, “a landscape of predominantly long-lived shade trees with accents of flowering and evergreen trees is preferred. To simplify maintenance, shrubs should be planted in masses, avoiding complicated multi-species arrangements while serving a specific function (screening, traffic control, unmowable slope cover, etc.).” Designing landscapes with maintenance in mind limits the creation of spaces that require intensive care with lawns and other maintenance equipment and, as a result, less emissions.

Homefield Farm

Homefield Farm is a partnership between Dining Services and the School of Plant and Environmental Sciences within the College of Agriculture and Life Sciences (CALS). This is a 12-acre farm that grows vegetables, fruits and herbs for Virginia Tech Dining Services. It is the only certified organic operation owned by a university in Virginia. Homefield is also good agricultural practices (GAP) certified which ensures that crops are produced,
packed, handled, and stored to reduce risk of food safety hazards. Our farm staff produces roughly 45,000 pounds of produce annually - it all goes directly to our dining centers to be served to our students. This partnership serves as a site for experiential learning, research, and community outreach. The overarching goal is to produce locally and educate our students on the source of their food. Homefield Farm is a supporter of sustainable events on campus and can also be found in Xpress Lane on occasion.

This year our farm manager worked closely with chefs to produce specific needs for fresh menu items, campus events, and Limited Time Offerings. In addition to numerous varieties of fruits and vegetables, Homefield Farm started a few long term projects - shiitake mushrooms, asparagus, and blueberries. These items will produce large harvests for years to come.

Specific to the university’s commitment for 100 percent utilization of Homefield Farm products, one of Dining Services’ chefs commits their summer months to canning and food preservation. Chef Mortiz orders items from the farm such as tomatoes, onions, carrots, potatoes, and herbs, among other produce, to produce large portions of sauces and soups. These food products will then be canned, frozen, and otherwise preserved for service during the academic year. Their commitment to locally sourced, farm fresh produce helps Homefield Farm flourish and offers students an enhanced dining experience throughout the year.

May of this year brought back the volunteer program to Homefield Farm. This is a venture that allows students to work alongside our farm staff to gain hands-on experience and skills cultivating and harvesting produce.

In addition to our volunteer program, we’ve opened an internship position with the Sustainability Manager that focuses heavily at our farm location. This student will help bridge the gap between the farm and student education on campus. The intern will work with the Sustainability Manager and farm staff to reintroduce farm stands to the Blacksburg campus during the coming academic year.

Management of Crop Lands

Virginia Tech’s crop and farm lands cover approximately 1,800 acres. All 1,800 acres are maintained in accordance with a four-tiered Integrated Pest Management (IPM) Plan as follows:

- **Action Thresholds**: Each of our crops (corn, alfalfa, barley, grass hay, pasture) is grown over numerous fields through the College of Agriculture and Life Sciences farm system. Each field is treated separately in the IPM plan so we never treat an entire crop as one unit when making applications; instead, it’s handled one field at a time. A manager is regularly scouting fields to determine what, if any, course of action is required. Applications are only made if the manager thinks crop losses will outweigh application expenses.

- **Monitor and Identify Pests**: Managers regularly monitor crop needs, identifying pests and pest damage. Managers only take actions when warranted, not as a standard practice.

- **Prevention**: The goal is to use the lowest possible rates possible to control pests. Concentrated pesticides are purchased in bulk containers to reduce plastic container waste.

Catawba Sustainability Center

Virginia Tech’s Catawba Sustainability Center is a 377-acre farm property situated in the Catawba Valley of Virginia. The center serves as a living laboratory to advance environmental stewardship and community engagement to provide a learning environment for research, teaching, and demonstration of sustainable practices in agriculture, forestry, and land management.
As a site managed by Virginia Tech’s Outreach and International Affairs, the work at the Catawba Sustainability Center exemplifies the notion that learning is interdisciplinary and occurs in both the classroom and on the farm. Currently, Associate Professor of Practice in the College of Natural Resources and the Environment (CNRE) Ron Meyers, in partnership with the Office of Sustainability, has been conducting a feasibility study for agrivoltaic solar potential on the site. We expect the result of this survey in Fall 2023.

The Catawba Sustainability Center offers a space for faculty, students of all ages, community members, and visitors just passing through to learn about sustainable agriculture production, agroforestry, water quality monitoring, wetland restoration, and more.

**Urban Forestry**

Virginia Tech takes a holistic approach to campus urban forestry and management of university lands. This approach, rooted in planning, collaboration, education, and community engagement, helped the university earn Tree Campus Higher Education recognition for the 15th consecutive year in 2022.

Leading Virginia Tech’s urban forestry efforts is Urban Forest Manager and University Arborist Jamie King, who joined the Division of Campus Planning, Infrastructure, and Facilities in 2019. Trees are among the most visible representations of Virginia Tech’s commitment to environmental stewardship and tree preservation, reforestation, and education are prescribed throughout a number of key university frameworks, including the Campus Master Plan, the 2020 Virginia Tech Climate Action Commitment, and the Virginia Tech Blacksburg Campus Urban Forest Master Plan (UFMP), which is currently in under Campus Planning, Infrastructure, and Facilities leadership review.

Since 2008, more than a thousand canopy and ornamental trees have been planted on the Blacksburg campus and many more thousands have been planted in riparian areas on Virginia Tech lands. Over the 2022-23 planting season, more than 500 landscape trees were planted across the core campus as part of tree replacement programming and capital projects. Many of these trees were planted with support from partners in the Office of Sustainability, CNRE, the Division of Campus Planning, Infrastructure, and Facilities, and the Virginia Department of Forestry offering students immersive learning experiences and public service opportunities, all centered around urban forest management and environmental stewardship on campus. These programs include hands-on academic sessions at campus trees and forests, tree planting events throughout the year, and urban forestry student internships.

A complete field inventory of trees on Virginia Tech’s Blacksburg campus was completed in 2018 and the report can be obtained on the Virginia Tech Facilities website. A collaboration among the Division of Campus Planning, Infrastructure, and Facilities and CNRE, the inventory includes tree identity, precise location, measurements, health, and condition details for trees all over campus. As of July 12, 2023, the Blacksburg campus is home to approximately 11,510 living trees are logged in the Core Campus Tree Inventory.

The graphical representation of the Campus Tree Inventory is seen in Figure 10. Each dot represents campus urban trees including the trees located in the old growth forest adjacent to Lane Stadium. Some urban trees and various larger forests are not included and require future inventory and assessment. This resource helps guide tree preservation and maintenance as well as promoting education and awareness as the Campus Tree Inventory and Interactive Tree Map is available online for public access.

“Trees play an integral part in maintaining a sustainable campus. They help support air quality, water quality, energy conservation, stormwater management, carbon capture and storage, wildlife habitat, and community wellbeing, all while creating spaces on campus that serve as a living learning lab.”

— Jamie King, University Arborist
Carbon stored in campus trees: 
4,573 TONS = $566,214
When we utilize urban wood resources from campus, we store this carbon for much longer.

Stormwater mitigated every year: 
257,072 FT³ = $17,184
Slower runoff = Healthier VT Streams

Carbon sequestered every year: 
59.75 TONS = $7,751
Campus trees and other VT forests offset university carbon emissions by ~3%

Air pollution removed every year: 
2.7 TONS = $6,459
Cleaner air = Healthier VT community

Replacement Value of the Blacksburg Campus Urban Forest

$30,622,817
The total value of the structural and environmental benefits provided by the trees on the Blacksburg campus was included in the 2018 inventory and analysis. The data collected as part of this project was analyzed with software developed by the United States Forest Service called i-Tree Eco, a tool that models the structure of an urban forest and how trees influence the world around them. The software then analyzes the results and quantifies the environmental benefits provided by the inventoried trees to the community.

Virginia Tech’s trees sequester and store enough carbon every year to offset approximately three percent of the carbon produced through total university operations (Randolph 2020, Figure 10). As trees are removed through management operations, the wood may be utilized for student academic projects, construction and woodcraft, wildlife habitat, or mulching materials, continuing the storage of carbon, sometimes for many generations. These trees also slow the runoff of stormwater on campus, reducing severe flooding events and improving water quality. The leaves on campus trees filter particulates and pollution from the air; this air quality improvement allows the community to experience fewer respiratory health challenges.

If Virginia Tech were to replace every tree recorded in the Blacksburg Campus Tree Inventory with the largest commonly available planting stock, the expense would amount to almost $31 million. This analysis does not account for the generations required for trees to mature and provide the benefits the Virginia Tech community enjoys today. These assets require continued investment in maintenance and protection to maximize tree benefits, including carbon capture and storage, for generations to come.

Currently, the urban tree canopy (UTC), the percentage of surface area covered with tree leaves during the growing season, at Virginia Tech is 14.7 percent (Hwang and Wiseman 2020). In 2019, 20.9 percent of colleges and universities in the U.S. reported having a campus tree cover goal (8.7 percent) or were currently developing one (12.2 percent) (Schmitt-Harsh 2019). The UFMP proposes a Virginia Tech Tree Policy that establishes an UTC goal of 25 percent, an increase of tree leaf area equivalent to 108 acres, by 2050. This goal supports carbon capture and storage on Blacksburg’s campus and will contribute significantly towards campus carbon neutrality while providing all of the other environmental and social benefits described in detail above.

Another assessment, conducted in 2019-2020 by students in the Urban and Community Forestry course in CNRE utilized a sample-based photo interpretation method to determine UTC of specific campus districts (Byers and Wiseman 2020). The students utilized an application called i-Tree Canopy, a software developed by the United States Forest Service, that combines aerial photographs with ecosystem models to determine estimates of land cover types and the ecosystem services provided by UTC cover at specific locations. This land cover data is created through a process called sample-based photo interpretation where analysts classify land cover types through statistical point sampling, allowing fast and inexpensive UTC reports. The i-Tree results report 16.9 percent UTC campus-wide, allowing comparison of UTC and ground cover data between districts across the Blacksburg campus. The results only differ slightly from the earlier Hwang and Wiseman 2020 study (14.7 percent campus-wide) due to differences in imagery dates and analysis methods. The final report illustrates the UTC relative to other ground covers in each zone on Blacksburg’s campus and the results of the primary campus districts are illustrated in Figure 11. Districts with high UTC include Oak Lane (28.4 percent or 10.9 acres), Meadow (27.8 percent or 18.9 acres), and Drillfield (23.4 percent or 5.4 acres). The Drillfield district tree canopy is relatively high when considering the canopy is restricted to the edges of the Drillfield district. These districts show great contrast when compared to districts with low UTC like Athletics and Recreation (4.5 percent or 8.3 acres), North Academic (10.1 percent or seven acres), and Northeast and Upper Quad (8.2 percent or 2.4 acres). This assessment informs tree planting
and preservation priorities across the campus so tree benefits, including carbon capture and storage, are maximized as more complete tree planting and preservation plans are developed to maximize plantable space tree protection in districts with challenging constraints.

Each year the urban forestry team conducts tree assessments focused on safety and preservation within the Old-Growth Forest by Lane Stadium and across the campus. These risk assessments are scheduled and executed as a means to continue the preservation of campus trees and help ensure the safety of the campus community. The proactive assessments focus on trees adjacent to pathways and campus thoroughfares. Ongoing inspections, tree risk assessments, and maintenance activities are critical tools in advancing Virginia Tech's tree preservation commitment, natural resource management goals, and the Climate Action Commitment. These assessments and operations are conducted in close alignment with the University Arboretum Committee and the Virginia Tech community.

In partnership with CNRE professor and tree physiology expert John Seiler and the urban forestry team, Virginia Tech was awarded a Virginia Department of Forestry Urban and Community Forestry Assistance Grant to plan and execute a complete inventory of trees in the old growth forest adjacent to Lane Stadium. Throughout the summer of 2022, a crew of student interns conducted a census of trees four inches in diameter and greater that included performing measurements and assessments of each tree for data to input into i-Tree for ecological analysis. The resulting report details the ecological services provided by the forest to the Virginia Tech community and allows development of a detailed conservation and management plan for the old growth forest adjacent to Lane Stadium in the coming years. More than 50 different species make up the 1,711 tree inventory in the forest providing 1,016.51 tons of carbon storage and 15.7 tons of sequestration each year.

Other inventory and urban forest assessment projects are ongoing including a campus legacy tree analysis conducted by urban forestry intern Grace Steger. Throughout Steger's internship with the urban forestry team, they have identified potential legacy trees across Virginia Tech's Blacksburg campus, assessed each tree for criteria to meet the legacy tree status, appraised qualifying trees to report each tree's asset value, and prescribed tree protection zones for reference during campus development. This sub-inventory is a huge asset for the university as campus development, facility replacement and renovation, and infrastructure projects are planned and executed allowing the university to better preserve and protect its most precious tree assets.

Throughout each academic year, University Arborist Jamie King explores campus trees, discusses the Urban Forestry Management Program, hosts hands-on learning opportunities and lectures for courses across the university, and leads campus urban forest tours for various community groups. Notable examples in 2022-23 include outreach and demonstrations with Radford High School and an urban forest tour for the Virginia Master Gardener College hosted by the Virginia Cooperative Extension where participants learned the history of many of the famous trees of Virginia Tech while also receiving personal perspective and context concerning the future of trees and other natural resources on campus.

For Arbor Day 2023, the urban forestry team partnered with CNRE, the Earth Week Committee, and the Undergraduate Student Senate to host a legacy tree planting ceremony at the old growth forest adjacent to Lane Stadium. Participants learned the story of the legacy white oaks grown from seeds collected in the forest and a tree planting demonstration was conducted near the Virginia Tech Engage Center.
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Climate Action Commitment. These assessments and operations are conducted in close alignment with the university’s Climate Action Commitment. These assessments and operations are conducted in close alignment with the university's Climate Action Commitment, natural resource management goals, and the University Arboretum Committee and the Virginia Tech community.

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Virginia Tech transitioned to a single-stream recycling system on July 1, 2015. Recyclable materials are transported from the university to the Montgomery Regional Solid Waste Authority, weighed, and further transported to Recycling and Disposal Solutions in Roanoke, Virginia. Recycling and Disposal Solutions serves as the recycling hub for the region, receiving materials from both the New River and Roanoke Valleys. Solid waste materials are transported from the university to the Montgomery Regional Solid Waste Authority, weighed, and transported to the local landfill operated by the New River Resource Authority (NRRA) in Pulaski County in Dublin, Virginia.

In 2022, Virginia Tech reported 6430 tons of principal recyclable materials which included 304.83 tons of food waste, 287 tons of fiber (paper and cardboard), and 242.04 tons of commingled materials (single-stream recycling). Virginia Tech reported 4631 tons of municipal solid waste (trash). The university’s recycling rate was 60 percent and the waste diversion rate (waste kept out of the landfill) was 78 percent.

Virginia Tech, the Town of Blacksburg, the Town of Christiansburg, and Montgomery County are the four jurisdictional members of the Montgomery Regional Solid Waste Authority. Located in Christiansburg, MRSWA operates a transfer facility that receives the majority of the university’s principal recyclable materials (PRMs) and all municipal solid waste (MSW).

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**Zero Waste Campus**

“**Virginia Tech to become a Zero Waste Campus by 2030.**”

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2022 Recycle Rate Report

In compliance with Virginia’s Department of Environmental Quality, Virginia Tech completes an annual recycling rate report. These reports provide details on specific materials collected on campus. For CY2022, Virginia Tech reported 6430 tons of principal recyclable materials which included 304.83 tons of food waste, 287 tons of fiber (paper and cardboard), and 242.04 tons of commingled materials (single-stream recycling). Virginia Tech reported 4631 tons of municipal solid waste (trash). The university’s recycling rate was 60 percent and the waste diversion rate (waste kept out of the landfill) was 78 percent.
Zero Waste Consultant Work

Virginia Tech hired Reduction In Motion to help determine what steps should be taken to make progress toward the goal of becoming a zero waste campus by 2030. Work in FY23 focused on interdepartmental waste programs collaboration, organic waste separation on campus, efficiency of hauling equipment and processes, and feasibility of an on-site composting facility. The consultant team worked with an interdepartmental group of stakeholders in fiscal year 2023 to complete an assessment that included two week-long site visits and monthly stakeholder calls.

Next steps determined by the consultants are as follows:

1. Improve zero waste subcommittee planning and reporting.
2. Develop one consistent zero waste communications plan for the entire university to follow.
3. Establish equipment and communication standards for all outdoor waste holding areas used by students and staff.
4. Use the zero waste communications plan to first improve front-of-house and back-of-house recycling and composting from dining services.
5. Establish a zero waste events subcommittee dedicated to developing tools and projects to reduce waste and increase waste diversion at small and large events of all types on campus.
6. Establish a zero waste residents sub-committee dedicated to developing tools and projects to educate all residents on waste separation guidelines and empower residents to be zero waste champions.
7. Use the zero waste committee to facilitate the steps necessary to produce a development and operating proposal for an on-site composting facility at Kentland Farm.

Y-Toss

Coordinated by the YMCA at Virginia Tech, Y-Toss is one of the largest sustainability events on Virginia Tech’s campus. Each year, the program collects gently used items, such as furniture and clothing, from the residence halls during student move-out. Those items are then made available to students during a fall move-in sale at greatly reduced prices. All of the profits from the sale support YMCA student programs.

Collection was held from May 5-10th, 2023 during move-out. Eight PODS storage containers were set up across the residential side of campus to collect donated goods. With the help of 45 volunteers, over 1,000 pounds of clothes, 100 pounds of food for Meals on Main, and 400 pounds of linen were collected.

Since the program’s inception in 2015, with the help of partners, sponsors, and volunteers, Y-Toss has diverted over 100 tons of gently used household items from the waste stream. At the same time, the program has engaged over 1,300 community volunteers and generated over $60,000 to support student-led programs.

Compost and Waste Reduction

Dining Services has diverted over 7,000,000 pounds of waste from the landfills through its composting program. Since 2009, Dining Services has made composting a core foundation in their waste management systems. Compost from our units is consolidated by our waste contractor, Meridian Waste, and then delivered to our composting facility, Royal Oak Farm. Royal Oak Farm is a local family-owned business that converts waste to rich soils.
As of Spring 2023, we are improving the efficiency of our waste management program by implementing a new waste labeling system across all back of house units. By utilizing color-coded bins and labels, we will increase efficiency, unify our system and improve training mechanics. In addition, we will be developing new training posters for our dishrooms to improve understanding and clarity when staff is sorting waste.

Similarly, in June, we began the process of auditing our front of house waste receptacles for lucidity and uniformity. Along with our marketing team, the sustainability division will begin implementing the new waste management program to our dining rooms. This implementation will create a cleaner and more cohesive look that should assist students when self-sorting their waste.

**Sustainable Products**

Since 2014, Dining Services has been offering a free reusable to-go program that reduces waste in our landfills. The program is simple — Eat, Return, and Repeat! The Dining Services sustainability team is continuing to work on outreach programs with both the Division of Student Affairs and faculty researchers to promote the use of containers and increase return rates. In addition, we are currently working to push china initiatives in our centers. This concept promotes in-house meal consumption and therefore reduces single use products in our waste streams from to-go packaging.

In Fall of 2022, all single-use plastic to-go utensils were replaced in our dining centers with compostable flatware. Across campus, you will find flatware dispensers that house compostable forks, spoons and knives for students on the go. These items can then be sorted into compost bins after use and contain no additional packaging.

As a continuation of our flatware change, we are currently undergoing a disposable product review across all dining facilities. In an effort to meet our university goal for zero waste, we aim to eliminate all grab-and-gobble non-recyclable plastics in our centers and promote compostable products where possible. This will be a long-term ongoing effort.

**Race to Zero Waste**

Virginia Tech participated in Race to Zero Waste, a competition between universities in the U.S. and Canada to reduce waste, increase recycling, and raise awareness of conservation efforts from Jan. through March of 2023. Participating in this challenge helped raise awareness about waste management practices on campus as well as educated people on the roles they play within the larger system of waste at Virginia Tech.

The competition offers different levels of participation depending on a university’s goals. Virginia Tech participates in three categories. The first is diversion, looking at how much of the waste produced on campus is rerouted from landfills to be recycled or donated. The second category is per capita recycling, which normalizes waste generation across universities by looking at how much waste is generated per person on average. Finally, the third category is food organics, which examines how much food waste is composted, but also takes into consideration any measures taken to reduce food waste in the first place.
Establish the Sustainable Procurement Policy and Procedures by 2022.

Sustainable Procurement Policy

In accordance with the Virginia Tech Climate Action Commitment, the Virginia Tech Procurement Department recognizes its responsibility to support the university in its efforts to minimize negative impacts on health and the environment while supporting a vibrant campus community and local economy. The Procurement Department recognizes that products and services have inherent social, health, environmental, and economic impacts and that the department should make procurement decisions that embody the university’s commitment to sustainability whenever possible.

Climate Action, Sustainability, and Energy Committee’s Sustainable Campus Culture, Engagement, and Sustainable Choices Subcommittee

Over this past academic year, the Campus Culture, Engagement, and Sustainable Choices subcommittee met four times. The first few meetings were held to align the goals of the group and brainstorm ideas on how to take them forward. Some of the most important discussions have revolved around incentivizing participation in the Green Office and Green Labs Certification programs, designing strategies to get department heads more involved in such programs, and initiating conversations with colleges to practice sustainable purchasing practices.

The goal of the subcommittee is to eliminate barriers to sustainable behavior on campus. The subcommittee engages students, faculty, and staff in moving forward with the creation of a culture on campus that aids sustainable choices.

The members of the subcommittee discussed Virginia Tech’s Sustainable Procurement Policy in great depth and discussed ways to make it more actionable and implementable. The subcommittee aligned on revising the policy in a way that eliminates barriers that offices or labs may be facing in terms of procuring basic materials that are sustainable or green certified. With regards to this the members viewed it important to highlight businesses or manufacturers that sell sustainable products. HokieMart currently indicates businesses that are small, minority-owned, or women-owned. Taking this view forward, two members of the subcommittee met with the Procurement Team to understand their role and current efforts in establishing ‘campuswide sustainability’ as part of Virginia Tech Procurement Policy. On reporting back to the subcommittee, the members decided to target small purchases and reorient the purchasing patterns to be more sustainable as part of the future action plan.

Discussions also revolved around building awareness regarding the Green Office and Green Labs Certification programs. Presently two members of the subcommittee work in labs and assisted in establishing an understanding of what it takes to adopt sustainable practices in a lab. Learning from their experiences, conversations with other lab managers were initiated. Taking this thought forward, an Earth Week event ‘The Making of a Green Lab’ was held on April 21, 2023. The event was well-attended and provided an opportunity to get the word out on the advantages of participating in the program. Conversations with lab managers across campus have been continued to widen the network of participants in the certification programs.
Looking ahead, the members of the subcommittee are/will be working on the following action points:

- Reaching out to the colleges regarding their purchasing patterns and initiating a conversation on drafting a resolution to become a paperless college and in turn a paperless campus. The idea is to pilot the resolution within the College of Liberal Arts and Human Sciences, as their purchasing patterns are more conducive to the program.
- Reworking the details on the reusable to-go container program – members of the subcommittee will be supporting research headed by faculty members at Pamplin College of Business and the College of Architecture, Arts, and Design to eliminate barriers faced by students in returning reusable containers to the dining halls.
- Outreach on Green Office and Green Lab Certification Programs – the members will continue advancing efforts on increasing participation in both.
- Reaching out to additional faculty members that are experts in the fields of social psychology and behavioral economics to help drive the goals of the subcommittee with a focus on using social marketing in diminishing barriers to sustainable behavior on campus.

**University Policy 5505: Campus Energy, Water, and Waste Reduction**

University Policy 5505 plays an integral part of Virginia Tech’s procurement process. This policy ensures that Virginia Tech follows the three R’s of waste reduction (reduce, reuse, and recycle) by minimizing waste on the front end through procurement of products as opposed to just focusing our efforts on products’ end-of-life disposal.

The Climate Action, Sustainability, and Energy Committee initiated a round of substantial revisions to Policy 5505 “Campus Energy, Water, and Waste Reduction” in the spring of 2022. This represents the first major update to the policy in six years. The revisions came in response to Virginia Tech’s 2020 Climate Action Commitment and were meant to bolster the policy to help the university achieve those goals. There are several goals that align well with Policy 5505 and they are as follows:

- **Goal 4** – Reduce building energy consumption
- **Goal 7** – Achieve a zero waste campus
- **Goal 8** – Establish a sustainable procurement policy and procedures
- **Goal 9** – Reduce transportation related GHG emissions and single occupancy vehicle commuting
- **Goal 12** – Diminish barriers to sustainable behaviors
- **Goal 13** – Implement the Climate Action Commitment at a high level of university administration and governance

The most substantial change to the policy is the inclusion of section 3.7 Procurement, which references our current sustainable procurement policy. This section was included due to the positive impact that environmentally conscious purchasing can have on limiting waste of all forms. All other sections received minor changes to listed considerations, titles, links, and descriptions to better align with the new Climate Action Commitment. These changes were suggested and/or reviewed by various committee members involved in the Policy 5505 taskforce or subject matter experts around the university. This resulted in the policy updates gaining approval in summer of 2023.
Building Material and EV Charging Sustainability

Virginia Tech’s Design and Construction Standards Manual (DCSM) outlines the philosophy, standards, recommendations, and requirements for the design and construction of campus buildings. The DCSM requires that Life Cycle Cost and Energy Analyses are considered through a project and the results of such analyses should inform purchasing decisions for materials used within projects. The goal of these guidelines is to have more sustainability-minded design practices implemented throughout the building process.

The DCSM also adds in considerations for electric vehicle charging station design guidelines which can be found in section 4.9.9 of the manual. These guidelines include topics of consideration such as location, equipment, electrical, and sign placement.

Transportation GHG Emissions Reduction

“Reduce single-occupancy-vehicle commuting to campus by 20 percent by 2025 and reduce transportation-related GHG emissions by 40 percent by 2030.”

Department Rebranding

In January 2023, Sustainable Transportation rebranded as Sustainable Transportation. This change helped increase alignment with Virginia Tech’s Climate Action Commitment. Sustainable Transportation was increasingly involved in planning for electric vehicles, which are not always driven with two people but still play an important role in the university’s efforts to reduce GHG emissions. More broadly, this rebrand was part of an effort to have non-drive-alone transportation modes be on the same level as driving alone. It’s not necessarily an “alternative,” it’s just another option.

Multi-Modal Transit Facility

The product of decades of planning led by the Town of Blacksburg, in close coordination with Virginia Tech, the Multi-Modal Facility project will deliver a central transportation hub and Sustainable Transportation facilities in the vicinity of Perry Street, embedded within the North Academic District. Construction of the Multi-Modal Transit Facility began during academic year 2020-21 and has continued to progress. Construction is estimated to be completed in its entirety and operational by Spring 2024.

Bike Census

The bike census is an annual analysis of bike parking conditions on campus. It was performed through the Sustainable Transportation Department on Sept. 20th, 2022. The purpose was to evaluate the condition of the bike racks around Blacksburg’s campus, count the number of bikes at each rack and compute a utilization percentage, as well as update any other information necessary. From the census, the Sustainable Transportation Department identified highly utilized bicycle racks that need increased capacity in the area. Bike racks in poor condition or fair condition were also recognized and noted.
Electric Vehicle Charging Stations
The first publicly-available EV charging stations were installed on campus in Nov. 2021. There are three level 2 charging stations in the Squires Lot with a total capacity of six vehicles. One of the spaces is an accessible parking space. These charging stations have recorded over a thousand charging sessions from more than 417 unique drivers. This is a huge increase from the 187 unique drivers that we saw in FY22. The use of these charging stations has resulted in the avoidance of 27,765 kg of GHG emissions; that’s over three times the kg avoided in FY22.

Electric Buses
Blacksburg Transit added five more electric vehicles to their fleet, bringing the total number of electric buses to 10. This represents 19 percent of their total fleet. Twelve more electric buses are on order and should arrive in a year and a half. Blacksburg Transit also has nine hybrid electric buses and is on track to be fully electric by 2032.

Sustainable Transportation Fair
Sustainable Transportation hosted the Sustainable Transportation Fair on August 25, 2022 to communicate transportation options available to all faculty, staff, and students at the start of the fall semester. The fair highlighted current programs and explored future opportunities for transportation. Representatives from Blacksburg Transit, the Office of Sustainability, Hokie Wellness, the Virginia Tech Police Department, Recreational Sports, RIDE Solutions, and more were on hand to talk to attendees about the services they offer and answer any questions. People had the opportunity to learn how Sustainable Transportation is promoting modes of transportation beyond single occupancy vehicle commuting to decrease Virginia Tech’s greenhouse gas emissions and improve campus life.
Hokie Bike Hub

The Hokie Bike Hub is a free bike repair and maintenance workshop for Virginia Tech affiliates. Cyclists have access to tools and one-on-one help for self-service bike repair. They can also attend bike maintenance workshops and other cycling-related classes. The Hokie Bike Hub has become the home of bicycling on campus and serves as a social space for cyclists to interact and learn from one another. Having a space like this available for free on campus can help encourage and support the use of bicycles as a mode of transportation.

There were 3,232 visits to the Hokie Bike Hub last fiscal year. This represents a 22 percent increase over the previous fiscal year. The top five reasons for visiting the Hokie Bike Hub last year included: pumping/repairing flat tires, routine maintenance, brake issues, parts replacement, and shifting issues.

Climate Action Living Laboratory

“Integrate the Climate Action Commitment into Virginia Tech’s educational mission through the Climate Action Living Laboratory beginning in 2021.”

Experiential Learning Partnerships

The Office of Sustainability has continued its long history of working with staff, faculty, and students to build climate action learning opportunities. In the 2022-23 academic year we worked with over 10 classes from a variety of colleges. Some of these partnerships were ones we had built in previous semesters, such as Chair and Associate Professor of Urban Affairs and Planning Todd Schenk’s course proposing Green RFP projects. Others were new partnerships including working with Assistant Professor in Industrial Design Yoon J. Choi’s course to build better receptacles for reusable to-go containers or working with the living learning initiatives.

Additionally, during summer 2023 several CALL pilot projects were initiated as a way to scale up the Office of Sustainability’s engagement with faculty and students. These pilot programs were testing how we could supply funding for research projects across campus that would strongly benefit the host department and simultaneously add new experiential learning opportunities. These included a building energy efficiency audit, a solar feasibility study for the Catawba farmsite, and a review of the university’s maintenance protocols. By leveraging university expertise, the goal for these pilot projects is to prove that we can accomplish vital infrastructural and educational work at a fraction of the cost of what we would pay outside consultants or specialists, which would both save financial resources and add new learning dimensions. The results of these pilot projects will be available in the 2023-24 academic year.

We also took steps to create internal documentation as a way to track our ongoing experiential learning partnerships. This lets us map our relationships year after year as the Office of Sustainability increasingly leverages academic partners.

Climate Action, Sustainability, and Energy Committee’s Climate Action Living Lab Subcommittee

The Climate Action Living Lab (CALL) subcommittee met throughout the academic year to build out documentation for defining the shape of the CALL. The CALL will be an interdisciplinary and collaborative group that incentivizes research projects that improve the built environment of campus and implement the Climate Action Commitment; however, the institutional home for the CALL has been reopened for investigation and discussion.
The bulk of this year’s discussion was about how to form the CALL and bring it into existence at Virginia Tech. To this end, the group talked about ongoing CALL projects, exploring some successful existing partnerships between the Office of Sustainability and different faculty that have continued to provide fruitful experiential learning opportunities for students. The group also discussed new and exciting partnerships such as between the CASE team and an Honors College faculty member specifically meant to advance the CALL.

The subcommittee also spent time reviewing an executive summary document drafted by Climate Action Fellow Jack Leff to provide a central vision for the CALL. Conversations were held to receive input from people who want to be part of the CALL; their feedback will be incorporated into future drafts to be shared with the subcommittee for further iterations during the 2023-24 academic year.

The next immediate action items are meant to prepare the subcommittee to hit the ground running Fall 2024. It was decided that a webpage would be a strong start to help materialize, formalize, and promote the CALL. Additionally, faculty will begin working over summer 2024 to prepare course materials that will support the CALL that will improve the planning document, explore peer institution comparisons, and better define other dimensions of the project.

**Climate Justice**

“The establish climate justice as a core value of the Virginia Tech Climate Action Commitment.”

**Climate Action, Sustainability, and Energy Committee’s Climate Justice Subcommittee**

The climate justice subcommittee has been highly active this past year. The group met several times to discuss how best to move forward with climate justice initiatives and build on progress from last year. Boasting now over 30 members, it is a large subcommittee committed to facilitating equitable implementation of the climate action commitment.

Part of the goal of this subcommittee is to facilitate interdisciplinary partnerships between faculty, staff, and students around the issue of climate justice. In addition, it has provided a space to update attendees about what the Climate Action, Sustainability, and Energy team has been doing in the background over the last year. The group was particularly excited about new energy generation projects and energy efficiency improvements, with specific interests in solar panel life cycle considerations. There was also a robust discussion on the Climate Action Living Lab.

Additionally, the team has made good progress on the major goal to expand membership and get climate justice subcommittee member representation on all of the other subcommittees. Subcommittee membership has grown substantially to accommodate that goal and the group has developed a timeline for implementing it by Spring 2024.

Climate Action, Sustainability, and Energy committee and subcommittee composition remained a hot topic for the climate justice subcommittee. There are hopes to continue expanding representation over the course of the upcoming academic year to create a more inclusive environment. Additionally, the goal is to ultimately create an accountability board for infrastructure projects to ensure compliance with the value of climate justice. The subcommittee continues to explore opportunities for embedding climate justice into the decision making process of the university’s operations.
Sustainable Choices and Behavior

“Diminish barriers to sustainable behaviors through institutional change, education, and social marketing.”

Week of Welcome

Weeks of Welcome is part of Virginia Tech’s extended orientation and transition experience. It serves as an opportunity for students to find their place at Virginia Tech and meet people, while also learning more about the campus community. At the start of the fall 2022 semester, Dining Services, Sustainable Transportation, and the Office of Sustainability gave a joint presentation to students covering sustainability on campus.

Sustainable Eats Walking Tour

Dining Services and Residential Wellbeing celebrated sustainable dining as both a journey and a destination with its recent Sustainable Eats Bike Tour. The tour welcomed students to visit campus dining centers, sampling locally sourced and plant-forward dishes while learning about campus sustainable dining measures at each stop. This was the fourth annual Sustainable Eats Tour.

Climate Action, Sustainability, and Energy Committee’s Sustainable Campus Culture, Engagement, and Sustainable Choices Subcommittee

Over this past academic year, the subcommittee met four times. The first few meetings were held to align the goals of the group and brainstorm ideas on how to take them forward. Some of the most important discussions have revolved around incentivizing participation in the Green Office and Green Labs Certification programs, designing strategies to get department heads more involved in such programs and initiating conversations with colleges to practice sustainable purchasing practices.

The goal of the subcommittee is to primarily eliminate barriers to sustainable behavior on campus. The subcommittee also deems engaging students, faculty, and staff an essential component in moving forward with the creation of a culture on campus that aids sustainable choices.

The members of the subcommittee discussed Virginia Tech’s sustainable procurement policy in great depth and discussed ways to make it more actionable and implementable. The subcommittee aligned on revising the policy in a way that eliminates barriers that offices or labs may be facing in terms of procuring basic materials that are sustainable or ‘green certified’ With regards to this the members viewed it important to highlight businesses or manufacturers that sell sustainable products. HokieMart currently indicates businesses that are minority-owned or women-owned. Taking this view forward, two members of the subcommittee met with the Procurement Team to understand their role and current efforts in establishing ‘campuswide sustainability’ as part of Virginia Tech Procurement Policy. On reporting back to the subcommittee, the members decided to target small purchases and reorient the purchasing patterns to be more sustainable as part of the future action plan.

Discussions also revolved around building awareness regarding Green Office and Green Labs Certification Programs. Presently two members of the subcommittee work in labs and were a great resource in establishing an understanding of what it takes to adopt sustainable practices in a lab. Learning from their experiences,
conversations with other lab managers were initiated. Taking this thought forward, an Earth Week event ‘The Making of a Green Lab’ was held on April 21, 2023. The event was well attended and was a great opportunity to get the word out on the advantages of participating in the program. Conversations with lab managers across campus have been continued to widen the network of participants in the certification programs.

Looking ahead, the members of the SCCESC subcommittee are/will be working on the following action points:

- Reaching out to the colleges regarding their purchasing patterns and initiating a conversation on drafting a resolution to become a paperless college and in turn a ‘paperless campus’. The idea is to pilot the resolution with the College of Liberal Arts and Human Sciences as their purchasing patterns are simpler than colleges that have functioning labs and/or studios.
- Reworking the details on the reusable to-go container program – members of the subcommittee will be supporting research headed by faculty members at Pamplin School of Business and the College of Architecture and Design to eliminate barriers faced by students in returning reusable containers to the dining halls.
- Outreach on Green Office and Green Lab Certification Programs – the members will continue advancing efforts on increasing participation in both.
- Reaching out to additional faculty members that are experts in the fields of social psychology and behavioral economics to help drive the goals of the subcommittee with a focus on using social marketing in diminishing barriers to sustainable behavior on campus.

Green Office Certification

The Green Office Certification program gives faculty, staff, and students the tools they need to become greener Hokies working in more sustainable office areas. The goal of the program is to help employees reduce their footprint and improve the overall well-being of our planet. Virginia Tech’s Climate Action Commitment outlines goals surrounding energy efficiency, waste minimization, and greenhouse gas reductions. By participating, employees can directly help the university achieve its climate action goals while saving money and resources for their office.

Offices can participate by identifying a Green Representative who completes a training session through the Office of Sustainability. In this training, they gain the skills and knowledge needed to create a greener workplace. Once the Green Representative completes the training, they will unlock the Green Office Certification checksheet, where they will work with their colleagues to complete tasks and become more sustainable. Offices are scored in the following categories: Recycling and Events, Energy, Purchasing, Waste Reduction, Transportation, and Innovation. Offices are then awarded either Bronze, Silver, Gold, or Platinum certification. There are currently 13 certified offices across campus.

GREEN LAB CERTIFICATION

Officially launched in Jan. 2022, the Green Lab Certification Program is a self-assessment tool that empowers, encourages, and recognizes labs that are engaging in sustainable practices. The program provides faculty, staff, and students with the tools needed to go green in their labs. There are over 1,200 labs across Virginia Tech’s Blacksburg campus, so there are lots of opportunities to improve energy efficiency, conservation, and waste and recycling efforts in labs. A year into its launch, 30 labs have been certified and the numbers continue to grow. The Green Lab Certification program has aided in creating a culture of sustainability in labs.
Originally developed by Ellen Garcia M.S. ’20, the efforts to certify green laboratories continues to be spearheaded by students with support from principal investigators and lab managers. Her work on this program led to the current iteration of the Green Labs tool, which assesses the laboratory’s sustainability efforts spanning 11 different topic areas. There are plans to strengthen the process by providing more support to labs in going green. To reinforce these plans, a Green Lab working group consisting of various stakeholders around campus has been formed. The goal of this group is to make the certification process more user friendly and continue to support the existing culture of sustainability in labs. The membership of this group is open to all interested students, faculty, and staff.

OFFICE OF SUSTAINABILITY STUDENT INTERNSHIP PROGRAM

The mission of the Student Internship Program is to provide students with valuable opportunities to create lasting, sustainable change at Virginia Tech while developing their professional skills and expanding their knowledge of the inner workings of the university. The program encourages ownership, creativity, and collaboration to solve some of the toughest sustainability challenges the world is facing today. The program blends real-world projects with practical, skills-based professional development workshops to prepare students for an ever-changing career in the sustainability field. The projects the students complete, paired with professional development classes and other training, allow them to sharpen and expand their environmental and professional skill sets. Intern teams work on a variety of tasks, including:

- **Partner Projects:** Teams will partner with various departments such as the Office of Energy Management, Stormwater Management, Dining Services, and Residential Well-Being to complete technical projects.

- **Education and Outreach:** Teams will plan and execute outreach events in partnership with community organizations such as the YMCA, the Town of Blacksburg, and the Blacksburg Farmers Market. Past events include thrift swaps, pop-up farmers markets, and seed plantings.

- **University-wide Campaigns:** Teams will assist in executing large-scale campaigns including Earth Week, America Recycles Day, and World Water Day.
The projects that our intern teams worked on during the 2022-23 academic year include:

- **Water Team**: Created a GIS layer mapping out the water bottle refill stations across campus in an effort to visualize water access, document station conditions and filter status, and identify areas where additional stations may be needed to close gaps in water accessibility. The team also explored the impact that adding a position for campus water management could have on Virginia Tech in terms of water metering, efficiency improvements, and quality monitoring.

- **Food Team**: Researched hydroponics systems and completed grant applications to secure funding for a hydroponics system at The Market at Virginia Tech. The Market provides food to students in need as part of an effort to reduce food insecurity for Virginia Tech students. The new system allows The Market to improve the sustainability of its operations by growing their own greens and herbs without excess packaging while also saving money. The food team also created a magazine for campus community members focusing on sustainable dining options both on and off campus.

- **Waste Team**: Piloted a soft plastic recycling program on campus. The program placed specialized bins across campus which the students worked to advertise and manage throughout the year. The students collected thousands of items through this program, helping to reduce contamination in our waste stream. The waste team also coordinated and hosted a sustainable fashion show during Earth Week to educate students on the impacts of fast fashion and to showcase outfits that were thrifted or handmade.

- **Energy Team**: Researched, wrote, and submitted multiple Green RFPs for the betterment of campus energy systems. The energy team also created and distributed a survey to assess student behaviors and beliefs in regards to energy consumption on campus, garnering nearly 700 responses. The interns then analyzed this data and presented their findings to stakeholders during Climate Action Commitment Day.

**Earth Week**

Virginia Tech’s annual Earth Week events are led by the Environmental Coalition at Virginia Tech and the Office of Sustainability with support from over 30 student, university, and community groups. Earth Week 2023 was held Monday, April 17 through Saturday, April 22. The particular events held during Earth Week change from year to year, but the basic mission to celebrate and take action for a sustainable campus is carried throughout. This year, our partners held 26 events throughout the week. Some events of note include our Bee Campus pollinator habitat expansion at Hillcrest Hall, our Sustainable Fashion Show, the Arbor Day celebration, and our first annual Climate Action Commitment Day.
Climate Action Commitment Day

The Office of Sustainability hosted its first annual Climate Action Commitment Day on Wednesday, April 19 as a means of connecting with the campus community on the progress that has been made towards accomplishing the goals laid out in our Climate Action Commitment. This celebratory and educational event took place throughout the day in Squires Student Center, featuring stand-alone, half hour sessions with experts dedicated to almost every goal of the Commitment.

Game Day Green Team

The Game Day Green Team promotes tailgate recycling during home football games by having volunteers walk around the high impact parking lots surrounding Lane Stadium educating tailgaters on what can and can’t be recycled, and how to green their game day experience. The Game Day Green Team is led by students who manage supplies, recruit volunteers, and work with the Division of Campus Planning, Infrastructure, and Facilities on waste collection to execute the program at each home game. During the 2022 season, we had 52 volunteers who helped make this program possible.

Green Graduates

Figure 12. Number of Green Graduates by College for Academic Year 2022-23 by College.

The Green Graduates of Virginia Tech program asks graduating students to take a personal sustainability pledge to think about the environmental impacts of their jobs, travel, and other adventures after leaving the university. By pledging, students are committing to fostering sustainable behaviors both in their own lives and in the lives of their friends, family, and coworkers.
To honor the students who wish to take the pledge, the Office of Sustainability awards each student a free green cord to wear at graduation. All undergraduate and graduate students are eligible to participate. Thanks to tabling and social media outreach by Office of Sustainability Graduate Assistant Gia Ha, 524 students participated in the program during the 2022-23 academic year. This is an increase of nearly 150 percent from last year, demonstrating the growth of the program and the continuing increase of student interest. Our green graduates represent eight different colleges and 93 majors with participants at the bachelor’s, master’s, and doctorate level. The Virginia Tech Green Graduates program has been running for eight years straight now.

Climate Action Commitment Implementation and Engagement

“Implement the Virginia Tech Climate Action Commitment at a high level of university administration and governance; by integrating goals for facilities, education, and campus culture; and with stakeholder engagement for evaluation of goals and progress.”

Hokie Wellness and Benefits Fair

On Wednesday, May 17, 2023, the Climate Action, Sustainability, and Energy team tabled at the Hokie Wellness and Benefits Fair to educate faculty and staff on the goals of the Climate Action Commitment. After teaching members of the Virginia Tech community about the goals of the Climate Action Commitment, they were invited to vote for which sustainability topic was most important to them. The top three areas of interest were clean water, social equity, and waste reduction. Through this activity, we were able to engage with approximately 500 employees.

Climate Action Commitment Day

The Office of Sustainability hosted its first annual Climate Action Commitment Day on Wednesday, April 19 as a means of connecting with the campus community on the progress that has been made towards accomplishing the goals laid out in our Climate Action Commitment. This celebratory and educational event took place throughout the day in Squires Student Center, featuring stand-alone, half hour sessions with experts dedicated to almost every goal of the Commitment. This event is a key point of engagement with the campus community on Climate Action Commitment progress.

Strategic Plan Dashboard Inclusion

Virginia Tech’s strategic planning dashboard showcases metrics and milestones that will be used to track progress towards achieving the goals of the strategic plan. The strategic planning dashboard provides the most recent available information on outcomes in each of the identified milestones. In fall 2021, milestones were added to the strategic planning dashboard relating to sustainability, illustrating the university’s commitment to sustainability and the connection that the topic has to Virginia Tech’s strategic plan. The sustainability goal being tracked on the strategic planning dashboard is focused on our efforts to achieve an annual net reduction of campus greenhouse gas (GHG) emissions of three percent through 2030.
Climate Action Commitment Roadshows

To educate the campus community on the 2020 Climate Action Commitment, members of the Office of Sustainability, alongside representatives from The Office of Energy Management, The Office of Waste Management, Dining Services, and the Budget Office, continued their roadshow series across all administrative levels of the university to gain additional support from key stakeholders who play a role in its implementation and success.

In these roadshow presentations, the group not only educates attendees on the goals of the Climate Action Commitment, but also helps make connections between the Climate Action Commitment and their areas of work while also acknowledging the work that stakeholders have already done to promote sustainability. Conversations are then held to cooperatively develop opportunities for partnership and growth. These roadshows have also served as an opportunity to receive feedback on the work done thus far by the Office of Sustainability and its partners.

Throughout this roadshow process, a network of sustainability champions from nearly every unit across campus has been created. The Office of Sustainability now has contacts that can support efforts for future program development and promote opportunities to the broader campus community.

The roadshow series began in Fall 2021 and since then, presentations have been given to the Office of the Executive Vice President and Chief Operating Officer; Division of Student Affairs; the Office for Equity and Accessibility; Auxiliary and Business Services; the Undergraduate Student Senate; the Faculty Senate; the Graduate and Professional Student Senate; the University Council; Facilities Operations, Campus Planning and Capital Financing; the A/P Faculty Senate; Advancement; and Office of Undergraduate Admissions. In addition to these formal presentations, informal meetings were held with Virginia Tech Athletics and the Virginia Tech Transportation Institute.

Innovative Financing

“Develop innovative budgeting and financing mechanisms to generate funding and staffing to achieve Climate Action Commitment goals.”

Giving Day

Giving Day was held Feb. 15-16, 2023 and served as a special opportunity for Hokies to unite and give back to their favorite departments, programs, student organizations, and teams. The Office of Sustainability was able to promote the opportunity to raise funds for our Division of Campus Planning, Infrastructure, and Facilities Sustainability fund during this time. As our second year participating in Giving Day and thanks to the support of 27 individuals, over $3,000 was raised for the Division of Campus Planning, Infrastructure, and Facilities Sustainability fund. These funds will go towards projects on campus that support Climate Action Commitment implementation.

Green RFP Program

Student engagement and leadership are important aspects in advancing sustainability at Virginia Tech. The Green Request for Proposal (RFP) Program gives students the opportunity each year to submit a proposal for a sustainable idea that they would like to see implemented on the university’s Blacksburg campus. Due to the
popularity of the program, several faculty members have integrated the process into their class curriculum with support from the Office of Sustainability. This has resulted in many high-quality proposals moving on to review by the Climate Action Sustainability & Energy Committee. For proposals to be considered for approval, they must support one or multiple goals of the Climate Action Commitment. Since its initiation in the academic year 2010-11, the Green RFP program has provided funds in excess of $2.08 million for 133 student sustainability proposals.

The Office of Sustainability received 49 proposals during the 2022-23 academic year. Of those proposals, 13 were selected to be reviewed by the Office of Budget and Financial Planning. Of those proposals, 10 were approved for funding on June 30, 2023 for a total of $332,000. Some examples of funded projects include: LED lighting and occupancy sensors in New Residence Hall East and Peddrew-Yates, expanded battery recycling, campus tree plantings, and a sustainable autoclave for Engel Hall. The full list of approved proposals is available at facilities.vt.edu/sustainability/sustainability-programs/green-rfp-program.

The Office of Sustainability continues to work to improve the program and has begun formulating additional opportunities for student engagement in the Green RFP review process for the 2023-24 academic year. This will further utilize the program as a Climate Action Living Laboratory (CALL) opportunity for students to gain valuable leadership and management skills.

**Fossil Fuels Free by 2050**

“Develop pathways after 2030 to eliminate fossil fuels and carbon offsets by 2050.”

Virginia Tech is laying the groundwork for being fossil fuel free by 2050. Currently, a Utilities Master Plan is under development for the university. The Utilities Master Plan will provide a comprehensive road map to align campus-wide utility systems with the strategies of the Campus Master Plan and the sustainability goals of the Climate Action Commitment. The university operates and maintains numerous utility systems that will all be managed by this detailed plan. Some expected benefits and outcomes include campus-wide collaboration, development of an asset management system to monitor capacity and condition of major utilities, prioritization of service-level risks regarding performance and sustainability of systems, and the creation of a programmatic embedded structure for utility planning that can be carried into the future. Additionally, efforts to transition to renewable energy sources by 2030 will be instrumental in moving towards this long-term goal, as will technological innovations and reductions in our natural gas usage at the power plant. When the Climate Action Commitment is revisited in 2025, there will be a more substantial discussion on the pathway toward this goal.

**CONCLUSION**

Virginia Tech demonstrates a strong commitment to tackling the challenge of climate change through its adoption of the 2020 Climate Action Commitment in March 2021. Efforts made throughout the past year highlight substantial progress towards meeting the goals laid out in this commitment. The overarching goal of carbon neutrality by 2030 is complex and will require the entire university community to be on board with making the necessary improvements happen. We are starting to see a clear shift in the institutional priorities and attitudes around sustainability, and we will need to continue pushing for these shifts in the years to come.
Sustainability at Virginia Tech extends beyond campus life and is a partnership between colleges, departments, units, students, employees, and the local community. All Hokies can be climate action champions, contributing to making Blacksburg and the Commonwealth a more sustainable place.

The Office of Sustainability has been producing Sustainability Annual Reports since 2010. For access to all prior reports, please visit our website.

Acknowledgments

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APPENDIX

2020 Climate Action Commitment

Calendar Year 2022 Recycle Rate Report

2022-23 Student Green RFP Memorandum
EXECUTIVE SUMMARY

From January to June 2020, the Virginia Tech Climate Action Commitment Working Group executed its charge to evaluate the university’s current position and future role in addressing climate change.

This summary report and the much longer full 2020 Virginia Tech Climate Action Commitment Working Group Report, Subcommittee Reports, and associated appendices provide a clear road map for not only how Virginia Tech can do its part to address climate change, but also become a leader in taking bold action to combat this worldwide crisis.

Throughout 2020, a global pandemic brought unprecedented hardship and suffering, particularly for the most vulnerable among us. In this public health crisis, citizens are learning an important lesson: when experts are near unanimous in ringing the alarm bells on looming crises, society must take decisive action.

This unique time is engendering a tremendous spirit of innovation and collaboration that is highly applicable to the Climate Action Commitment revision process.

In late 2019 – prompted by the demands of students and other community members involved in climate strikes and resolutions from the Faculty and Staff Senates, Student Government Association, and Graduate Student Assembly – President Tim Sands and Senior Vice President and Chief Business Officer Dwayne Pinkney established a Climate Action Commitment Working Group comprised of 26 faculty, students, staff, and community members. In announcing the creation of the Working Group, President Sands stated that “climate change presents one of the world’s most pressing problems…and Virginia Tech has a duty to respond.”

The Working Group was charged to assess the university’s progress in implementing the 2009/2013 Virginia Tech Climate Action Commitment, compare our experience to peer institutions, and develop a new commitment. Virginia Tech, like other universities, is facing both short-term fiscal challenges and long-term uncertainties in these challenging times. Nonetheless, the university remains committed to taking bold action to do its part to address the climate emergency.

Please read on to learn more about the 2020 Virginia Tech Climate Action Commitment. The full Working Group Report and other pertinent documents and information may be found at svpoa.vt.edu/index/VTCACRevision. Chapter references that follow are applicable to the full report.
WORKING GROUP PROCESS

In order to engage a broad range of expertise and perspectives from across the university and wider community and conduct an ambitious work program, the Working Group established 12 subcommittees including a total of 130 faculty, students, community members, and staff to investigate and discuss specific issues relevant to the commitment. Most of the subcommittees met weekly from early February through the end of May. The subcommittees included:

- Agriculture, Forestry, and Land Use
- Budget and Finance
- Buildings Opportunities
- Climate Justice
- Community Engagement
- Energy Opportunities
- Greenhouse Gas (GHG) Inventory
- Peer Institutions Comparison
- Renewables Opportunities
- Structuring Sustainable Choices
- Transportation Opportunities
- Waste-Recycling-Composting and Procurement

The Working Group developed several mechanisms to expand community involvement in the process, including a website and email address for comment and two online surveys. Plans for face-to-face town hall meetings and conference sessions had to be reimagined when the university shut down after spring break. In place of the in-person events, the Working Group hosted 12 Zoom Convening sessions in April, attended by over 220 participants who provided excellent feedback. In anticipation of these Convening sessions, the Working Group and its subcommittees also developed ten creative videos that describe the Climate Action Commitment proposals. Learn more about campus community engagement in the process and access videos at svpoa.vt.edu/index/VTCACRevision.

The Working Group’s efforts have focused on developing effective strategies the university can advance to achieve meaningful climate action. Throughout the multitude of Working Group, subcommittee, and community Zoom meetings, discussions have also reflected on the important opportunity for Virginia Tech to reinvent itself, not only in its commitment to climate action, but also in its responsiveness to the needs of the world around us, in the spirit of Ut Prosim.

The recommended Climate Action Commitment is bold, aggressive, and comprehensive. Its goals range from necessary upgrades to the campus physical plant to reduce GHG emissions, to integrating those improvements into the educational mission through a Climate Action Living Laboratory, to engaging everyone in creating a culture of sustainability—all to position Virginia Tech as a leader as the clean energy economy evolves in the Commonwealth and the world.

PROGRESS IMPLEMENTING 2009 VIRGINIA TECH CLIMATE ACTION COMMITMENT

Virginia Tech has made considerable progress in implementing its 2009/2013 Climate Action Commitment (2009 Virginia Tech Climate Action Commitment) over the past decade. The 2009 Virginia Tech Climate Action Commitment and Sustainability Plan was a cutting-edge effort for its time, but a decade later it fails to prescribe what climate scientists recognize as necessary actions and also falls short of many peer universities’ recent initiatives.

In many respects, however, Virginia Tech has been forging ahead beyond the 2009/2013 Climate Action Commitment. Virginia Tech is a recognized leader in campus sustainability with a Sustainability Tracking and Rating System (STARS) Gold score that is highest among Virginia and ACC peer institutions. Virginia Tech has won numerous awards and recognitions since 2010, including Princeton Review’s top 50 Green Colleges (#12 in 2019), the Governor’s Environmental Excellence Award (7 times), Best Workplaces for Commuters (every year, gold in 2019-20), Bicycle Friendly Campus (every year, silver level in 2019), Tree Campus USA certification (every year), and many others.

The university has reduced greenhouse gas (GHG) emissions by 24 percent from 2006-19, despite 22 percent growth in campus building size and enrollment. This reduction is faster than the 2009 Climate Action Commitment targeted trajectory. It resulted from investments in energy efficiency in existing and new buildings, and most importantly, from replacing coal with natural gas in the steam plant, which was enabled by a new gas pipeline. Virginia Tech now has 36 LEED-certified buildings constructed or in process, amounting to 30 percent of campus space, and in 2015-20 the university invested $14 million in energy efficiency improvements, resulting in energy and dollar savings with a 5-year payback.

Virginia Tech has done much to develop alternative transportation choices, including dual use trails, bike share, ride share, and car share programs. The university has had record ridership on its partner Blacksburg Transit and innovative plans for campus mobility. Virginia Tech has a functional, although fragmented, waste management program with an 80 percent waste diversion rate (waste diverted from landfill) and 40 percent recycling rate, although shy of the 50 percent by 2020 goal of the 2013 Virginia Tech Climate Action Commitment. In April 2020, the Procurement Department unveiled a Sustainable Procurement Policy; and in May, the Facilities Department produced new Design and Construction Building Standards, both reflecting the ideals of the Virginia Tech Climate Action Commitment.
The university has an enviable array of sustainability-related academic programs, majors, coursework, and research, in green engineering, natural resources, agriculture, power and energy systems, environmental policy, and smart and sustainable cities. In the STARS rating system, Virginia Tech scores 89 percent of possible points in academic categories. It also scores 95 percent of possible points in campus engagement. Virginia Tech has a rich campus life for students with a wide array of opportunities, including strong environmental student organizations. Indeed, these student groups have energized the university community to move forward on climate action, both in 2008 and in 2019.

The Division of Campus Planning, Infrastructure, and Facilities has embraced sustainability and climate action as part of its mission, and the Office of Sustainability is second to none, even with limited staff. The university has the highly unique and valuable Virginia Tech Electric Service (VTES), a university-owned electric energy utility system, which serves not only the campus, but also 6,000 Town of Blacksburg customers.

In other areas, however, the university is falling behind. Although the 2009/2013 Virginia Tech Climate Action Commitment was a leading effort for its time, from the perspective of 2020, it is limited in both scope and ambition. It did not include several sources of campus GHG, such as agriculture, business travel, and leased building space, the latter amounting to 13 percent of operational square footage. It did not mention renewable energy nor the human cost of climate change. Furthermore, its overall goal of an 80 percent reduction in GHG from 1990 levels by 2050, while a typical goal for its time, is not aggressive enough compared to the contemporary needs for climate action and the national movement of our peer institutions.

**2020 VIRGINIA TECH CLIMATE ACTION COMMITMENT**

The major product of the Working Group is a new Climate Action Commitment. It aims to be bold and visionary, but also comprehensive and pragmatic for a leading academic institution. Goals 1-9 target physical means to achieve carbon neutrality by 2030, Goals 10-14 address education, culture, social equity, and engaged implementation, and Goal 15 sets a longer-range goal of a fossil-fuel-fee campus. The Working Group also developed a set of potential pathways to achieve each goal. The table to the right lists the goals, and they are presented with summary pathways. More detailed pathways are presented in chapter 2.

**Vision of the 2020 Virginia Tech Climate Action Commitment**

In the spirit of Ut Prosim, Virginia Tech will be a leader in climate action in service to our community, the Commonwealth, and the world.

**Mission of the 2020 Virginia Tech Climate Action Commitment**

The mission of the 2020 Virginia Tech Climate Action Commitment is to achieve carbon neutrality by changing the university’s physical infrastructure, collective and individual behaviors, and educational mission; to engage everyone in creating a culture of sustainability; and to achieve these objectives through just and equitable means.
2020 VIRGINIA TECH CLIMATE ACTION COMMITMENT GOALS

1. Achieve a carbon neutral Virginia Tech campus by 2030.

2. Achieve 100 percent renewable electricity by 2030.

3. Complete the total conversion of steam plant fuel to natural gas by 2025, plan for full transition to renewable steam plant fuel after 2025, and continue to improve efficiency of campus energy systems.

4. Reduce building energy consumption to enable carbon neutrality by 2030.

5. Operations of new buildings initiated by 2030 will be carbon neutral.

6. Agricultural, forestry, and land use operations will be carbon neutral by 2030.

7. Virginia Tech to become a Zero-Waste Campus by 2030.


9. Reduce single-occupancy-vehicle commuting to campus by 20 percent by 2025 and reduce transportation-related GHG emissions by 40 percent by 2030.

10. Integrate the Climate Action Commitment into Virginia Tech’s educational mission through the Climate Action Living Laboratory beginning in 2021.

11. Establish climate justice as a core value of the Virginia Tech Climate Action Commitment.

12. Diminish barriers to sustainable behaviors through institutional change, education and social marketing.

13. Implement the Virginia Tech Climate Action Commitment at a high level of university administration and governance; by integrating goals for facilities, education, and campus culture; and with stakeholder engagement for evaluation of goals and progress.

14. Develop innovative budgeting and financing mechanisms to generate funding and staffing to achieve Climate Action Commitment goals.

15. Develop Pathways after 2030 to eliminate fossil fuels and carbon offsets by 2050.
2020 Virginia Tech Climate Action Commitment: 
SUMMARY OF GOALS AND PATHWAYS


Carbon neutral equals net-zero emissions of CO₂, CH₄, and NOₓ from Virginia Tech operations at Blacksburg campus based on the geographic and GHG scope of the 2020 Climate Action Commitment.

POTENTIAL PATHWAYS:

- 100 percent renewable electricity by 2030 can reduce emissions by 50 percent below 2019 levels.
- Total conversion from coal to natural gas in steam plant by 2025 can reduce GHG by 10 percent below 2019.
- Reduction of energy use in existing and new buildings can result in further emissions reductions of 10 percent, despite campus growth.
- Reduction of GHG from waste/recycling, transportation, and agriculture, forestry, and land use described below can reduce emissions by 10 percent.
- In 2030, remaining emissions can be negated by carbon offsets.

2. 100 Percent Renewable Electricity by 2030.

POTENTIAL PATHWAYS:

- 2020: achieve 30 percent renewable electricity via purchase of 20 percent renewable energy certificates (RECs) from APCO + APCO 10 percent renewable portfolio.
- 2020–2030: Achieve 100 percent renewable electricity by 2030 via combination of Virginia Tech rooftops/lands solar (15 MW), 3rd party owned PPA, and APCO owned SWVA PPA solar capacity (130 MW+15 MW=145 MW) to serve campus (95 MW) and town customers (50 MW) for 60 percent of needs plus 30 percent APCO renewable portfolio and 10 percent RECs to cover steam plant cogeneration.
- Integrate solar development into the Climate Action Living Laboratory (CALL) of academic instruction and research, including dual-use solar-farm production agrivoltaics; a 10-MW storage testbed/showcase project for smart micro-grid reliability and resilience research through Virginia Tech Electric Service and the Virginia Tech Power and Energy Center; and other instruction/research initiatives.
- As with all components of this Climate Action Commitment, full lifecycle analysis of renewables procurement should include the environmental and social justice costs and benefits of procured systems.
- The siting of renewable energy systems should employ best practices in public engagement to identify the most appropriate locations.
3. Complete the total conversion of steam plant fuel to natural gas by 2025, plan for full transition to renewable steam plant fuel after 2025, and continue to improve efficiency of campus energy systems.

POTENTIAL PATHWAYS:

- Addition of gas boiler #12 provides natural gas thermal capacity for all steam plant demand.
- VT’s new natural gas service contract signed in summer 2020 and effective until 2025, provides favorable price and reliability terms and prospects for renewable gas.
- For reliability and resilience, a plan is needed for backup fuel (such as liquefied natural gas (LNG), biochar, or other fuel) when natural gas is unavailable, and boiler redundancy (so-called “n+1”) in case of a boiler outage at a critical time.
- Improve chiller efficiency: By 2023 the Chiller Plant Phase II capital project will reduce central chiller energy usage by 20% from 2020; future campus growth needs for chilled water will be met from central plants where possible.
- Ten-year 2021-30 Energy Management Plan will improve efficiency of stand-alone chilled water plants
- Establish an online Climate Action Living Laboratory (CALL) Energy Dashboard for faculty, staff, and students to access and analyze campus facilities energy use data for instruction and research.
- After 2025, plan for transition to renewable energy in heating systems, considering renewable gas, geothermal and ground source heat pump systems, and other non-fossil-fuel options for heating existing and new districts of campus.
- Beginning with the CAC 2025 revision, develop a plan for full transition to renewable energy for campus heating systems. To promote zero emissions energy options in the plan, refine GHG inventory estimates of methane leakage from VT natural gas sources and include those estimates of methane leakage in the carbon neutral goal for 2035.

4. Reduce Building Energy Consumption to Enable Carbon Neutrality by 2030.

- By the end of 2022, reduce electricity consumption (kWh) by 10 percent and electricity intensity (kWh/gsf) by 20 percent below 2006 levels.
- By 2030, employ energy management retrofits to reduce total energy consumption in all buildings by 10 percent and energy use intensity (Btu+kWh/gsf) by 20 percent below 2020 levels.

POTENTIAL PATHWAYS:

- Implement an aggressive 2021-30 ten-year energy management plan updated annually to reduce total energy consumption in all buildings including auxiliaries by 10 percent.
- For leased buildings owned by the Virginia Tech Foundation, work with the Foundation to develop financial arrangements to improve efficiency and reduce emissions.
- By 2021, develop a campus-wide Climate Action Living Laboratory Green Lab program based on a pilot test-bed Green Lab to reduce energy, emissions, and materials in our most energy-intensive facilities.
- Reduce building energy and GHG emissions by smart operations, such as demand response, digital controls, thermostat settings, occupant behavior, and innovative space scheduling, especially in summer.
- Achieving these goals will require sufficient staffing in energy management.
5. Operations of New Buildings Initiated by 2030 will be Carbon Neutral.

- New building efficiency will conform to latest adopted LEED-Silver standards and ASHRAE 90.1 energy performance standards + 10 percent.
- By 2022, reduce total energy use intensity (EUI) in newly initiated buildings by 20 percent compared to 2020 existing buildings.
- By 2026, build a signature zero-net-energy (ZNE) building on campus as a showcase and learning model for the Climate Action Living Laboratory.
- By 2028, newly initiated buildings’ efficiency improvements will reduce total energy use intensity (EUI) in new buildings by 40 percent compared to 2020 existing buildings.

**POTENTIAL PATHWAYS:**

- In 2021, identify candidate new buildings for a showcase zero-net-energy (ZNE) building and begin fundraising to help fund the project to be completed by 2026.
- Electricity currently contributes 50 percent of total GHG emissions. One hundred percent renewable electricity by 2030 will reduce building CO₂ emissions by more than 50 percent.
- By 2030, all newly initiated building design will have carbon neutral operations through 100 percent renewable electricity, improved energy efficiency, and carbon offsets.
- Post-occupancy evaluation (POE) should become standard practice to fine tune building operations and engage occupants to better serve users and reduce emissions.
- New buildings offer opportunities for campus Climate Action Living Laboratory research and instruction by faculty and students through field testing and use of emerging technologies, monitoring energy use, air quality, and occupant perceptions, and other projects.
- Achieving these goals will require sufficient engineering and design staffing.

**POTENTIAL PATHWAYS:**

- Develop the University Compost Facility at Kentland to provide benefits to campus organic waste management, help reduce animal waste GHG emissions, support soil health, and reduce need for new land for future land application of animal wastes.
- Adopt Campus Tree Policy to increase canopy cover from 16-to-25 percent and manage Virginia Tech trees, forests and woodlands to increase carbon sequestration and provide additional environmental benefits.
- Reduce agricultural and forestry net GHG emissions through more efficient operations, reduced animal enteric fermentation emissions, improved energy and fuel efficiency, possibly an anaerobic digester to produce usable methane, and other means.
- Use Virginia Tech agricultural lands to develop solar farms toward renewables goal, including co-use solar and farmland agrivoltaics for Climate Action Living Laboratory instruction and research.
- In 2030, offset any remaining net GHG emissions from agricultural/forestry operations with solar production from Virginia Tech agricultural land and/or by purchasing carbon offsets.

7. Virginia Tech to become a Zero-Waste Campus by 2030.

**POTENTIAL PATHWAYS:**

- Hire a zero-waste consultant to conduct a waste audit study and plan to evaluate organization, procedures, and staffing to enhance campus waste management.
- Based on consultant recommendations, consider hiring a campus waste manager.
- Engage personnel involved in campus waste management on a Waste/Recycling Council to help streamline operations and reduce redundancies.
- Develop University Compost Facility at Kentland to process campus organic waste from dining halls and athletics, veterinary and agriculture animal waste, yard trimmings, wood waste, non-recyclable soiled paper, and other compostables.
- Engage faculty, students, and staff in greater use of recycling/compost behavior using social marketing and media, incentives, and innovative approaches to advance Circular Economy and Pollution Prevention (P2) principles as part of the Climate Action Living Laboratory.
- Evaluate and improve as needed the management of specialty wastes, such as e-waste, laboratory waste, construction debris, and wastes from major sporting and other events.

8. Establish the Sustainability Procurement Policy and Procedures by 2022.

**POTENTIAL PATHWAY:**

- On a pilot basis, adopt, implement, and evaluate the 2020 Sustainable Procurement Policy.
- In 2022, the Energy & Sustainability Committee will assess the pilot project and work with the Procurement Department to formulate the Sustainability Procurement Policy v.2.
9. Reduce Single-Occupancy Vehicle (SOV) Commuting to Campus by 20 percent by 2025 and Reduce Transportation Related GHG Emissions by 40 percent by 2030.

POTENTIAL PATHWAYS:

‣ Promote walking/biking/transit as the preferred means of commuting to campus: Use parking policies, alternative transportation programs, campus mobility planning in collaboration with Town of Blacksburg, and encourage Blacksburg Transit (BT) programs to improve the safety and convenience of and promote walking, biking, and transit.

‣ Promote sustainable mobility choices through marketing, including social media, parking permit literature, gaming, university promotion literature and website, and student orientation.

‣ Promote non-commuting work and learning opportunities such as telecommuting, innovative online instruction, Internet conferencing, and other means.

‣ Improve infrastructure and traffic management to improve mobility choices and safety by reducing speed limits, improved bike and pedestrian path lighting, limiting/restricting vehicles in core campus, implementing current transportation plans, and coordinating with Town of Blacksburg plans.

‣ Improve vehicle efficiency and promote low-carbon emissions vehicles through Motor Pool purchases and development of electric vehicle charging stations on campus.

‣ Promote social equity in mobility and parking policies by developing effective and efficient commuting options for lower wage employees who cannot afford to live in Blacksburg, sliding-scale parking fees based on salary/wage, and collaboration with the Town of Blacksburg to provide affordable workforce housing proximate to campus.

‣ Reduce and negate business travel GHG emissions with carbon offsets.

‣ Establish an alternative mobility subcommittee of the Transportation and Parking Committee to recommend strategies to increase the non-SOV mode share on campus.

10. Integrate the Climate Action Commitment into Virginia Tech’s Educational Mission through the Climate Action Living Laboratory (CALL) Beginning in 2021.

POTENTIAL PATHWAYS:

‣ Recognize the excellent opportunities for student learning, faculty and student technical research, and staff development. Benefits include learning from and innovating creative solutions in-house for Virginia Tech’s climate initiatives and better engaging the entire university both in Blacksburg and other Virginia Tech locations in our quest for sustainable and just climate action.

‣ Establish the Climate Action Living Laboratory (CALL) in the new University Office for Climate Action and Sustainability (OCAS) to enhance offerings and build bridges between facilities and academic departments, facilitating and supporting opportunities.
• Alter norms and incentives to overcome traditional barriers and nurture cooperation between academic units (research and teaching) and operations units such as Division of Campus Planning, Infrastructure, and Facilities and auxiliary units including Dining Services, Housing and Residence Life, and Athletics. Greater collaboration between university units will help implement the Climate Action Commitment and integrate physical plant climate action with academics and campus life.

• Integrate Climate Action Living Laboratory (CALL) initiatives in other goals/pathways for renewables (2), energy materials, devices and systems (3), buildings (4, 5), agriculture (6), waste (7), transportation (9), climate justice (11), sustainable behaviors (12), and community engagement (13).

• Engage the university’s land grant extension and outreach programs to reflect the principles of the Climate Action Commitment and help implement them throughout the Commonwealth.

• Integrate the physical infrastructure elements of the Climate Action Commitment into the fabric of the university’s educational and research programs to expand funding opportunities for campus innovation from state and federal sources as well as foundations.

11. Establish Climate Justice as a Core Value of the Climate Action Commitment.

POTENTIAL PATHWAYS:

• Encourage an accelerated transition to carbon-neutral status as a climate-justice imperative.

• Ensure that the social impacts of Virginia Tech’s climate mitigation choices (e.g. energy, land use, and waste) are identified and addressed to the greatest extent possible.

• Establish a Climate Justice Subcommittee of the revised Climate Action, Sustainability, and Energy (CASE) Committee by 2021 with representation from students, faculty, and community members from frontline groups.

• Ensure that Virginia Tech climate action implementation plans recognize and assist vulnerable or frontline groups adversely affected by those plans, including low-wage Virginia Tech employees, tuition-paying students, VTES town ratepayers, historically marginalized people of color and Indigenous communities, coalfield communities, and others.

• Establish education, research, and outreach programs to assist vulnerable and historically marginalized groups mitigate and adapt to climate change and thrive in the new energy economy. These efforts should specifically target Virginia Tribes, African Americans in the New River Valley, coalfield communities in southwest Virginia, and coastal Virginia communities threatened by climate-related hazards.


POTENTIAL PATHWAYS:

• Implement infrastructural changes—from waste management to transportation to building operation—to make sustainable choices easier.
  › Identify structural, social and institutional barriers to sustainable behaviors.
  › Develop educational programs to foster pro-environmental behavior change.

• Design and implement choice architecture or “nudges” to promote sustainable behavior, while allowing for individual choice, using social media, gaming, and other means.

• Develop a shared toolkit of best practices in social marketing, rooted in behavioral sciences, for campus groups initiating sustainability initiatives.

• Nurture cross-campus partnerships to coordinate climate action and enhance sustainability initiatives.
13. Implement the Virginia Tech Climate Action Commitment.

... at a high level of university administration and governance;

... by integrating Climate Action goals for facilities, education, and campus culture; and

... with ongoing stakeholder engagement for evaluation of goals and progress.

POTENTIAL PATHWAYS:

- **Governance**: By fall 2021, restructure the university Energy and Sustainability Committee (E&SC), renaming it the Climate Action, Sustainability, Energy (CASE) Committee, and revising its charge, membership, and reporting, to oversee the implementation and review of the Climate Action Commitment goals and progress involving student, faculty, and staff stakeholders.

- **Implementation/operations**: Appoint a new university Chief Climate Action and Sustainability Officer (CCASO) to direct a reconstituted University Office of Climate Action and Sustainability (OCAS) to oversee Climate Action Commitment implementation and other campus sustainability initiatives. The CCASO would jointly report to the Senior Vice President and Chief Business Officer and to the Executive Vice President and Provost. The CCASO would chair the CASE Committee. The Facilities Division would, in parallel, appoint a director of strategic success to oversee a range of strategic Facilities issues including climate action and sustainability.

- **Learning**: Establish the Climate Action Living Laboratory (CALL) in the new OCAS to enhance offerings and build bridges between facilities and academic departments, facilitating and supporting opportunities (Goal 10).

- **Duties of Operations and Governance units**:
  - Collect data relevant to the Climate Action Commitment including GHG inventory and prepare an Annual Report of Climate Action Commitment progress each fall semester for the previous fiscal year.
  - Establish mechanisms to engage and educate the Virginia Tech community on the Climate Action Commitment and climate action.
  - Establish ad hoc committees to develop instructional, research and outreach programming for the Climate Action Living Laboratory (CALL).
  - Evaluate Climate Action Commitment goals according to best practices in light of new information and standards and direct update of the Climate Action Commitment on a five-year cycle.
  - Broaden the geographic scope of the Climate Action Commitment to all Virginia Tech properties in future iterations to include the entire university.
  - Advocate for allocation and prioritization of resources to support the Climate Action Commitment.

- **Annual review**: Conduct an in-depth annual review of the Climate Action Commitment goals and implementation, progress that involves student, staff, faculty, and community stakeholders. The results of this review will be shared publicly in an accessible and easy-to-read format.

14. Develop Innovative Budgeting and Financing Mechanisms to Generate Funding and Staffing to Achieve Climate Action Commitment Goals.

POTENTIAL PATHWAYS:

- Strategically invest university E&G and auxiliary funds to implement the 10-year Energy Management Plan at a level of $5 million/year in energy efficiency projects with a cumulative 8-year financial payback or 12 percent return on investment.

- Major investment is needed to implement the pathways for renewable electricity both on Virginia Tech buildings/lands and in the Southwest Virginia region, including the following options:
  - Virginia Tech-owned and developed projects on Virginia Tech buildings/land and
  - Utility or third party owned and developed projects on Virginia Tech buildings/land and in SWVA with Virginia Tech power purchase agreement (PPA).

The first option requires major Virginia Tech capital investment but provides greater long-term return and control, while the second requires no Virginia Tech capital but provides less long-term financial return. A combination of the two options may be used to meet the Climate Action Commitment renewables goal.

- As a unique power utility, VTES has opportunities for investment in renewable energy serving both campus and its town customers.

- The Virginia Tech Foundation helps the university achieve its goals and may be a valuable partner in implementing the Climate Action Commitment:
As owner of most of the leased academic space off campus, the Foundation has already agreed to provide funding for an energy efficiency retrofit pilot project in Corporate Research Center buildings on a revenue neutral basis.

Campus solar development provides another opportunity for Foundation investment with appropriate return on that investment.

Additional sources of funds to implement the Climate Action Commitment include, federal and state grants, research funding in connection with the Living Laboratory, advancement donations, philanthropic organizations and foundations, and low interest revenue bonds by VTES and auxiliaries.

In addition to project funding, implementation of the Climate Action Commitment will require upgrading the staff to rise to the needs of the commitment, especially in energy management, energy and utility systems, building analysis and design, waste management, university compost facility operation, and campus sustainability.

15. Develop Pathways After 2030 to Eliminate Fossil Fuels and Offsets by 2050.

POTENTIAL PATHWAYS:

- A long-term Utilities Master Plan should fully incorporate the goals of this Climate Action Commitment
- It is difficult to anticipate how technology, the economy, and public policy will evolve in the next 10-30 years, necessitating revisions along the way:
  - 2025: 5-year Climate Action Commitment revision review explore options for 2030-2040 timeframe.
  - 2030: 5-year Climate Action Commitment revision review explore options for 2040-2050 timeframe.
- Beginning with the CAC 2025 revision, develop a plan for full transition to renewable energy for campus heating systems. To promote zero emissions energy options in the plan, refine GHG inventory estimates of methane leakage from VT natural gas sources and include those estimates of methane leakage in the carbon neutral goal for 2035.
- Eliminating offsets and fossil fuels would require significant changes in Virginia Tech’s physical plant. The university is dependent on natural gas in the steam plant and eliminating natural gas will require replacement by a non-carbon fuel (e.g. biogas, hydrogen, biochar) or a new heating system based not on steam but on hot water perhaps generated by renewable electricity and geothermal ground-source heat pump systems. Some universities are moving in that direction, and Virginia Tech will have much to learn from them about the prospects.
IMPLEMENTATION MILESTONES

The 15 goals and pathways include many target dates for actions or achievement as part of their implementation. They are summarized in the table below, with date, relevant goal number and action milestone.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION MILESTONE</th>
<th>GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>BOV approves 2020 Virginia Tech Climate Action Commitment</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>30 percent renewable electricity</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>E&amp;SC renamed Climate Action, Sustainability &amp; Energy (CASE) Committee</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Operation plan for Climate Action Living Laboratory (CALL)</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Candidate identified for zero-net-energy new building to be built by 2026</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>First year of 10-year 2021-30 Energy Management Plan</td>
<td>3, 4</td>
</tr>
<tr>
<td></td>
<td>Fishburn Forest student-led assessment</td>
<td>2</td>
</tr>
<tr>
<td>2022</td>
<td>2.3 MW solar PV on Virginia Tech rooftop and land</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTES Solarize Program for Town customers, 250 kW net metered</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Electricity use 10% below 2006 (Governor’s E.O. 43)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Newly initiated buildings EUI 20% below 2020 existing average</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Sustainable Procurement Policy v.2. implemented</td>
<td>8</td>
</tr>
<tr>
<td>2023</td>
<td>Virginia Tech Foundation energy efficiency plan for leased buildings (CRC)</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>VTES Community Solar project for Town customers 0.5-1 MW</td>
<td>2</td>
</tr>
<tr>
<td>2024</td>
<td>Chiller Phase II Upgrade complete</td>
<td>3</td>
</tr>
<tr>
<td>2025</td>
<td>Complete conversion of steam plant fuel to natural gas</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Begin planning transition to renewable steam plant fuel</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Five-year Climate Action Commitment update: Explore options for 2030-2040</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Recycling rate 55%; waste diversion rate 85%; reduce trash to landfill/capita by 25%</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Reduce single-occupancy-vehicle commuting by 20%</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>10 MW solar PV on Virginia Tech lands</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Explore geothermal heat pump hot water heating options for new districts</td>
<td>3</td>
</tr>
<tr>
<td>2026</td>
<td>Signature Zero-Net-Energy (ZNE) building on campus</td>
<td>5</td>
</tr>
<tr>
<td>2027</td>
<td>10 MW battery storage for Virginia Tech Smart Grid research by VT PEC-VTES partnership</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>35 MW solar PPA with APCO/third party in SWVA including coalfields</td>
<td>2</td>
</tr>
<tr>
<td>2028</td>
<td>Newly initiated buildings EUI 40% below 2020 existing average</td>
<td>5</td>
</tr>
<tr>
<td>2029</td>
<td>100 MW solar PPA with APCO/third party in SWVA including coalfields</td>
<td>2</td>
</tr>
<tr>
<td>2030</td>
<td>Five-year Climate Action Commitment update: Explore options for 2040-50</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Carbon neutral campus operations</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>100% renewable electricity</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total building energy use down 10%; EUI down 20% below 2020</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Newly initiated buildings carbon neutral operations</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Carbon neutral agriculture/forestry operations</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Zero-waste campus</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Transportation emissions reduced 40% from 2020</td>
<td>9</td>
</tr>
<tr>
<td>2050</td>
<td>Fossil fuel-free campus</td>
<td>15</td>
</tr>
</tbody>
</table>
COSTS AND BENEFITS OF 2020 VIRGINIA TECH
CLIMATE ACTION COMMITMENT GOALS AND
PATHWAYS

The Working Group assessed the impacts of the 2020 Virginia Tech Climate Action Commitment goals and pathways including GHG emissions, fiscal costs and benefits, and implications for Virginia Tech’s educational mission, operations, policies and governance, and culture. These implications are far-reaching and are presented in Chapter 3. Major benefits are reduction of GHG and enhanced university reputation, culture, and educational programs linked to campus climate action and sustainability.

To implement the Climate Action Commitment goals, there will be costs and benefits for the university:

- Some initiatives (e.g., upgrades to the steam plant) are part of the cost of doing business, and the added costs to incorporate climate action goals may be small.
- Others, such as energy efficiency retrofits, have a positive return on investment.
- Others, including solar electric projects, will require major investment; however, creative power purchase agreements can reduce capital cost and achieve cost-effective results.
- Finally, some projects (e.g., the proposed University Compost Facility at Kentland) require capital and operating expenditures but provide substantial operational and educational benefits.

Effective Climate Action Commitment implementation will require changes in operations and governance. Goal 13 recommends establishing a University Office for Climate Action and Sustainability (OCAS) directed by a Chief Climate Action and Sustainability Officer that reports jointly to the Senior Vice President and Chief Business Officer and the Executive Vice President and Provost.

The university’s financial uncertainties resulting from the Covid-19 pandemic require flexibility in implementing the Climate Action Commitment. As presented on the next page, much can be done with limited investment.
IMMEDIATE NEAR-TERM INITIATIVES (2020-22)

Although the 2020 Virginia Tech Climate Action Commitment focuses on 2030 as the target date for its goals, the pathway to those goals begins the day the Climate Action Commitment is officially adopted by the university, if not before. The Working Group has identified a number of initiatives and projects that can and should be acted on in the short term from now until 2022 with full understanding of the current budget constraints of the university. The “shovel ready” initiatives aim to get a jump start on necessary action and to demonstrate the university’s commitment. They are listed below sorted by (a) low-cost/no-cost/revenue-neutral initiatives, (b) ongoing and budgeted projects, and (c) new priorities in need of funding and/or approval. These initiatives are described in Chapter 9.

a. Low/no cost/revenue neutral project/policy/planning initiatives
   - Establish framework for Climate Action Living Laboratory (CALL) through the Office of the Provost and Executive Vice President, college deans, and the Division of Campus Planning, Infrastructure, and Facilities.
   - Restructure the Energy and Sustainability Committee to oversee 2020 Virginia Tech Climate Action Commitment, renaming it the Climate Action, Sustainability, and Energy (CASE) Committee.
   - Establish an alternative mobility subcommittee of the Transportation and Parking Committee.
   - Develop plan for steam plant resilience/redundancy needs to complete conversion to natural gas by 2025.
   - Develop a Utility Master Plan.
   - Develop a Campus Energy Dashboard.
   - Initiate Student Project for Fishburn Wind Energy Assessment.
   - Promote partnership between Virginia Tech Electric Service and the Virginia Tech Power and Energy Center as part of Climate Action Living Laboratory.
   - Initiate partnership with APCO on renewable electricity development.
   - Initiate community relations with VTES Town of Blacksburg customers.
   - Identify candidates for a zero-net-energy building on campus and develop fundraising plan.
   - Engage Virginia Tech Foundation in energy efficiency retrofit plan for leased buildings.
   - Adopt a Campus Tree Policy.
   - Seek external funding for agrivoltaics test array at Catawba Sustainability Center.
   - Implement and evaluate Sustainable Procurement Policy.

b. Ongoing budgeted projects
   - Implement ongoing steam plant and chiller upgrade projects.
   - Evaluate new natural gas contract on implications for Climate Action Commitment goals and pathways.
   - 2020 RECs for 30 percent renewable electricity, continue through 2022 as needed.
   - Implement Design and Construction Standards in light of Climate Action Commitment Goals.
   - Fill the Virginia Tech energy manager position and supplement staff as needed.
   - Implement budgeted projects in the Parking and Transportation Plan.

c. New priority projects in need of funding/approval
   - Establish the University Office of Climate Action & Sustainability (OCAS) and appoint a university Chief Climate Action and Sustainability Officer (CCASO).
   - Develop University Compost Facility at Kentland.
   - Initiate 10-year energy management plan, 2021-30, and develop first year projects.
   - Develop solar projects on campus: 2.3 MW by 2022: Sterrett and other rooftop projects.
   - Implement zero-waste management consultant study.
   - Implement a Green Lab Program.
   - Dedicate consistent, annual funds to maintain existing trails, sidewalks, bicycle infrastructure.
   - Implement transportation infrastructure plans (e.g., MMTF).
COMMUNITY ENGAGEMENT

Engaging the university community in the Climate Action Commitment update was part of the Working Group’s charge and a critical component of our effort. The process overall—with its robust network of subcommittees—may be considered a true ‘collaborative’ enterprise, with over 130 students, staff, faculty, and community members involved. In terms of wider outreach, the Engagement Subcommittee originally planned on holding a major half-day town hall event on campus. Unfortunately, COVID-19 made that impossible.

The group responded by deploying a range of ‘physically distanced’ engagement activities:

‣ Dedicated website portal introducing the Climate Action Commitment process and sharing committee materials.
‣ Dedicated email address for the initiative.
‣ A series of 10 videos sharing progress of the Working Group and the subcommittees.
‣ A survey distributed widely throughout the community with 242 respondents.
‣ A series of 12 hour-long Zoom “convenings,” attended by at least 226 participants.

Each of these streams of engagement is detailed in Chapter 5, and insights and information collected through them is summarized. Key findings from these various engagement efforts include:

‣ The vast majority of participants/respondents believe that climate change is a serious threat, and thus support aggressive action on the part of the university. In fact, many feel that Virginia Tech is not doing enough.

‣ The importance of setting ambitious goals and sticking to them was emphasized.

‣ Emphasis was placed on systemic or “upstream” solutions rather than placing the onus on behavior change of individuals, given that many of the barriers to action are infrastructural and institutional (e.g., poor cycling infrastructure).
• The above notwithstanding, many did see individual actions as important and needing of attention. Creative ideas emerged around how to, for example, ‘gamify’ desired actions.

• Key champions are important for propelling further action, including potentially a higher-level champion within university administration. This may be achieved through a stronger OCAS (see recommendation #13).

• There is strong support for taking a more holistic view of understanding our greenhouse gas emissions, accounting for emissions associated with community behaviors like commuting.

• There is broad support for key actions proposed through the Climate Action Commitment update process, including:

  › A shift to carbon neutrality and 100 percent renewable energy, including integrating renewable energy infrastructure into campus design.
  › Alternative transportation and reductions in private automobile usage, including a ban on freshmen car parking permits.
  › Improved waste management, including a new compost facility, and reductions at the source through purchasing decisions that minimize waste and promote sustainability.
  › The creation of a ‘living laboratory’ to foster partnerships between campus operations, local partners, and the academic (teaching and research) enterprise.
  › A green lab system, and similar programs to promote sustainable behaviors within work and student life spaces.
  › Optimize building design, including with energy, water, and waste monitoring.
  › The need to account for climate justice in any and all actions taken.
  › Stronger partnerships with other institutions, including the Town of Blacksburg.
  › There is a strong desire to see engagement continue as the university shifts to implementation.
COMPARISON WITH PEER UNIVERSITIES

One of the Working Group’s deliverables is a comparison of Virginia Tech progress in climate action to peer universities, and this is presented in Chapter 8. There are three good reasons for doing this:

1. To offer an evaluative reference point (i.e., to see how we are doing),
2. To adopt effective plans and avoid ineffective ones (i.e., to borrow good ideas), and
3. To demonstrate that what the university is proposing is feasible and in line with similar universities (i.e., to show it is not far-fetched to have a bold and aggressive climate action plan).

Knowing that our perspective is comprehensive and that other universities have different strengths in different areas, the Working Group decided to have our thematic subcommittees select the peer and exemplary universities to assess in their specific areas.

Those areas include:

- Buildings
- Renewable Energy
- Energy Systems
- Transportation
- Carbon neutrality and GHG inventory
- Budget and Finance
- Climate Justice
- Waste-Recycling-Composting
- Agriculture, Forestry, Land Use
- Community Engagement

In most areas the Working Group selected 3-8 universities that they consider to be peers or to be exemplary in that area. Some are from Virginia, some are Land Grants, some are from the Atlantic Coast Conference, some are far away, but all offer good examples and benchmark our progress to-date and our aspirations for the 2020 Climate Action Commitment.

All in all, our peer reviews told us that, while our 2009 Climate Action Commitment was right for its time and has led to improved energy efficiency and reductions in GHG emissions, it now lags behind the actions of many of our peers. This deficiency is most notable in the quest for carbon neutrality, for renewable energy, for zero-waste, for zero-net-energy buildings, for alternative transportation, and for community engagement to advance climate action and sustainable behavior.

Many of our related programs do standup well in comparison to others, but if Virginia Tech is to regain its leadership role in climate action and sustainability, it needs to move to a new Climate Action Commitment that is right for this time. Of course, that is what it has set out to do, and the Working Group believes that it has found the right balance of aggressive, yet pragmatic, climate action. The group’s goals are to achieve carbon neutrality by 2030, 100 percent renewable electricity by 2030, investment in energy efficiency in existing and new buildings, carbon neutral agriculture, a zero-waste campus, sustainable procurement practices, sustainable mobility, climate justice as a core value, community engagement, and the establishment of a Climate Action Living Laboratory that will integrate these goals into the fabric of the university.

Relative to the peer and exemplary universities reviewed in this analysis, this 2020 Virginia Tech Climate Action Commitment sets the stage for Virginia Tech to shine as an exemplar and leader in university climate action. Beyond our climate neutrality and zero-waste campus goals, six areas of the 2020 Climate Action Commitment stand Virginia Tech above the rest:

1. The detail and specificity of the pathways developed to achieve the Climate Action Commitment goals
2. Our own unique utility VTES leading our way to 100 percent renewable electricity, while most other universities are totally dependent on private utilities and companies.
3. Using our considerable land resources not only to manage our agricultural climate impacts, but also to sequester carbon and develop renewable energy.
4. Incorporating in our carbon neutral goal scope 3 GHG emissions relating to behavior (e.g., commuting, waste/recycling, water/wastewater, business travel), while most others include just scope 1 and 2.
5. Integrating our physical climate action into the university’s educational mission through the Climate Action Living Laboratory (CALL).
6. Specifically addressing community engagement, sustainable behaviors, and social equity and justice as core elements of our climate action.
LEARN MORE

View the full Virginia Tech 2020 Climate Action Commitment Working Group Report and associated appendices at svpoa.vt.edu/index/VTCACRevision. Questions may be addressed to climateaction@vt.edu.
Reporting Solid Waste Planning Unit: Virginia Tech

Person Completing This Form: Teresa Sweeney  
Title: Waste & Recycling Manager, Campus Planning, Infrastructure & Facilities
Address: Virginia Tech, Sterrett Center, 180 Sterrett Drive, Blacksburg, VA 24061
Office Phone Number: (540) 231-9916  
Email Address: msrecycle247@vt.edu.

Summary: Virginia Tech, the Town of Blacksburg, the Town of Christiansburg, and Montgomery County represent the four jurisdictional members of the Montgomery Regional Solid Waste Authority (MRSWA). Located in Christiansburg, MRSWA operates a transfer facility that receives the majority of our principal recyclable materials (PRMs), and all of our municipal solid waste (MSW). Our region uses a “single stream recycling system” with Recycling & Disposal Solutions (RDS) in nearby Salem, Virginia serving as the “hub.” Food waste is collected at all on campus dining facilities and stored, transported and processed into composting material by Royal Oak Farm (ROF) at their facility in Evington, Virginia. The New River Resource Authority (NRRA) located in Dublin, Virginia operates the local landfill. Virginia Tech owns and operates a Quarry that produces our famous “Hokie Stone,” the Limestone-Dolomite stone for the exterior of most campus buildings. Calendar Year 2022 was somewhat normal after two years of the COVID-19 pandemic, however recycling and trash collection operations, at all levels, continues to be impacted, to some degree, due to the continuation of take out options in dining facilities and the growing business of Uber Eats and Grub Hub. Trash tonnages increased from the previous year. Recycling saw a significant increase in tonnage due to the abundance of wood waste that we made into mulch and use for various projects on campus. Our food waste collection saw in increase for 2022 as well as the collection of grease from all dining facilities university wide.

Virginia Tech achieved a 60% Recycling Rate and a 78% Waste Diversion Rate (percentage of waste kept out of the local landfill) for Calendar Year 2022.

Data in this report was collected from our recycling and solid waste facilities and other campus stakeholders. I certify that I have personally examined, and am familiar with, the information submitted in this form, and that based on my inquiry of the individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

Assistant Vice President for Facilities Operations

28 MAR 2023
PART A: Recycling Rate Calculation - Using the formulae provided below and the information reported on Pages 3, 4 and 5 to calculate your recycling rates.

Step 1: \[
\left( \frac{\text{PRMs}}{\text{PRMs} + \text{MSW Disposed}} \right) \times 100 = \text{Base Recycling Rate \%}
\]

\[
\frac{6430}{6430} + \frac{4631}{100} = 58 \%
\]

Step 2: CREDITS calculation

a. Total Recycling Residue: 0 tons

b. Total Solid Waste Reused: 20 tons

c. Total Non-MSW Recycled: 10,038 tons

CREDITS: 10,058 tons

Step 3: \[
\left( \frac{\text{PRMs} + \text{CREDITS}}{\text{PRMs} + \text{CREDITS} + \text{MSW Disposed}} \right) \times 100 = \text{Recycling Rate \#1*}
\]

\[
\frac{6430 + 10,058}{6430 + 10,058 + 4631} = 78 \%
\]

Step 4: Source Reduction Credit does not apply; or

\[
\text{Adjusted Recycling Rate \#1 + 2\% SRP Credit} = \text{Adjusted Recycling Rate \#2*} = 60 \%
\]

Step 5: Final Recycling Rate* for Solid Waste Planning Unit = 60 \%

* Total credits resulting from Steps 3 and 4 may not exceed 5 percentage points above the Base Recycling Rate achieved by the Solid Waste Planning Unit.
### PART B: DATA

#### Part I: Principal Recyclable Materials (PRMs): Report only PRM material generated within the reporting SWPU and recycled, NOT imported PRMs for recycling.

<table>
<thead>
<tr>
<th>PRM TYPE</th>
<th>RECYCLED AMOUNT (TONS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>________________</td>
</tr>
<tr>
<td>Metal</td>
<td>________________</td>
</tr>
<tr>
<td>Plastic</td>
<td>________________</td>
</tr>
<tr>
<td>Glass</td>
<td>___________________</td>
</tr>
<tr>
<td>Commingled (also known as Single Stream)</td>
<td>242.04</td>
</tr>
<tr>
<td>Yard Waste (composted or mulched)</td>
<td>_______</td>
</tr>
<tr>
<td>Waste wood (chipped or mulched)</td>
<td>_______</td>
</tr>
<tr>
<td>White Goods</td>
<td>___________________</td>
</tr>
<tr>
<td>Tires</td>
<td>_______</td>
</tr>
<tr>
<td>Used Oil</td>
<td>_______</td>
</tr>
<tr>
<td>Used Oil Filters</td>
<td>_______</td>
</tr>
<tr>
<td>Batteries</td>
<td>_______</td>
</tr>
<tr>
<td>Electronics</td>
<td>_______</td>
</tr>
<tr>
<td>Fluorescent Bulbs &amp; Ballasts</td>
<td>_______</td>
</tr>
<tr>
<td>Food Waste Organic – Composting</td>
<td>_______</td>
</tr>
<tr>
<td>Waste Cooking Oil</td>
<td>_______</td>
</tr>
<tr>
<td>TOTAL PRMs</td>
<td>6430.16 (PRMs)</td>
</tr>
</tbody>
</table>

(Enter Total on Page 2, Step 1)

#### Listing of sources for PRM data

1. Solid waste facilities from Virginia Tech which MSW disposed/recycled data was collected:
   a. Office of Sustainability – Campus Planning, Infrastructure & Facilities (CPIF) Division
   b. Facilities Operations (Buildings & Grounds) – CPIF Division
   c. Capital Construction & Renovation – CPIF Division
   d. Dining Services – Division of Student Affairs
   e. Housing & Residence Live – Division of Student Affairs
   f. Environmental Health & Safety Department
   g. Fleet Services – Parking & Transportation
   h. Library Services

2. Other facilities/operations (not included in #1 above) from which MSW disposed/recycled data was collected:
   a. Montgomery Regional Solid Waste Authority (MRSWA) – Christiansburg, VA
   b. YMCA at Virginia Tech – Blacksburg, VA
   c. Campus Kitchens Food Donation Program – VT Engage – Blacksburg, VA
   d. Royal Oak Farm, LLC
   e. Valley Proteins, Inc.
   f. ________________________________
   g. ________________________________
   h. ________________________________
   i. ________________________________
A. Recycling Residue – “Recycling residue” means the (i) nonmetallic substances, including but not limited to plastic, rubber, and insulation, which remain after a shredder has separated for purposes of recycling the ferrous and nonferrous metal from a motor vehicle, appliance, or other discarded metallic item and (ii) organic waste remaining after removal of metals, glass, plastics and paper which are to be recycled as part of a resource recovery process for municipal solid waste resulting in the production of a refuse derived fuel. (§ 10.1-1400 of the Code of Virginia) (use only SWPU generation)

<table>
<thead>
<tr>
<th>MATERIAL DESCRIPTION</th>
<th>FACILITY/OPERATION</th>
<th>TONS OF MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL RECYCLING RESIDUE 0
(Enter Total on Page 2, Step 2 a)

B. Solid Waste Re-Used

<table>
<thead>
<tr>
<th>MATERIAL DESCRIPTION</th>
<th>REUSE METHOD</th>
<th>TONS OF MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture/Appliances</td>
<td>YToss? Program (Collected – Student Move-Out)</td>
<td>10.8</td>
</tr>
<tr>
<td>Food Donation Prgm</td>
<td>Partnership with Dining Services &amp; VT Engage Grp</td>
<td>9.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL SOLID WASTE REUSED 20.3
(Enter Total on Page 2, Step 2 b)

C. Non-Municipal Solid Waste (MSW) Recycled

<table>
<thead>
<tr>
<th>MATERIAL DESCRIPTION</th>
<th>RECYCLING METHOD</th>
<th>TONS OF MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hokie Stone Gravel “Overburden” (Cuttings) from VT Quarry Ops</td>
<td></td>
<td>9255.14</td>
</tr>
<tr>
<td>Asphalt</td>
<td>Milled Asphalt from Vet Med</td>
<td>352.99</td>
</tr>
<tr>
<td>Masonry,Concrete, etc.</td>
<td>Construction Projects (BT Transit, Science, etc</td>
<td>430.00</td>
</tr>
</tbody>
</table>

TOTAL NON-MSW RECYCLED 10,038.13
(Enter Total on Page 2, Step 2 c)
D: A credit of two (2) percentage points may be added to the Adjusted Recycling Rate #1 if the Solid Waste Planning Unit has implemented a Source Reduction Program (SRP). Examples of SRPs include Grass-cycling, Home Composting, Clothing Reuse, Office Paper Reduction (duplexing), Multi-Use Pallets, or Paper Towel Reduction. The SRP must be included in the Solid Waste Management Plan on file with the Department:

SRP description: Campus Kitchens Program is a partnership with VT Engage & Dining Svcs (Division of Student Affairs) to donate excess food to local community.

SRP description: YMCA at Virginia Tech’s YToss Program collects reusable items from our students in residence halls during Spring Move Out for sale in the Fall 2022.

SRP description: The Procurement Department’s Sustainable Procurement Policy introduced in Spring 2020 and focuses on waste reduction at the front of the waste stream.

(Certify on Page 2, Step 4)

**Exclusions:** For the purposes of this report, the following materials are not considered solid wastes, and should not be included in any of the data categories utilized in calculating the recycling rate.
1. Biosolids – industrial sludge, animal manures; or, sewage sludge (unless composted)
2. Automobiles – unless part of the Inoperable Vehicle Program (DMV)
3. Leachate
4. Soils – contaminated soils, soil material from road maintenance
5. Household hazardous waste
6. Hazardous waste
7. Medical waste
8. Rocks or stone
9. Woody waste derived from land clearing for development, VDOT or easement tree trimming/clearing.

**Part III: Total Municipal Solid Waste (MSW) Disposed** - Report only MSW generated within the reporting jurisdiction(s), NOT imported wastes or industrial wastes.

<table>
<thead>
<tr>
<th>MSW TYPE</th>
<th>TOTAL AMOUNT of MSW DISPOSED (TONS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household</td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td></td>
</tr>
<tr>
<td>Institutional</td>
<td></td>
</tr>
<tr>
<td>Other (DO NOT INCLUDE INDUSTRIAL WASTES)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL MSW DISPOSED</strong></td>
<td><strong>4631.29</strong></td>
</tr>
</tbody>
</table>

(Enter Total on Page 2, Step 1 and Step 3)

**Note:** MSW DISPOSED for the purpose of this report means delivered to a permitted sanitary landfill, delivered to a waste-to-energy facility, or managed at a transfer station for transport to a landfill or waste-to-energy facility.
Credits Worksheet

I. Reuse of any Solid Waste

<table>
<thead>
<tr>
<th>Material description</th>
<th>Tons</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRM</td>
<td></td>
</tr>
<tr>
<td>PRM</td>
<td></td>
</tr>
<tr>
<td>PRM</td>
<td></td>
</tr>
<tr>
<td>PRM</td>
<td></td>
</tr>
<tr>
<td>Industrial</td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
</tr>
<tr>
<td>Demolition</td>
<td></td>
</tr>
<tr>
<td>Debris</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Reusable Residence Hall Items</td>
<td>10.5</td>
</tr>
<tr>
<td>Campus Kitchen Food Donation w/ Dining Svcs</td>
<td>9.5</td>
</tr>
</tbody>
</table>

TOTAL TONS 20.0 (enter data on Page 4, Solid Waste Re-Used)

II. Recycling of any Non-Municipal Solid Waste

<table>
<thead>
<tr>
<th>Material description</th>
<th>Tons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadwork Asphalt Milling (Vet Med)</td>
<td>353</td>
</tr>
<tr>
<td>Construction Projects (BT Transit, Science Lab, VT D&amp;DS, Stanger St.)</td>
<td>9255</td>
</tr>
<tr>
<td>Quarry Ops Hokie Stone “Overburden”</td>
<td>430</td>
</tr>
</tbody>
</table>

TOTAL TONS 10,038 (enter data on Page 4, Non-MSW Recycled)

III. Inoperable Vehicles Removed and Demolished – include number of vehicles that the localities received reimbursement from DMV under §46.2-1207 of the Code of Virginia.

# of vehicles removed/reimbursement received 0
Average tonnage per vehicle X 1 Ton each

Total Tons 0 (enter data on Page 3, PRMs, as Inoperative Motor Vehicle Program)

NOTE: Check “Exclusions” on Page 5 to avoid listing of those materials on this worksheet and/or in the data fields of this report.

Part C: Recycling Rate Report Instructions

Amended Regulations for the Development of Solid Waste Management Plans (9 VAC 20-130-10 et seq.) require that Solid Waste Planning Units (SWPUs) in the Commonwealth develop complete, revised solid waste management plans. Section 9 VAC 20-130-120 B & C of the Regulations requires that a minimum recycling rate of the total municipal solid waste generated annually in each solid waste planning unit be maintained. It also requires that the plan describe how this rate shall be met or exceeded and requires that the calculation methodology be...
Locality Recycling Rate Report
For Calendar Year 2022

included in the plan. Section 9 VAC 20-130-165 D establishes that every solid waste management planning unit with populations over 100,000 shall submit to the department by April 30 of each year, the data and calculations required in 9 VAC 20-130-120 B & C for the preceding calendar year. SWPUs with populations of 100,000 or less are only required to report every 4 years (CY years 2016 and forward).

NOTE: ONLY RECYCLING RATE REPORTS FROM AN APPROVED SOLID WASTE PLANNING UNIT (SWPU) WILL BE ACCEPTED FOR PROCESSING. JURISDICTIONS WITHIN A SWPU MUST SUBMIT THEIR RECYCLING DATA TO THE SWPU FOR INCORPORATION INTO THE ANNUAL REPORT.

It is requested that all amounts included on the form be listed in tons (2,000 pounds). If actual weights are not known, volumes can be converted to weight estimates. To assist you with these estimates, a standardized volume-to-weight conversion table is attached.

Contact Information Section: Please provide information on the Reporting SWPU and information on the individual completing this form. Under Member Governments, please list the local governments identified in the applicable solid waste management plan.

Calculated Recycling Rate Section: Using the formulae provided, calculate your recycling rates for the reporting period from information identified in the Recycling Rate Calculations Section.

Signature Block Section: Please provide an authorized signature prior to submitting the completed form. Authorized signatories include Executive Officer, Administrator, or other legally designated representative of the SWPU reporting entity.

Recycling Rate Calculations Section: Please provide the requested information:

Part I: Principal Recyclable Material (PRM) - Report the amount in tons of each PRM collected for recycling in the named jurisdiction(s) during the reporting period. PRMs include paper, metal, plastic, container glass, commingled, yard waste, waste wood, textiles, tires, used oil, used oil filters, used antifreeze, batteries, electronics, and other materials approved by the Director taken from the Municipal Solid Waste (MSW) generation. A one ton credit may also be entered for each inoperable motor vehicle for which a locality receives reimbursement from the Virginia Department of Motor Vehicles under §46.2-1207 of the Code of Virginia. The total weight in TONS of all PRMs collected for recycling is represented as PRMs in the Recycling Rate Calculation. New for CY 2015: Provide source information for the PRMs reported on the report (permitted and unpermitted facilities).

Part II: Credits - Report the amount in TONS of each material for which recycling credit is authorized in §10.1-1411.C of the Code of Virginia: (i) one ton for each ton of recycling residue generated in Virginia and deposited in a landfill permitted under §10.1-1408.1 of the Code of Virginia; (ii) one ton for each ton of any solid waste material that is reused; and, (iii) one ton for each ton of any non-municipal solid waste that is recycled. The total weight in TONS of all material for which credits are authorized is represented as CREDITS in the Recycling Rate Calculation. A credit of two percentage points of the minimum recycling rate mandated for the Solid Waste Planning Unit (SWPU) may be taken for a source reduction program that is implemented and identified in its Solid Waste Management Plan. Total credits may not exceed five percentage points above the Base Recycling Rate achieved by the SWPU.

Part III: Total Municipal Solid Waste (MSW) Disposed: Report the total amount in TONS of MSW that was disposed of by the Solid Waste Planning Unit (SWPU) during the reporting period for each of the source categories (Household, Commercial, Institutional, and Other). For the purpose of this report, "disposed," means delivery to a permitted sanitary landfill or waste incinerator for disposal, and excludes industrial wastes. Industrial waste and by-products should not be included in the MSW or Recycling calculation. The total weight in tons of MSW disposed is represented as MSW Disposed in the Recycling Rate Calculation.
<table>
<thead>
<tr>
<th>Material</th>
<th>Volume</th>
<th>Weight in Pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Metal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aluminum Cans, Whole</td>
<td>One cubic yard</td>
<td>50-74</td>
</tr>
<tr>
<td>Aluminum Cans, Flattened</td>
<td>One cubic yard</td>
<td>250</td>
</tr>
<tr>
<td>Aluminum Cans</td>
<td>One full grocery bag</td>
<td>1.5</td>
</tr>
<tr>
<td>Ferrous Cans, Whole</td>
<td>One cubic yard</td>
<td>150</td>
</tr>
<tr>
<td>Ferrous Cans, Flattened</td>
<td>One cubic yard</td>
<td>850</td>
</tr>
<tr>
<td>Automobile Bodies</td>
<td>One vehicle</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Paper</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newsprint, Loose</td>
<td>One cubic yard</td>
<td>360-800</td>
</tr>
<tr>
<td>Newsprint, Compacted</td>
<td>One cubic yard</td>
<td>720-1,000</td>
</tr>
<tr>
<td>Newsprint</td>
<td>12&quot; stack</td>
<td>35</td>
</tr>
<tr>
<td>Corrugated Cardboard, Loose</td>
<td>One cubic yard</td>
<td>75-100</td>
</tr>
<tr>
<td>Corrugated Cardboard, Baled</td>
<td>One cubic yard</td>
<td>1,000-2,000</td>
</tr>
<tr>
<td><strong>Plastic</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PETE, Whole, Loose</td>
<td>One cubic yard</td>
<td>30-40</td>
</tr>
<tr>
<td>PETE, Whole, Loose</td>
<td>Gaylord</td>
<td>40-53</td>
</tr>
<tr>
<td>PETE, Whole, Baled</td>
<td>30&quot; x 62&quot;</td>
<td>500</td>
</tr>
<tr>
<td>Film, Baled</td>
<td>30&quot; x 42&quot; x 48&quot;</td>
<td>1,100</td>
</tr>
<tr>
<td>Film, Baled</td>
<td>Semi-Load</td>
<td>44,000</td>
</tr>
<tr>
<td>Film, Loose</td>
<td>Standard grocery bag</td>
<td>15</td>
</tr>
<tr>
<td>HDPE (Dairy Only), Whole, Loose</td>
<td>One cubic yard</td>
<td>24</td>
</tr>
<tr>
<td>HDPE (Dairy Only), Baled</td>
<td>32&quot; x 60&quot;</td>
<td>400-500</td>
</tr>
<tr>
<td>HDPE (Mixed), Baled</td>
<td>32&quot; x 60&quot;</td>
<td>900</td>
</tr>
<tr>
<td>Mixed PET &amp; Dairy, Whole, Loose</td>
<td>One cubic yard</td>
<td>32</td>
</tr>
<tr>
<td>Mixed PET, Dairy &amp; Other Rigid</td>
<td>One cubic yard</td>
<td>38</td>
</tr>
<tr>
<td>Mixed Rigid, No Film</td>
<td>One cubic yard</td>
<td>49</td>
</tr>
<tr>
<td><strong>Glass</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass, Whole Bottles</td>
<td>One cubic yard</td>
<td>600-1,000</td>
</tr>
<tr>
<td>Glass, Semi-Crushed</td>
<td>One cubic yard</td>
<td>1,000-1,800</td>
</tr>
<tr>
<td>Glass, Crushed (Mechanically)</td>
<td>One cubic yard</td>
<td>800-2,700</td>
</tr>
<tr>
<td>Glass, Whole Bottles</td>
<td>One full grocery bag</td>
<td>16</td>
</tr>
<tr>
<td>Glass, Uncrushed to Manually</td>
<td>55 gallon drum</td>
<td>125-500</td>
</tr>
<tr>
<td>Broken</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Arboreal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leaves, Uncompacted</td>
<td>One cubic yard</td>
<td>200-250</td>
</tr>
<tr>
<td>Leaves, Compacted</td>
<td>One cubic yard</td>
<td>300-450</td>
</tr>
<tr>
<td>Leaves, Vacuumed</td>
<td>One cubic yard</td>
<td>350</td>
</tr>
<tr>
<td>Wood Chips</td>
<td>One cubic yard</td>
<td>500</td>
</tr>
<tr>
<td>Grass Clippings</td>
<td>One cubic yard</td>
<td>400-1,500</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Battery (Heavy Equipment)</td>
<td>One</td>
<td>60</td>
</tr>
<tr>
<td>Battery (Auto)</td>
<td>One</td>
<td>35.9</td>
</tr>
<tr>
<td>Used Motor Oil</td>
<td>One gallon</td>
<td>7.4</td>
</tr>
<tr>
<td>Used Oil Filters (Uncrushed)</td>
<td>55 gallon drum</td>
<td>66 Lbs./Used Oil + 110 Lbs./Ferrous Metal</td>
</tr>
<tr>
<td>Used Oil Filters (Crushed)</td>
<td>55 gallon drum</td>
<td>16.5 Lbs./Used Oil + 368 Lbs./Ferrous Metal</td>
</tr>
<tr>
<td>Tire - Passenger Car</td>
<td>One</td>
<td>20</td>
</tr>
<tr>
<td>Tire - Truck, Light</td>
<td>One</td>
<td>35</td>
</tr>
<tr>
<td>Tire – Semi</td>
<td>One</td>
<td>105</td>
</tr>
<tr>
<td>Antifreeze</td>
<td>One gallon</td>
<td>8.42</td>
</tr>
<tr>
<td>Food Waste, Solid &amp; Liquid Fats</td>
<td>55 gallon drum</td>
<td>412</td>
</tr>
<tr>
<td>Electronics: CRT/CPU/LapTop/TV</td>
<td>Each (avg wt from NCER)</td>
<td>38/26/8/49 respectively</td>
</tr>
</tbody>
</table>

This Table For General Guidance Only.
MEMORANDUM

TO: Student Organizations

FROM: Mary-Ann O. Ibeziako
Assistant Vice President for Infrastructure and Chief Sustainability Officer
Chair of the Climate Action, Sustainability, and Energy Committee

DATE: September 11, 2022

SUBJECT: Academic Year 2022-23 Request for Proposal for Climate Action, Sustainability, and Energy Initiatives by Student Organizations Program (Green RFP Program)

Student engagement is an important factor in advancing climate action, sustainability, and energy initiatives at Virginia Tech. The university has created the Request for Proposal for Climate Action, Sustainability, and Energy Initiatives from Student Organizations Program (called the “Green RFP Program”) to solicit proposals from recognized student organizations that support the goals of the Virginia Tech 2020 Climate Action Commitment. Since its initiation in academic year 2010-11, the Green RFP Program has provided funds in excess of $1.75 million for 133 approved student sustainability proposals.

The purpose of this memorandum is to present the proposal submission process, timeline, format, contacts, and review criteria. Recognized student organizations should identify sustainability initiatives that are directly targeted to specific projects and therefore limited in size and scope. The university is especially interested in projects focused on energy reduction and conservation that produce achievable savings. Requests for one-time support are generally preferred over those requiring ongoing support.

The process and key dates for proposal submission are shown in Attachment 1. The process begins with this memorandum and continues through the current academic year. Approved proposals will be formally announced during Spring Semester 2023.
Student organizations will submit their proposal(s) using the form titled “Green RFP Submission Form” shown in Attachment 2. All four parts of the form must be completed in detail. Part III, “Supporting Information” should be completed prior to addressing Part II, “Project Cost Information.” As shown in Part IV, all proposals must have an appropriate university official’s participation and concurrence prior to submission. The participation of the appropriate university official is essential, particularly if a proposal involves the purchase and installation of new equipment, a modification to an existing facility or grounds, or a new program.

The completed form must be signed and electronically submitted to Nathan King in the Office of Climate Action, Sustainability, and Energy at naking@vt.edu by 4 p.m. on November 11, 2022. If students have questions, need assistance in completing the form, or need assistance with identifying the appropriate university official for their proposal, please contact Mr. King via email or office telephone at 540-231-7358. If technical assistance is needed in preparing a proposal, please see our subject matter contact list in Attachment 3. For a list of previously approved Green RFPs, please visit the Office of Climate Action, Sustainability, and Energy website: http://facilities.vt.edu/sustainability/sustainability-programs/green-rfp-program.html

The Office of Climate Action, Sustainability, and Energy will present select proposals to the university’s Climate Action, Sustainability, and Energy Committee (CASEC) for review and prioritization. This committee is a part of our university governance system and is comprised of faculty, staff, graduate students, and undergraduate students. The committee will consider and evaluate proposals based on the following criteria:

- Does the proposal help to achieve the goals of the Virginia Tech 2020 Climate Action Commitment? See: https://vt.edu/sustainability/background.html
- Does the proposal generate savings that exceed the cost of implementation?
- Does the proposal reduce/conserve energy or enhance social/ecosystem services?
- Does the funding request address a one-time or an ongoing need?
- Does the proposal leverage other sources of funding or volunteer effort?

Select proposals meeting these criteria will be prioritized and submitted by the Climate Action, Sustainability, and Energy Committee to the Office of Budget and Financial Planning (OBFP) for further consideration. OBFP will assemble a budget committee to review proposals and determine potential funding strategies for those recommended for approval. The Vice President for Finance will announce the list of approved proposals and funding sources. The Division of Campus Planning, Infrastructure, and Facilities will oversee implementation.

Thank you for your interest in the university’s environmental stewardship efforts. I encourage your participation in this very popular student program.

C: Wendy M. Halsey  
James S. Hillman  
Timothy L. Hodge  
Travis W. Hundley  
Frances B. Keene  
Christopher H. Kiwus  
Jamie D. Lau  
Kenneth E. Miller  
Angela S. Page  
Jonathan C. Teglas  
Nathan T. King
## Student Organizations Sustainability Initiative Proposal Process and Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 11, 2022</td>
<td>Assistant Vice President for Infrastructure and Chief Sustainability Officer announces the AY 2022-23 Green RFP Program and the Office of Climate Action, Sustainability, and Energy (CASE) notifies student organizations.</td>
</tr>
<tr>
<td>Nov 11, 2022</td>
<td>Proposal submission deadline to CASE.</td>
</tr>
<tr>
<td>Dec 1, 2022</td>
<td>CASE coordinates a proposal review for feasibility and completeness.</td>
</tr>
<tr>
<td>Jan 31, 2023</td>
<td>Climate Action, Sustainability, and Energy Committee receives select proposals and appoints Subcommittee to review and recommend a priority order.</td>
</tr>
<tr>
<td>Feb 27, 2023</td>
<td>Subcommittee presents proposed priority recommendations to the Climate Action, Sustainability, and Energy Committee for approval.</td>
</tr>
<tr>
<td>Mar 6, 2023 (estimated)</td>
<td>Climate Action, Sustainability, and Energy Committee presents proposals to the Office of Budget and Financial Planning for review and funding consideration.</td>
</tr>
<tr>
<td>Mar 2023 (estimated)</td>
<td>Office of Budget and Financial Planning, in coordination with other university offices, determines potential funding options for proposals and seeks the appropriate approvals.</td>
</tr>
<tr>
<td>May 2023 (estimated)</td>
<td>Vice President for Finance announces the approved proposals and funding sources.</td>
</tr>
<tr>
<td>July 2023 (estimated)</td>
<td>The Office of Budget and Financial Planning transfers funds to the appropriate Green RFP funding codes for proposal implementation.</td>
</tr>
<tr>
<td>July 2023 (estimated)</td>
<td>CASE initiates Green RFP implementation.</td>
</tr>
</tbody>
</table>
GREEN RFP SUBMISSION FORM

Part I: General Information:
Name of Student Organization
Contact/Responsible Person
Contact Office Held/Title
Contact Email Address
Contact Telephone Number

Part II: Project Cost Information
Estimated Cost of this Proposal [ ] See III.C. below
Estimated Savings - [ ] See III.D. below
Net Cost of this Proposal = [ ]

Part III: Supporting Information
A. Please describe your climate action, sustainability, and/or energy initiative and attach supporting documentation.

B. How does this initiative help to achieve the goals of the Virginia Tech 2020 Climate Action Commitment Resolution and Sustainability Plan?
C. What is the cost of your proposal? Please describe in adequate detail the basis for your cost estimate. Also, include a line item for any ADA accessibility considerations, if applicable for your project. Also, include a 15–20% contingency cost estimate (based on total cost) to account for labor/material cost fluctuations or other unforeseen expenses.

D. Will your proposal produce cost savings for the university or enhance social or ecosystem services? If so, how much? Please describe in adequate detail the basis for your savings estimate.

E. Is this funding request for a one-time need or an ongoing need (please mark one)?

   One-Time _____  Ongoing _____

F. Is funding available for this request from another source? If yes, describe the funding (source, amount, etc.).
## GREEN RFP SUBMISSION FORM
(Continued)

### Part IV: Requestors/Reviewers

<table>
<thead>
<tr>
<th>Prepared By (Name of Contact for Student Organization)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewed By (Name of Appropriate University Official)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewed By (Name of Office of Climate Action, Sustainability, and Energy Representative)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GREEN RFP SUBMISSION
CONTACT LIST

In the preparation of your Green RFP form, student organizations are encouraged to seek input and guidance from the following list of university employees. These individuals are familiar with the form and the process. They can address the feasibility of your proposal, provide a technical review, and evaluate the cost & potential savings.

<table>
<thead>
<tr>
<th>Area of Expertise</th>
<th>Name</th>
<th>Title</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering &amp; Operations, Energy Management</td>
<td>Steve Durfee</td>
<td>Campus Energy Manager</td>
<td><a href="mailto:sdurfee@vt.edu">sdurfee@vt.edu</a></td>
</tr>
<tr>
<td>Facilities: Housing &amp; Residence Life</td>
<td>Todd Pignataro</td>
<td>Associate Director of Facilities Management</td>
<td><a href="mailto:ptodd@vt.edu">ptodd@vt.edu</a></td>
</tr>
<tr>
<td>Facilities: Buildings &amp; Grounds (Small Renovations)</td>
<td>Jim McDaniel</td>
<td>Minor Modifications Manager</td>
<td><a href="mailto:jmcldani@vt.edu">jmcldani@vt.edu</a></td>
</tr>
<tr>
<td>Exterior Lighting</td>
<td>Matt Hagy</td>
<td>Interim Associate Director of Utilities</td>
<td><a href="mailto:mhagy1@vt.edu">mhagy1@vt.edu</a></td>
</tr>
<tr>
<td>Student Engagement &amp; Campus Life</td>
<td>Spencer Stidd</td>
<td>Assistant Director of Event Services</td>
<td><a href="mailto:ssstidd@vt.edu">ssstidd@vt.edu</a></td>
</tr>
<tr>
<td>Dining Services &amp; Housing (Student Affairs)</td>
<td>Blake Bensman</td>
<td>Sustainability Manager</td>
<td><a href="mailto:bensman@vt.edu">bensman@vt.edu</a></td>
</tr>
<tr>
<td>Alternative Transportation (Bus, Bike, &amp; Walk/EVs)</td>
<td>Nick Quint</td>
<td>Transportation Network Manager</td>
<td><a href="mailto:nquint@vt.edu">nquint@vt.edu</a></td>
</tr>
<tr>
<td>Landscape Architecture</td>
<td>Jack Rosenberger</td>
<td>Campus Landscape Architect</td>
<td><a href="mailto:jrosenb@vt.edu">jrosenb@vt.edu</a></td>
</tr>
<tr>
<td>Hahn Horticulture Garden</td>
<td>Scott Douglas</td>
<td>Director/Instructor</td>
<td><a href="mailto:dsd1@vt.edu">dsd1@vt.edu</a></td>
</tr>
<tr>
<td>Recycling &amp; Waste Management</td>
<td>Teresa Sweeney</td>
<td>Waste and Recycling Manager</td>
<td><a href="mailto:mfirecycle247@vt.edu">mfirecycle247@vt.edu</a></td>
</tr>
<tr>
<td>Other Sustainability Topics</td>
<td>Nathan King</td>
<td>Campus Sustainability Manager</td>
<td><a href="mailto:naking@vt.edu">naking@vt.edu</a></td>
</tr>
</tbody>
</table>
Bridges Master Plan and CAC

In 2018, Virginia Tech completed its most recent master planning effort resulting in ‘Beyond Boundaries 2047: The Campus Plan.’

Utilities Master Plan

The Utilities Master Plan will provide a comprehensive roadmap to align campus wide utility systems with the strategies of the Campus Master Plan and the sustainability goals of the Climate Action Commitment.

Climate Action Commitment

In 2020, Virginia Tech revised its Climate Action Commitment, setting sustainability goal, and milestones through 2050.
Utilities Master Plan Goals

1. Stakeholder collaboration campus wide
   - Quarterly stakeholder workshops
   - Monthly stakeholder update meetings
   - OUP 2047 Master Plan building data integration

2. Asset Management centric program
   - Utility data gathered is consolidated into Virginia Tech’s GIS system (geospatial format)
   - Record utility systems as a network that can be investigated by each asset and its attributes
   - Allows for a risk based project development process

3. Prioritize service level risks
   - Assess utility capacity and conditions for
     - Existing level of services
     - 6 Year Capital Plan
     - 2047 build-out
   - Identify projects to mitigate identified risk

4. Align with existing capital and renewal programs
   - Developing projects within Maintenance Reserve or Capital Construction programs

5. Programmatic and iterative process to assess Energy and Utility strategies
## Major Utility Systems

**COMPREHENSIVE NETWORK OF UTILITIES TO PROVIDE CRITICAL SERVICES TO THE UNIVERSITY**

<table>
<thead>
<tr>
<th>Thermal Systems</th>
<th>Civil Utilities</th>
<th>Electrical Utilities</th>
<th>Technology Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steam 200,000 lbs/hr</td>
<td>Sanitary Sewer 1.2 MGD</td>
<td>Distribution 30 MegaWatt</td>
<td>Telecom Outside Plant</td>
</tr>
<tr>
<td>Chilled Water 25,000 Tons cooling</td>
<td>Potable Water 1.0 MGD</td>
<td>Generation 6 MegaWatt</td>
<td>Core ring multiple 100 Gigabit links</td>
</tr>
<tr>
<td>Distribution</td>
<td>Domestic Hot Water 0.5 MGD</td>
<td></td>
<td>Distribution multiple 10 Gigabit links</td>
</tr>
<tr>
<td></td>
<td>Storm Water</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Virginia Tech Division of Campus Planning, Infrastructure, and Facilities | Utilities Master Plan

4
CENTRAL PLANTS

DISTRIBUTED SYSTEMS

INFRASTRUCTURE
### Example of Major Assets

**BREAK SYSTEMS INTO FEATURE ASSET CLASSES TO ASSESS CONDITION AND CAPACITY FOR PRIORITIZATION OF SERVICE-LEVEL RISK**

<table>
<thead>
<tr>
<th>Thermal Systems</th>
<th>Civil Utilities</th>
<th>Electrical Utilities</th>
<th>Technology Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 3 Central Plants</td>
<td>- 409 Manholes</td>
<td>- 56 Station Switchgears</td>
<td>- 33 Handholes</td>
</tr>
<tr>
<td>- 54 Distributed Chillers</td>
<td>- 368 Inlets</td>
<td>- 124 Distribution Switchgears</td>
<td>- 175 Manholes</td>
</tr>
<tr>
<td>- 47 Distributed Boilers</td>
<td>- 50 Meters</td>
<td>- 212 Distribution Transformers</td>
<td></td>
</tr>
<tr>
<td>- 194 Manholes</td>
<td>- 50 Valves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 151 Mechanical Rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 210 Valves</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Lessons Learned to Date

Positives
– There are no catastrophic condition issues
– Good utility stewardship

Challenges
– Programmatic asset renewal
– Applying consistent risk assessment across utilities

Surprises
– Thermal distribution infrastructure condition
– Overall utility systems age
– The complexity inherent to a comprehensive assessment of campus utility systems and their current and future needs

SUMMARY OF PLANNED MAINTENANCE

- Planned maintenance: 19
- Boiler BOP repair: 11
- Boiler repair: 8
- Boiler replace: 6
- Chiller BOP repair: 8
- Chiller repair: 15
- Chiller replace: 5
- Chiller pump repair: 12
- Cooling tower repair: 5
- Cooling tower replacement: 2
- Electric misc repair: 3
- VFD repair: 8
- Cooling tower replacement: 2
- Electric misc repair: 3
## Ongoing Phases and Schedule

| Phase 1: Field Investigation | 2023 | | | 2024 | | | |
|-----------------------------|------|------|------|------|------|------|
| Q1                          | ▲     | ▲     | ▲     | Q1   | ▲     | ▲     |
| Q2                          | ▲     | ▲     | ▲     | Q2   | ▲     | ▲     |
| Q3                          | ▲     | ▲     | ▲     | Q3   | ▲     | ▲     |
| Q4                          | ▲     | ▲     | ▲     | Q4   | ▲     | ▲     |

| Phase 2: Existing Conditions Assessment | 2023 | | | 2024 | | | |
|-----------------------------------------|------|------|------|------|------|------|
| Q1                                      | ▲     | | | Q1   | ▲     | |
| Q2                                      | ▲     | | | Q2   | ▲     | |
| Q3                                      | ▲     | | | Q3   | ▲     | |
| Q4                                      | ▲     | | | Q4   | ▲     | |

| Phase 3: Analysis and Future State Projections | 2023 | | | 2024 | | | |
|-----------------------------------------------|------|------|------|------|------|------|
| Q1                                            | ▲     | ▲     | ▲     | Q1   | ▲     | ▲     |
| Q2                                            | ▲     | ▲     | ▲     | Q2   | ▲     | ▲     |
| Q3                                            | ▲     | ▲     | ▲     | Q3   | ▲     | ▲     |
| Q4                                            | ▲     | ▲     | ▲     | Q4   | ▲     | ▲     |

| Phase 4: Utility Master Planning Process      | 2023 | | | 2024 | | | |
|-----------------------------------------------|------|------|------|------|------|------|
| Q1                                            | ▲     | ▲     | ▲     | Q1   | ▲     | ▲     |
| Q2                                            | ▲     | ▲     | ▲     | Q2   | ▲     | ▲     |
| Q3                                            | ▲     | ▲     | ▲     | Q3   | ▲     | ▲     |
| Q4                                            | ▲     | ▲     | ▲     | Q4   | ▲     | ▲     |

▲ Denotes collaborative stakeholder workshops

Denotes briefing to BOV Buildings and Grounds Committee
Next Steps

Utility Level of Service Risk Assessment
Refining Criticality and Severity rankings with utility owners to assess level of service risks

Utility Existing Conditions Data GIS Integration Process
1. Refine overall system map
2. Develop observation heat maps
3. Create level of service risk maps

Utility Modeling of Existing and Future Loads
Inputting existing and 2047 Plan building loads into system models and analyzing multiple 'what if' scenarios
OVERVIEW OF THE URBAN FORESTRY PROGRAM
Prepared for the Buildings and Grounds Committee of the Board of Visitors
Overview

Current State
11,510 living trees on the Blacksburg campus valued at $30,622,817

Goal
A low-risk, sustainable, resilient, and attractive urban forest.
Urban Forestry Management Cycle
INTEGRATED AND ADAPTIVE URBAN FOREST MANAGEMENT

- Continuous Monitoring and Adaptation
- Resource Assessment
- Community Engagement and Planning
- Tree Planting Programming
- Tree Maintenance Programming
Urban Forestry Goal Components

Urban Forest Master Plan
- A shared vision to serve all stakeholders.
- Assesses the urban forest
- Reports benefits
- Recommends the path forward

Tree Procedure
Increase the urban tree canopy from 14.7% to 25% as recommended in the Climate Action Commitment.

Accreditation
Virginia Tech can be the first university urban forest team to be accredited by:
- Adopting the Urban Forest Master Plan
- Enacting the tree procedure
Accomplishments

1. Progress on addressing the backlog of maintenance needs.

2. Partnership with the College of Natural Resources and Environment has developed a co-curriculum for students and internships.

3. Integration with all planning, which supports the Climate Action Commitment and sustainability mission.

4. Program outreach through public events, guest lectures, and seminars.
Opportunities

1. Continue to reduce risk and increase safety by reducing tree emergencies and incidents on campus.

2. Increase the number of partnerships with strong outreach to grow a large network of partners.

3. Increase capacity with additional program resources.

4. Adopt the Urban Forestry Master Plan and enact the tree procedure.
Questions?

URBAN FORESTRY TEAM
facilities.vt.edu/operations.arborist  |  campusarborist@vt.edu  |  t: 540.231.3178
Average Annual Expense Per Capita at Peer Institutions

Average yearly total and per capita urban forestry expenditures at SCHEV Approved Peer Institutions and Land Grant Institutions compared to Virginia Tech’s average urban forestry expenses 2008-2022. All data reported as part of Arbor Day Tree Campus application requirements.

<table>
<thead>
<tr>
<th>Tree Campus Higher Education Institutions</th>
<th>Total Expenditures</th>
<th>Total Per Capita Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEV Peer Institutions</td>
<td>$403,289</td>
<td>$9.23</td>
</tr>
<tr>
<td>Land Grant Institutions</td>
<td>$392,459</td>
<td>$9.50</td>
</tr>
<tr>
<td>Virginia Tech</td>
<td>$135,072</td>
<td>$4.16</td>
</tr>
</tbody>
</table>

Virginia Tech invests > $250,000 less in urban forestry than peer institutions.
NON-CAPITAL PROJECT PROGRESS - COMPLETED

Southwest Virginia AREC Road Improvements

Southwest Virginia AREC Ram Barn Shed Extension

Sheep Barn Structural Repairs

Turfgrass Center Equipment Shed

Beneficial Insects Quarantine Lab Emergency Generator

Plantation Road Employee Housing Storage Building Repairs
NON-CAPITAL PROJECT PROGRESS

Key Projects In Progress

- Hahn Horticulture Garden Marquee - Awarded
- Middleburg AREC Stable Exterior Repairs (MR) - Bidding
- Middleburg AREC Clinic HVAC Replacement (MR) - Bidding
- Tidewater AREC Main Office and Lab Roof Replacement (MR) - Bidding
- Southern Piedmont Curing Building Repairs (MR) - Bidding
- Southern Piedmont Main Building LED lighting conversion – Scope Development
- Etgen Large Animal Learning Center Arena Upgrades – Design phase
- Compost Facility Initial Study complete; next steps being evaluated
LIVESTOCK AND POULTRY RESEARCH FACILITIES, Phase 1, Bid Package Updates:

- **BP 1 Swine**: Complete. Final inspection by Institutional Animal Care and Use Committee (IACUC) pending. Planning for animals to arrive this winter.
- **BP 2 Beef Nutrition and Kentland Hay Shed**: Complete. Occupancy to begin after IACUC inspection.
- **BP 3 Turkey and Broiler Grow-out Facilities**: Buildings are complete. Final equipment being installed.
- **BP 4 Equine and Equipment Storage**: Complete and in use.
- **BP 5 Three Hay Sheds and Final Demolition**: Bids received. Awaiting final funding from the state.
- **Priority 2 Furnishing and equipment purchasing in progress for all bid packages.**

**COMPLETED NEW FACILITIES**

BP 1 Swine Facility  
BP 2 Beef Nutrition Facility  
BP 3 Turkey Grow-out Facility  
BP 3 Broiler Grow-out Facility
CAPITAL PROJECTS – COMPLETED SWINE FACILITY

BP 1 Swine Facility
Swine Facility – Classroom Building
Swine Classroom
Gestation pens
Farrowing Crates
Nursery Pens
Finishing Pens
CAPITAL PROJECTS – COMPLETED BEEF NUTRITION

BP 2 Beef Nutrition and Physiology Research Facility

Grain and Commodity Storage
Feed Mixing
Smart Feeders
Cattle Handling
CAPITAL PROJECTS – COMPLETED POULTRY FACILITIES

BP 3 Turkey Grow-Out and Broiler Grow-Out Facilities

BP 3 Broiler Grow-Out Facility

BP 3 Turkey Grow-Out Facility

Turkey Pens

Broiler Pens

Work Area

Ventilation
• AREC and VCE Network Equipment Upgrade and Expansion Project is complete
  o Offices upgraded: 124
  o Network devices installed and/or reconfigured: 630
  o Wireless access points deployed: 315
  o All devices were moved from public to private internet protocol (IP) addressing to improve security and allow for future expansion
  o Significant upgrades also made to the CALS headend equipment in the Andrews Information Systems Building in Blacksburg
### CAPITAL PROJECTS

**Update through October 13, 2023**

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT DESCRIPTION</th>
<th>ESTIMATED TOTAL PROJECT COST</th>
<th>FUND SOURCE</th>
<th>PROJECT TEAM</th>
<th>CONTRACT COMPLETION DATE</th>
<th>PROJECT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IN CONSTRUCTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve Kentland Facilities, Phase II</td>
<td>Applied Reproduction Facility (APF): 4.15 SF barn at Van Med for superovulation and breeding instruction. Beehive Extension, Teaching and Research (BETR) Facility: 1,000 SF classroom building and 5,100 SF demonstration area at livestock center on Plantation Road. Metallic Research Laboratory (MRL): 1,150 SF animal laboratory at the Dairy Center at Kentland Farm.</td>
<td>$12,463,000</td>
<td>Capital Outlay</td>
<td>Spectrum</td>
<td>Fall 2020</td>
<td>All projects have reached substantial completion and have certificate of occupancy. Minor corrective work at the Metabolic Research lab is ongoing.</td>
</tr>
<tr>
<td>New Virginia Seafood AREC Building</td>
<td>21,698 SF, 4-story building to replace existing aging and structurally unsound facility in Hampton, Virginia with state-of-the-art aquaculture research and extension facilities. Facility owned and developed by Virginia Tech Foundation.</td>
<td>$9,260,000</td>
<td>Various</td>
<td>WMW</td>
<td>April 2022</td>
<td>Certificate of Occupancy has been received. Remaining punch list and change order items are complete. Primary commissioning complete. Installation of first specialty equipment in progress. City has demolished old facility.</td>
</tr>
<tr>
<td>Livestock and Poultry Research Facilities, Phase I</td>
<td>Pkg 1: New Swine Center at Kentland Farm. Pkg 2: New Beef Nutrition Facility &amp; Hay Shed at Kentland Farm. Pkg 3: New Dairy Facility $25,200,000 Facility at the Turkey Research Center (Glade Rd). Pkg 4: New Equitation Barn &amp; Equipment Storage Building at Livestock Center (Plantation Rd.). Pkg 5: 3 New Hay Sheds at Stetsonfield Home Center, Fields west of US 460, and 4th form plus demolition of existing water center</td>
<td>$21,074,000</td>
<td>Capital Outlay</td>
<td>Spectrum</td>
<td>Packages 1-4: Fall 2020</td>
<td>Packages 1, 2, and 3 are substantially complete. Package 4 is 100% complete. Package 5 is nearing substantial completion, with permission to occupy the classroom and allow planning for animal occupancy. Package 5 has been bid and funding request submitted to the state. Priority 1: Equipment buy-out is complete. Priority 2 equipment buy-out is in progress.</td>
</tr>
</tbody>
</table>

| **IN DESIGN** | | | | | | |
| **PROJECT INITIATION / PLANNING STAGE** | | | | | | |
| 2024-2030 6-Year Capital Outlay Plan | Capital budget requests for five projects: CMRS Center: Wood Improvements. System-Wide AREC Improvements (Phase I): Glade Road Relocation, Human and Agricultural Biosciences Building 3, and Livestock and Industry Research Facilities, Phase II. | $213,000,000 | Capital Outlay | TBD | TBD | Following approval of the 2024-2030 Capital Outlay Plan by the Board of Visitors, program and cost validation is underway for selected projects. Two submitted for state funding consideration summer 2023. Others held for future requests. |
| System-Wide AREC Improvements, Phase I | Renew and expand aging and deteriorating AREC facilities. Phase 1 project to address entirety of capital renewal needs at Eastern Shore and Southern Piedmont ARECs. | $25,300,000 | Capital Outlay | TBD | TBD | Phase 1 capital budget request submitted June 2023. |
| Replace Plant and Animal Facilities at Glade Road | Relocate existing facilities away from the Glade Road Research Facility. | $41,000,000 | Capital Outlay | TBD | TBD | Re-programming effort completed with a $53.5M construction target. Draft Feasibility report is under review. |
| Plant & Animal Environmental Sciences Research Facility (HARB-II) | Construct new research lab facility for the School of Plant and Environmental Sciences to co-locate numerous research teams in one location with modernized facilities to focus on studying climate change. | $81,000,000 | Capital Outlay | TBD | TBD | Re-programming effort completed with a $53.5M construction target. Draft Feasibility report is under review. |

<p>| <strong>NON-CAPITAL PROJECTS</strong> | | | | | | |
| <strong>Update through October 13, 2023</strong> | | | | | | |
| Minor Projects (&lt;$25,000 each) | Southwell Vi. AREC Barn Shell Extension Sherwoodbuck Valley AREC Interior Wood Repairs | $31,000 | CALS / VAES | Various | - | Complete |
| Prince Fork Quarantine Lab Emergency Generator | Installation of new backup generator for operational reliability at Entomology Quarantine Facility at Prince Fork Research Center. | $66,000 | CALS | Gibson Engineering | Davis H. Elliott | Fall 2023 | Complete |</p>
<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT DESCRIPTION</th>
<th>ESTIMATED TOTAL PROJECT COST</th>
<th>FUND SOURCE</th>
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<th>CONTRACT COMPLETION DATE</th>
<th>PROJECT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turfgrass Research Center Equipment Shed</td>
<td>New 1,800 square feet open-front pole shed at the Turfgrass Research Center for weather-protected storage of equipment.</td>
<td>$65,000</td>
<td>CALS</td>
<td>Superior</td>
<td>Fall 2023</td>
<td>Complete</td>
</tr>
<tr>
<td>Sheep Barn Structural Repairs</td>
<td>Additional structure required to support weight of hay in loft above.</td>
<td>$60,000</td>
<td>Maintenance Reserve</td>
<td>Prosys</td>
<td>Fall 2023</td>
<td>Complete</td>
</tr>
<tr>
<td>Southwest Virginia AREC Roadway and Parking Lot Repairs</td>
<td>Have existing roadway and parking areas.</td>
<td>$96,000</td>
<td>CALS / VAES</td>
<td>-</td>
<td>Summer 2023</td>
<td>Complete</td>
</tr>
</tbody>
</table>

**PROJECTS IN CONSTRUCTION**

- **Minor Projects (<$25,000 each):**
  - Reynolds Homestead FRRC Exterior Repairs
  - Shenandoah Valley AREC Working Pens
  - Middleburg AREC Laundry Hookups
  - Middleburg AREC Freeze Damage Repairs
  - Hampton Roads AREC Water Heater Installation
  - Six Pavilion AREC Greenhouse controls
  - Shenandoah Valley AREC Security Camera Installation
  - $43,000 (CALS / VAES)

- **Price Fork Quarantine Lab Autoclave installation:**
  - Installation of 3-phase electric service and new autoclave for more reliable sterilization process.
  - $165,000 (CALS)

- **Sheep Barn Structural Repairs:**
  - Additional structure required to support weight of hay in loft above.
  - $93,000 (Maintenance Reserve)

- **Southwest Virginia AREC Roadway and Parking Lot Repairs:**
  - Have existing roadway and parking areas.
  - $96,000 (CALS / VAES)

- **AREC Exterior Signage Upgrades:**
  - Installation of 2 new exterior signs at each AREC with refreshed design to match current branding.
  - $81,000 (CALS / VAES)

- **Beef Barn Repairs:**
  - Exterior and interior demolition followed by the installation of new roofing, hay loft flooring, doors, windows and lighting. This work was originally included in LPRF Phase I, but removed due to scope concerns.
  - $1,064,000 (Maintenance Reserve)

- **Tidewater AREC - Water system repair:**
  - Water line from well to main office complex is failing in multiple locations and requires frequent repairs, creating water quality concerns. Project is to connect to public water system with 2-inch water line, add backflow preventer, and re-connect non-potable water line to well for irrigation purposes.
  - $160,000 (CALS)

- **Alson H. Smith Jr. AREC Chilled Water System repairs:**
  - Cooling chillers are leaking and utilizing refrigerant that is no longer readily available. System condition is deteriorating and in need of major repair and replacement.
  - $439,000 (Maintenance Reserve)

- **Turfgrass Research Center Equipment Shed:**
  - New 1,800 square feet open-front pole shed at the Turfgrass Research Center for weather-protected storage of equipment.
  - $65,000 (CALS)

- **Roofing and lighting replacement complete. Hay loft flooring replacement complete. Initial post and beam replacements complete. Additional structural deterioration discovered during construction requiring additional analysis and extension of project schedule.**

- **City water line is complete to new meter. New water line from meter to buliding installed. Backflow Preventer and new non-potable irrigation line to be installed Fall 2023.**

- **Signage installation complete at Tidewater, Southwest Virginia, Alson H. Smith Jr., Eastern Virginia, Middleburg, Southern Piedmont, Shenandoah Valley, and Eastern Shore ARECS. Installation planned for late October at Hampton Roads. Final Design approved for Reynolds Homestead and pricing is in progress.**

- **Installation of 2 new exterior signs at each AREC with refreshed design to match current branding.**

- **Turfgrass Research Center Equipment Shed:**
  - New 1,800 square feet open-front pole shed at the Turfgrass Research Center for weather-protected storage of equipment.
  - $65,000 (CALS)

- **Sheep Barn Structural Repairs:**
  - Additional structure required to support weight of hay in loft above.
  - $60,000 (Maintenance Reserve)

- **Southwest Virginia AREC Roadway and Parking Lot Repairs:**
  - Have existing roadway and parking areas.
  - $96,000 (CALS / VAES)

- **AREC Exterior Signage Upgrades:**
  - Installation of 2 new exterior signs at each AREC with refreshed design to match current branding.
  - $81,000 (CALS / VAES)

- **Beef Barn Repairs:**
  - Exterior and interior demolition followed by the installation of new roofing, hay loft flooring, doors, windows and lighting. This work was originally included in LPRF Phase I, but removed due to scope concerns.
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  - $160,000 (CALS)

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  - Cooling chillers are leaking and utilizing refrigerant that is no longer readily available. System condition is deteriorating and in need of major repair and replacement.
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</tr>
</thead>
<tbody>
<tr>
<td>Minor Projects (&lt;$25,000) each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tidewater AREC Peanut Storage Shed: Demolish two structures that are currently unsafe and operationally unnecessary.</td>
<td>$185,000</td>
<td>CALS / Siemens</td>
<td>TDI</td>
<td>TBD</td>
<td>In Progress</td>
<td>Various</td>
</tr>
<tr>
<td>Tidewater AREC RTX Tower Installation: Upgrade and design the corrective measures.</td>
<td>$362,000</td>
<td>Maintenance Reserve</td>
<td>TDI</td>
<td>TBD</td>
<td>Funding confirmed. Final scope development underway.</td>
<td>TBD</td>
</tr>
<tr>
<td>Southern Piedmont Lab Freezer Generator Installation: New 500 square foot prefabricated structure for field storage of harvested peanuts.</td>
<td>$78,000</td>
<td>Maintenance Reserve, CALS</td>
<td>TDI</td>
<td>TBD</td>
<td>A/E Proposal under review.</td>
<td>TBD</td>
</tr>
<tr>
<td>Eastern Shore AREC HVAC System Installation: Repair/replace water hammer in HVAC system.</td>
<td>$93,000</td>
<td>Maintenance Reserve</td>
<td>TDI</td>
<td>TBD</td>
<td>Construction procurement in progress.</td>
<td>TBD</td>
</tr>
<tr>
<td>Hampton Roads AREC HVAC System Replacement: New gas line for HVAC system.</td>
<td>$135,000</td>
<td>Maintenance Reserve</td>
<td>TDI</td>
<td>TBD</td>
<td>Construction procurement in progress.</td>
<td>TBD</td>
</tr>
<tr>
<td>Middleburg AREC Clinic/Admin Building HVAC repairs: Add backup power generator to serve circuits for critical lab freezers.</td>
<td>$40,000</td>
<td>Maintenance Reserve</td>
<td>TDI</td>
<td>TBD</td>
<td>Construction procurement in progress.</td>
<td>TBD</td>
</tr>
<tr>
<td>Middleburg AREC Stable exterior repairs: Replace deteriorated steel girts and posts. This work was originally included in LPRF Phase 1, but removed due to scope concerns.</td>
<td>$51,000</td>
<td>Maintenance Reserve, CPIF</td>
<td>TBD</td>
<td>TBD</td>
<td>Construction procurement in progress.</td>
<td>TBD</td>
</tr>
<tr>
<td>Tidewater AREC Main Office and Lab Roof Replacement: Existing roof is leaking causing damage to main lobby interior walls and classroom area.</td>
<td>$78,000</td>
<td>Maintenance Reserve</td>
<td>TDI</td>
<td>TBD</td>
<td>Construction procurement in progress.</td>
<td>TBD</td>
</tr>
<tr>
<td>Southern Piedmont AREC - Curing Building Repairs: Replace and design the corrective measures.</td>
<td>$51,000</td>
<td>Maintenance Reserve</td>
<td>TDI</td>
<td>TBD</td>
<td>Construction procurement in progress.</td>
<td>TBD</td>
</tr>
<tr>
<td>N&amp;L Communication antenna installation: New antennas to be installed at the Beef Barn and HABIL for enhanced coverage along Troubles Creek Research field.</td>
<td>$180,000</td>
<td>Maintenance Reserve</td>
<td>TDI</td>
<td>TBD</td>
<td>Permitting and equipment procurement in progress.</td>
<td>TBD</td>
</tr>
<tr>
<td>Eastern Shore AREC Lab GBI Renovation: Uplift of existing space to accommodate new research lab.</td>
<td>$180,000</td>
<td>Maintenance Reserve</td>
<td>TDI</td>
<td>TBD</td>
<td>Lab furniture design underway.</td>
<td>TBD</td>
</tr>
<tr>
<td>Kentland Dairy Center Water Hammer Repair: New water hammer system in the well supplied, non-potable water supply at the Dairy Center. Initial troubleshooting could not resolve the problem so a consultant is being engaged to provide further evaluation and design the corrective measures.</td>
<td>$180,000</td>
<td>Maintenance Reserve</td>
<td>TDI</td>
<td>TBD</td>
<td>Engineering site visits completed. Well pump settings have been modified. Procurement of water hammer imminent underway.</td>
<td>TBD</td>
</tr>
<tr>
<td>Elgin Learning Center Animal Arena Upgrades: Modifications to the Elgin Arena to provide pens and short-term housing for heifers. Upgrades include new calf pens, bolted stall pens, sidewall curtains, and power upgrades.</td>
<td>$180,000</td>
<td>Maintenance Reserve</td>
<td>TDI</td>
<td>TBD</td>
<td>A/E Proposal under review.</td>
<td>TBD</td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION</td>
<td>ESTIMATED TOTAL PROJECT COST</td>
<td>FUND SOURCE</td>
<td>PROJECT TEAMS</td>
<td>CONTRACT COMPLETION DATE</td>
<td>PROJECT STATUS</td>
</tr>
<tr>
<td>-------------------------------------</td>
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<td>-------------------------------</td>
</tr>
<tr>
<td>Greenhouse 9 Cooling System Repairs</td>
<td>Repair or replacement needed for cooling pad system in 4 greenhouse rooms due to failing infrastructure.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Contractor proposal is being developed.</td>
</tr>
<tr>
<td>Hale Garden Pavilion LED Lighting Retrofit</td>
<td>Convert existing lighting to LED.</td>
<td>TBD</td>
<td>Energy Action Plan</td>
<td>TBD</td>
<td>TBD</td>
<td>Contractor proposal is under review.</td>
</tr>
<tr>
<td>Compost Facility to support main campus &amp; surrounding farmlands</td>
<td>CAGS is experiencing significant and growing land pressure to meet nutrient management plan requirements, which would be greatly eased by the proposed compost facility. This initiative also has an extremely high level of student support as well as potential partnerships with Dining Services, Athletics and facilities. Project includes 220'x 2 Capital Budget Request, but is a high priority for separate, earlier funding, if possible, due to regulatory risk exposure from limited manure storage during winter months.</td>
<td>$1,823,000</td>
<td>TED</td>
<td>TDB</td>
<td>TDB</td>
<td>Phase 1, TDB</td>
</tr>
<tr>
<td>Turkey Farm Processing Building Repair</td>
<td>Interior Demolition followed by the installation of new cold-formed steel stud interior partitions, new doors and a window. Fiberglass reinforced plastic paneling and epoxy painted floors. This work was originally included in UPEF Phase I, but removed due to scope concerns.</td>
<td>$160,000</td>
<td>TDB</td>
<td>TDB</td>
<td>TDB</td>
<td>Scope and budget development.</td>
</tr>
<tr>
<td>Moore Farm Barn DSG1 Repairs</td>
<td>This highly visible and prominent barn is for many purposes such as lambing of sheep, feeding facility, has been storage, emergency storage for weather affected crops, and equipment and parts storage. The conditions of the roof and siding is poor, failing to provide the necessary weather protection. Without mitigation soon, the conditions will deteriorate to the point of loss.</td>
<td>TBD</td>
<td>TDB</td>
<td>TDB</td>
<td>TDB</td>
<td>Scope and budget development.</td>
</tr>
<tr>
<td>Moore Farm Shed DSG8 Repairs</td>
<td>This hay shed was built in the 1960's and received heavy use for that purpose. Over the years its condition has continued to worsen and recent wind and snow storms have accelerated the deterioration. In order to execute research projects utilizing recently renovated fields, the level Cattle unit now needs to utilize this shed as a working facility for cattle. This would involve pouring a concrete floor and moving in cattle working equipment. However, the structural condition of this facility is poor and should be addressed prior to additional use. It may be more cost effective to rebuild/fix to repair this structure.</td>
<td>TBD</td>
<td>TDB</td>
<td>TDB</td>
<td>TDB</td>
<td>Scope and budget development.</td>
</tr>
<tr>
<td>Alison H. Smith AREC - Repair paving and parking</td>
<td>Existing asphalt parking lot and driveways are deteriorating and in need of repair.</td>
<td>$56,000</td>
<td>TDB</td>
<td>TDB</td>
<td>TDB</td>
<td>Scope and budget development. Construction funds requested for FY 2024.</td>
</tr>
<tr>
<td>Tidewater AREC - Repair paving and parking</td>
<td>Existing asphalt parking lot and driveways are deteriorating and in need of repair.</td>
<td>$15,000</td>
<td>TDB</td>
<td>TDB</td>
<td>TDB</td>
<td>Scope and budget development. Construction funds requested for FY 2024.</td>
</tr>
<tr>
<td>Southern Piedmont AREC Modular Housing</td>
<td>Addition of a new 4 bedroom modular employee housing unit at Southern Piedmont AREC.</td>
<td>TBD</td>
<td>CALS / VAGS</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
</tr>
<tr>
<td>Middleburg AREC - Exterior Repairs</td>
<td>Before several buildings or in need of repair/renovation due to advanced age. Farm (0801), Kitchen Barn (0807), Milking Barn (0909), Sheep Barn (0919), Calving Barn (0812), Clothing Building (0813), Stable (0824). If in use (0708) are deteriorating and in need of repair or replacement. Corn House and Machinery Shed (0802) is in need on structural repairs. Basement of Annex (0813) floods and needs drainage corrections.</td>
<td>$158,000</td>
<td>TDB</td>
<td>TDB</td>
<td>TDB</td>
<td>Scope and budget development.</td>
</tr>
<tr>
<td>Shenandoah Valley AREC - Repair/Replace Sheep Barn</td>
<td>Sheep Barn (0914) has rotten posts at ground level and leaking roof. The building should be evaluated for repair or replacement.</td>
<td>$76,000</td>
<td>TDB</td>
<td>TDB</td>
<td>TDB</td>
<td>Scope and budget development.</td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION</td>
<td>ESTIMATED TOTAL PROJECT COST</td>
<td>FUND SOURCE</td>
<td>PROJECT TEAM</td>
<td>CONTRACT COMPLETION DATE</td>
<td>PROJECT STATUS</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Denardoski Valley AREC - Renovate Carriage House</td>
<td>Renovate Carriage House to add two single-user public restrooms and welcome center area for visitors to the McCamrick Farm.</td>
<td>TBD</td>
<td>CALS / VAES</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Smithfield Equine Complex</td>
<td>Develop new facilities for Equine Complex on Plantation Road including covering outdoor arena, add bleachers, restrooms, announcer stand, fencing, quarantine facility.</td>
<td>TBD</td>
<td>Private</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Southern Piedmont Main Building LED Conversion</td>
<td>Lighting system is failing in main building and is in need of replacement.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Employee House 218 Repairs</td>
<td>Misc. interior repairs needed to S bedroom house on Southgate Drive to refurbish for future occupancy.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Smithfield Equine Classroom Renovations, Phase 2</td>
<td>Completion of building envelope repairs, restroom repairs, accessibility improvements.</td>
<td>$110,000</td>
<td>Maintenance Reserve, CALS</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**INFORMATION TECHNOLOGY (IT) PROJECTS**

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT DESCRIPTION</th>
<th>ESTIMATED TOTAL PROJECT COST</th>
<th>FUND SOURCE</th>
<th>PROJECT TEAM</th>
<th>CONTRACT COMPLETION DATE</th>
<th>PROJECT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Equipment Upgrades and Expansion</td>
<td>This project replaces or upgrades aging Local Area Network (LAN) equipment as well as expand in building wireless and some external wireless capabilities. This effort also includes the procurement and installation of new &quot;backend&quot; equipment that will be installed on campus to manage and operate the networks at the ARECs and other extension offices.</td>
<td>$1,140,000</td>
<td>CALS / VAES</td>
<td>CALS IT</td>
<td>Complete</td>
<td>Action Complete: 1. Offices upgraded: 326 Network devices installed and/or reconfigured: 620 Wireless access points deployed: 615 All devices were moved from private to public internet protocol (IP) addressing to improve security and allow for future expansions. Significant upgrades also made to the CALS headend equipment in the Andrews Information Systems Building in Blacksburg.</td>
</tr>
<tr>
<td>Bandwidth and Internet Connectivity Improvements</td>
<td>Identify and implement bandwidth upgrade opportunities across campus locations to enhance research and address emerging requirements.</td>
<td>Various</td>
<td>CALS / VAES</td>
<td>CALS IT</td>
<td>Ongoing</td>
<td>1) Kentland Dark Fiber - Complete. 2) Kentland Swim Center Connection - Complete. 3) Kentland Hvy. Dept. - Awating construction completion. 4) Turkey Farm - Complete. 5) Turfgrass Center - Complete. VOD conversion projects were completed at 8 of the 11 ARECs. Further installations at Hampton Roads, Reynolds Homestead, and Southeast Virginia ARFC were put on hold when it was learned Virginia Tech would be moving to a new Zoom SIP phone system. Plans are being made now to migrate the original 8 VOD systems first, since they will not be compatible with the new Zoom system and then make plans to upgrade the remaining legacy phone systems at some future date. Early adopters are being migrated now, and Anson H. Smith, Jr. was migrated in this group. All others are in planning and should be converted by summer of 2024.</td>
</tr>
<tr>
<td>AREC Voice Over Internet Protocol (VOIP) Phone Conversion</td>
<td>Convert legacy telephone systems at all ARECs to unified Voice Over Internet Protocol (VOIP) phone systems to match the voice service on campus. The existing contract with Always VOIP phones is expiring and Virginia Tech is now migrating to the Zoom VOIP phone solution.</td>
<td>TBD</td>
<td>CALS / VAES</td>
<td>CALS IT</td>
<td>Planning</td>
<td>Planning to install initial pilot systems at Turfgrass Facility and Allason H. Smith, Jr. AREC. No ECD at this time. Additional locations will be added once operational parameters and limitations are better understood.</td>
</tr>
</tbody>
</table>

**PROJECT INITIATION / PLANNING STAGE**

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT DESCRIPTION</th>
<th>ESTIMATED TOTAL PROJECT COST</th>
<th>FUND SOURCE</th>
<th>PROJECT TEAM</th>
<th>CONTRACT COMPLETION DATE</th>
<th>PROJECT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar Powered External Wifi</td>
<td>This project looks to extend WiFi coverage of AREC external locations by using solar powered systems mounted on a pole.</td>
<td>TBD</td>
<td>CALS / VAES</td>
<td>CALS IT</td>
<td>Planning</td>
<td>Initial planning underway to install initial pilot systems at Turfgrass Facility and Allason H. Smith, Jr. AREC. No ECD at this time. Additional locations will be added once operational parameters and limitations are better understood.</td>
</tr>
</tbody>
</table>
### Open Session Agenda

**COMPLIANCE, AUDIT, AND RISK COMMITTEE**

*The Inn at Virginia Tech, Latham A/B*
*November 5, 2023*
*11:00 am*

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome and Introductory Remarks</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>2. Consent Agenda</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>a. Minutes from the August 28, 2023 Meeting</td>
<td></td>
</tr>
<tr>
<td>b. Update of Responses to Open Internal Audit Comments</td>
<td></td>
</tr>
<tr>
<td>c. Audit Plan Status Report</td>
<td></td>
</tr>
<tr>
<td>d. Internal Audit Reports</td>
<td></td>
</tr>
<tr>
<td>i. Data Analytics: Leave Reporting</td>
<td></td>
</tr>
<tr>
<td>ii. University Scholarships and Financial Aid</td>
<td></td>
</tr>
<tr>
<td>iii. VT Electric Service</td>
<td></td>
</tr>
<tr>
<td>3. Auditor of Public Accounts Financial Statement Audit and Management Letter</td>
<td>Jonathan South</td>
</tr>
<tr>
<td>4. External Reviews and Special Reports</td>
<td>Melinda West</td>
</tr>
<tr>
<td>5. Internal Audit Reports</td>
<td>Justin Noble</td>
</tr>
<tr>
<td>a. Annual Update on Construction Audit Program</td>
<td></td>
</tr>
<tr>
<td>6. Discussion of Future Topics</td>
<td>Committee Chair</td>
</tr>
</tbody>
</table>

# Discusses Enterprise Risk Management topic(s).
Compliance, Audit, and Risk Open Session

1. **Welcome and Introductory Remarks**: The chair of the Compliance, Audit, and Risk Committee will provide opening remarks.

2. **Consent Agenda**: The Committee will consider for approval and acceptance the items listed on the Consent Agenda.
   
   a. **Minutes from the August 28, 2023 Meeting**: The Committee will review and approve the minutes of the August 28, 2023 meeting.
   
   b. **Update of Responses to Open Internal Audit Comments**: The Committee will review the university's update of responses to all previously issued internal audit reports. As of June 30, 2023, the university had 15 open recommendations. Six audit comments were issued during the first quarter of the fiscal year. As of September 30, 2023, the university had addressed eight comments, leaving 13 open recommendations in progress.
   
   c. **Audit Plan Status Report**: The committee will review the Audit Plan Status Report. The Office of Audit, Risk, and Compliance (OARC) has completed 11 percent of its audit plan, and 35 percent is underway, in accordance with the fiscal year 2023-24 annual audit plan.
   
   d. **Internal Audit Reports**: The following internal audit reports were issued by OARC since the August 28, 2023 meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. As noted above, OARC conducts follow-up on management’s implementation of agreed upon improvements for previously issued audit recommendations.
      
      i. **Data Analytics: Leave and Time Reporting**: The audit received an effective rating.
ii. University Scholarships and Financial Aid: The audit received an effective rating.

iii. VT Electric Service: The audit received a rating of improvements are recommended.

3. **Auditor of Public Accounts Financial Statement Audit and Management Letter:** The Committee will receive a report from Mr. Jonathan South, Audit Supervisor for the Auditor of Public Accounts, on the results of the university’s financial statement audit and management letter for the fiscal year ended June 30, 2023.

4. **External Reviews and Special Reports:** The Committee will receive a report from Ms. Melinda West, University Controller, on external reviews and special reports that have occurred at the university.

5. **Internal Audit Reports:** The following internal audit reports were issued by OARC since the August 28, 2023 meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. As noted above, OARC conducts follow-up on management’s implementation of agreed upon improvements for previously issued audit recommendations.

   a. Construction Audit Update: These contract compliance-focused engagements are conducted on Construction Manager-at-Risk projects in three phases (pre-construction, construction in progress, contract close out). The overarching goal of the reviews is to ensure billings and payments are in accordance with contract documents, eliminate duplicate costs, assess the appropriateness of change orders, and identify opportunities for cost avoidance. Since the November 2022 Compliance, Audit, and Risk Committee report, the following engagements have been completed: Hitt Hall, Innovation Campus Academic Building, New Upper Quad Residence Hall, and Undergraduate Science Laboratory Building. All reviews were midpoint reviews with construction still in progress.

6. **Discussion of Future Topics:** The Committee will discuss topics to be covered in future committee meetings.
Welcome and Introductory Remarks

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 5, 2023

The Chair of the Compliance, Audit, and Risk Committee will offer welcoming remarks and ask for approval of the agenda.
Consent Agenda

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 5, 2023

The Committee will consider for approval and acceptance the items listed on the Consent Agenda.

a. Approval of Minutes of the August 28, 2023 Meeting
b. Update of Responses to Open Internal Audit Comments
c. Audit Plan Status Report
d. Internal Audit Reports
   i. Data Analytics: Leave and Time Reporting
   ii. University Scholarships and Financial Aid
   iii. VT Electric Service
Minutes

COMPLIANCE, AUDIT, AND RISK COMMITTEE
Fralin Biomedical Research Institute, Room G102 A/B
August 28, 2023
8:45 am

Closed Session

Committee Members Present: Chris Petersen (Acting Chair), Carrie Chenery, Nancy Dye, Tish Long

Committee Members Absent: Dave Calhoun, Jeff Veatch

Other Board Members Present: Ed Baine (Rector), Sandy Davis, Don Horsley

Virginia Tech Personnel: Cyril Clarke, Suzanne Griffin, Rebecca Halsey, Ryan Hamilton, Kay Heidbreder, Sharon Kurek, Ken Miller, Justin Noble, Kim O’Rourke, Timothy Sands, Amy Sebring, Dan Sui, Don Taylor

1. Motion to Begin Closed Session: Motion to begin closed session.

2. Update on Fraud, Waste, and Abuse Cases: The Committee received an update on outstanding fraud, waste, and abuse cases.

# 3. Discussion on Legal Compliance Risk: The Committee discussed legal and compliance risks related to an investigation.

4. Discussion with the Vice President for Audit, Risk, and Compliance and Chief Risk Officer: The Vice President discussed employee performance and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will involve discussion of the performance of specific individuals.

5. Motion to End Closed Session: Motion to end closed session.

Open Session

Committee Members Present: Carrie Chenery, Nancy Dye, Tish Long, Chris Petersen (Acting Chair), Jeff Veatch
Other Board Members Present: Ed Baine (Rector), Sandy Davis, Don Horsley

Representatives to the Board Present: Janice Austin (Administrative and Professional Faculty Representative), LaTawnya Burleson (Staff Representative), Emily Tirrell (Graduate and Professional Student Representative), Will Storey (Undergraduate Student Representative)

Virginia Tech Personnel: Lynsay Belshe, Eric Brooks, Brock Burroughs, Cyril Clarke, Al Cooper, Corey Earles, Mike Friedlander, Clifton Gaines, Bryan Garey, Suzanne Griffin, Rebecca Halsey, Ryan Hamilton, Luisa Havens Gerardo, Kay Heidbreder, Elizabeth Hooper, Sharon Kurek, Elizabeth McClanahan, Ken Miller, Justin Noble, Kim O’Rourke, Mark Owczarski, Paul Richter, Timothy Sands, Amy Sebring, Brennan Shepard, Dan Sui, Don Taylor, Rob Viers, Tracy Vosburgh, Melinda West, Chris Yianilos

1. Welcome and Introductory Remarks: The chair of the Compliance, Audit, and Risk Committee provided opening remarks.

2. Consent Agenda: The Committee considered and approved the items listed on the Consent Agenda.

   a. Minutes from the June 5, 2023 Meeting: The Committee reviewed and approved the minutes of the June 5, 2023 meeting.

   b. Update of Responses to Open Internal Audit Comments: The Committee reviewed the university’s update of responses to all previously issued internal audit reports. As of March 31, 2023, the university had 18 open recommendations. Four audit comments were issued during the fourth quarter of the fiscal year. As of June 30, 2023, the university had addressed seven comments, leaving 15 open recommendations in progress.

   c. Audit Plan Status Report: The committee reviewed the Audit Plan Status Report. The Office of Audit, Risk, and Compliance (OARC) has completed 89 percent of its audit plan, and 100 percent is underway, in accordance with the fiscal year 2022-23 annual audit plan.

   d. Internal Audit Reports: The following internal audit reports were issued by OARC since the June 5, 2023 meeting. Where applicable, management developed action plans to effectively address the issues in the report with
a reasonable implementation timeframe. As noted above, OARC conducts follow-up on management’s implementation of agreed upon improvements for previously issued audit recommendations.

i. College of Natural Resources and Environment: The audit received a rating of improvements are recommended. Observations were noted regarding lab safety training and labor cost transfers. Low-priority recommendations of a less significant nature were noted regarding effort reporting and compliance with the university’s award management system for uploading final technical reports.

ii. Housing Services: The audit received an effective rating.

iii. SBIR/STTR Grant Compliance: The audit received an effective rating.

iv. University Scholarships and Financial Aid: The audit received an effective rating.

e. **Status Update on the Audit of the University's Financial Statements:** This report provided the current status of the audit of the university’s financial statements for fiscal year 2022-23.

f. **Legislative Update:** This report provided an update on recent legislative changes that impact the Committee’s responsibility for oversight of compliance and risk.

# 3. **Enrollment Management Landscape:** The Committee received a presentation on the enrollment management landscape as it relates to the university’s enterprise risk management. Vice Provost Luisa Havens Gerardo discussed the complexities of enrollment management, including the financial, reputational, operational, compliance, and market demographic risks, as well as the university’s risk mitigation strategies implemented by enrollment management. With the large-scale demographic shifts happening in Virginia, main feeder states, and across the country, the institution’s enrollment management strategy will continue to be of high importance in the coming decade.

4. **Notice Pursuant to General Assembly’s Animal Research Legislation:** This report notified the Committee of the university’s recent results from the U.S. Department of Agriculture Animal and Plant Health Inspection Service inspection, which included a citation for critical noncompliance under the Animal Welfare Act
in accordance with the recently amended Code of Virginia Article 13 of Chapter 65 of Title 3.2 § 3.2-6593.2. Furthermore, the university made the report publicly available along with any other relevant documents by displaying a link to access such information on the landing page of the animal testing facility’s website, within 30 days of receiving the inspection report.

5. **Internal Audit Reports:** The following internal audit reports were issued by OARC since the June 5, 2023 meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. As noted above, OARC conducts follow-up on management’s implementation of agreed upon improvements for previously issued audit recommendations.

   a. Data Analytics: Administrative Operations: The audit received a rating of effective.

   b. Data Analytics: HokieMart Segregation of Duties: The audit received a rating of effective.

   c. Data Analytics: Procurement Card Transaction Review: The audit received a rating of effective.

   d. Human Resources: Employee Administration: The audit received a rating of significant improvements are needed. Observations were noted regarding employment eligibility verifications, data integrity, oversight of wage appointments, and security of high-risk data.

6. **OARC Annual Report for Fiscal Year 2022-23:** The Committee reviewed and accepted the annual report for OARC. This year highlighted progress in moving forward each of the office’s functional areas with appointing distinct leadership and further integrating the programs to provide a holistic approach to risk management. Acceptance of this report documents the Committee’s review of the effectiveness of the internal audit function, including staffing resources, financial budget, training, objectivity, and reporting relationships as required by the Committee’s charter.

7. **Discussion of Future Topics:** Chris Peterson made closing remarks and adjourned the meeting at 10:35 a.m..

# Discusses Enterprise Risk Management topic(s).
As part of the internal audit process, university management participates in the opening and closing conferences and receives copies of all final audit reports. The audited units are responsible for implementing action plans by the agreed upon implementation dates, and management is responsible for ongoing oversight and monitoring of progress to ensure solutions are implemented without unnecessary delays. Management supports units as necessary when assistance is needed to complete an action plan. As units progress toward completion of an action plan, the Office of Audit, Risk, and Compliance (OARC) performs a follow-up visit within two weeks after the target implementation date. OARC is responsible for conducting independent follow up testing to verify mitigation of the risks identified in the recommendation and formally close the recommendation. As part of management’s oversight and monitoring responsibility, this report is provided to update the Compliance, Audit, and Risk Committee on the status of outstanding recommendations. Management reviews and assesses recommendations with university-wide implications and shares the recommendations with responsible administrative departments for process improvements, additions or clarification of university policy, and inclusion in training programs and campus communications. Management continues to emphasize the prompt completion of action plans.

The report includes outstanding recommendations from compliance reviews and audit reports. Consistent with the report presented at the August Board meeting, the report of open recommendations includes three attachments:

- Attachment A summarizes each audit in order of final report date with extended and on-schedule open recommendations.
- Attachment B details all open medium and high priority recommendations for each audit in order of the original target completion date, and with an explanation for those having revised target dates or revised priority levels.
- Attachment C charts performance in implementing recommendations on schedule over the last seven years. The 100 percent on-schedule rate for fiscal year 2024 reflects closing 8 of 8 recommendations by the original target date.

The report presented at the August 28, 2023 meeting covered audit reports reviewed and accepted through June 30, 2023 and included 15 open medium and high priority recommendations. Activity for the quarter ending September 30, 2023 resulted in the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open recommendations as of June 30, 2023</td>
<td>15</td>
</tr>
<tr>
<td>Add: medium and high priority recommendations accepted August 28, 2023</td>
<td>6</td>
</tr>
<tr>
<td>Subtract: recommendations addressed since June 30, 2023</td>
<td>8</td>
</tr>
<tr>
<td>Remaining open recommendations as of September 30, 2023</td>
<td>13</td>
</tr>
</tbody>
</table>

While this report is prepared as of the end of the quarter, management continues to receive updates from OARC regarding auditee progress on action plans. Through October 20, 2023, OARC has closed two additional recommendations that previously missed the original target date in the prior fiscal year. All remaining open recommendations are progressing as expected and are on track to meet their respective target dates. Management continues to work conjointly with all units and provides assistance as needed to help with timely completion of action plans.
### Open Recommendations by Priority Level

**COMPLIANCE, AUDIT, AND RISK COMMITTEE**

**September 30, 2023**

<table>
<thead>
<tr>
<th>Report Date</th>
<th>Audit Name</th>
<th>Audit Number</th>
<th>ISSUED</th>
<th>COMPLETED</th>
<th>Extended</th>
<th>On-schedule</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 18, 2022</td>
<td>Mechanical Engineering</td>
<td>22-1586</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Feb 28, 2023</td>
<td>IT: Advanced Research Computing</td>
<td>23-1638</td>
<td>1</td>
<td>-</td>
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</tr>
<tr>
<td>Feb 28, 2023</td>
<td>College of Engineering</td>
<td>23-1651</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Mar 03, 2023</td>
<td>Licensing and Trademarks</td>
<td>23-1641</td>
<td>1</td>
<td>-</td>
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</tr>
<tr>
<td>May 19, 2023</td>
<td>Athletics</td>
<td>23-1650</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Jun 28, 2023</td>
<td>College of Natural Resources and Environment</td>
<td>23-1627</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Jul 06, 2023</td>
<td>Human Resources Administration</td>
<td>23-1637</td>
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**Totals:**

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<th>Extended</th>
<th>On-schedule</th>
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*Presentation Date: November 5, 2023*
<table>
<thead>
<tr>
<th>Report Date</th>
<th>Item</th>
<th>Audit Number</th>
<th>Audit Name</th>
<th>Recommendation Name</th>
<th>Priority</th>
<th>Target Date</th>
<th>Follow Up Status</th>
<th>Status of Recommendations with Revised Priority / Target Dates</th>
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<td>22-1586</td>
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<td>Feb 01, 2023 Oct 02, 2023</td>
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<td>Athletics</td>
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<td>Jun 28, 2023</td>
<td>4</td>
<td>23-1627</td>
<td>College of Natural Resources and Environment</td>
<td>Lab Safety Training</td>
<td>Medium</td>
<td>Jan 31, 2024</td>
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<td>23-1627</td>
<td>College of Natural Resources and Environment</td>
<td>Labor Cost Transfers</td>
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<tr>
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<td>23-1650</td>
<td>Athletics</td>
<td>Leave Reporting</td>
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<td>3</td>
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<td>Mar 03, 2023</td>
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<td>23-1641</td>
<td>Licensing and Trademarks</td>
<td>Monitoring Royalty Payments</td>
<td>Medium</td>
<td>Apr 01, 2024</td>
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<td>Jul 06, 2023</td>
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<td>23-1637</td>
<td>Human Resources Administration</td>
<td>Employment Eligibility Verification</td>
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<td>Jul 06, 2023</td>
<td>10</td>
<td>23-1637</td>
<td>Human Resources Administration</td>
<td>Wage Appointments</td>
<td>Medium</td>
<td>May 31, 2024</td>
<td>3</td>
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</table>
## ATTACHMENT B

### Open Audit Recommendations

**COMPLIANCE, AUDIT, AND RISK COMMITTEE**

**September 30, 2023**

<table>
<thead>
<tr>
<th>Report Date</th>
<th>Item</th>
<th>Audit Number</th>
<th>Audit Name</th>
<th>Recommendation Name</th>
<th>Priority</th>
<th>Target Date</th>
<th>Follow Up Status</th>
<th>Status of Recommendations with Revised Priority / Target Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 06, 2023</td>
<td>11</td>
<td>23-1637</td>
<td>Human Resources Administration</td>
<td>Data Integrity</td>
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<td>May 19, 2023</td>
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<td>23-1650</td>
<td>Athletics</td>
<td>Fixed Asset Management</td>
<td>High</td>
<td>Jun 30, 2024</td>
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<td>23-1651</td>
<td>College of Engineering</td>
<td>Information Technology</td>
<td>Medium</td>
<td>Jun 30, 2024</td>
<td>3</td>
<td></td>
</tr>
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</table>

**Follow Up Status**

1. Management confirmed during follow up discussions with OARC that the original target date will not be met, and an extension has been granted. OARC will conduct testing after the revised due date to confirm that the Management Action Plan is implemented in accordance with the recommendations.

2. Management confirmed during follow up discussions with OARC that actions are occurring and the target date has been or will be met. OARC will conduct testing after the due date to confirm that the Management Action Plan is implemented in accordance with the recommendations.

3. Target date is beyond current calendar quarter. Management has follow-up discussions with the auditor to monitor progress, to assist with actions that may be needed to meet target dates, and to assess the feasibility of the target date.

For Open Detail Report: “current calendar quarter” is used to refer to the current working quarter instead of the quarter being reported on.
Management Performance and Trends Regarding Office of Audit, Risk, and Compliance Recommendations

COMPLIANCE, AUDIT, AND RISK COMMITTEE

September 30, 2023

Two recommendations originally due in FY2023 remain outstanding. These recommendations were extended to FY2024 Q2.
Audit Plan Status Report

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 5, 2023

Audit Plan Update

Audits were performed in accordance with the fiscal year 2023-24 annual audit plan at a level consistent with the resources of the Office of Audit, Risk, and Compliance (OARC). Since the August board meeting four planned projects have been completed including three risk-based audits and one advisory services review regarding Athletics media rights. Additionally, one project regarding IT Software Development Practices has been added to the audit plan at the request of the Division of IT management.

Nine projects are currently underway, including:
- One policy compliance review: College of Veterinary Medicine.

Further, one planned engagement has been canceled since the August board meeting. IT: HIPAA Security was canceled after discussions with Division of Research management provided a more detailed update on the status of efforts and it was determined that this review should be considered in the next audit plan year.

In fiscal year 2023-24, OARC has completed 11 percent of its audit plan as depicted below.

<table>
<thead>
<tr>
<th>FY 2023-24 Completion of Audit Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audits</strong></td>
</tr>
<tr>
<td>Total # of Audits Planned</td>
</tr>
<tr>
<td>Total # of Supplemental Audits</td>
</tr>
<tr>
<td>Total # of Carry Forwards</td>
</tr>
<tr>
<td>Total # of Planned Audits Canceled or Deferred</td>
</tr>
<tr>
<td>Total Audits in Plan as Amended</td>
</tr>
<tr>
<td><strong>Audits Completed</strong></td>
</tr>
<tr>
<td><strong>Audits - Percentage Complete</strong></td>
</tr>
<tr>
<td><strong>Audits - Percentage Complete or Underway</strong></td>
</tr>
</tbody>
</table>

Note: Includes Policy Compliance Reviews and Advisory Services
Internal Audit Reports

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 5, 2023

Background

This report provides a summary of audit ratings issued this period and the full rating system definitions. The following reviews have been completed during this reporting period. The Office of Audit, Risk, and Compliance has made a concerted effort to ensure progress on the annual audit plan.

<table>
<thead>
<tr>
<th>Consent Agenda Reports</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Analytics: Leave and Time Reporting</td>
<td>Effective</td>
</tr>
<tr>
<td>University Scholarships and Financial Aid</td>
<td>Effective</td>
</tr>
<tr>
<td>VT Electric Service</td>
<td>Improvements are Recommended</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Report for Discussion</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Audit Update</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Summary of Audit Ratings

The Office of Audit, Risk, and Compliance’s rating system has four tiers from which to assess the controls designed by management to reduce exposures to risk in the area being audited. The auditor can use professional judgment in constructing the exact wording of the assessment in order to capture varying degrees of deficiency or significance.

Definitions of each assessment option

Effective – The audit identified opportunities for improvement in the internal control structure, but business risks are adequately controlled in most cases.

Improvements are Recommended – The audit identified occasional or isolated business risks that were not adequately or consistently controlled.
Significant or Immediate Improvements are Needed – The audit identified several control weaknesses that have caused, or are likely to cause, material errors, omissions, or irregularities to go undetected. The weaknesses are of such magnitude that senior management should undertake immediate corrective actions to mitigate the associated business risk and possible damages to the organization.

Unreliable – The audit identified numerous significant business risks for which management has not designed or consistently applied controls prior to the audit. Persistent and pervasive control weaknesses have caused or could cause significant errors, omissions, or irregularities to go undetected. The weaknesses are of such magnitude that senior management must undertake immediate corrective actions to bring the situation under control and avoid (additional) damages to the organization.

RECOMMENDATION:

That the internal audit reports listed above be accepted by the Compliance, Audit, and Risk Committee.

November 5, 2023
The Committee will receive an update on the status of the Auditor of Public Accounts financial statement audit and Management Letter for the fiscal year ended June 30, 2023.
External Reviews and Special Reports

COMPLIANCE, AUDIT, AND RISK COMMITTEE

September 30, 2023

Background

Virginia Tech is subject to reviews by a variety of external agencies, including the Commonwealth's Auditor of Public Accounts (APA), the Office of the State Inspector General (OSIG), and others. In addition to the annual audits of the university's financial statements and its Intercollegiate Athletics program conducted by the APA, Virginia Tech is frequently included along with other agencies in statewide reviews typically included as part of an agency’s annual work plan. Due to the breadth of the programs and the dollar volume of activities at Virginia Tech, the university is often selected for inclusion in a variety of statewide reviews. The following report provides an analysis of external and statewide audit activities consistent with the university's planned approach to manage and report on these audit activities.

Contractor Purchasing System Review (2022)

A contractor purchasing system review (CPSR) was performed by the Office of Naval Research in September 2022 to evaluate the efficiency and effectiveness with which the university spends government funds and complies with government policy when subcontracting. Maintaining an approved purchasing system benefits Virginia Tech meets the FAR contractual requirements and generally eliminates the need for advance notification and pre-approval of subcontracts on federally sponsored projects. ONR deemed the university purchasing system satisfactory on October 7, 2022.

Perkins Loan Program Liquidation (2023)

The Commonwealth of Virginia Auditor of Public Accounts (APA) performed agreed upon procedures to determine whether the university complied with the requirements of Title 34 U.S. Code of Federal Regulations § 668.26 and the procedures contained in the U.S. Office of Management and Budget’s Compliance Supplement and Federal Perkins Loan Program Assignment and Liquidation Guide. There were no findings or recommendations.

Virginia Department of Veterans Services (2023)

A compliance survey was conducted to ensure that schools, training establishments, and their approved courses comply with all applicable provisions of the laws administered by the U.S. Department of Veterans Affairs and State Approving Agency (DVS). This limited scope review was to monitor compliance based on a review of records for a specific set of students. Veteran Services did not issue any formal recommendations.

Occupational Safety and Health Administration Review (2023)

The Occupational Safety and Health Administration conducted a review of Financial Status Reports associated with a grant, for the period October 1, 2022 through June 30, 2023. There were no financial findings or recommendations.
The Virginia Office of the State Inspector General (OSIG) is conducting a performance audit to determine if higher education institutions are monitoring their security programs sufficiently to ensure they are capable of responding to cyber-attacks. Virginia Tech has responded to OSIG’s initial request for information and will keep the board apprised of the review’s progress.
Dear Ms. Sutphin,

Enclosed is a copy of the Contractor Purchasing System Review (CPSR) report conducted at your institution on September 26-30, 2022. Based upon the results of this review, Virginia Polytechnic Institute and State University purchasing system is considered adequate to protect the Government’s interest and is approved through October 24, 2025.

The Virginia Tech submission was received by ONR, and was subsequently deemed satisfactory by ONR on October 7, 2022.

Approval of your purchasing system is given pursuant to FAR Subpart 44.3, and applies to all Federal Government contracts to the extent that cross-serving arrangements exist. System approval shall automatically terminate at the end of the approval period, or when any significant changes occurs in the system, unless approved by the ACO. It may be withdrawn at any time at the discretion of the ACO.

This approval may waive some of the content and advance notification requirements for certain subcontracts per the subcontracting clause (FAR 52.244-2 and Agency Supplements).

If you have any questions, please contact Tyran Golston at the Office of Naval Research Atlanta Regional Office (404) 562-1613 or email at tyran.golston@navy.mil.

Cc: ONR
James Santaniello

Sincerely,

James B. Gandy
Admin. Officer
CONTRACTOR PURCHASING SYSTEM REVIEW (CPSR)

CONTRACTOR NAME AND ADDRESS

Contractor name: Virginia Polytechnic Institute and State University
Procurement Department (VTECH)
300 Turner St. NW
Blacksburg, VA 24061

ORGANIZATION CONDUCTING REVIEW

Team Leader: James Santaniello
Office of Naval Research (ONR)
ONR San Diego
495 Summer Street, Room 621
Boston, MA 02210-2109

Phone Number: (617) 753-3258

Period of On-Site Review: September 26-30, 2022
Period Included in the Review: July 1, 2021- June 30, 2022

Report Date: October 24, 2022

RELEASE OF THIS REPORT IS COVERED BY THE FREEDOM OF INFORMATION ACT, 5 U.S.C. 552.

THE SUPPORTING WORK PAPERS APPLICABLE TO THIS REPORT ARE RETAINED IN THE FILES OF THE COGNIZANT CONTRACTING OFFICER.
1. REVIEW TEAM MEMBERS AND REVIEW METHODS

a. The team members participating in the review:

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Title/Organization)</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Santaniello</td>
<td>ONR, CPSR Purchasing Manager, Boston, MA</td>
</tr>
<tr>
<td>Tyran Golston</td>
<td>Contract Administrator, ONR, Atlanta</td>
</tr>
<tr>
<td>Ellen Simonoff</td>
<td>Associate Director of Small Business, ONR Headquarters, Arlington, VA</td>
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</table>

b. VTECH personnel contacted:

<table>
<thead>
<tr>
<th>Person</th>
<th>Title/Role</th>
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<tr>
<td>Mary Helmick</td>
<td>Director of Procurement</td>
</tr>
<tr>
<td>Bonnie Sutphin</td>
<td>Associate Director of Operations</td>
</tr>
<tr>
<td>Divyabala Amin</td>
<td>Director, Financial Compliance and Integrity, OSP</td>
</tr>
<tr>
<td>Reed Nagel</td>
<td>Associate Director for Goods and Services</td>
</tr>
<tr>
<td>Melinda West</td>
<td>Associate VP for Finance and University Controller</td>
</tr>
<tr>
<td>Barbara Starling</td>
<td>Associate Controller, Financial Reporting Cost Accounting</td>
</tr>
<tr>
<td>Trudy Riley</td>
<td>Associate Vice President for Research and Innovation, Office of Sponsored Programs (OSP)</td>
</tr>
</tbody>
</table>

c. Review methods included: analysis of purchasing ethics; purchasing and subcontracting policies and procedures; examination of selected federally funded purchase order, subcontract, and consultant agreement files to determine the adequacy of VTECH file documentation; and interviews with VTECH personnel to obtain knowledge of the operations of the Procurement Department.

2. PREVIOUS STATUS OF THE PURCHASING SYSTEM

This is the second CPSR (via past records) to be performed at VTECH by ONR since May of 1994. The 2019 VTECH CPSR showed VTECH to be fully compliant with approval extended up until the time of this current CPSR.
3. STATISTICAL DATA

The federally funded sample selected for this review was based upon listings of VTECH purchase orders and subcontracts issued from July 1, 2021 to June 30, 2022. A total of 40 awards with a dollar value of approximately $23 million were reviewed, including 11 subcontracts. The selected sample covered approximately 8% of the purchases under federal awards for the sample period. Information concerning the degree of competition, the number of sole source awards, and transactions awarded with adequate cost or price analysis is contained in the applicable sections of this report.

4. CURRENT RECOMMENDATIONS TO THE CONTRACTOR

There were no recommendations given to VTECH resulting from this CPSR (same as in the 2019 CPSR) as all the award files and related information was again very well documented by the VTECH Procurement Department (including OSP) and found to be current and complete.

5. COMMENTS ON THE CONTRACTOR’S EFFECTIVENESS IN MAJOR PURCHASING AREAS:

a. History and Purchasing Organization

Founded in June of 1872, Virginia Polytechnic Institute and State University is a public Land-grant research university located (main campus) in Blacksburg, Virginia and in six other Virginia regions. It has an international location in Switzerland. The University, an agency of the Commonwealth of Virginia, offers students nearly 300 undergraduate and graduate degree programs and possesses a research portfolio of over $520 million. Nearly 35,000 students attend its nine academic colleges and its Corps of Cadets ROTC program which also qualifies VTECH as a senior military college.

The current President of the University is Timothy Sands. Christopher Kiwus is Interim Senior Vice President and Chief Business Officer. Reporting to Mr. Kiwus is Ken Miller, Vice President for Finance. Serving under Mr. Miller is the Director of Procurement, Mary W. Helmick, who heads the compliance effort at VTECH. A team of nearly 30 directors, managers, specialists, and technicians serve under her in Procurement. The Procurement Associate Director for Operations is Bonnie Sutphin, possessing over fifty years of experience at VTECH, and served as the primary point of contact to the CPSR Team. Mrs. Sutphin and her staff provided the CPSR team with accurate, timely, and professional support throughout the week, which again, as in 2019, contributed to this
very successful CPSR effort, which was performed virtually, using the DoD SAFE file
drop box technology, and other electronic means. All pre-review actions were
coordinated through Mrs. Sutphin as well and again resulted in a highly successful CPSR
of VTECH.

The VTECH Office of Sponsored Programs (OSP) is responsible for the support and
processing of all grants and sub award agreements with the University. Daniel Sui is
Senior Vice President for Research and Innovation and reports directly to the Executive
Vice President and Provost, Cyril Clarke. Reporting to him is Trudey Riley, the Associate
Vice President for Research and Innovation for Sponsored Programs. She presides over
approximately 60 pre-award, contract, post-award, compliance, processors and
administrators. Divyabala Amin of OSP Compliance is the Director of Financial
Compliance and Integrity and serves under her.

Kenneth E. Miller is Vice President for Finance and reports to CBO Christopher Kiwus.

The CPSR Analyst recognized that this organizational array operated very effectively.
VTECH was in complete control of its purchasing function, expertly managing all
purchasing risk related to federal awards.

The system has several ways to collect essential information such as certifications,
discounts, price reasonableness, checklists, sole sourcing, and small business data.
VTECH utilizes several systems in its procurement transactions such as Jaggaer
(HokieMart) Ellucian (Banner ERP), eVA (Commonwealth of Virginia), GovSpend,
VASCUPP, Provista, and GSA. HokieMart is VTECH’s in-house eprocurement system
that efficiently organizes and streamlines the overall buying process. These systems
allow VTECH to secure price reasonableness and lessen price risk for the Government.
Again, as in the 2019 CPSR, all sourcing and pricing conclusions were easily discernable,
even though this CPSR was performed virtually, due to ONR travel circumstances.
Subsequently, no formal recommendations were offered to VTECH Procurement for
improvement. This system was extremely well formulated, executed, and displayed solid
year-to-year consistency for securing sufficient price analysis.

The VTECH Office of Sponsored Programs Subaward Process Manual and OSP
Procedure 10008 Sub recipient Monitoring and Management Guidelines harbored all
OSP’s purchasing, subcontracting, and consulting policies, procedures, and forms. The
Commonwealth of Virginia Procurement Manual for Institutions of Higher Education
provides the same for the Procurement Department of VTECH and their contractors.
Section 11 “Ethics, Conflicts of Interests, and Freedom of Information” (Governing
Rules 57) relays VTECH’s policy on code of ethics and conflicts of interest for all
employees, and those of their purchasing organization which includes both OSP and
Procurement. Specific policies which direct VTECH’s many procurement operations are
found in the “Procurement Manual for Institutions of Higher Education and Their
Vendors”. This also impacts specifically designated publicly funded colleges and
universities which fall under Subchapter 3 of the “Restructured Higher Education
Financial and Administrative Operations Act 23-38.88 et seq. of the “Code of Virginia
b. Extent of Competition

The VTECH Commonwealth of Virginia Procurement Manual and OSP Sub award Process Manual, allow for negotiation of transactions under $100,000 in lieu of competition but require competition (at least 3 vendors) if source development, price validation, or other compelling reasons make it possible. Several extensively automated VTECH procurement programs (i.e. HokieMart) can be implemented to secure effective pricing. Over the $100,000 level, awards should be based upon formal competitive bidding using various methods. Statistics taken from the selected sample revealed that five of the 40 awards reviewed (12.5%) had been issued based on competition. This was an increase from the 2019 CPSR which garnered 5.7%. The research environment that VTECH operates in is usually one that is difficult to consistently obtain competition in due to very technical and mature research programs. In any case, the system provided buyers with many markers to lessen price risk and try to issue competitive awards. This system again seemed very comprehensive and effective in lessening pricing risk concerning federal awards. The automated systems mentioned in 5a above allow VTECH to contact hundreds of vendors at once. The average number of bids per competitive award was 2.2. The bid control system of VTECH showed its effectiveness once again just as it did in the 2019 CPSR.

c. Written Policies and Procedures

The VTECH Commonwealth of Virginia Procurement Manual and OSP Sub award Process Manual (including Procedure 10008), contains procedures and policies that adequately prescribe crucial federal procurement issues. The CPSR analyst reviewed the complete range of VTECH’s policies and procedures and related forms and checklists. The CPSR analyst found all to be current, accurate, and complete in complying with the voluminous Government purchasing regulations and related statutory rules. No recommendations were given in these areas (same as 2019 CPSR) as all the data displayed was solidly accurate and accessible which was in itself a very accurate reflection on the very capable, consistent, and experienced VTECH procurement organization.

d. Control of Sole Source Transactions

The VTECH Commonwealth of Virginia Procurement Manual and OSP Sub award Process Manual, contains procedures and policies that provide copious guidance for buyers concerning sole source purchasing and price justification. One-hundred percent of
the sole source awards examined possessed adequate documentation to justify the
selection of each sole source entity. This statistic showed strict adherence and
consistency as this 100% ratio was also reached in the previous (2019) CPSR. The CPSR
Analyst, for reaching this elevated measure once again, commended both Procurement
and OSP.

e. Price and Cost Analysis Methods

The VTECH Commonwealth of Virginia Procurement Manual and OSP Sub award
Process Manual, compels VTECH to justify the selection of a particular vendor and to
verify price reasonableness as noted in FAR Part 15.404-1(b) and Uniform Guidance (2
CFR Part 200) regulation. All 40 (100%) awards included in the review contained
adequate price analysis documentation, mostly based on past price histories and
published price listings. The CPSR Analyst could easily find all data that was used to
show price reasonableness in all cases. This was a notable achievement made by VTECH
regarding this CPSR, and to do it in consecutive CPSR audits is an outstanding
accomplishment..

The VTECH Commonwealth of Virginia Procurement Manual and OSP Sub award
Process Manual and related checklists addresses the requirements for obtaining cost or
pricing data, and a Certificate of Current Cost or Pricing Data as required by Public Law
87-653, Truth in Negotiations Act (TINA). Four purchases reviewed by the CPSR
Analyst required TINA compliance and were sufficiently documented by VTECH. The
staff again possessed substantial and current knowledge of the FAR and other
Government dogma. TINA compliance is a grave protection for both the Government and
prime contractor.

f. Documentation of Award Files

The review of the procurement files, purchase orders, and subcontracts revealed that
they were found to be well-organized and complete 100% (40 of 40) of the time. This
statistic owed itself to complete and accurate price reasonableness and source selection
data (40 of 40), in all awards. Also, in the area of obtaining pre-award certifications:
Debarment- 32 of 32 were compliant with this certification and Public Law 101-121
“Payments to Influence Federal Transactions” (FAR 52.203-11) was complied with in all
21 awards that needed it.

The CPSR Analyst was again impressed with all the efforts of VTECH Procurement
and OSP to again attain such a lofty 100% documentation completion ratio.
The CPSR Analyst commended VTECH for this consistent and prodigious effort.

g. VTECH Small Business Program

In conjunction with the CPSR, the ONR Director of Small Business is conducting a
review of VTECH’s Small Business Program. The VTECH informational submission
was received by ONR, and was subsequently deemed satisfactory by ONR on October 7, 2022.

h. Purchase Order Terms and Conditions

The current VTECH Purchase Order Terms and Conditions were found to be very accurate and complete displaying the latest FAR and federal grant information. As in 2019, every award is customized by VTECH staff with the mandatory FAR and/or grant flow down clauses added upon finalization of the initial award document. A very effective facet of the VTECH system.

i. Subcontract Administration

The VTECH Commonwealth of Virginia Procurement Manual and OSP Sub award Process Manual, addresses the requirements for the issuance and administration of subcontracts. All eleven of the subcontracts contained sole source justifications, and solid price analysis documentation. Four of the 11 subcontracts reviewed required compliance with Public Law 87-653, Truth in Negotiations (TINA) and were compliant. In addition, four of the subcontracts included in the review required Small Business Subcontracting Plans from the subcontractors. These were obtained. All of the subcontracts contained the applicable federal Debarment flow-down provisions. All of the required Debarment Certifications and Anti-Lobbying Certifications were obtained. The review found that there was no awards that required advance notification or consent in the selected sample.

6. OTHER MATTERS

The preliminary findings and recommendations resulting from this review were provided to the VTECH purchasing and subcontracting personnel during a preliminary exit meeting conducted on September 29, 2022. As a result of having a very competent and complete purchasing system, as well as a very professional and knowledgeable staff, the CPSR Analyst again had no formal recommendations for VTECH resulting from this CPSR. This was seen as a very impressive accomplishment to reach this level of excellence in consecutive CPSRs over more than three years.

Distribution:
T. Golston/ ACO ONR Atlanta
J. Santaniello/ ONR Boston
VTECH/ Bonnie Sutphin
February 14, 2023

Janette Moser-Moore
Director
Virginia Technical National Capital Region
7054 Haycock Rd.
Falls Church, VA 22043

Dear Jana,

A compliance survey was recently conducted on January 26, 2023 at your institution. Thank you for the kindness and cooperation you extended to me during the survey process. Attached you will find the narrative report of the survey findings, including any discrepancies found during the visit. This attachment will provide more specific information concerning the individual discrepancies.

If you have questions or require assistance with any VA regulations or requirements, please contact the Education Liaison Representative for your state by email at VA-ELR.VBAATG@va.gov or contact by telephone at (540) 597-1689.

Sincerely,

Sharon O’Brien

Education Compliance Survey Specialist - Contractor
Phone: (703) 582-0553

Enclosure: Narrative Report
I. GENERAL

The purpose of a Compliance Survey is to ensure that approved programs are compliant with all applicable provisions of Title 38, United States Code (USC) § 3693 administered by VA.

A routine Compliance Survey was conducted onsite at Virginia Tech-National Capitol Region (referred to throughout as the ETI) by Education Compliance Survey Specialist-Contractor (ECSS-C) Sharon O’Brian. The official notification of the survey was delivered via email to Janette Moser Moore on December 24, 2022. An entrance briefing was held on January 25, 2023 and an exit briefing was held on January 26, 2023 with ETI officials.

Date of Last Approval. The date of last substantive approval action found in WEAMS was August 1, 2022. This date is within the 24-month limitation.

Student Sampling: The Active Student Count was 127. In accordance with the AC&L FY21 Compliance Survey Strategy and Guidance, the initial sample size was 15 VA beneficiaries and 2 randomly selected non-VA beneficiary records. The sample distribution was based on the available records and included 1- Chapter 30 record(s), 12-Chapter 33 record(s), 1- Chapter 35 record(s) and 1-Chapter 1606 record(s).

Two (2) Non-VA student files were reviewed to verify that the cost of tuition and fees for VA beneficiaries was not greater than the charges for similarly circumstanced students. The findings were consistent with the VA beneficiary records. No issues were identified.

Prior Compliance Survey Information. The compliance survey conducted in FY18 covered through June 20, 2018, and was on-site; the survey was reviewed and found to have the following discrepancies:

- Line 2 – several terms were certified with incorrect start and end dates.
- Line 6 – many terms were certified with incorrect hours and tuition.
- Line 7 – a few terms where withdrawals/terminations had not been certified in a timely manner
- Line 12- a few terms were not certified and delayed the payment to students.

Current Survey. The review period for this routine, on-site Compliance Survey covered the period August 20, 2018 - December 14, 2022.
ETI Information. Virginia Tech-National Capitol Region is an accredited, public, Institution of Higher Learning (IHL).

Per the Web Enabled Approval Management System (WEAMS) the ETI has 4 School Certifying Officials (SCOs). During the Compliance Survey the list of SCOs on WEAMS was reviewed and was found to be outdated and the ETI provided the ECSS-C with an updated VA Form 22-8794 which was forwarded to the Education Liaison Representative (ELR) of jurisdiction.

Prior Credit (38 CFR 21.4253, 21.4254, 21.4263). Prior credit was reviewed, and credit was granted where appropriate. Virginia Tech-National Capitol Region requires all students to provide official transcripts and military training records for evaluation. Evaluation is sent to Admissions to determine if training is equivalent and granted. The degree audit report and transcript does not reflect transfer credit granted. The ETI was found to be within compliance standards. These students were all in a graduate program with completed degrees upon acceptance into the program.

GI Bill® Feedback Tool. The GI Bill® Feedback Tool system was reviewed prior to conducting the Compliance Survey and no complaints were found in the current review period.

Entrance Briefing. The entrance briefing was conducted on-site on January 25, 2023. The following individuals attended this briefing:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>SCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janette Moser Moore</td>
<td>Director, Office of Veteran Services</td>
<td>Primary</td>
</tr>
</tbody>
</table>

During the Entrance Briefing, the following was discussed:

- ECSS-C discussed the purpose, scope, and methodology of the survey
- SCO guided ECSS-C in the layout of the student records

II. DISCREPANCIES (VA FORM 22-1934: AREAS OF REVIEW)

The following discrepancies were found within areas of review enumerated in VA Form 22-1934.


Facts: The following was certified late in the following cases:

- B (3154) Ch. 1606:
  - Should have been certified by 9/19/2018.
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**G (1905) Ch. 33**
- Should have been certified by 2/18/2021.

**O (4044) Ch. 33**
- Summer 2022 (7/6/2022-8/12/2022), certified on 11/22/2022.
- Should have been certified by 8/5/2022.

**R (6537) Ch. 33**
- Spring 2021 (1/19/2021-5/12/2021), certified on 3/22/2022.
- Should have been certified by 2/18/2022.

**U (3409) Ch. 33**
- Should have been certified by 2/18/2021.

**Evaluation**: Terms were not certified within 30 days of first day of term. School Certifying Official error.

**Recommendation**: Recommended to SCO that terms need to be certified within 30 days of first day of term. No action is necessary.


**Facts**: In the case of P (8644) Ch. 33, the following was certified:
- Spring 2021 (1/19/2021 to 5/12/2021), certified 6 CR on 3/13/2022 for graduation.
- Should have been certified by 7/1/2021.

**Evaluation**: Previous SCO left position in Fall 2020 and new SCO came on in Fall 2021.

**Recommendation**: Was discussed in Exit Interview and recommended to SCO the importance of being compliant of certifying terms in a timely manner. No action is necessary.

Facts: In the case of R (6537) Ch. 33, the following was certified:

- Summer 2020 (5/26/2020 to 8/14/2020), certified 2 Res and 5 Dis CR with tuition of $8487.50
- Should have been certified as 7 Res CR. No change in tuition.

Evaluation: During Covid, all CR were to be certified as Res. Previous SCO adjusted tuition, however, did not correct CR.

Recommendation: Was discussed in Exit Interview and recommended to SCO the importance of certifying terms with correct CR. Referral was sent to Adjudication by ECSS-C.


Facts: The following was certified in these cases:

O (4044) Ch. 33:

- Summer 2022 (7/6/2022 to 8/12/2022), certified 3 Dis CR on 11/22/2022. Dual Certification: None
- Should have been dual certified on 11/23/2022.

- Fall 2022 (8/22/2022 to 12/14/2022), certified 6 Dis Cr on 8/11/2022. Dual Certification: 11/22/2022
- Should have been dual certified by 10/21/2022.

S (4071) Ch. 33

- Should have been dual certified by 7/22/2022.

- Should have been dual certified by 10/21/2022.

Evaluation: School Certifying Official error

Recommendation: Was discussed in Exit Interview and recommended to SCO the importance of being compliant of dual certification for terms per ruling as of 8/1/2021. No action is necessary.

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Narrative Report
Compliance Survey


Facts: The following was certified in the following cases:

M (0164) Ch. 33:
- Spring 2020 (1/21/2020 to 5/13/2020), certified 6 Dis CR with tuition of $5966.41
- Should have been certified for 5,893.75

R (6537) Ch. 33
- Fall 2020 (8/24/2020 to 12/16/2020), certified 9 Res CR with tuition of $10,964.66
- Should have been certified for $10,961.50

U (3409) Ch. 33
- Spring 2021 (1/19/2021-5/12/2021) certified 9 Dis CR with tuition for $8885.67
- Should have been certified for $8862.50

W (8629) Ch. 33
- Spring 2021 (1/19/2021-5/12/2021) certified 6 Res and 3 Dis CR with tuition for $10,964.66
- Should have been certified for $10,961.50

Evaluation: The school consistently certified unapproved fees in tuition by the SCO’s predecessor.

Recommendation: ECSS-C explained the importance of certifying correct tuition. Above referrals were sent to Adjudication by ECSS-C.


Facts: The following was certified in the case of W (8629) Ch. 33:

- Fall 2020 (8/24/2020-12/16/2020) certified 11 CR with $0 tuition on 7/20/2020. Term was certified twice. Once on 7/20/20 and a second time on 8/13/2020.

Evaluation: School Certifying Official error. This term was certified twice and should have terminated certification made on 7/20/2020.

Recommendation: Was discussed in Exit Interview and referral was sent to Adjudication by ECSS-C.

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Type: Line 26: THE FACILITY HAS CORRECTED AND NOT REPEATED ANY DISCREPANCY FOUND ON THE PRIOR SURVEY, OTHER THAN AN OCCASIONAL CLERICAL ERROR (38 CFR 21.4210(d))

Facts: Some certified terms had incorrect tuition and dates

Evaluation: Previous School Certifying Official error.

Recommendation: Was discussed in Exit Interview as recommended that terms be certified according to printed calendar and revise Graduate catalog to include mandatory fees to match the Undergraduate Catalog.

III. SUMMARY

Exit Briefing. An exit briefing was conducted on-site on January 26, 2023. The following individuals attended this briefing:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>SCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janette Moser Moore</td>
<td>Director, Office of Veteran Services</td>
<td>Primary</td>
</tr>
</tbody>
</table>

During the Exit Briefing the following was discussed:

- ECSS-C explained the process of the survey
- ECSS-C discussed any findings and allowed for SCO(s) to clarify upon any findings
- ECSS-C thanked the SCO(s) for their hospitality and the cleanliness of the records

Additional Assistance Provided. Recommended that their Graduate catalog match their Undergraduate Catalog regarding approved fees

Beneficiary Interviews. This is not applicable for this ETI.

35% Exemption Waiver. The ETI has a 35% Exemption. This exemption covers all programs as of 12/27/2022. VA student beneficiary percentage is 7.98%.

Review of 85/15 Compliance (38 CFR 21.4201(d)). During the Compliance Survey the ETI's compliance with the 85/15 Rule (38 USC § 3680A) was reviewed along with the most current Statement of Assurance of Compliance with 85 Percent Enrollment Ratios. The ETI was found to be within compliance standards. Statement of Assurance of Compliance with 85 Percent Enrollment Ratios for the terms Fall 2020 and Spring 2022 were calculated with both facilities together by previous SCO. New SCO has no record of Fall 2021 85/15 calculations. New SCO came on board in Fall 2021 and has been informed that 85/15 percent enrollment ratios are to be calculated separately for each facility code and revisions have been sent.

Enrollment Limits: The State Approving Agency has established enrollment limits in the Notice of Approval for this ETI. The established enrollment limit is 1000.

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Repeat Discrepancies and/or Issues. While repeat discrepancies were found, they were occasional and deemed clerical. As a result, no further action has been taken.

Review of Advertising Materials. The ETI’s advertising was reviewed (social media, ETI website, and catalog). ETI has provided examples of their marketing materials. At the conclusion of the review, no misleading nor deceptive advertisings were found. The ETI was found to be within compliance standards.

Power of Attorney and Non-assignability of Benefits (38 CFR 21.4146, 21.9680). ETIs and training establishments are prohibited from negotiating VA educational assistance benefit payments. All student payments were issued to personal accounts by direct deposit. There were no paper checks issued. An inquiry was made by the ECSS-C and the SCO stated the ETI did not have Power of Attorney for any VA beneficiary.

Independent Study (38 CFR 21.4267). The ETI is approved for independent study and was found to be within compliance standards.

Practical Training (38 CFR 21.4265). The ETI is not approved for practical training.

Cooperative Courses and Farm Cooperative Courses (38 CFR 21.4233, 21.4257, 21.4264). The ETI is not approved for cooperative courses.

Two-Year Period of Operation for Branches (38 CFR 21.4251): This is not applicable to this ETI.

Tutorial Assistance (38 CFR 21.4236, 21.9685): The ETI does not have any participants in the Tutorial Assistance program through the Department of Veterans Affairs. The ETI was found to be within compliance standards.

Owner/Officer Restriction and Conflicting Interests Certification (38 CFR 21.4005, 21.4202(c), 21.5001, 21.7305, 21.7805, 21.9770). The ETI is a public institution and therefore this certification is not applicable.

Contractual Arrangements (38 CFR 21.4233(e)): The ETI does not offer any courses under contract. The ETI was found to be within compliance standards.

Advance Pay (38 CFR 21.4203, 21.9715): The ETI is approved to receive advance pay checks for delivery to students. The ETI was found to be within compliance standards.


Yellow Ribbon (38 CFR 21.4254(c)). The ETI does not participate in the Yellow Ribbon (YR) program.

Recruiting Practices (38 U.S.C. 3696(d)(1)). The ECSS-C reviewed the School Procedures Questionnaire and other available documents and found no evidence of fraudulent or unduly aggressive recruiting practices. The ETI was found to be within compliance standards.
School Certifying Official (SCO) Beneficiaries: CFR §21.9675(d) states the VA will not pay benefits for courses certified to the VA by the individual taking the course: VA systems were reviewed to identify if any SCOs have utilized VA benefits at Virginia Tech-National Capitol Region and it was found that no SCOs have utilized VA benefits at the ETI. The ETI was found to be within compliance standards. School Procedures Questionnaire was answered that a previous SCO did take courses, however, upon further review of VA resources, was determined no benefits were used.

Review of Public Law 115-48 (Colmery Act)- Priority Enrollment. The ETI does not offer priority enrollment.

Review of Annual Reporting Fees. PL 111-377 (Section 204) states that any reporting fee paid to an educational institute shall be utilized by such institution or committee solely for the making of certifications or for otherwise supporting programs for Veterans. The funds are generally used to/for operating funds, such as salaries, program support, Graduation Achievement Ceremony for the Office of Veteran Services, as well as networking events. The ETI was found to be within compliance standards.

PL 115-48 (section 304) states that if an ETI receives reporting fees for 100 or more eligible students, then the reporting fees paid to the ETI cannot be used for, or merged with, the ETI’s general fund. The ETI has received a payment for more than 100 students, and maintains a separate fund account. The ETI was found to be within compliance standards.

GI Bill® Trademark: In accordance with Executive Order 13607(f), The ETI’s usage of the trademarked phrase “GI Bill” was reviewed (social media, ETI website, and catalog). The ETI was found to be outside of compliance standards. A referral was sent to the Trademark Team for the following findings: it was found on the online graduate catalog under the section In-State Tuition for Veteran Students.

Public Law 116-315, Section 1018: The ETI was found to be within compliance standards.

Principles of Excellence (PoE): The ETI does participate in Principles of Excellence. A signed statement of compliance was collected during this compliance visit. The ETI was found to be within compliance standards.

Recommendation for Future Compliance Survey: It is recommended this ETI be resurveyed as required by Title 38, U.S.C. § 3693.

Compliance Survey Close-out Notice. Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of additional statements in this report concerning your ETI’s specific practices and procedures cannot be construed as acceptance, approval, or endorsement of those specific practices and procedures by the Department of Veterans Affairs. The successful completion of this Compliance Survey does not relieve your ETI of its obligation to comply with all statutory and regulatory provisions governing USC Title 38 Veterans Benefits programs.

This Compliance Survey Narrative was completed on February 14, 2023 by Sharon O’Brien.

Sharon O’Brien
Education Compliance Survey Specialist - Contractor
Saint George Consulting

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VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY
PERKINS LOAN PROGRAM LIQUIDATION

Auditor of Public Accounts
Staci A. Henshaw, CPA
www.apa.virginia.gov
(804) 225-3350
INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING AGREED-UPON PROCEDURES

We have performed the procedures enumerated below on the Federal Perkins Loan program of Virginia Polytechnic Institute and State University (the University). University management is responsible for the completion of the Federal Perkins Loan liquidation procedures.

The University has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of demonstrating whether the University has complied with the requirements of Title 34 U.S. Code of Federal Regulations § 668.26, and the procedures contained in the U.S. Office of Management and Budget’s Compliance Supplement and Federal Perkins Loan Program Assignment and Liquidation Guide, from the date of the University’s notification of its intent to liquidate its Federal Perkins Loan program through August 3, 2023. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Agreed-Upon Procedures Related to the Federal Perkins Loan Program Liquidation

The procedures we performed, as defined in the Compliance Supplement and Federal Perkins Loan Program Assignment and Liquidation Guide, and the associated findings are as follows:

1. We inspected the documents that the University used to notify the U.S. Department of Education of its intent to liquidate its Perkins loan portfolio.

2. We selected a sample of 25 outstanding loans assigned to the U.S. Department of Education and ensured that all required documents were provided to complete the assignment process. The University did not purchase any outstanding loans; therefore, no further procedures were performed.
3. We inspected the University maintained records reflecting the activity for the Perkins Loan fund following the submission of the University’s most recent FISAP and determined:

a. All loans that make up the University’s Perkins Loan portfolio have been accounted for, including retired loans, and loans assigned to the U.S. Department of Education (including validating the computed accumulated interest charged on the loans). The University did not purchase any outstanding loans; therefore, no procedures were performed.

b. Service cancellation data in Part III Section A, Fiscal Report, and the data in Part III Section C, Cumulative Repayment Information, of the University’s most recent FISAP have been properly reported.

c. The Federal Capital Contribution has been reported accurately in Section B, Fund Activity.

d. The Institutional Capital Contribution has been reported accurately in Section B, Fund Activity.

e. Overall cash-on-hand or excess amounts have been accurately reported in Section A.

4. We confirmed that the University completed the distributional shares final capital calculation as prescribed by the U.S. Department of Education. We inspected documentation to support that the University returned the amount due, as required, to the U.S. Department of Education.

We were engaged by the University to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States. We were not engaged to and did not conduct an audit, examination, or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the University’s Federal Perkins Loan Program liquidation procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the University and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon-procedures engagement.

This report is intended solely for the information and use of the University and the U.S. Department of Education and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

JRQ/vks
October 2, 2023

Trudy Riley
AVP for Research & Innovation
Virginia Polytechnic Institute & State University
North End Center, Suite 4200
300 Turner Street NW
Blacksburg, VA 24061-0001

Dear Trudy Riley:

Thank you for the courtesies extended to Tony Lewis during the grant monitoring review. We are pleased that your project is progressing toward the agreed goals. A copy of the monitoring report is enclosed for your information. If you have any questions or comments, please feel free to contact Assistant Regional Administrator Keith Deininger at 215-861-4921 or Deininger.Keith.J@dol.gov.

We appreciate your continued cooperation.

Sincerely,

For

MICHAEL J. RIVERA
Regional Administrator

Enclosure
The purpose of this review is to ensure that the grant administered in accordance with applicable federal regulations (29 CFR Part 95, OMB Circular A-110). Federal Financial Reports (SF-425’s) and related documents for the grant, along with the Budget Information (SF-424A) and back-up documentation, submitted with the original Grant Application reviewed during this monitoring visit. A review of the SF-425 Financial Status Reports for the period October 1, 2022, through June 30, 2023, performed for all expense categories expended. This review covered all expenditures for the period October 1, 2022, thru June 30, 2023. The areas reviewed included salaries and fringe benefits, travel expenses, supplies, contractual consultants/trainers, and other direct expenses. These areas correspond directly to the Budget Information categories submitted on the SF-424A and used to compare actual to budgeted expenditures.

As of the date of this review, all required financial reports were submitted in a timely manner. The Grantee is adhering to OSHA cash management guidelines prescribing that Grantees shall minimize the time elapsing between the transfer of funds from the United States Treasury and the issuance and redemption of checks, warrants, or payment by other means. We performed a review of invoices for the period October 1, 2022, thru June 30, 2023. A 100% review of source documentation for each expenditure category were examined and found to be correct.

A comparison table of actual versus budgeted expenditures (SF-424A) was prepared by the Grantee to verify that VTech is within the expenditure limits for each category of expense. VTech expenditures were all within the budgetary limits.

An analysis of Administrative Costs was conducted to verify that VTech was within the allowable 25% of the total grant limit.

There are no financial findings or recommendations for this grantee.
Internal Audit Reports

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 5, 2023

Background

This report provides a summary of audit ratings issued this period and the full rating system definitions. The following reviews have been completed during this reporting period. The Office of Audit, Risk, and Compliance has made a concerted effort to ensure progress on the annual audit plan.

<table>
<thead>
<tr>
<th>Consent Agenda Reports</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Analytics: Leave and Time Reporting</td>
<td>Effective</td>
</tr>
<tr>
<td>University Scholarships and Financial Aid</td>
<td>Effective</td>
</tr>
<tr>
<td>VT Electric Service</td>
<td>Improvements are Recommended</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report for Discussion</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Audit Update</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Summary of Audit Ratings

The Office of Audit, Risk, and Compliance’s rating system has four tiers from which to assess the controls designed by management to reduce exposures to risk in the area being audited. The auditor can use professional judgment in constructing the exact wording of the assessment in order to capture varying degrees of deficiency or significance.

Definitions of each assessment option

Effective — The audit identified opportunities for improvement in the internal control structure, but business risks are adequately controlled in most cases.

Improvements are Recommended — The audit identified occasional or isolated business risks that were not adequately or consistently controlled.
Significant or Immediate Improvements are Needed – The audit identified several control weaknesses that have caused, or are likely to cause, material errors, omissions, or irregularities to go undetected. The weaknesses are of such magnitude that senior management should undertake immediate corrective actions to mitigate the associated business risk and possible damages to the organization.

Unreliable – The audit identified numerous significant business risks for which management has not designed or consistently applied controls prior to the audit. Persistent and pervasive control weaknesses have caused or could cause significant errors, omissions, or irregularities to go undetected. The weaknesses are of such magnitude that senior management must undertake immediate corrective actions to bring the situation under control and avoid (additional) damages to the organization.

**RECOMMENDATION:**

That the internal audit reports listed above be accepted by the Compliance, Audit, and Risk Committee.

November 5, 2023
MEMORANDUM

TO: Compliance, Audit, and Risk Committee, Virginia Tech Board of Visitors
Sharon M. Kurek, Vice President for Audit, Risk, and Compliance & Chief Risk Officer
Dwyn Taylor, Assistant Vice President for Capital Construction

FROM: Justin T. Noble, Chief Audit Executive

DATE: October 20, 2023

SUBJECT: Annual Report on Capital Construction Audit Activities

The university’s capital construction program is an on-going, enterprise-level risk to the institution’s operations. To address this risk, Internal Audit works in close collaboration with the Division of Campus Planning, Infrastructure, and Facilities (CPIF) to conduct outsourced reviews of certain capital construction projects. These contract compliance-focused engagements are conducted on Construction Manager-at-Risk projects in three phases (pre-construction, construction in progress, contract close out). The overarching goal of the reviews is to ensure billings and payments are in accordance with contract documents, eliminate duplicate costs, assess the appropriateness of change orders, and identify opportunities for cost avoidance.

Internal Audit and CPIF work collaboratively to assign and monitor firm performance. Since the November 2022 Compliance, Audit, and Risk Committee report, the following engagements have been completed.

<table>
<thead>
<tr>
<th>Capital Construction Project</th>
<th>Pre-Construction</th>
<th>Construction In Progress</th>
<th>Contract Close Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hitt Hall</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Innovation Campus Academic Building</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>New Upper Quad Residence Hall</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Science Laboratory Building</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>


Office of Audit, Risk, and Compliance
300 Turner Street NW
North End Center, Suite 3200
Blacksburg, Virginia 24061
P: 540-231-5883
www.oarc.vt.edu
CPIF provides Internal Audit with a detailed schedule of all projects, both current and future. Based on this schedule, the following projects are anticipated to be completed in the next reporting cycle:

Pre-construction
- Mitchell Hall

Construction In Progress
- Student Wellness Improvements

Contract Close Out
- Data & Decision Sciences
- Corps Leadership and Military Sciences
- New Upper Quad Residence Hall
- Hitt Hall

As always, please do not hesitate to reach out if you have questions or concerns.

cc: Robert R. Broyden
    Mary W. Helmick
    Kenneth E. Miller
    Amy S. Sebring
    Adam C. Smith
UPDATE ON CONSTRUCTION AUDITS

JUSTIN NOBLE
CHIEF AUDIT EXECUTIVE
Enterpris Risk Landscape

ACADEMIC
- Faculty & Staff Recruitment & Retention
- Enrollment Management
- Evolving Pedagogy & Delivery
- Global Engagement

CAMPUS CULTURE AND CLIMATE
- Student Wellness & Experience
- Athletics
- Diversity, Equity, & Inclusion
- Gender Based Violence & Harassment

EXTERNAL ENVIRONMENT
- Geo- and Socio-Political Environment
- Legal & Regulatory
- Partners

FINANCIAL
- Access & Affordability
- Resource Management
- Federal & State Funds
- Advancement

RESEARCH
- Competitive Growth
- Integrity & Conflicts of Interest
- Research Compliance
- Research Security

UNIVERSITY OPERATIONS
- IT Security
- Health Safety & Security
- Operational Infrastructure
- Facilities
- Leadership & Governance
- Expanding Geographic Footprint

Teal border = Risk Topic covered by these engagements
Maroon border = Top 10 Risk
Overall Capital Project Process

6-Year Capital Plan
Budget Request
Project Approval
Schematic Design
Preliminary Design
Working Drawings
Construction
Occupancy

Pre-Authorization
Post-Authorization

~ 2 years
1 year Warranty Phase

- Requires BOV review & approval
Construction Audits Process

- Construction Audits: pre-construction, midpoint of construction, and post-construction
Recognizing the strategic importance and technical expertise required to effectively manage these projects, Internal Audit has procured the following firms to conduct these reviews:

- CBIZ Risk and Advisory Services
- Fort Hill Associates
- RTDQ
## Construction Audits Schedule

### CM at Risk GMP Audit Tracker

Date Prepared: 20 JUL 2023

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Auditor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holden Hall Renovations</td>
<td>Fort Hill</td>
</tr>
<tr>
<td>Data &amp; Decision Sciences Building (D&amp;DS)</td>
<td>Fort Hill</td>
</tr>
<tr>
<td>Corps Leadership &amp; Military Science Building</td>
<td>Fort Hill</td>
</tr>
<tr>
<td>New Upper Quad Residence Hall</td>
<td>Fort Hill</td>
</tr>
<tr>
<td>Innovation Campus - Academic Building</td>
<td>Fort Hill</td>
</tr>
<tr>
<td>HITT Hall</td>
<td>Fort Hill</td>
</tr>
<tr>
<td>Undergraduate Science Laboratory Building</td>
<td>Fort Hill</td>
</tr>
<tr>
<td>Student Wellness Improvements</td>
<td>Fort Hill</td>
</tr>
<tr>
<td>Mitchell Hall (Replace Randolph Hall)</td>
<td>RTDQ</td>
</tr>
<tr>
<td>Planning: New Business Building</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Legend: 1 = Pre-Construction Audit  2 = Mid-Construction Audit  3 = Post-Construction Audit

- **CM at Risk GMP Audit Tracker**
- **Date Prepared:** 20 JUL 2023
- **Legend:**
  - 1 = Pre-Construction Audit
  - 2 = Mid-Construction Audit
  - 3 = Post-Construction Audit

### Audit Schedule

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Auditor</th>
<th>CY 2021</th>
<th>CY 2022</th>
<th>CY 2023</th>
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<td>JUL-SEP</td>
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<tr>
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<td>Fort Hill</td>
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<td>1</td>
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<tr>
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<td>Capital Construction Project</td>
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<td>Construction In Progress</td>
<td>Contract Close Out</td>
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<tr>
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<td>Undergraduate Science Laboratory Building</td>
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</tr>
</tbody>
</table>

# = previously reported to the Committee
Planned Engagements

Pre-construction
• Mitchell Hall

Construction In Progress
• Student Wellness Improvements

Contract Close Out
• Data & Decision Sciences
• Corps Leadership and Military Sciences
• New Upper Quad Residence Hall
• Hitt Hall
Questions...?
1. Welcome and Opening Remarks
   Anna James

2. Consent Agenda
   Anna James
   a. Approval of Minutes of the August 29, 2023 Meeting
   b. Annual Write-off of Delinquent Accounts
   * c. Approval of Revised Authorization for Lines of Credit
   * d. Approval of Resolution on Ratification of Lease Activities
     Approved by the University

#+ 3. Annual Report on Research Finances and Resources
   Laurel Miner

#+ 4. Resourcing the Strategic Plan
   Amy Sebring

#  5. Update on Advancement
   Charlie Phlegar

+ 6. Annual Report on Investments and Quasi-Endowments
   Ken Miller
   Tim Hodge

* 7. Approval of the Revised Policy Governing the Investment of
   University Funds
   Ken Miller
   Amanda Black (Consultant with Capital Cities)

* 8. Approval of Resolution for Authority to Establish a Line of Credit for
   the Virginia Tech Applied Research Corporation
   Ken Miller

#+ 9. Annual Report on the University’s Student Financial Aid Resources
   Tim Hodge
   Luisa Havens Gerardo

* 10. Approval of Resolution for Approval Process and Ratification of
   Subscription Based Information Technology Arrangements (SBITA)
     under GASB-96
   Joseph Mills

#+ 11. Review and Acceptance of the Annual Report on University Debt
     Ratio and Debt Capacity
     Ken Miller
     Bob Broyden

*+ 12. Approval of the 2024-2030 Six-Year Plan
     Tim Hodge

* 13. Approval of Year-to-Date Financial Performance Report (July 1, 2023
     – September 30, 2023)
     Tim Hodge
     Bob Broyden

14. Discussion of Future Agenda Topics and Closing Remarks
   Anna James

* Requires full Board approval
# Discusses Enterprise Risk Management topic(s)
+ Discusses Strategic Investment Priorities topic(s)
Open Session

1. Welcome and Opening Remarks

2. Consent Agenda: The Committee will consider for approval and acceptance the items listed on the Consent Agenda.
   
   a. Approval of Minutes of the August 29, 2023 Meeting: The Committee will review and approve the minutes of the August 29 meeting.
   
   b. Annual Write-off of Delinquent Accounts: As of June 30, 2023, the amount of write-offs of delinquent accounts totaled $354,012 which represents .03 percent of the 2022 annual operating revenues of $1.3 billion. The current year write-off is consistent with the total write-off amounts in recent years.

   c. Approval of Revised Authorization for Lines of Credit: The Committee will review for approval the revised authorization for lines of credit.

   d. Approval of Resolution on Ratification of Lease Activities Approved by the University: The university approves and the Board of Visitors ratifies lease activities below the capital project threshold according to the process the Board of Visitors approved at the June 2021 meeting. The university-approved lease portfolio had an ending balance of $206 million at June 30, 2023, with $170 million attributable to leases with the Virginia Tech Foundation.

3. Report on Research Finances and Resources: The Committee will receive a comprehensive annual report on research finances and resources highlighting university research development and expenditures, award and proposal trends, and an overview of the impact of research funding on the university’s Top 100 Global Research University initiative. This report will also include an overview of the Enterprise Risk landscape and mitigation strategies.

4. Resourcing the Strategic Plan: The Committee will receive a report on resourcing the strategic plan. This presentation includes background information including the value of a degree from Virginia Tech, administrative efficiencies, and current resources. It also shares an overview of the resource management strategy and tuition and fee considerations.
5. **Update on Advancement:** University Advancement will provide a report on their fundraising efforts including a campaign update, the most recent numbers for New Gifts and Commitments (NG&C) and Cash. This update will also include an overview of campaign totals by type and a comparison of restricted and unrestricted gifts, and the goals for the Virginia Tech Advantage initiative.

6. **Annual Report on Investments and Quasi-Endowments:** The Committee will receive a report on university investments and quasi-endowments, investment performance and related benchmarks, estimated payouts for fiscal year 2024, and planned use of such funds. The university has two investment pools: a short to intermediate-term pool managed within the university and a long-term pool managed by the Virginia Tech Foundation, Inc. The report shows the purposeful growth of funds invested in the endowment pool managed by the Foundation, which consists of true endowments, quasi-endowments and nongeneral fund reserves and balances, and local funds owned by the university.

7. **Approval of the Revised Policy Governing the Investment of University Funds:** The Committee will review for approval the revised policy governing the investment of university funds. The university hired Capital Cities as investment consultants to assist in the revision of the university’s investment policy. The proposed changes maintain the strengths of the original investment policy while creating new investment opportunities by hiring additional investment managers and applying more targeted and active investment strategies.

8. **Approval of Resolution for Authority to Establish a Line of Credit for the Virginia Tech Applied Research Corporation:** The Committee will review for approval a resolution for authority to establish a line of credit for the Virginia Tech Applied Research Corporation (VT-ARC).

9. **Annual Report on the University’s Student Financial Aid Resources:** The Committee will receive a comprehensive report on the university’s scholarship and financial aid program. In its Management Agreement with the commonwealth, the university affirmed its commitment to increase the support for student financial aid. The university continues to work proactively to ensure access and affordability as part of the Virginia Tech Advantage initiative. The amount of total student financial aid awarded increased from $574.0 million to $638.6 million in fiscal year 2023.

10. **Approval of Resolution for Approval Process and Ratification of Subscription Based Information Technology Arrangements (SBITA) under GASB-96:** The Committee will review for approval the approval process and ratification of university approvals of the Subscription-Based Information Technology Arrangements under Governmental Accounting Standards Board Statement No. 96. As of June 30, 2023, the university has recognized an unaudited total of $18.2 million in long-term debt liabilities and corresponding right-to-use assets for these arrangements. Additionally, this new accounting treatment is expected to
shift $6 million of recurring annual operating expenses to recurring annual debt service which is expected to consume 33 basis points of debt capacity.

11. **Review and Acceptance of the Annual Report on University Debt Ratio and Debt Capacity:** The Committee will receive for acceptance a report on the university’s debt ratio and debt capacity. At the conclusion of fiscal year 2022-23, outstanding long-term debt of the university totaled $831.9 million with a debt ratio of 4.10 percent of operating expenditures. The university proposes the continuation of the six percent cap on the debt ratio for the upcoming year.

12. **Approval of the 2024-2030 Six-Year Plan:** The Committee will review for approval the revisions to the 2024-2030 Six-Year Plan. The university developed the Six-Year Plan for submission to the state on October 1, 2023. This plan will primarily inform state funding requests for fiscal years 2025 and 2026.

13. **Approval of Year-to-Date Financial Performance Report (July 1, 2023 – September 30, 2023):** The Committee will review for approval the Year-to-Date Financial Performance Report for July 1, 2023 to September 30, 2023. For the first quarter, budget adjustments were made to reflect revisions to projected revenues and expenditures. The report shows the actual revenues and expenses compared to the budgets and the overall status and expenditures of ongoing capital projects.

14. **Discussion of Future Agenda Topics and Closing Remarks:** The Committee will discuss possible topics for future meetings and other topics as needed.
WELCOME AND OPENING REMARKS

ANNA JAMES, COMMITTEE CHAIR

FINANCE AND RESOURCE MANAGEMENT COMMITTEE
CONSENT AGENDA

a. Approval of Minutes of the August 29, 2023 Meeting

b. Annual Write-off of Delinquent Accounts

c. Approval of Revised Authorization for Lines of Credit

* d. Approval of Resolution on Ratification of Lease Activities Approved by the University
Committee Minutes

FINANCE AND RESOURCE MANAGEMENT COMMITTEE
Room G102 A/B, Fralin Biomedical Research Institute
August 29, 2023

Open Session

Board members present: Janice Austin – A/P Faculty Representative, Ed Baine, LaTawnya Burleson – Staff Representative, Carrie Chenery, Anna James, Tish Long, John Rocovich

University personnel and guests: Callan Bartel, Lynsay Belshe, Leanna Blevins, Eric Brooks, Bob Broyden, Brock Burroughs, Cyril Clarke, Al Cooper, Corey Earles, Jeff Earley, Ron Fricker, Rebekah Gunn, Luisa Havens Gerardo, Kay Heidbreder, Tim Hodge, Anne Keeler, Sharon Kurek, Rob Mann, Randy Marchany, Elizabeth McClanahan, Nancy Meacham, Ken Miller, Kim O’Rourke, Mark Owczarski, Charlie Phlegar, David Raymond, Paul Richter, Julie Ross, Tim Sands, Amy Sebring, Cliff Shaffer, Brennan Shepard, Dan Sui, Aimee Surprenant, Don Taylor, Melinda West

1. Motion for Open Session

2. Welcome and Opening Remarks

3. Consent Agenda: The Committee considered for approval and acceptance the items listed on the Consent Agenda.

   a. Approval of Items Discussed in Closed Session

   b. Approval of Minutes of the June 6, 2023 Meeting

   The Committee approved the items on the Consent Agenda.

++ 4. Comprehensive Update on Advancement: Charlie Phlegar, senior vice president for advancement, provided a comprehensive report on Advancement’s fiscal year 2023 giving results and giving trends since the launch of the Advancement Model. Virginia Tech was recently invited to be a member of CASE 50. CASE 50 represents the top 75 Advancement institutions globally, based on a five-year rolling average of cash, new gifts and commitments, and peer recommendations. Congratulations to Advancement and Virginia Tech for this recognition. The report also included an update on the philanthropic participation rate and overviews of the Boundless

* Requires full Board approval
# Discusses Enterprise Risk Management topic(s)
+ Discusses Strategic Investment Priorities topic(s)
Impact Campaign, Top 100 Global Research University initiative, Virginia Tech Advantage, and VT Alumni Association.

5. **Report on Gramm-Leach-Bliley Act Compliance and IT Security**: The Committee received for acceptance a report on Gramm-Leach-Bliley Act (GLBA) compliance and associated IT security processes needed to meet the annual reporting requirement established by the Standards for Safeguarding Customer Information Rule, which was effective June 9, 2023. Melinda West, associate vice president for finance and university controller, and Randy Marchany, chief information technology security officer, provided an overview of Virginia Tech’s compliance with the act which regulates the collection and disclosure of nonpublic information by financial institutions.

6. **EVP COO Update and Discussion**: The Committee received an update from Amy Sebring, the executive vice president and chief operating officer, which included a discussion on financial results of fiscal year 2023, the university’s credit rating, the 2024-2030 Six-Year Plan, and state budget negotiations. It also included an overview of reallocation strategies and an update on the search for the new vice president for information technology and chief information officer.

7. **Update on the 2024-2030 Six-Year Plan**: The Committee received an update on the 2024-2030 Six-Year Plan. Tim Hodge, associate vice president for finance, provided the timeline and overview of the six-year planning process and the budget processes related to the university’s strategic priorities, including the Top 100 Global Research University initiative, the Virginia Tech Advantage, and the Virginia Tech-Carilion School of Medicine.

8. **Approval of Year-to-Date Financial Performance Report (July 1, 2022 – June 30, 2023)**: The Committee reviewed for approval the Year-to-Date Financial Performance Report for July 1, 2022 to June 30, 2023. For the fourth quarter, budget adjustments were made to reflect revisions to projected revenues and expenditures. The report shows the actual revenues and expenses compared to the budgets and the overall status and expenditures of ongoing capital projects.

The Committee recommended the Year-to-Date Financial Performance Report to the full Board for approval.

9. **Discussion of Future Agenda Topics and Closing Remarks**: The Committee discussed possible topics for future meetings and other topics as needed.

* Requires full Board approval
# Discusses Enterprise Risk Management topic(s)
+ Discusses Strategic Investment Priorities topic(s)
**Joint Open Session with the Buildings and Grounds Committee**

**Board members present:** Janice Austin – A/P Faculty Representative, Ed Baine, LaTawnya Burleson – Staff Representative, Carrie Chenery, Sandy Davis, Nancy Dye, Donald Horsley, Anna James, Tish Long, Joseph Merola – Faculty Representative, John Rocovich, William Storey – Undergraduate Student Representative, Emily Tirrell – Graduate and Professional Student Representative

**University personnel and guests:** Callan Bartel, Laura Belmonte, Lynsay Belshe, Haley Bennett, Eric Brooks, Bob Broyden, Brock Burroughs, Cyril Clarke, Al Cooper, Gannon Davis, Corey Earles, Jeff Earley, Alisha Ebert, Mike Friedlander, Mark Gess, Luisa Havens Gerardo, Emily Gibson, Alan Grant, Ellington Graves, Suzanne Griffin, Rebekah Gunn, Kay Heidbreder, Tim Hodge, Anne Keeler, Chris Kiwus, Sharon Kurek, Rob Mann, Meghan Marsh, Elizabeth McClanahan, Nancy Meacham, Ken Miller, Liza Morris, Mike Mulhare, Heidi Myers, Justin Noble, Kelly Oaks, Mark Owczarski, John Pastor, Charlie Phlegar, Jon Porter, Paul Richter, Julie Ross, Tim Sands, Amy Sebring, Cliff Shaffer, Brennan Shepard, Ken Smith, Michael Stowe, Dan Sui, Aimee Surprenant, Don Taylor, Jon Clark Teglas, Rob Viers, Tracy Vosburgh, Melinda West, Chris Yianilos

**Ratification of the Capital Outlay Plan for 2024-2030:** For first item on the joint open session agenda, the Committees reviewed for ratification the Capital Outlay Plan for 2024-2030.

At the March 2023 meeting, the Board approved a resolution for the university’s 2024-2030 Capital Outlay Plan, and since that time, the state issued the instructions for preparation and submission. The final plan was updated in accordance with guidelines from the state and submitted on June 22, 2023.

Bob Broyden, associate vice president for campus planning and capital financing, updated the committee on changes to the plan since the March 2023 approval.

The Committees recommended the Capital Outlay Plan for 2024-2030 to the full Board for ratification.

**Approval of Resolution to Amend a Long-term Lease for Children’s National Hospital:** The Committees reviewed for approval a Resolution to Amend a Long-term Lease for Children’s National Hospital. This request is for authorization to amend the university’s existing lease with the Children’s National Research Center to include an additional 12,350 rentable square feet for furthering research.

* Requires full Board approval
# Discusses Enterprise Risk Management topic(s)
+ Discusses Strategic Investment Priorities topic(s)
The Committees recommended the Resolution to Amend a Long-term Lease for Children’s National Hospital to the full Board for approval.

There being no further business, the meeting adjourned at 11:23 a.m.
Overview

Current accounts receivable are generated by several components as part of the annual operating activities of the university. To properly account for and control these assets, the university uses a combination of centralized and decentralized systems. Student accounts receivable and the receivables generated through the sponsored research program represent the largest components of the total receivables. Sponsored program receivables increased $26 million over the prior year as result of internal and external billing and payment challenges.

Current and noncurrent notes receivable are comprised of both federal and institutional student loans administered by the university. Federal loans receivables have decreased as result of the university’s winddown of the Perkins loan program in 2023 as prescribed by the US Department of Education. Though the US Department of Education published the closure of the Perkins Program effective 2018 universities were allowed to continue loan servicing at their own expense. The university has successfully closed the loan program.

The Bursar’s Office is responsible for the centralized accounts receivable system operation and monitoring the activities of the decentralized operations through reviews of reports and discussions with personnel who have been delegated the responsibility for billing and collecting accounts. The Bursar’s Office is also responsible for managing the collection process for all delinquent accounts.

The Controller’s Office consolidates information from the receivable systems on a quarterly basis and reports to senior management and the State Comptroller. The quarterly report uses a combination of narratives, tables, and graphs to report receivables, analyze trends, and identify areas where emphasis or action is needed. The Controller’s Office is responsible for the implementation of corrective action to ensure that receivables are properly managed.

Composition and Aging of the Receivables

Accounts receivable: Attachment A provides the composition of the current gross receivables at June 30, 2023, with comparative data for the previous year. Attachment B provides a graph for the aging analysis of the gross receivables at June 30, 2023, with comparative data for the previous three years. In addition, the total current receivable write-offs for these four years are overlaid on this graph to demonstrate the small proportion of write-offs to total receivables.
Notes receivable – from students: Federal and Institutional Loans (issued by Virginia Tech from gifts and donated funds designated to be used for loans) to students require the execution of a promissory note. These loans receivable are repaid over 10 or more years after a student’s last enrollment at the university and the amount due in the next 12 months is classified as a current notes receivable for the university’s financial statements.

Attachment A also provides the composition of the total gross federal and institutional student loan receivables at June 30, 2023, with comparative data for the previous year.

### Collection Efforts and Write-offs

Because of the nature of the accounts receivables, their impact on the university’s operating budget, and the university’s assertive policy for collecting delinquent accounts, the annual write-off of uncollectible accounts is relatively small. The average annual write-off for accounts receivable for the past three years is $408,244. The fiscal year 2023 write-off total of $354,012 represents only 0.03 percent (less than one tenth of one percent) of the annual operating revenues\(^1\) per the audited financial statements for fiscal year 2022.

Various techniques are used for collecting delinquent accounts receivable depending on the customer and type of account. For example, students must pay past due amounts before they are allowed to enroll for the next school term. Other delinquent accounts are placed with commercial collection agencies and the State Attorney General’s Office for collection. The State Comptroller provides guidance on collection policies and procedures, and the university generally complies with the State Comptroller’s recommendations, except where improved practices have been implemented under the Restructuring Act.

### Accounts Receivable Written Off at June 30, 2023

As authorized by a resolution passed by the Board of Visitors on August 13, 1976, the Vice President for Finance and the Associate Vice President for Finance and University Controller periodically review the university’s accounts and notes receivable to determine those delinquent accounts that are deemed uncollectible. Subsequently, the accounts are written off the university’s records in accordance with generally accepted accounting practices. However, such accounts are not discharged or forgiven (with limited exceptions such as bankruptcies, death, etc.), and the university continues to track these accounts and sometimes collects portions of these accounts after being written off.

Normally, accounts are written off at the close of the fiscal year. For the fiscal year ended June 30, 2023, the accounts receivable written off totaled $354,012. The decrease in write-offs of $175,568 over the prior year is primarily due to a decrease of $122,028 in Student Account write-offs. In the previous year write-offs, medical and financial obstacles led to higher student resignations mid-term causing financial aid reductions and resulting in uncollectible balances. There was also a decrease of $45,836 in Other Receivables write-offs.

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\(^1\) Operating revenues for FY22 of $1,311,645,000 was used for this calculation.
offs. See Attachment C for a summary of the accounts receivable written off at June 30, 2023, with comparative data for the two previous fiscal years.

For each accounts receivable written off, appropriate collections procedures were utilized. Further collection efforts were not justified for various reasons such as bankruptcies, inability to locate the debtor, and cost versus benefit for small receivable amounts.

As shown in Attachment D, the $354,012 write-off total consists of 758 customers with an average account value of $467. In fact, of the total number of accounts written off, 56 percent (423) were valued at less than $100, and these low dollar accounts represent only 4.9 percent of the total dollar value of the write-offs.

**Notes Receivable – From Students Written Off at June 30, 2023**

The total notes receivable written off at the close of fiscal year 2023 included $17,742 in write-offs of the institutional student loan portfolio. Institutional student loans are subject to the same collection techniques as other university receivables. For each loan written off, appropriate collection procedures were utilized. The notes receivable write-off consists of five loans. Institutional student loans are most often awarded to students with financial need who have exhausted other avenues of financial aid. Since these are long-term loan programs issued to borrowers with limited resources, the university generally has allowed more time before deeming the loan uncollectible and subsequently writing these amounts off.

Federal notes receivable are issued from funds received from the federal Department of Health and Human Services over many previous years for the Health Professions Student Loan programs, and from required matching contributions from the university. Again, the same collection procedures are followed for these loans.

**State Management Standards**

The university’s Management Agreement under the Restructured Higher Education Financial and Administrative Operations Act includes several financial and administrative performance standards. The university must achieve compliance with all of these performance standards to retain the financial benefits provided under the Management Agreement. There are two management standards related to accounts receivable and both are calculated annually and reported to the state biennially. The two standards are:

a. A four-quarter average past due rate of 10 percent or less on receivables 120 days or more past due as a percentage of all current receivables.

b. An average past due rate of 10 percent or less on Federal student loans.

The university is currently in compliance with both standards. As of June 30, 2023, the average past due rate on current receivables 120 days or more past due is 1.63 percent for the applicable four quarters and the Federal student loans default rate is zero percent.
## Composition of Gross Accounts and Notes Receivable
### As of June 30, 2022 and 2023
(all dollars in thousands)

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<th></th>
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<td></td>
<td>Receivable</td>
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<td>Receivable</td>
<td>Percent</td>
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<tr>
<td></td>
<td>Balance</td>
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<td>Balance</td>
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<tr>
<td><strong>Accounts Receivable:</strong></td>
<td></td>
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<tr>
<td>Student Accounts</td>
<td>$ 4,967</td>
<td>3.8%</td>
<td>$ 4,711</td>
<td>5.3%</td>
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<tr>
<td>Sponsored Programs</td>
<td>$ 91,982</td>
<td>71.0%</td>
<td>$ 65,941</td>
<td>74.5%</td>
</tr>
<tr>
<td>Electric Service</td>
<td>$ 1,084</td>
<td>0.8%</td>
<td>$ 912</td>
<td>1.0%</td>
</tr>
<tr>
<td>Parking Service</td>
<td>$ 94</td>
<td>0.1%</td>
<td>$ 114</td>
<td>0.1%</td>
</tr>
<tr>
<td>Telecommunications (N&amp;IS)</td>
<td>$ 6</td>
<td>0.0%</td>
<td>$ 5</td>
<td>0.0%</td>
</tr>
<tr>
<td>CPE and IVTSCC</td>
<td>$ 717</td>
<td>0.6%</td>
<td>$ 875</td>
<td>1.0%</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>$ 787</td>
<td>0.6%</td>
<td>$ 721</td>
<td>0.8%</td>
</tr>
<tr>
<td>Equine Medical Center</td>
<td>$ 636</td>
<td>0.5%</td>
<td>$ 756</td>
<td>0.9%</td>
</tr>
<tr>
<td>Short Term Loans/Notes</td>
<td>$ 4</td>
<td>0.0%</td>
<td>$ 2</td>
<td>0.0%</td>
</tr>
<tr>
<td>Other Receivables</td>
<td>$ 29,263</td>
<td>22.6%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Accounts Receivables</strong></td>
<td>$ 129,540</td>
<td>100.0%</td>
<td>$ 88,543</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

| **Notes Receivable** |               |         |               |         |
|Federal Loans - HPSL  | $ 657         | 37.2%   | $ 5,365       | 81.6%   |
|Institutional Loans   | $ 1,109       | 62.8%   | $ 1,210       | 18.4%   |
|**Total Notes Receivable** | $ 1,766 | 100.0% | $ 6,575 | 100.0% |

---

1. Continuing and Professional Education / Inn at Virginia Tech & Skelton Conference Center
2. One-time receivables, included in the Other Receivables category, increased due to accrual of Athletics revenue for ACC distributions and insurance recovery for lost revenues from a canceled game
3. Health Professions Student Loan
1. 121 to Over 1 Year Past Due increased by $2.9m of grants contracts and $1.4m of other-athletics (IMG)
2. FY23 $129,540 reflects $26m increase in sponsored programs

<table>
<thead>
<tr>
<th></th>
<th>June 30, 2020</th>
<th>June 30, 2021</th>
<th>June 30, 2022</th>
<th>June 30, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables Not Past Due</td>
<td>$56,334</td>
<td>$51,683</td>
<td>$77,553</td>
<td>$110,090</td>
</tr>
<tr>
<td>1 - 120 Days Past Due</td>
<td>$12,636</td>
<td>$14,285</td>
<td>$9,346</td>
<td>$13,218</td>
</tr>
<tr>
<td>121 to Over 1 Year Past Due</td>
<td>$2,536</td>
<td>$2,079</td>
<td>$1,644</td>
<td>$6,232</td>
</tr>
<tr>
<td>Total Gross Receivables</td>
<td>$71,506</td>
<td>$68,047</td>
<td>$88,543</td>
<td>$129,540</td>
</tr>
<tr>
<td>Write-Offs</td>
<td>$385</td>
<td>$341</td>
<td>$530</td>
<td>$354</td>
</tr>
</tbody>
</table>
## Current Accounts Receivable Write-Offs for June 30, 2023 with Comparison to 2022 and 2021
(In whole dollars)

<table>
<thead>
<tr>
<th>Accounts Receivable</th>
<th>June 30, 2023</th>
<th>June 30, 2022</th>
<th>June 30, 2021</th>
<th>Three Year Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accounts</td>
<td>$ 172,277</td>
<td>$ 294,305</td>
<td>$ 147,328</td>
<td>$ 204,637</td>
</tr>
<tr>
<td>Sponsored Programs</td>
<td>3,688</td>
<td>-</td>
<td>-</td>
<td>1,229</td>
</tr>
<tr>
<td>Electric Service</td>
<td>35,096</td>
<td>30,742</td>
<td>16,320</td>
<td>27,386</td>
</tr>
<tr>
<td>Parking Services</td>
<td>20,286</td>
<td>19,064</td>
<td>22,605</td>
<td>20,652</td>
</tr>
<tr>
<td>CPE and IVTSCC</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>1,667</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>49,636</td>
<td>44,355</td>
<td>39,419</td>
<td>44,470</td>
</tr>
<tr>
<td>Equine Medical Center</td>
<td>40,815</td>
<td>68,064</td>
<td>33,919</td>
<td>47,599</td>
</tr>
<tr>
<td>Short Term Loans/Notes</td>
<td>-</td>
<td>-</td>
<td>554</td>
<td>185</td>
</tr>
<tr>
<td>Other Receivables</td>
<td>27,214</td>
<td>73,050</td>
<td>80,994</td>
<td>60,419</td>
</tr>
<tr>
<td><strong>Total Write-Offs</strong></td>
<td><strong>$ 354,012</strong></td>
<td><strong>$ 529,580</strong></td>
<td><strong>$ 341,139</strong></td>
<td><strong>$ 408,244</strong></td>
</tr>
</tbody>
</table>

1 Continuing and Professional Education / Inn at Virginia Tech & Skelton Conference Center
Stratification of Write-Offs for Fiscal Year 2023

Total Number of Accounts = 758

- $0-$99: 32.45%
- $100-$999: 7.26%
- $1,000-$2,999: 4.49%
- > $3,000: 4.90%

Total Dollar Value = $354,012
Average Dollar Value = $467
Revised Authorizations for Resolution on University Lines of Credit

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 20, 2023

The Board of Visitors adopted a Resolution on University Lines of Credit at its June 2018 meeting granting the authority to establish lines of credit in an aggregate principal amount of up to $200,000,000. The approved resolution is included as Attachment A.

The purpose of this Revised Authorization Resolution is to 1) update the titles of the authorized officers that negotiate, execute and deliver all necessary documents related to establishing the lines of credit as the President, Executive Vice President and Chief Operating Officer, or Vice President for Finance (collectively, the "Authorized Officers"); and 2) authorize further delegation for the maintenance, execution of transactions, and utilization of the lines of credit established by the Authorized Officers to the Assistant Vice President for Finance and Associate Treasurer, the Associate Vice President for Finance and University Controller, or the Treasury Analyst.
Revised Authorizations for Resolution on University Lines of Credit

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 20, 2023

WHEREAS, the Board of Visitors adopted a Resolution on University Lines of Credit at its June 2018 meeting granting the authority to establish lines of credit in an aggregate principal amount of up to $200,000,000 as seen in Attachment A; and

WHEREAS, the purpose of this Revised Authorization Resolution is to 1) update the titles of the authorized officers that negotiate, execute and deliver all necessary documents related to establishing the lines of credit as the President, Executive Vice President and Chief Operating Officer, or Vice President for Finance (collectively, the "Authorized Officers"); and 2) authorize further delegation for the maintenance, execution of transactions, and utilization of the lines of credit established by the Authorized Officers to the Assistant Vice President for Finance and Associate Treasurer, the Associate Vice President for Finance and University Controller, or the Treasury Analyst.

NOW, THEREFORE, BE IT RESOLVED, that the Board authorizes the President of the University, the Executive Vice President and Chief Operating Officer of the University, or the Vice President for Finance (collectively, the "Authorized Officers") to negotiate, execute, and deliver all certificates, documents, and instruments related to the Lines of Credit with one or more financial institutions. The Board authorizes the Authorized Officers to enter into extensions of and amendments to the Lines of Credit and new Lines of Credit with other financial institutions from time to time (including to increase the aggregate principal amount thereof), so long as such extensions and amendments and new Lines of Credit are not inconsistent with the intent of the Resolution approved in June 2018 and the aggregate principal amount of the Lines of Credit does not exceed the greater of (1) the amount authorized in paragraph (1) and (2) 45 days of operating expenditures of the University, based on the then Board-approved operating budget.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board authorizes further delegation for the maintenance, execution of transactions, and utilization of the lines of credit established by the Authorized Officers to the Assistant Vice President for Finance and Associate Treasurer, the Associate Vice President for Finance and University Controller, or the Treasury Analyst.

This Resolution shall take effect immediately upon adoption.

RECOMMENDATION:

That the Revised Authorizations for Resolution on University Lines of Credit be approved.

November 6, 2023
Resolution on University Lines of Credit

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

May 5, 2018

WHEREAS, Chapter 26, Title 23.1 of the Code of Virginia of 1950, as amended (the "Virginia Code"), establishes a public corporation under the name and style of Virginia Polytechnic Institute and State University (the "University") which is governed by a Board of Visitors (the "Board"); and

WHEREAS, by Chapter 10, Title 23.1 of the Virginia Code (the "Act"), the University entered into a management agreement with the Commonwealth of Virginia, which was enacted as Chapter 1 of Chapter 933 of the 2006 Virginia Acts of Assembly, as amended, pursuant to which the University is (a) classified as a public institution of higher education and (b) granted the authority, pursuant to the Act, to issue bonds, notes, or other obligations that are consistent with debt capacity and management policies and guidelines established by the Board and without (i) obtaining the consent of any legislative body, elected official, commission, board, bureau, political subdivision, or agency of the Commonwealth, (ii) the approval required by the provisions of Article 8 of Chapter 24 of Title 2.2 of the Virginia Code, or (iii) any regulation or procedure, including a review or approval procedure, adopted pursuant to Chapter 11 of Title 23.1 of the Virginia Code; and

WHEREAS, the Act further authorizes the University to provide for the payment of the principal of and the interest on such bonds, notes, or other obligations from any one or more of the following sources: (a) its revenues generally; (b) income and revenues derived from the operation, sale, or lease of a particular project or projects, whether or not they are financed or refinanced from the proceeds of such bonds, notes, or other obligations; (c) funds realized from the enforcement of security interests or other liens or obligations securing such bonds, notes, or other obligations; (d) proceeds from the sale of bonds, notes, or other obligations; (e) payments under letters of credit, policies of municipal bond insurance, guarantees, or other credit enhancements; (f) any reserve or sinking funds created to secure such payment; (g) accounts receivable of the University; or (h) other available funds of the University; and

WHEREAS, the University has determined that it would be in the best interest of the University to enter into one or more lines of credit (the "Lines of Credit") as a source of liquidity to support the general operations of the University; and

WHEREAS, it is anticipated that the Lines of Credit will (a) be revolving lines of credit, the principal amount of which may be borrowed, repaid, and re-borrowed and (b) be secured by the University's general revenue pledge and not be in any way a debt of the Commonwealth of Virginia (the "Commonwealth") and shall not create or constitute any indebtedness or obligation of the Commonwealth, either legal, moral, or otherwise; and
WHEREAS, the University has solicited proposals from various financial institutions to provide the Lines of Credit, including proposals from Branch Banking and Trust Company, The First Bank and Trust Company, and Wells Fargo Bank, National Association (collectively, the "Proposals"), the terms of which Proposals were presented to the Board; and

WHEREAS, under the terms of the Proposals, the University will enter into one or more credit agreements or similar agreements that set forth the terms and conditions of the applicable Line of Credit, in substantially the form presented to the Board (each a "Credit Agreement"); and

WHEREAS, to evidence its obligations under a Credit Agreement, the University will execute a promissory note in favor of the applicable financial institution, in substantially the form attached as an exhibit to the applicable Credit Agreement (each a "Note"); and

WHEREAS, the Board intends (a) to authorize the Lines of Credit, (b) approve the terms of the Proposals, the form of the Credit Agreement, which includes a form of the Note, and (c) take such other actions as are authorized in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY:

1. Authorization of Credit. For the purpose of providing a source of back-up liquidity to support the general operations of the University, the Board authorizes the Lines of Credit in an aggregate principal amount of up to $200,000,000. The Lines of Credit shall bear interest on a taxable basis, and the payment of principal of and interest on the Lines of Credit shall be from one or more of the sources authorized by the Act, all as more particularly described in the applicable Proposal and Credit Agreement. The Board hereby approves the terms of the Proposals, the form of the Credit Agreement and the form of the Note.

2. Delegation and Execution. The Board authorizes the President of the University, the Chief Financial Officer of the University, or the University Treasurer (collectively, the "Authorized Officers") to negotiate, execute, and deliver all certificates, documents, and instruments related to the Lines of Credit with one or more financial institutions; provided that the initial closing of all such Lines of Credit must occur on or before January 31, 2019. The final approval of the terms and conditions of the Lines of Credit and the final selection of the financial institutions shall be evidenced by the execution and delivery of the Credit Agreements by one or more Authorized Officers. The Board authorizes all University officers and staff to take such other actions as may be necessary or desirable in connection with entering into and maintaining the Lines of Credit. The Board authorizes the Authorized Officers to enter into extensions of and amendments to the Lines of Credit and new Lines of Credit with other financial institutions from time to time (including to increase the aggregate principal amount thereof), so long as such extensions and amendments and new Lines of Credit are not inconsistent with the intent of this Resolution and the aggregate principal amount of the Lines of Credit does not exceed the greater of
(1) the amount authorized in paragraph (1) and (2) 45 days of operating expenditures of the University, based on the then Board-approved operating budget.

3. Other Acts. All other acts of the Authorized Officers and other officers and staff of the University that are in conformity with the purpose and intent of this Resolution are hereby approved, ratified and confirmed.

4. Not a Debt of the Commonwealth. The Lines of Credit shall not be in any way a debt of the Commonwealth and shall not create or constitute any indebtedness or obligation of the Commonwealth, either legal, moral, or otherwise.

5. Effective Date. This Resolution shall take effect immediately upon adoption.

RECOMMENDATION:

That the resolution identifying the authorized officers; approving the terms of the proposals and the form of the credit agreement; authorizing the authorized officers to enter into extensions of, and amendments to, the lines of credit and new lines of credit so long as such extensions and amendments and new lines of credit are consistent with the intent of this resolution and do not exceed the greater of $200 million or 45 days of operating expenditures, be approved.

June 4, 2018
The university adopted Governmental Accounting Standards Board (GASB) Statement No. 87 *Leases* in the fiscal year 2022 reporting period. The new standard replaced the distinction between operating and capital leases with a distinction between short-term and long-term leases.

The university recognizes long-term leases when a lease has a maximum term greater than 12 months and present value equal to or greater than $50,000. These long-term leases are debt obligations of the university. The university approves and the Board of Visitors ratifies lease activities below the capital project threshold according to the approval process the Board of Visitors approved at the June 2021 meeting.

On September 30, 2022, the university signed a five-year extension with the Virginia Tech Real Estate Foundation, Inc. for its leased space located at 400 and 460 Turner Street, Blacksburg, VA 24060. The university has occupied the space since November 2012. The net present value of the lease modification exceeds the capital project threshold and should have received prior board approval. The university seeks separate ratification for the leased space.

The university approved the following long-term leases payable activities in fiscal year 2023.

<table>
<thead>
<tr>
<th>Long-term Leases Payable Activities</th>
<th>Count</th>
<th>Debt Effect (in millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 and 460 Turner Street</td>
<td>1</td>
<td>$3.3</td>
</tr>
<tr>
<td>New Leases</td>
<td>8</td>
<td>3.2</td>
</tr>
<tr>
<td>Lease Modifications</td>
<td>18</td>
<td>5.0</td>
</tr>
<tr>
<td>Early Terminations</td>
<td>5</td>
<td>(0.5)</td>
</tr>
<tr>
<td><strong>Net New Obligations</strong></td>
<td></td>
<td><strong>11.0</strong></td>
</tr>
</tbody>
</table>

See Attachment A for more detail on the university’s long-term leases payable.

The university also approved $2.6 million of payments for long-term lease improvements and capitalized $13.1 million of long-term lease improvements completed in fiscal year 2023. See Attachment B for more detail on the university’s long-term lease improvement activities.

**RECOMMENDATION:**

That the fiscal year 2023 university approved lease activities be ratified, including the lease modification for the university’s space at 400 and 460 Turner Street.

November 6, 2023
## Long-Term Leases Payable Activity

**for the fiscal year ended June 30, 2023**

*all dollars in thousands*

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously approved lease activity</td>
<td>$121,570</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$121,570</td>
</tr>
<tr>
<td>Board approved lease activity&lt;sup&gt;1&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTRC-A Floors 2-6 Lease Novation&lt;sup&gt;2&lt;/sup&gt;</td>
<td>-</td>
<td>23,329</td>
<td>-</td>
<td>(5,431)</td>
<td>-</td>
<td>17,898</td>
</tr>
<tr>
<td>Gilbert Street Project&lt;sup&gt;3&lt;/sup&gt;</td>
<td>-</td>
<td>56,788</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>56,788</td>
</tr>
<tr>
<td>Research Swing Space&lt;sup&gt;3&lt;/sup&gt;</td>
<td>-</td>
<td>20,614</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,614</td>
</tr>
<tr>
<td>University approved lease activity&lt;sup&gt;4&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 and 460 Turner Street&lt;sup&gt;5&lt;/sup&gt;</td>
<td>-</td>
<td>-</td>
<td>3,319</td>
<td>-</td>
<td>-</td>
<td>3,319</td>
</tr>
<tr>
<td>Other university approved lease activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total value of long-term lease activity</strong></td>
<td>$121,570</td>
<td>$103,970</td>
<td>$8,327</td>
<td>$(5,953)</td>
<td>$(21,963)</td>
<td>$205,951</td>
</tr>
</tbody>
</table>

### Number

<table>
<thead>
<tr>
<th>Other university approved lease activity</th>
<th>1,000,000 - $2,999,999</th>
<th>2,500,000 - $999,999</th>
<th>$249,999 or less</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>7</td>
<td>5</td>
</tr>
</tbody>
</table>

---

<sup>1</sup>Long-term lease activities with a present value equal to or greater than the capital projects threshold.

<sup>2</sup>Approved November 8, 2021.

<sup>3</sup>Approved April 4, 2022.

<sup>4</sup>All other long-term lease activities, ratified by the Board of Visitors annually.

<sup>5</sup>Board ratification sought for university approved lease modification exceeding the capital projects threshold.

<sup>6</sup>Leases with the Virginia Tech Foundation represent $170.3 million (83%) of the ending value of long-term leases payable.
Long-Term Lease Improvements Activity
for the fiscal year ended June 30, 2023
_all dollars in thousands_

<table>
<thead>
<tr>
<th>Value</th>
<th>Beginning Balance</th>
<th>Additions: Payments</th>
<th>Reductions: Capitalized Projects</th>
<th>Ending Balance (unaudited)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously approved lease improvement activity</td>
<td>$ 10,464</td>
<td>$</td>
<td>$</td>
<td>$ 10,464</td>
</tr>
<tr>
<td>Board approved lease improvement activity¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gilbert Street Project</td>
<td>-</td>
<td>-</td>
<td>(10,320)</td>
<td>(10,320)</td>
</tr>
<tr>
<td>University approved lease improvement activity²</td>
<td>-</td>
<td>2,631</td>
<td>(2,775)</td>
<td>(144)</td>
</tr>
<tr>
<td>Total lease improvement activity</td>
<td>$ 10,464</td>
<td>$ 2,631</td>
<td>$ (13,095)</td>
<td>$ -</td>
</tr>
</tbody>
</table>

Number

<table>
<thead>
<tr>
<th></th>
<th>$1,000,000 - $2,999,999</th>
<th>$250,000 - $999,999</th>
<th>$249,999 or less</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹Long-term lease improvement projects with a present value equal to or greater than the capital projects threshold.
²All other long-term lease improvement activities, ratified by the Board of Visitors annually.
Annual Report on Research Finances and Resources

Finance and Resource Management Committee
Laurel Miner
Assistant Vice President and Chief of Staff
Office of Research and Innovation

November 2023
Research and industry income have significant impact on rankings.
Research expenditures continue strong upward trajectory.

Note: FY23 values are estimates. Final values will be available in January 2024.
Balanced portfolio

Virginia Tech’s sponsored research portfolio has support from a broad number of agencies.

Growth was led by DOD (+26%), NSF (+18%), and DHHS (+18%)
Extramural funding across Virginia Tech

Faculty and researchers across all colleges and institutes are actively engaged in sponsored research programs.
Award trends

Total award amount is up in 2023, indicating continued future success.

Average award size continues to grow.
Proposal Trends

Proposals have grown significantly since 2021, partially due to increase in “mega projects” between $75 million and $250 million.
Enterprise Risk Management: Competitive Growth

Grow and diversify the research portfolio by prioritizing strengths and focusing on emerging areas for competitive growth.
Key takeaways

- Research expenditures and awards are on a steep upward trajectory.

- Research Institutes grew especially quickly, given agility and sponsor relationships.

- Increased opportunities for “mega projects” drive increased proposal size for high-risk, high-reward efforts.
RESOURCING THE STRATEGIC PLAN

AMY SEBRING, EXECUTIVE VICE PRESIDENT & CHIEF OPERATING OFFICER

NOVEMBER 6, 2023
Background
Media vs Reality at VT

Virginia Tech
20-year change in Spending vs Enrollment
(WSJ Analysis, inflation adjusted)

Spending, 31%
Enrollment, 36%
Virginia Tech Provides Strong Value

- Among the top 20 Land Grant institutions in the nation, Virginia Tech’s cost per degree year ranked among the lowest at $20,035.
- SCHEV/Lumina Foundation methodology.

COST PER DEGREE YEAR - FY22

**Top 20 Land-Grants**

**Virginia Doctoral**

- UVA
- W&M
- VCU
- GMU
- VT
- ODU
E&G Resources - University Division

<table>
<thead>
<tr>
<th>FY24 Revenue Sources</th>
<th>$ Millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out-of-State Tuition &amp; Fees</td>
<td>$ 405.8</td>
</tr>
<tr>
<td>In-State Tuition &amp; Fees</td>
<td>294.5</td>
</tr>
<tr>
<td>State General Fund</td>
<td>251.7</td>
</tr>
<tr>
<td>All Other E&amp;G Income</td>
<td>55.9</td>
</tr>
<tr>
<td><strong>Total 208 E&amp;G Revenue</strong></td>
<td><strong>$ 1,007.9</strong></td>
</tr>
</tbody>
</table>
Planning Considerations
Budget Process Cycle

Six-Year Plan
- July: draft submission
- Aug/Sept: OpSix Feedback
- November: BOV Review/Approval
- Foundation of Budget planning

State Budget Development
- September: University submitted requests
- December: Executive Budget
- January-March: General Assembly

Revenue Package for BOV Approval
- Spring BOV meeting
- Enrollment plan, tuition, fees
- State support and mandatory costs
- Major cost drivers
- Initiative capacity

University Budget Development
- Total revenue projections (including reallocations)
- Fixed/mandated cost coverage
- Prioritization of new initiatives
- June BOV meeting
Resource Management Strategy

- Maximize the achievement of the university’s strategic plan
  - Resource level defines the rate of progress
- Based on understanding of costs, university develops resource plan:
  - Prioritize existing resources, including reallocations
  - Leverage new resources including
    - State General Fund
    - Self-generated (e.g., grants, private, auxiliaries)
  - Enrollment
  - **Last resort:** Tuition and Fee increase

<table>
<thead>
<tr>
<th>Strategic Investment Areas</th>
<th>Virginia Tech Advantage</th>
<th>Top 100 Global</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Destination for Talent</strong></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>- Access and Affordability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Recruitment and Retention</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Excellence</strong></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>- Tech Talent Investment-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovation Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Health/Biomedical Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Integrated National Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Destination Areas 2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enabling Infrastructure and Capacity</strong></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>- Advancement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- IT Transformation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Facilities Renewal</td>
<td></td>
<td></td>
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<tr>
<td><strong>Academic Quality and Critical Needs</strong></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>- Partnership for Incentive-Based Budgeting (PIBB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Critical Needs Request 9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tuition and Fee Considerations

- Impact on students and families
  - Out-of-pocket costs v. Quality/Return on Investment
  - Enrollment planning is major consideration (i.e., Mix, discipline, level, discounting)
- Over prior 5 years, VT has increased ISUG tuition slower than CPI
- Access and affordability goals aim to maintain and enhance purchasing power of student financial aid program
- Market position
  - VT ISUG provides strong value to Virginia residents
    - Sticker price for total cost (tuition, fee, room & board) ranks 10 out of 15 public 4-year institutions
    - Net price ranks 7 out of 15 across all income levels
  - VT OSUG sticker price is in line with competitive peers
    - However, out-of-state market competition and discounting continues to increase
    - Demand across disciplines is uneven
Discussion
UPDATE ON ADVANCEMENT

CHARLES D. PHLEGAR, SENIOR VICE PRESIDENT FOR ADVANCEMENT

NOVEMBER 6, 2023
CAMPAIGN TOTALS BY GIFT USE

July 1, 2017 – September 15, 2023

$1,485,368,855

- $162.3M Capital Facilities 11%
- $420.9M Endowment 28%
- $902.2M Current Operations 61%
CAMPAIGN TOTALS BY GIFT TYPE

Received
$1.001 Billion
- Outright Gifts
- Pledge Payments
- Gifts-in-kind (non-cash)
- Realized Bequests

Committed
$484 Million
- Outstanding Pledge Balance
- Bequest Intentions
- Deferred Gifts

Campaign Total as of 9/15/23: $1,485,368,855

- Outright Gifts
- Pledge Payments
- Gifts-in-kind (non-cash)
- Realized Bequests
- Outstanding Pledge Balance
- Bequest Intentions
- Deferred Gifts

$27.2M
$211.7M
$245.3M
$64.4M
$165.6M
$249.9M
$521.2M

$-  $200  $400  $600
Millions

$521.2M
$249.9M
$165.6M
$64.4M
$245.3M
$211.7M
$27.2M
CAMPAIGN TOTALS BY AREA OF SUPPORT

<table>
<thead>
<tr>
<th>Area of Support</th>
<th>Current Operations</th>
<th>Endowment</th>
<th>Capital Facilities</th>
</tr>
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<tr>
<td>Academic Divisions</td>
<td>$275</td>
<td>$87</td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td>$127</td>
<td>$222</td>
<td></td>
</tr>
<tr>
<td>Programs-Other</td>
<td>$309</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td>$162</td>
<td></td>
<td></td>
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<tr>
<td>Research</td>
<td>$86</td>
<td>$52</td>
<td></td>
</tr>
<tr>
<td>Programs-Athletics</td>
<td>$65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>$41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>$21</td>
<td>$1</td>
<td></td>
</tr>
<tr>
<td>Public Service and Extension</td>
<td>$-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>$-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Campaign Total as of 9/15/23: $1,485,368,855
CAMPAIGN UNRESTRICTED SUPPORT - $22 MILLION

- $39k Pledges
- 0%
- $335k Deferred Gifts
- 2%
- $3.1M Outright Gifts
- 14%
- $5.5M Realized Bequests
- 25%
- $13M Real Estate
- 59%
CAMPAIGN TOTALS BY SITE

Campaign Total as of 9/15/23: $1,485,368,855

- Academic Divisions
- Scholarships
- Programs-Other
- Facilities
- Research
- Programs-Athletics
- Faculty
- Unrestricted
- Public Service and Extension
- Library
EXAMPLE: COLLEGE OF ENGINEERING - $334 MILLION

Campaign Impact Highlights:

- Mitchell Hall (replacement for Randolph Hall)
- Clark Scholars Program
- Crofton Aerospace and Ocean Engineering Endowment
- Sanghani Center for Artificial Intelligence and Data Analytics
- May Family Foundation Pathway for 1st-Generation Students

```
<table>
<thead>
<tr>
<th>Academic Divisions</th>
<th>Programs-Other</th>
<th>Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>$113.3M</td>
<td>$72.0M</td>
<td>$64.1M</td>
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<tr>
<td>Facilities $44.5M</td>
<td>Research $22.7M</td>
<td>Faculty $17.6M</td>
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</tbody>
</table>
```
CURRENT CAMPAIGN PRIORITIES

Academic Health Center
$116M

Greater Washington Metro Area
$115M

Inclusion & Diversity
$93.7M
Annual Fiscal Year Projections for Virginia Tech Advantage

Endowments - Scholarships
Current Use - Scholarships
Endowments - Student Support
Current Use - Student Support

$450M Total Scholarship Support
$50M Total Student Support
DISCUSSION
Annual Report on Investments and Quasi-Endowments
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
October 3, 2023

Background
Since July 1, 2006, the university has had the authority to invest its resources in a wide array of financial securities. Consequently, the university has implemented an investment program to ensure prudent levels of liquidity, fully utilize its resources by maximizing investment earnings, and comply with applicable state laws and university policies.

As part of the university’s investment program, the university manages two investment pools. The first pool is the short to intermediate-term investment strategies pool, composed of university operating funds from generated cash flow. All investment activities for these funds are managed by the investment management firms of Standish Mellon and Merganser. The investments in this pool are restricted to the Investment of Public Funds Act (§ 2.2-4500). The second investment pool is the long-term investment strategies pool, which consists of the university’s remaining resources. These remaining resources include endowment principal and income funds, gifts, all other nongeneral fund reserves and balances, and local funds held by the university. The university invests these funds in a broader array of assets, which includes the Virginia Tech Foundation (VTF) Endowment under Section § 23.1-2604 of the Code of Virginia in compliance with the Uniform Prudent Management of Institutional Funds Act (§ 64.2-1100 et seq.).

Management has proposed an updated Investment Policy Statement (IPS) which refines the two-investment pool approach by defining a three-tier structure with added investment options. The updated IPS improves the university’s oversight, monitoring, and evaluation of its investment funds and continues to ensure compliance with all statutory requirements. Additionally, the IPS continues the university’s efforts to generate spendable earnings to support strategic initiatives.

Current Year Results
In fiscal year 2023, the university experienced a $170 million increase in cash and investments, bringing the total year-end balance to $1.3 billion. This increase is primarily comprised of an additional $77 million in unspent bond proceeds for capital projects, unrealized gains of $58 million, auxiliary loan repayments (underwritten by reserves), and timing of incomplete projects (carryover). The university aims to continue its steady progress towards strengthening cash and investment balances to improve its standing among peers and support strategic initiatives.

Attachments A and B provide additional information about the university’s cash and investments. Attachment A shows the changes in cash and investments between fiscal years 2019 and 2023 and the growth of long-term investments in the VTF endowment. Attachment B shows the components of the university’s cash and investment balances as of June 30, 2023, and includes information related to the investment managers and the durations. It also identifies which pools contain auxiliary system funds and separates other types of investments with unique restricted purposes, such as unspent bond proceeds, deferred compensation, and the Land Grant endowment.
The remainder of this report will detail the university’s investment activities which are authorized and guided by the enabling legislation and further guided by the university’s existing *Policy Governing the Investment of University Funds*, approved by the Board of Visitors’ Finance and Resource Management Committee on June 3, 2019. This report will also provide an overview of the university’s approach to managing its investment pool allocations, its overall liquidity strategy, and its strategy for using long-term investments to achieve university strategic goals and milestones.

**Liquidity Strategy and the Short to Intermediate-Term Investment Strategies Pool**

The Investment Team, comprised of the Vice President for Finance and University Treasurer, Assistant Vice President for Finance and Associate Treasurer, Associate Vice President for Finance and University Controller, and the Associate Vice President for Budget and Financial Planning, are responsible for developing recommendations regarding the university’s overall investment strategies and providing ongoing monitoring, assessment, and adjustments to the investment program during the fiscal year to achieve the university’s overall investment strategies. The Investment Team approves the annual allocation decisions to ensure a prudent level of liquidity to fund current operations. The Vice President for Finance and University Treasurer coordinates these decisions with the Executive Vice President and Chief Operating Officer. The Investment Team manages the university’s total liquidity position with a combination of internal and external liquidity. Currently, the Investment Team targets the level of total liquidity prescribed in the *Virginia Tech Liquidity Management Procedures* of 90 days. This target consists of 45 days of internal liquidity and 45 days of external liquidity, where each day of liquidity equals the university’s annual operating expenditures budget divided by 365. This calculation provides management with an operating benchmark for meeting the university’s operating needs.

The university’s internal liquidity is comprised of bank balances in the primary Wells Fargo Demand Deposit Account (DDA) and investments in the short to intermediate-term investment strategies pool with external managers Standish Mellon and Merganser. The investment objectives of the pool are to yield the highest investment return while ensuring the safety of principal, availability to meet the university’s daily cash flow needs, and compliance with the *Investment of Public Funds Act* (§ 2.2-4500). Lines of Credit from Wells Fargo, Truist, and The First Bank & Trust are the external liquidity component of the university’s total liquidity. These lines of credit allow the university to cost-effectively leverage limited resources, pursue its long-term investment strategy, and meet its operating obligations. Current Board of Visitors approval authorizes external lines of credit up to the greater of $200 million or 45 days of liquidity.

See Attachment C for information for short to intermediate-term investment pools performance for the most recent fiscal year and longer-term periods.
Peer Comparison: Moody’s Monthly Days Cash on Hand

The Moody’s rating agency calculates a different liquidity metric called the Monthly Days Cash on Hand. This metric represents the number of days the university could cover operating expenses from all unrestricted cash and investments that could be liquidated within 30 days. Increasing the university’s asset allocation to more liquid, shorter-duration investments improves the university’s performance on this metric. The Investment Team considers the tradeoff between return and credit rating impacts when investing in higher-yield, less liquid investments, such as investments in the VTF endowment pool. The following chart provides comparisons of the university’s Moody’s Monthly Days Cash on Hand to select peer groups.

Virginia Tech Foundation and the Long-Term Investment Strategies Pool

The university began placing its long-term investment strategies in the VTF endowment pool in 2009. The university tracks and reports these funds separately from the private gifts and endowments typically received and invested by the VTF. The VTF invests these funds under an agency agreement approved by the Board of Visitors on August 31, 2009. This placement meets the requirements of the Uniform Prudent Management of Institutional Funds Act (§ 64.2-1100) and the university’s investment policy. See Attachment C for the VTF endowment pool performance for the most recent fiscal year and longer-term periods.
Utilization of Investment Income

Funds invested in the endowment pool managed by the VTF consist of true endowments, quasi-endowments, and unrestricted investments. As of June 30, 2023, the market value of university funds invested in the long-term investment strategies pool managed by the VTF was $575.9 million. See Attachment D for additional information on the purpose of these various true and quasi-endowments and the restrictions on these funds.

The university has designed its investment program to generate recurring supplemental revenue streams to advance university goals. Accordingly, the university has developed two sets of principles regarding using these funds that are consistent with state guidance and accounting principles and maximize support for university programs.

The first set of overarching principles relates to the goal of supporting major university goals, such as reducing the need for increases in tuition and fees, building adequate operating reserves (including the strategic plan milestone of growing net assets by $20 million per year), and investing in strategic academic programs and initiatives. This set of principles also emphasizes the preservation of capital and building capacity to preserve and enhance the university’s purchasing power over time.

The second set of overarching principles relates to the appropriate allocation of investments based on the restricted or unrestricted nature of funds in the university’s long-term investment strategies. In the case of restricted funds or funds associated with an operational activity clearly defined in the university’s program structure, the university apportions the associated earnings to those purposes or programs. The case of the university’s true endowments, quasi-endowments, and funds from specific programs such as auxiliary enterprises best demonstrate this practice.

Alternatively, in the case of non-auxiliary unrestricted funds, the university allocates earnings to a resource pool available for allocation to strategic institutional goals and initiatives. These allocations will be made primarily as one-time or limited recurring commitments and will rarely be used to provide ongoing support to a strategic activity. Currently, the earnings from the unrestricted university funds are fully committed to banking fees, scholarships, VTCSOM, and the Innovation Campus.

See Attachment E for more information on the university’s utilization of the earnings on the invested funds based on their restricted or unrestricted character. This schedule also shows the requirement from the Management Agreement negotiated with the Commonwealth under the Restructuring Act that all interest earnings on Agency 208 E&G be escrowed with the Commonwealth for possible appropriation in the following year. Even though the university has met the terms and conditions of the management agreement, the Commonwealth has not consistently appropriated these funds in the following years. Funds not appropriated to the university are contributed to the Commonwealth’s General Fund.

Peer Comparison: IPEDS Endowment Assets per FTE Enrollment

The university’s endowment assets contribute to the International Postsecondary Education Data System (IPEDS) Average Endowment Assets per FTE Enrollment. This
metric provides an enrollment-adjusted look at the university’s endowment assets compared to peer institutions. Increasing the university’s endowment assets strengthens the university’s credit profile, provides annual resources for strategic priorities, and improves the university’s peer comparison. The following chart provides comparisons of the university’s IPEDS Endowment Assets per FTE Enrollment to select peer groups.

Source: Integrated Postsecondary Education Data System (IPEDS) Average Endowment Assets per FTE Enrollment 6/30/2021 for reporting institutions.

Conclusion
The university has implemented an investment program designed to promote the attainment of the university’s goals, such as keeping down tuition and fees, growing unrestricted net assets by $20 million a year, and investing in strategic academic programs. The investment program helps achieve these goals through a liquidity strategy that incorporates external lines of credit and management of internal funds, and through the prudent deployment of investment earnings as one-time or limited recurring commitments to strategic goals and objectives. Additionally, the investment program aims to strengthen the university’s cash and investment balance comparisons to peer groups. Proposed changes to the IPS should serve to further these goals and help build on a strong foundation that supports the university’s spending power, financial stability, and bond rating.
The $170 million cash and investments increase in fiscal year 2023 is primarily comprised of a $77 million increase in unspent bond proceeds for capital projects, unrealized gains of $58 million, auxiliary loan repayments (underwritten by reserves), and timing of
## University Cash and Investment Balances
### at June 30, 2023

*all dollars in millions*

<table>
<thead>
<tr>
<th></th>
<th>Cash &amp; Cash Equivalents</th>
<th>Short-Term Investments</th>
<th>Long-Term Investments</th>
<th>Total Cash &amp; Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo, Main Operating Bank</td>
<td>$67.3</td>
<td></td>
<td></td>
<td>$67.3</td>
</tr>
<tr>
<td>Standish Mellon¹, 90-Day Cash Manager</td>
<td>189.4</td>
<td>47.0</td>
<td></td>
<td>236.4</td>
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<tr>
<td>Merganser¹, 1-3 Year Credit Manager</td>
<td>1.6</td>
<td>282.6</td>
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<td>284.2</td>
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<tr>
<td>VTF Endowment¹, Long-Term Investment Pool</td>
<td>5.9</td>
<td>575.9</td>
<td></td>
<td>581.8</td>
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<tr>
<td><strong>Operating and Long-Term Investments</strong></td>
<td><strong>264.2</strong></td>
<td><strong>905.5</strong></td>
<td></td>
<td><strong>1,169.7</strong></td>
</tr>
<tr>
<td>Unspent Bond Proceeds and Various Other Restricted</td>
<td>92.3</td>
<td>2.1</td>
<td>4.7</td>
<td>99.1</td>
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<tr>
<td><strong>Total Investments²</strong></td>
<td><strong>$356.5</strong></td>
<td><strong>$2.1</strong></td>
<td><strong>$910.2</strong></td>
<td><strong>$1,268.8</strong></td>
</tr>
</tbody>
</table>

¹Includes Auxiliary System Funds.
²Unaudited.
Short, Intermediate and Long-Term Investment Strategies Performance Report
at June 30, 2023

<table>
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<tr>
<th>Account</th>
<th>1-Year</th>
<th>3-Year</th>
<th>5-Year</th>
<th>10-Year</th>
<th>Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standish Mellon General Account: ¹</td>
<td>3.94%</td>
<td>1.38%</td>
<td>1.60%</td>
<td>1.07%</td>
<td>0.99%</td>
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<tr>
<td>FTSE 3-Month US T-Bill</td>
<td>3.75%</td>
<td>1.32%</td>
<td>1.56%</td>
<td>0.98%</td>
<td>0.87%</td>
</tr>
<tr>
<td>Merganser General Account: ¹</td>
<td>1.58%</td>
<td>-0.38%</td>
<td>1.46%</td>
<td>1.23%</td>
<td>1.95%</td>
</tr>
<tr>
<td>BofAML 1-3 Yrs Gov/Corp</td>
<td>0.52%</td>
<td>-0.87%</td>
<td>1.14%</td>
<td>1.00%</td>
<td>1.68%</td>
</tr>
<tr>
<td>VTF Endowment: ¹</td>
<td>7.56%</td>
<td>9.63%</td>
<td>4.98%</td>
<td>6.90%</td>
<td>N/A</td>
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<tr>
<td>CEF Benchmark ²</td>
<td>9.71%</td>
<td>5.13%</td>
<td>4.81%</td>
<td>6.07%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

¹Performance is net of investment manager fees.
²68% Global Equities, 20% U.S. Fixed Income, and 12% Global Real Estate.
**True Endowments**

True endowments are funds received from a donor with the restriction that the principal is not expendable. This allows for the gift to have an impact over a longer period than if it were spent all at once. Endowments may also come with stipulations regarding usage. As a result, an endowment payout may be restricted to a specific purpose such as a scholarship, professorship, or program.

**Rolls Royce Endowments**

The Rolls Royce Endowments are true endowments created by the Commonwealth in 2010 as part of the incentive package to recruit the company to Virginia. The endowment is restricted to support chaired professorships and graduate students in Engineering. The total investment and cash endowment value of the Rolls Royce Endowments as of June 30, 2023 was $13.5 million.

**Pouring Rights Scholarship**

The Pouring Rights Scholarship is a true endowment established according to the terms of the 2012 Coca-Cola Pouring Rights contract. The funds are restricted for scholarships. The total investment and cash endowment value as of June 30, 2023 was $0.6 million.

**Quasi-Endowments**

Quasi-endowments represent university funds designated by the Board of Visitors rather than a donor. They carry the same intent to provide ongoing income from a long-term investment; however, the governing board retains the authority to repurpose such funds and to remove funds from the quasi-endowment asset category at any time.

**Pratt Estate**

The $11 million restricted gift from John Lee Pratt in 1977 supports Animal Nutrition and the College of Engineering. This fund was established as a quasi-endowment by the Board of Visitors in the 1970s and reaffirmed on June 4, 2018 for its restricted purpose. The total investment and cash endowment value of the Pratt Estate funds as of June 30, 2023 was $46.4 million.

**Donaldson Brown Scholarship**

During the 1940s, the late Mr. Donaldson Brown made gifts to the university designated for student loans or scholarship. In 1992, the funds were focused to provide scholarships. The Board of Visitors reaffirmed/designated the fund as a quasi-endowment on June 4, 2018 designated for scholarships consistent with the terms of the gift. The endowment value as of June 30, 2023 was $0.9 million.
Nationwide Scholarship

A 2014 settlement agreement with Nationwide Life Insurance Company related to student medical insurance premiums included the establishment of a scholarship fund in their name from any residual or unclaimed funds. The Board of Visitors authorized this fund as a quasi-endowment on June 4, 2018 designated for scholarships. The total investment and cash value as of June 30, 2023 was $9.7 million.

Chinese Endowed Geosciences Scholarship

In 2002, the Department of Geological Sciences established a scholarship fund to support Chinese graduate students from funds provided by the People’s Republic of China. The total investment and cash endowment value as of June 30, 2023 was $0.1 million.

Gloria Smith Professorship

In August 2000, the university approved an allocation from the Athletic Department’s Sugar Bowl proceeds to serve as a base that would provide ongoing support for the Gloria Smith professorship. The professorship, named in honor of the late Gloria D. Smith, a counselor and advocate of minority students on campus before her retirement, is awarded for a period of two years to an outstanding faculty member who contributes significantly to the growth and development of minority students, student-athletes, and scholarly pursuits. The Board of Visitors authorized this fund as a quasi-endowment on June 4, 2018 designated for the professorship. The total investment and cash endowment value as of June 30, 2023 was $0.4 million.

Licensing & Trademark Scholarship

Over the last two decades, the University’s Licensing & Trademark agreements have created one-time resources that have been invested to create ongoing income for scholarships. The Board of Visitors authorized this fund as a quasi-endowment on June 4, 2018 designated for scholarships. The endowment value as of June 30, 2023 was $16.5 million.

Multicultural Affairs Scholarship

In August 2000, the university approved an allocation from the Athletic Department’s Sugar Bowl proceeds to serve as a base that would provide ongoing support for scholarships for Multicultural Affairs. The Board of Visitors authorized this fund as a quasi-endowment designated for scholarships on June 4, 2018. The value as of June 30, 2023 was $0.1 million.

Student Health Insurance Fund

In 1997, the university received a stock conversion settlement from Trigon when the company went public. The Board of Visitors authorized this fund as a quasi-endowment
on June 4, 2018 to support the health care insurance program, including the administration of student insurance programs. The value as of June 30, 2023 was $0.4 million.

**Unrestricted Investments**

Unrestricted investments consist of university nongeneral fund reserves, balances, and local funds. These investments are meant to create a revolving set of resources generating an annual, recurring revenue stream to make one-time or limited recurring commitments to pursue the university’s strategic goals. The total investment and cash value of these other university funds as of June 30, 2023 was $493.2 million.
## 2023-24 Utilization of Investment Income

*all dollars in thousands*

<table>
<thead>
<tr>
<th>Description</th>
<th>Utilization</th>
<th>2023-24 Estimate</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Short/Intermediate-Term Investment Pool</td>
<td>Long-Term Investment Pool</td>
</tr>
<tr>
<td>True Endowments</td>
<td>Scholarships, Engineering Chair Professors &amp; Grad Students</td>
<td>-</td>
</tr>
<tr>
<td>Donation Restricted Quasi-Endowments</td>
<td>Scholarships, Animal Nutrition &amp; Engineering programs</td>
<td>-</td>
</tr>
<tr>
<td>BOV Designated Quasi-Endowments</td>
<td>Scholarships, Professorship support, Support student health insurance program</td>
<td>-</td>
</tr>
<tr>
<td>Unrestricted Investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Escrow¹</td>
<td>Support E&amp;G Programs, subject to state appropriation</td>
<td>$4,968</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>Auxiliary operations, maintenance reserve program, help to limit increases to comprehensive fees</td>
<td>4,226</td>
</tr>
<tr>
<td>Other University Funds</td>
<td>Banking fees and investment management costs, Scholarships, VTCSOM, Innovation campus, and other operating costs</td>
<td>8,761</td>
</tr>
<tr>
<td><strong>Total University Investment Income</strong></td>
<td></td>
<td><strong>$17,355</strong></td>
</tr>
</tbody>
</table>

¹Reflects amount estimated to be returned to E&G Programs. Escrowed to the Commonwealth but has not been appropriated.
Annual Report on Investments and Quasi-Endowments

KEN MILLER, VICE PRESIDENT FOR FINANCE AND UNIVERSITY TREASURER
TIM HODGE, ASSOCIATE VICE PRESIDENT FOR BUDGET AND FINANCIAL PLANNING

November 6, 2023
The Investment Policy aims to ensure prudent levels of liquidity and maximize investment earnings.

There are two investment pools:

- Short to intermediate-term strategies invested with Standish Mellon and Merganser.
- Long-term strategies invested with the VT Foundation endowment.

Liquidity targets: 45 days internal liquidity and 45 days external liquidity.

- Each day of liquidity equals the university’s annual operating expenditures budget divided by 365.

Two key principles for allocating earnings:

- Return designated or restricted earnings to their respective programs to pursue current and future activities.
- Deploy unrestricted earnings\(^1\) for one-time or limited recurring commitments to pursue strategic initiatives, and to build capacity by growing unrestricted net assets by $20 million per year to achieve the strategic plan milestone.

\(^1\)Earnings on E&G funds must be escrowed with the Commonwealth of Virginia in accordance with the management agreements of the Restructuring Act and are used to support the E&G budget once appropriated by the commonwealth in the following year.
The $170 million cash and investments increase in fiscal year 2023 is primarily comprised of a $77 million increase in unspent bond proceeds for capital projects, unrealized gains of $58 million, auxiliary loan repayments (underwritten by reserves), and timing of incomplete projects (carryover).
University Cash and Investment Balances at June 30, 2023
all dollars in millions

<table>
<thead>
<tr>
<th></th>
<th>Cash &amp; Cash Equivalents</th>
<th>Short-Term Investments</th>
<th>Long-Term Investments</th>
<th>Total Cash &amp; Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo</td>
<td>$67.3</td>
<td>$</td>
<td>$</td>
<td>$67.3</td>
</tr>
<tr>
<td>Standish Mellon¹</td>
<td>189.4</td>
<td></td>
<td>47.0</td>
<td>236.4</td>
</tr>
<tr>
<td>Merganser¹</td>
<td>1.6</td>
<td></td>
<td>282.6</td>
<td>284.2</td>
</tr>
<tr>
<td>VTF Endowment¹</td>
<td>5.9</td>
<td></td>
<td>575.9</td>
<td>581.8</td>
</tr>
<tr>
<td><strong>Operating and Long-Term Investments</strong></td>
<td><strong>264.2</strong></td>
<td><strong>-</strong></td>
<td><strong>905.5</strong></td>
<td><strong>1,169.7</strong></td>
</tr>
<tr>
<td>Unspent Bond Proceeds and Various Other Restricted</td>
<td>92.3</td>
<td>2.1</td>
<td>4.7</td>
<td>99.1</td>
</tr>
<tr>
<td><strong>Total Investments</strong>²</td>
<td><strong>$356.5</strong></td>
<td><strong>$2.1</strong></td>
<td><strong>$910.2</strong></td>
<td><strong>$1,268.8</strong></td>
</tr>
</tbody>
</table>

¹Includes Auxiliary System Funds.
²Unaudited.
# Short, Intermediate and Long-Term Investment Strategies Performance Report at June 30, 2023

<table>
<thead>
<tr>
<th>Account</th>
<th>1-Year</th>
<th>3-Year</th>
<th>5-Year</th>
<th>10-Year</th>
<th>Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standish Mellon General Account:</td>
<td>3.94%</td>
<td>1.38%</td>
<td>1.60%</td>
<td>1.07%</td>
<td>0.99%</td>
</tr>
<tr>
<td>FTSE 3-Month US T-Bill</td>
<td>3.75%</td>
<td>1.32%</td>
<td>1.56%</td>
<td>0.98%</td>
<td>0.87%</td>
</tr>
<tr>
<td>Merganser General Account:</td>
<td>1.58%</td>
<td>-0.38%</td>
<td>1.46%</td>
<td>1.23%</td>
<td>1.95%</td>
</tr>
<tr>
<td>BofAML 1-3 Yrs Gov/Corp</td>
<td>0.52%</td>
<td>-0.87%</td>
<td>1.14%</td>
<td>1.00%</td>
<td>1.68%</td>
</tr>
<tr>
<td>VTF Endowment:</td>
<td>7.56%</td>
<td>9.63%</td>
<td>4.98%</td>
<td>6.90%</td>
<td>N/A</td>
</tr>
<tr>
<td>CEF Benchmark:</td>
<td>9.71%</td>
<td>5.13%</td>
<td>4.81%</td>
<td>6.07%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

1Performance is net of investment manager fees.

268% Global Equities, 20% U.S. Fixed Income, and 12% Global Real Estate.
CASH AND INVESTMENT BENCHMARKING

Moody’s Monthly Days Cash on Hand
Virginia Tech vs. Peer Average
For the year ended June 30, 2022

Source: Moody’s

Moody’s Monthly Days Cash on Hand represents the number of days the university could cover operating expenses from all unrestricted cash and investments that could be liquidated within 30 days.

IPEDS Endowment Assets per FTE
Virginia Tech vs. Peer Averages
For the year ended June 30, 2021

Source: Integrated Postsecondary Education Data System (IPEDS)
# 2023-24 Utilization of Investment Income

*all dollars in thousands*

<table>
<thead>
<tr>
<th>Description</th>
<th>Utilization</th>
<th>Short/Intermediate-Term Investment Pool</th>
<th>Long-Term Investment Pool</th>
</tr>
</thead>
<tbody>
<tr>
<td>True Endowments</td>
<td>Scholarships, Engineering Chaired Professorships &amp; Grad Students</td>
<td>-</td>
<td>603</td>
</tr>
<tr>
<td>Donor Restricted Quasi-Endowments</td>
<td>Scholarships, Animal Nutrition &amp; Engineering programs</td>
<td>-</td>
<td>2,447</td>
</tr>
<tr>
<td>BOV Designated Quasi-Endowments</td>
<td>Scholarships, Professorship support, Support student health insurance program</td>
<td>-</td>
<td>742</td>
</tr>
<tr>
<td>Unrestricted Investments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Escrow(^1)</td>
<td>Support E&amp;G Programs, subject to state appropriation</td>
<td>$4,368</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>Auxiliary operations, maintenance reserve program, help to limit increases to comprehensive fees</td>
<td>4,226</td>
<td>4,831</td>
</tr>
<tr>
<td>Other University Funds</td>
<td>Banking fees and investment management costs, Scholarships, VTCSOM, Innovation campus, and other operating costs</td>
<td>8,761</td>
<td>16,169</td>
</tr>
<tr>
<td><strong>Total University Investment Income</strong></td>
<td></td>
<td><strong>$17,355</strong></td>
<td><strong>$24,792</strong></td>
</tr>
</tbody>
</table>

\(^1\)Reflects amount estimated to be returned to E&G Programs. Escrowed to the Commonwealth but has not been appropriated.
SUMMARY

- Total cash and investments are stable and continue to grow

- Virginia Tech lags peer institutions in liquidity / “days cash on hand” metric

- The university invests its resources to generate income that supports achieving the university’s strategic goals and initiatives, while appropriately managing investment risks.
In 2005, the Virginia General Assembly passed the Restructured Higher Education Financial and Administrative Operations Act (Restructuring Act). This Act provided restructuring benefits and allowed all Virginia institutions of higher education to have more responsibility for their financial and operational activities.

For Virginia Tech, the Act also provided the opportunity to apply for additional “Level 3” authority and responsibilities. In 2005, Virginia Tech entered into a Management Agreement with the Commonwealth of Virginia under the Restructuring Act, offering increased management autonomy in exchange for high level accountability in several performance areas.

The Management Agreement became effective on July 1, 2006. The chapter of the Management Agreement governing Financial Operations and Management includes a section regarding the investment policy. This language creates the requirement for the investment policy and the Board of Visitors role in this policy. The relevant narrative from the Management Agreement is provided below.

XI. INVESTMENT POLICY

It is the policy of the University to invest its operating and reserve funds solely in the interest of the University and in a manner that will provide the highest investment return with the maximum security while meeting daily cash flow demands and conforming to the Investment of Public Funds Act (§ 2.2-4500 et seq. of the Code of Virginia). Investments shall be made with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. Endowment investments shall be invested and managed in accordance with the Uniform Management of Institutional Funds Act, §§ 55-268.1 through 55-268.10, and § 23-76.1 of the Code of Virginia.

The Board of Visitors shall periodically review and approve the investment guidelines governing the University’s operating and reserve funds.

The most recent previous revision to the investment policy was approved by the Board on June 3, 2019. Those updates focused on changes in responsibilities and the use of the Virginia Tech Foundation endowment pool as the solution for university’s long-term investments. The attached new proposed revision is updated for new titles, new responsibilities, and expanded investment authority for intermediate-term fixed income investments. Consultants from Capital Cities have assisted in developing the recommended changes and if the changes are approved, will assist in the implementation of these changes.
1.0 Purpose

The purpose of this policy is to set forth a comprehensive framework for the effective management of all university financial resources through a comprehensive investment program. This includes the key principles for all phases of the investment program, including initial identification and allocation of financial resources and allocation of income generated from such investments. Further, this policy identifies the major processes in place to execute the comprehensive investment program. This policy applies to the investment of all university operating funds, gifts, local funds, and nongeneral fund reserves, bond proceeds, and separately managed investment funds.

As authorized under the Commonwealth’s Restructured Higher Education Financial and Administrative Operations Act of 2005, Virginia Tech’s Level 3 Management Agreement became effective on July 1, 2006. The Financial Operations and Management chapter of the Management Agreement requires the development and approval and oversight of an investment policy by the Board of Visitors. This revised investment policy reflects the university’s action in response to this requirement, and upon approval by the Board of Visitors, constitutes the university’s authoritative investment policy.

2.0 Policy

2.1 Policy Statement and Governing Legislation

The Code of Virginia provides Virginia Tech with the authority to invest university resources in a wide spectrum of investments. Prudent investment of university funds expands the university’s capacity to achieve both its strategic goals, including assistance in minimizing increases in tuition and fees, as well as key operating priorities.

The university’s investment policy is to develop and execute resource allocation decisions and investment strategies that will maximize investment returns, preserve capital, provide sufficient liquidity to meet operational needs, maintain university credit ratings, and manage risks within the guidance and constraints described in this policy. The university’s investment program shall operate in compliance with all applicable federal, state, and other legal requirements.

The following Code of Virginia sections provide Virginia Tech with the authority to invest its public funds:

- Operating funds needed for Educational & General programs (primarily funded by general fund appropriations and tuition and fees) must be invested in accordance with the Investment of Public Funds Act in Sections 2.2-4500 of the Code; and,
• All other operating funds or reserve balances including Endowment funds, Endowment income, gifts, all other nongeneral fund reserves and balances, and local funds held by the university may be invested in a broader array of investments in accordance with Section § 23.1-2604 of the Code.

Consistent with these provisions, the university’s investment program will assign Funds into three categories:

• **Educational and General Funds**: State appropriations and educational and general tuition and fees held for funding the university’s primary activities;

• **Working Capital**: Non-general funds reserved to meet operational and liquidity needs; and

• **Strategic Investments**: remaining non-general funds (gifts, local funds, and non-general fund reserves) available for higher return opportunities.

### 2.2 Management and Execution of the Investment Program

The Executive Vice President and Chief Operating Officer (EVP&COO) has responsibility for the strategic oversight of the investment program.

Under the guidance of the EVP&COO, the Vice President for Finance and CFO (VPF) shall have the authority to oversee the management and execution of the investment program in accordance with this investment policy. This oversight encompasses all activities and phases of the investment program, from the initial identification and allocation of available resources through the annual or periodic allocations of investment earnings to university programs and/or the reinvestment of such funds into the investment program.

The VPF in conjunction with the EVP&COO is authorized to make temporary exceptions to the investment policy in the event of a significant market instability or a credit event that would require the university to make a significant reallocation of the portfolio in order to protect the safety and/or liquidity of the investment portfolio. Any such exception will be reported immediately to the Rector and the Chair of the Finance and Resource Management Committee of the Board of Visitors. Any temporary exception to the investment policy will remain in place until no later than the next Board of Visitors meeting at which time the EVP&COO will recommend a course of action with regards to the policy and seek input on and approval of such action by the Board.

#### 2.2.1 Annual Management Oversight

To carry out the oversight responsibilities, the VPF is charged to evaluate and approve strategies that will maximize investment returns within the risk constraints described in this policy, including the preservation of capital, provision of liquidity, management of market risk, and preservation of the university’s credit rating. Key actions to execute these responsibilities include:
• The establishment and leadership of an internal Investment Advisory Committee (Committee) comprised of the VPF, the Assistant Vice President for Finance and Associate Treasurer (AVPF&AT), Associate Vice President for Finance and University Controller, and the Associate Vice President for Budget and Financial Planning. The Committee will be responsible for the development of recommendations regarding the university’s overall investment strategies and to provide ongoing monitoring, assessment, and adjustments to the investment program during the fiscal year to achieve the university’s overall investment strategies. This Committee will, in turn, call upon other members of university management, Virginia Tech Foundation investment professionals, and externally hired investment consultants to work with and advise the Committee on specific issues as they arise.

• The VPF will meet at least annually early in each fiscal year with the Committee to review the overall investment strategy. The Committee will bring forward recommendations for maintenance of the existing investment strategies or for modifications as needed to enhance overall investment performance. Other such meetings may occur during the fiscal year as needed.

The university’s investment program will be designed to allocate funds into two overarching categories: a) assets held for investment within the university, primarily for operating activities, and b) remaining assets available for allocation to long-term investment strategies with opportunities for greater return. Accordingly, the annual approval of the investment strategies will also include a review of the changes in funds available for investment, and the determination of the appropriate allocation of university funds to the operating activities investment category and to the long-term, higher return investment opportunities. Specific information regarding further allocations among these investment categories is delineated in subsequent sections of this policy.

Based on general economic trends and the university’s current financial position, the Committee will also be responsible for conducting ongoing reviews of the targeted amount of operating funds needed to achieve a prudent level of liquidity. These reviews will, as a result, also identify the type and amount of remaining resources above the targeted operating liquidity thresholds that are available for long-term investment opportunities. Based on this work, the Committee will make recommendations to the VPF regarding the allocation of funds needed for targeted liquidity and the amount of funds available for long-term investment.

The result of these activities and discussions will be the confirmation of the university’s overall investment strategy through the approval by the VPF.

• The VPF will ensure the EVP&COO is fully informed regarding these actions and will obtain their approval before implementing significant changes to the investment program. The EVP&COO will be engaged in other responsibilities of carrying out this policy to the extent needed.
• The VPF will ensure that other elements of this policy, such as periodic and annual reporting and accountability and the utilization of investment returns, are carried out in accordance with the policy.

2.2.2 Annual Investment Activities

In conjunction with the VPF, the AVPF&AT or others designated by the EVP&COO shall be authorized to invest all university funds on behalf of the university in accordance with the university’s strategies as described in section 2.2.1. As discussed in more detail in Section 3.0, the VPF may also engage the support services of outside professionals regarding the university’s investment program, including the Virginia Tech Foundation (VTF) through an agency agreement dated August 31, 2009, as long as the outside professionals are registered investment advisors under the Investment Advisers Act of 1940, or they are exempt from registration.

The AVPF&AT is also responsible for establishing internal controls and written policies and procedures for the investment of all university funds and for maintaining appropriate benchmarks for the monitoring of investment performance. The VPF will engage the Associate Vice President & University Controller in the establishment and maintenance of appropriate internal controls and policies and procedures related to the investment activities and will obtain concurrence regarding the adequacy of the internal control environment.

2.3 Standards of Care

Prudence: The standard shall be the “prudent person” standard, except as may otherwise be prescribed by applicable laws or regulations now or in the future. Under the “prudent person” standard investments shall be made with the same care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

Ethics and Conflicts of Interest: The university’s officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions or otherwise be in violation of state law and/or university policy.

2.4 Investment of University Operating Funds

As described in section 2.2.1, the university makes an annual assessment of the amount of operating funds needed during the fiscal year to fund current operations and assure that sufficient liquidity is available. This section provides an overview of the assessment of working capital fund needs and resulting investment activities, consistent with the investment tiers outlined in Section 2.1.
2.4.1 Tier I a - Educational & General (E&G) Funds

E&G funds are the component of operating funds needed to fund the daily operations of the primary mission programs of the university. These operating funds are predominantly composed of state general funds appropriations and tuition and fee revenues.

*Enabling Authorization*

University E&G Funds shall be invested in instruments as set forth in the Investment of Public Funds Act, Chapter 45 (§ 2.2-4500 et seq.). The university maintains a set of guidelines and procedures to comply with the Investment of Public Funds Act. These guidelines and procedures are consistent with the university’s general practices in prior years and are described in detail in Appendix A to this policy. The terms and conditions of the contracts with the investment managers will specify the investment style and allowable investments, objectives, risk tolerance, portfolio diversification, applicable performance benchmarks, etc. for these managers.

*Investment Objectives*

E&G funds consist of the university’s generated cash flow to be used to meet its day-to-day financial obligations. Except for cash in certain legally restricted and special accounts, the university will consolidate cash and reserve balances to optimize university-wide liquidity management and to increase efficiencies of investment pricing, custody/trust, and administration.

The primary objective for the management of the university’s E&G funds is to provide daily liquidity, limited volatility, and the preservation of capital. The investment strategies should be limited to Cash and Ultra Short Fixed Income investments.

*Liquidity*

The target liquidity balance is 10 days cash on hand, which is calculated by dividing the annual budget by 365 to determine the cash needed for each day of operation. The AVPF&AT is responsible for managing the daily cash position of the university, as established in the *Virginia Tech Liquidity Management Procedures*. The AVPF&AT monitors daily and monthly cash balances and provides reports to the Committee and others who manage liquidity. The university’s total operating liquidity includes both internal operating balances and external bank lines of credit, and the targeted amount of operating liquidity is reviewed at least annually by the Committee, as described in section 2.2.1., and in accordance with the *Liquidity Management Procedures*.

2.4.2 Tier I b – Lines of Credit

In June 2018 the Board of Visitors authorized the establishment of lines of credit for up to $200,000,000 for the purpose of providing a source of back-up liquidity to support the general operations of the university. These lines of credit are intended to provide alternatives to liquidating intermediate or longer-term investments at a loss or to provide temporary funding
until less liquid investments can be converted to cash. Therefore, they are an essential component of risk mitigation for intermediate and longer-term investments.

Generally, it is expected that these lines of credit will be used to supplement the liquidity needs of the E&G funds and therefore are anticipated to be invested according to the Investment of Public Funds Act and meet the other requirements listed in section 2.4.1.

2.4.2 Tier II – Working Capital Funds

As outlined in Section 2.1, Working Capital funds are the nongeneral fund balances and reserves that will be used to fund non-E&G activities operations such as auxiliary enterprises, sponsored programs, etc. and to supplement the liquidity needs of the E&G funds needed to support the daily operations of the primary mission programs of the university. The ability for the university to accumulate nongeneral fund reserves allows these investments to be in intermediate term opportunities for the Working Capital funds or in long-term opportunities described in section 2.5. These operating nongeneral funds are primarily composed of balances from recovered facilities & administrative costs (overhead), auxiliary enterprise activities, and related funds such as restricted current funds, loan funds, plant funds, and agency funds.

**Enabling Authorization**

Working Capital Funds will be invested in a broader array of fixed income instruments in accordance with Section § 23.1-2604 of the Code titled Investment of Endowment funds, Endowment Income, etc. These guidelines and procedures are consistent with the university’s general practices in prior years for fixed income investments, however they will also include more moderate risk opportunities such as higher yield bonds. Investment in equities will be prohibited. These guidelines and procedures are consistent with the university’s general practices in prior years and are described in detail in Appendix A to this policy. The terms and conditions of the contracts with the investment managers will specify the investment style and allowable investments, objectives, risk tolerance, portfolio diversification, applicable performance benchmarks, etc. for these managers.

**Investment Objectives**

Working Capital funds consist of the university’s generated cash flow to be used to meet non-E&G financial obligations. Except for cash in certain legally restricted and special accounts, the university will consolidate cash and reserve balances to optimize university-wide liquidity management and to increase efficiencies of investment pricing, custody/trust, and administration.

The primary objective for the management of the university’s Working Capital funds is to provide liquidity reserves to supplement daily liquidity, low to moderate volatility, and higher yields measured under a Total Return strategy. The investment strategies will include a broad array of fixed income investments.
**Liquidity**

The target liquidity balance is 35 days cash on hand, which is calculated by dividing the annual budget by 365 to determine the cash needed for each day of operation. The AVPF&AT is responsible for managing the daily cash position of the university, as established in the *Virginia Tech Liquidity Management Procedures*. The AVPF&AT monitors daily and monthly cash balances and provides reports to the Committee and others who manage liquidity. The university’s total operating liquidity includes both internal operating balances and external bank lines of credit, and the targeted amount of operating liquidity is reviewed at least annually by the internal Investment Advisory Committee, as described in section 2.2.1., and in accordance with the *Liquidity Management Procedures*.

**2.5 Tier III - Strategic Investments Funds**

Within the constraints of annual operating funds (E&G and Working Capital funds) needs, as described in section 2.2.1, the university will seek to maximize the funds available for investment strategies providing opportunities for greater returns for all other nongeneral fund balances. These funds may be available from two primary categories:

- **a.** Funds approved from time to time by the Board of Visitors as quasi-endowment funds upon recommendation by university management.

- **b.** Nongeneral funds in excess of 45 days (the combination of Tier 1a and Tier 2 funds) A range of other sources within the university, including gifts, local funds, and nongeneral fund resources from various university operating units or functions.

At the current time, the university believes that the best available strategy for the investment of these long-term resources is the VTF’s consolidated endowment.

*Key principles governing university assets invested through the VTF include:*

- All these funds, including all investment earnings, represent agency funds within the VTF and remain university assets.

- Other than the transfer of approved quasi-endowments as described in a. above, the funds transferred are not endowment funds but rather represent the university’s long-term investment pool.

- The VTF manages these funds in its pooled endowment fund, and the endowment’s normal payout will be paid quarterly to the university.

- As university agency funds, there will be no applicable gift fee or hold-back of the endowment payout.

- The university also retains the right to pull resources back from the VTF at any time upon 90 days advance notice before the end of a financial quarter, as outlined in the liquidity management procedures.
**Enabling Authorization**

Legislation enabled in 2009 within § 23.1-2604 of the Code of Virginia provides Virginia Tech with the flexibility to invest and manage endowment funds, endowment income, gifts, and all other nongeneral fund reserves and balances and local funds held by the university in a broader array of investments.

All gifts, local funds, and nongeneral fund reserves and balances that the university determines appropriate, and that are permitted by law, may be invested in the VTF’s endowment fund through the agency agreement with the VTF that was approved by the Board of Visitors on August 31, 2009.

**Investment Objectives**

The primary investment objective for the management of the university’s quasi-endowments and long-term investment funds is to maximize investment performance over time within defined risk parameters to support the purposes for which the endowment was established, while preserving the purchasing power of the funds. These endowment funds shall be governed by the Virginia Uniform Prudent Management of Institutional Funds Act and managed within the VTF’s Consolidated Endowment Fund Statement of Spending and Investment Policy, as approved and reviewed annually by the VTF’s Investment Committee. The investments inherently carry a higher level of risk in comparison with the operating funds invested under the Investments of Public Funds Act, while offering the opportunity to earn a higher return.

**2.6 Investment of Bond Proceeds**

**Enabling Authorization**

Bond proceeds will be invested in accordance with the applicable bond documents and state and federal regulations, including but not limited to the Investment of Public Funds Act, Chapter 45 (§ 2.2-4500 et seq.) of Title 2.2 of the Code of Virginia, as amended; and the Government Non-Arbitrage Act, Chapter 47, Title 2.2, of the Code of Virginia, 1950, as amended. Generally, tax-exempt bond proceeds will be invested in the Virginia State Non-Arbitrage Program whereas taxable proceeds will be invested with an existing university money manager.

**Investment Objectives**

Preservation of capital is the primary objective for bond proceeds. Allowable investments for construction funds include those permitted through the Investment of Public Funds Act, which include applicable investments for sinking funds.

**2.7 Separately Managed Invested Funds**

In certain instances, funds under the control of the university may be required to be invested separate from the operating or endowment funds, such as the university’s Land Grant funds. Such funds will be invested in accordance with the terms and conditions of the applicable fund.
Separately invested funds will be subject to the same investment guidelines as other comparable funds, but the asset allocation and maturity structure may vary contingent upon the fund’s underlying objective(s).

3.0 Accountability and Monitoring

The following section summarizes ongoing accountability and monitoring processes for ensuring compliance with the investment program and evaluating performance in terms of achieving the goals of the investment policy.

- The VPF and the AVPF&AT are responsible for the execution of the investment program for operating funds, as described in Appendix A to this policy, and they carry out the primary responsibility for review and monitoring of investments of operating funds.

- The AVPF&AT is responsible for managing the daily cash position of the university, as outlined in the liquidity management procedures.

- VTF’s investment personnel are responsible for monitoring the endowment portfolio to ensure compliance with VTF’s Statement of Spending and Investment Policy.

- The VPF is responsible for monitoring the university's funds managed within the VTF’s endowment pool through monthly and quarterly reports and for attending quarterly VTF Investment Committee meetings.

- The university’s EVP&COO and the Senior Vice President for Advancement each serve as members of the Board of the VTF. They provide an important accountability function through the receipt and monitoring of monthly and quarterly endowment reports from the VTF. This objective is also achieved through the participation in all the VTF Investment Committee meetings, where investment strategy and performance are discussed.

- The VPF may hire consultants to assist in developing the overall investment strategies to help maximize investment returns, within the university’s risk tolerance, while meeting liquidity needs and maintaining the university’s credit rating. They will also assist in the hiring, oversight, and performance assessment of investment managers, and to assist in crafting the terms and conditions which specify the investment style and allowable investments, objectives, risk tolerance, portfolio diversification, applicable performance benchmarks etc. for these managers. Additionally, the consultants will coordinate and consolidate quarterly reporting from these managers, assist in negotiating fees, and analyzing market and economic conditions.

- The VPF and the EVP&COO receive monthly and quarterly investment performance reports to monitor performance at the policy level for both investments of Virginia Tech operating funds and its quasi-endowments and long-term investment pool.

- The Finance and Resource Management Committee provides an important accountability role through the approval of this Policy Governing the Investment of University Funds and the review of the annual report on the overall investment program.
4.0 Reporting

Reporting activities follow the location of the investment activities as well as providing overall reports on investment performance. Key elements of the reporting processes include the following activities:

**Virginia Tech Operating Funds Investments:**

- The AVPF&AT provides monthly reports detailing the investment balances of all cash, short- and intermediate-term operating balances and the investment performance of the individual funds to the VPF, the EVP&COO, and the Committee.
- The Treasury Analyst provides daily and monthly reports to the Committee and various liquidity management working group members (as defined in the *liquidity management procedures*) detailing the internal, external, and total liquidity available to the university.
- The University Controller’s office provides a quarterly report of unspent bond proceeds to the VPF and the AVPF&AT, who shall monitor the expenditure of bond proceeds.
- Monthly and quarterly reports on investment activities are provided to the University Controller’s Office, the Office of Budget and Financial Planning, and other offices as needed to carry out the university’s finance and budgeting operations.

**Virginia Tech Long-term Funds Invested Through its VTF Agency Agreement**

The VTF provides monthly and quarterly reports to the VPF, the EVP&COO, the Senior Vice President for Advancement, and the Office of the Associate Vice President and University Controller in order to assist these officers in carrying out their accountability and monitoring responsibilities.

**Reporting on Entity-wide Investment Activities**

- The AVPF&AT will utilize reports provided by the Treasury Analyst, the investment consultants, and the VTF for the development and distribution of quarterly reports to the VPF and the EVP&COO.
- As a part of the report on the university’s annual financial statements during the Board’s winter meeting, the university shall provide to the Finance and Resource Management Committee investment information regarding the university’s overall cash position, investments, and earnings performance as displayed in the financial statements.
- The university will provide a comprehensive annual report to the Finance and Resource Management Committee in November of each fiscal year on the overall investment balances, performance, allocations, utilization of investment income, and compliance with this investment policy.
5.0 Allocation and Reinvestment of Available Investment Returns

The strategic investment of university resources described in this policy is expected to generate recurring supplemental revenue streams to advance university goals. The university has developed two sets of principles regarding the use of these funds that are consistent with state guidance and accounting principles, while maximizing support for university programs.

The overarching commitment of this process is to first allocate investment earnings back to the programs from which the principal came, to pursue current and future activities in those areas, and second, where the funds are more like unrestricted resources, to create revolving set of resources generating an annual, recurring revenue stream to make one-time or limited recurring investments to pursue the university’s strategic goals.

The first set of principles relate to the overarching goal to support VT programs and the structure of its investments. Those principles are:

- The earnings from investments will be allocated to pursue major goals such as offsetting or reducing the need for increases in tuition and fees, the building of adequate operating reserves, investment in strategic academic programs and initiatives, and, where critical, investment in other operating priorities.

- Investment earnings from VT operating funds and related activities are more modest and focus more on the preservation of capital and capacity to support daily operating needs. As a result, the university budgets these funds to the targeted activities to the full amount of earnings available.

- Investment earnings from long-term investments in the VTF follow the endowment strategy of having an approved spending rate, with the remainder of the earnings reinvested into the investment to preserve the purchasing power of the investments over time.

- While the university has established the ability to withdraw funds from its long-term investments, such withdrawals are not anticipated and, in principle, would occur only in the face of a significant operating emergency in the university or needed investments into a strategic academic program initiative of such a magnitude that the university could not otherwise fund the initiative.

The second set of principles relate to the appropriate allocation of investments based on the restrictions on funds in the investments or the lack thereof. Those principles apply to both VT operating funds and long-term investments and are:

- Where the invested funds are restricted or are generated through a quasi-endowment, the proportionate earnings will be allocated to those funds for the restricted purpose.

- Where the invested funds are allocated from either resources or VT units that have operating or state funding restrictions, the allocation of earnings to those resources or activities is proportionate to the activities invested funds. A prime example for this principle is an auxiliary enterprise.
• Where the invested funds are clearly identified to an operating activity or funding source that operates separately in the university’s program structure, the proportionate share of earnings will be attributed to that activity.

• Where the invested funds are, in general, unrestricted, such as instructional program reserves or research activities reserves, the earnings will be allocated to a resource pool available to be allocated broadly to initiatives within the funding category. For resources generated in this investment category:
  
a. The university will deploy the earnings to act as a revolving set of resources generating an annual, recurring revenue stream to make one-time or limited recurring investments to pursue strategic institutional goals and objectives. These funds are available for operating needs, and in some cases, may be available to support capital needs as well.

  b. If necessary, the university will deploy a portion of these earnings to address a strategic university goal or activity to produce ongoing support until that strategic activity generates other revenue streams to support the activity. This should be a last resort option since such expenditures will reduce the university’s ability to provide support to new initiatives described in a. above.

The allocation of all the investment earnings described in this section will enter the university’s budget processes through the activities of the Office of Budget and Financial Planning, as it carries out the university’s budget processes. The Office of Budget and Financial Planning will be responsible for allocations of restricted earnings and for making recommendations regarding the allocation of earnings available for unrestricted purposes.

The VPF shall approve budget allocation recommendations and will execute the allocation of earnings through the university budget process. The VPF will obtain approvals from the EVP&COO and Executive Vice President & Provost in the budget allocation process to ensure these decisions are consistent with the goals of executive university leadership.

**RECOMMENDATION:**

That the Finance and Resource Management Committee approve the Revised Policy Governing the Investment of University Funds.

November 6, 2023
Appendix A

General Guidelines and Authorized Investments for University Operating Funds

October 23, 2023

This appendix provides the General Guidelines and Procedures used to carry out the investment of university operating funds, as an element of the university’s Policy Governing the Investment of University Funds.

General Guidelines

Under the guidance of the Vice President for Finance (VPF) the Assistant Vice President for Finance and Associate Treasurer (AVP&AT) of Virginia Polytechnic Institute and State University, or designee(s), shall be authorized to invest all operating funds of the university. The AVP&AT may also engage the support services of outside professionals regarding the university’s investment program. Any firm hired to provide advice or assistance with the investment program shall be a registered investment advisor under the Investment Advisers Act of 1940 or exempt from registration. Investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

The primary objective for the management of the university’s operating funds is to provide the highest investment return at defined levels of risk, while providing both safety of principal and sufficient liquidity to meet the daily cash flow needs of the university. The university’s operating funds contained in—Educational and General funds (Tier Ia) shall be invested in instruments set forth in the Investment of Public Funds Act (Section 2.2-4500 of the Code of Virginia) The nongeneral fund operating funds contained in the Working Capital funds (Tier II) will be invested in a broader array of fixed income investments as authorized by Section § 23.1-2604 of the Code of Virginia titled Investment of Endowment Funds, Endowment Income, etc.

The VPF will review the investment policy at least annually, and any changes will be reviewed and approved by the Board of Visitors. Also, any findings of non-compliance will be reported to the Board of Visitors, as well.

Account Structure for the Management of University Operating Funds

In order to meet the objectives of the university, investments will be divided into three major allocations: an Educational & General funds allocation, a Working Capital funds allocation, and a Strategic Investment funds allocation. The Tier Ia Educational & General funds allocation is to be the major source for the disbursement requirements and operational needs of the university. Liquidity and safety of principal at the expense of return on investment are the foremost objectives of these funds. The Tier II Working Capital funds allocation are the nongeneral fund income and reserves that will be used to fund non-Educational & General activities operations such as auxiliary enterprises, sponsored
programs, etc. and to supplement the liquidity needs of the Educational & General funds needed to fund the daily operations of the primary mission programs of the university.

The objective of the Tier III Strategic Investment Funds allocation is to generate an investment return, over the long-term, higher than the Tiers Ia and II allocations. To generate higher investment returns, it is recognized that additional interest rate risk and credit risk, within prudent constraints, must be assumed in the management of the Tier III Strategic Investment funds allocation. Investment strategies evolve as market conditions and interest rates change. Accordingly, the Tier III Strategic Investment funds may consist of a combination of short, intermediate, and longer-termed portfolios. However, in seeking higher investment returns, the portfolio managers will be cognizant of the university’s objectives of liquidity and safety of principal. Securities lending is prohibited.

**Asset Allocation Mix**

The target allocations are as follows:

<table>
<thead>
<tr>
<th>Allocation Category</th>
<th>Minimum Target Days of Liquidity</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier I a - E&amp;G Funds</td>
<td>10 days</td>
<td>Primary Liquidity</td>
</tr>
<tr>
<td>Tier II - Working Capital</td>
<td>35 days</td>
<td>Secondary Liquidity</td>
</tr>
<tr>
<td>Subtotal Internal Liquidity</td>
<td>45 days</td>
<td></td>
</tr>
<tr>
<td>Tier I b - Lines of Credit</td>
<td>45 days</td>
<td>Secondary Liquidity</td>
</tr>
<tr>
<td>Subtotal External Liquidity</td>
<td>45 days</td>
<td></td>
</tr>
<tr>
<td>Total Liquidity Target</td>
<td>90 days</td>
<td></td>
</tr>
<tr>
<td>Tier III - Strategic Investments</td>
<td>45 days</td>
<td>Excluded from Liquidity Target</td>
</tr>
</tbody>
</table>

* A day of liquidity is calculated by dividing the total university budget by 365

The intent of the Asset Allocation Mix is to increase the overall average maturity and duration of the university’s investment portfolios to enhance the returns over the long term. Deviations from the Asset Allocation Mix may be made by the VPF when economic conditions or liquidity needs warrant, or when it is determined that the aggregate deviation does not constitute a material departure from the spirit of the target allocation and the intent of the university. The target allocations and guidelines shall be reviewed at least annually.

**Authorized Investments and Credit Quality**

Authorized investments for qualified public entities are set forth in the “Investment of Public Funds Act” in Sections 2.2-4500 et seq. of the *Code of Virginia*. A qualified public entity is defined as any state agency or institution having an internal or external public funds manager.
with professional investment management capabilities. The specific requirements of this code section, which includes authorized investments, credit quality, and diversification requirements, will be in the written contract with investment manager(s) hired to invest and manage the funds in the Educational & General funds (Tier Ia) portfolio. Since daily liquidity and preservation of assets are the primary objectives of this fund generally investments would be in cash and cash equivalents and Active Cash style portfolios.

In the event a security is downgraded to a level that ceases to meet credit quality guidelines specified in the contract, the external manager will notify the university’s investment staff within one business day of the downgrade. The security must then be sold within 30 days unless the manager’s reasoning to continue to hold the security is approved in writing by the VPF.

**Diversification**

Each individual portfolio within all three tiers’ allocations will be diversified as specified in the contracts with each investment manager. The limitation shall *not* apply to securities of the U.S. Government, an agency thereof, U.S. Government sponsored enterprises, securities fully insured or fully guaranteed by the U.S. Government, or money market funds.

**Duration and Maturity Limitations**

The maximum maturity and duration limits will be specified in the terms and conditions of the contract with each investment manager.

**Account Benchmarks**

For the Educational & General funds (Tier Ia) and Working Capital funds (Tier II) appropriate benchmarks will be determined in consultation with the investment consultants and be consistent with each portfolio’s underlying investments. The selected benchmark will also be incorporated into each investment manager’s written contract to ensure performance accountability.

Benchmarks for the Strategic Investment funds (Tier III) will be determined by the Board of the Virginia Tech Foundation.

*Effective Date:* November 6, 2023
# Summary of Proposed New Tier Structure

**October 23, 2023**

<table>
<thead>
<tr>
<th></th>
<th><strong>Tier Ia - Educational &amp; General Funds</strong></th>
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<tr>
<td><strong>Applicable VA Code</strong></td>
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<td><strong>Funding Source</strong></td>
<td>Educational &amp; General</td>
<td>Nongeneral Funds</td>
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<tr>
<td><strong>Primary Objective</strong></td>
<td>Daily Liquidity</td>
<td>Total Return</td>
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</tr>
<tr>
<td><strong>Secondary Objective</strong></td>
<td>Preservation</td>
<td>Liquidity Reserves</td>
<td>Additional Liquidity Reserves</td>
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<td><strong>Investment Strategy</strong></td>
<td>Cash / Ultra Short Fixed Income</td>
<td><strong>Broader Array of Fixed Income</strong></td>
<td>VTF endowment pool *</td>
</tr>
<tr>
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<td>Limited Volatility</td>
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*Additional options for long-term investments will be explored in the next phase of this project, but are not part of the current changes.*

Note: Tier Ia is for the lines of credit
APPROVAL OF REVISED POLICY GOVERNING THE INVESTMENT OF UNIVERSITY FUNDS

KEN MILLER, VICE PRESIDENT FOR FINANCE & UNIVERSITY TREASURER
AMANDA BLACK, CONSULTANT, CAPITAL CITIES

November 6, 2023
INTRODUCTION

- Increasing interest rates and leadership changes have presented new opportunities for increasing investment returns
  - The university conducted an RFP process to hire external investment consultants to guide the change process
  - Capital Cities was hired in July 2023 as the investment consultant
- Proposed changes in investment strategy requires updating the investment policy and procedures
KEY PRINCIPLES REMAIN UNCHANGED

1. Maximize investment returns while managing risk and providing sufficient liquidity for operations and maintenance of credit rating

2. Use of investment earnings to:
   a. **Return designated or restricted earnings** (e.g., auxiliary enterprises) to their respective programs to fund current and future initiatives
   b. Deploy unrestricted earnings for **one-time or limited recurring commitments for strategic initiatives**
   c. **Build capacity** by growing unrestricted net assets by $20 million annually in accordance with the strategic plan milestone
3. Maintain internal control structure for investments decisions made by internal investment advisory committee in consultation with the EVP&COO and investment consultants

4. Maintain access to **lines of credit** as an alternative **external** source of liquidity to avoid incurring realized losses when liquidating investments

5. Ensure that **all E&G funds are invested in accordance with the Investment of Public Funds Act**
To increase investment returns, the following strategies are proposed:

- Bifurcate short to intermediate investment pool into Tier I & Tier II
  - Tier I: Significantly decrease the amount of funds currently held in very short-term investments (overnight or less than 90 day durations) subject to the Investment of Public Funds Act in the new Tier I to a target of 10 days of internal liquidity
  - Create Tier II: Increase the use of expanded investment opportunities available for nongeneral fund reserves (the largest portion of university funds available for investment)
    - Previously this was only done with investments in the VTF endowment pool. These intermediate investments will be in a broader array of fixed income categories. Target will be 35 days of internal liquidity.
EXISTING TIERED STRUCTURE DETAIL
Rationale Supporting Allocations & Investments

**Short Term Investment Manager Tier I**
IPFA* (E&G and NGF)

**Intermediate Term Investment Manager Tier I**
IPFA* (NGF only)

**Long Term VTF Endowment Pool**
UPMIFA** (NGF only)

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* Investment of Public Funds Act
** Uniform Prudent Management of Institutional Funds Act

Lines of Credit
PROPOSED TIERED STRUCTURE DETAIL
Rationale Supporting Allocations & Investments

Bank

Daily

Investment Manager(s)
Tier I
IPFA*

Lines of Credit

Investment Manager(s)
Tier II
UPMIFA*

Periodic

VTF Endowment Pool Tier
III
UPMIFA**

* Investment of Public Funds Act (Required for all E&G funds)
** Uniform Prudent Management of Institutional Funds Act (limited to NGF reserves and similar funds)
## SUMMARY OF PROPOSED NEW TIER STRUCTURE

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Note: Tier Ib is for the lines of credit
* Additional options for long-term investments will be explored in the next phase of this project, but are not part of the current changes
NEXT PHASE – POTENTIAL FUTURE CHANGES TO THE INVESTMENT POLICY

• During the next several months the internal Investment Advisory Committee will continue the project to update the university’s investment policy and explore additional options for the Tier III long-term investments.

  • Consider other long-term investment options within or in addition to VTF endowment pool. Although the VTF endowment pool provides consistent funding for initiatives with the endowment payout, the management fees and loss of liquidity exceed other investment options.

  • If suitable investment options are identified, additional recommendations will be brought to the committee.
EXPECTED RISK / RETURN IMPACT

Comparison of Changes (Based on 10-yr Forward-Looking Returns)

- Delineates funds according to the time horizon of their associated liquidity needs
- Clarifies and slightly expands investments (Fixed Income, Public Equity)
- Prudently increases return potential, with a smaller increase in risk

Note: New portfolios assume Cash in Tier I, diversified Fixed Income in Tier II and VTF proxy in Tier III.
OVERVIEW TO CHANGES TO INVESTMENT POLICY- CONTINUED

1. Tier II will be actively managed to increase returns and to cover ongoing liquidity needs when Tier I falls below new ongoing reduced target balances. This will more effectively leverage fluctuations in cash balances caused by cyclical tuition revenues.

2. Removed specific limitations for investment guidelines related to investment allocations / styles
   - Limitations will be embedded as part of the contract terms for the investment managers allowing for greater overall flexibility by targeting niche markets for selected managers
   - Use of additional investment managers coupled with use of investment consultants will improve oversight and accountability for investment returns
SUMMARY

• Proposed changes to the investment policy maintains the strengths contained in the existing policy and creates opportunities to more effectively leverage the expanded investment opportunities for nongeneral fund reserves for short to mid-term investments in Tiers I and II.

• Goal is to achieve higher rates of risk adjusted return on investments while continuing to maintain liquidity goals for operations and credit rating.
RESOLUTION FOR A REVISED POLICY GOVERNING THE INVESTMENT OF UNIVERSITY FUNDS

RECOMMENDATION

That the Revised Policy Governing the Investment of University Funds be approved by the Finance and Resource Management Committee.

November 6, 2023
1.0 Purpose

The purpose of this policy is to set forth a comprehensive framework for the effective management of all of the university’s financial resources through a comprehensive investment program. This includes the key principles for all phases of the investment program from the initial identification and allocation of financial resources to the investment program through the allocation of income generated from such investments. Further, this policy identifies the major processes in place to execute the comprehensive investment program. This policy applies to the investment of all university operating funds, gifts, local funds, and nongeneral fund reserves, bond proceeds, and separately managed investment funds.

As authorized as a part of the Commonwealth’s Restructured Higher Education Financial and Administrative Operations Act of 2005, Virginia Tech’s Level 3 Management Agreement became effective on July 1, 2006. The Financial Operations and Management chapter of the Management Agreement requires the development and approval and oversight of an investment policy by the Board of Visitors. This revised investment policy reflects the university’s action in response to this requirement, and upon approval by the Board of Visitors, constitutes the university’s authoritative investment policy.

2.0 Policy

2.1 Policy Statement and Governing Legislation

The Code of Virginia provides Virginia Tech with the authority to invest university resources in a wide spectrum of investments. Prudent investment of university funds expands the university’s capacity to achieve both its strategic goals, including assistance in minimizing increases in tuition and fees, as well as key operating priorities.

The university’s investment policy is to develop and execute resource allocation decisions and investment strategies that will maximize investment returns, preserve capital, provide sufficient liquidity to meet operational needs, maintain university credit ratings, and manage risks within the guidance and constraints described in this policy. The university’s investment program shall operate in compliance with all applicable federal, state, and other legal requirements.

The following Code of Virginia sections provide Virginia Tech with the authority to invest its public funds:

- Operating funds are Operating funds needed for Educational & General programs (primarily funded by general fund appropriations and tuition and fees) must be invested
in accordance with the Investment of Public Funds Act in Sections 2.2-4500 of the Code; and,

- **Funds invested in accordance with Section § 23.1-2604 of the Code authorize the Board of Visitors to invest and manage endowment funds, endowment income, gifts, all other nongeneral fund reserves and balances, and local funds held by the university may be invested in a broader array of investments in accordance with Section § 23.1-2604 of the Code.**

Consistent with these provisions, the university’s investment program will assign Funds into three categories:

- **Educational and General Funds**: State appropriations and educational and general tuition and fees held for funding the university’s primary activities;

- **Working Capital**: Non-general funds reserved to meet operational and liquidity needs; and

- **Strategic Investments**: remaining non-general funds (gifts, local funds, and non-general fund reserves) available for higher return opportunities.

### 2.2 Management and Execution of the Investment Program

The Executive Vice President and Chief Operating Officer (EVP&COO) has responsibility for the strategic oversight of the investment program.

Under the guidance of the EVP&COO, the Vice President for Finance and CFO (VPF) shall have the authority to oversee the management and execution of the investment program in accordance with this investment policy. This oversight encompasses all activities and phases of the investment program, from the initial identification and allocation of available resources through the annual or periodic allocations of investment earnings to university programs and/or the reinvestment of such funds into the investment program.

The Vice President for Finance and CFO in conjunction with the EVP&COO is authorized to make temporary exceptions to the investment policy in the event of a significant market instability or a credit event that would require the university to make a significant reallocation of the portfolio in order to protect the safety and/or liquidity of the investment portfolio. Any such exception will be reported immediately to the Rector and the Chair of the Finance and Resource Management Committee of the Board of Visitors. Any temporary exception to the investment policy will remain in place until no later than the next Board of Visitors meeting at which time the Vice President for Finance and CFO EVP&COO will recommend a course of action with regards to the policy and seek input on and approval of such action by the Board.

### 2.2.1 Annual Management Oversight
To carry out the oversight responsibilities, the CFOVPF is charged to evaluate and approve strategies that will maximize investment returns within the risk constraints described in this policy, including the preservation of capital, provision of liquidity, and management of market risk, and preservation of the university’s credit rating. Key actions to execute these responsibilities include:

- The establishment and leadership of an internal Investment Management Team Advisory Committee (Committee) comprised of the University VPF, the Assistant Vice President for Finance and Associate Treasurer, Assistant (AVPF&AT), Associate Vice President for Finance and University Controller, and the Associate Vice President for Budget and Financial Planning. The Investment Management Team Committee will be responsible for the development of recommendations regarding the university’s overall investment strategies and to provide ongoing monitoring, assessment, and adjustments to the investment program during the fiscal year to achieve the university’s overall investment strategies. This Team Committee will, in turn, call upon other members of university management, Virginia Tech Foundation investment professionals, and externally hired investment consultants to work with and advise the Team Committee on specific issues as they arise.

- The CFOVPF will hold an annual meeting at least annually early in each fiscal year with the Team regarding Committee to review the overall investment strategy. The Team Committee will bring forward recommendations for maintenance of the existing investment strategies or for modifications as needed to enhance overall investment performance. Other such meetings may occur during the fiscal year as needed.

The university’s investment program will be designed to allocate funds into two overarching categories: a) assets held for investment within the university, primarily for operating activities, and b) remaining assets available for allocation to long-term investment strategies with opportunities for greater return. Accordingly, the annual approval of the investment strategies will also include a review of the changes in funds available for investment, and the determination of the appropriate allocation of university funds to the operating activities investment category and to the long-term, higher return investment opportunities. Specific information regarding further allocations among these investment categories is delineated in subsequent sections of this policy.

Based on general economic trends and the university’s current financial position, the Investment Management Team Committee will also be responsible for conducting an annual review of the targeted amount of operating funds needed to achieve a prudent level of liquidity. These reviews will, as a result, also identify the type and amount of remaining resources above the targeted operating liquidity thresholds that are available for long-term investment opportunities. Based on this work, the Team Committee will make recommendations to the CFOVPF regarding the
allocation of funds needed for targeted liquidity and the amount of funds available for long-term investment.

The result of these activities and discussions will be the confirmation of the university’s overall investment strategy through the approval by the CFO/VPF.

- The CFO/VPF will ensure the Senior Vice President for Operations and Administration (SVPOA) EVP&COO is fully informed regarding these actions and will obtain their approval before implementing significant changes to the investment program, and SVPOA. The EVP&COO will be engaged in the other responsibilities of carrying out this policy to the extent needed.

- The CFO/VPF will ensure that other elements of this policy, such as periodic and annual reporting and accountability and the utilization of investment returns, are carried out in accordance with the policy.

### 2.2.2 Annual Investment Activities

The University Treasurer or designee(s) In conjunction with the VPF, the AVPF&AT or others designated by the EVP&COO shall be authorized to invest all university funds on behalf of the university in accordance with the university’s strategies as described in section 2.2.1. In carrying out these responsibilities, the Treasurer As discussed in more detail in Section 3.0, the VPF may also engage the support services of outside professionals regarding the university’s investment program, including the Virginia Tech Foundation (VTF) through an agency agreement dated August 31, 2009, as long as the outside professionals are registered investment advisors under the Investment Advisers Act of 1940, or they are exempt from registration.

The Treasurer AVPF&AT is also responsible for establishing internal controls and written policies and procedures for the investment of all university funds and for maintaining appropriate benchmarks for the monitoring of investment performance. The Treasurer VPF will engage the Associate Vice President & University Controller in the establishment and maintenance of appropriate internal controls and policies and procedures related to the investment activities and will obtain concurrence regarding the adequacy of the internal control environment.

### 2.3 Standards of Care

**Prudence:** The standard shall be the “prudent person” standard, except as may otherwise be prescribed by applicable laws or regulations now or in the future. Under the “prudent person” standard investments shall be made with the same care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.
**Ethics and Conflicts of Interest:** The university’s officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions or otherwise be in violation of state law and/or university policy.

2.4 Investment of University Operating Funds and Related Funds

2.4.1 Working Capital Funds

As described in section 2.2.1, the university makes an annual assessment of the amount of working capital operating funds needed during the fiscal year to fund current operations and assure that sufficient liquidity is available. This section provides an overview of the assessment of working capital fund needs and resulting investment activities, consistent with the investment tiers outlined in Section 2.1.

2.4.1 Tier I a - Educational & General (E&G) Funds

E&G funds are the component of operating funds needed to fund the daily operations of the primary mission programs of the university. These operating funds are predominantly composed of state general funds appropriations and tuition and fee revenues.

**Enabling Authorization**

University operating funds shall be invested in instruments as set forth in the Investment of Public Funds Act, Chapter 45 (§ 2.2-4500 et seq.). The university maintains a set of guidelines and procedures to comply with the Investment of Public Funds Act. These guidelines and procedures are consistent with the university’s general practices in prior years and are described in detail in Appendix A to this policy. The terms and conditions of the contracts with the investment managers will specify the investment style and allowable investments, objectives, risk tolerance, portfolio diversification, applicable performance benchmarks, etc. for these managers.

**Investment Objectives**

Operating E&G funds consist of the university’s generated cash flow to be used to meet its day-to-day financial obligations. Except for cash in certain legally restricted and special accounts, the university will consolidate cash and reserve balances to optimize university-wide liquidity management and to increase efficiencies of investment pricing, custody/trust, and administration. These funds include unrestricted current funds (e.g., income funds, designated funds, and auxiliary enterprise funds), restricted current funds, loan funds, plant funds, endowment funds, and agency funds.

The primary objective for the management of the university’s operating E&G funds is to provide daily liquidity, limited volatility, and the highest preservation of capital. The investment return
at defined levels of risk, while providing both safety of principal and sufficient liquidity strategies should be limited to meet the university’s daily cash flow needs. Cash and Ultra Short Fixed Income investments.

**Liquidity**

The Office of Investments and Debt Management (IDM) The target liquidity balance is 10 days cash on hand, which is calculated by dividing the annual budget by 365 to determine the cash needed for each day of operation. The AVPF&AT is responsible for managing the daily cash position of the university, as established in the *Virginia Tech Liquidity Management Procedures*. IDM The AVPF&AT monitors daily and monthly cash balances and provides reports to the Committee and others who manage liquidity. The university’s total operating liquidity includes both internal operating balances and external bank lines of credit, and the targeted amount of operating liquidity is reviewed at least annually by the Committee, as described in section 2.2.1., and in accordance with the *Liquidity Management Procedures*.

**2.4.2 Tier I b – Lines of Credit**

In June 2018 the Board of Visitors authorized the establishment of lines of credit for up to $200,000,000 for the purpose of providing a source of back-up liquidity to support the general operations of the university. These lines of credit are intended to provide alternatives to liquidating intermediate or longer-term investments at a loss or to provide temporary funding until less liquid investments can be converted to cash. Therefore, they are an essential component of risk mitigation for intermediate and longer-term investments.

Generally, it is expected that these lines of credit will be used to supplement the liquidity needs of the E&G funds and therefore are anticipated to be invested according to the Investment of Public Funds Act and meet the other requirements listed in section 2.4.1.

**2.4.2 Tier II – Working Capital Funds**

As outlined in Section 2.1, Working Capital funds are the nongeneral fund balances and reserves that will be used to fund non-E&G activities operations such as auxiliary enterprises, sponsored programs, etc. and to supplement the liquidity needs of the E&G funds needed to support the daily operations of the primary mission programs of the university. The ability for the university to accumulate nongeneral fund reserves allows these investments to be in intermediate term opportunities for the Working Capital funds or in long-term opportunities described in section 2.5. These operating nongeneral funds are primarily composed of balances from recovered facilities & administrative costs (overhead), auxiliary enterprise activities, and related funds such as restricted current funds, loan funds, plant funds, and agency funds.

**Enabling Authorization**

Working Capital Funds will be invested in a broader array of fixed income instruments in accordance with Section § 23.1-2604 of the Code titled Investment of Endowment funds, Endowment Income, etc. These guidelines and procedures are consistent with the university’s
general practices in prior years for fixed income investments, however they will also include more moderate risk opportunities such as higher yield bonds. Investment in equities will be prohibited. These guidelines and procedures are consistent with the university’s general practices in prior years and are described in detail in Appendix A to this policy. The terms and conditions of the contracts with the investment managers will specify the investment style and allowable investments, objectives, risk tolerance, portfolio diversification, applicable performance benchmarks, etc. for these managers.

**Investment Objectives**

Working Capital funds consist of the university’s generated cash flow to be used to meet non-E&G financial obligations. Except for cash in certain legally restricted and special accounts, the university will consolidate cash and reserve balances to optimize university-wide liquidity management working group and to increase efficiencies of investment pricing, custody/trust, and administration.

The primary objective for the management of the university’s Working Capital funds is to provide liquidity reserves to supplement daily liquidity, low to moderate volatility, and higher yields measured under a Total Return strategy. The investment strategies will include a broad array of fixed income investments.

**Liquidity**

The target liquidity balance is 35 days cash on hand, which is calculated by dividing the annual budget by 365 to determine the cash needed for each day of operation. The AVPF&AT is responsible for managing the daily cash position of the university, as established in the Virginia Tech Liquidity Management Procedures. The AVPF&AT monitors daily and monthly cash balances and provides reports to the Committee and others who manage liquidity. The university’s total operating liquidity includes both internal operating balances and external bank lines of credit, and the targeted amount of operating liquidity is reviewed at least annually by the internal Investment Management Team Advisory Committee, as described in section 2.2.1., and in accordance with the Liquidity Management Procedures.

**2.4.2 Investment of Bond Proceeds**

**Enabling Authorization**

Bond proceeds will be invested in accordance with the applicable bond documents and state and federal regulations, including but not limited to the Investment of Public Funds Act, Chapter 45 (§ 2.2-4500 et seq.) of Title 2.2 of the Code of Virginia, as amended; and the Government Non-Arbitrage Act, Chapter 47, Title 2.2, of the Code of Virginia, 1950, as amended. Generally,
tax-exempt bond proceeds will be invested in the Virginia State Non-Arbitrage Program whereas taxable proceeds will be invested with an existing university money manager.

**Investment Objectives**

Preservation of capital is the primary objective for bond proceeds. Allowable investments for construction funds include those permitted through the Investment of Public Funds Act, which include applicable investments for sinking funds.

**2.4.3 Separately Managed Invested Funds**

In certain instances, funds under the control of the university may be required to be invested separate from the operating or endowment funds, such as the university’s Land Grant funds. Such funds will be invested in accordance with the terms and conditions of the applicable fund.

Separately invested funds will be subject to the same investment guidelines as other comparable funds, but the asset allocation and maturity structure may vary contingent upon the fund’s underlying objective(s).

**2.5 Investment of Assets Available for Long-term Investment Strategies**

**2.5 Tier III - Strategic Investments Funds**

Within the constraints of annual working capital (operating funds (E&G and Working Capital funds) needs, as described in section 2.2.1, the university will seek to maximize the funds available for investment strategies providing opportunities for greater returns— for all other nongeneral fund balances. These funds may be available from two primary categories:

a. Funds recommended for university management and approved from time to time by the Board of Visitors as quasi-endowment funds upon recommendation by university management.

b. Nongeneral funds in excess of 45 days (the combination of Tier 1a and Tier 2 funds) A range of other sources within the university, including gifts, local funds, and nongeneral fund resources from various university operating units or functions.

At the current time, the university believes that the best available strategy for the investment of these long-term resources is the VTF’s consolidated endowment.

*Key principles governing university assets invested through the VTF include:*

- All these funds, including all investment earnings, represent agency funds within the VTF and remain university assets.

- Other than the transfer of approved quasi-endowments as described in a. above, the funds transferred are not endowment funds but rather represent the university’s long-term investment pool.
• The VTF manages these funds in its pooled endowment fund, and the endowment’s normal payout will be paid quarterly to the university.

• As university agency funds, there will be no applicable gift fee or hold-back of the endowment payout.

• The university also retains the right to pull resources back from the VTF at any time upon 90 days advance notice before the end of a financial quarter, as outlined in the liquidity management procedures.

**Enabling Authorization**

Legislation enabled in 2009 within § 23.1-2604 of the Code of Virginia provides Virginia Tech with the flexibility to invest and manage endowment funds, endowment income, gifts, and all other nongeneral fund reserves and balances and local funds held by the university in a broader array of investments.

All gifts, local funds, and nongeneral fund reserves and balances that the university determines appropriate, and that are permitted by law, may be invested in the VTF’s endowment fund through the agency agreement with the VTF that was approved by the Board of Visitors on August 31, 2009.

**Investment Objectives**

The primary investment objective for the management of the university’s quasi-endowments and long-term investment funds is to maximize investment performance over time within defined risk parameters to support the purposes for which the endowment was established, while preserving the purchasing power of the funds. These endowment funds shall be governed by the Virginia Uniform Prudent Management of Institutional Funds Act and managed within the VTF’s Consolidated Endowment Fund Statement of Spending and Investment Policy, as approved and reviewed annually by the VTF’s Investment Committee. The investments inherently carry a higher level of risk in comparison with the operating funds invested under the Investments of Public Funds Act, while offering the opportunity to earn a higher return.

**2.6 Investment of Bond Proceeds**

**Enabling Authorization**

Bond proceeds will be invested in accordance with the applicable bond documents and state and federal regulations, including but not limited to the Investment of Public Funds Act, Chapter 45 (§ 2.2-4500 et seq.) of Title 2.2 of the Code of Virginia, as amended; and the Government Non-Arbitrage Act, Chapter 47, Title 2.2, of the Code of Virginia, 1950, as amended. Generally, tax-exempt bond proceeds will be invested in the Virginia State Non-Arbitrage Program whereas taxable proceeds will be invested with an existing university money manager.
**Investment Objectives**

Preservation of capital is the primary objective for bond proceeds. Allowable investments for construction funds include those permitted through the Investment of Public Funds Act, which include applicable investments for sinking funds.

**2.7 Separately Managed Invested Funds**

In certain instances, funds under the control of the university may be required to be invested separate from the operating or endowment funds, such as the university’s Land Grant funds. Such funds will be invested in accordance with the terms and conditions of the applicable fund. Separately invested funds will be subject to the same investment guidelines as other comparable funds, but the asset allocation and maturity structure may vary contingent upon the fund’s underlying objective(s).

**3.0 Accountability and Monitoring**

The following section summarizes ongoing accountability and monitoring processes for ensuring compliance with the investment program and evaluating performance in terms of achieving the goals of the investment policy.

- **IDM** The VPF and the AVPF&AT are responsible for the execution of the investment program for operating funds, as described in Appendix A to this policy, and they carry out the primary responsibility for review and monitoring of investments of operating funds.

- **IDM** The AVPF&AT is responsible for managing the daily cash position of the university, as outlined in the liquidity management procedures.

- **VTF’s** investment personnel are responsible for monitoring the endowment portfolio to ensure compliance with VTF’s Statement of Spending and Investment Policy.

- **The University Treasurer, who also serves as VTF’s Associate Vice President for Finance,** The VPF is responsible for monitoring the university’s funds managed within the VTF’s endowment pool through monthly and quarterly reports and for attending quarterly VTF Investment Committee meetings.

- **The university’s EVP&COO and the Senior Vice President for Operations and Administration (SVPOA) and Vice President for Advancement** each serve as an Executive Vice-President members of the Board of the VTF. They provide an important accountability function through the receipt and monitoring of monthly and quarterly endowment reports from the VTF. This objective is also achieved through the participation in all the VTF processes.
Investment Committee meetings, where investment strategy and performance are discussed.

- **The Vice President for Finance and CFO and the SVPOA** The VPF may hire consultants to assist in developing the overall investment strategies to help maximize investment returns, within the university’s risk tolerance, while meeting liquidity needs and maintaining the university’s credit rating. They will also assist in the hiring, oversight, and performance assessment of investment managers, and to assist in crafting the terms and conditions which specify the investment style and allowable investments, objectives, risk tolerance, portfolio diversification, applicable performance benchmarks etc. for these managers. Additionally, the consultants will coordinate and consolidate quarterly reporting from these managers, assist in negotiating fees, and analyzing market and economic conditions.

- **The VPF and the EVP&COO** receive monthly and quarterly investment performance reports to monitor performance at the policy level for both investments of Virginia Tech operating funds and its quasi-endowments and long-term investment pool.

- The Finance and Resource Management Committee provides an important accountability role through the approval of this *Policy Governing the Investment of University Funds* and the review of the annual report on the overall investment program.

### 4.0 Reporting

Reporting activities follow the location of the investment activities as well as providing overall reports on investment performance. Key elements of the reporting processes include the following activities:

#### Virginia Tech Operating Funds Investments:

- **IDM** The AVPF&AT provides monthly reports detailing the investment balances of all cash, short- and intermediate-term operating balances and the investment performance of the individual funds to the Vice President for Finance and CFO, SVPOA, University Treasurer, University Controller, VTF Endowment Chief Investment Officer, Assistant Treasurer, and Treasury Manager VPF, the EVP&COO, and the Committee.

- The Treasury Manager Analyst provides daily and monthly reports to the Committee and various liquidity management working group members (as defined in the liquidity management procedures) detailing the internal, external, and total liquidity available to the university.
• The University Controller’s office provides a quarterly report of unspent bond proceeds to the "University Treasurer VPF" and "Assistant Treasurer AVPF&AT", who shall monitor the expenditure of bond proceeds.

• Monthly and quarterly reports on investment activities are provided to the "University Controller’s Office, the Office of Budget and Financial Planning, and other offices as needed to carry out the university’s finance and budgeting operations."

**Virginia Tech Long-term Funds Invested Through its VTF Agency Agreement**

The VTF provides monthly and quarterly reports to the "Vice President for Finance and CFO VPF", the "SVPOAEVP&COO", the "Senior Vice President for Advancement, and the Office of the Associate Vice President and University Treasurer, and the University Controller’s Office Controller in order to assist these officers in carrying out their accountability and monitoring responsibilities.

*Reporting on Entity-wide Investment Activities*

• The "Office of the CFO AVPF&AT" will utilize reports provided by the "University Treasurer Treasury Analyst, the investment consultants, and the VTF for the development and distribution of quarterly reports to the CFO VPF and the SVPOAEVP&COO."

• As a part of the report on the university’s annual financial statements during the Board’s winter meeting, the university shall provide to the Finance and Resource Management Committee investment information regarding the university’s overall cash position, investments, and earnings performance as displayed in the financial statements.

• The university will provide a comprehensive annual report to the Finance and Resource Management Committee in November of each fiscal year on the overall investment balances, performance, allocations, utilization of investment income, and compliance with this investment policy.

**5.0 Allocation and Reinvestment of Available Investment Returns**

The strategic investment of university resources described in this policy is expected to generate recurring supplemental revenue streams to advance university goals. —The university has developed two sets of principles regarding the use of these funds that are consistent with state guidance and accounting principles, while maximizing support for university programs.
The overarching commitment of this process is to first allocate investment earnings back to the programs from which the principal came, to pursue current and future activities in those areas, and second, where the funds are more like unrestricted resources, to create a revolving set of resources generating an annual, recurring revenue stream to make one-time or limited recurring investments to pursue the university’s strategic goals.

The first set of principles relate to the overarching goal to support VT programs and the structure of its investments. Those principles are:

- The earnings from investments will be allocated to pursue major goals such as offsetting or reducing the need for increases in tuition and fees, the building of adequate operating reserves, investment in strategic academic programs and initiatives, and, where critical, investment in other operating priorities.

- Investment earnings from VT operating funds and related activities are more modest and focus more on the preservation of capital and capacity to support daily operating needs. As a result, the university budgets these funds to the targeted activities to the full amount of earnings available.

- Investment earnings from long-term investments in the VTF follow the endowment strategy of having an approved spending rate, with the remainder of the earnings reinvested into the investment to preserve the purchasing power of the investments over time.

- While the university has established the ability to withdraw funds from its long-term investments, such withdrawals are not anticipated and, in principle, would occur only in the face of a significant operating emergency in the university or needed investments into a strategic academic program initiative of such a magnitude that the university could not otherwise fund the initiative.

The second set of principles relate to the appropriate allocation of investments based on the restrictions on funds in the investments or the lack thereof. Those principles apply to both VT operating funds and long-term investments and are:

- Where the invested funds are restricted or are generated through a quasi-endowment, the proportionate earnings will be allocated to those funds for the restricted purpose.

- Where the invested funds are allocated from either resources or VT units that have operating or state funding restrictions, the allocation of earnings to those resources or activities is proportionate to the activities invested funds. A prime example for this principle is an auxiliary enterprise.
• Where the invested funds are clearly identified to an operating activity or funding source that operates separately in the university’s program structure, the proportionate share of earnings will be attributed to that activity.

• Where the invested funds are, in general, unrestricted, such as instructional program reserves or research activities reserves, the earnings will be allocated to a resource pool available to be allocated broadly to initiatives within the funding category. For resources generated in this investment category:

  a. The university will deploy the earnings to act as a revolving set of resources generating an annual, recurring revenue stream to make one-time or limited recurring investments to pursue strategic institutional goals and objectives. These funds are available for operating needs, and in some cases, may be available to support capital needs as well.

  b. If necessary, the university will deploy a portion of these earnings to address a strategic university goal or activity to produce ongoing support until that strategic activity generates other revenue streams to support the activity. This should be a last resort option since such expenditures will reduce the university’s ability to provide support to new initiatives described in a. above.

The allocation of all the investment earnings described in this section will enter the university’s budget processes through the activities of the Office of Budget and Financial Planning, as it carries out the university’s budget processes. The Office of Budget and Financial Planning will be responsible for allocations of restricted earnings and for making recommendations regarding the allocation of earnings available for unrestricted purposes.

The Vice President for Finance and CFO shall approve budget allocation recommendations and will execute the allocation of earnings through the university budget process. The CFO will engageobtain approvals from the SVPOA EVP&COO and Executive Vice President & Provost in the budget allocation process to ensure these decisions are consistent with the goals of the SVPOA and executive university leadership.

RECOMMENDATION:
That the Finance and Resource Management Committee approve the Revised Policy Governing the Investment of University Funds.

November 6, 2023
Appendix A

General Guidelines and Authorized Investments for University Operating Funds

October 23, 2023

This appendix provides the General Guidelines and Procedures used to carry out the investment of university operating funds, as an element of the university’s Policy Governing the Investment of University Funds.

General Guidelines

The University Treasurer, under the guidance of the Vice President for Finance (VPF) the Assistant Vice President for Finance and Associate Treasurer (AVP&AT) of Virginia Polytechnic Institute and State University, or designee(s), shall be authorized to invest all operating funds of the university. The Treasurer, AVP&AT may also engage the support services of outside professionals regarding the university’s investment program. Any firm hired to provide advice or assistance with the investment program shall be a registered investment advisor under the Investment Advisers Act of 1940 or exempt from registration. Investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

The primary objective for the management of the university’s operating funds is to provide the highest investment return at defined levels of risk, while providing both safety of principal and sufficient liquidity to meet the daily cash flow needs of the university. The university’s operating funds contained in Educational and General funds (Tier I) shall be invested in instruments set forth in the Investment of Public Funds Act of the Commonwealth, Section 2.2-4500 of the Code of Virginia. The nongeneral fund operating funds contained in the Working Capital funds (Tier II) will be invested in a broader array of fixed income investments as summarized below—authorized by Section § 23.1-2604 of the Code of Virginia titled Investment of Endowment Funds, Endowment Income, etc.

The Treasurer VPF will review this investment policy at least annually, and any changes will be reviewed and approved by the Board of Visitors. Also, any findings of non-compliance will be reported to the Board of Visitors, as well.

Account Structure for the Management of University Operating Funds

In order to meet the objectives of the university, investments will be divided into two major allocations: a Primary Liquidity, Educational & General funds allocation and an Extended Duration, Working Capital funds allocation, and a Strategic Investment funds allocation. The Primary Liquidity, Educational & General funds allocation is to be the major source for the disbursement requirements and operational needs of the university. Liquidity and safety of principal at the expense of return on investment are the foremost objectives of these funds. The Tier II Working Capital funds
allocation are the nongeneral fund income and reserves that will be used to fund non-
Educational & General activities operations such as auxiliary enterprises, sponsored
programs, etc. and to supplement the liquidity needs of the Educational & General funds
needed to fund the daily operations of the primary mission programs of the university.

The objective of the Extended Duration Tier III Strategic Investment Funds allocation is to
generate an investment return, over the long-term, higher than the Primary Liquidity
allocation - Tiers Ia and II allocations. To generate higher investment returns, it is recognized
that additional interest rate risk and credit risk, within prudent constraints, must be assumed
in the management of the Extended Duration Tier III Strategic Investment funds allocation.
Investment strategies evolve as market conditions and interest rates change. Accordingly,
the Extended Duration Tier III Strategic Investment funds may consist of a combination of
short, intermediate, and longer-termed portfolios. However, in seeking higher investment
returns, the portfolio managers will be cognizant of the university’s objectives of liquidity and
safety of principal. -Securities lending is prohibited.

Asset Allocation Mix

The Primary Liquidity and Extended Duration target allocations are as follows:

<table>
<thead>
<tr>
<th>Allocation Category</th>
<th>Target Allocation</th>
<th>Minimum Allocation</th>
<th>Maximum Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Liquidity</td>
<td>45%</td>
<td>15%</td>
<td>60%</td>
</tr>
<tr>
<td>Extended Duration</td>
<td>55%</td>
<td>40%</td>
<td>85%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allocation Category</th>
<th>Minimum Target Days of Liquidity *</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier Ia - E&amp;G Funds</td>
<td>10 days</td>
<td>Primary Liquidity</td>
</tr>
<tr>
<td>Tier II - Working Capital</td>
<td>35 days</td>
<td>Secondary Liquidity</td>
</tr>
<tr>
<td>Subtotal Internal Liquidity</td>
<td>45 days</td>
<td></td>
</tr>
<tr>
<td>Tier Ib - Lines of Credit</td>
<td>45 days</td>
<td>Secondary Liquidity</td>
</tr>
<tr>
<td>Subtotal External Liquidity</td>
<td>45 days</td>
<td></td>
</tr>
<tr>
<td>Total Liquidity Target</td>
<td>90 days</td>
<td></td>
</tr>
<tr>
<td>Tier III - Strategic Investments</td>
<td>45 days</td>
<td>Excluded from Liquidity Target</td>
</tr>
</tbody>
</table>

* A day of liquidity is calculated by dividing the total university budget by 365

The intent of the Asset Allocation Mix is to increase the overall average maturity and duration
of the university’s investment portfolios to enhance the returns over the long term. Deviations from the Asset Allocation Mix may be made by the University Treasurer VPF when economic conditions or liquidity needs warrant, or when it is determined that the aggregate
deviation does not constitute a material departure from the spirit of the target allocation and the intent of the university. The target allocations and guidelines shall be reviewed at least annually.

**Authorized Investments and Credit Quality**

Authorized investments for qualified public entities are set forth in the "Investment of Public Funds Act" in Sections 2.2-4500 et seq. of the *Code of Virginia*. A qualified public entity is defined as any state agency or institution having an internal or external public funds manager with professional investment management capabilities. As a qualified public entity, the following securities are authorized for the investment of university funds: The specific requirements of this code section, which includes authorized investments, credit quality, and diversification requirements, will be in the written contract with investment manager(s) hired to invest and manage the funds in the Educational & General funds (Tier Ia) portfolio. Since daily liquidity and preservation of assets are the primary objectives of this fund generally investments would be in cash and cash equivalents and Active Cash style portfolios.

1. Obligations issued or guaranteed by the U.S. Government, an agency thereof, or U.S. Government sponsored enterprises. This includes Agency Mortgage-Backed Securities. These securities can be held directly, in the form of repurchase agreements collateralized by such debt securities, or in the form of registered money market or mutual funds provided that the portfolio is limited to such evidences of indebtedness.

2. Dollar-denominated bonds and other obligations issued, guaranteed or assumed by the International Bank for Reconstruction and Development, the Asian Development Bank or the African Development Bank having a maturity of no longer than five years and a credit rating of at least “AAA” by Standard & Poor’s and “Aaa” by Moody’s Investors Service.

3. Non-negotiable certificates of deposit and time deposits of Virginia banks and savings institutions federally insured to the maximum extent possible and collateralized under the Virginia Security for Public Deposits Act, Sections 2.2-4400 et seq. of the *Code of Virginia* and having a maturity of no longer than five years.

4. Negotiable certificates of deposit, negotiable bank deposit notes, and bankers acceptances of domestic banks and domestic offices of foreign banks with a rating of at least “A-1” by Standard & Poor’s and “P-1” by Moody's Investors Service for maturities of one year or less. For maturities over one year and not exceeding five years, a rating of at least “AA” by Standard & Poor’s and “Aa” by Moody’s Investors Service is required.

5. Repurchase agreements collateralized by securities that are approved for direct investment as stated herein. The collateral on overnight or open repurchase agreements is required to be at least 100% of the value of the repurchase agreement. Longer-term repurchase agreements are required to have collateralization in excess of 100% and be marked-to-market on a daily basis.
6. Prime quality commercial paper issued by domestic corporations. “Prime quality” shall be as rated by at least two of the following: Standard & Poor’s within its rating of “A-1”, Moody’s Investors Service within its rating of “P-1”, Fitch Investor’s Services within its rating of “F-1”, Duff and Phelps within its rating of “D-1”, or by their respective corporate successors, provided that at the time of any such investment the corporation meets the criteria specified in Section 2.2-4502 of the Code of Virginia.

7. Corporate notes and bonds having a credit rating of at least “A” or better by two nationally recognized rating agencies, one of which must be either Standard & Poor’s or Moody’s Investors Service. This includes all levels of the “A” rating.

8. Money market and other open-end investment funds provided that they are registered under the Securities Act of the Commonwealth of Virginia or by the Federal Investment Company Act of 1940, and that the investments by such funds are restricted to investments otherwise permitted by qualified public entities within the Commonwealth of Virginia.

9. Taxable and tax-exempt municipal securities of the following provided that at the time of any such investment the municipal security meets the criteria specified in Section 2.2-4501 of the Code of Virginia, including: (i) of any state of the United States (ii) of any county, city, town, district, authority or other public body of the Commonwealth of Virginia, and (iii) of any city, county, town or district situated in any one of the states of the United States provided that they are the direct legal obligations of the city, county, town or district, and the city, county, town or district has power to levy taxes on the taxable real property therein for the payment of such obligations without limitation of rate or amount. The municipal securities should be rated “A” or better by two nationally recognized rating agencies, one of which must be Standard & Poor’s or Moody’s Investors Service. This includes all levels of the “A” rating.

10. Asset-backed and non-agency mortgage-backed securities with a duration of no more than five years and rated no less than “AAA” by at least two nationally recognized rating agencies, one of which must be Standard & Poor’s or Moody’s Investors Service. Authorized mortgage-backed investments include Commercial Mortgage-Backed Securities (CMBS), Agency and Private Label Mortgage-Backed Securities (MBS & RMBS) including pass-throughs, Collateralized Mortgage Obligations (CMOs) and Planned Amortization Classes (PACs).

Prohibited Investments

1. Inverse floaters, Credit Default Swaps (CDSs), Collateralized Debt Obligations (CDOs), Collateralized Loan Obligations (CLOs), and Interest Only (IO), Principal Only (PO) and Z-tranche securities.

2. Futures, options, options on futures, margin buying, leveraging and commodities. Forward trades are permitted as long as they are procured during normal “when
issued" periods for individual markets and as long as cash is reserved or a security will mature to cover the purchase at the time of settlement.

3. Securities with the ability to defer interest, securities with the ability to convert to perpetual maturities, and 144A securities.

In the event a security is downgraded to a level that ceases to meet Policy credit quality guidelines specified in the contract, the external manager will notify the university's investment staff within one business day of the downgrade. The security must then be sold within 30 days unless the manager’s reasoning to continue to hold the security is approved in writing by the University Treasurer. VPF.

Diversification

Each individual portfolio within the primarily liquidity or extended duration all three tiers' allocations will be diversified so that no more than three percent of the value of the respective portfolios will be invested as specified in the securities or individual trusts of any single issuer. contracts with each investment manager. The limitation shall not apply to securities of the U.S. Government, an agency thereof, U.S. Government sponsored enterprises, securities fully insured or fully guaranteed by the U.S. Government, or money market funds.

At the time of purchase, the maximum percentage in each eligible security type for the university’s overall Primary Liquidity allocation shall be maintained as follows:

**Primary Liquidity**

<table>
<thead>
<tr>
<th>Security Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Treasury and Agency Securities</td>
<td>100%</td>
</tr>
<tr>
<td>Non-Negotiable Certificates of Deposit (CDs)</td>
<td>5%</td>
</tr>
<tr>
<td>Overnight/Open Treasury/Agency Repurchase Agreements</td>
<td>100%</td>
</tr>
<tr>
<td>Overnight/Open non-Treasury/Agency Repurchase Agreements</td>
<td>50%</td>
</tr>
<tr>
<td>Term Repurchase Agreements</td>
<td>20%</td>
</tr>
<tr>
<td>Bankers Acceptances</td>
<td>40%</td>
</tr>
<tr>
<td>Negotiable CDs and/or Negotiable Bank Deposit Notes</td>
<td>20%</td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>35%</td>
</tr>
<tr>
<td>Corporate Notes</td>
<td>25%</td>
</tr>
<tr>
<td>Money Market Funds</td>
<td>35%</td>
</tr>
<tr>
<td>Municipal Securities</td>
<td>10%</td>
</tr>
<tr>
<td>Asset-Backed Securities</td>
<td>25%</td>
</tr>
</tbody>
</table>

At the time of purchase, the maximum percentage in each eligible security type for the university’s overall Extended Duration allocation shall be maintained as follows:

**Extended Duration**

<table>
<thead>
<tr>
<th>Security Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Treasury and Agency Securities</td>
<td>100%</td>
</tr>
<tr>
<td>Non-Negotiable Certificates of Deposit</td>
<td>0%</td>
</tr>
<tr>
<td>Repurchase Agreements</td>
<td>0%</td>
</tr>
<tr>
<td>Bankers Acceptances</td>
<td>0%</td>
</tr>
<tr>
<td>Negotiable CDs and/or Negotiable Bank Deposit Notes</td>
<td>20%</td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>0%</td>
</tr>
</tbody>
</table>
--- Corporate Bonds/Notes ____________________________________________ 40%
--- International Development Bank Obligations ________________________ 5%
--- Municipal Securities _____________________________________________ 10%
--- Asset-Backed Securities __________________________________________ 50%
--- Combined Agency MBS, Agency/Private CMOs, CMBS, RMBS, PACs ______ 50%
  --- Agency Mortgage-Backed Securities (MBS) __________________________ 50%
  --- Agency CMOs (including PACs) ___________________________________ 10%
  --- Commercial Mortgage-Backed Securities (CMBS) ____________________ 10%
  --- Private Label Residential Mortgages (including CMOs & PACs) _______ 5%
--- Money Market Funds _____________________________________________ 10%

Duration and Maturity Limitations

The maximum maturity on any negotiable certificate of deposit or negotiable bank deposit note may not exceed five years.

Within the overall Primary allocation, the maximum and duration for any single asset-backed security at the time of purchase may not exceed one year. Within the overall Extended allocation, the maximum duration for any single asset-backed or mortgage-backed security at the time of purchase may not exceed five years. In the event the duration of the individual security within either allocation subsequently exceeds its respective limit, the external manager shall notify the university’s limits will be specified in the terms and conditions of the contract with each investment staff who shall determine whether the security should be sold-manager.

The target duration (in years) for the Primary Liquidity allocation and the Extended Duration allocation are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Target</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Liquidity</td>
<td>.15</td>
<td>.05</td>
<td>.25</td>
</tr>
<tr>
<td>Extended Duration</td>
<td>Per Applicable Benchmark</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account Benchmarks

Primary Liquidity _________________ BofAML 91 Day Treasury Bills Index, One Month LIBOR Index or other benchmark(s) that more appropriately reflects the manager(s) style within this particular allocation.

Extended Short Duration _____________ BofAML 1-3 Year Treasury Index, Barclays 1-3 Year Government Bond Index, BofAML 1-3 year Gov/Corp Index or other benchmark(s) that more appropriately reflects the manager(s) style within this particular portfolio.
Extended Intermediate Duration: Barclays U.S. Treasury Intermediate Index, Barclays U.S. Intermediate Government Index, Barclays U.S. Intermediate Gov/Credit Bond Index or other benchmark(s) that more appropriately reflects the manager(s) style within this particular portfolio.

Extended Long Duration: Barclays U.S. Aggregate Treasury Index, Barclays U.S. Aggregate Government Index, Barclays U.S. Aggregate Bond Index, or other benchmark(s) that more appropriately reflects the manager(s) style within this particular portfolio.

For the Educational & General funds (Tier Ia) and Working Capital funds (Tier II) appropriate benchmarks will be determined in consultation with the investment consultants and be consistent with each portfolio’s underlying investments. The selected benchmark will also be incorporated into each investment manager's written contract to ensure performance accountability.

Benchmarks for the Strategic Investment funds (Tier III) will be determined by the Board of the Virginia Tech Foundation.

Effective Date: November 6, 2023
Virginia Tech’s strategic plan reaffirms the institution’s commitment to the expansion of the research enterprise through development of innovative and cutting-edge technology in the areas of translational research and practical applications that serve to benefit the university, local communities, the commonwealth, and the nation. To promote the university’s role in providing a pipeline for science and technology innovation that spawn new enterprises, §23-38.87:10 5 of Higher Education Opportunity Act of 2011 encourages the university to promote university-based research that produces outside investment in Virginia, fuels economic advances, triggers commercialization of new products and processes, fosters the formation of new businesses, leads businesses to bring their facilities and jobs to Virginia, and in other ways helps place the commonwealth on the leading edge in the knowledge-driven economy. In pursuit of this vision, the Virginia Tech Applied Research Corporation (VT-ARC), formerly named Virginia Tech Research Corporation, was established in December 2009, as a private, non-stock, Virginia corporation. VT-ARC was approved as a university affiliated corporation by the Board of Visitors at the March 22, 2010 meeting.

VT-ARC is one of the key strategies for growth in research through a corporate structure which enables the pursuit of research opportunities that cannot easily be accomplished within the university environment due to regulatory constraints that often accompany federal government contracts such as “time and materials” requirements. VT-ARC performs translational and applied research and development as an extension of the basic and scholarly research performed within Virginia Tech. The corporation pursues such research activities both independently and in collaboration with university faculty. Currently, VT-ARC's research initiatives and priorities are aligned with Virginia Tech’s four research frontiers in Health, Security, Artificial Intelligence, and Quantum.

VT-ARC began operations in 2011. The funding for the initial phase of the operations and the investment in equipment and specialized information technology infrastructure needed for the research programs was provided by the Virginia Tech Foundation (VTF). Since its formation, the corporation has established the infrastructure required to pursue government and private contracts. It was anticipated that initial funding from VTF would be sufficient and that the corporation would quickly generate revenues to become self-sufficient. However, VT-ARC’s success in obtaining externally funded contracts was slower than originally anticipated. In addition, its progress towards becoming self-sufficient was adversely impacted by the slowdown of the economy and federal budget reductions. As a result, VT-ARC needed an investment of additional funds for working capital during this extended start-up period.
Accordingly, the university provided a $2 million loan of start-up financing to provide working capital to the Virginia Tech Applied Research Corporation (VT-ARC) in 2013.

In the spring of 2015, the university assessed the operations of VT-ARC and asked the corporation to explore its business options, including a suspension of operations, the sale of all or certain assets, and continuation of current operations. VT-ARC’s Board established a subcommittee to explore these options.

During fiscal year 2016, as this subcommittee continued its work, VT-ARC continued full operations and relied on the remaining line of credit funding from the Virginia Tech Foundation (VTF) to cover its operating cash flow requirements. The work of the VT-ARC subcommittee was completed in June of 2016. The subcommittee supported a proposal to restructure the relationship of VT-ARC with the university’s research programs and to continue operations in an effort to strengthen and grow the impact of VT-ARC on the university’s research operations. The work of that subcommittee, and its recommendations, were reviewed with the Finance and Audit Committee of the Board of Visitors during its August 2016 meeting.

As a result, VT-ARC continued to operate as a related corporation during fiscal year 2017 and to comply with the requirements of their Affiliation Agreement with the university. The activities to restructure and reinvent VT-ARC were led by the Vice President for Research and Innovation, working closely with the new CEO of VT-ARC. As part of the reinvention of VT-ARC, the Board of Visitors approved the discharge of the $2 million loan and the board of the Virginia Tech Foundation, Inc. discharged all but $3 million of the amounts loaned to VT-ARC in fiscal year 2017. The discharge of the debt was essential to VT-ARC’s ability to continue operations. In addition, in the last two years the university took over operations of the secure space and created a separate LLC to manage grants and contracts with terms and conditions the university could not accept. The assumption of these activities which generated ongoing losses for VT-ARC, also contributed significantly to the financial viability of VT-ARC.

The new management team at VT-ARC has been very successful in growing the corporation and has had a positive impact on the university’s research ecosystem and is a significant contributor to the university’s strategic initiative of becoming a top-100 global research university. Revenues for each of fiscal years 2022 and 2023 averaged about $20 million and projected activity for this fiscal year is approximately $24 million. However, the excess of revenues over expenses for their portfolio of grants and contracts is relatively small. Consequently, VT-ARC is requesting a line of credit from the university for up to $3 million to provide temporary liquidity to fund the gaps between cash expenditures on sponsored projects and subsequent payments from the government.

The Restructuring Act of 2005 provides Level 3 institutions with the needed authority to execute such loan transactions. Specifically, under section 23-38.101 of the Restructuring Act titled “Creation of entities; participation in joint ventures”, the Board of Visitors has authority to approve loans or obligate university funds to or on behalf of its affiliated organizations or joint
venture activities. The referenced language under section 23-38.101 providing this authority to the Board of Visitors is displayed in Attachment A. Further, the university believes this action is an appropriate step for supporting the university’s research mission through VT-ARC.

Therefore, the university requests authorization to provide a line of credit loan of up to $3 million to VT-ARC to finance the temporary liquidity needs of VT-ARC as it continues to develop and expand its research portfolio to buffer unanticipated cash flow delays. This initiative is an investment of university resources for the achievement of the university’s strategic plan to become a top-100 global research university.

The basic conditions and requirements for this loan would include:

- the loan will be made in accordance with university procedures for authorizing internal loans to operating units; however, the terms and conditions will be more similar to a commercial line of credit with an interest rate approximating the foregone short-term interest that could have been earned by the university on such funds and the term of the agreement would be for ten years.
- the line of credit loan would be underwritten by the university’s research overhead funds, a nongeneral fund revenue source, and
- the line of credit loan is being made pursuant to the understanding that this is a revolving loan, the principal amount of which may be borrowed, repaid, and re-borrowed, to provide temporary liquidity, not a permanent loan and that VT-ARC will include anticipated repayment of principal and interest in the annual budget approved by the Board of Directors of VT-ARC.

The Vice President for Finance, in coordination with the Executive Vice President and Chief Operating Officer, will be responsible for finalizing these terms, authorizing specific advances, and may alter the terms as needed in the future to achieve the objectives of this research initiative. Staff of the Vice President for Finance will be empowered to process authorized transactions and to implement procedures for this line of credit loan program.
RESOLUTION FOR AUTHORITY TO EXECUTE AGREEMENTS TO PROVIDE A LINE OF CREDIT LOAN TO VIRGINIA TECH APPLIED RESEARCH CORPORATION

WHEREAS, the university’s strategic plan envisions the expansion of the research enterprise through development of innovative and cutting edge technology; and

WHEREAS, the university established the Virginia Tech Applied Research Corporation (VT-ARC) as a university related corporation to access research opportunities not easily accomplished within the university structure and to leverage the basic and scholarly research performed within the university; and

WHEREAS, VT-ARC has successfully obtained significant external research funding both independently and in collaboration with university faculty through operation of unique facilities to align with Virginia Tech’s four research frontiers in Health, Security, Artificial Intelligence, and Quantum; and

WHEREAS, VT-ARC has developed needed contracting and facilities infrastructure and is now successfully competing for externally funded research grants and contracts at an increasing level, which are supportive to the top-100 global research university strategic initiative; and

WHEREAS, VT-ARC is planning for the next level of operations beyond its start-up activities, and making investments to continue its growth trajectory, and is not yet generating sufficient working capital reserves to fully cover temporary liquidity needed to fund the gaps between cash expenditures on sponsored projects and subsequent payments from the government and desires to have access to a line of credit to provide additional temporary liquidity; and

WHEREAS, the university desires to support VT-ARC through the provision of funding from nongeneral fund sources of up to $3 million in revolving line of credit loans, the principal amount of which may be borrowed, repaid, and re-borrowed, to provide temporary liquidity, if needed, to finance ongoing operations of VT-ARC and to provide them the opportunity to maintain and grow a sustainable level of external grants and contracts funding; and

WHEREAS, the university will act as a fiscal agent for processing all loan related transactions with VT-ARC; and

WHEREAS, the university loan repayment schedule will be consistent with the terms of a commercial line of credit from a financial institution at the interest rate approximating what the university could earn on short-term investments and the term of the line of credit agreement should be for ten years; and

WHEREAS, under section 23-38.101 of Restructured Higher Education Financial and Administrative Operations Act of the Code of Virginia the Board of Visitors has the authority to authorize such transactions.
NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors authorizes, at the President’s discretion, the negotiation and execution of a revolving line of credit loan, the principal amount of which may be borrowed, repaid, and re-borrowed, and the related promissory notes and loan agreements for temporary liquidity financing from the university to VT-ARC for up to $3 million to be repaid with interest by VT-ARC.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Vice President for Finance, in coordination with the Executive Vice President and Chief Operating Officer, will be responsible for finalizing these terms, authorizing specific advances, and may alter the terms as needed in the future to achieve the objectives of this research initiative. Staff of the Vice President for Finance will be empowered to process authorized transactions and to implement procedures for this line of credit loan program. The loan is contingent upon VT-ARC including repayment of estimated principal and interest in their budget, as approved by their Board of Directors.

RECOMMENDATION:

That the resolutionauthorizing, at the President’s discretion, the negotiation and execution of a line of credit and the related promissory notes and revolving line of credit loan agreements for temporary liquidity financing from the university to VT-ARC for up to $3 million to be repaid with interest by VT-ARC, be approved.

November 6, 2023
APPROVAL OF RESOLUTION FOR AUTHORITY TO ESTABLISH A LINE OF CREDIT FOR THE VIRGINIA TECH APPLIED RESEARCH CORPORATION

KEN MILLER, VICE PRESIDENT FOR FINANCE AND UNIVERSITY TREASURER

November 6, 2023
The university established Virginia Tech Applied Research Corporation (VT-ARC) as a university related corporation to access research opportunities not easily accomplished within the university structure

- VT-ARC has obtained external research funding for research in Virginia Tech’s four research frontiers: Health, Security, Artificial Intelligence, and Quantum
- VT-ARC is successfully competing for externally funded research grants and contracts at an increasing level, which are supportive to the top-100 global research university strategic initiative

The corporation is planning for the next phase of its growth trajectory, but it is not yet generating sufficient working capital reserves to fully cover the temporary liquidity needed to fund gaps between cash expenditures on sponsored projects and subsequent payments from the government

- VT-ARC desires to have access to a line of credit to provide additional temporary liquidity
RESOLUTION FOR AUTHORITY TO ESTABLISH A LINE OF CREDIT FOR VT-ARC

- The university desires to support VT-ARC through the provision of funding from nongeneral fund sources of up to $3 million in revolving line of credit loans (the principal amount of which may be borrowed, repaid, and re-borrowed) to be repaid with interest
- The university will act as a fiscal agent for processing all loan related transactions with VT-ARC
- The loan repayment schedule will be consistent with the terms of a commercial line of credit from a financial institution at the interest rate approximating what the university could earn on short-term investments and the term of the agreement will be for ten years
RESOLUTION FOR AUTHORITY TO ESTABLISH A LINE OF CREDIT FOR VT-ARC

- The Vice President for Finance, in coordination with the Executive Vice President and Chief Operating Officer, will be responsible for finalizing these terms and authorizing special advances, and may alter the terms as needed.

- Staff of the Vice President for Finance will be empowered to process authorized transactions and to implement procedures for the line of credit loan program.

- This loan is contingent upon VT-ARC including repayment of estimated principal and interest in their budget, as approved by the Board of Visitors.
APPROVAL OF RESOLUTION FOR AUTHORITY TO ESTABLISH A LINE OF CREDIT FOR THE VIRGINIA TECH APPLIED RESEARCH CORPORATION

RECOMMENDATION

That the resolution authorizing, at the President’s discretion, the negotiation and execution of a revolving line of credit and the related promissory notes and line of credit loan agreements for temporary liquidity financing from the university to VT-ARC for up to $3 million to be repaid with interest by VT-ARC, be approved.

November 6, 2023
Consistent with prior years, the university is providing the Finance and Resource Management Committee of the Board of Visitors with an update on the university’s Student Financial Aid program. This annual report provides an overview of the types of student financial assistance programs available at the university, sources of funding for these programs, and a review of the institutional undergraduate aid programs that are controlled or influenced by the university.

This report is an integral part of the information flow to the Board of Visitors to assist in the assessment and approval of the university’s tuition and fee rate proposals.

**Funding Environment**

Overtime Virginia Tech has experienced a shift in the types of resources available to support the instructional program. This change was driven by a combination of increasing costs, the requirement to maintain the quality of programs, and the level of state financial support.

The state-funded share of support per student is impacted by the many cost-drivers competing for state resources. In this environment, the role of student financial assistance of all types has become a more central element of financial planning in the university’s efforts to ensure access and affordability. Financial aid programs are critical to support those goals, as well as promoting the recruitment, retention, and graduation of students. The university’s financial aid efforts seek to ensure that qualified students can access a Virginia Tech education and help promote a student success.

Understanding the shift in the cost of education from the state to the student over time, the university has proactively focused its efforts to increase support for student financial aid. These efforts are specifically designed to ensure access and affordability and meet the goals of the university as described in its Management Agreement with the commonwealth and support broader affordability goals.

**Types of Student Financial Aid**

The university facilitates a multifaceted scholarship and financial aid program that provides assistance to undergraduate students through grants and scholarships, employment opportunities, loans, and payment strategies. Graduate students are supported through graduate assistantships, which provide tuition remission and a stipend in exchange for university service. Fund sources for this assistance are varied as are their accompanying eligibility protocols. For fiscal year 2022-23, total aid reached $638.6 million, as seen in Figure 1 below.
Financial assistance to students is provided in the four main categories of grants and scholarships, employment, loans, and payment options:

1. **Grants and Scholarships** provide aid based on academic or extracurricular achievement, or financial need, and require no exchange of service. Some of these are need-based, while others are merit-based. No repayment is expected.

   *Need-based awards* are offered to students who demonstrate financial need as determined by federal and institutional standards. Such standards involve the computation of the cost of attendance including estimated books and supplies, transportation, personal expenses, and room and board whether on or off campus, in addition to tuition and required fees. From this total cost of attendance, the university subtracts the Expected Family Contribution (standardized through the Free Application for Federal Student Aid, the FAFSA), and any outside aid the student has obtained from sources other than the university to determine the student’s financial need.

   *Non-need-based awards* may be merit-based and offered to students who demonstrate exceptional aptitude and academic and/or extracurricular achievement.

2. **Employment** includes wage employment, student work-study opportunities at the undergraduate level, and graduate assistantships at the graduate level. In 2022-23,
32 percent (12,390) of Virginia Tech students participated in an employment opportunity.

**Federal Work-Study** – provides eligible students a financial aid allotment and a wage employment position. This program is subsidized by the federal government and is supported in part by the university. Federal Work Study (FWS) participants are employed both on and off-campus; gaining valuable work experience along with financial assistance. Award amounts, generally between $1,500 and $2,500, are based on a student’s Free Application for Federal Student Aid (FAFSA) filing. In 2022-23, 424 students participated in FWS programs; 419 at the undergraduate level and 5 at the graduate/professional level.

**Wage employment opportunities** – provide university employment to students based upon individual qualifications subject to departmental needs and resources. The university employed 8,500 students in wage positions during 2022-23; 7,212 at the undergraduate level and 1,288 at the graduate/professional level.

**Assistantships** – offer tuition remission, health insurance, and a stipend in return for the student’s (typically graduate-level) effort through research, service, or teaching. This funding supports both the graduate student and the university’s programs. The university employed 4,127 individual graduate students, or 3,560 full-time equivalent students, as graduate assistants in administrative, teaching, and research positions in 2022-23. This represents 71 percent of the full-time graduate student population.

3. **Loans** are offered through institutional, federal, and private lenders and provide financial assistance. These loans have repayment requirements. Loans may be subsidized or unsubsidized.

   **Subsidized loans**: generally from the federal government, carry a lower interest rate, and do not accrue interest or require payment during qualifying enrollment and deferment periods.

   **Unsubsidized loans**: generally accrue higher, market-based interest rates from the date the loan is disbursed, and may not require repayment during qualifying enrollment and deferment periods.

4. **Payment Options** include prepaid tuition plans offered by the Commonwealth of Virginia (such as tax-sheltered savings plans) and the Budget Tuition Plan operated by the university. The Budget Tuition Plan is an installment payment plan which provides students and families the opportunity to spread the cost of tuition and fees over the course of the semester. In the fall of 2023, there were 5,531 students who utilized the Budget Tuition Plan.

The university is involved in the administration and distribution of each of these types of financial aid. Many programs are administered outside of the university, and students arrive with financial aid arrangements (which are generally termed “outside aid” in this
Sources of Funding for Grants and Scholarships

A wide range of resources support grants and scholarships including federal, state, institutional, and outside aid. These sources are described below and a trend of annual expenditures of each category is detailed in Table 1.

Federal Support comes from the federal government and is provided through Pell Grants and Federal Supplemental Educational Opportunity (FSEOG) support. These programs are administered by, and flow to the student through, the university. The appropriations for these programs are often congressionally approved and, in the case of Pell Grants, follow the student to their university.

State Support is provided by the commonwealth from the state General Fund in several ways. The bulk of the commonwealth’s appropriation is directed to the university in support of Virginia resident undergraduate need-based scholarships. Funding is also appropriated to support tuition remission for graduate students on assistantship. Additionally, the commonwealth directs a small portion of funding to the university to fund students in the Soil Sciences and students participating in the Multicultural Affairs and Opportunities Program. Other state funding may flow to the university on behalf of students, and is not under the university’s control. The State Council of Higher Education in Virginia (SCHEV) also coordinates some statewide programs.

Institutional Support is the area of financial aid that the university can impact directly, providing financial assistance in the form of scholarships and grants at the undergraduate level and assistantships at the graduate level. Institutional support comes through six main categories: unfunded scholarships, Tuition & Fee Revenue Used for Financial Aid, internal resources, codified waivers, graduate tuition remission, and private funding. In 2022-23, institutional support provided $84.4 million to 16,391 undergraduate students; an average of $5,151 per student.

Unfunded Scholarships: Section §23-1-612 of the Code of Virginia authorizes institutions of higher education to create need-based scholarships through the remission of tuition and fees up to certain limits at both the student and institutional level. These programs are supported by the tuition budget and are reflected in the net tuition revenue collected by the university.

Tuition & Fee Revenue Used for Financial Aid: the 2014 General Assembly session added language in Section §4-5.01 b.1.a of the Appropriation Act that authorizes institutions of higher education to create nongeneral fund appropriations for student financial assistance, as follows: (i) funds derived from in-state student tuition will not subsidize out-of-state students, (ii) students receiving these funds must be making satisfactory academic progress, (iii) awards made to students should be based primarily on financial need, and (iv) institutions should make larger grant and scholarship awards to students taking the number
of credit hours necessary to complete a degree in a timely manner. These programs are supported by the tuition budget and are reflected in the net tuition revenue collected by the university.

**Internal Resources:** some institutional support is available from specific resources. Given the public nature of much of the university's resources, the university is limited in its ability to generate resources for flexible scholarship support. Examples of this type of support are revenue from Virginia Tech license plate sales and net revenues from licensing and trademark activities.

**Codified Waivers:** while the university is generally unable to waive student charges, codified waivers are specific programs that are enacted in the Code of Virginia that authorize the waiver of charges to support specific groups targeted by the commonwealth. These waivers are mandated by the Commonwealth while the cost is absorbed by the university. Mandated waivers include:

- Dependants and spouses of military personnel such as members of the United States Armed Forces or Virginia National Guard who were killed or severely disabled in action,
- Surviving spouses and children of Virginia public safety personnel such as law-enforcement officers, campus police officers, and firefighters killed or disabled in the line of duty,
- Senior citizens with income less than $23,850 per year, as long as tuition paying students are not displaced.

Because the costs of these programs are managed by the institution, these programs are considered institutional support. The university also supports graduate students on assistantship through the waiver of the nonresident differential (the difference in the tuition rate between resident and nonresident graduate students) as authorized by the Appropriation Act for significantly employed graduate students.

**Graduate Tuition Remission:** the most common source of support for graduate students is the graduate assistantship. An assistantship is comprised of a stipend, health insurance, and graduate tuition remission. Assistantships support teaching, research, or other service within the university. The university funds a portion of the graduate tuition remission program, as do grants and contracts tied to specific externally sponsored activities, primarily research.

**Private Funding:** University Advancement supports the vision of Virginia Tech by raising private resources for student scholarships and endowments. These privately-funded scholarships resources are received, managed, and disbursed by the Virginia Tech Foundation on behalf of the institution. While some resources are managed by the university, the university's individual colleges and departments are responsible for awarding a significant portion of the private support and administering restricted scholarships to eligible students based upon
donor intent. Utilization of these departmentally administered resources is detailed later in this report.

Outside Aid is aid which normally comes with a student from private external parties. This could include private organizations, nonprofit organizations, businesses, governmental entities, international organizations, and other special-interest groups. The university does not control this fund source but works to facilitate and coordinate the delivery of such support. Often these awards are tied to academic progress eligibility which the university may monitor on behalf of the awarding entity.

<table>
<thead>
<tr>
<th>Table 1: Grants, Scholarships, &amp; Waivers</th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>$23.1</td>
<td>$23.7</td>
<td>$26.6</td>
</tr>
<tr>
<td>State</td>
<td>18.3</td>
<td>19.8</td>
<td>21.0</td>
</tr>
<tr>
<td>Institutional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unfunded/T&amp;F Scholarships</td>
<td>26.2</td>
<td>30.6</td>
<td>35.4</td>
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<tr>
<td>Internal Resources</td>
<td>1.3</td>
<td>1.8</td>
<td>1.7</td>
</tr>
<tr>
<td>Other (1,2)</td>
<td>7.9</td>
<td>10.3</td>
<td>13.2</td>
</tr>
<tr>
<td>Private (Foundation)</td>
<td>28.5</td>
<td>30.6</td>
<td>34.1</td>
</tr>
<tr>
<td><strong>Subtotal Institutional</strong></td>
<td>63.9</td>
<td>73.3</td>
<td>84.4</td>
</tr>
<tr>
<td>Outside</td>
<td>35.1</td>
<td>34.7</td>
<td>37.0</td>
</tr>
<tr>
<td><strong>Subtotal Undergraduate</strong></td>
<td>$140.4</td>
<td>$151.5</td>
<td>$169.0</td>
</tr>
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</table>

**Graduate**

| Graduate Tuition Remission               |         |         |           |
| Institutional                           | $61.6   | $67.1   | $70.3     |
| State                                   | 5.1     | 5.1     | 6.1       |
| Sponsored Grants & Contracts            | 18.0    | 21.0    | 21.6      |
| Private                                 | 0.4     | 0.6     | 0.7       |
| **Subtotal Tuition Remission**          | 85.1    | 93.8    | 98.7      |

| Graduate Aid                            |         |         |           |
| Professional Program Discounting        | 1.7     | 1.7     | 1.6       |
| Other (1)                               | 5.9     | 6.8     | 7.2       |
| Private                                 | 3.7     | 4.0     | 4.5       |
| Outside                                 | 7.8     | 8.2     | 8.0       |
| **Subtotal Graduate Aid**               | 19.1    | 20.7    | 21.3      |
| **Subtotal Graduate**                   | 104.2   | 114.5   | 120.0     |
| Total Grants, Scholarships, & Waivers   | $244.6  | $266.0  | $289.0    |

(1) Includes waivers codified in the Code of Virginia and educational benefits for employees.
(2) Excludes FY23 tuition mitigation scholarship.
Undergraduate Scholarships

Of the sources of undergraduate scholarships and grants, 52 percent are derived from institutional sources, as seen in Figure 2.

Figure 2: Sources of Undergraduate Grants and Scholarships 2022-23

Institutional resources to support undergraduate student financial aid awards have increased over time, as seen in Figure 3.

Figure 3: Undergraduate Institutional Support

Institutional resources to support undergraduate student financial aid awards have increased over time, as seen in Figure 3.
In recent years, the university has been able to make progress in the total purchasing power of the undergraduate financial aid program. Purchasing power is computed by the theoretical number of Full-Time Equivalent awards that could be supported with budgeted funding for undergraduates. Moving forward, the university intends to continue to exert additional emphasis on raising additional funds to further increase the university’s capacity to help with student affordability. Figure 4 displays the trend of this scholarship analysis from these budgeted sources.

**Figure 4) Full-time Equivalent Undergraduate Scholarships**

*Excludes FY23 Resident Tuition Mitigation Scholarship

**Uses of Funds**

The university leverages institutional support to advance access and affordability and has also created several innovative, very successful programs.

**Virginia Tech Advantage** - the newest and largest program recently created by the university. The university has committed to offering a broad educational experience to undergraduate students from Virginia who have financial need. The goal of the program is to improve access and affordability for in-state undergraduate students with financial need and enhance student success. Virginia Tech Advantage will transform our ability to meet student needs, remove barriers, and envision a future full of opportunity for every Hokie graduate.

Two major undergraduate Grant and Scholarship programs, which the university committed to as part of the Higher Education Restructuring Act, are:

**Funds for the Future** – This is an important university undergraduate financial aid program, designed to assist returning students with financial need by mitigating increases in tuition
and required fees based on level of family income. For students from low to middle-income families, the Funds for the Future program provides pricing predictability and the mitigation of annual increases. The program extends protection of 100 percent of tuition and fee increases to all families with financial need with less than $100,000 of income. Table 2 shows the number of resident and nonresident students receiving this aid in 2022-23.

### Table 2: 2022-23 Funds for the Future Award Recipients

<table>
<thead>
<tr>
<th>Family Income (AGI)</th>
<th>VA Residents</th>
<th>Non-Residents</th>
<th>Total FFF Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. Awards</td>
<td>Dollar Amount</td>
<td>No. Awards</td>
</tr>
<tr>
<td>$0-99,999</td>
<td>2,996</td>
<td>$1,162,275</td>
<td>762</td>
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</tbody>
</table>

**Virginia Tech Scholarship** – The university has been methodically working to expand its total aid program, with the goal of reducing unmet need. Additional funds have been allocated to this program annually with the goal of reducing unmet need at a measured pace over time.

Other programs that have been designed to offset the costs of attendance, achieve enrollment goals, and recognize academically talented students include:

- Expand the current Presidential Scholarship Initiative (PSI) to have double the amount of PSI scholars by the 2026-27 academic year to assist low-income and first-generation Virginia students with significant financial need;
- Beyond Boundaries: matches private giving in support of underrepresented and high-achieving students;
- VT Scholars award to recruit academically talented students and advance university first generation enrollment goals;
- Emerging Leaders Scholarship for participants in the Corps of Cadets;
- Scholarships to defray a portion of a student’s costs to study at the Steger Center for International Scholarship and other scholarships to help offset the higher cost of study abroad programs.

These programs help address the commitment to access and affordability that are part of the institution’s land-grant mission. These programs have been well-received by students, families, and the commonwealth and help to advance strategic goals.

### Trends in Student Indebtedness

**Loans**

The university continues to monitor students’ borrowing behavior. Table 3 below displays the average borrower debt of the graduation class at Virginia Tech and nationally for the past 5 years, as well as the percentage of each class who carried student loan debt upon graduation. Comparison data shows that approximately 45% graduates of the Top 20 Land Grants had student debt. Of those who did graduate with debt, the average was
$28,195. Though the use of student loans remains a personal decision, the university provides students and parents with information and counseling to understand the benefits and responsibilities of student loan resources. The university has enhanced aid and loan counseling programs in an effort to help reduce student debt.

### Table 3: Loan Statistics of Virginia Tech Graduates

<table>
<thead>
<tr>
<th>Class of:</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>VT</td>
<td>$31,494</td>
<td>33,312</td>
<td>31,762</td>
<td>32,054</td>
<td>32,376</td>
</tr>
<tr>
<td>%</td>
<td>48%</td>
<td>48%</td>
<td>47%</td>
<td>47%</td>
<td>46%</td>
</tr>
<tr>
<td>Top 20 Land Grants</td>
<td>$27,271</td>
<td>27,779</td>
<td>27,971</td>
<td>28,839</td>
<td>28,195</td>
</tr>
<tr>
<td>%</td>
<td>49%</td>
<td>47%</td>
<td>47%</td>
<td>47%</td>
<td>45%</td>
</tr>
</tbody>
</table>

Default Rate

The Department of Education notes that FY2019 and future cohort default rates were significantly impacted by the pause on federal student loan payments that began March 13, 2020. During the pause, borrowers with ED-held student loans were not required to make any payments and no borrowers with ED-held loans entered default. The Department of Education’s Student Loan forbearance program ended in October 2023. To provide historical perspective, Virginia Tech’s 2019 cohort default rate for the Federal Direct Loan (FDL) and Federal Family Education Loan (FFEL) programs was 0.5 percent, compared with a 0.8 percent average default rate among the university’s peer group. While default rates are linked to the national economy, Virginia Tech has consistently had a default rate below the national average, as seen in Table 4 below.

### Table 4: Cohort Default Statistics of Virginia Tech Borrowers

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Peer Average</td>
<td>2.7%</td>
<td>2.1%</td>
<td>0.8%</td>
</tr>
<tr>
<td>VT</td>
<td>1.6%</td>
<td>1.2%</td>
<td>0.5%</td>
</tr>
</tbody>
</table>

Net Price

When all available financial aid resources are applied to the overall Cost of Attendance (including tuition and fees, room and board, books, travel, and other costs), a “Net Price” can be derived to represent the remaining cost to the student. Due to various discounting strategies across institutions, the Net Price can be a helpful comparison point of the choice faced by students and their families. The National Center for Educational Statistics (NCES) compiles Net Price data across five student income categories. Table 5 below compares the university’s net price with national and state peers for a first year full-time Virginia undergraduate (or resident student within another state). This analysis finds that while the university remains competitive in terms of the average Cost of Attendance
(sticker price), the university has an opportunity to enhance the net price competitiveness for low and middle-income students. As a result, the university is working diligently to make progress.

**Table 5: Comparison of Net Price for In-State Undergraduates**

<table>
<thead>
<tr>
<th></th>
<th>Cost of Attendance (Sticker Price)</th>
<th>Average Net Price by Income (2021-22 Data)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0-30,000</td>
<td>$30,001-48,000</td>
<td>$48,001-75,000</td>
<td>$75,001-$110,000</td>
<td>$110,001+</td>
<td></td>
</tr>
<tr>
<td>Virginia Tech</td>
<td>$28,634</td>
<td>$10,947</td>
<td>$12,988</td>
<td>$16,791</td>
<td>$23,281</td>
<td>$26,950</td>
</tr>
<tr>
<td>National Peers</td>
<td>34,457</td>
<td>9,292</td>
<td>11,102</td>
<td>15,367</td>
<td>22,269</td>
<td>27,165</td>
</tr>
<tr>
<td>Advantage (Disadvantage)</td>
<td>5,823</td>
<td>(1,655)</td>
<td>(1,886)</td>
<td>(1,424)</td>
<td>(1,012)</td>
<td>215</td>
</tr>
<tr>
<td>Select VA Doctorals*</td>
<td>38,469</td>
<td>6,927</td>
<td>8,649</td>
<td>11,645</td>
<td>21,712</td>
<td>34,048</td>
</tr>
<tr>
<td>Advantage (Disadvantage)</td>
<td>9,835</td>
<td>(4,021)</td>
<td>(4,340)</td>
<td>(5,147)</td>
<td>(1,569)</td>
<td>7,098</td>
</tr>
<tr>
<td>VT In-state Student Count per Category</td>
<td>1,743</td>
<td>993</td>
<td>1,274</td>
<td>1,280</td>
<td>3,345</td>
<td></td>
</tr>
</tbody>
</table>

*This includes the University of Virginia and the College of William & Mary

**Unmet Need**

A student’s need is determined using the federal Free Application for Federal Student Aid (FAFSA). This calculation begins with the cost of attendance (tuition, fees, room, board, books and travel), subtracts the expected family contribution (EFC) along with any aid provided (including loans), and the remaining amount is considered “unmet need”. While external factors such as student family income significantly effect this calculation, reducing the percentage of unmet need over time is a goal of the university’s student financial aid program. Table 6 below displays the unmet need of resident and nonresident undergraduates over time.

**Table 6: Trend of Unmet Need**

<table>
<thead>
<tr>
<th></th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Undergraduate</td>
<td>$7,311</td>
<td>$7,714</td>
<td>$7,989</td>
</tr>
<tr>
<td>% Average Unmet Need</td>
<td>36.8%</td>
<td>37.1%</td>
<td>36.2%</td>
</tr>
<tr>
<td>Nonresident Undergraduate</td>
<td>$12,748</td>
<td>$13,467</td>
<td>$14,619</td>
</tr>
<tr>
<td>% Average Unmet Need</td>
<td>44.1%</td>
<td>44.9%</td>
<td>45.5%</td>
</tr>
</tbody>
</table>
Utilization of Private Support

University colleges and departments are responsible for awarding and administering much of the university’s private support for student financial aid. The university provides an annual report to the Committee on endowment scholarship utilization to ensure maximum utilization of departmentally allocated private scholarships.

The Office of the Vice Provost for Enrollment and Degree Management provides guidance to scholarship-managing units through procedures, reports, and data analysis. Each college’s annual expenditure plan of endowed scholarships is reviewed and approved to ensure that these resources are utilized effectively. Enrollment and Degree Management efforts have resulted in enhanced utilization and significant reductions in unallocated cash balances. To continue this success, the Office of University Scholarships and Financial Aid provides an annual management report to the Vice President of Finance to affirm scholarship utilization and the status of funding.

Figure 5 below displays the trend of accumulated departmental private scholarship cash balances. The university believes that the year-end cash balances are at acceptable levels, and will continue to monitor performance in future years to ensure that the cash balances remain at acceptable levels and that resources are used to advance the strategic enrollment goals of each college.
Current Events

The university continues to explore opportunities with the state to improve affordability. Based on substantial investment in higher education from the Commonwealth during the 2023 Special Session, the Board approved a **one-time tuition and fee rebate**, deployed as a one-time mitigation scholarship, for all students to partially offset the 2023-24 increase.

The **Virginia Tech Advantage** program is underway. The first installment of resources was planned in the university budget for 2023-24. Fund raising has begun and is already finding success. Student success efforts are also in development.

For the 2024 General Assembly session, the university made executive budget requests for increased need-based **state support** for student financial aid and to support growth in the Virginia Military Survivors Dependent Education Program.

The university has increased its **institutional** funding of student financial aid each year since expanding the program in 2001-02. University continued to work to identify additional institutional funding for student financial aid in 2023-24, this included the use of reallocations.

**Private** philanthropy efforts are in motion. Initial success with fund raising for the Virginia Tech Advantage is occurring.
ANNUAL REPORT ON THE UNIVERSITY’S STUDENT FINANCIAL AID RESOURCES

TIM HODGE, ASSOCIATE VICE PRESIDENT FOR BUDGET AND FINANCIAL PLANNING
LUISA HAVENS GERARDO, VICE PROVOST FOR ENROLLMENT & DEGREE MANAGEMENT

November 6, 2023
Total Student Financial Aid From All Sources
Dollars in millions

FY21
- Loans: $202.4
- Grants, Scholarships and Waivers: $244.6
- Employment Opportunities: $94.4
Total: $541.4

FY22
- Loans: $206.5
- Grants, Scholarships and Waivers: $265.9
- Employment Opportunities: $101.6
Total: $574.0

FY23*
- Loans: $226.7
- Grants, Scholarships and Waivers: $289.0
- Employment Opportunities: $122.9
Total: $638.6

*excludes FY23 tuition mitigation scholarship
# Undergraduate Grants & Scholarships

(Dollars in Millions)

<table>
<thead>
<tr>
<th></th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>$23.1</td>
<td>$23.7</td>
<td>$26.6</td>
</tr>
<tr>
<td>State</td>
<td>18.3</td>
<td>19.8</td>
<td>21.0</td>
</tr>
<tr>
<td><strong>Institutional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unfunded Scholarships</td>
<td>26.2</td>
<td>30.6</td>
<td>35.4</td>
</tr>
<tr>
<td>Internal Resources</td>
<td>1.3</td>
<td>1.8</td>
<td>1.7</td>
</tr>
<tr>
<td>Other(1,2)</td>
<td>7.9</td>
<td>10.3</td>
<td>13.2</td>
</tr>
<tr>
<td>Private (Foundation)</td>
<td>28.5</td>
<td>30.6</td>
<td>34.1</td>
</tr>
<tr>
<td><strong>Subtotal Institutional</strong></td>
<td>63.9</td>
<td>73.3</td>
<td>84.4</td>
</tr>
<tr>
<td><strong>Outside</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Undergraduate</strong></td>
<td>$140.4</td>
<td>$151.5</td>
<td>$169.0</td>
</tr>
</tbody>
</table>

---

(1) Includes waivers codified in the Code of Virginia and educational benefits for employees.
(2) Excludes FY23 Tuition Mitigation Scholarship
PURCHASING POWER OF UNDERGRADUATE SCHOLARSHIP FUND SOURCES

Theoretical # of Tuition & Fee Scholarships

State Support  University Support  Private Support

*Excludes FY23 Resident Tuition Mitigation Scholarship
Inspired by its land-grant mission, Virginia Tech strives to extend opportunities for a high-quality educational experience to all students regardless of financial circumstances.

University-wide, multiyear commitment that will leverage institutional, state, and private funds, and a portion of university planned reallocations.

**THE VIRGINIA TECH ADVANTAGE**

**Affordability**
- Close net price gap with peers
- Reduce financial precarity to maintain progress toward degree.
- Remove financial barriers through scholarships and emergency funds.

**Student Success**
- Provide a holistic approach to student success, including enhanced advising programs that bolster retention and reduce time-to-degree.
- Emphasis living-learning communities and degree-embedded experiential learning.
FUNDS FOR THE FUTURE: MITIGATING TUITION INCREASE

- For 2022-23, all families with need and income up to $99,999 Adjusted Gross Income were eligible for 100% coverage of tuition and fee increases

- Includes Virginia and non-resident undergraduates

- Effectively guarantees tuition and fee levels to first year of eligibility

<table>
<thead>
<tr>
<th>Family Income</th>
<th>VA Residents</th>
<th>Non-Residents</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>$</td>
<td>#</td>
<td>$</td>
</tr>
<tr>
<td>$0-99,999</td>
<td>2,996</td>
<td>$1,162,275</td>
<td>762</td>
</tr>
</tbody>
</table>

6
### Average Debt Per Borrower and Percentage of Students Graduating With Debt

<table>
<thead>
<tr>
<th>Class of:</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
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<td>47%</td>
<td>47%</td>
<td>47%</td>
<td>45%</td>
</tr>
</tbody>
</table>

National data produced from the Common Data Set
NET PRICE COMPARISONS

- Net price is the cost remaining after financial aid has been applied to the total cost of attendance (tuition, fees, room & board, and other expenses).

- The university remains competitive with “sticker” price, but has an opportunity to enhance the “net” price competitiveness for resident students from low- to middle-income families.

<table>
<thead>
<tr>
<th>Net Price of In-State Undergraduates (from IPEDS)</th>
<th>Cost of Attendance (Sticker Price)</th>
<th>Average Net Price by Income (2021-22 Data)</th>
</tr>
</thead>
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<td>$30,001-48,000</td>
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<tr>
<td>Select VA Doctorals*</td>
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<td>6,927</td>
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<td>21,712</td>
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<td></td>
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<td>34,048</td>
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<tr>
<td>Advantage (Disadvantage)</td>
<td>9,835</td>
<td>(4,021)</td>
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<td>(4,340)</td>
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<tr>
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<td></td>
<td>(5,147)</td>
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<td></td>
<td></td>
<td>(1,569)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7,098</td>
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<tr>
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<td>1,274</td>
</tr>
<tr>
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<td></td>
<td>1,280</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3,345</td>
</tr>
</tbody>
</table>

*This includes the University of Virginia and the College of William & Mary.*
State and Institutional Undergraduate Scholarship Support
CURRENT EVENTS

- Significant state support provided in the 2023 Special Session of the General Assembly led to Board approval of a **one-time tuition and fee rebate** for all students to offset a portion of the 2023-24 increase.

- The **Virginia Tech Advantage** program is underway. The first installment of resources were planned in the university budget for 2023-24. Fund raising has begun and is already finding success. Student success efforts are also in development.

- The university is advocating for additional **state support** for student financial aid and the as well as to support significant unanticipated growth in the Virginia Military Survivors Dependent Education Program.

- University continues to work to identify additional **institutional** funding for student financial aid, this includes the potential for reallocations.

- **Private** philanthropy efforts are in motion. Initial success with fund raising for the Virginia Tech Advantage is occurring.
DISCUSSION
Ratification of and Resolution for Approval Process for Subscription-Based Information Technology Arrangements under Governmental Accounting Standards Board Statement No. 96

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 10, 2023

Background

The university’s accounting and financial reporting practices follow and are consistent with the Governmental Accounting Standards Board (GASB). In May 2020, GASB issued Statement No. 96, Subscription-Based Information Technology Arrangements, implementing a reporting framework for Subscription-Based Information Technology Arrangements (SBITAs) similar to the reporting framework for GASB No. 87, Leases.

Under this framework, SBITAs that exceed 12 months and have a present value exceeding an institution’s materiality threshold are recognized as intangible right-to-use assets with a corresponding right-to-use liability. The university completed a materiality analysis during implementation and determined that a $50,000 threshold was appropriate. The new reporting framework is effective for fiscal year 2023.

Impact on Statement of Net Position

As of June 30, 2023, the university has recognized an unaudited total of $18.2 million in long-term debt liabilities and corresponding right-to-use assets formerly recognized as operating expenditures. This amount reflects the discounted value of future subscription payments and increases the total unaudited long-term debt liabilities on the balance sheet to $831.9 million from $813.7 million, or a 2.2 percent increase.

Impact on Expenditures

GASB 96 changes the classification of expenditures from software expenses to amortization and interest expenses. However, over the life of the SBITAs, the total amortization expense on the subscription asset and interest expense on the subscription liability will equal the operating expenditures that would have been recognized prior to GASB No. 96. The new standard alters the timing of expenditure recognition.

Impact on Debt Ratio

The State’s Institutional Performance Standards and the university’s debt policy require the university to maintain a debt service to operations ratio of no greater than seven percent. In addition to the seven percent limitation, the Board of Visitors has provided long-term guidance for the university to manage the debt ratio within a six percent benchmark. The new accounting standard results in an estimated increase in debt service of $6.0 million annually, increasing the debt ratio by 33 basis points.

Ratification of SBITA Activity Up to June 30, 2023

Prior to implementing GASB No. 96, the university administered all SBITA activity through its internal budget and information technology procurement processes. Given that these activities now affect the university’s long-term debt and debt ratio, the university seeks to
implement a process to provide proper review of committed resources under GASB 96. Additionally, the university seeks ratification from the board for all SBITA-activity administered under its internal processes that governed agreements now recognized as SBITAs under GASB No. 96 through June 30, 2023.

The chart below outlines the long-term debt effects on implementing GASB No. 96, which includes recognizing $11.5 million of SBITAs payable as of July 1, 2022 (restated and unaudited), adding $10.2 million of new SBITAs payable during fiscal year 2023, and adding $2.5 million of SBITAs payable as a result of modifications.

### Proposed Approval Process for Future SBITA Activity

The university recommends a process that provides for review and approval for entering into SBITA agreements as follows:

i) new SBITAs and modifications to existing SBITAs that obligate future resources with a present value equal to or greater than the dollar value threshold for capital projects are approved by the Board of Visitors prior to execution;

ii) all other new SBITAs and modifications to existing SBITAs that obligate future resources with a present value less than the dollar value threshold for capital projects will continue to be administered by the university; and

iii) new SBITAs and modifications to existing SBITAs administered by the university with a present value equal to or greater than $50,000 are reviewed and ratified by the Board of Visitors annually.

These processes will provide a similar set of controls for entering into SBITAs compared to the processes for entering leases under GASB Statement No. 87, *Leases*. 
RESOLUTION FOR APPROVAL PROCESS FOR SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS UNDER GOVERNMENTAL ACCOUNTING STANDARD BOARD STATEMENT NO. 96

WHEREAS, the Governmental Accounting Standards Board (GASB) issued Statement No. 96 in 2020 which revises governmental accounting for Subscription-Based Information Technology Arrangements (SBITAs) effective for the university’s reporting period beginning July 1, 2022; and,

WHEREAS, the university expects to recognize approximately $18.2 million of long-term SBITAs, formerly recognized as operating expenditures, as long-term debt liabilities and corresponding intangible right-to-use assets at the end of fiscal year 2023 as a result of GASB Statement No. 96; and,

WHEREAS, the State’s Institutional Performance Standards and the university’s debt policy as approved by the Board of Visitors require the university to maintain a debt service to operations ratio of no greater than seven percent; and,

WHEREAS, prior to GASB Statement No. 96, SBITAs were approved by university administration through its internal budgeting and information technology procurement processes; and,

WHEREAS, to ensure the continuation of appropriate reviews and approvals for SBITAs, the university will establish processes and procedures for SBITA approvals; and,

WHEREAS, the university recommends a process that continues appropriate review and approval for entering into SBITAs as follows: i) new SBITAs and modifications to existing SBITAs that obligate future resources with a present value equal to or greater than the dollar value threshold for capital projects are approved by the Board of Visitors prior to execution; ii) all other new SBITAs and modifications to existing SBITAs that obligate future resources with a present value less than the dollar value threshold for capital projects will continue to be administered by the university; and iii) new SBITAs and modifications to existing SBITAs administered by the university with a present value equal to or greater than $50,000 are reviewed and ratified by the Board of Visitors annually.

NOW, THEREFORE BE IT RESOLVED, that the university be authorized to proceed with developing and implementing processes and procedures for executing and administrating SBITAs in accordance with the conditions set forth in this resolution; and

BE IT FURTHER RESOLVED, that the Board of Visitors ratifies long-term SBITAs, and their associated activity, of $18.2 million to be recognized as long-term debt liabilities on the balance sheet as of June 30, 2023; and
BE IT FURTHER RESOLVED, that the university be authorized to administer new SBITAs and modifications to existing SBITAs which do not exceed the current dollar value threshold for capital projects in the Management Agreement or as amended by the Appropriation Act.

RECOMMENDATION:

The Board of Visitors authorizes management to implement the proposed approval processes for SBITAs, ratifies $18.2 million of long-term SBITAs to be recognized as of June 30, 2023, and authorizes the university to administer new SBITAs and modifications to existing SBITAs less than the current dollar value threshold for capital projects in the Management Agreement or as amended by the Appropriation Act.

November 6, 2023
Approval Process and Ratification of Subscription-Based Information Technology Arrangements under GASB No. 96

JOSEPH MILLS, SENIOR REPORTING AND PROCESS IMPROVEMENT MANAGER

November 6, 2023
SOFTWARE ACQUISITION MODELS

Pre-GASB Statement No. 96

- Software Subscriptions
  - Income Statement
    - Operating Expense

Unchanged

- Capitalized Agreements and Implementation Costs
  - Income Statement
  - Amortization Expense
  - Balance Sheet
  - Software Asset
COMPLIANCE STRATEGY FOR GASB STATEMENT NO. 96

NPV Less than Capital Project Threshold
- Management Approved SBITAs
- Annual Reporting of Activity
- Ratification through Consent Agenda

NPV Equal to or Greater than Capital Threshold
- Individual Board Approval
- SBITA Resolution
## FY23 SBITA LIABILITY ACTIVITY

### Subscription-Based Information Technology Arrangements Activity
for the fiscal year ended June 30, 2023

*all dollars in thousands*

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<td>Zoom Phones</td>
<td>$4,187</td>
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<td>(5,524)</td>
<td>11,190</td>
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<td><strong>Total value of SBITA activities</strong></td>
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<td><strong>$2,452</strong></td>
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<td><strong>$(5,959)</strong></td>
<td><strong>$18,207</strong></td>
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### Number

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<tr>
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<td>$249,999 or less</td>
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<td><strong>Total number of SBITA activities</strong></td>
<td><strong>37</strong></td>
<td><strong>18</strong></td>
<td><strong>7</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
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</table>
FORWARD OUTLOOK

• In fiscal year 2023, SBITAs made up 33 basis points of the university’s 4.10 percent debt ratio.

• Software vendors are shifting their product models from one-time sales of software to cloud-hosted and software-as-a-service subscription models.

• Finance will review strategies to enhance the university’s management of future increases to SBITA right-to-use liabilities.
RECOMMENDATION:

The Board of Visitors authorizes management to implement the proposed approval processes for SBITAs, ratifies $18.2 million of long-term SBITAs to be recognized as of June 30, 2023, and authorizes the university to administer new SBITAs and modifications to existing SBITAs less than the current dollar value threshold for capital projects in the Management Agreement or as amended by the Appropriation Act.

November 6, 2023
Background:

Since 2006, the university provides an annual report to the Board of Visitors on its debt capacity and its performance against two requirements. The performance requirements include the following items: i) the university’s management agreement with the Commonwealth includes an eligibility requirement to maintain an unenhanced bond rating from Moody’s, Standard and Poor’s, or Fitch of at least AA- or its equivalent; and ii) based on current Board of Visitor’s guidelines, management should maintain a debt service to operations ratio of no greater than a six percent.

An established committee including representatives from Capital Budgeting and Financing, Investments and Debt Management, the Controller’s Office, and the Budget Office meets regularly to review debt activities and the timing of debt issuances to evaluate potential impacts to credit ratings and to ensure compliance with the six percent debt ratio. The Vice President for Finance and University Treasurer provides oversight of these activities.

Status:

The university currently has a Aa1 rating from Moody’s and a AA rating from S&P, which is a full level above the performance requirement. At the conclusion of fiscal year 2023, the university had a debt ratio of 4.10 percent, which is 190 basis points stronger than the performance benchmark.

Impact of Recent Governmental Accounting Standards Board (GASB) Actions:

In recent years, GASB introduced two statements with material impact to long-term liabilities which in turn impact debt capacity. In accordance with requirements of the GASB statements, the university has implemented new accounting treatments to comply with these statements which are discussed below.

GASB Statement No.87, Long-Term Lease Obligations:

Beginning with the 2022 Financial Statement, all leases that exceed 12 months and have a present value of at least $50 thousand are considered long-term leases and are recorded as intangible right-to-use assets with corresponding long-term liabilities on the balance sheet. Prior to 2022, capital leases were recorded as long-term liabilities, but the expenditures of all other leases were booked as operating expenses. When first introduced, the action of shifting operating expenses to long-
term liabilities consumed nearly 100 basis points of debt capacity. To accommodate this action, the Board of Visitors raised the debt ratio guideline at its November 8, 2021 meeting by 100 basis points to six percent (6%) from five percent (5%). In fiscal year 2023, the present value of long-term lease obligations totaled $382 million and include $210 million of fixed-term leases and $172 million of variable-term leases. Additional information on the university’s lease activities is provided in the consent agenda item Ratification of Lease Activities Approved by the University.

**Impact of GASB Statement No. 96, Subscription-Based Information Technology Arrangements:**

Effective for the fiscal year 2023 Financial Statement, GASB requires that software subscriptions that exceed 12 months and have a present value exceeding an institution’s materiality threshold are recognized as intangible right-to-use assets with a corresponding right-to-use long-term liability on the balance sheet. The university completed a materiality analysis and established a $50 thousand threshold.

Software as a Service (SaaS) vendors have gained significant market power to set prices and dictate terms. Prior to GASB 96, these subscription expenses were booked as operating expenses. The impact of this new accounting treatment shifted $6 million of operating expenses to annual debt service in fiscal year 2023 with an estimated $83 million present value, 20-year, long-term liability which consumes 33 basis points of debt capacity.

For the balance of fiscal year 2024, the university will enhance negotiation strategies for products, pricing, capabilities and terms of any new deal because the initial term is crucial and establishes precedent for the entire subscription life cycle. A future reevaluation of the university’s internal debt benchmark may be appropriate.

**Projections:**

The university prepares projections of gross debt capacity and expected commitments against the gross debt capacity to ensure future plans remain within the six-percent debt ratio, do not present unexpected risk to maintaining a credit rating of AA-, and maintain an unallocated capacity buffer to absorb unexpected conditions and/or opportunities. These projections include the impact of complying with GASB 87 and GASB 96. The gross debt capacity, commitments, and unallocated capacity are discussed below, and the details are shown in Attachment A and Attachment B.

**Gross Debt Capacity for the Planning Period:**

The university uses a model based on projections of expected growth of operating expenditures, expected future cost of capital, and the six percent (6%) debt ratio limit to estimate debt capacity available for a planning period. Debt capacity is expressed in terms of a 20-year present value.
For the 2024-2029 planning period, the total debt capacity at a six percent (6%) ratio is estimated to be a 20-year present value of $1.72 billion. The assumptions used to compute a present value amount include a year-over-year 3.5 percent expansion of operating expenditures, an interest rate of 4.75 percent, and a 20-year period. The details of the projections are shown in the top section of Attachment A.

**Commitments for the Planning Period:**

Commitments against the $1.72 billion during this planning period total $1.58 billion and are shown in the table below. The commitment amounts in the table reflect the present value of annual debt service for each line item and are computed using an interest rate of 4.75 percent and a 20-year period. The details of the timing for each line item are shown in the middle section of Attachment A, and the amounts below are for fiscal year 2029. The details of the projects in the Six-Year Capital Outlay Plan are shown in Attachment B.

<table>
<thead>
<tr>
<th>Commitments Against Debt Capacity</th>
<th>20-Year Present Value (Dollars in Millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously issued debt for capital projects</td>
<td>$  646</td>
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<tr>
<td>Fixed long-term lease agreements</td>
<td>179</td>
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<tr>
<td>Scheduled issuances for authorized capital projects</td>
<td>43</td>
</tr>
<tr>
<td>Variable long-term lease agreements (GASB 87)</td>
<td>159</td>
</tr>
<tr>
<td>Subscription-based IT agreements (GASB 96)</td>
<td>89</td>
</tr>
<tr>
<td>Encumbered for Six-Year Capital Outlay Plan projects</td>
<td>474</td>
</tr>
<tr>
<td>Total commitments</td>
<td>$1,590</td>
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</tbody>
</table>
Unallocated Debt Capacity and Peak Debt Ratio:

The remaining balance of uncommitted capacity to absorb contingencies and/or advance new initiatives is $139 million.

These projections show the debt ratio peaking at 5.51 percent in fiscal year 2029, which provides a buffer of 49 basis points.

Discussion:

The university’s debt analysis and debt planning program show that all authorized and planned debt may be accommodated with the six percent (6%) debt ratio guideline while holding a credit rating of not less than AA-. This includes absorbing a 33 basis points debt consumption for the newly implemented GASB 96 subscription-based information technology arrangements.

The historical basis of the debt analysis program is a 20-year amortization of debt obligations. This perspective remains true for traditional debt issuances and fixed long-term leases; however, it may not be generally applicable to variable long-term leases and subscription-based information technology arrangements. The later types of debt instruments may be more likely to have shorter amortization schedules. Thus, the university will conduct additional research and more detailed study of the renewal assumptions for variable long-term lease obligations and subscription-based Information technology arrangements to determine if different ratio guideline is more appropriate for these items.

Attachments:

Attachment A shows gross debt capacity, net debt capacity at a six percent ratio, and the debt ratio calculation for fiscal year 2023 actuals and projections through the fiscal year 2029 planning period. The schedule includes a five-year trailing period through fiscal year 2034 to show the full impact of loading principal and interest payments.

Attachment B shows an illustration of the estimated timing of debt issuances and long-term leases for authorized capital projects and for capital projects in the Six-Year Capital Outlay Plan. The illustration shows fiscal year 2023 actuals and projections through the fiscal year 2029 planning period. The schedule includes a five-year trailing period through fiscal year 2034 to show the full impact of loading principal and interest payments.

Attachment C shows the outstanding long-term principal for fiscal year 2023 actuals and projections through the fiscal year 2029 planning period. The schedule includes a five-year trailing period through fiscal year 2034 to show the full impact of loading principal payments.
Attachment D shows a trend line of the university’s debt ratio with actuals from fiscal year 2014 to fiscal year 2023 and projections through fiscal year 2034. The debt ratio is calculated as debt service over operating expenditures. Management routinely examines, prioritizes, and adjusts the allocation plan to ensure the debt ratio remains within six percent guidelines.

Attachment E shows a trend line of the university’s net debt capacity at the six percent guideline with actuals from fiscal year 2024 to fiscal year 2034 and projections through fiscal year 2034. Net capacity is calculated as the present value of six percent of operating expenditures less the total present value of debt service.

Attachment F shows a trend of the university’s long-term debt outstanding and debt service with actuals for fiscal year 2016 through fiscal year 2023 and projections through fiscal year 2034.

Attachment G shows a benchmark comparison of fiscal year 2022 debt ratios from Moody’s for Virginia Tech and 22 peer institutions and systems.

**RECOMMENDATION:**
That the report on University Debt Ratio and Debt Capacity for fiscal year 2023 be accepted.

November 6, 2023
## Gross Debt Capacity, Net Debt Capacity, and Debt Ratio

**FINANCE AND RESOURCE MANAGEMENT COMMITTEE**

**As of October 13, 2023**

(Dollars in Thousands)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Actual</th>
<th>Planning Period</th>
<th>Trailing Period</th>
</tr>
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<tr>
<td>Total Operating Expenditures</td>
<td>1,824,861</td>
<td>$1,929,791</td>
<td>$1,992,509</td>
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<td>Annual Debt Service Limit (6% of Operating Expenditures)</td>
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<td>115,787</td>
<td>119,551</td>
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<tr>
<td>Gross Debt Capacity (20-Year Present Value)</td>
<td>$1,511,355</td>
<td>1,474,051</td>
<td>1,521,958</td>
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<tr>
<td>Less Present Value of Debt Service:</td>
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<tr>
<td>Previously Issued Debt</td>
<td>568,013</td>
<td>675,104</td>
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<td>Long Term Leases (Fixed)</td>
<td>205,604</td>
<td>204,317</td>
<td>205,667</td>
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<tr>
<td>Authorized Projects and Fixed Leases</td>
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<td>22,503</td>
<td>66,194</td>
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<tr>
<td>Long Term Leases (Variable)</td>
<td>172,501</td>
<td>159,096</td>
<td>159,096</td>
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<tr>
<td>Subscription Based Information Technology Arrangements (SBITA)</td>
<td>85,483</td>
<td>76,995</td>
<td>76,995</td>
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<td>Capital Plan Placeholders</td>
<td>-</td>
<td>-</td>
<td>8,539</td>
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<tr>
<td>Total Present Value of Debt Service</td>
<td>1,033,601</td>
<td>1,138,015</td>
<td>1,230,094</td>
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</table>

### Assumptions:

* Total Operating Expenditures for FY24 are based on the Authorized Budget Document. Future Operating Expenditures for FY25 through FY34 are estimated based on an annual growth rate of 3.25%.

* Estimated Cost of Capital is 4.75%.

### Notes:

(1) Unaudited actual.
## Illustration of Debt Allocations Within a Six Percent Ratio

**FINANCE AND RESOURCE MANAGEMENT COMMITTEE**

*As of October 13, 2023*

*(Dollars in Thousands)*

### Authorized Projects

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<td>$33,620</td>
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</thead>
<tbody>
<tr>
<td>Children's National Lease Expansion, Phase II (Lease)</td>
<td>$11,300</td>
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<td></td>
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<td>11,300</td>
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<tr>
<td>Children's National Lease Expansion, Phase II (Upfits)</td>
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<td>8,700</td>
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### Placeholder Allocations for Six-Year Capital Outlay Plan

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<td>Parking Structure at Blacksburg Campus</td>
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<td>SLV Phase I - Utilities and Infrastructure</td>
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<td>Veterinary Teaching Hospital Expansion</td>
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<td>VTC-School of Medicine &amp; FBRI Expansion</td>
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<td>30,000</td>
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<td>Hahn Hall South Renovation and Expansion</td>
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<tr>
<td>Food Processing Center and Warehouse</td>
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<td>Expand Vivarium Spaces</td>
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<td>Replace Knart Lease</td>
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### Total Authorized and Placeholder Issuances

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<tbody>
<tr>
<td>$20,000</td>
<td>$40,100</td>
<td>$191,520</td>
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### Net Debt Capacity (20-Year Present Value)

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<td>$336,037</td>
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<td>$189,371</td>
<td>$159,105</td>
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<td>$356,411</td>
<td>$459,525</td>
<td>$554,412</td>
<td>$651,804</td>
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</table>
Principal Outstanding Based on Expected Debt Issuances, Long-Term Lease Activity, and Subscription Based IT Agreement Activity

FINANCE AND RESOURCE MANAGEMENT COMMITTEE
As of October 13, 2023
(Dollars in Thousands)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Actual</th>
<th>Planning Period</th>
<th>Trailing Period</th>
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<tr>
<td>Long-Term Debt Outstanding, Start of Year</td>
<td>$560,671</td>
<td>$831,932</td>
<td>$815,699</td>
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<td>New Long-Term Debt Issuance</td>
<td>189,105</td>
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<td>40,100</td>
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<td>Long-tern Lease Activity (Fixed)</td>
<td>100,731</td>
<td>20,000</td>
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<td>Long-term Lease Activity (Variable)</td>
<td>11,566</td>
<td>17,000</td>
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<td>University Subscription Based IT Agreement (SBITA) Activity</td>
<td>12,621</td>
<td>5,959</td>
<td>5,959</td>
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<td>Current Year Bond Premium</td>
<td>15,560</td>
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<td>Lease Terminations</td>
<td>(5,953)</td>
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<td>Subscription Based IT Agreements (SBITA) Repayment</td>
<td>(5,959)</td>
<td>(5,959)</td>
<td>(5,959)</td>
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<td>Long-Term Lease Repayment (Fixed &amp; Variable)</td>
<td>(21,963)</td>
<td>(17,880)</td>
<td>(21,311)</td>
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<td>Total Long-Term Principal Outstanding, End of Year</td>
<td>$831,932</td>
<td>$815,699</td>
<td>$811,809</td>
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</table>

Notes:
(1) Unaudited actual.
(2) Restated beginning balance; impact of the one-time revision to GASB 96 on subscription based information technology agreements.
University Debt Ratio Trend
(Including All Debt Shown On Attachment C)

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 13, 2023

LEGEND
Maroon Line = Actual Debt Burden Ratio
Orange Line = Projected Debt Burden Ratio
Gray Line = Trailing Period Debt Burden Ratio
Orange Bar = Projected Issuances

Estimated Issuances
Board Guideline (6% Ratio)
Board Guideline (5% Ratio)
Trailing Period

(Fiscal Year)
(Ratio - %)

(Projec ted Issuances - Dollars in Millions)

0 50 100 150 200 250 300 350 400 450 500
0 1 2 3 4 5 6 7
University Net Debt Capacity Trend
(Including All Debt Shown On Attachment C)

FINANCE AND RESOURCE MANAGEMENT COMMITTEE
October 13, 2023

Estimated Issuances

(Dollars in Millions)

(Fiscal Year)

Trailing Period

(Dollars in Millions)

Gray = Projected Net Debt Capacity
Maroon = Trailing Period Net Debt Capacity
Bar = Projected Issuances
Based on SCHEV Peer Group and UVA
Debt ratio does not include the estimated impact of the one-time revisions to GASB 96 on Governmental lease accounting.
Iowa State has not provided data to Moody's and was removed from the benchmarking chart.
ANNUAL REPORT ON UNIVERSITY DEBT RATIO AND DEBT CAPACITY

KEN MILLER, VICE PRESIDENT FOR FINANCE AND UNIVERSITY TREASURER

BOB BROYDEN, ASSOCIATE VICE PRESIDENT FOR CAMPUS PLANNING AND CAPITAL FINANCING

NOVEMBER 6, 2023
MANAGEMENT PERFORMANCE REQUIREMENTS

Credit Ratings
- Requirement: AA- or Aa3
- FY23 Performance: AA or Aa1

Debt Ratio
- Requirement: <=6%*
- FY23 Performance: 4.10%

*The Board of Visitors guideline for management performance is 6%.
UNIVERSITY DEBT RATIO TREND
(Assumes Issuing all Debt on Attachment C)

LEGEND
- Maroon Line = Actual Debt Burden Ratio
- Gray Line = Impact of GASB 87 for Leases
- Orange Line = Projected Debt Burden Ratio
- Orange Bars = Projected Issuances
RECOMMENDATION

That the report on University Debt Ratio and Debt Capacity for fiscal year 2023 be accepted.

November 6, 2023
ADDITIONAL INFORMATION
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<tr>
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<tbody>
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<td>Total Operating Expenditures</td>
<td>1,824,861</td>
<td>$1,929,791</td>
<td>$1,992,509</td>
<td>$2,057,265</td>
<td>$2,124,126</td>
<td>$2,193,160</td>
<td>$2,264,438</td>
<td>$2,338,032</td>
<td>$2,414,018</td>
<td>$2,492,474</td>
<td>$2,573,479</td>
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<td>Annual Debt Service Limit (6% of Operating Expenditures)</td>
<td>109,492</td>
<td>115,787</td>
<td>119,551</td>
<td>123,436</td>
<td>127,448</td>
<td>131,590</td>
<td>135,866</td>
<td>140,282</td>
<td>144,841</td>
<td>149,548</td>
<td>154,409</td>
<td>159,427</td>
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<td>Gross Debt Capacity (20-Year Present Value)</td>
<td>$1,511,355</td>
<td>1,474,051</td>
<td>1,521,958</td>
<td>1,571,422</td>
<td>1,622,493</td>
<td>1,675,224</td>
<td>1,729,669</td>
<td>1,785,883</td>
<td>1,843,924</td>
<td>1,903,852</td>
<td>1,965,727</td>
<td>2,029,613</td>
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<td>Less Present Value of Debt Service</td>
<td>568,013</td>
<td>675,104</td>
<td>713,605</td>
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<td>668,283</td>
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<td>600,979</td>
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<td>Authorized Projects and Fixed Leases</td>
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<td>Subscription Based Information Technology Arrangements (SBITA)</td>
<td>83,483</td>
<td>76,995</td>
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<td>Capital Plan Placeholders</td>
<td>8,539</td>
<td>112,952</td>
<td>241,231</td>
<td>374,520</td>
<td>473,577</td>
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<td>524,355</td>
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<td>Total Present Value of Debt Service</td>
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<td>1,138,015</td>
<td>1,230,094</td>
<td>1,357,711</td>
<td>1,433,122</td>
<td>1,516,119</td>
<td>1,589,831</td>
<td>1,537,506</td>
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<td>1,444,327</td>
<td>1,411,315</td>
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<td>Total Debt Service</td>
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<td>$89,392</td>
<td>$96,624</td>
<td>$106,649</td>
<td>$112,572</td>
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<td>$116,845</td>
<td>$113,453</td>
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<td>Total Operating Expenditures</td>
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<td>2,057,265</td>
<td>2,124,126</td>
<td>2,193,160</td>
<td>2,264,438</td>
<td>2,338,032</td>
<td>2,414,018</td>
<td>2,492,474</td>
<td>2,573,479</td>
<td>2,657,118</td>
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<td>Debt Ratio (2)</td>
<td>4.10%</td>
<td>4.63%</td>
<td>4.85%</td>
<td>5.18%</td>
<td>5.30%</td>
<td>5.43%</td>
<td>5.51%</td>
<td>5.17%</td>
<td>4.84%</td>
<td>4.55%</td>
<td>4.31%</td>
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## Planning Projections Trailing Period

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<td><strong>Debt Issuances</strong></td>
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<tr>
<td><strong>Debt Issuances</strong></td>
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<td>Parking Structure at Blacksburg Campus</td>
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<td>Pamplin College of Business</td>
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<td>SLV Phase I - Recreation</td>
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<td>SLV Phase I - Residential</td>
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<td>G. Burke Johnston Renovation</td>
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<td>VTC-School of Medicine &amp; FBRI Expansion</td>
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<td>Hahn Hall South Renovation and Expansion</td>
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<td>40,900</td>
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<td>Food Processing Center and Warehouse</td>
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<td>Expand Vivarium Spaces</td>
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<td>Replace Kmart Lease</td>
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<td>26,300</td>
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<td>584,900</td>
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<td><strong>Total Authorized and Placeholder Issuances</strong></td>
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<td>$55,000</td>
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<td>$638,520</td>
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<td><strong>Net Capacity (20-Year Present Value)</strong></td>
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<td>$159,105</td>
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<td>$356,411</td>
<td>$459,525</td>
<td>$554,412</td>
<td>$651,804</td>
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Review and Approval of the 2024-2030 Six-Year Plan

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 6, 2023

Summary

The university received instructions for developing the 2024-2030 Six-Year Plan on May 17, 2023. In June, the university reviewed with the Board the primary elements utilized to develop the plan. An initial submission of the plan was provided to the state on July 17, 2023 and discussed with state officials on August 31, 2023. The university received feedback from the state on September 25, 2023 and submitted its response on October 6, 2023. The final Six-Year Plan, consistent with the elements presented to the Board in June, is now offered for approval.

Background

The Higher Education Opportunity Act of 2011 codified a set of goals and objectives for higher education in Virginia, and outlined an annual planning process. This process requires submission of academic, financial, and enrollment plans for the future three biennia or six years. The focus of the plan, submitted each odd-year, is the first biennium of the planning period. Even-year submissions may revise these plans as necessary. The Six-Year Plan submission begins a discussion with the commonwealth about the university’s planned progress towards the goals of the state’s Virginia Plan for Higher Education, and how the university can partner with the state to advance shared outcomes. Separate plans are submitted for both the University Division (Agency 208) and the Cooperative Extension & Agricultural Experiment Station Division (Agency 229). This process is also an important step in positioning the university to seek state support during the Executive Budget development process each fall.

Planning Assumptions

Academic and Support Service Strategies

The Six-Year Plan focuses on the institutional priorities of the upcoming biennium (fiscal years 2025 and 2026). The primary goals of the Six-Year Plan are to:

a) Summarize major strategies that impact academic, student support, research, and operations areas.

b) Project financial resources needed to support these initiatives, including the projection of tuition rates and student financial assistance.

c) Provide an enrollment projection to assist the SCHEV in its planning and reporting responsibilities.

The university develops the academic initiatives and General Fund requests in a manner consistent with the university’s long-range plan. A summary of the strategies envisioned in the plans for the University Division and the Cooperative Extension and Agricultural
Experiment Station Division is provided in the tables below. The second year of the plan is cumulative (includes costs of the first year of the plan).

**University Division**

<table>
<thead>
<tr>
<th>Nongeneral Fund</th>
<th>Dollars in Millions</th>
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<tr>
<td>Operating Costs</td>
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<td>Faculty/Staff Salary and Graduate Stipends Placeholder</td>
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<td>Healthcare Rate Increase Placeholder</td>
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<tr>
<td>Inflationary Non-Personnel Cost Increases</td>
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<tr>
<td>Facility Renewal and O&amp;M for New Facilities</td>
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<tr>
<td>Capacity for Strategic Initiatives</td>
<td>13.4</td>
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</table>

| Subtotal Operating Costs | 42.3 | 85.0 |
| Less – Strategic Reallocation | (5.0) | (10.0) |

**Total University Division NGF** $37.3 $75.0

In addition to the academic and operating priorities of the university, the Six-Year Plan identifies opportunities for the state to support Virginia Tech through the allocation of incremental General Funds. These opportunities, summarized in the following table, serve as the basis of the university’s Executive Budget requests submitted in the fall of 2023.

<table>
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<th>University Division General Fund Requests</th>
<th>2024-25</th>
<th>2025-26</th>
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<td>Moderate in-state Tuition Increases</td>
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<td>Need-Based Student Financial Aid for Virginia Undergraduates</td>
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<td>Expand Medical Education</td>
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<td>Virginia Tech Patient Research Center at VTC</td>
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<td>Virginia Military Survivors and Dependents Tuition Waiver Support</td>
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<td>10.5</td>
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<tr>
<td>Equalize Support for Unique Military Activities</td>
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<td>0.8</td>
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<tr>
<td>O&amp;M of New Facilities</td>
<td>3.2</td>
<td>3.4</td>
</tr>
</tbody>
</table>

**Total University Division General Fund Requests** $44.1 $72.1

**Cooperative Extension and Agricultural Experiment Station Division (CE/AES)**

As part of the annual Six-Year Plan process, the university also submits a plan for the Cooperative Extension and Agricultural Experiment Station (CE/AES) Division (Agency 229). This separate state agency is primarily supported by General Funds and has very little opportunity to generate nongeneral funds. Therefore, the CE/AES Division plan is
primarily based on incremental General Fund requests aligned with opportunities to support shared state goals of economic growth and citizen prosperity.

<table>
<thead>
<tr>
<th>Operating Costs NGF</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty &amp; Staff Salary and Healthcare Rate Placeholders</td>
<td>$0.9</td>
<td>$2.0</td>
</tr>
<tr>
<td>Inflationary Non-Personnel Cost Increases</td>
<td>0.2</td>
<td>0.3</td>
</tr>
<tr>
<td><strong>Total CE/AES NGF</strong></td>
<td><strong>$1.1</strong></td>
<td><strong>$2.3</strong></td>
</tr>
</tbody>
</table>

In addition to these operating costs, the division requested state General Fund support for the following initiatives.

<table>
<thead>
<tr>
<th>CE/AES General Fund Requests</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Innovation and Community Resource Development</td>
<td>$0.7</td>
<td>$1.4</td>
</tr>
<tr>
<td>Advanced Equipment</td>
<td>0.7</td>
<td>0.7</td>
</tr>
<tr>
<td>Maintain Level of Service</td>
<td>1.1</td>
<td>2.3</td>
</tr>
<tr>
<td><strong>Total CE/AES General Fund Requests</strong></td>
<td><strong>$2.5</strong></td>
<td><strong>$4.4</strong></td>
</tr>
</tbody>
</table>

**Compensation**

*Faculty*

A strategic goal of the university is to recruit and retain world-class faculty by ensuring faculty salary competitiveness with peer institutions. The university maintains a multi-year goal of achieving competitive salaries as compared to peers. The university’s Six-Year Plan includes the nongeneral fund share of the 2.0% state compensation placeholder assumed for each year of the biennium and a supplemental university-funded program of 1.4% to advance faculty salary competitiveness. Faculty talent is critical for achieving Top 100 Global University status.

*Staff*

For planning purposes, the university’s Six-Year Plan includes the nongeneral fund share of the 2.0% state compensation placeholder approved for each year of the biennium. Compensation for classified staff, who represent less than one quarter of the overall staff population, is subject to the authorization of the General Assembly. The Six-Year plan includes a supplemental 1.0% compensation program for university staff to advance staff salary competitiveness.

**Access and Affordability**

Included in the academic initiatives above, the university's student financial aid goals center around reducing the net price for Virginians in low-to-middle-income families. Consistent with the Virginia Tech Advantage program, the scholarship funding plan, comprised of general funds and nongeneral funds, has been included in the Six-Year plan. Strategies also include maintaining existing need-based scholarships for undergraduates including the Funds for the Future program to mitigate tuition increases and the Virginia Tech Grant to reduce unmet need.
Expanding programs geared towards attracting and retaining underrepresented and first-generation Virginia undergraduates, including the Presidential Scholarship Initiative, will contribute to the Virginia Tech Advantage goals while also promoting talent and diversity. The university plans to address these needs through a combination of E&G revenue, state General Funds, and philanthropic support.

**Enrollment**

The university submitted its six-year enrollment plan to SCHEV, known as the 2B, in the spring of 2023. The 2B is the basis for the enrollment figures included in the Six-Year Plan. The enrollment strategy is to maintain Virginia Tech’s commitment to serve Virginia undergraduates and have modest out-of-state growth to support state workforce needs. At the graduate level, growth is planned in both professional master’s programs, including the Tech Talent commitment and research-based doctoral programs. Through partnership with the commonwealth, growth in medical education can help meet the projected shortage of physicians in Virginia.

**State Funding Assumptions**

The Commonwealth’s traditional funding models define fund splits of certain costs, often by program. This is designed to meet funding intent and sharing of costs in certain situations. This process is intended to connect certain costs with tuition and tries to shelter tuition from other costs. While the ultimate fund split is determined in the state budget process, the state’s six-year planning process is focused on use of nongeneral funds prior to the consideration of general funds. However, the university works to ground funding requests within the traditional state share of costs consistent with codified funding principles. The nongeneral fund share of costs in accordance with state policies is summarized in the table below:

<table>
<thead>
<tr>
<th>Program</th>
<th>State Share (GF)</th>
<th>University Share (NGF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Division E&amp;G</td>
<td>38%</td>
<td>62%</td>
</tr>
<tr>
<td>Cooperative Extension/Agricultural Experiment Station Division E&amp;G</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>Sponsored Research</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Auxiliary Enterprise</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Reallocations**

The university has a bold strategic plan, yet understanding that incremental resources are unlikely to be sufficient to fully fund the entire strategic vision, the university also committed to reallocate $25 million over five years to support initiatives to support progress. This helps ensure sensitivity to overall costs while advancing strategic objectives.
Tuition and E&G Fee Revenue

A key part of the Six-Year Plan submission is a discussion with the commonwealth regarding resources for the university’s instructional division. As designed by the state, the Six-Year Plan format requires that university self-generated nongeneral fund resources support the core operations and proposed academic initiatives. General Fund requests can be submitted that support further progress towards strategic goals beyond that level are supported by university resources. This ensures that the plan is balanced, and identifies opportunities for the state and university to partner to expand the impact of initiatives that advance shared strategic priorities. Limited progress can be made with university resources alone. The initiatives envisioned in the plan include both state General Fund support and nongeneral fund self-generated revenue. This partnership utilized traditional state and university fund split methodologies.

It is important to recognize that the university is not recommending, nor committing, to a specific set of tuition rates through this submission. Establishment of tuition and fee rates for future years remains under the purview of the Board of Visitors and will be informed through an annual discussion of needs, outcomes of the state budget process, and market capacity.

While increases in tuition and fees for FY25 and beyond have not been set by the Board of Visitors, the university utilized the following placeholders to satisfy the plan requirements. An assumption of no new targeted General Fund support serves as the basis of these placeholders in accordance with SCHEV’s instructions for this submission.

<table>
<thead>
<tr>
<th>6 Year Plan Placeholders</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; E&amp;G Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-state Undergraduate</td>
<td>4.9%</td>
<td>4.9%</td>
</tr>
<tr>
<td>Out-of-state Undergraduate</td>
<td>3.9%</td>
<td>3.9%</td>
</tr>
<tr>
<td>In-state Graduate</td>
<td>4.9%</td>
<td>4.9%</td>
</tr>
<tr>
<td>Out-of-state Graduate</td>
<td>3.9%</td>
<td>3.9%</td>
</tr>
<tr>
<td>Mandatory Non-E&amp;G Fees (Comprehensive Fee)</td>
<td>4.9%</td>
<td>4.9%</td>
</tr>
</tbody>
</table>

Next Steps

With BOV approval, the Six-Year Plan will be finalized with the commonwealth and will affirm the university’s budget submissions for the Executive Budget development process in the fall of 2023 and will inform the university’s state funding advocacy during the 2024 General Assembly session. The final outcome of the state budget process will help inform the actual tuition rates development process.

RECOMMENDATION:

That the Board of Visitors approve the 2024-2030 Six-Year Plan.

November 6, 2023
REVIEW AND APPROVAL OF THE 2024–2030 SIX-YEAR PLAN

TIM HODGE, ASSOCIATE VICE PRESIDENT OF BUDGET AND FINANCIAL PLANNING

November 6, 2023
OVERVIEW OF SIX-YEAR PLAN

Advance the Commonwealth

Top 100 Global Research University

Virginia Tech Advantage
The Six Year Plan is a state plan as required by the Higher Education Opportunity act of 2011 and is an opportunity to share institutional academic, financial, and enrollment plans for the future three biennia.
<table>
<thead>
<tr>
<th>Nongeneral Fund Operating Costs</th>
<th>Original ($ in Millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2024-25</td>
</tr>
<tr>
<td>Faculty/Staff Salary and Graduate Stipend Placeholder</td>
<td>$16.2</td>
</tr>
<tr>
<td>Healthcare Rate Increase Placeholder</td>
<td>1.4</td>
</tr>
<tr>
<td>Inflationary Non-Personnel Cost Increases</td>
<td>2.3</td>
</tr>
<tr>
<td>Facility Renewal and O&amp;M of New Facilities</td>
<td>9.0</td>
</tr>
<tr>
<td>Capacity for Strategic Initiatives</td>
<td>13.4</td>
</tr>
<tr>
<td>Total University Division Planning Costs</td>
<td>$42.3</td>
</tr>
</tbody>
</table>

**Resources**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Less – Strategic Reallocation Placeholder</td>
<td>(5.0)</td>
</tr>
<tr>
<td>Tuition Planning Placeholders – Resident 4.9%, Nonresident 3.9%</td>
<td>($37.3)</td>
</tr>
<tr>
<td>Net</td>
<td>**$0</td>
</tr>
</tbody>
</table>

*2025-26 is cumulative thus include 2024-25.

**Includes tuition rate increase and enrollment assumptions for FY25 and FY26.
## UNIVERSITY DIVISION
### GENERAL FUND REQUESTS

<table>
<thead>
<tr>
<th>Project Description</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate In-State Tuition Increases</td>
<td>$5.8M</td>
<td>$11.7M</td>
</tr>
<tr>
<td>Increase Need-Based Financial Aid for Access and Affordability</td>
<td>6.5M</td>
<td>13.0M</td>
</tr>
<tr>
<td>Expand Medical Education</td>
<td>10.1M</td>
<td>15.7M</td>
</tr>
<tr>
<td>Virginia Tech Patient Research Center at VTC</td>
<td>9.3M</td>
<td>17.0M</td>
</tr>
<tr>
<td>Virginia Military Survivors and Dependent Tuition Waiver Support</td>
<td>8.8M</td>
<td>10.5M</td>
</tr>
<tr>
<td>Unique Military Activities Support</td>
<td>0.4M</td>
<td>0.8M</td>
</tr>
<tr>
<td>O&amp;M of New Facilities</td>
<td>3.2M</td>
<td>3.4M</td>
</tr>
</tbody>
</table>

Operating General Fund Request – University Division                                | $44.1M  | $72.1M  |
**Agricultural Innovation and Community Resource Development**

<table>
<thead>
<tr>
<th></th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.7M</td>
<td>$1.4M</td>
<td></td>
</tr>
</tbody>
</table>

**Advanced Equipment**

<table>
<thead>
<tr>
<th></th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.7M</td>
<td>$0.7M</td>
<td></td>
</tr>
</tbody>
</table>

**Maintain Level of Service**

<table>
<thead>
<tr>
<th></th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.1M</td>
<td>$2.3M</td>
<td></td>
</tr>
</tbody>
</table>

**Total GF Request—Agency 229**

<table>
<thead>
<tr>
<th></th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2.5M</td>
<td>$4.4M</td>
<td></td>
</tr>
</tbody>
</table>
STRATEGIC REALLOCATIONS

- Limited resources require the prioritization of strategic initiatives
- Strategic reallocations allow for:
  - Multi-year planning
  - Process redesign and technology upgrades to facilitate work
  - Programmatic focus and alignment
- Including $25 million in E&G base reallocations over next 5-years
REVIEW AND APPROVAL OF THE 2024-2030 SIX-YEAR PLAN

RECOMMENDATION

That the Board of Visitors approve the 2024-2030 Six-Year Plan.

November 6, 2023
The Financial Performance Report of income and expenditures is prepared from two sources: actual accounting data as recorded at Virginia Tech and the annual budgets which are also recorded in the university accounting system. The actual accounting data reflect the modified accrual basis of accounting, which recognizes revenues when received rather than when earned and commitments to buy goods and services as encumbrances when obligated and as an expenditure when paid. The Original Budget was approved by the Board of Visitors at the June meeting. The Adjusted Budget reflects adjustments to incorporate actual experience or changes made during the fiscal year. These changes are presented for review and approval by the Finance and Resource Management Committee and the Board of Visitors through this report. Where adjustments impact appropriations at the state level, the university coordinates with the Department of Planning and Budget to ensure appropriations are reflected accurately.

The July to September 2023-24 budget (year-to-date) is prepared from historical data which reflects trends in expenditures from previous years as well as known changes in timing. Differences between the actual income and expenditures and the year-to-date budget may occur for a variety of reasons, such as an accelerated or delayed flow of documents through the accounting system, a change in spending patterns at the college level, or increases in revenues for a particular area.

Quarterly budget estimates are prepared to provide an intermediate measure of income and expenditures. Actual revenues and expenditures may vary from the budget estimates. The projected year-end budgets are, however, the final measure of budgetary performance.

Capital program performance is measured against the Total Project Budget. The Total Project Budget amounts reflect appropriations and authorizations established by the State or Board of Visitors for each capital project. These amounts are recorded in the accounting system in grant funds with revenue and expenditure budgets upon the effective date of each project, which normally occurs on July 1 or regularly scheduled meetings of the Board of Visitors. Under restructuring authorities, university administration may make minor changes to a Total Project Budget, within ten percent, and the revised Total Project Budget is shown on the subsequent quarterly report. The Cumulative Expenditures reflect lifetime-to-date activity until a project is complete, and a project’s life spans multiple fiscal years. The Annual Budgets are estimates of expected activity for a 12-month portion of the life of a project, and these budgets are approved by the Board of Visitors at the June meeting. Spending pace for a project may periodically slow or accelerate during a year for a variety of reasons including shifts in construction start dates, contractor performance or billing cycles, and supply chain disruptions. The Annual Budgets are revised accordingly and shown on the subsequent quarterly report.

RECOMMENDATION:

That the report of income and expenditures for the University Division and the Cooperative Extension/Agricultural Experiment Station Division for the period of July 1, 2023 through September 30, 2023 and the Capital Outlay report be approved.

November 6, 2023
# OPERATING BUDGET
## 2023-24
### Dollars in Thousands

### Annual Budget for 2023-24

<table>
<thead>
<tr>
<th></th>
<th>July 1, 2023 to September 30, 2023</th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational and General Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Division</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund</td>
<td>$52,951</td>
<td>$52,951</td>
<td>$0</td>
<td>$251,676</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>330,036</td>
<td>1,061</td>
<td>$699,830</td>
<td>695,026</td>
</tr>
<tr>
<td>All Other Income</td>
<td>14,027</td>
<td>669</td>
<td>56,127</td>
<td>56,096</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$398,744</td>
<td>$397,014</td>
<td>$1,730</td>
<td>$1,007,633</td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Programs</td>
<td>$-180,911</td>
<td>$-181,884</td>
<td>$973</td>
<td>$-639,788</td>
</tr>
<tr>
<td>Support Programs</td>
<td>-80,417</td>
<td>-395</td>
<td>-369,235</td>
<td>-367,845</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$-262,301</td>
<td>$-262,301</td>
<td>$578</td>
<td>$-1,007,633</td>
</tr>
<tr>
<td>NET</td>
<td>$137,021</td>
<td>$134,713</td>
<td>$2,308</td>
<td>$0</td>
</tr>
<tr>
<td>CE/AES Division</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund</td>
<td>$20,439</td>
<td>$20,439</td>
<td>$0</td>
<td>$89,041</td>
</tr>
<tr>
<td>Federal Appropriation</td>
<td>4,475</td>
<td>-425</td>
<td>15,647</td>
<td>15,647</td>
</tr>
<tr>
<td>All Other Income</td>
<td>281</td>
<td>175</td>
<td>1,129</td>
<td>1,129</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$24,946</td>
<td>$25,196</td>
<td>$-250</td>
<td>$105,816</td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Programs</td>
<td>$-28,221</td>
<td>$-28,221</td>
<td>$-72</td>
<td>$-96,144</td>
</tr>
<tr>
<td>Support Programs</td>
<td>-2,309</td>
<td>214</td>
<td>-9,672</td>
<td>-9,672</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$-30,529</td>
<td>$-30,529</td>
<td>$142</td>
<td>$-105,816</td>
</tr>
<tr>
<td>NET</td>
<td>$-5,441</td>
<td>$-5,333</td>
<td>$-108</td>
<td>$0</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$174,526</td>
<td>$174,733</td>
<td>$-207</td>
<td>$452,724</td>
</tr>
<tr>
<td>Expenses</td>
<td>-140,174</td>
<td>7,319</td>
<td>-435,098</td>
<td>-426,537</td>
</tr>
<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>-34,559</td>
<td>-7,112</td>
<td>17,626</td>
<td>7,381</td>
</tr>
<tr>
<td>NET</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Sponsored Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$121,376</td>
<td>$106,372</td>
<td>$15,004</td>
<td>$435,303</td>
</tr>
<tr>
<td>Expenses</td>
<td>-124,873</td>
<td>-1,225</td>
<td>-435,303</td>
<td>-436,303</td>
</tr>
<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>18,501</td>
<td>-13,779</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Student Financial Assistance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$22,473</td>
<td>$23,480</td>
<td>$-1,007</td>
<td>$50,857</td>
</tr>
<tr>
<td>Expenses</td>
<td>-22,327</td>
<td>2,072</td>
<td>-50,857</td>
<td>-51,929</td>
</tr>
<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET</td>
<td>$2,218</td>
<td>$1,153</td>
<td>$1,065</td>
<td>$0</td>
</tr>
<tr>
<td>All Other Programs *</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>$5,345</td>
<td>$5,418</td>
<td>$-73</td>
<td>$16,181</td>
</tr>
<tr>
<td>Expenses</td>
<td>-5,597</td>
<td>2,637</td>
<td>-16,181</td>
<td>-18,127</td>
</tr>
<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>179</td>
<td>-2,564</td>
<td>0</td>
<td>1,199</td>
</tr>
<tr>
<td>NET</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$747,410</td>
<td>$732,213</td>
<td>$15,197</td>
<td>$2,088,514</td>
</tr>
<tr>
<td>Expenses</td>
<td>-585,801</td>
<td>11,523</td>
<td>-2,050,888</td>
<td>-2,099,787</td>
</tr>
<tr>
<td>Reserve Drawdown/(Deposit)</td>
<td>-15,879</td>
<td>-23,455</td>
<td>-17,626</td>
<td>8,580</td>
</tr>
<tr>
<td>NET</td>
<td>$133,798</td>
<td>$130,533</td>
<td>$3,265</td>
<td>$0</td>
</tr>
</tbody>
</table>

*All Other Programs include federal work study, surplus property, local funds, and unique military activities.*
OPERATING BUDGET

1. Tuition revenue is higher than projected due to higher than projected graduate enrollments partially offset by slightly lower than projected summer activity.

2. The budget for federal revenue is established to match projected allotments from the federal government that are expected to be drawn down during the state fiscal year. All expenses in federal programs are covered by drawdowns of federal revenue up to allotted amounts. Federal revenue in the Cooperative Extension and Agriculture Experiment Station Division is lower than projected due to the timing of federal drawdowns.

3. Quarterly and projected annual variances are explained in the Auxiliary Enterprises section of this report.

4. Historical patterns have been used to develop a measure of the revenue and expenditure activity for Sponsored Programs. Actual revenues and expenses may vary from the budget estimates because projects are initiated and concluded on an individual basis without regard to fiscal year. Total sponsored research expenditures are higher than projected. The sponsored research expenditures are 13.6% higher than September 30, 2022.

5. Expenses for All Other Programs were lower than projected due to timing of expenditures and lower than projected Surplus Property activity.

6. As a result of the 2023 Special Session, the annual budget for the University Division General Fund was increased $9.2 million for general fund support of affordable access, and increased $2.6 million for the general fund share of the 2% compensation program effective December 10, 2023. The corresponding expenditure budgets have been adjusted accordingly.

7. The annual budget for Tuition & Fees was increased $0.3 million for tuition and fee budget finalization and increased $3.1 million to supplant nongeneral fund scholarships with general funds allocated for Student Financial Aid in the 2023 Special Session of the General Assembly. The budget was decreased $8.2 million for BOV approved tuition rebate scholarship. The corresponding expenditure budgets have been adjusted accordingly.

8. The annual budget for Cooperative Extension/Agriculture Experiment State Division General Fund increased $0.7 million for the general fund share of the 2% compensation program effective December 10, 2023. The corresponding expenditure budgets have been adjusted accordingly.

9. As a result of the 2023 Special Session of the General Assembly, Sponsored projects revenue and expenditure budgets were increased $1.0 million for Transcranial Magnetic Stimulation research at the Fralin Biomedical Research Institute.

10. The student financial assistance revenue and expenditure budgets were decreased $0.6 million for the finalization of the Student Financial Aid budget, increased $3.1 million for General fund Support of in-state undergraduate students from the 2023 Special Session of the General Assembly, and increased $8.2 million for the tuition rebate scholarship approved by the BOV.

11. The projected annual budgets for All Other Programs were increased $0.7 million to finalize budgets. The projected annual expense budgets were increased $1.2 million for outstanding 2022-23 commitments that were initiated but not completed before June 30, 2023.
## AUXILIARY ENTERPRISES

**Dollars in Thousands**

### Annual Budget for 2023-24

<table>
<thead>
<tr>
<th></th>
<th>July 1, 2023 to September 30, 2023</th>
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<td><strong>Inn at VT/Skelton Conf. Center</strong></td>
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<td><strong>TOTAL AUXILIARIES</strong></td>
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<tr>
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</tbody>
</table>

* University Systems include Dormitory and Dining Hall System, University Services System, Intercollegiate Athletics System, and Electric Service System. The Systems were created to provide assurance to bond holders that system revenues are pledged for the payment of debt service and to allow for dedicated repair and replacement that are not subject to liens of any creditor of the university.

** University Services System includes Career & Professional Development, Center for the Arts, Health Services, Recreational Sports, Student Engagement & Campus Life, Cultural and Community Centers, Student Organizations, and the VT Rescue Squad.

*** Other Enterprise Functions include Golf Course, Hokie Passport, Library Café, Library Photocopy, Licensing & Trademark, Little Hokie Hangout, New Student and Family Programs, Pouring Rights, Software Sales, Tailor Shop and Clearing Accounts.
1. Revenues in Residence and Dining Halls are lower than projected due to lower than budgeted residence hall occupancy and meal plan sales. Expenses are lower than projected due to timing of operating expenses and lower than projected activities. A second quarter budget adjustment is in development to update annual projections.

2. Revenues in Parking and Transportation Services are higher than projected due to higher than budgeted permit and self-generated revenues.

3. Expenses for the University Services System are lower than projected due to timing of operating expenses.

4. Revenue for Other Enterprise Functions are higher than projected due to increased business volume in New Student Programs and Software Sales.

5. In June 2023, the annual revenue, expense, and reserve budgets for Auxiliary Enterprises were adjusted for technical alignments and finalization of fixed cost estimates.

6. The annual expense budget for Auxiliary Enterprises was increased $25.3 million for outstanding 2022-23 commitments and projects that were initiated but not completed before June 30, 2023.

<table>
<thead>
<tr>
<th>Auxiliary Enterprise</th>
<th>Outstanding Commitments</th>
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<td>Telecommunication Services</td>
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<td>University Services System</td>
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<td>Intercollegiate Athletics</td>
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<td><strong>Totals</strong></td>
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## Educational and General Projects

### Design Phase

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Initiator</th>
<th>Fiscal Year Activity</th>
<th>Total Project Budget</th>
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<tbody>
<tr>
<td>Mitchell Hall (Replace Randolph Hall)</td>
<td>Jul 2020</td>
<td>$ 12,500</td>
<td>$ 292,281</td>
</tr>
<tr>
<td>Planning: New Business Building</td>
<td>Apr 2022</td>
<td>$ 800</td>
<td>$ 8,000</td>
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<tr>
<td>Expand VT-C SOM &amp; Fralin Biomedical Research Institute</td>
<td>Sept 2023</td>
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<td>$ 9,000</td>
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### Construction Phase

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<td>Maintenance Reserve</td>
<td>On-going</td>
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<tr>
<td>Innovation Campus - Academic Building</td>
<td>Jul 2019</td>
<td>$ 75,000</td>
</tr>
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<td>Hitt Hall</td>
<td>Apr 2017</td>
<td>$ 22,000</td>
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<tr>
<td>Undergraduate Science Laboratory Building</td>
<td>Jul 2017</td>
<td>$ 28,000</td>
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<tr>
<td>Building Envelope Improvements</td>
<td>Aug 2022</td>
<td>$ 3,500</td>
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<tr>
<td>Life, Health, Safety, Accessibility, &amp; Code Compliance</td>
<td>Jul 2020</td>
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### Equipment and Special Initiatives

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<tr>
<td>Fralin Biomedical Research Institute Equipment</td>
<td>Jul 2020</td>
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<tr>
<td>Equipment for Workforce Development</td>
<td>May 2021</td>
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### Close-Out

<table>
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<tr>
<td>Data and Decision Science Building</td>
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<tr>
<td>Commerce Street Property Acquisition</td>
<td>Jun 2023</td>
<td>$ 540</td>
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<tr>
<td>Corps Leadership and Military Science Building</td>
<td>Jun 2019</td>
<td>$ 6,000</td>
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### Total Educational and General Projects

<table>
<thead>
<tr>
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<th>Fiscal Year Activity</th>
<th>Total Project Budget</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$ 186,130</td>
<td>$ 728,455</td>
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</table>
Education and General Projects

1. **Mitchell Hall (Replace Randolph Hall):** This state authorized project will replace Randolph Hall with an approximately 285,500 gross square foot building to accommodate engineering instruction and research. Working Drawings are underway.

2. **Planning: New Business Building:** This planning project will design a 104,000 gross square foot building for the Pamplin College of Business. Schematic designs are complete and preliminary designs to begin after scope and costs are validated.

3. **Planning: Expand Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute:** This planning project will design a new 100,000 gross square foot building for the VT-C School of Medicine and renovate 51,000 gross square feet of the existing School of Medicine and Research Institute building to be backfilled by the Fralin Biomedical Research Institute. Advertisement for AE services is in development.

4. **Maintenance Reserve:** The total project budget reflects $3.27 million of carryforward from fiscal year 2022, $17.462 million appropriated for fiscal year 2023, and $18.446 million of new appropriations from the State for fiscal year 2024. The annual budget amount reflects the pace necessary to meet the state’s 85 percent spending performance requirement.

5. **Livestock & Poultry Research Facilities, Phase I:** The new swine, poultry, beef, and equine facilities are substantially complete. Construction funding for the hay barns and demolitions are in process under the state’s supplement pool established during the 2022 General Assembly session.

6. **Innovation Campus – Academic Building:** This project will construct a new 300,000 gross square foot academic building with below grade parking as part of the Innovation Campus in Alexandria Virginia. Construction is underway with substantial completion expected July 2024.

7. **Hitt Hall:** This project houses an expansion of Myers-Lawson School of Construction, a new dining center, and other academic spaces. Construction of the new 101,000 gross square foot building is underway with substantial completion expected May 2024.

8. **Undergraduate Science Laboratory Building:** Construction of the 102,000 gross square foot science instruction laboratory building is underway with substantial completion June 2024.

9. **Building Envelope Improvements:** This project will complete envelope improvements to four buildings.

10. **Life, Health, Safety, Accessibility, & Code Compliance:** This project improves accessible pedestrian connectors in the North Academic District. The installation of two enclosed elevator towers for an accessible pathway from the ground level of Derring Hall to Burchard Plaza is under construction with substantial completion expected March 2024. Designs for accessible pathways on the north side of campus are underway.

11. **Fralin Biomedical Research Institute Equipment:** This funding supports the procurement and installation of specialized research equipment for the Fralin Biomedical Research Institute.

12. **Equipment for Workforce Development:** This project supports space and equipment purchases for the instructional programs associated with the Tech Talent Investment Program.

13. **Data and Decision Sciences Building:** The project is complete and will be closed and financial accounts terminated when final invoices are received and paid.

14. **Commerce Street Property Acquisition:** The property acquisition supports the university’s research enterprise growth. The project will be closed and financial accounts terminated when the transaction is finalized.

15. **Corps Leadership and Military Science Building:** The project is complete and will be closed and financial accounts terminated when final invoices are received and paid.
## Capital Outlay Projects Authorized as of September 30, 2023 (Continued)

Dollars in Thousands

<table>
<thead>
<tr>
<th>PROJECT ANNUAL</th>
<th>FISCAL YEAR ACTIVITY</th>
<th>TOTAL PROJECT BUDGET</th>
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<tr>
<td>Design Phase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football Locker Room Renovations</td>
<td>Jun 2023 $3,000</td>
<td>$274</td>
</tr>
<tr>
<td>Planning: Student Life Village, Phase I</td>
<td>Jun 2023 $800</td>
<td>$8</td>
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<tr>
<td>Construction Phase</td>
<td></td>
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<tr>
<td>Maintenance Reserve</td>
<td>On-going $12,000</td>
<td>$5,762</td>
</tr>
<tr>
<td>Student Wellness Improvements</td>
<td>Jun 2016 $22,500</td>
<td>$5,542</td>
</tr>
<tr>
<td>Close-Out</td>
<td></td>
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<tr>
<td>Dietrick Renovation</td>
<td>Sept 2017 $242</td>
<td>$45</td>
</tr>
<tr>
<td>New Upper Quad Residence Hall</td>
<td>Jun 2019 $5,000</td>
<td>$3,943</td>
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<tr>
<td>Slusher Hall Renovation</td>
<td>Mar 2023 $5,030</td>
<td>$3,440</td>
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<tr>
<td>TOTAL AUXILIARY ENTERPRISE PROJECTS</td>
<td>$48,572</td>
<td>$19,015</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$234,702</td>
<td>$93,980</td>
</tr>
</tbody>
</table>

Presentation Date: November 6, 2023
Auxiliary Enterprise Projects

1. **Football Locker Room Renovation:** The project will renovate approximately 4,200 square feet within the Jamerson Athletic Facility to provide a state-of-the-art hydrotherapy suite and restroom and shower improvements in the player’s locker room. Working drawings have been completed and market pricing will be received October 25, 2023.

2. **Planning for Student Life Village, Phase I:** The planning project will design the first phase of the Student Live Village which includes 1,750 new beds, dining service capacity to meet approximately 4,000 transactions per day, and recreational space of approximately 23,000 gross square feet. Procurement of AE services is underway.

3. **Maintenance Reserve:** The auxiliary maintenance reserve program covers 106 assets with a total replacement value of $1.4 billion. Projects are scheduled and funded by the auxiliary enterprises. The units prepare five-year plans that outline their highest priority deferred maintenance needs. The annual budget and total project budget reflect the spending plans of the auxiliary units on maintenance reserve work scheduled for fiscal year 2024. The annual and total budgets may be adjusted during the year depending on the actual spending activities of the auxiliary units provided expenditures do not exceed the total resources encumbered for the program.

4. **Student Wellness Improvements:** This project will renovate War Memorial Hall to address program improvements, deferred maintenance, code requirements, and install air conditioning to the building. Construction is underway with substantial completion expected July 2024.

5. **Dietrick Renovation:** This project is complete and will be closed and financial accounts terminated when final invoices are received and paid.

6. **New Upper Quad Residence Hall:** The project is complete and will be closed and financial accounts terminated when final invoices are received and paid.

7. **Slusher Hall Renovations:** The project is complete and will be closed and financial accounts terminated when final invoices are received and paid.
FINANCIAL PERFORMANCE REPORT
July 1, 2023 – September 30, 2023

TIM HODGE, ASSOCIATE VICE PRESIDENT OF BUDGET AND FINANCIAL PLANNING
BOB BROYDEN, ASSOCIATE VICE PRESIDENT FOR CAMPUS PLANNING AND CAPITAL FINANCING

November 6, 2023
Annual Budget Changes

Impact of Special Session of General Assembly

- $9.2 million increase General Fund support for Affordable Access
- State share of 2.0% compensation program ($2.6 million 208 E&G; $0.7 million 229 E&G)
- $3.1 million of General Fund support for financial aid
- $8.2 million for tuition rebate program
- $1.0 million increase for research at FBRI

Auxiliary Enterprises

- $25.3 million carryover of outstanding FY23 projects & commitments that were initiated but not completed before June 30, 2023.

Financial Performance

University Division E&G

- Higher than projected graduate enrollments

Auxiliary Enterprise

- Dining Halls: slightly lower than projected meal plan sales.
SPONSORED PROGRAM EXPENDITURES

FY23 VS FY24

- **Total** Expenditures
  - FY23: $207.8M
  - FY24: $296.0M

- **Total Other** Expenditures
  - FY23: $126.1M
  - FY24: $114.7M

- **Federal Pandemic Relief**
  - FY23: $3.5M
  - FY24: $9.1M

**Bar Chart Breakdown by Quarter:**

- **1st Qtr FY23:**
  - Direct Expenditures: $94.6M
  - Indirect Expenditures: $102.4M
  - Total: $197.0M

- **1st Qtr FY24:**
  - Direct Expenditures: $21.1M
  - Indirect Expenditures: $21.1M
  - Total: $42.2M

- **2nd Qtr FY23:**
  - Direct Expenditures: $169.0M
  - Total: $179.7M

- **2nd Qtr FY24:**
  - Direct Expenditures: $31.2M
  - Total: $52.4M

- **3rd Qtr FY23:**
  - Total: $254.3M

- **3rd Qtr FY24:**
  - Total: $296.0M

- **4th Qtr FY23:**
  - Direct Expenditures: $2.6M
  - Total: $3.5M

- **4th Qtr FY24:**
  - Direct Expenditures: $7.4M
  - Total: $9.1M
CAPITAL PROGRAM
## Capital Outlay Total Program

<table>
<thead>
<tr>
<th>4th Quarter End</th>
<th>Total Projects = 28</th>
<th>Total Budget $ in Thousands</th>
<th>Total Expenditures $ in Thousands</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$1,469,063</td>
<td>$713,349</td>
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<tr>
<td>Adjustments for Closing Fiscal Year 2023</td>
<td>(259,028)</td>
<td>(248,340)</td>
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<tr>
<td>Adjustments for Start Fiscal Year 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E&amp;G MR Appropriation</td>
<td>18,446</td>
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<tr>
<td>Auxiliary MR Authorization</td>
<td>12,000</td>
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<td></td>
</tr>
<tr>
<td>Equipment for Workforce Development Appropriation</td>
<td>9,542</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning VTCSOM &amp; FBRI Expansion Appropriation</td>
<td>9,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year 2024 1st Qtr. Expenditures</td>
<td></td>
<td>93,980</td>
<td></td>
</tr>
<tr>
<td>1st Quarter Ended</td>
<td>Total Projects = 22</td>
<td>$1,259,024</td>
<td>$558,989</td>
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</tbody>
</table>

- Design: 5
- Construction: 9
- Equipment: 2
- Closeout: 6
TIMING FOR CONSTRUCTION PRICING

- **OCT 2023**: Football Locker Room Renovations - $4,100,000
- **DEC 2023**: Mitchell Hall GMP-1 - $53,200,000
- **AUG 2024**: Mitchell Hall GMP-2 - $157,200,000
- **DEC 2024**: New Business Building - $60,600,000

Cumulative design expenses through September 30, 2023 - $11,223,000
Cumulative construction expenses through September 30, 2023 - $345,149,000
RECOMMENDATION

That the report of income and expenditures for the University Division and the Cooperative Extension/Agriculture Experiment Station Division for the period of July 1, 2023 through September 30, 2023 and the Capital Outlay report be approved.

November 6, 2023
DISCUSSION OF FUTURE AGENDA TOPICS AND CLOSING REMARKS

ANNA JAMES, COMMITTEE CHAIR

FINANCE AND RESOURCE MANAGEMENT COMMITTEE
## Open Session Agenda

**GOVERNANCE AND ADMINISTRATION COMMITTEE**  
The Inn at Virginia Tech, Latham Ballroom A/B  
4:00 pm  
November 5, 2023

### OPEN SESSION

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<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome and Opening Remarks</td>
<td>Chris Petersen</td>
</tr>
</tbody>
</table>
| 2. Consent Agenda  
  a. Approval of Minutes of the June 6, 2023, Meeting  
  b. Resolution to Approve an Appointment to the New River Valley Passenger Rail Station Authority* | Chris Petersen |
| 3. Report by the Executive Vice President and Chief Operating Officer | Amy Sebring |
| 4. Approval of the Virginia Tech Crisis and Emergency Management Plan* | Mike Mulhare |
| 5. Annual Clery Act Report | Mac Babb |
| 6. Update on IT Security# | Randy Marchany |
| 7. Future Agenda Items and Closing Remarks | Chris Petersen |

* Requires Full Board Approval  
# Discusses Enterprise Risk Management Topic(s)  
+ Discusses Strategic Investment Priorities
1. **Welcome and Opening Remarks.** The Chair of the Governance and Administration Committee, Chris Petersen, will welcome committee members, guests, and invited participants.

2. **Consent Agenda.** The committee will review for approval the items listed on the consent agenda.
   a. Approval of the June 6, 2023, Meeting Minutes
   b. Resolution to Approve an Appointment to the New River Valley Passenger Rail Station Authority

3. **Report by the Executive Vice President and Chief Operating Officer.** Executive Vice President and Chief Operating Officer, Amy Sebring, will report on the status of the enterprise.

4. **Approval of the University Crisis and Emergency Plan.** Assistant Vice President for Emergency Management, Michael Mulhare, will brief the committee on the updated University Crisis and Emergency Plan. The committee will then conduct the biennial review and approval of the plan.

5. **Annual Clery Report.** Chief of Police and Director of Security, Mac Babb III, will present to the committee the 2022 Clery Report.

6. **Update on IT Security.** Information Technology Security Officer, Randolph Marchany, will provide an update on IT Security.

7. **Future Agenda Items and Closing Remarks.** Chair Chris Petersen will conduct a brief discussion on the committee’s future agenda items and then offer closing remarks.

* Requires Full Board Approval
# Discusses Enterprise Risk Management Topic
+ Discusses Strategic Investment Priorities Topic
Welcome and Opening Remarks
Minutes

GOVERNANCE AND ADMINISTRATION COMMITTEE

NCB 250
9:15 am

June 6, 2023

Open Session

Committee Members Present: Shelley Barlow, Greta Harris, C.T. Hill

Committee Members Absent: Chris Petersen (Chair)

Board Members Present: Tish Long (Rector), Jeff Veatch

Board Representatives Present: Robert Weiss (Faculty Representative), Holli Drewry (A/P Faculty Representative)

Virginia Tech Employees Present: Janice Austin, Mac Babb, Lori Buchanan, Brock Burroughs, Allen Campbell, Sandee Cheynet, Lance Collins, David Crotts, Eric Earnhart, Kari Evans, Ron Fricker, Rachel Gabriele, Bryan Garey, Ellington Graves, Suzanne Griffin, Joe Griffith, Rebekah Gunn, Sharon Kurek, Chris Kiwus, Scott Midkiff, Mike Mulhare, April Myers, Justin Noble, Kim O'Rourke, James Perkins, Men Pratt, Tim Sands, Wayne Scales, Dee Dee Somervell, Kim Thomason, Lisa Wilkes

Students Present: Emily Tirrell

The meeting was called to order at 9:20 am.

1. Welcome and Opening Remarks. Filling in for the Chair of the Governance and Administration Committee, committee member, Greta Harris, welcomed fellow committee members, participants, and guests.

2. Consent Agenda. The committee approved the items listed on the consent agenda.

   a. Approval of Minutes of November 13, 2022, Meeting
   b. Resolution to Revise the Administrative and Professional Faculty Senate Constitution
   c. Resolution to Revise the Staff Senate Constitution and Bylaws
   d. Resolution to Appoint Representative to the NRV Emergency Communications Regional Authority
   e. Resolution on Appointment to the Virginia Tech/Montgomery Regional Airport Authority
f. Approval of the Compliance, Audit, and Risk Committee Charter

3. **InclusiveVT Update: Diversity Education and HBCU Partnerships.** Vice President for Inclusion and Diversity, Menah Pratt, introduced Associate Vice Provost for Research and Diversity, Wayne Scales, and Associate Vice Provost for Diversity and Inclusion, Ellington Graves, who provided an InclusiveVT update focused on diversity education and partnerships with historically black colleges and universities (HBCUs).

For the past two years, Virginia Tech has focused on increasing HBCU partnerships in the STEM arena, as HBCUs are a source of untapped professional talent and doing so will promote expansion and diversification in economic development. Specifically for the university, such partnerships will help diversify the graduate student pipeline, expand funding opportunities for key research, and increase US citizenry in key areas of technology. Studies predict that it will take over 250 years to reach equity in engineering, as from 1990-2019 the number of black students that received engineering degrees remained at four percent, and the number of black engineers entering the workforce remained at three percent from 2009-2019. Due to stagnant degree and workforce entry rates, HBCUs have low numbers of black engineering faculty. Virginia Tech is currently ranked 10th for black engineering faculty with 12 faculty members in the field. Only four HBCUs have more than 12, with Howard University ranked first with 24 black engineering faculty. As a result, the university is in a good position to form partnerships with many research active HBCUs. In fact, the university has a number of alumni at HBCUs that are currently considered top research two universities, some of which are predicted to become tier one in a few years. Currently, Virginia Tech has over a dozen ongoing partnerships already in place across the country. Programs include the HBCU Research Partnership Seed Investment Program, the Graduate School HBCU Summit, the Multicultural Academic Opportunity Program, and the New Horizons Graduate Scholars Program. The institution utilizes a data analysis portal to not only form strategic partnerships, but to access longitudinal studies of HBCU graduate pipelines and ongoing partnerships. HBCUs will play a critical role in building and supporting the workforce in the emerging field of Quantum Information Science and Engineering (QISE), creating numerous funding opportunities for partnerships. As a result, the university will be establishing a replica of the VT QISE laboratory at Virginia State University, the first laboratory of its kind at any HBCU. Following the success of the VT HBCU Quantum Partnership Workshop, where Vice President and Executive Director of the Innovation Campus, Lance Collins, offered opening remarks, the university will be hosting a second workshop in August of this year in Arlington. There are also more funding proposals in development in QISE associated technologies. The university’s proposal strategy relies strongly on the usage of project-based learning labs, such as the quantum sensing and security lab that will be a part of the Innovation Campus. By partnering with HBCUs in the QISE field, Virginia Tech also hopes to matriculate masters’ students into the Innovation Campus as well.
The US Department of Education has approved Virginia Tech as an Asian American, Native American, Pacific Islander Serving Institution (AANAPISI). Requirements set by Title III of the Higher Education Act of 2008 state that 10% of the institution’s undergraduate enrollment must consist of Asian, Pacific Islander, and Desi American (APIDA) undergraduate students. For the 2022-23 academic year, APIDA undergraduate enrollment reached over 12% (more than 3,500 enrolled) and has been showing steady growth since 2018. This statistic includes domestic students only and represents the second largest student population at the University. The AANAPISI status will increase grant eligibility for both proposals and partnerships with AANAPISI community colleges, designated Title III funding, and federal research funding, as well as increase support for APIDA students. As of October 1, 2023, the University will begin receiving an AANAPISI Part A grant of $400,000 annually for the next five years from the Department of Education as part of the designation. Funds will support curricular development and faculty competency for courses addressing APIDA and Native American history, culture, and experience. This initiative will be led by Dr. Nina Ha, Director of the APIDA+ Center, and Dr. Melissa Faircloth, Director of the Indigenous Community Center. To support our AANAPISI status, a working group has been formed consisting of APIDA undergraduate and graduate students, instructional and administrative and professional faculty, and staff members. The group will also have expertise represented from Student Affairs, Undergraduate Academic Affairs, Inclusion and Diversity, and Enrollment Management. The working group will focus on the critical areas of mental health, internal diversity/disaggregation, campus climate, and recruitment and retention.

4. **Update on Job Architecture Project.** Vice President for Human Resources, Bryan Garey, updated the committee on the ongoing Job Architecture Project.

Having seen a rise in Administrative and Professional (A/P) Faculty employees since the project began in February of 2022, there are now 2,500 A/P Faculty members with over 1,700 unique titles at the University. Reflecting both practices of higher education and industry, the job architecture project organizes these positions into functions, sub-functions, and disciplines to form a cohesive titling structure. Currently, functions are not organizational structures, as some functions are distributed across the university. The project is not meant to change the university’s organizational structure, nor is it meant to change working titles (i.e. those that appear on business cards). It is also not meant to increase or decrease salaries, but to provide a market range to help us remain competitive as the marketplace changes. Having completed the three research phases in April, positions descriptions have been updated and job frameworks have been mapped, with 16 functional areas, 75 subfunctions, and 92 disciplines identified. Job leveling and career tracks were also identified, which will allow employees to see where they are in relation to certain career paths. Currently, we are 95% market competitive overall, and feel that we will be higher after merit increases this year. Going forward, the project will focus on implementation, which will require outreach and engagement throughout the summer months to explain the structuring. A
website will be created for A/P faculty to see where they fit in the structure and how they compare to other titles and current career pathing options. Change management is crucial and will involve outreach and engagement from the Board and senior leaders, as well as managers. The website will also allow managers to post positions quickly and pull market pay data for comparison. Human Resources will begin meeting with senior management areas to communicate and train individuals on market pay and data entry. There will be some necessary resistance management as well, as there will likely be angst from individuals who feel underpaid. However, the project has shown that a third of A/P faculty are currently salaried over market value, a third right in the market range, and a third that are slightly below market range.

5. Discussion on Early Childhood Education. Vice President for Strategic Initiatives and Special Assistant to the President, Lisa Wilkes led a panel discussion on the university’s early childcare initiative. Panelists included: Program Manager of Early Childhood Education, Kim Thomason, Chief Executive Officer of the Community Foundation of the New River Valley, Jessica Wirgau, Vice Provost for Faculty Affairs, Ron Fricker, and Vice President for Human Resources, Bryan Garey.

Following the Staff Senate report presented to the board in 2018, the Early Childhood Education Initiative was launched to identify short- and long-term strategies to address childcare challenges impacting Virginia Tech employees and students. Within its first year, the initiative saw the creation of the Early Childcare Program Manager position, currently held by Kim Thomason, and the establishment of the supplemental bonus program for lower pay band employees. This year, the university piloted a back-up care program with Care.com, but will need to evaluate furthering the partnership due to a lack of providers in the area that utilize the service. The Provost’s Office also piloted a faculty travel care program for faculty members with young children that must travel for work. Since 2006, the University has maintained a partnership with Rainbow Riders, which has proven to be a very effective recruitment and retention tool. As such, the university plans to expand partnership opportunities both with Rainbow Riders and new centers alike. At this time, agreements have been reached with three additional providers, one of which will be primarily for low-income employees, and one center that is located outside of Montgomery County for employees who live in the region but commute. The university has also sponsored centers to increase quality and provide professional development opportunities, as well as strategies for recruiting and retaining employees. A partnership was initiated in 2022 with the New River Valley to sponsor a New River Valley Childcare Summit with representatives from all governmental entities in the region, 50 of the top employers of the region, and our local sister institutions. Program Manager, Kim Thomason, has also been working with family care providers in the area to obtain childcare licenses, so that the university can promote them as a childcare resource, as we do not recommend any unlicensed providers or agencies. Research has shown that local centers are only at 50% capacity due to workforce challenges, so the initiative’s focus has
shifted from building more centers to aiding those already established. The government relations team has also been advocating for affordable and quality care, as well as teacher pay, as parity with pre-K salaries without outpricing families is crucial. Established in 2016, the Community Foundation/VT Partnership is a regional initiative that supports early childhood education and development in the New River Valley. Through this partnership, Virginia Tech has built local support, shared models with NRV employers, shared statewide initiatives, and created a menu of options for financial support for the workforce. Looking forward, the initiative plans to explore space share programs for infants and toddlers in Blacksburg, and to evaluate opportunities to enhance programs already provided by the university. Regionally, supporting family care programs, supporting early education career pathways in local high schools, piloting stabilization strategies with local business leaders, and creating a recruitment program for future teachers are high priorities. In doing so, the Early Childhood Education Initiative supports the university’s goal of becoming a talent destination, as well as invests in mid-career faculty recruitment and retention, and ultimately helps accelerate the goal in becoming a Global Top 100 University.

6. Results of BOV Self-Assessment. Secretary to the Board, Kim O’Rourke, presented a summary of the results of the annual Board Self-Assessment.

The survey was completed by 13 of the 14 board members, 4 of the 5 constituent representatives, and the 8 administrators who work most closely with the board. Items were scored on a scale of 1-5, with 5 being the most favorable. As in past years, the category rated most highly was board culture, which refers to the manner in which the board conducts itself. Among other questions receiving the highest scores were those dealing with the conduct of meetings and committee structure as well as the board’s commitment to freedom of expression, inquiry, and institutional autonomy. Overall, the report was very favorable, with only one question scored as low as 3.0. Areas possibly needing attention are those that those that deal with the board’s fiduciary responsibilities, such as monitoring progress on the strategic plan, budget and financial planning, educational quality, staying abreast of issues and risks, and ensuring that all perspectives are heard to inform decisions. Top challenges identified were access and affordability; becoming a top 100 global research university; aligning priorities with financial resources and building financial resilience; attracting top talent; addressing student mental health issues; and reinforcing the value proposition for four-year and advanced degrees.


There being not further business, the meeting was adjourned at 10:44am.

(Copies of the presentations and reports are filed with the permanent minutes and attached.)
RESOLUTION TO APPROVE AN APPOINTMENT TO THE NEW RIVER VALLEY PASSENGER RAIL STATION AUTHORITY

The university is requesting approval to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as a Virginia Tech representative and member on the New River Valley Passenger Rail Station Authority Board of Directors.
RESOLUTION TO APPROVE AN APPOINTMENT TO THE NEW RIVER VALLEY PASSENGER RAIL STATION AUTHORITY

WHEREAS, the powers, rights, and duties of the New River Valley Passenger Rail Station Authority (the Authority) may be exercised by a Board of Directors; and

WHEREAS, the governing body of each member shall appoint two representatives to serve terms on the Board of Directors of the Authority; and

WHEREAS, Christopher H. Kiwus, Vice President for Campus Planning, Infrastructure, and Facilities, currently serves as a university representative to the Authority for a term expiring December 31, 2024; and,

WHEREAS, Virginia Tech desires to appoint Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, as a university representative to the Authority, effective November 10, 2023, to complete the current appointment term expiring December 31, 2024;

NOW, THEREFORE, BE IT RESOLVED, that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, be appointed as a university representative to and member of the New River Valley Passenger Rail Station Authority Board of Directors to complete the current appointment term expiring December 31, 2024.

RECOMMENDATION:
That the resolution recommending that Robert R. Broyden, Interim Vice President for Campus Planning, Infrastructure, and Facilities, be appointed as a university representative to and member of the New River Valley Passenger Rail Station Authority Board of Directors be approved.

November 6, 2023
Emergency Management

The mission of Virginia Tech Emergency Management is to build, improve, and sustain university resilience, departmental readiness, and individual preparedness.

PREPAREDNESS AND MITIGATION PROGRAMMING:
- Emergency Planning
- Emergency Training
- Emergency Exercises
- Outreach and Education
- Operational Response and Recovery
- UAS Team/Event and Incident Support
- VT Alerts (Emergency Notification System)

COMMUNITY OUTREACH:
- Be Hokie Ready initiative
- Employee and Student Individual Preparedness Education
- Stop the Bleed, Weather Spotter, Incident Command, Hokie Ready, and internal stakeholder training programs.
- Event engagement and continuous education programs
Crisis and Emergency Management Plan
Comprises the organizational structures, personnel, and processes for response to, and recovery from, a crisis.

Base Plan
Incident management structure, roles/responsibilities and order of succession.

Emergency Notification System (ENS) Protocols
Provides notification process and messaging protocols.

Emergency Operations Center (EOC) Plan
ILT, IMT, and EOC operations, roles/responsibilities, and communication

Emergency Support Functions (ESF) Annex
Consolidates critical university operations into 16 ESFs

Infectious Disease Outbreak Response Capabilities
Identifies and outlines response capabilities to manage an outbreak

Communications Plan
Identifies and details university communications systems

Resource Management Plan
Process for procuring, inventorying and distributing resources during crisis

Recovery Plan
Configures support functions to assist institutional recovery

Appendix A: Victim Assistance Contact Information
As required by §23.1-804
Crisis and Emergency Management Plan
Comprises the organizational structures, personnel, and processes for response to, and recovery from, a crisis.

§ 23.1-804. Institutional Crisis and Emergency Management Plan
Every four years, each public institution of higher education shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure that the plan remains current, and the revised plan shall be adopted formally by the governing board.
Key Revisions throughout the CEMP:

• Personnel/Titles, Department Names, Contact Information updated.

• Eliminated redundant information across planning elements, using references across annexes and base plan.

• Aligned all plan elements to include ILT as senior leadership with authority and responsibility for incident strategy.

• Aligned all plan elements to clarify IMT staffing the EOC, with scalability for incident needs.

• Incorporated lessons learned from the COVID-19 Pandemic response.
Questions?
RESOLUTION TO APPROVE THE VIRGINIA TECH
CRISIS AND EMERGENCY MANAGEMENT PLAN

WHEREAS, Section 23.1-804, Code of Virginia as amended requires that each public
institution of higher education develop, adopt, and keep current a written crisis and
emergency management plan; and every four years, each institution shall conduct a
comprehensive review and revision of its crisis and emergency management plan to
ensure the plan remains current; and

WHEREAS, it is required that the plan be adopted by the institution's Board of Visitors; and

WHEREAS, the Virginia Tech Office of Emergency Management, in coordination with the
Virginia Department of Emergency Management, has a crisis and emergency
management plan (CEMP), which was promulgated by President Timothy D. Sands on
October 9, 2023; and

WHEREAS, the CEMP has been reviewed by this Board of Visitors;

NOW, THEREFORE, BE IT RESOLVED that the Virginia Tech Board of Visitors hereby
adopts the Virginia Tech Crisis and Emergency Management Plan, to include all-hazards
plans and procedures for disasters.

BE IT FUTHERER RESOLVED, the Office of Emergency Management will update the
CEMP, with the approval of the President of the University, as required during the interim
between the Board of Visitors quadrennial review and adoption required by Section 23.1-
804 of the Code of Virginia as amended.

Recommendation:
That the above resolution adopting the Virginia Tech Crisis and Emergency Management
Plan, to include all-hazards plans and procedures for disasters, be approved.

November 6, 2023
CRISIS AND EMERGENCY MANAGEMENT PLAN

October 2023

Virginia Polytechnic Institute and State University
Virginia Tech Emergency Management
148 Public Safety Building, Mail Code 0195
Blacksburg, Virginia 24061
(540) 231-4873 (Office)
(540) 231-4029 (Fax)
www.emergency.vt.edu
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Glossary and Acronyms

8.1 Acronyms

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Annexes

A. Emergency Notification System Protocols
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C. Emergency Support Functions
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E. Communications Plan
F. Resources Management Plan
G. Recovery Plan

Appendix

A. Victim Assistance Contact Information
1. Crisis and Emergency Management Plan Graphic Layout

The Virginia Tech Crisis and Emergency Management Plan (CEMP) is organized according to following diagram. The **Base Plan** illustrates the overall methodology for managing incidents at Virginia Tech.

The **Annexes** outline the incident management process regarding Emergency Operations Center (EOC) operations, the Emergency Notification System (ENS), and Emergency Support Functions (ESFs), as well as management capabilities for an infectious disease outbreak, communications, resource management, and recovery.

**Appendix A** contains supplemental information relevant to incidents involving victims of crime.

![Figure 1 CEMP Graphic Layout](image-url)
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2. Plan Documentation

2.1 PROMULGATION

TO: VIRGINIA TECH COLLEGES, DEPARTMENTS, FACULTY, STAFF, AND STUDENTS

FROM: TIMOTHY D. SANDS, PRESIDENT

RE: VIRGINIA TECH CRISIS AND EMERGENCY MANAGEMENT PLAN

Virginia Tech, in accordance with Code of Virginia Title 23.1, Chapter 8 and Title 44, Chapter 3.2 has reviewed and revised the university’s Crisis and Emergency Management Plan (CEMP, formerly Emergency Response Plan). The CEMP provides the university with flexible, scalable, all-hazards guidance applicable to all phases of emergency management.

Companion documents to the CEMP include, but are not limited to, departmental Emergency Action Plans (EAPs), departmental/university-wide Continuity of Operations Plans (COOPs), Community Assistance Plan (CAP), and the Virginia Tech Hazard Mitigation Plan (HMP). These are distinct, complementary plans that together provide a sound decision-making foundation establishing Virginia Tech’s approach to emergency management.

In concert with companion plans, exercises, training, and outreach, the CEMP substantially enhances Virginia Tech’s capabilities to prepare for, respond to, recover from, and mitigate against all hazards. A component of Virginia Tech’s emergency management program, the CEMP assists in continuing to build a culture of preparedness and resiliency throughout the Virginia Tech community.

Signed,

Timothy D. Sands, President
Virginia Polytechnic Institute and State University

Oct 9, 2023
### 2.2 Record of Changes

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<td>January 2012</td>
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<td>Base Plan, all Annexes, all Appendices</td>
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<td>Reflect changes of Policy 5615 succession list, and position change to distribution and policy group.</td>
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<td>Updated Base Plan, Annexes, and Appendices for roles, titles, names, and contact information as appropriate.</td>
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<td>Added monitoring and detection section to Base Plan. Added deactivation and gap analysis results to Annex H.</td>
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<td>M. Mulhare, A. Marinik</td>
<td>April 2015</td>
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<td>Updated Incident Management Structure (Section 5.2) to include SSPC Incident Response Team members and description.</td>
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<td>September 2016</td>
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2.3 LEGAL

2.3.1 DISCLAIMER
The information contained in the Virginia Tech Crisis and Emergency Management Plan (CEMP) has been prepared for use by Virginia Tech. The information is guidance for managing an incident, recognizing that individual circumstance or events not anticipated by the CEMP may occur. The experience and judgment of those utilizing the CEMP is an important consideration in how and when the CEMP is used. The content represents the best opinions on the subject in conjunction with current legislative mandates. No warranty, guarantee, or representation is made by the University of the sufficiency of the information contained herein and the University assumes no responsibility in connection therewith. The CEMP is intended to provide guidelines for safe practices; therefore, it cannot be assumed that all plausible and non-plausible scenarios are contained in this document, or that other or additional information or measures may be required.

2.3.2 CONFIDENTIALITY
Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to the Freedom of Information Act (FOIA) under Virginia Code §2.2-3705.2. Accordingly, Virginia Tech is withholding elements of the CEMP from public disclosure. Refer any request for a copy of this document to Virginia Tech University Legal Counsel.
2.4 RECORD OF DISTRIBUTION

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| Virginia Tech               | Campus Operations           | Vice President Campus Planning, Infrastructure and Facilities  
Assistant Vice President for Capital Construction  
Chief, Virginia Tech Rescue Squad  
University Building Official |
| Virginia Tech               | Division of Finance         | Assistant Vice President for Finance and University Controller  
Assistant Vice President for Budget and Financial Planning  
Associate Vice President for Campus Planning and Capital Financing  
Director, Insurance and Risk Management |
| Virginia Tech               | Division of IT              | Vice President and Chief Information Officer  
Chief of Staff and Deputy Chief Information Officer  
Executive Director, Network Infrastructure and Services |
| Virginia Tech               | Division of Student Affairs | Vice President  
Dean of Students  
Commandant, Corps of Cadets  
Director, Cook Counseling Center  
Assistant VP for Student Affairs and ExperienceVT  
Director, Schiffert Health Center |
| Virginia Tech               | Office of the VP for Research and Innovation | Vice President for Research and Innovation |
| Veterinary Medicine         | Administration              | Hospital Director                                                                         |
| Montgomery County           | Emergency Management        | Emergency Services Coordinator                                                              |
| Town of Blacksburg          | Town Administration         | Town Manager                                                                              |
| VDEM                        | Preparedness Division       | All Hazards Planner                                                                        |
3. Authorities and Standards

3.1 POLICIES AND REGULATIONS

The Virginia Tech CEMP is authorized and guided by provisions in the following documents:

3.1.1 FEDERAL

- Code of Federal Regulations (CFR), Title 44, Emergency Management Assistance
- Federal Emergency Management Agency (FEMA) National Response Framework
- Homeland Security Presidential Directive 8
- National Incident Management System
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended

3.1.2 STATE

- Code of Virginia, Title 23.1, Chapter 8
- Commonwealth of Virginia Emergency Operations Plan, October 2021
- Code of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended)

3.1.3 VIRGINIA TECH

- Virginia Tech Policy 1005 – University Health and Safety
- Virginia Tech Policy 5615 – University Safety and Security
- Virginia Tech Policy 5616 – Campus and Workplace Violence Prevention

3.1.4 REFERENCES

The following standards and plans were used in the development of this CEMP:

- FEMA Comprehensive Preparedness Guide 101 Version 3, September 2021
- National Fire Protection Association (NFPA) 1600 Standard on Disaster/Emergency Management and Business Continuity Programs
4. Introduction

4.1 MISSION

4.1.1 VIRGINIA TECH

Virginia Polytechnic Institute and State University (Virginia Tech) is a public land-grant university serving the Commonwealth of Virginia, the nation, and the world community. The discovery and dissemination of new knowledge are central to its mission. Through its focus on teaching and learning, research and discovery, and outreach and engagement, the university creates, conveys, and applies knowledge to expand personal growth and opportunity, advance social and community development, foster economic competitiveness, and improve the quality of life.

4.1.2 VIRGINIA TECH EMERGENCY MANAGEMENT

The mission of Virginia Tech Emergency Management (VTEM) is to instill a culture of preparedness by building, sustaining, and improving individual preparedness, departmental readiness, and university resiliency. The office accomplishes this mission by facilitating, coordinating and integrating operations necessary to build, sustain, and improve the functional capabilities of the university to mitigate against, prepare for, respond to, continue operations during, and recover from incidents.

Virginia Tech’s incident response priorities are:

- Protect life safety.
- Secure critical infrastructure and facilities including:
  - Buildings used by the Virginia Tech community.
  - Buildings critical to health and safety.
  - Facilities that sustain the response.
  - Classroom and research buildings.
  - Administrative buildings.
- Resume teaching and research programs.

4.2 PURPOSE

The Virginia Tech’s Crisis and Emergency Management Plan (CEMP) provides all-hazards guidance intended to preserve life, protect property, and manage an incident in order to continue the university’s mission. An incident is defined as “an occurrence or event, natural or human-caused, which requires a response to protect life or property.”1 An incident may cause a significant disruption of normal business in all or a portion of the university. Incidents can range from a small utility failure or criminal act that can be managed locally to a major winter storm, flood event, or chemical/biological release that may exceed internal capabilities and requires external response support. The CEMP establishes an incident management structure for Virginia Tech. The Virginia Tech CEMP supersedes all previous university-wide emergency response plans. Nothing in the CEMP, or any element thereof, should be construed as limiting the use of good judgment and common sense in matters not foreseen or addressed by the CEMP.

1As defined in the Federal Emergency Management Agency’s National Response Framework.
4.3 SCOPE
The Crisis and Emergency Management Plan and its contents apply to the Virginia Tech campus community at the Blacksburg main campus and all other university-owned facilities.

4.4 SITUATION OVERVIEW
Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the commonwealth’s most comprehensive university and its leading research institution, Virginia Tech offers 280 undergraduate and graduate degree programs to over 34,000 students and manages a research portfolio of more than 500 million dollars. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

Founded in 1872, Virginia Tech has approximately 213 campus buildings, a 2,600-acre main campus, off-campus educational facilities in six regions, a study-abroad site in Switzerland, and a 1,800-acre agriculture research farm near the main campus. The campus proper is located in the Town of Blacksburg within Montgomery County and the New River Valley.

As part of an all-hazards approach to relative risk assessment, Virginia Tech Emergency Management conducts periodic Hazard Vulnerability Assessments (HVA) for the Virginia Tech community. The purpose of the HVA is to identify relative risk for natural, technological, and human-caused hazards that may pose a threat to the university infrastructure, satellite facilities, and the campus community. The HVA tool accounts for probability of occurrence, impact of occurrence, and university preparedness for each hazard. The specific findings of these assessments are detailed in their respective reports. The results of the HVAs provide relative-risk rankings for all assessed hazards.

4.5 PLANNING ASSUMPTIONS
- The CEMP is an all hazard plan.
- An incident may occur with little or no warning.
- Incidents are managed at the local level by Virginia Tech.
- Virginia Tech will have written mutual aid agreements with neighboring jurisdictions.
- The response of outside resources or assistance may be delayed.
- Students, faculty, and staff may not be able to leave and/or travel to campus.
- Virginia Tech will use a hybrid Incident Command System (ICS) – Emergency Support Function (ESF) model during incident response operations, that can transition into a conventional ICS model as required.
- Any special facilities on the campus (Schiffert Health Center, Veterinary Medicine College, adult day care, and child care facilities, etc.) are required to develop emergency plans in accordance with their licensing regulations, or industry standards.
- All departments are to have current Continuity of Operations (COOP) and Emergency Action Plans (EAPs).
- Faculty, staff, students, and visitors will follow instructions given by first responders and university leadership.
4.6 PHASES OF EMERGENCY MANAGEMENT

Figure 2 Phases of Emergency Management describes the emergency management process in four phases: mitigation, preparedness, response, and recovery, with each phase overlapping the next.

**Preparedness** is the process of planning how to respond when an emergency occurs and coordinating the physical and human resources to respond effectively. Preparedness includes establishing authorities, procedures, protocol, plans, and agreements; training and exercising; and acquiring and maintaining resources.

**Response** is the actual real-world emergency deployment of personnel and equipment to save lives, protect property, and contain and stabilize the incident. Response involves alert and warning, search and rescue, emergency medical care, firefighting, security, providing shelter, removing debris, and restoring critical services/functions.

**Mitigation** includes activities that eliminate or reduce the occurrence or effects of an emergency (e.g., hazard identification, floodplain mapping, land use planning). Virginia Tech’s Hazard Mitigation Plan describes in detail the individual natural and man-made hazards that apply to the University and the steps to prevent loss through various means.

**Recovery** entails the short- and long-term actions necessary to return all systems to normal conditions. This includes repairing or rebuilding infrastructure, applying for disaster reimbursement, and restoring the administrative, instructional, and research environment.
5. Concept of Operations

Concept of Operations provides an overview of the incident management structure and procedures for responding to an incident on campus. More detailed information can be found in the subsequent annexes complementing the Base Plan.

5.1 CRISIS AND EMERGENCY MANAGEMENT USE

The CEMP may be used—in whole or in part—whenever action is required to:

- Save and protect lives
- Prevent and/or mitigate damage to property, systems, and the environment
- Initiate the Incident Command System (ICS) and develop an appropriate organizational structure to manage the incident
- Coordinate communications
- Provide essential services
- Temporarily assign university staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Operations Center (EOC)

The CEMP may be used, in conjunction with local, regional, state, or federal response plans as necessary to effectively manage an incident. Critical university departments having a role in response will be associated with Emergency Support Functions. See CEMP Section 6, Organization and Assignment of Responsibilities; Annex B, Emergency Operations Center Standard Operating Procedures; and Annex C, Emergency Support Functions Annex for more information.

5.2 INCIDENT MANAGEMENT STRUCTURE

5.2.1 INCIDENT COMMAND SYSTEM

Virginia Tech applies the Incident Command System (ICS) to incident and event management. A standardized, all-hazards management tool, ICS uses the following characteristics to more efficiently respond to and recover from a campus incident:

- Modular Organization: An incident’s organizational structure is flexible and scalable to the needs of the incident. Only the personnel and resources required to meet the incident objectives are used (and demobilized) in an effort to maximize productivity and minimize cost and duplication of effort.
- Incident Action Planning: A verbal or written plan for achieving incident objectives, as determined by leadership, is completed to provide a common operating picture during response and recovery operations.
- Span of Control: One individual in an incident management supervisory capacity oversees between 3 and 7 personnel (5 being ideal) to provide for adequate control, communication, and resource management.
- Chain of Command and Unity of Command: An orderly line of authority/communication exists within the incident management organization. Responders report to one supervisor to clarify reporting relationships and eliminate confusion brought on by multiple, conflicting directives.
- Unified Command: Representatives from multiple affected departments collaborate together to establish incident objectives and make collective decisions without affecting individual agency authority, responsibility, or accountability.
• Accountability: Resource and personnel tracking, unity of command, personal responsibility, span of control, incident action planning, and documentation all contribute to effective accountability throughout the incident management process.

5.2.2 UNIFIED COMMAND
The traditional single Incident Commander model (first person on scene in-charge) will generally transition to Unified Command (UC) as collaborative decision-making between multiple responsible internal and/or external departments/agencies becomes necessary to resolve an incident. Unified Command evolves during larger incidents, where representatives from separate university departments or agencies/government entities coordinate decision-making and leverage resources. Unified Command is typically exercised within the EOC but may be used in the field as necessary. Unified Command serves as the single voice of incident operations.

5.2.3 INCIDENT LEADERSHIP TEAM
The Incident Leadership Team provides strategic direction, develops policy and determines priorities and for any incident that impacts the university’s ability to perform mission essential and/or primary business functions. The Incident Leadership Team comprises members appointed by the President. The roster of the ILT is managed by the President’s Office. During an incident, when needed, the Incident Leadership Team will convene. Subject matter/functional experts may be included in ILT discussions if it will provide benefit to the incident management process. The President chairs the ILT unless they are unable to do so. In the absence of the President, the order of succession for the chair is: Executive Vice President and Provost followed by the Senior Vice President and Chief Business Officer. The chair may convene the ILT in person or virtually. The Associate Vice President for Public Safety is designated by the president as the University Incident Commander will provide incident management process for the ILT as required to manage the specific requirements of an incident. In the absence of Associate Vice President, the Executive Director for Emergency Management will serve in this capacity.

The ILT can be requested to assemble by any member of the team. if they believe there is a threat to the community, and/or there is sufficient disruption to university operations to warrant an institutional response. The ILT may also be activated at the discretion of authorized personnel should they have reasonable belief that an incident may require institutional response.

5.2.4 INCIDENT MANAGEMENT TEAM
The Incident Management Team (IMT) comprises representatives from across the university bringing resources and authority to a centrally coordinated team with focus on tactical implementation of the strategic objectives defined by the Incident Leadership Team and/or Unified Command. The mission of the Virginia Tech IMT is to centrally coordinate the university crisis response and recovery efforts using communications, efficient tactical implementation, and the effective use of university resources. The IMT may function at any location, or remotely, dependent on the situation; however primarily the IMT functions within the Virginia Tech Emergency Operations Center (EOC) located in the Public Safety Building.

Virginia Tech Emergency Management manages the membership of, and leads, the IMT as an incident management structure for the university. Members of the IMT are trained in incident management, incident command, and response and recovery capabilities. The IMT supports first responders, business continuity, and the university community specific to response and recovery efforts.

Virginia Tech Emergency Management provides training, conducts exercises, and frequently interacts with the IMT members to maintain a state of constant readiness. Team membership requires
departmental or divisional representatives have the authority to make decisions on behalf of their organization and commit organizational resources to the incident management process. Additional information about the Virginia Tech IMT, the operational process for incident management, and the Virginia Tech Emergency Operations Center can be found in Annex B – Emergency Operations Center Standard Operating Procedures.

5.2.5 EMERGENCY OPERATIONS CENTER
An incident may impact university operations for a prolonged period of time, the Assistant Vice President for Emergency Management (or designee) may activate the university’s Emergency Operations Center (EOC) to centralize the command, control, and coordination necessary to manage the incident. Unified Command is usually employed in the EOC to enhance decision-making and accountability. The Incident Management Team staffs the EOC and performs the following functions:

- Provides overall incident management and coordination.
- Determines the scope and impact of the incident.
- Serves as the primary information collection and dissemination clearinghouse.
- Issues communications through Communications and Marketing and Joint Information Center.
- Requests additional resources from outside agencies and implements mutual aid agreements.
- Coordinates with local, state, and federal government agencies.
- Maintains situational awareness and a common operating picture throughout the incident.
- Prepares Incident Action Plans for multi-operational period incidents.
- Implements university business continuity of operations plans (COOPs).
- Staff incident management positions.

While staffing the EOC, members of the Incident Management Team will be grouped in accordance with the university’s ICS organizational structure. For details and additional information about the EOC organizational structure, EOC roles and responsibilities, and graphical representation of the incident management structures see, Annex B – Emergency Operations Center Standard Operating Procedures.

5.2.6 EXTERNAL SUPPORT
The Associate Vice President for Public Safety serves as the university’s Emergency Coordination Officer (ECO). In their absence, Virginia Tech Emergency Management’s Executive Director assumes ECO responsibilities.

Virginia Tech can make resource requests to the Virginia Emergency Operations Center (VEOC) through the VDEM WebEOC portal. This operational policy for resource requests reflects the Virginia Department of Emergency Management policy allowing state institutions of higher education to make direct resource requests to the Virginia Emergency Operations Center.

Virginia Tech, as a state agency, has a role and responsibility to support the Virginia Emergency Response Team (VERT) agencies during a declared emergency or when otherwise needed. Upon receipt of a mission request from the VEOC, the university will determine if there are personnel and resources available to meet the mission requirements. Virginia Tech will promptly notify the VEOC regarding the status of their request. If Virginia Tech resources are available to fill the request, they will be deployed following receipt of a mission assignment from the VEOC.
5.2.7 MONITORING, DETECTION, ALERT, AND WARNING
The Virginia Tech Police Department (VTPD) Security Center provides for notification, alerts and
warnings of incidents affecting Virginia Tech. The VTPD Security Center operates 24 hours, seven days a
week. The Security Center receives information of potential incidents from the community through
telephonic and digital channels, as well as, direct communications with regional Public Safety Answering
Point authority. A mobile device application provides for two-way communication with the security
center. Virginia Tech is a member of a regional 911 authority, which provides for emergency call-taking
and emergency dispatch. Weather information is monitored continuously, providing timely notification
of hazardous weather. The university camera system is monitored at this location. The Security Center
has the capability to initiate the emergency notification system (VT Alerts), as well as initiate the campus
siren system, and monitor the university security cameras. The shift supervisor for VTPD has the
responsibility and capability of notifying senior leadership and Virginia Tech Emergency Management
when they determine the size and scope of an incident require a broader response.

5.2.8 EMERGENCY NOTIFICATION SYSTEM
Virginia Tech’s Emergency Notification System (ENS), branded VT Alerts, is a multi-channel, redundant
communication platform that disseminates critical information to subscribers in case of an incident.
Virginia Tech has implemented an ENS program that recognizes the “whole of system” from people to
technology and the interface between the two. As a matter of practice, VTEM and VTPD provide
education and training on the ENS to students and employees at their respective orientations. Virginia
Tech maintains this critical entry-point training. Campus sirens, classroom message boards, email,
landline and cellular phone calls, SMS messaging, VT Desktop Alerts, social media, annunciators, and
website updates all serve to provide the following information, at a minimum, to subscribers:

- Nature of incident
- Location of incident
- Actions to be taken

Annex A ENS Protocols provide operational guidelines for issuing emergency messages via the VT ENS.
The Protocols contain system background information, a list of responsible university authorities, how
and when the Protocols are to be used, and descriptions of the various channels employed for
notification distribution. Included also are staff roles and responsibilities, checklists, and approved
notification templates.

5.2.9 5.5 CAMPUS COMMUNITY: ROLES AND RESPONSIBILITIES
This section outlines the roles and responsibilities of students, faculty and staff, Building Emergency
Coordinators, and deans/department heads during day-to-day activities and incidents.

5.2.9.1 Students
General Responsibilities
Students should be aware of their surroundings and familiar with building evacuation routes, exits, and
assembly points. Students should also be enrolled in the VT Alerts system and have a personal
emergency kit. Additional information on emergency procedures is posted throughout campus in
residence halls, classrooms, and laboratories and is available on the VTEM website (https://emergency.vt.edu/ready.html) as well as accessible via the Hokie Ready app, Virginia Tech’s
public safety and preparedness app (available for download to iOS and Android).
Role During an Incident
Students involved in an incident should assess the situation quickly and thoroughly and employ common sense when determining how to respond. If directly involved in an incident, students should call 911 as soon as possible, direct responders to where the incident occurred if possible, and cooperate with first responders.

5.2.9.2 Faculty and Staff
General Responsibilities
University faculty and staff are seen as leaders by students and should be prepared to provide leadership during an incident. Faculty and staff should understand departmental EAPs and building evacuation procedures in areas where they work and teach. Faculty and staff may likely be the first person to arrive at an incident. They should familiarize themselves with the basic concepts for personal and departmental incident response as outlined in EAPs and the Classroom Emergency Preparedness Guide provided by Virginia Tech Emergency Management. Additional information on emergency procedures is posted throughout campus in classrooms, laboratories, and is available on the VTEM website (https://emergency.vt.edu/ready.html) as well as accessible via the Hokie Ready app, Virginia Tech's public safety and preparedness app (available for download to iOS and Android).

Role During an Incident
Faculty and staff involved in an incident should assess a situation quickly and as thoroughly as possible and use common sense when determining how to respond. Emergencies should be reported by calling 911. If evacuation of a building is necessary, faculty and staff are expected to evacuate immediately.

5.2.9.3 Building Emergency Coordinators
General Responsibilities
Building Emergency Coordinators (BECs), serve as the Chair of the building’s Emergency Preparedness Committee (EPC), as well as the point of contact to receive and disseminate safety and emergency preparedness information. BECs in concert with the building Emergency Planning Committee (EPC) develop EAP building annexes and act as an informational conduit for Virginia Tech Emergency Management.

Role During an Incident
BECs involved in an incident serve as the primary point of contact between first responders and building occupants. As necessary, BECs may assist in providing building emergency information and coordinating building evacuation procedures.

5.2.9.4 Deans/Department Heads
General Responsibilities
Deans and department heads serve as leaders and are responsible for providing overall guidance in an incident. Deans and department heads should be familiar with department and building emergency procedures as well as understand the overall emergency response procedures for the university.

Role During an Incident
Deans and department heads involved in an incident should assess a situation quickly and thoroughly, and use common sense when determining how to respond. Deans and department heads should follow department emergency and building evacuation procedures and report emergencies to the Virginia Tech Police Department. Early in an incident, deans and department heads should begin to consider implementation of departmental Continuity of Operations Plans and long-term recovery strategies if required.
5.2.10 MEDIA RELATIONS
Communications and Marketing personnel, upon notification, should report to the designated Joint Information Center (JIC). Public Information Officer (PIO) is responsible for the activation, operation, and demobilization of the JIC. The PIO coordinates press releases with the Incident Commander/Unified Command and/or the SSPC.

For information, the media can contact Communications and Marketing or visit their website at www.unirel.vt.edu. In large-scale incidents, information can be found on the Virginia Tech webpage at www.vt.edu.

5.2.11 DEMOBILIZATION
The Incident Commander/Unified Command will determine when response operations can be demobilized. Demobilization requires the deactivation of the EOC (if applicable) and the compilation of incident documentation. The Planning Section, if activated and in conjunction with the IC/UC, will develop a written or verbal demobilization plan as early in the incident as possible. Section chiefs will be responsible for the demobilization of their respective sections.

5.2.12 CAMPUS RECOVERY
Aligning with the university’s incident response priorities, the first recovery step for any incident is to establish a safe and secure campus. Restoration of critical infrastructure and facilities is then followed by resumption of the instructional and research environment. The SSPC will provide strategic guidance to the EOC and/or Virginia Tech Emergency Management and other university departments. See Annex G Recovery Plan for more information on specific recovery guidance to effectively address long-term recovery needs.
6. Organization and Assignment of Responsibilities

6.1 SUCCESSION OF AUTHORITY

Succession planning is an important facet of day-to-day operations and is a necessary piece of planning for an efficient and effective incident response and recovery. The departmental Continuity of Operations Plans (COOPs) include the orders of succession and delegations of authority for each university department, including those identified in the CEMP as having supporting roles for incident response. Therefore, succession is identified for response functions. In addition, delegation of certain authorities offers another layer of continuity and creates a more efficient response structure through distribution of function across trained and qualified individuals. For many university departments, orders of succession and delegations of authority may follow a similar path during normal operations and incident response. However, there are times when deviations are appropriate, or the unit responsible for response or strategic direction does not fit a typical department structure. Consistent with NIMS and ICS, the roles and responsibilities in terms of reporting structures may alter response and recovery efforts.

The Incident Leadership Team (ILT) and Incident Management Team (IMT) include members from multiple departments and staffing, succession, and authority are uniquely governed. The President's Office appoints the members, maintains membership information, and is responsible for the operation and function of the ILT. The ILT orders of succession are included in the University COOP, as amended. Virginia Tech Emergency Management manages the IMT, and is the responsible party for membership, operations, training, and exercises for the IMT. The IMT is rostered two or three members per department for purposes of continuity and inherent succession. Leadership succession is specific to VTEM personnel, with the highest-ranking emergency management member acting as the EOC Manager (see Annex B to the CEMP Emergency Operations Center Standard Operating Procedures). In the absence of any Virginia Tech Emergency Management personnel, the successor to IMT leadership will be determined by the Division of Public Safety.
6.2 EMERGENCY SUPPORT FUNCTION MATRIX

In alignment with National Response Framework guidelines, Virginia Tech has grouped its response capabilities into ESFs. Associated departments are cross-listed with lead/supporting authority, are displayed in Table 5 and further explained in Annex C. To provide for greatest scalability during an incident, ESFs or elements thereof may be used wholly or in part at the discretion of the Incident Commander/Unified Command, whether in the field or EOC.

Table 3 Emergency Support Functions ("L" indicates lead department/responsibility, “S” indicates supporting department/responsibility)
7. Plan Development and Maintenance

7.1 PROGRAM ROLES, RESPONSIBILITIES, AND ADMINISTRATION

7.1.1 BOARD OF VISITORS
In accordance with Code of Virginia §23.1-804, the board of visitors shall develop, adopt, and keep current a written crisis and emergency management plan. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in the Code of Virginia §19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies.

7.1.2 UNIVERSITY PRESIDENT
In accordance with Code of Virginia §23.1-804, the President shall annually review the institution’s CEMP, certify in writing that the President has reviewed the plan, and make recommendations to the institution for appropriate changes to the plan.

7.1.3 EXECUTIVE DIRECTOR FOR EMERGENCY MANAGEMENT
The Executive Director for Emergency Management is responsible for coordinating the preparation and updating of the CEMP as required, and will collaborate as needed with internal and external partners.

The Executive Director for Emergency Management will coordinate the annual review of the CEMP by the President and applicable Vice Presidents and document the process per Code of Virginia §23.1-804. In addition, every four years the Executive Director for Emergency Management will oversee a comprehensive review of the CEMP and secure its formal adoption by the Board of Visitors.

7.1.4 EMERGENCY SUPPORT FUNCTIONS
Emergency Support Functions bring together personnel that have authority, expertise, or a combination thereof, to determine a functional solution in response to an incident. ESFs can be used singularly, or in combination to resolve an incident and lay the foundation for recovery efforts.

The CEMP serves as the overarching document to guide response efforts during an incident. Departmental EAPs detail immediate response actions to be taken at the department or building level. COOPs list essential functions necessary for resumption of mission essential functions per department. VTEM manages the departmental EAP and COOP program in concert with CEMP administration as part of a continuous and comprehensive emergency management program.

7.2 TRAINING AND EXERCISES
Trained and knowledgeable personnel are essential for the prompt and proper execution of Virginia Tech’s CEMP, EAPs, and COOPs. Personnel with emergency management responsibilities will be provided with training opportunities to better understand their roles and responsibilities during an incident. Awareness information and training will be provided to the campus community.
7.3 EXERCISE PROGRAM

Virginia Tech applies the U.S. Department of Homeland Security, Federal Emergency Management Agency’s building-block approach to exercise design, planning, and execution - see Figure 7.1.

- **Seminar**: A seminar involves brief discussions of preparedness strategies and goals. It helps orient participants to new plans, policies or procedures, research, assess interagency capabilities, and construct a common framework.
- **Workshop**: A workshop involves more participants and often includes breakout sessions to develop new ideas, processes or procedures, and can be used to develop and obtain consensus for written plans.
- **Tabletop Exercise**: A tabletop exercise gathers participants with an experienced facilitator to identify areas for sustainability and improvement in existing plans, present new concepts, and features a slower-paced problem-solving process.
- **Game**: A game features a realistic scenario in a tabletop exercise to test existing and potential strategies, and prepare for more complex exercises.
- **Drill**: A drill is a supervised activity that tests a specific operation or function or maintains a specific operations or emergency response capability.
- **Functional Exercise**: A functional exercise is a single or multi-agency activity designed to evaluate capabilities and multiple functions using simulated response. It can be used to evaluate management of EOCs, command posts, and headquarters, and assess the adequacy of response plans and resources.
- **Full-Scale Exercise**: A full-scale exercise is a high-stress, multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response. It includes mobilization of units, personnel, and equipment and scripted exercise scenarios.

Virginia Tech Emergency Management works with campus departments to design, plan, and conduct exercises.

7.4 AFTER ACTION REVIEW

Post-incident and exercise evaluation results in improvement opportunities. One of the most effective ways of summarizing an incident and capturing lessons learned is the After Action Review (AAR) process. During an AAR, prior incident/exercise actions are appraised by participants, observers, and evaluators. Their comments are incorporated into a verbal or written report summarizing strengths and opportunities for improvement, which then may be incorporated into Virginia Tech’s emergency management program and associated plans and procedures.

---

2 Per Code of Virginia Title 23.1, Chapter 8, Virginia Tech will conduct an annual university-wide functional exercise.
# 8. Glossary and Acronyms

## 8.1 ACRONYMS

<table>
<thead>
<tr>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAR</td>
<td>After Action Review</td>
</tr>
<tr>
<td>BEC</td>
<td>Building Emergency Coordinator</td>
</tr>
<tr>
<td>CEMP</td>
<td>Crisis and Emergency Management Plan</td>
</tr>
<tr>
<td>COOP</td>
<td>Continuity of Operations Plan</td>
</tr>
<tr>
<td>DSA</td>
<td>Division of Student Affairs</td>
</tr>
<tr>
<td>EAP</td>
<td>Emergency Action Plan</td>
</tr>
<tr>
<td>ECO</td>
<td>Emergency Coordination Officer</td>
</tr>
<tr>
<td>ENS</td>
<td>Emergency Notification System</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>FOIA</td>
<td>Freedom of Information Act</td>
</tr>
<tr>
<td>HMP</td>
<td>Hazard Mitigation Plan</td>
</tr>
<tr>
<td>IC</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>ILT</td>
<td>Incident Leadership Team</td>
</tr>
<tr>
<td>IMT</td>
<td>Incident Management Team</td>
</tr>
<tr>
<td>JIC</td>
<td>Joint Information Center</td>
</tr>
<tr>
<td>NFPA</td>
<td>National Fire Protection Association</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>VTEM</td>
<td>Virginia Tech Emergency Management</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>SMS</td>
<td>State Managed Shelter Plan</td>
</tr>
<tr>
<td>UC</td>
<td>Unified Command</td>
</tr>
<tr>
<td>VDEM</td>
<td>Virginia Department of Emergency Management</td>
</tr>
<tr>
<td>VT</td>
<td>Virginia Tech</td>
</tr>
</tbody>
</table>
8.2 GLOSSARY

- **Campus Community**: Refers to students, faculty, staff, visitors, vendors, and contractors on, or in, Virginia Tech campus property.

- **Continuity of Operations Plan**: A plan of action to continue business functions of a department/unit/organization after a disaster threatens to prevent them from resuming and/or continuing.

- **Crisis and Emergency Management Plan**: An all-hazards incident management document that provides guidance intended to preserve life, protect property, and contain an incident or emergency on the local campus in order to continue the university's mission.

- **Emergency**: An incident that overwhelms or nearly overwhelms day-to-day resources, plans, and personnel in place to manage them, while causing a significant disruption of normal business in all or a portion of the campus.

- **Emergency Coordination Officer**: The person serving as the primary conduit between the state department of emergency management and the university with regard to emergency preparedness. The ECO coordinates planning, training, exercising, and all other activities related to the phases of emergency management.

- **Emergency Management**: The process of coordinating available resources to effectively manage emergencies or disasters that threaten the entity or institution, thereby saving lives, minimizing injury, and minimizing economic loss. This involves mitigation, preparedness, response, and recovery.

- **Emergency Action Plan**: A department/area/unit-specific set of guidelines and procedures for use during an imminent life safety event (e.g. building fire, severe weather, hostile intruder, etc.).

- **Emergency Operations Center**: A centralized location from which emergency operations can be directed and coordinated with the campus and community.

- **Exercise**: A test of plans, protocol, and/or procedures intended to validate the planning and training process.

- **Hazard**: Any source of danger or element of risk to people or property.

- **Hazard Mitigation Plan**: A risk management tool used to identify natural and human-caused hazards facing the Virginia Tech campus.

- **Incident**: An occurrence, natural or human-caused, which requires a response to protect life or property.

- **Incident Action Plan**: The statement of objectives and priorities for supporting activities during a designated period.

- **Incident Commander**: The person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, applying resources, and holding responsibility for all persons involved in the response.

- **Incident Command System**: A nationally used, standardized, on-scene emergency management concept.

- **Unified Command**: An incident management method employing collaborative decision-making between multiple responsible internal and/or external departments/agencies to resolve an incident.

- **Incident Leadership Team**: Specific university leadership personnel with the authority and responsibility to set incident response and recovery strategy employed by Virginia during crisis.

- **Incident Management Team**: Select group of personnel closely aligning with ESF representative departments that will manage the early stages of an incident with Virginia Tech Emergency Management.

- **Joint Information Center**: A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

- **Liaison Officer**: The Emergency Operations Center position responsible for internal/external coordination with departments/agencies playing a supporting response role during an event.

- **National Incident Management System**: The group of principles that are legislated for all entities to assist in coordination national emergency response functions.

- **Public Information Officer**: The Emergency Operations Center position responsible for information management during an event.

- **Safety Officer**: The Emergency Operations Center position responsible for safety oversight during an event.
THE CLERY ACT AND ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

CHIEF MAC BABB

VIRGINIA TECH POLICE
NOVEMBER 2023
OVERVIEW: VIRGINIA TECH POLICE

TEAM:
- 52 sworn officers
- 8 security officers
- 7 Security Center representatives
- 2 civilian employees

DUAL ACCREDITATION:
- Commission on Accreditation for Law Enforcement Agencies (CALEA)
- International Association of Campus Law Enforcement Administrators (IACLEA)

TEAMWORK:
- Campus community
- Virginia Tech Rescue Squad - 44 active members and 15 associate members.
- Regional partnerships

COMMUNITY OUTREACH:
- Extensive educational programming: RAD for Men; RAD for Women; OneLove Workshops; Student and Faculty/Staff Police Academies
- Residence Life Resource Officer Program (RLRO)
- Ongoing participation in informational sessions
**CLERY ACT: WHAT IS IT?**

Federal law requiring all higher education institutions that participate in federal financial aid programs.

**JEANNE CLERY**

**RECORD AND PUBLISH CRIME STATISTICS**
- Annual Campus Safety Report
- Daily Crime and Fire Logs
- Annual Fire Safety Report (EHS)

**VIRGINIA TECH’S RESPONSE TO THE CLERY ACT**

**DISSEMINATE CRITICAL SAFETY INFORMATION**
- VT ALERTS
  - Confirmed immediate threats to campus
- TIMELY WARNINGS
  - Potential ongoing threat to the community

**CIRCULATE CRIME AND SAFETY POLICIES AND PRACTICES**
- Rights and Responsibilities
- Reporting Crimes
PROCESS TO COMPLETE ANNUAL SECURITY REPORT

Process begins in January as the report must be published by October 1, 2023.

Partners involved include:
Title IX  Student Conduct  Global Ed  OEM
EHS  Legal Counsel  VT Colleges  Real Estate
VTF  Women’s Center  Registrar  Athletics
HR  Communications  Marketing  All campuses

Data cross checked for accuracy between contributing sources.
- Entire report is reviewed once in draft form to address content and flow.
- Significant updating this year to sections relating to Title IX, Sexual Assault response and prevention, Hokie Wellness programs and mental health.
CLERY REPORTABLE CRIMES

CRIMINAL OFFENSES
- Murder, non-negligent manslaughter, negligent manslaughter
  - Aggravated assault, arson, sexual assault, burglary, robbery
  - Motor Vehicle Theft
  - Sexual assault includes: rape, fondling, incest, and statutory rape

VAWA OFFENSES
- Sexual Assault
- Stalking
- Dating Violence
- Domestic Violence

HATE CRIMES
- Crime that is committed against a victim that is bias motivated

DRUG, WEAPON, AND ALCOHOL ARRESTS AND REFERRALS
- Clery does not count referrals for non-criminal drug offenses

NOTE: Statistics for 2020-21 impacted by COVID-19 and changes to marijuana laws in Virginia.
## 2022 Clery Act Crime Statistics: Blacksburg Campus

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>On- Campus</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<td>Statutory Rape</td>
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### Footnotes:
- The data above represents the number of incidents reported for each offense type on or near the Blacksburg Campus for the years 2020, 2021, and 2022.
# 2022 Clery Act Crime Statistics: Blacksburg Campus

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>On-Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<table>
<thead>
<tr>
<th>Year Total</th>
<th>Residential</th>
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<tr>
<td>350</td>
<td>587</td>
</tr>
<tr>
<td>10</td>
<td>9</td>
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</table>
VIRGINIA TECH POLICE MISSION STATEMENT

The Virginia Tech Police Department strives to enhance the safety and quality of life for students, faculty, staff, and visitors through effective law enforcement and proactive crime prevention in partnership with the university community.
2022 JEANNE CLERY ACT REPORT
THE ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT FOR ALL VIRGINIA TECH CAMPUSSES
September 2023

CAMPUS SAFETY:
A SHARED RESPONSIBILITY

The Virginia Tech Police Department is a Nationally Accredited Law Enforcement Agency
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Mission Statement
Inspired by our land-grant identity and guided by our motto, Ut Prosim (That I May Serve), Virginia Tech is an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.

University Overview
Virginia Tech’s main campus in Blacksburg has 2,600 acres, 216 buildings, an airport, Lane Stadium, Cassell Coliseum, the Moss Arts Center, and an adjacent research park. As the university meets the global demands of the future, the Blacksburg campus is constantly adapting to fulfill learning and research needs. On one corner of the campus, a collection of buildings near the downtown area, form the Creativity and Innovation District, designed to unleash creativity, spark vision and innovation, and instill an entrepreneurial mindset to empower tomorrow’s leaders.

On another part of campus, the Global Business and Analytics Complex will cement the university as a world leader in developing methods for analysis and interpretation, using data to address problems faced by industry and society. The complex will bring together students and faculty who share a passion for an analytic approach to problems in collaborative work environments for transdisciplinary research and hands-on learning.

Virginia Tech’s Blacksburg campus may seem large at first. But ask any Hokie, and they’ll gladly share a memory from the Drillfield, the Duck Pond, Lane Stadium, or one of the other iconic landmarks – covered in Hokie Stone – that form this campus and serve as a home where you’re always welcome.
The Virginia Tech Police Department has been designated as the department responsible for compiling and publishing the university’s annual security and fire safety report. This document is intended to serve as the annual security and fire safety report, as required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The purpose of the report is to provide information about security on campus, to include: campus and community crime statistics, fire statistics and safety information, policy information, safety tips, resource phone numbers and a brief overview of the many services the university provides. A map of the campus can be found online at www.maps.unirel.vt.edu/interactive and has been added to this report as Appendix A. Keep this information where it can be easily located; it provides you with a useful reference source of information.

Policies for Preparing the Annual Disclosure of Crime Statistics

Information for this report is compiled from reports provided by campus security authorities including, but not limited to, the Office of Emergency Management, Office of Student Conduct, Environmental Health and Safety, the Department of Human Resources, the Dean of Students Office, the Virginia Tech Women’s Center, and the Office of Residence Life. Statistics are also compiled from law enforcement agencies in jurisdictions where Virginia Tech owns property, leases property or those with jurisdictions on adjacent property.

Information for the main campus in Blacksburg was obtained from the Virginia Tech Police Department, the Blacksburg Police Department, the Montgomery County Sheriff’s Office, the Christiansburg Police Department, the Virginia Department of Alcoholic Beverage Control, and the Virginia State Police.

Separate Campuses

All policy statements contained in this report apply to all campuses unless otherwise indicated.

Campus Security Authority (CSA)

Under Federal Law CSAs are required to report a crime.

“Campus security authority” is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who donot constitute a campus police department or a campus security. (e.g., and individual who is responsible for monitoring the entrance into university property)
- Any individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
If someone has significant responsibility for student and campus activities, he or she is a Campus Security Authority.

"CSA’s and Individuals who want to report crimes that need to be reported, should contact the Virginia Tech Police Department, 540-231-6411, NRV Emergency Communications Authority, 911 emergency or 540-382-4343 for non-emergency, or the Title IX Coordinator, 540-231-1824 for inclusion in the Annual Report. Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible; however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study, and live on Campus.

Virginia Tech Police Department

The Virginia Tech Police Department (VTPD) is a nationally and internationally accredited professional law enforcement organization staffed by highly trained men and women. The department consist of 51 sworn officers, 8 security officers, 7 security center representatives, and 2 full time support staff employees. The Virginia Tech Police Department operates 24 hours a day and provides full police services to the university community. Sworn officers are state-certified and empowered to enforce all federal, state, and local laws on university property, as well as VT policies, and have full authority to make arrests and carry firearms. The department answers calls for assistance, conducts high-visibility patrol, investigates crime, performs crime prevention assessments, and conducts community outreach. Security officers are state-certified, unarmed and do not have authority to make arrest. They serve an "observe and report" function to supplement the visible campus safety and security presence. Security officers also provide customer service through activities like unlock and motorist assistance responses.

Virginia Tech police officers have jurisdiction and respond to incidents on the immediate campus in Blacksburg, Virginia, property owned or leased by Virginia Tech, university related corporations in the Blacksburg area, and property owned by Virginia Tech throughout the state. The Virginia Tech Police Department has jurisdiction on any other public or private institution of higher learning, if requested by the institution. A concurrent jurisdiction agreement was granted by the Circuit Court Judge of Montgomery County and includes the Towns of Blacksburg and Christiansburg, as well as the county of Montgomery. Additionally, the university has several mutual aid agreements with local jurisdictions.

The Virginia Tech Police Department also has a specified enhanced patrol zone in downtown Blacksburg. Officers have the authority to conduct routine patrol and make arrests in the enhanced patrol zone. A map displaying these boundaries has been added to this report as Appendix B.

The Virginia Tech Police Department maintains a close working relationship with the Virginia State Police, the Blacksburg Police Department, and the Montgomery County Sheriff’s Office and the Christiansburg Police Department, as well as other law enforcement agencies throughout the state. The Virginia Tech Police Department has a written Memorandum of Understanding with the Blacksburg Police Department and the Virginia State Police, as required by Virginia State Law, concerning sexual assault and death investigations.

The Virginia Tech Police Department does not have any other written Memorandum of Understanding with any other law enforcement agency concerning the investigation of alleged criminal incidents as the department has the responsibility and authority to conduct all criminal investigations for crimes that occur on Virginia Tech owned, leased, or controlled property. The monitoring and recording of criminal activity in which students engaged at non-campus locations of officially recognized student organizations, including those with non-campus housing facilities is done through communications with
the Blacksburg Police Department, and other local law enforcement agencies based on addresses of recognized student organizations. As a participant in the National Crime Information Center (NCIC) and the Virginia Crime Information Network (VCIN), the Virginia Tech Police Department is able to transmit and receive crime information with other police agencies throughout the United States. Through its membership in related professional organizations, the department is able to keep abreast of new or developing ideas and has a medium for the exchange of information on law enforcement issues.

The Virginia Tech Police Department publishes a “Daily Crime and Fire Log” each day with the exception of weekends, holidays and when the university status is closed. The “Daily Crime and Fire Log” lists actual fires in residence halls and all incidents of crime within the past 24 hours, or over the weekend. The report is available for review 24 hours a day at the Virginia Tech Police Department Security Center currently located at 330 Sterrett Drive, Blacksburg, Virginia 24061 and on the department’s website at www.police.vt.edu.

The Blacksburg Police Department notifies the university, via a referral of Student Conduct, when students or university recognized student groups are involved in criminal activities off campus within the Town of Blacksburg.

In June, 2016 the New River Valley Emergency Communications Regional Authority (NRV911) officially opened. NRV 911 is comprised of Montgomery County, The Towns of Blacksburg and Christiansburg and Virginia Tech to provide quality and reliable 911 dispatch and emergency communication services to the community. This partnership promotes interoperability, collaboration and commitment to excellence in public safety to foster a safe environment and promptly respond to the needs of citizens. The centralized 911 dispatch center more quickly and accurately routes calls to the appropriate local emergency medical, fire and law enforcement agencies by reducing transfers, saving valuable response time and, therefore, lives.

**Policies and Regulations / Missing Persons**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the NRV911 at 540-382-4343. The NRV911 will notify the Virginia Tech Police Department to generate a missing person report and initiate an investigation. Individuals can also notify the Dean of Students at 540-231-3787 or the Office of Student Conduct at 540-231-3790.

**Missing Persons Policies / Procedures**

The Virginia Tech Police Department will notify any missing student’s confidential contact(s) if provided, within 24 hours of the determination that the student is missing. In the event a student is under 18 years of age and not emancipated, the Virginia Tech Police Department must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. As required by law, for all missing students, the Virginia Tech Police Department will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Virginia Tech in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact can do so through the Hokie Spa web site (www.hokiespa.vt.edu). Annually updating emergency contact information is required through Registrar’s office. This confidential contact information will be accessible to authorized campus officials and law enforcement only, and will not be disclosed outside of a missing person investigation.
Security and Access to Campus Buildings

Security and access control design standards have been developed for new and renovated buildings owned by the university. Designs are reviewed by the Virginia Tech Police Department for compliance with security requirements. Exterior doors in all residence hall buildings remain locked at all times except in those buildings that also house university offices. During special circumstances such as student move in, exterior entrances to residence halls are scheduled to be unlocked during specified time periods. Normally, residents of the building and their escorted guests, as well as authorized persons, access the building by utilizing the card access system.

Student Leaders (SLs), previously called (RAs), and Campus Security Officers make rounds during evening hours to verify that exterior entrances are locked and secured. Academic and administrative buildings are open to the public during operating hours and are generally secured after operating hours and during extended breaks. For information about the access protocol for a specific building, see the building manager, a department head, or contact the Virginia Tech Police Department at 540-231-6411. All campus buildings are patrolled daily by the Virginia Tech Police Department in order to monitor and address any security measures needed.

Virginia Tech has designed policies and regulations in order to create a safe and harmonious environment for the members of its community. All campus community members and visitors of the university are required to obey these regulations. These policies not only reflect the university’s high standards of conduct, but also local, state and federal laws. Observation and enforcement of regulations create a significant degree of safety for the university community.

Security Considerations used in the Maintenance of Campus Facilities

Campus Security Officers also make reports of malfunctioning lights and other unsafe physical conditions that need to be addressed. Information in those reports, are forwarded to the appropriate facility/department for follow-up. Security measure recommendations such as lighting, landscape improvements and entrance/access security are also submitted for review and approval by the University Architect and the Virginia Tech Police Crime Prevention Specialist. Facilities and landscapes are maintained in a manner that minimizes hazardous conditions. Maintenance issues can be reported to the Security Center by calling 540-231-6411.

Timely Warnings / Crime Alerts

*Timely Warnings / Crime alerts* will be provided to the community in the event of a reported crime, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes and ongoing or continuing serious threat to the university community. The Clery crimes for which *Timely Warnings / Crime Alerts are considered* include, major incidents of Arson, Murder & Non-negligent Manslaughter, Burglary, Robbery, Aggravated Assault, Motor Vehicle Theft, Sexual Assault offenses (*Rape, Fondling, Incest, and Statutory Rape*, Domestic Violence, Dating Violence, and Stalking). All incidents are considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Chief of Police or designee.

The Timely Warnings / Crime Alerts are generally written by a supervisor or others with the Virginia Tech Police Department as designated by the Chief of Police and are typically distributed to the community via email to anyone who has a vt.edu email address, by the Virginia Tech Police Department or University Relations. If someone from the Virginia Tech Police Department is unavailable, there are several administrators in university Relations who can initiate the email system. The Timely Warnings / Crime Alerts are also posted on the Virginia Tech Police Department website.
and may be posted on social media outlets. Updates to the Virginia Tech community about any particular case resulting in a Timely Warning / Crime Alert will normally be distributed via email.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

**Emergency Alerts**

Virginia Tech’s Emergency Notification System (ENS), more commonly known as VT Alerts, is in place to provide rapid incident communication through multiple media outlets to the Virginia Tech community. The ENS addresses the reporting requirements of the 2008 Higher Education Opportunity Act and Section 23.1-803, Code of Virginia, as amended.

**Emergency Response and Evacuation Information Compiled by the Office of Emergency Management**

Virginia Tech will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive communications system, “VT Alerts,” to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The “VT Alerts” system includes: email notices; phone cellular phone, and text messages; classroom electronic message boards; university website notices; campus loud speakers / sirens, building fire alarm annunciators, desktop alerts and twitter feed @vtalerts. In the event all systems are non-functional, face-to-face communications, Sirens/PA or other channels as developed would be utilized. Protocols for emergency notifications, are outlined in the Emergency Notification Systems Protocol document.

Parents and members of the larger community are not eligible to sign up for all of the immediate notifications through Virginia Tech Alerts. However, all Hokie family members, along with members of the community, are able to subscribe to receive real-time VT Phone alerts to stay informed about the Blacksburg campus and are encouraged to do so. To subscribe, text HokieFam to 226787.

Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. App users can access important just-in-time emergency information, connect with Virginia Tech emergency information, connect with Virginia Tech emergency services, and navigate the Blacksburg campus quickly and safely. To download the app, search “Hokie Ready” in your app store.

Information will also be published on the University website during a campus emergency. The Virginia Tech Police Department is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community.

There are other departments on campus that could be in a position to confirm certain types of emergencies. The Office of University Relations, the Virginia Tech Police Department, and Virginia Tech Emergency Management have access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter or secure in place or other action on the part of students, employees, and campus visitors. These departments have the authority to determine the appropriate region or regions of the university community that will receive an alert, to
determine the content of the alert, and to initiate the notification system, when applicable. The institution typically provides follow-up information to the community using appropriate communication channels that may include the same systems that were used to send out the original alert.

One of the listed departments above will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of first responders, compromise efforts to assist a survivor or to contain, respond to, or otherwise mitigate the emergency. The typical first responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community include the Virginia Tech Police Department, Virginia State Police, Blacksburg Police Department, Montgomery County Sheriff’s Office, Christiansburg Police Department, Virginia Tech Rescue and the Blacksburg Fire and EMS Department and Virginia Tech Emergency Management. Annually, the Offices of University Relations and Human Resources provide communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found on the university VT Alerts web site.

**Emergency Management, Preparedness and Response**

The primary department responsible for university resilience, response and preparedness is the Virginia Tech Emergency Management Office. Emergency preparedness and information on what to do in an emergency can be accessed by searching “Be Hokie Ready” from the university web site. In an emergency it is important to remember three important things; do not take unnecessary risks, there is no substitute for remaining calm, and always use common sense.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous emergency response exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Drills and exercises completed during 2022 are listed in table 1. In addition to exercises and drills listed, a silent test of the VT Alerts system is conducted twice daily.
The Virginia Tech Police Department, Virginia Tech Emergency Management and other critical university departments are trained in the Incident Command system and response to campus emergencies. When a serious incident occurs that causes an immediate threat, to the health, safety and security of the Virginia Tech community (Blacksburg campus) responding agencies include: the Virginia Tech Police Department, Virginia State Police, Blacksburg Police Department, Montgomery County Sheriff’s Office, Christiansburg Police Department, Virginia Tech Rescue and the Blacksburg Fire, Blacksburg Volunteer Rescue Department, Virginia Tech Emergency Management, as well as other university departments and jurisdictions. These agencies work together to manage the incident. At other campuses first responders from local jurisdictions will manage initial incident response.

General information about the emergency response and evacuation procedures for Virginia Tech is publicized each year and is on the Virginia Tech Emergency Management website and as part of the institution’s Clery Act compliance efforts. Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one announced or unannounced drill or exercise each calendar year. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. Information related to emergency notifications and emergency guidelines can be found at [http://www.emergency.vt.edu](http://www.emergency.vt.edu). Information related to evacuation procedures can be found at [http://ehss.vt.edu](http://ehss.vt.edu).

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<th>Topic</th>
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</table>
Emergency Management Procedures

GENERAL PREPAREDNESS AND SAFETY TIPS
Being prepared is every Hokies’ responsibility. Here are some tips to help you be Hokie Ready!

- Remember to sign-up for VT Phone Alerts at www.alerts.vt.edu. Download VT Desktop Alerts to your personal computer.
- Always lock your door to protect yourself and your property.
- Create a contact in your cell phone called I.C.E. (in case of emergency) with your emergency contact information or download an I.C.E. application for your phone.
- Get to know where blue light phones are located – they connect directly to the Virginia Tech Police.
- Use Virginia Tech SafeRide to catch a ride after dark. Call 540-231-SAFE (7233).
- Get a kit, make a plan, and stay informed. Find out how at www.emergency.vt.edu.
- Protect yourself from identity theft by protecting your Social Security number, creating strong passwords, and using trusted internet sites.

HOW DO I REPORT AN EMERGENCY?
Dial 911 from your cell phone or campus phone when you need Police, Fire, or Emergency Medical Services. Remain calm – your actions influence others.

- Tell the dispatcher you are at Virginia Tech and give the exact address or building.
- Give your full name and the telephone number from which you are calling, in case you are disconnected.
- Describe the nature of the emergency (describe clearly and accurately).
- Remain calm and do not hang up as additional information may be needed. If possible, have someone else meet emergency personnel outside of the building.

WHAT IF THERE IS A MEDICAL EMERGENCY?
Provide plenty of space for the victim and emergency personnel.

- Call 911. Try to have someone escort emergency medical personnel to the scene.
- Unless they are in immediate danger, do not move any victims until emergency personnel arrive.
- If properly trained, give appropriate first aid and/or CPR until emergency personnel arrive.

HOW DO I SECURE-IN-PLACE?
When it is necessary to secure-in-place, you will be the safest by placing a locked door or other barricade between you and the associated violence or danger.

- Remain calm.
- If you are outside during a secure-in-place emergency you should seek cover in the nearest unlocked building.
- If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
- Once inside, find an interior room and lock or barricade the doors.
- To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows.
- Await further instruction from VT Alerts and emergency personnel.
- Do not leave until an “All Clear” is received.
WHAT IF SOMEONE WANTS TO ENTER A SECURE AREA?
If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others. Use good judgment. If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:

- Can you see the area outside the door to determine that someone is not lying-in-wait? Is it a trap?
- If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If the description is made to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
- Have the person lift his or her shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

HOW DO I SHELTER-IN-PLACE?
Shelter-in-place events are usually weather-related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Do not lock doors behind you as others may also need to shelter-in-place.

- Remain calm.
- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.
- Resist the temptation to go outside and check the weather conditions yourself.
- Once inside, stay away from windows, glass, and unsecured objects that may fall.
- Seek shelter in interior rooms and corridors.
- Avoid large freestanding expanses such as auditoriums and gymnasiums.
- Do not use elevators.
- Await further instruction from VT Alerts and emergency personnel.
- Do not leave until an “All Clear” is received.

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

WEATHER DEFINITIONS
- Watch: Conditions are favorable for the development of severe weather. Closely monitor the situation in case conditions worsen.
- Warning: Severe weather has been observed. Listen closely to instructions provided by weather radios, emergency officials, and other alert mechanisms. Seek shelter immediately.

HOW DO I EVACUATE CAMPUS BUILDINGS?
Evacuation routes are posted in building hallways, usually near stairwells or exits.

- Remain calm and always use common sense.
- Know at least two evacuation routes. Look for illuminated EXIT signs.
- Remember, when the fire alarm sounds – you must evacuate. Do not use elevators unless authorized to do so by emergency personnel.
Know where fire extinguishers and manual pull stations are located.
Encourage others to evacuate with you – do not wait for those who refuse to leave.
Provide Resident Hall Advisors and emergency personnel the location of people still in the building.
Move at least 50 feet away from the building to provide space for emergency personnel.
If you have questions about special assistance, contact Services for Students with Disabilities (540-231-0858). You may be asked to be a ‘buddy’ by an individual with a disability. In an emergency, a buddy helps a person with a disability.

LOOK OUT FOR YOURSELF AND YOUR FRIENDS
Trust your instincts – if it feels wrong, it probably is.
Never drink and drive and don’t let your friends do it either!
Use a buddy system. Make sure all friends that arrived are accounted for when you head home.
You are not alone at Virginia Tech. If you or a friend are feeling stressed or having difficulties coping, reach out and get assistance immediately:
   » The Virginia Tech Women’s Center (540-231-7806)
   » The Dean of Students (540-231-3787)
   » Cook Counseling Center (540-231-6557)
   » Virginia Tech Police (540-231-6411)

WHEN VENTURING INTO THE GREAT OUTDOORS
Outdoor activities are abundant in the New River Valley.
Make an itinerary and give a copy to someone who is staying behind.
Check the weather before venturing out.
Have an appropriate first aid kit.
Don’t forget about food and water – bring more than you think you may need.
Carry a compass and map or even better – a GPS.
When in the forest, especially during hunting season, wear blaze orange to increase your visibility.
Never swim alone. Be extra careful when swimming in the river – currents can be deceiving.
When boating, canoeing, rafting, or tubing – use a personal flotation device.

STAY INFORMED
Use these outlets to stay up-to-date on what to do before, during, and after an emergency.

» Virginia Tech Emergency Management
   ▶ www.emergency.vt.edu | @BeHokieReady

» Virginia Tech Police Department
   ▶ www.police.vt.edu | @VaTechPolice

» VT Alerts
   ▶ www.alerts.vt.edu | @vtalerts

» Virginia Tech News
   ▶ www.vtnews.vt.edu | @vtnews

» National Weather Service
   ▶ www.weather.gov | @NWSBlacksburg
Emergency Evacuation Procedures

Emergency Evacuation Procedures

The Office of Fire Safety located within the Environmental Health & Safety department along with the Division of Student Affairs office of Residential Programs work together each year to provide fire and life safety education to students living on campus. Each occupied residence hall is required to conduct a quarterly fire drill in compliance with the Commonwealth of Virginia fire code. Thus, the emergency response and evacuation procedures are tested at least twice each year and, for some of the buildings, four times a year.

Each year Coordinators of Well-Being, Experience VT or Case Management and Administration, Resident Directors to Managing Directors, and Resident Assistants to Student Leaders, are required to attend fire and life safety training during their orientation in August. The purpose of the drills is to provide all residents and staff an opportunity to practice what to do in the event there is ever a real fire or other evacuation emergency. These drills prepare building occupants for an organized evacuation in case of a fire or other emergency.

Evacuation drills are a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants familiarize themselves with procedures and the location of exits and the sound of the fire alarm. Alarms and other components of fire safety systems are checked to see that they are working properly. The fire drills are generally held within the first 10 days of the semester, during the hours of 8:00 a.m. and 11:00 p.m. Following the drill, residents receive a report and feedback on the evacuation process. Be sure you know what to do when the fire alarms sound, and always evacuate!

Each university department or unit develops an Emergency Action Plan (EAP) that outlines the actions occupants in the building must take during emergencies. Evacuation planning is a part of each department's EAP. All drills must be coordinated with Environmental Health and Safety Services (EHSS) in advance by calling (540) 231-9068 or email firesafe@vt.edu.

Reporting a Crime or Getting Emergency Assistance

Individuals are responsible for being aware of and complying with university policies/procedures and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats or risks to the NRV911 center who will notify the Virginia Tech Police Department, when the victim elects to, or is unable to, make such a report. Crimes and other emergencies should be reported to the NRV911 center @ 540-382-4343 or 911 for an emergency. The NRV 911 center will notify the Virginia Tech Police Department. Survivors or witnesses of crimes on campus may report those crimes anonymously on a voluntary, confidential basis for inclusion in the annual crime disclosure online at www.police.vt.edu/anonymous.html.

Criminal or suspicious acts and emergencies should be reported to the police immediately in person, by telephone or by using one of the blue light phones located throughout campus. Several residence halls and administrative buildings are equipped with blue box phones that serve the same purpose inside the buildings, totaling 395 overall. Currently, there are 118 blue light phones on campus grounds that can directly connect you with the NRV911 across campus. The phones are available 24-hours-day, 7-days-a-week and a simple push of a button is all it takes to connect. Calling 911 on a land line or cell phone is another option.
The Hokie Ready app is available for download for Android and iPhone devices. Hokie Ready allows students, faculty, and staff to send tips and messages to the Virginia Tech Police department, share their location with friends or family as they walk on campus, find buildings on campus, and access emergency preparedness information.

The Virginia Tech Police website (https://police.vt.edu/crime.html) has a form that enables students, faculty and staff to report incidents via the internet. The report form contains all information needed to complete a police report. This form can only be used for vandalism, damage or destruction of property, larceny or theft offenses and annoying or harassing phone calls.

If a person wants to report an incident anonymously and or confidentially to the Virginia Tech Police Department or a Campus Security Authority, they may do so in person, or by contacting a Campus Security Authority by phone: the Dean of Students @ 540-231-3787, Title IX Director @ 540-231-1824, or the Director of Residential Well Being and Inclusion @ 540-231-9811.

**Voluntary Confidential Reporting**
If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a VTPD officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the VTPD can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

**Anonymous Reporting**
The purpose of an anonymous report is to take steps to promote safety. In addition, VTPD can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. These forms can be accessed at https://police.vt.edu/anonymous.html.

If you ever need to contact the police, officers and staff will attempt to assist you in any way possible. The Virginia Tech Police Department is located in the Public Safety Building at 330 Sterrett Drive. The Security Center is located on the first floor and is staffed 24 hours a day to assist with questions and connect people with appropriate department personnel.
The Virginia Tech Police Department encourages everyone who is a survivor of a crime to come forward and report it to the police. However, on occasion and depending on the nature of the crime the survivor declines to pursue an investigation or press charges. This is the survivor's option. Just because a crime has been reported with the police department does not mean that criminal charges have to be filed. Students also have the option of contacting other university resources, such as Title IX, Dean of Students, Virginia Tech Women's Center, Office of Student Conduct, Cook Counseling Center, Shiffert Health Center, or academic advisors who will assist with notifications, if desired. This information will be included in the annual disclosure of crime if the caller provides the date, location and crime committed.

Dial 911 for all emergency calls for Police, Fire, and Rescue. For non-emergency calls, contact the NRV911 center@540-382-4343.

Clery Reportable Crimes – Response to Reported Incidents
In response to reports of criminal activity occurring on the VT campus, the NRV911 will take the required action, either dispatching a Virginia Tech Police officer to the incident location or asking the survivor to report to the Virginia Tech Police Department Security Center located at 330 Sterrett Drive, Blacksburg, Virginia 24061. The Security Center is open 24 hours daily and is staffed to answer questions or to have an officer respond to take a complaint. All Virginia Tech Police Department incident reports involving student conduct violations or conduct referrals generated by officers involving students are forwarded to the Office of Student Conduct for potential action, as appropriate. In some instances, these reports and or referrals are held during active investigations, and then provided at a later time. The Virginia Tech Police Department Investigative division will conduct criminal and administrative investigations when it is deemed appropriate.

Services and Prevention Information

Alcohol and Drug Abuse Prevention Services

The Campus Alcohol Abuse Prevention Center, located in 147 McComas Hall is the university resource for alcohol abuse prevention. They may be contacted at 540-231-2233 (Hokie Wellness) or by email to CAAPC@vt.edu. Drug education prevention is provided by (Alcohol and Drug Prevention Team). ADAPT Peer Educators are dedicated to addressing alcohol and other drug abuse issues in the Virginia Tech community.

ADAPT members promote awareness through educational programs and outreach, while serving as accessible resources for fellow students. ADAPT members strive to minimize the abuse of alcohol and other drugs in an effort to encourage students to pursue positive behavioral changes, and to promote a healthier environment at Virginia Tech. They can be contacted through the Office of Student Conduct in Suite 141 New Hall West or at 540-231-3790.

Alcohol and Drugs
Virginia Tech recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportion in our society and that it interferes with the goals and objectives of any educational institution. Accordingly, Virginia Tech strongly discourages illegal or otherwise irresponsible use of alcohol. Members of the university community are responsible for their decisions regarding their use of alcohol as well as their behavior which occurs as a result of these decisions. In
this context, Virginia Tech created a comprehensive policy on Alcoholic beverages and other Controlled Substances. This policy can be found in the University Policies for Student Life.

**Alcohol Policy**
Virginia Tech fully enforces the alcohol regulations of the Commonwealth of Virginia. All state laws apply to Virginia Tech students, faculty, staff, and visitors while in the Commonwealth of Virginia. These laws and the VT policies prohibit possession, use, sale, distribution, and consumption of all alcoholic beverages by persons less than 21 years of age while in the Commonwealth of Virginia and are enforced by the Virginia Tech Police Department. To maintain conditions conducive to a learning environment, and to ensure that all community members are in a safe, productive environment, the university further restricts the use of alcohol within specified criteria. For more comprehensive details, please refer to the University’s Policy on Alcoholic Beverages.

**Alcohol Effects**
Alcohol is a depressant that progressively affects different brain areas. Alcohol first affects the part of the brain that controls inhibitions. When people lose their inhibitions, they may talk more, get rowdy, and do things that they would have otherwise not done. After several drinks, they may feel “high,” but really, their nervous system is slowing down. Alcohol acts fast because it moves directly into the bloodstream from the small intestine. It takes approximately one hour for the liver to process the alcohol in one standard drink.

**Drug Abuse Effects**
Learning to recognize the physical or behavioral signs of drug abuse can aid in preventing the problem from getting worse. Changes in appearance, such as bloodshot or glazed eyes, dilated or constricted pupils, abrupt weight changes, bruises, infections, or other physical signs at the drug’s entrance site on the body, can be clues to possible drug abuse. Other clues include increased irritability, lethargy, and depression, sudden changes in a social network, dramatic changes in habits, financial problems, and involvement in criminal activity. Drugs can affect almost every organ in your body and if you already have health issues, it can make them worse.

**Controlled Substances**
The university strictly prohibits the illegal use, sale or possession of any controlled substance. Virginia Tech Police Department fully enforces both federal and state drug laws. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action that may include suspension and / or dismissal from the university.

Violations of state law should be reported to the NRV911 who will contact the Virginia Tech Police Department to take appropriate legal actions. In compliance with the Drug Free Schools and Communities Act, Virginia Tech publishes information regarding the University’s educational programs related to drug and alcohol abuse prevention: sanctions for violations of federal, state, and local laws and University policy: a description of health risks associated with alcohol and other drug use: and a description of available treatment programs for Virginia Tech students and employees. A complete description of these topics, as provided in the comprehensive details, please refer to the University’s Policy for a Drug Free University at: [https://policies.vt.edu/assets/1020.pdf](https://policies.vt.edu/assets/1020.pdf).

**Pastoral and Professional Counselors**
The Women’s Center at Virginia Tech employs counselors. Crimes reported to the Women’s Center are confidential, but information such as the location, date, and offense type are communicated to the Police Department for inclusion in the annual crime statistics. Counselors at the Cook Counseling
Center provide information to survivors about other community services available to them as well as the procedures for reporting crimes to the Virginia Tech Police Department. The Director at Cook Counseling is required to report Clery crimes. There are no formal procedures that require professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics. Virginia Tech is not required to provide a timely warning for non Clery crimes or crimes reported to a pastoral or professional counselor.

**TimelyMD / TimelyCare**

*TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education.* TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.

**Safety and Security Programs**

The Virginia Tech Police Department has community outreach and Residence Life Resource Officer Program that provides educational programming and other crime prevention functions to the university community. Educational programs include Student Police Academy, Alcohol Awareness, Bicycle Safety, Drug Awareness, Personal and Property Safety (basic crime prevention and personal safety). The Virginia Tech Police also offers Rape Aggression Defense, (RAD for Women) and Resisting Aggression through Defense (RAD for Men) which provide lessons on basic self-defense and personal safety. Also available is the One Love violence prevention program. They cover violence prevention on a weekly community policing RLRO Nation Radio Show on WUVT 90.7 FM, Blacksburg, that reaches both the on and off campus communities. Residence Life Resource Officers offer a Mentoring Program throughout the year for some students that receive conduct violations involving alcohol and drug abuse.

Safety programs begin with orientation sessions for incoming freshmen and their parents. Once school begins, the Community Services Unit continues with educational programs throughout the year in the residence halls as requested and actively recruits participants for its interactive programs. These programs include personal safety and security on campus as well as safety when traveling abroad, drug and alcohol awareness, women's awareness, sexual assault prevention, and other requested topics. All programs are available to faculty, staff and students upon request or if a need becomes apparent.

During 2022-2023, the Virginia Tech Police Department and the Office of Emergency Management conducted Crime Prevention and Safety Awareness presentations. The presentations included safety (shelter in place, secure in place, and evacuations) (virtual) RAD for women and men (in-person), Drugs (in-person), Alcohol Awareness (in-person), Violence Prevention (in-person), and Emergency Preparedness, (in-person), securing property (in-person), bicycle safety (in-person) and building/lighting assessments (in-person). Officers also participate in a program called Park, Walks & Talks, where officers walk throughout the residence halls discussing different topics that they feel are important and need to be highlighted. The Hokie Ready app is promoted at our presentations to encourage all to download this app that offers them a plethora of safety and security information.

Global Ed presents pre-departure training, and faculty leader training in the spring and fall of each year as well as monthly safety reminders via VT news. Each semester officers speak to the foreign exchange students of the VT Global Education Program about personal safety on and off campus while they are studying for a semester here at the Blacksburg campus. These students are coming from UK, Germany, South Korea, Malta, Switzerland, Chile, Brazil, Cyprus, Hong Kong, Belgium, Spain, Japan, Italy, Finland and Netherlands. A common theme of these programs is to encourage students and employees to be responsible for their own safety and the safety of others.
Operation Identification
The Virginia Tech Police Department has engravers to loan for the purpose of engraving personal property. It is thought to help make items theft resistant, because engraved items are more easily identified making them harder to sell. The nationally recognized identification procedure is to abbreviate your state and license number on items (e.g., VA211110000). A benefit to the program is, if an item is lost or stolen, then recovered, it is much easier for the owner to be located and the property returned. Other procedures include engraving your Hokie passport number, or other identifiable numbers or letters on the item with an engraving tool. Do not use your social security number due to the rise of identity theft.

Fingerprinting Services
The Virginia Tech Police Department also provides fingerprinting services for Virginia Tech students, faculty, staff, and their families at no cost, Monday- Friday from 10am - 12pm.

Safe Ride
The Virginia Tech Police Department sponsors a nighttime safety escort service called "Safe Ride." This service is available to all students, faculty, staff, and visitors to the university. Safe Ride operates from dusk until dawn and provides transportation or a walking escort, upon request, to persons who must cross campus during the nighttime alone. Safe Ride may be contacted by using the TransLoc Rider app or calling 540-231-SAFE (7233). The ability to request a ride via the app streamlines the process for both the rider and the Safe Ride Driver. In addition to being more user friendly, the app alleviates hold time and busy phone lines, reduces wait time for riders by grouping ride requests on similar routes, and increases student safety with real-time tracking and text notifications that allow riders to wait in a safe place until their ride arrives.
Sexual Assault, Dating and Domestic Violence, and Stalking

Virginia Tech is committed to offering an academic and work environment free from sexual harassment and violence, including sexual assault, stalking, dating violence, and domestic violence. To that end, the university has created policies that prohibit sexual harassment and violence, established a response process that treats reports seriously, and offers training and programming aimed at building a safer campus.

University Policy

Virginia Tech’s Policy on Harassment, Discrimination, and Sexual Assault (University Policy 1025) and Policy on Title IX Sexual Harassment and Responsible Employee Reporting (University Policy 1026) prohibit discrimination based on sex, including sexual harassment and violence, provides definitions of these forms of sexual misconduct and of consent. Virginia Tech’s Student Code of Conduct includes these prohibitions and further explains the adjudication process and potential sanctions.Copies of these policies are included in this report as Attachments A, B, and C.

Prevention, Outreach, and Education

Virginia Tech works diligently to provide training, outreach, and education to all members of its community. Those efforts focus on 1) effectively train employees to make necessary reports when they become aware of sexual harassment or violence; 2) ensure that all members our community know how to report sexual harassment or violence as well as the support resources available to them; and 3) promote an environment and culture that protects against sexual violence through prevention and educational programming.

Employee Training

University polices describe the responsibilities of Administrators, Supervisors, and Responsible Employees. The categories of employees covered by this performance expectation include staff, faculty, wage employees, student wage employees, Graduate Teaching Assistants and Graduate Research Assistants.

The Office for Equity and Accessibility (OEA), offers the Compliance Workshop: Policy 1025, Title IX, and the Violence Against Women Act (VAWA) for all persons employed by Virginia Tech. All employees must take this course within 90 days of their employment, and every two years thereafter. The workshop addresses prevention and awareness of dating violence, domestic violence, sexual assault, and stalking. The workshop is provided both in person and virtually. More information about it can be found on OEA’s website.

The university tracks completion of this performance expectation. During the 2022 academic year, 7,077 employees completed the Compliance Workshop. During these sessions, attendees were provided with listings of resources for persons affected by behaviors, consistent with both Title IX and VAWA. In addition, information about OEA and Responsible Employee reporting and training requirements is as part of the New Employee Orientation program and New GTA Orientation programs.
Community Outreach and Education
Educational programs and initiatives for Virginia Tech students are provided through the collaborative efforts of the Office for Equity and Accessibility, Hokie Wellness, and the Virginia Tech Women's Center. In 2022, these efforts included the following:

Required Awareness and Prevention Training
Sexual Assault Prevention Understanding for Undergraduates and Graduates are interactive web-based training tools that educate students about sexual violence, strategies on how to be an active bystander to help prevent sexual violence, and information on campus resources for victims of violence and their friends and family members. Those courses are required for all incoming first year, transfer, graduate, and professional students.

Additional Prevention and Education Programming
In addition to the mandatory training mentioned above, the Office for Equity and Accessibility, the Virginia Tech Women's Center, Hokie Wellness, and the Virginia Tech Police Department (VTPD) offered the following prevention and education initiatives in 2022:

- The Women's Center provided Bringing in the Bystander, bystander-intervention workshops across campus.
- The Office for Equity and Accessibility, the Women's Center, and Hokie Wellness trained professional and student staff working in Residential Wellbeing on responding to and reporting sexual violence.
- The Office for Equity and Accessibility facilitated workshops on Title IX and sexual violence for orientation leaders, graduate teaching assistants, academic departments, student athletes, and peer mentors.
- The Women's Center facilitated several prevention and awareness campaigns, including the Red Flag campaign.

Transforming Culture and Climate
In the fall of 2021, President Tim Sands created the Sexual Violence Culture & Climate work group and charged it with creating a sustainable transformation to move Virginia Tech’s culture towards one that protects against sexual violence. The group consists of representatives from offices across the university and includes professional faculty, academic faculty, and undergraduate and graduate student representatives. During its first phase, the work group was asked to focus on undergraduate students and specifically the high-risk time for violence that occurs in the early weeks and months of the school year known as “the red zone.” Over the past year, it has expanded its focus to other off campus students, graduate and professional students, and employees. It is working on implementing the identified sustainable model, rolling out a university wide prevention campaign, promoting educational and awareness messaging informed by the trends and patterns garnered from the Title IX work outlined above and looking at ways to further increase transparency about sexual violence at Virginia Tech and how we respond.
Getting Help and Reporting

Virginia Tech is committed to providing a safe environment, free from sexual harassment and violence. To broadly share helpful information about university policies, where to find resources after experiencing a sexual assault, how to report to the university, and how to be part of a community that protects against violence, the university launched the SAFE at VT website in August 2022. That site includes:

- **Helpful information** for those who have experienced a sexual assault in the past 72 hours, including:
  - Confidential resources
  - Reporting to the university’s Title IX Coordinator
  - Reporting to law enforcement
  - Seeking medical care, including forensic examinations
  - Protection orders

**Policies and Procedures** related to Sexual Harassment and Violence, including:
  - University Policy 1026 on Title IX Sexual Harassment
  - University Policy 1025 on Harassment, Discrimination, and Sexual Assault
  - Virginia Tech’s Student Code of Conduct
  - Virginia Tech’s Title IX Grievance Process

- Suggestions for how to support a friend
- Tools to prevent sexual harassment and violence.
- An online reporting form, with a choice for anonymous reporting.

**Reports of Sexual Harassment and Violence Involving Employees**

Employee’s conduct related to sexual harassment and violence are governed by Policy 1025 on Discrimination, Harassment, and Sexual Assault and by Policy 1026 on Title IX Sexual Harassment and Violence. Employees can find helpful information on SAFE at VT and on the Office for Equity and Accessibility’s website, including:

- Resources available specifically for employees;
- How to file a complaint and on online reporting form and;
- Information about the university’s Title IX grievance procedures for employees.

Anyone who needs support related to an experience of sexual harassment, including sexual assault, stalking, and dating or domestic violence or is interested in filing a report can directly contact the university’s Title IX Coordinator or Deputy Title IX Coordinator for Employees.

**Katie Reardon Polidoro**  
Title IX Coordinator  
(540) 231-1824  
Polidoro@vt.edu

**Harrison Blythe**  
Deputy Title IX Coordinator for Employees  
(540) 231-0448  
hblythe@vt.edu
APPENDIX A

Policy 1025
Policy on Harassment, Discrimination, and Sexual Assault

No. 1025

1.0 Purpose
The university is subject to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Age Discrimination in Employment Act, the Equal Pay Act, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Federal Executive Order 11246, Genetic Information Nondiscrimination Act of 2008 (GINA), Virginia Executive Order(s), and all other federal and state rules and regulations that are applicable.

2.0 Policy
2.1 University Statement on Non-Discrimination
Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or military status, or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants, or on any other basis protected by law.

2.2 Applicability of Non-Discrimination Statement
The prohibition against discrimination and harassment applies to all levels and areas of university operations and programs, to undergraduate and graduate students, administrators, faculty, staff, volunteers, vendors and contractors. Such behavior is inconsistent with the university’s commitment to excellence and to a community in which mutual respect is a core value as articulated in the Virginia Tech Principles of Community.

2.3 Reference to Policy on Title IX Sexual Harassment
Effective August 14, 2020, sexual misconduct that falls under Title IX Sexual Harassment, as defined by federal law, shall be governed by the university’s Policy on Title IX Sexual Harassment and Responsible Employee Reporting (Policy No. 1026). If both this policy and Policy No. 1026 apply, the procedures as outlined in Policy No. 1026 shall be utilized. For clarification on what sexual misconduct falls under Title IX Sexual Harassment, please see Policy No. 1026.

3.0 Scope
The university’s jurisdiction includes on-campus incidents and off-campus incidents that cause continuing effects on campus and includes complaints filed by students or employees, or others on their behalf, alleging discrimination or discriminatory harassment...
(including sexual harassment and sexual violence) carried out by faculty, staff, other students, or third parties.

Virginia Tech is also committed to the free and vigorous discussion of ideas and issues. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discrimination or harassment. Offensive behavior that does not violate this policy should be addressed by the appropriate supervisor or administrator.

3.1 Contact Information
Questions and complaints of discrimination or discriminatory harassment involving faculty, staff, or students should be filed with:

The Assistant Vice President for Equity and Accessibility
Office for Equity and Accessibility
Virginia Tech
220 Gilbert Street, Suite 5200
Blacksburg VA 24060
Phone: (540) 231-2010
equityandaccess@vt.edu

4.0 Procedures
The procedures referenced below provide for prompt and equitable response to reports of prohibited conduct. The procedures also provide for thorough and impartial investigations that afford all parties notice and an opportunity to present witnesses and evidence and to view the information that will be used in determining whether a policy violation has occurred. The university applies the preponderance of the evidence standard when determining whether this policy has been violated. "Preponderance of the evidence" means that it is more likely than not that a policy violation occurred.

The appropriate university avenue for resolving a complaint covered under this policy is determined by the status of the person accused.

All undergraduate, graduate, and professional students at the university are subject to the university’s student code of conduct as outlined in the Student Code of Conduct, accessible at https://www.hokiehandbook.vt.edu/.

Faculty members at the university are subject to the rules included in the Faculty Handbook, accessible at https://www.provost.vt.edu/faculty_affairs/faculty_handbook.html. Staff members are subject to the rules included in university policies (https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html) and the Virginia Department of Human Resource Management Policies (http://www.dhrm.virginia.gov/hrpolicy/policy.html#probper), with minor exceptions for University Staff. Procedures for addressing staff and faculty violations of this policy are available from Human Resources.

4.1 Responsibilities of Administrators and Supervisors
University administrators, supervisors, and those performing instructional or academic advising duties have a responsibility to create and maintain a work and learning environment free of discrimination/harassment.

If an administrator, supervisor or individual with instructional responsibility becomes aware of an incident that might reasonably be construed as constituting discrimination/harassment, he or she must promptly contact the Office for Equity and Accessibility and coordinate with that office to take immediate steps to address the matter.
Administrators, supervisors and those with instructional responsibility should contact the Office for Equity and Accessibility whenever they learn—either directly or indirectly—about discrimination/harassment. This obligation exists even if the complainant requests that no action be taken.

Administrators, supervisors and those with instructional responsibility (for their respective teaching obligation) have the legal responsibility to protect a complainant from continued discrimination, harassment or retaliation, including implementing interim measures necessary to protect the complainant. They must also protect persons accused of discrimination/harassment from potential damage by false allegations. Administrators and supervisors will be held accountable for dealing with and taking necessary steps to prevent discrimination/harassment. It is not the responsibility of the complainant to correct the situation.

Employees are responsible for informing employees and students under their supervision of this policy and the name and contact information of the person responsible for addressing discrimination complaints covered under this policy.

### 4.2 Supplemental/Alternative Avenues for Formal Complaints

In addition to, or in lieu of, the procedures set forth above, individuals may pursue those remedies that are available to them, as appropriate, through the following agencies:

- **Students and applicants for admission** may file formal complaints with the Office for Civil Rights of the U.S. Department of Education.
- **Faculty members or applicants for employment** may file a charge with the federal Equal Employment Opportunity Commission and/or the Virginia Council on Human Rights within 300 days of the incident.

The following options are available to **staff members or applicants for employment**:

1. Non-probationary staff may file a grievance within 30 calendar days of the offense as outlined in the Grievance Procedure for State Employees, or
2. Salaried and wage staff may file a complaint using the Discrimination Complaint Procedure administered by the Office of Equal Employment Services in the state’s Department of Human Resource Management.
3. Salaried and wage staff may file a complaint with the federal Equal Employment Opportunity Commission or the Virginia Council on Human Rights within 300 days of the alleged discrimination/harassment.

Additional information regarding this policy may be obtained from the Department of Human Resources.

Additional assistance and support may be obtained from the Women’s Center, the Office of the Provost (faculty), the Department of Human Resources (staff and AP faculty), the Graduate School (graduate students), the Dean of Students Office, Cook Counseling Center, or Student Conduct (students).

We encourage victims of sexual violence, including rape, sexual assault, stalking, and dating and domestic violence, to exercise their right to file a complaint with the Virginia Tech Police Department if the crime occurs on Virginia Tech’s property, regardless of the status of the victim. For crimes occurring away from Virginia Tech’s property, victims may contact the local law enforcement in the appropriate jurisdiction.

### 5.0 Definitions

**Consent** means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.
• Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.

• Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.

• Previous relationships or prior consent cannot imply consent to future sexual acts.

**Discrimination and/or Harassment** means conduct that conditions any element of a person's employment, enrollment as a student, receipt of student financial aid, or participation in university activities on that person's age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or military status, unless otherwise permitted or required by applicable law. Virginia Tech does not otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants nor on any other basis protected by law. Discrimination on the basis of sex in education programs and activities receiving federal financial funding as set forth in Title IX of the Education Amendments of 1972, as amended, is included in this definition of prohibited discrimination;

Conduct of any type (oral, written, graphic, electronic or physical) that is based upon a person’s age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, or military status and unreasonably interferes with the person's work or academic performance or participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating; and/or Conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual’s employment or education, or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual.

**Retaliation** means any adverse action taken against a person for making a good faith report of conduct prohibited under this policy or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. The definition of retaliation does not preclude an individual from engaging in good faith actions, lawfully pursued, in response to a report of conduct prohibited under this policy.

**Sexual Harassment** means conduct any type (oral, written, graphic, electronic or physical) that is based upon a person’s sex (including pregnancy), and unreasonably interferes with the person's work or academic performance or limits participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating.

Sexual Harassment includes conduct of a sexual nature, including conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual’s employment or education, or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual. This policy includes sexual violence, gender-based harassment, domestic violence, dating violence and stalking as forms of sexual harassment.

**Sexual Exploitation** means an act or acts committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any
other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

**Sexual Violence** means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol, or is unable to give consent due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

- **Rape** means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or mental incapacity.

- **Incest** means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

- **Statutory Rape** means sexual intercourse with a person who is under the statutory age of consent.

- **Sexual Assault** means actual or attempted sexual contact with another person without that person’s consent.

- **Sexual Coercion** means using physical or verbal aggression or pressure to force or attempt to force a person to touch another person’s intimate parts without that person’s consent.

**Dating violence** means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

**Domestic Violence** means felony or misdemeanor crimes of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Virginia.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person’s individual safety or the safety of others; or (b) suffer substantial emotional distress.

### 6.0 References

Presidential Policy Memorandum No. 112, University Non-Discrimination Statement  
[https://policies.vt.edu/assets/112-non-discrimination-statement.pdf](https://policies.vt.edu/assets/112-non-discrimination-statement.pdf)

University Policy 1026, Policy on Title IX Sexual Harassment and Responsible Employee Reporting  
[http://www.policies.vt.edu/1026.pdf](http://www.policies.vt.edu/1026.pdf)

University Policy 4075, Policy for University Accommodation of Persons with Disabilities  
[http://www.policies.vt.edu/4075.pdf](http://www.policies.vt.edu/4075.pdf)
Virginia Department of Human Resources Management, Policy 1.60 Standards of Conduct
http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_60.pdf?sfvrsn=2

Virginia Department of Human Resource Management, Policy 2.05, Equal Employment Opportunity

Virginia Department of Human Resource Management, Policy 2.30 Workplace Harassment


Virginia Tech, Classified and University Staff Policies and Handbook
https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html

Virginia Tech, Expectations for Graduate Education
https://graduateschool.vt.edu/content/dam/graduateschool_vt_edu/expectations/pdfs/expectations-for-graduate-education-may-2017.pdf

Virginia Tech, Faculty Handbook
https://www.provost.vt.edu/faculty_affairs/faculty_handbook.html

Virginia Tech, Student Code of Conduct

Virginia Tech, Principles of Community

7.0 Approval and Revisions

- Revision 1
  Revised by Commission on Faculty Affairs, December 17, 1990, the Faculty Senate, January 8, 1991, and the EO/AA Committee on January 8, 1991, with further revisions, February 12, 1991.
  Approved March 4, 1991 by University Council.

- Revision 2
  Revised by the EO/AA Committee, March 29, 1994; approved by Commission on Faculty Affairs, May 13, 1994.
  Approved October 3, 1994 by University Council.

- Revision 3
  Approved by the Board of Visitors, August 29, 2005.
• Revision 4
Revised by the Commission on Equal Opportunity and Diversity, March 29, 2010.
Approved by University Council, April 19, 2010.
Approved by the Board of Visitors, June 7, 2010.

• Revision 5
Section 4—“faculty member” replaced with “individual with instructional responsibility.”
Approved March 16, 2011 by Charles W. Steger, University President.

• Revision 6
April 24, 2013: Technical updates to:
  • reflect regulations, particularly those that add genetic information to the list of protected statuses;
  • clarify oversight responsibilities for sexual harassment complaints involving any student who is not acting in the capacity of an employee, volunteer, or contractor;
  • clarify that non-probationary employees have 30 “calendar” days to file a grievance; and
  • update references and hyperlinks.
Approved June 3, 2013, by Charles W. Steger, University President, and the Board of Visitors.

• Revision 7
Revised to include the addition of terms “gender identity” and “gender expression” in sections 1. Purpose, first paragraph, and 2.1 Prohibited Acts, first and second paragraphs.
Approved September 15, 2014 by University President, Timothy D. Sands, and the Board of Visitors.

• Revision 8
Revised to include definitions approved by the Board of Visitors on June 1, 2015, and add contact information for the Title IX Coordinator, and language encouraging victims to file a complaint with the appropriate law enforcement agency.
Approved June 1, 2015 by University President, Timothy D. Sands, and the Board of Visitors.

• Revision 9
Revised section 2.1 to include the sentence, “Virginia Tech does not otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants nor on any other basis protected by law.” This is added to comply with Federal Executive Order 13665, issued by President Obama. Approved November 9, 2015 by University President, Timothy D. Sands, and the Board of Visitors.

• Revision 10
Significant reorganization of information and to update Procedures section to reflect status of the individual(s) involved in the complaint/potential complaint. Policy name was also changed.
Approved June 30, 2016 by University President, Timothy D. Sands.

• Revision 11
  • Revised section 2.1 to add “sex” to the non-discrimination statement, in accordance with Governor Northam’s Executive Order Number One.
  • Revised section 3.1 to have all questions and complaints filed with The Assistant Vice President for Equity and Accessibility, who can further redirect the filing, if appropriate.
Approved February 12, 2018 by University President, Timothy D. Sands.
- Revision 12
  Revised section 4.2 to include the University Ombuds Office (new office) and Graduate School Office of the Ombudsperson as confidential resources.
  Approved October 8, 2019 by University President, Timothy D. Sands.

- Revision 13
  Revisions throughout document to reflect new Title IX regulations promulgated by the United States Department of Education, effective August 14, 2020, which also resulted in the creation of a new University Policy on Title IX Sexual Harassment and Responsible Employee Reporting (No. 1026). Revision effective August 14, 2020.
  Approved August 13, 2020, by the Executive Committee of the Board of Visitors.

- Revision 14
  Revisions throughout document to reflect expansion of “veteran” status to “military” status as defined in Code of Virginia §2.2-2901.1.
  Approved August 31, 2021, by the Virginia Tech Board of Visitors.
Title IX
Appendix B
SEXUAL HARASSMENT COMPLAINT PROCEDURES
Addressing Prohibited Title IX Sexual Harassment by University Employees
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I. Introduction

Virginia Tech (the University) is committed to providing safe working and learning environments. Consistent with Title IX of the Education Amendments Act of 1972 (Title IX), University policy prohibits sexual harassment as defined in the Title IX implementing regulations (Title IX Sexual Harassment). This document describes the procedures that the University follows when it receives notice of an allegation that a University employee may have engaged in conduct in violation of the University policy that defines and prohibits Title IX Sexual Harassment (the “Title IX Policy”). The University uses these procedures to investigate and adjudicate any such allegations and to impose disciplinary sanctions against employees found responsible for violating the Title IX Policy (https://policies.vt.edu/assets/1026.pdf). These procedures are subject to change.

These procedures use certain terms to refer to participants in the University’s Title IX process, as defined below:

- “Complainant” means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment, whether they have made a formal complaint or not.
- “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.
- “Party” (or “parties”) refers generally to a complainant or respondent (or both).

Additionally, the procedures distinguish reports of sexual harassment from formal complaints as follows:

- “Report” refers to information about or relating to a potential allegation of sexual harassment that is shared generally, without a formal request for the University to initiate an investigation.
- “Formal complaint” is an informed request for the University to initiate an investigation and determine appropriate responsive action.

II. Role of the Title IX Coordinator

The Title IX Coordinator is responsible for coordinating the University’s response to reports and formal complaints of Title IX Sexual Harassment. Specific responsibilities of the Title IX Coordinator include:

- Providing oversight of the receipt and handling of reports Title IX Sexual Harassment.
- Ensuring that a Complainant has access to information about the University’s Title IX process, including the option to file a formal complaint and/or receive appropriate supportive measures.
- Ensuring compliance with Title IX and its implementing regulation, as well as with these grievance procedures, in any case where a formal complaint is filed.
The University has designated the Director of Title IX Compliance to serve as the Title IX Coordinator.

A. Deputy Title IX Coordinator(s)

The University may designate one or more deputy Title IX coordinator(s) to serve any or all of the responsibilities of the Title IX coordinator, as described above. The University has designated the Director of Compliance and Conflict Resolution to serve as Deputy Title IX Coordinator for purposes of responding to allegations of Title IX Sexual Harassment against University employees.

B. Office for Equity and Accessibility

Both the Director of Title IX Compliance (the Title IX Coordinator) and the Director of Compliance and Conflict Resolution (a deputy Title IX coordinator) serve in the University’s Office for Equity and Accessibility (OEA). Anyone can contact OEA as follows:

Office for Equity and Accessibility
300 Turner St. NW, Suite 2300 (0150)
Blacksburg, VA 24061
Telephone: 540-231-2010
Email: equityandaccess@vt.edu

Any report or complaint of gender-based discrimination or harassment, including sexual harassment and Title IX Sexual Harassment, in violation of the University’s Title IX Policy or the Policy on Harassment, Discrimination, and Sexual Assault (Policy 1025) made to OEA will put the Title IX Coordinator and any deputy Title IX coordinator on notice of the report. For purposes of these procedures, any reference to an OEA action refers to action coordinated through or on behalf of the Title IX Coordinator or a deputy Title IX coordinator.

C. Contact Information

Anyone who wishes to make a report of sexual harassment or has questions or concerns about these procedures, the University’s policies prohibiting sexual harassment, or Title IX may contact the Title IX Coordinator or Deputy Title IX Coordinator as follows:

Title IX Coordinator
Katie Polidoro
Director of Title IX Compliance
300 Turner St. NW, Suite 2300 (0150)
Blacksburg, VA 24061
Telephone: 540-231-1824
Email: polidoro@vt.edu

Deputy Title IX Coordinator (Employees)
III. Reporting Sexual Harassment

A complainant can make a report of sexual harassment to the University in multiple ways, including by contacting the Title IX Coordinator or OEA directly, filing a formal complaint online, or sharing information with a supervisor or a Responsible Employee, as defined by University policy. These reporting options, as well as a few others, and other reporting considerations are described in more detail below.

A. Protection against Retaliation

The prohibition on retaliation is a key component in the University’s system for providing a fair and impartial process for resolving complaints of sexual harassment. The University prohibits retaliation through both the Title IX Policy and Policy 1025. Complainants, respondents, and anyone involved in or connected to an OEA investigation should refrain from any activity that may be perceived as retaliation. The protection against retaliation applies to both parties and all witnesses. Retaliation can occur at any time prior to, during, or after OEA opens a complaint for investigation.

B. Privacy and Confidentiality

The University is committed to protecting the privacy and confidentiality of all individuals involved in a report of sexual harassment.

The University designates certain on-campus offices as confidential resources. Examples of confidential resources include Cook Counseling Center, Schiffert Health Center, the Virginia Tech Women’s Center, the University Ombuds Office, and the Graduate School’s Office of the Ombudsperson. Because confidential resources are specifically excluded from the University’s Responsible Employee policy, designated-confidential resources will not share a complainant’s report of sexual harassment with OEA without the complainant’s express permission. Sharing information with a confidential resource does not put the University on notice of a report of sexual harassment.

The University will make every effort to protect all individuals’ privacy, while also conducting a careful assessment of the allegation(s) and taking any steps needed to stop the harassment, prevent its recurrence, and remedy its effects. Reports and formal complaints of sexual harassment involving employees often require OEA to share a limited amount of information.

1 Some of these resources are only available to students.
C. Reporting Options

Virginia Tech encourages anyone who experiences an incident of sexual harassment to seek medical attention when necessary and maintain evidence to preserve the full range of options of resolution through University, civil, and criminal processes.

Some incidents of sexual misconduct may not meet the definition provided below of Title IX Sexual Harassment, but may be violations of other University policies, including the Policy on Harassment, Discrimination, and Sexual Assault (Policy 1025). This includes reports of sexual harassment that occur off-campus and outside the University’s control that cause continuing effects on-campus. OEA will provide information to a complainant about available options for addressing the alleged misconduct.

**Reporting to Law Enforcement**

The University encourages individuals to report to law enforcement incidents of sexual violence, stalking, and intimate partner violence that may also be crimes under state criminal statutes. The University will assist a complainant, at the complainant’s request, in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process, to the extent permitted by law.

Individuals may also contact law enforcement directly. Contact information for the Virginia Tech Police Department (for on campus incidents) and the Blacksburg Police Department (for incidents that occur off campus) is as follows:

**Virginia Tech Police Department**
Public Safety Building (0523)
330 Sterrett Drive
Blacksburg, VA 24061
Emergency Telephone: 911
Non-emergency Telephone: 540-231-6411

**Blacksburg Police Department**
200 Clay Street SW
Blacksburg, VA 24060
Emergency Telephone: 911
Non-emergency Telephone: 540-443-1400

The University’s policy, definitions, and burden of proof may differ from Virginia criminal law. A complainant may seek resolution through the Title IX process in addition to pursuing criminal or civil action, as these processes are not mutually exclusive. Law enforcement’s determination whether or not to prosecute or the outcome of any criminal prosecution does not determine the University’s response to sexual harassment. In addition, the University may conduct
investigative and disciplinary proceedings prior to, concurrent with, or following civil or criminal proceedings.

Virginia Tech will generally respect a complainant’s choice of whether or not to report an incident to local law enforcement, unless the University determines that there is an overriding issue with respect to the safety or welfare of the Virginia Tech community or is otherwise required by law. When a report involves an incident of sexual assault, Virginia Tech is required by state law to make a timely notification to the law enforcement agency where that incident occurred and, in some cases, inform the Commonwealth’s attorney. Where a report involves suspected abuse of a minor as defined by law, Virginia Tech is required by state law to notify law enforcement and/or the Child Protective Services in Virginia.

**Reporting to OEA and the Title IX Coordinator**

The University will promptly review and respond to all reports of sexual harassment. Making a report under these procedures means telling a Responsible Employee what happened—in person, by telephone, in writing, or by email. Individuals are encouraged to report incidents directly to OEA or the Title IX Coordinator, in person, by telephone, in writing, or by email. Upon receipt of a report, OEA will promptly contact the complainant to provide information on their rights, resources, and resolution options—including information about how to file a formal complaint (described in more detail below).

A complainant does not have to immediately decide whether to request any particular course of action. Nor does a complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The University provides support that can assist everyone in making these important decisions, and to the extent legally possible, will respect a complainant’s autonomy in deciding how to proceed. There may be times when the University needs to take action either to comply with the law or to fulfill its obligation to provide a safe and nondiscriminatory environment for all members of the University community.

**D. False Reporting and Information**

The University takes the validity of information very seriously. A charge of sexual harassment can carry severe consequences. A complainant or third party who makes a report that is later found to have been intentionally false or made maliciously, without regard for truth, may be subject to disciplinary action. This provision does not apply to reports made in good faith. A determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Any participant in a Title IX process who is later proven to have intentionally, or maliciously and without regard for truth, given false information during the course of an investigation or during a formal hearing may be subject to disciplinary action.
E. Supportive Measures

When OEA receives report of sexual harassment, the first priority is to provide support to the complainant, preserve the safety and wellbeing of the complainant and the larger community, and restore the complainant’s access to University programs and activities. OEA tries to accomplish these goals through implementation of appropriate supportive measures. Supportive measures are actions that the University may be able to take to improve or restore the complainant’s ability to access University programs or activities without burdening or taking punitive or restrictive action against another member of the University community. Supportive measures for employees could include, for example, facilitating a conversation with the complainant’s supervisor about changing the complainant’s worksite or hours. Supportive measures for students could include, for example, providing access to counseling services; providing academic assistance; changing housing assignment; facilitating a voluntary leave of absence; and others.

Supportive measures are available regardless of whether a complainant chooses to file a formal complaint. They are also confidential; OEA will only share information about Supportive measures to the extent necessary to implement them.

IV. Filing a Formal Complaint

A complainant can file a formal complaint using the Title IX Sexual Harassment Complaint Form.

Formal complaints that meet the definition of Title IX Sexual Harassment, as defined in Title IX and reflected in the University’s Title IX Policy, will be investigated and resolved according to these procedures. Complaints that contain allegations of sexual harassment or sex discrimination that do not meet the definition of Title IX Sexual Harassment are subject to the dismissal sections described below; however, please note that allegations may be dismissed for the purposes of these procedures and Title IX but still subject to another University policy and process, such as Policy 1025 and OEA’s Anti-Discrimination Complaint Procedures.²

While it is not typical, the Title IX Coordinator has authority to sign a formal complaint to initiate an investigation of Title IX Sexual Harassment without the express permission, consent, or participation of a complainant. This may happen when a complainant’s preference to not file a formal complaint comes into conflict with the University’s obligation to act to protect the safety of the complainant or others within the community. When making this determination, the Title IX Coordinator considers the following: the severity of the impact of the conduct reported; whether the alleged conduct includes threats of future harm to a person or people; whether the University has received multiple reports of misconduct involving the same respondent suggesting a pattern of predatory behavior; and the availability of independent evidence. In these atypical cases, the Title IX Coordinator is not a party to the complaint and is not taking adverse action against any party. The complainant will continue to receive all the guarantees of these

² OEA reserves the right to apply these procedures or other procedures to investigate allegations of misconduct that falls outside the scope of the Title IX Policy.
procedures, including a prompt and equitable resolution, opportunities to review information, and notification of progress and outcomes.

The University will typically resolve formal complaints of Title IX Sexual Harassment, from receipt of the formal complaint through the Formal Adjudication Process and the Appeals Process, within ninety (90) days, but this timeline may be extended for good cause. The University will provide regular updates to the parties about the status of an investigation and will provide a rationale if good cause exists to extend the process beyond ninety (90) days.

A. Presumption of Non-responsibility

When OEA receives a complaint of sexual harassment, the respondent is presumed not responsible for the alleged misconduct. This presumption is only overcome by a final determination, by a preponderance of the evidence, that the respondent’s conduct violated the Title IX Policy.

B. Complaint Evaluation

Upon receiving a formal complaint, OEA will assign an investigator to evaluate the complaint to determine whether OEA needs additional information before deciding how to proceed. During complaint evaluation, the assigned investigator will make contact with the complainant to confirm that the complainant wants to proceed with formal resolution, provide information about the process and resources, and clarify allegations as necessary. Complainants are encouraged to share details of alleged misconduct in a manner that is comfortable for them, whether through an in-person meeting, a phone call, or in writing. If OEA cannot make contact with the complainant to confirm or clarify the allegations in a formal complaint and the complaint lacks sufficient detail for OEA to infer an alleged incident of sexual harassment, OEA will dismiss the complaint before issuing a notice to the respondent.

OEA retains discretion to consolidate multiple formal complaints by the same complainant against a single respondent, or by separate complainants against a single respondent, into one investigation if the evidence related to each incident would be relevant in reaching a determination on another incident and the allegations arise out of the same general set of facts or circumstances.

C. Notice of Investigation

Once OEA has sufficient information about the allegations in a formal complaint to infer that the complaint includes one or more allegations of sexual harassment, OEA will provide prompt notice to both the complainant and respondent of the complaint and pending investigation via a written Notice of Investigation. OEA will send the Notice of Investigation to the complainant and respondent at the same time. The Notice of Investigation will contain, at a minimum, the following information:

- The complainant’s name;
- The date and location of any alleged incident of misconduct, if known;
• A brief description of the conduct that forms the basis of any allegation of sexual harassment;
• A statement that the respondent is presumed not responsible prior to the outcome of the process;
• Notice that the University prohibits knowingly providing false information during an investigation and adjudication;
• Notice of each party’s right to be accompanied by an Advisor of their choice; and
• Notice of each party’s right to review the evidence collected prior to any final investigation report or hearing.

The Notice of Investigation may also include notice of allegations relating to alleged misconduct that falls under other University policies, such as Policy 1025.

In the event that information is learned during an investigation that constitutes a new allegation, OEA will send another written notice to each party describing the previously unraised allegation in accordance with this section.

D. Complaint Dismissal and Appeal of Dismissal

Under Title IX, the University is required to formally dismiss allegations of sexual harassment that do not meet the definitions set forth in the Title IX regulations. However, some allegations of sexual misconduct may violate University policy, such as Policy 1025, while not meeting the definition of sexual harassment as defined in the Title IX regulation (and as reflected in the University’s Title IX Policy). In other special situations, the University retains discretion to dismiss complaints of sexual harassment, such as when if a complainant were to request to withdraw a formal complaint of Title IX Sexual Harassment. This section describes the process for mandatory and discretionary complaint dismissals, as well as the opportunity that both parties have to appeal the dismissal determination.

Mandatory Dismissal of Complaint for Title IX Purposes

As required by the Title IX implementing regulations, OEA will dismiss any allegation of sexual harassment—for purposes of Title IX—when the conduct alleged does not meet the definition of Title IX Sexual Harassment as set forth in the University’s Title IX Policy (Policy on Title IX Sexual Harassment and Responsible Employee Reporting). When this happens, OEA will send a written Notice of Dismissal to both parties at the same time. The Notice of Dismissal will state that OEA is dismissing the complaint and include the rationale supporting the determination; the notice will also state whether OEA will continue to process the complaint allegations under Policy 1025.

Discretionary Dismissal of Complaint

OEA may dismiss complaints prior to adjudication when either the complainant requests to withdraw the formal complaint, or when the unique circumstances of a case prevent the investigator from gathering sufficient evidence to proceed further, such as when a complainant becomes unresponsive or actively chooses not to participate further or when the respondent is no
longer employed by the University. In these circumstances, OEA will send a written Notice of Dismissal to both parties at the same time. The Notice of Dismissal will state that OEA is dismissing the complaint and include the rationale supporting the determination.

**Appealing Determination of Complaint Dismissal**

Both parties have an equal opportunity to appeal OEA’s decision to dismiss an allegation of Title IX Sexual Harassment. Appeal requests must be based on one of the following grounds:

- **Procedural Irregularity:** Procedural irregularity that affected the outcome;
- **New Evidence:** New evidence that was not reasonably available at the time of the decision that could have affected the outcome; and
- **Conflict of Interest:** Conflict of interest or bias of the Title IX Coordinator or deputy Title IX coordinator that affected the outcome.

The parties have five (5) calendar days from the date of that OEA issues the Notice of Dismissal to submit the appeal. To appeal, a party must submit a written request using the Appeal Form. The request must state the grounds on which the party seeks to appeal and include a rationale citing any information the party wants considered and describing why the appeal should be granted.

**V. Investigation Process**

The goal of the investigation is to gather all evidence relevant to making the determination as to whether there is sufficient information to refer the formal complaint for adjudication through the Formal Adjudication Process, which oversees the university’s disciplinary process.

OEA will designate an investigator who has specific training and experience responding to and investigating reports and complaints of sexual harassment.

**A. Advisors and Attorneys**

During the investigation process, the complainant and respondent have the right to be assisted by an advisor. The advisor may accompany the complainant or respondent to any meeting. A witness may not serve as an advisor. An advisor can be any person of a party’s choosing, including a parent, employee, counselor, advocate, or attorney. Any person who serves as an advisor can attend any meeting but may not speak on behalf of the party. The advisor may or may not be the same person that the party chooses to use for purposes of the Formal Adjudication Process (see below).

The University will not recognize or enforce agreements between the parties reached outside of these procedures.
B. Evidence Gathering

The investigator will gather information from the complainant, the respondent, and any other individuals who may have information relevant to the investigation. As part of the investigation, participants will have equal opportunity to present statements, witnesses, and other information, including documents, communication between the parties, electronic records, and medical records, as appropriate.

Identification of Witnesses

The University provides both parties an opportunity to identify witnesses, including expert witnesses. The OEA investigator may exclude statements made by a witness from consideration for reasons including relevance and confidentiality of the parties.

If a party identifies an expert witness, OEA will only consider statements from the expert witness that relate to their area of expertise.

OEA cannot require an individual, whether a party or a witness, to participate in an investigation. If a party identifies a witness who then refuses to participate in an investigation, OEA will move forward with gathering evidence without that witness’s participation.

Relevance Standard for Evidence

Evidence gathered in an investigation will be considered relevant if the evidence makes an alleged fact more or less probable to have occurred, and the fact is of consequence to determining whether a policy violation may have occurred. OEA and the OEA-assigned investigator retain discretion to omit evidence that is not relevant from the investigation report. Similarly, the investigator may choose not to interview a witness that a party identifies if the witness is not alleged to be in position to offer relevant information or evidence.3

C. Opportunity to Respond to Evidence

A copy of all evidence collected during an investigation will be shared with each party at least ten (10) calendar days prior to the issuance of a final report. This includes evidence that was submitted or collected that the investigator does not intend to include in a final report. Each party may submit a written response within that ten (10) day period.

The investigator will prepare a written report that summarizes the information gathered and synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts. In preparing the report, the investigator will review all information gathered to determine whether it is relevant given the nature of the allegation. In general, the investigator may redact information that is irrelevant, more prejudicial than probative, or immaterial. The investigator may also redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts.

3 See the Formal Adjudication Process section (specifically section VI.E) for more information about relevance. OEA investigators will use the same standards described in that section during investigations.
D. Final Investigation Report and Opportunity to Review Evidence

The investigator will prepare a written report that summarizes the information gathered and synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts.

OEA will send a copy of the final investigation report, including any attachments and supporting documents, to both parties at least ten (10) calendar days prior to a hearing in which a determination of responsibility will be made. If OEA determines that there is sufficient evidence to suggest that a violation of the University’s Title IX Policy may have occurred, OEA will notify the parties that a live hearing will be convened in accordance with the Formal Adjudication Process and identify the individuals selected to serve as the Hearing Coordinator, who helps coordinate and organize the live hearing, the Hearing Chair, who serves as the decision-maker for the case, and the Appellate Officer, who receives and decides any appeals.

If OEA determines that there is insufficient information to suggest that the alleged misconduct meets the definition of Title IX Sexual Harassment, OEA will issue a Notice of Dismissal in accordance with the Complaint Dismissal and Appeal of Dismissal section above. Parties may appeal any determination to issue a Notice of Dismissal using the Appeal Form.

VI. Formal Adjudication Process

Upon referral of a case for formal adjudication, OEA will select from a pool of qualified hearing officers/appellate officers one person to serve as the Hearing Chair and a second person to serve as the Appellate Officer for the case. The designated Hearing Chair will convene and administer a live hearing in accordance with these procedures to determine whether the respondent is responsible for the alleged Title IX Sexual Harassment and, if so, to determine appropriate disciplinary sanctions.

A. Procedural Guarantees

The complainant and respondent are entitled to the following procedural guarantees prior to and throughout the formal adjudication process to:

- receive a copy of the final investigation report, including any attachments and supporting documents at least ten (10) calendar days in advance of the hearing;
- receive written notice of the date, time, location, participants, and policies charged at least five (5) calendar days in advance of the hearing to allow the parties sufficient time to prepare for the hearing;
- be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the University without fee or charge;
- inspect and review, during the hearing, all evidence obtained during the investigation that is directly relevant to the allegations in the formal complaint; ⁴

⁴ If either party furnishes new evidence or documentation during the hearing that the other party has not been afforded an opportunity to review, the Hearing Chair may consult with the Title IX
• present witnesses, including fact and expert witnesses;
• present evidence that supports or refutes the alleged conduct;
• have their advisor cross-examine the other party and any witnesses;
• remain silent or otherwise not participate;
• challenge the objectivity of a hearing officer, given reasonable cause to believe that they may be biased or have a conflict of interest; and
• appeal, regardless of the outcome, based on the following grounds: (1) Procedural irregularity that affected the outcome; (2) New evidence that was not reasonably available at the time of the live hearing that could have affected the outcome; and (3) Conflict of interest or bias of the Title IX Coordinator or deputy Title IX coordinator, the assigned investigator, or hearing officer(s), that affected the outcome.

B. Title IX Hearing Officers

Upon referral of a case for formal adjudication, the Title IX Coordinator or a deputy Title IX coordinator will select a qualified Title IX hearing officer to serve as the Hearing Chair for that case.

The Hearing Chair retains responsibility for, and authority over, the following:

• Convenering and administering the live hearing;
• Communicating with participants about the date, time, and location of the hearing;
• Ensuring that the live hearing follows the process set forth in these procedures, and that parties’ are given the procedural protections and guarantees described above;
• Designing an advisor from the University to be present at the hearing, in case one or both parties do not bring an advisor to the hearing;
• Making determinations about the relevancy of questions posed to witnesses and opposing parties by a party through their advisor;
• Issuing the decision letter to parties; and
• Informing parties of their appeal rights

C. Advisors

Parties are encouraged to bring an advisor of their choice to the hearing. The purpose of an advisor is to stand in place of their assigned party to ask questions of witnesses and opposing parties, since parties themselves cannot directly ask questions of witnesses and opposing parties. If a party does not have an advisor, the University will provide one to them without fee or charge.

Except when asking questions of witnesses and opposing parties, advisors may not speak on a party’s behalf. Advisors must follow the guidance of the Hearing Chair.

Coordinator or a deputy Title IX coordinator and may elect to send the information back to the OEA/Title IX for further investigation and review.
D. Hearing Format

Apart from the requirements of these procedures, University policy, and state and federal law, the Hearing Chair retains substantial latitude to control the format and order of the formal adjudication process, including by taking any action necessary to keep or restore decorum during any live hearing. The Hearing Chair will ensure that the chosen format allows parties to present witnesses, including fact and expert witnesses, present evidence that supports or refutes the alleged conduct, and have advisors cross-examine the other party and any witnesses.

E. Witness Testimony and Cross-Examination

The Hearing Chair will ensure that both parties have an equal opportunity to present relevant evidence during the live hearing. Additionally, the Hearing Chair will permit each party’s advisor to ask relevant questions and follow-up questions, including questions that challenge credibility, of the other party and any witnesses.

Cross-examination must be conducted directly, orally, and in real time. Advisors must allow the Hearing Chair to make a determination about whether a witness may proceed to answer a question before pursuing that question further. Advisors, parties, and witnesses must respect the Hearing Chair’s determination with respect to any question that an advisor poses. Parties are prohibited from directly questioning each other or any witness.

Relevance

Certain types of evidence will be excluded from consideration during a Title IX investigation or hearing. The Hearing Chair may exclude evidence that tends to suggest that the complainant’s allegation is part of a pattern of conduct by the respondent, or evidence that is otherwise confidential or protected by some form of privilege. The Hearing Chair will use discretion to determine whether it is appropriate to consider these types of evidence. Determinations will be made based on the following principles:

- **Pattern of Conduct by Respondent**: evidence of a pattern of conduct similar in nature by the respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, may be relevant if: the previous incident was substantially similar to the present allegation; the information indicates a pattern of behavior and substantial conformity with that pattern; or the respondent was previously found responsible for a policy violation.

- **Information protected by legal privilege**: All information that is confidential or protected by a legal privilege is inadmissible in the investigation and hearing, and it will not be considered relevant. This includes all federally recognized legal privileges and any additional privileges recognized by the State of Virginia. These include attorney-client communications, medical and counseling records, and clergy-confessor statements.

When individuals offer their own confidential or privileged information, such as medical records, for an investigation, they will be asked to sign a release for that confidential information. Unless
an individual has signed that release, the Hearing Chair will not permit witnesses to answer questions about, request, or share information that is confidential or privileged.

The Hearing Chair has authority to decide whether a witness can answer a question posed by an advisor during a hearing. If the Hearing Chair determines that a particular question is not relevant, then the Hearing Chair will tell the witness not to answer the question and provide a brief rationale for that decision to hearing participants.

The Hearing Chair will automatically prohibit a witness from answering the following kinds of questions:

- Questions that solicit information about or relating to a complainant’s prior sexual behavior, unless:
  - the questions are intended to and will have the effect of proving that someone other than the respondent committed the alleged conduct; or
  - the questions are reasonably calculated to prove the existence of consent for the alleged misconduct.
- Questions or information that disclose or seek to disclose privileged information, such as questions relating to a witness’s medical or psychological records.

If the Hearing Chair determines that a witness cannot answer a question for one of the reasons described above, then the Hearing Chair will instruct the witness not to answer the question and provide a brief rationale for that decision to hearing participants.

Refusal to Participate in Cross-Examination

Parties and witnesses are not required to answer questions or otherwise participate in hearings. The Hearing Chair will not draw an inference, positive or negative, from the decision of a party or witness not to participate in the formal adjudication process.

F. Recording

The University will create an audio or video recording of any formal hearings. A copy of the recording will be made available to the parties for inspection and review upon request.

G. Hearing Location and Virtual Participation

At the discretion of the Hearing Chair, a hearing may be conducted in a single physical location, with all parties present, or virtually, with some or all participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via video conference. Regardless of the participation method, the Hearing Chair will ensure that parties are able to see and hear each other and any witnesses in real time.
H. Determination of Responsibility
The Hearing Chair is responsible for making the determination about whether there is sufficient evidence to conclude that a respondent’s conduct violated the University’s Title IX Sexual Harassment Policy.

I. Standard of Proof
The University uses the preponderance of the evidence to determine whether or not the respondent is responsible for the alleged misconduct. In making the determination about whether there is sufficient evidence to conclude that a respondent’s conduct violated the University’s Title IX Policy, the Hearing Chair will determine whether it is more likely than not that a violation occurred based on the information presented during the live hearing.

J. Decision Letter
The Hearing Chair will provide the parties notice of the outcome of the hearing in writing via a decision letter. The decision letter will include the following information: allegations and policies charged, a description of the process and the steps taken during the grievance procedure, information used to determine the findings and the application of the findings to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.

K. Range of Possible Sanctions
The imposition of sanctions is designed to eliminate sexual harassment and prevent future recurrence while supporting the University’s educational mission and legal obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, harmful to the individuals involved or so deleterious to the educational process that it requires the imposition of severe sanctions, including suspension or termination of employment from the University.

If a respondent is found responsible for the alleged misconduct, one or more of the following sanctions may be imposed:

- Formal warning;
- Probation;
- No contact directives;
- Assignment of alternative worksite;
- Reassignment of position; and
- Recommendation for the imposition of a severe sanction, including demotion, suspension, non-reappointment, and for-cause dismissal.

When assigning sanctions, the Hearing Chair will consider the type and nature of any policy violation(s), including mitigating or aggravating factors. Sanctions are generally cumulative in nature. Nothing in these procedures abrogates post-adjudication rights as provided by state and
L. Remedial Action

Following any hearing that results in a finding of responsibility, the Hearing Chair will coordinate with OEA to ensure that the complainant receives any remedial action necessary to restore or preserve the complainant’s equal access to the University’s education programs or activities. OEA will take any steps necessary to ensure that the complainant’s ability to access to the University’s education programs or activities is fully restored.

VII. Appeal Process

Both parties have an equal opportunity to appeal the outcome of a formal hearing in a Title IX case, regardless of the outcome.

A. Title IX Appellate Officers

Upon referral of a case for formal adjudication, the Title IX Coordinator or a deputy Title IX coordinator will select a qualified Title IX appellate officer to serve as the Appellate Officer for that case.

The Appellate Officer retains responsibility for, and authority over, the following:

- Administering the appeals process in accordance with this section;
- Communicating with participants about the appeals process;
- Ensuring that parties are given an equal and fair opportunity to appeal in accordance with this section;
- Providing simultaneous notice to parties describing the outcome of an appeal in accordance with this section; and
- In the case of an appeal that merits a new partial or full hearing, coordinating with the Title IX Coordinator or a deputy Title IX coordinator as necessary to ensure that a new or partial hearing is convened and administered in a manner that is fair and impartial to both parties.

B. Grounds for Appeal

Appeals are not re-hearings. Appeal requests must be based on one of the following grounds:

- **Procedural Irregularity:** Procedural irregularity that affected the outcome;
- **New Evidence:** New evidence that was not reasonably available at the time of the live hearing that could have affected the outcome; and
- **Conflict of Interest:** Conflict of interest or bias of the Title IX Coordinator or deputy Title IX coordinator, the assigned investigator, or Hearing Chair, that affected the outcome.
The Appellate Officer will deny any appeal that is not sufficiently grounded in one or more of the bases described above.

C. Timeframe to Submit an Appeal

Parties have seven (7) calendar days from the date of the decision to submit the appeal. The date that the Hearing Chair sends the decision letter to parties is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by the Appellate Officer.

D. Format of Appeal

To appeal, a party must submit a written request using the Appeal Form. The request must state the grounds on which the party seeks to appeal and include a rationale citing any information the party wants the Appellate Officer to consider and describing why the appeal should be granted. The burden is on the appealing party to demonstrate that the finding or sanction should be altered or a new partial or full hearing should be convened.

E. Notification to the Other Party

When one party submits an appeal, the Appellate Officer will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation that the Appellate Officer will consider when making the determination about whether to grant or deny the appeal. The other party will have five (5) calendar days to respond to the appeal. Except in extenuating circumstances the Appellate Officer will not accept a late response.

F. Potential Outcomes of an Appeal

The Appellate Officer will review all information that parties submit in support of and in opposition to the appeal. The Appellate Officer may:

- Deny the appeal and uphold the original decision and any disciplinary sanctions and remedies;
- Grant the appeal and vacate a finding or findings; or
- Grant the appeal and send the case back to the Title IX Coordinator or deputy Title IX coordinator to identify a Hearing Chair to convene and administer a new partial or full hearing.

The Appellate Officer will issue a decision on the appeal via a letter sent to both parties simultaneously. This notification will include a brief rationale for the decision using the identified appeal basis as the standard for determining the appropriate course of action. Appeals are not de novo reviews; instead, the Appellate Officer will rely only on the record and any information that the parties submit in support of or in opposition to the appeal.
STUDENT CONDUCT

Appendix C
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I. Introduction

The Virginia Tech community is guided by the university's motto, Ut Prosim (That I May Serve), and is based on the fundamental values expressed in the Principles of Community: to nurture learning and growth for all community members, to encourage open expression, and to respect our differences and common humanity.

When a student accepts admission to Virginia Tech as an undergraduate, graduate, or professional student, they also accept membership in the university community and responsibility for upholding its shared values and expectations. The Student Code of Conduct outlines policies established by the university that set standards for students' behavior, along with procedures for adjudicating and sanctioning violations of these standards. The code applies to all students and student organizations at Virginia Tech, as defined in this document. The university reserves the right to make changes to the code at any time.

Authority to approve policies and procedures for student discipline, as outlined in the Student Code of Conduct, lies with Virginia Tech’s governing body, the Board of Visitors, as authorized under the Code of Virginia. The Vice President for Student Affairs has responsibility for the university conduct system, with direct supervisory oversight of disciplinary matters assumed by the Office of Student Conduct, under the direction of the Director of Student Conduct. The director serves as the Chief Student Conduct Officer for the university.

The Student Code of Conduct does not apply to matters of academic integrity. For information on policies and procedures related to student academic integrity, please refer to the following:

- Undergraduate Academic Integrity
- Graduate Honor System
- Doctor of Veterinary Medicine Honor Code (Virginia-Maryland School of Veterinary Medicine)
- Doctor of Medicine Honor Code (Virginia Tech Carilion School of Medicine)

The Office of Student Conduct and the University Conduct System

The Student Code of Conduct is overseen by the Office of Student Conduct. The university’s conduct system supports the educational mission of the university by educating students about appropriate behavior and fostering a community in which students can flourish academically and personally.

The system assumes that students and student organizations have the capacity to assume responsibility for their own behavior and that the university has the authority to establish an internal structure for the enforcement of its policies and procedures, which students have agreed to accept by enrolling in the university. As part of its authority, Student Conduct may suspend or dismiss students from the university.
Conduct matters are addressed by Student Affairs professionals who have been appointed as hearing officers by the Director of Student Conduct. These individuals each have significant education and training on student development, student discipline, and university policies and procedures.

**Additional Community-Specific Regulations**

As part of their education and life at Virginia Tech, students may also be involved in organizations, programs, or other entities for which additional and separate standards and policies, including potential sanctions for violations, have been established. Students should be aware of additional policies that may apply to their involvement in certain programs, organizations, or communities, including but not limited to students in the Corps of Cadets, student athletes, members of certain Greek-letter organizations under the Office of Fraternity and Sorority Life, and students in certain colleges or programs, such as the Virginia Tech Carilion School of Medicine or the Virginia-Maryland College of Veterinary Medicine.

These policies and processes do not supersede a student’s responsibilities under the *Student Code of Conduct*. In situations involving potential violations of policies in the *Student Code of Conduct* and community-specific policies, the student is accountable first to the university’s *Code*. Additional sanctions may be issued by programs/organizations that address a student’s participation or membership in those communities, specifically. Student Conduct is responsible for coordinating adjudication processes with these various entities, when appropriate.

**II. Student Rights and Responsibilities**

As individuals, Virginia Tech students enjoy basic rights. As members of the university community, they also accept certain responsibilities.

**Rights**

1. Students at Virginia Tech will be treated fairly and with dignity regardless of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or military status as described in university policy 1025.

2. Students at Virginia Tech enjoy those rights guaranteed by the Constitutions of the United States and the Commonwealth of Virginia. This includes activities protected under the First Amendment. In accordance with the Code of Virginia, incidents of disruption of constitutionally protected speech may be reported via the Speech on Campus webpage.

3. The Student Code of Conduct and the policies and procedures it outlines, under the administration of the Office of Student Conduct, provides an administrative process for resolving allegations of misconduct. This process includes certain procedural guarantees to ensure that students receive a fair and equitable resolution.
Responsibilities

1. Students are responsible for understanding and following university policies and procedures, including the Student Code of Conduct, and for abiding by all applicable state, federal, and local laws.

2. University email is the primary means by which the university communicates with students; therefore, students are responsible for reading all official communications delivered to their university email address.

3. Students who are offered admission to Virginia Tech and choose to matriculate have a continuing duty to report to the Office of Student Conduct any arrests or convictions, other than minor traffic violations, as well as any protective orders issued against them. This duty applies regardless of where the arrest occurred and regardless of whether the university is in session at the time of the arrest or conviction. Students must notify Student Conduct in writing, using the Arrest Disclosure and Conviction Form, within 10 business days of the incident that led to their arrest or within five business days of the incident that led to their conviction. Failure to comply with this continuing duty may result in disciplinary action under the Student Code of Conduct.

III. Jurisdiction

Enrollment Status

For the purposes of disciplinary action, a “student” is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution.

If a student’s enrollment lapses for more than one calendar year, based on a student’s voluntary decision not to enroll, that student will no longer be subject to disciplinary action. However, students who are separated from the university for academic or disciplinary reasons are still considered students for disciplinary purposes, regardless of the duration of the separation.

Student Organizations

A student organization, as defined in this document (below), may be considered for disciplinary action if an incident(s) is determined to be an organizational activity, based on at least two of the criteria listed below. Student Conduct will consider the entirety of the information to determine whether to charge an organization.

- Any student serving as an executive officer of the organization who is aware of the incident sufficiently in advance of its occurrence to prohibit its taking place and takes no action to prohibit it.
- The incident involves the expenditure of any organizational funds.
- The incident involves or is actively or passively endorsed by a majority of the members of the organization.
- The incident occurs in property owned, rented, reserved, or used by the organization.
• Members and/or non-members of the organization learned about the event through members or communication associated with the organization.

• The incident occurred as a result of individual members of the organization acting in the capacity as members of the organization.

Student leaders and members of organizations who are complicit in any violation of the Student Code of Conduct or who permit or condone behavior that violates the code may also be held accountable as individuals in addition to the organization.

**Location of Incidents**

Students and student organizations that violate the Student Code of Conduct may be considered for disciplinary action whether the conduct occurs on or off university property.

The Student Code of Conduct may also apply to behavior conducted online or through an electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. The university does not regularly search for this information but may take action if and when such information is brought to the attention of university officials.

**Alleged Violations of Criminal Law**

When conduct violates both criminal law and the Student Code of Conduct, disciplinary action may be taken by the university, irrespective and separate from criminal action. At the university’s discretion, the Office of Student Conduct may proceed with disciplinary action prior to a criminal trial or postpone action until after trial.

**IV. Definitions**

The following terms as used throughout the Student Code of Conduct are defined below. For definitions related to cases referred for formal adjudication under Title IX, refer to Appendix III.

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
<td>An advisor is one person of a student’s choosing and cost who may accompany a student throughout the conduct process. They may consult with the student but not speak on the student’s behalf or participate actively in the process.</td>
</tr>
<tr>
<td>Aggravating Factors</td>
<td>An aggravating factor is information, used during sanctioning (i.e., after a violation has been determined to have occurred), that may increase the sanction. Some factors may include but are not limited to a student’s past conduct record and the nature and severity of the behavior and its impact.</td>
</tr>
<tr>
<td>Appeal</td>
<td>An appeal is a written request for review of a hearing and findings, based on specific grounds.</td>
</tr>
<tr>
<td>Appellate Officer</td>
<td>An appellate officer is an employee of Virginia Tech, external to the Office of Student Conduct staff, designated by the Vice President of Student Affairs to review and respond to appeals.</td>
</tr>
<tr>
<td>TERM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Charge(s)</td>
<td>A potential violation of the <em>Student Code of Conduct.</em></td>
</tr>
<tr>
<td>Complainant</td>
<td>Any individual who has reported a potential violation of the <em>Student Code of Conduct.</em></td>
</tr>
<tr>
<td>Conduct Officer or Hearing Officer</td>
<td>A conduct or hearing officer is an individual designated by the Director of Student Conduct to adjudicate cases involving allegations of conduct violations.</td>
</tr>
<tr>
<td>Conduct Referral</td>
<td>A report or complaint that alleges violations of the <em>Student Code of Conduct</em> by a student(s) or student organization(s).</td>
</tr>
</tbody>
</table>
| Consent (general)*                     | Consent is generally defined as knowing, voluntary, and clear permission for something to occur. *For a more specific definition of consent in the context of sexual activity, please see the definition below.*                                                                }|**Consent (in the context of sexual activity)**| Consent is defined as knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.  
  * Consent cannot be given where a person is incapacitated; or where a person has a disability; or is not of legal age to consent as defined by law.  
  * Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.  
  * Previous relationships or prior consent cannot imply consent to future sexual acts. |  |
| Incapacitation                         | Incapacitation includes but is not limited to being asleep, drugged, intoxicated, or unconscious.                                                                                                                                                                                                                                          |
| Mitigating Factors                     | A mitigating factor is information, used during sanctioning (i.e., *after a violation has been determined to have occurred*), that may decrease the sanction. Some factors may include but are not limited to a student’s past conduct record and steps taken to remedy their behavior.                                                                                                     |
| Notice                                 | Written notice of the alleged violations of the Code. Notice will be presumed to have been furnished when the notice is sent to the student’s Virginia Tech email address or, when appropriate, provided at a prehearing meeting.                                                                                                                                |
| Preponderance of the evidence          | The Office of Student Conduct uses preponderance of the evidence to determine whether or not a student has violated a policy in the *Student Code of Conduct*. This determination is made based on the information available to determine if it is more likely than not that a violation occurred.                                                                                                 |
For the purposes of disciplinary action, a “student” is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution.

For the purposes of disciplinary action, a “student organization” includes Registered Student Organizations (RSO), Extended Campus Student Organizations (ECSO), and University Chartered Organizations (UCSO), as defined in university policy 8010.

A university official is any person given authority by the university to perform administrative or professional responsibilities, including, but not limited to university police officers, residential well-being student leaders, graduate/teaching assistants, administrative support staff, faculty, etc.

University property or university facilities are any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles.

A witness is a person who provides relevant information about an incident in a hearing or through a written statement. Character witnesses are not generally considered relevant.

V. Prohibited Conduct

Alcohol and Other Drug Offenses

- **Alcoholic Beverage:** Improper use of alcohol as defined by the regulations of the Commonwealth of Virginia and the university, including but not limited to underage possession/consumption, public intoxication (regardless of age), providing alcohol to any underage person, or any violation of university alcohol regulations, as outlined in Appendix I.

- **Drugs:** Possessing, using, manufacturing, selling, or misusing any substance and/or possession of drug paraphernalia in violation of state or federal law.
  - **Marijuana (Cannabis):** Virginia law permits adults aged 21 or older to possess, use, and grow marijuana under certain circumstances; however, federal law continues to prohibit it and requires institutions of higher education that receive federal funds, including financial aid, to have policies prohibiting marijuana on university property or at university-sponsored off-campus events.
Therefore, in accordance with federal and state laws, Virginia Tech prohibits the following conduct related to marijuana. (Additional information is available in Appendix II):

- Possession or use of any form of marijuana for any purpose, including medical or recreational use, on university property or at university-sponsored events off campus. This includes but is not limited to smoking, consuming edibles, and using vaporizers. “Use” includes being under the influence of marijuana.

- Possession of marijuana paraphernalia on university property or at university-sponsored event off campus.

- Improper possession or use of marijuana off university property (with the exception of university-sponsored events) as defined by the regulations of the Commonwealth of Virginia, including but not limited to possession/use under the age of 21, possession of greater than 1 ounce, consuming in public, and selling, as outlined in Appendix II.

- Driving Under the Influence: Operating or attempting to operate a motor vehicle, bicycle, or other personal transportation device while intoxicated or impaired by alcohol or other drugs.

### Offenses Against People

- **Abusive Conduct**: The use of physical force against an individual or any acts that cause physical harm; threats, including words or actions, that may cause a person reasonable apprehension of imminent physical harm.

- **Endangerment**: Actions that intentionally or recklessly endanger the health, safety, or well-being of oneself or another person or group.

- **Harassment**: Unwelcome conduct not of a sexual nature that is sufficiently severe, pervasive, or persistent that it could reasonably be expected to create an intimidating, threatening, or hostile environment that limits the ability of an individual to work, study, or participate in the activities of the university. *Note: the Code also includes a Gender-Based Harassment policy.*

- **Hazing**: Any mental or physical requirement, request, or obligation placed upon any person for the purpose of admission, initiation, or continued association with a group or organization that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates any federal, state, local statute, or university policy, the willingness of an individual to participate in such activity notwithstanding. Additional information is available in Appendix IV.

- **Stalking**: Repeated contact of another person not based on gender when the contact is unwanted and may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person’s...
ability to perform the activities of daily life. Note: the Code also includes a Gender-Based Stalking policy.

• **Recording and/or Distribution of Audio/Visual Material Without Consent:** Making, attempting to make, sharing, or distributing an audio and/or visual recording of any person(s) without the knowledge and consent of all participants subject to such recordings, in locations where there is a reasonable expectation of privacy, and when the action is likely to cause injury, distress, or damage to one's reputation.

• **Gender-Based Violence** (these policies apply in cases outside of the jurisdiction of Title IX; for Title IX policy definitions, refer to Appendix III):
  - **Sexual Violence:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.
    - **Sexual Assault:** Actual or attempted sexual contact with another person without that person's consent.
    - **Sexual Battery:** Intentional touching of another person's intimate parts without the person's consent; or other intentional sexual contact with another person without that person's consent.
    - **Sexual Coercion:** Using physical or verbal aggression or pressure to force or attempt to force a person to touch another person's intimate parts without that person's consent.
    - **Rape:** Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
  - **Gender-based Harassment:** Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
  - **Sexual Exploitation:** An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even if the behavior does not constitute one of the other sexual misconduct offenses.
  - **Domestic Violence:** A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that
intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

- **Dating Violence**: Acts of physical or sexual abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
  - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence.

- **Gender-Based Stalking**: Repeatedly contacting another person when the contact is unwanted. Additionally, the contact may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person’s ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone, or by computer) or remaining in the physical presence of the other person.

### Offenses Against Property

- **Damage or Destruction**: Intentional, reckless, and/or unauthorized damage to, destruction of, tampering with, or vandalism of property.
- **Fire Safety**: The misuse of or tampering with firefighting equipment, unauthorized burning, disregarding fire alarm signals, deliberately initiating a false alarm or, tampering with fire detection or suppression equipment.
- **Theft**: Theft, attempted theft, or possession of stolen property.
- **Unauthorized Entry**: Entering, attempting to enter, or being present in buildings, residences, public or private property, and/or facilities or other areas without proper authority.

### Offenses Against the Community

- **Disorderly or Disruptive Conduct**: Engaging in disorderly or disruptive conduct that interferes with university, community, or individual activities, including but not limited to studying, teaching, research, and university administration.
- **Public Exposure**: Any act or attempted act of public nudity or urinating/defecating in public.
- **Hazardous Materials**: Unauthorized possession or use of fireworks, explosives, or hazardous and potentially hazardous materials.
• **Weapons**: Unauthorized possession, use, or storage of firearms, ammunition, or weapons on university property at any location, either permanent or temporary, owned or leased by Virginia Tech. Refer to Virginia Polytechnic Institute and State University Policy and Procedures [No. 5616](#) for additional information.

**Offenses Against the University**

• **Failure to Comply**: Failure to comply with a request and directives of university officials acting within the scope of their authority, including but not limited to the following: failure of a student to present their university identification card, failure to keep or attend a required meeting, and failure to leave an area when requested by an authorized university official. Upon the request of the student questioned, university officials must identify themselves and state the source of their authority.

• **Furnishing False Information**: Knowingly giving false information to a university official who is performing their official duties, including but not limited to perjury in a conduct hearing.

• **Interference with University Complaint Processes**: Attempting or actively influencing, impeding, intimidating, interfering, coercing, or retaliating against any person involved in a potential, actual, or past student complaint in a formal university complaint process.

• **Involvement in a University Violation**: Presence during any violation of the *Student Code of Conduct* and/or other university policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of university policy are expected to remove themselves from participation and are encouraged to report the violation.

• **Visitation/Guest Policies**: Students or student organizations will be held responsible for the conduct of their guests and are expected to inform them of all university regulations, including but not limited to [Housing and Residence Life policies](#).

**Other Prohibited Conduct**

• **Actions Leading to the Conviction of Criminal Offenses**: Any student convicted of a criminal offense is subject to university disciplinary action.

• **Failure to Observe Rules and Regulations**: Failure to observe rules and regulations issued by the university that are not listed specifically as “Prohibited Conduct” in the document, including but not limited to regulations linked above in the “Additional University Policies” and “Additional Community Specific Regulations” sections.

• **Forgery or Fraud**: Forgery or fraud, including attempts to obtain any item of value under false pretenses, falsification of official university documents, or possession of forged or altered identification or another person’s identification.

• **Gambling**: Participation in any form of illegal gambling.
Statement on Sanction Enhancements for Policy Violations Motivated by Bias

Any violation of the Virginia Tech Student Code of Conduct found to be motivated by an individual's age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status (as stated in Virginia Polytechnic Institute and State University Policy and Procedures No. 1025) will be deemed an aggravating factor and will subject the student to a sanction more severe than would be imposed in the absence of such motivation.

This sanction enhancement will not apply in cases in which protected classes are specifically addressed within the language of the policy, such as gender-based violence or gender-based stalking.

Statement on Self-Reporting and Bystander Intervention

Virginia Tech recognizes that the health and safety of students is of utmost importance. Therefore, if someone requires assistance for themselves or others because of alcohol or drug use, we want them to call for help. If medical assistance is sought, Student Conduct will not pursue conduct charges against the individual or organization who sought assistance, or the individual in need of assistance. However, Student Conduct will still require students to attend a meeting with a hearing officer to discuss the incident and will assign substance-related and other educational assignments to the involved parties.

Violations having a significant individual or community impact and students with prior violations that demonstrate an actual, potential, or perceived pattern of behavior are not likely to have outcomes that are mitigated and are not likely to be protected under this policy.

Statement on Reports of Sexual Harassment and Gender-Based Violence and Immunity for Use of Alcohol or Other Drugs

Virginia Tech seeks to remove any barriers to reporting incidents of sexual harassment and gender-based violence. Therefore, any student, whether the complainant or a third party, who makes a good-faith report of sexual harassment or gender-based violence will be immune from disciplinary action for their personal consumption of alcohol or other drugs occurring at the time of the reported incident.

Statement on Immunity for Reports of Hazing

In an effort to remove any behavior(s) or action(s) which degrades, intimidates, or endangers the health, safety and wellbeing of any individual in our community, individual(s) who report an ongoing or pending act of hazing shall be provided immunity from disciplinary action for hazing or for their personal consumption of alcohol or other drugs occurring at the time of the reported incident providing:
a) The disclosure is made by a bystander who is not an active participant in such acts; and
b) The disclosure is a good faith report of hazing made in advance of or during an incident of hazing.

Student bystanders who report acts of hazing, while immune from disciplinary action, may be required to meet with Student Conduct to discuss the incident and may be assigned substance-related or other educational assignments.

VI. Additional University Policies

The Student Code of Conduct is intended to include other rules, regulations, and policies issued by the university that pertain to students and student organizations. Violations of these policies are actionable under the Student Code of Conduct when the violation warrants a process or sanction beyond what is available in these policies. Additional policies include but are not limited to the following:

- Dining Policies
- Housing and Residence Life Policies
- Housing and Dining Contract
- Parking and Traffic Regulations
- Student ID Cards
- University-Level Policies (see the university’s policy library at policies.vt.edu/policy-library for a full list of policies relevant to students; the following policies are those most frequently referenced):
  - Acceptable Use and Administration of Computer and Communications Systems
  - Arrest, Conviction, and Protective Order Disclosures
  - Bicycles and Personal Transportation Devices
  - Campus and Workplace Violence Prevention
  - Facilities Usage and Events
  - Harassment, Discrimination, and Sexual Assault
  - Operation of Unmanned Aircraft Systems
  - Sales, Solicitation, and Advertising on Campus
  - Serving Alcohol
  - Smoking
  - Social Media
  - University Names and Trademarks
VII. Student Conduct Process

The Office of Student Conduct uses the following procedures to address behavior that is alleged to have violated university policy. It should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible and are not exactly the same in every situation, though consistency in similar situations is a priority. The procedures used in particular cases are determined at the sole discretion of the Office of Student Conduct.

The university conduct process is an administrative function and differs from civil or criminal legal proceedings. In some situations, students may be involved in both legal and university systems.

Step 1: Submitting a Conduct Referral/Complaint

Any student, faculty member, staff member, administrator, community member, or concerned party may submit a complaint, known as a “conduct referral,” to the Office of Student Conduct. While there is no time limit for referrals, Student Conduct encourages people who plan to bring a complaint against a Virginia Tech student to do so as quickly and prudently as possible.

Student Conduct will review the conduct referral to determine if there is information regarding behavior that may violate the Student Code of Conduct and thus warrants resolution within the conduct system.

This review may include a meeting with the person(s) who submitted the complaint and/or an investigation to gather additional information.

Potential outcomes of the review include the following:

- A determination that interim measures or administrative actions should be imposed in order to maintain safety or order.
- A determination that an investigation is needed to gather additional information to identify an appropriate avenue for resolution.
- A determination that the matter should be referred to another office or process.
- A determination that there may be a potential violation of the Student Code of Conduct and that an agreed resolution is the appropriate avenue for resolution.
- A determination that there may be a potential violation of the Student Code of Conduct and that a formal hearing is the appropriate avenue for resolution.
- A determination that the complaint may not involve a potential policy violation but is related to a conflict; in this case, Student Conduct may offer voluntary mediation, facilitated dialogue, or conflict coaching.
- In some cases, at Student Conduct’s discretion, students will be invited to participate in an educational conversation about the concerns raised in the complaint, even when Student Conduct determines that adjudication is not appropriate.
- A determination that there is insufficient information to pursue the complaint.
A determination that the behavior alleged, even if proven, would not violate the Student Code of Conduct.

Formal Complaints of Sexual Harassment and Gender-Based Violence

Formal complaints of sexual harassment and/or gender-based violence should be reported to the university’s Title IX Coordinator. They will follow the steps detailed in Virginia Tech’s Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence (INSERT LINK) to offer supportive measures and to determine whether a complaint falls within the scope of Title IX, as defined by the federal Department of Education, or under the policies in Virginia Tech’s Student Code of Conduct.

Complaints that have been determined to fall under the policies in the Student Code of Conduct will be referred to the Director of Student Conduct. Per the process outlined above, the Director will review the complaint and, if appropriate, may request the Office for Equity and Accessibility conduct a thorough, impartial investigation into the complaint. Upon completion of an investigation, the Director will determine how the matter should be resolved.

Step 2: Resolution

After reviewing a conduct referral, Student Conduct will determine an appropriate resolution process from among the following:

Agreed Resolution: An agreed resolution is an informal resolution option in which the respondent meets with a hearing officer to discuss an incident and collaborates with the hearing officer to determine whether they violated a policy and, if so, what sanctions may be appropriate. If the respondent agrees to the resolution, they waive the right to a formal hearing, and the resolution is final. If an agreement cannot be reached, the respondent has the option to move forward to a formal hearing with a new hearing officer.

Formal Hearing: In a formal hearing, the hearing officer(s) determines whether the respondent violated policies in the Student Code of Conduct, along with appropriate sanctions, if necessary. In formal conduct hearings, the respondent is entitled to the following procedural guarantees and opportunities:

- To receive written notice of charges at least five (5) business days in advance of the hearing and in reasonable detail to allow the respondent to prepare for the hearing.
- To share their version of events and refute any information presented.
- To present witnesses/witness statements and question any witnesses present.
- To remain silent or not participate.
- To be accompanied by an advisor.
- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe that they may be biased or have a conflict of interest.
- To appeal if there is a loss of privilege (i.e., suspension, dismissal, denial of housing, etc.), provided there are appropriate grounds as found in the Student Conduct Formal Hearing Appeals section.
In addition to witnesses who may be called by respondents participating in formal hearings, hearing officers may also call witnesses whom they believe are relevant for determining outcomes in a given case. The outcome of a formal hearing is final unless it qualifies for appeal, as outlined in the Formal Hearing Appeals section. If a respondent or complainant fails to attend a formal hearing after receiving proper notice, the case may be heard in their absence.

**Formal Title IX Adjudication and Gender-Based Violence Hearings**: Cases referred for adjudication by the Title IX Coordinator for a formal Title IX hearing are conducted in accordance with the policies and procedures outlined in Appendix II, as required by the U.S. Department of Education.

Gender-based violence cases that fall outside of the jurisdiction of Title IX are adjudicated through the gender-based violence policies and formal hearing process outlined by the Student Code of Conduct, as described above. These formal hearings are conducted by a team of two hearing officers. In these hearings, both the complainant and respondent receive the same procedural guarantees outlined above, and both parties may appeal, regardless of the outcome. Appeals must be based on appropriate grounds.

**Adaptable Conflict Resolution (ACR)**: When complaints/referrals to Student Conduct are based in conflict between individuals or groups, Student Conduct may offer adaptable conflict resolution (ACR) options to students, including mediation, facilitated dialogue, or conflict coaching. Participation in ACR is optional, and in the case of mediation or facilitated dialogue, all parties must agree to participate. ACR options may result in a mutually satisfactory agreement between the parties, but it is not required.

**Educational Conversation**: An educational conversation is a discussion between a student and hearing officer in Student Conduct regarding behavior that does not rise to the level of a policy violation but is, nevertheless, inappropriate or having a negative impact on the student or others or, if it continues, may become a policy violation. These conversations are educational and supportive in nature and are intended to help the student reflect and to connect them with resources, when needed.

### Additional Information

**Standard of Proof**

The preponderance of the evidence standard will be used to determine responsibility for violations of policies in the Student Code of Conduct. Preponderance of the evidence means that based on the information available to determine if it is “more likely than not” that a violation occurred.

### VIII. Sanctions

Student Conduct sanctions are designed to promote safety, individual accountability, and reflection. Whenever possible, Student Conduct makes efforts to educate students and to foster personal and academic success. When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student’s prior conduct record. Sanctions are generally cumulative in nature.
One or more of the following sanctions may be imposed when a student or student organization is found responsible for violating the *Student Code of Conduct*:

<table>
<thead>
<tr>
<th>SANCTION</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td><strong>Formal Warning</strong></td>
<td>A formal written notice that the student or student organization has violated a policy in the Student Code of Conduct and that further violations may result in more serious conduct action. Students or student organizations who receive a formal warning are still considered in good conduct standing with the university.</td>
</tr>
<tr>
<td><strong>Probation</strong></td>
<td>A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Further violations during that time period may result in more serious conduct action, including a potential separation from the university.</td>
</tr>
<tr>
<td><strong>Deferred Suspension</strong></td>
<td>A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Violations for which deferred suspension is assigned are those that are serious enough to warrant suspension from the university, but due to mitigating factors, the student or student organization is given the opportunity to remain enrolled at the university, provided they do not violate further policies. The suspension may take effect if they violate additional policies during the period of deferred suspension.</td>
</tr>
<tr>
<td><strong>Suspension</strong></td>
<td>A specified period of time during which the student or student organization is separated from the university. During the suspension period, the student does not have the rights and access to privileges associated with being a student, which includes eligibility to be academically enrolled at Virginia Tech or transfer credits earned at other institutions during the period of disciplinary suspension. For student organizations, the university will withdraw recognition for the duration of the suspension. A student or student organization must complete all assigned sanctions and receive permission from Student Conduct to be eligible to re-enroll. For a student who has completed their academic work but whose degree has not yet been conferred, their degree may be withheld for the duration of the suspension period.</td>
</tr>
<tr>
<td>SANCTION</td>
<td>DESCRIPTION</td>
</tr>
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<td>----------------------------------------------</td>
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</tr>
<tr>
<td>Deferred Dismissal</td>
<td>A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Violations for which deferred dismissal is assigned are those that may warrant permanent dismissal, or expulsion, from the university, but due to mitigating factors, the student is given the opportunity to maintain student status with the university, provided they do not violate further policies. The dismissal may take effect if the student violates additional policies during the period of deferred dismissal. A deferred dismissal is often accompanied by a suspension or other conduct sanctions.</td>
</tr>
<tr>
<td>Dismissal</td>
<td>A formal notice that the student or student organization is permanently dismissed, or expelled, from the university, with no opportunity to re-enroll. For student organizations, the university permanently withdraws recognition.</td>
</tr>
<tr>
<td>Denial of Privileges or Associations</td>
<td>A specified period of time during which the student is denied certain privileges or associations, including but not limited to termination of the housing contract, removal from athletic events, loss of recreational sports privileges, network access, or access to certain university facilities. Student organizations may also have their social function privileges revoked.</td>
</tr>
<tr>
<td>Restitution</td>
<td>Requirement for the student to make restitution for damage to university property, which, at the discretion of Student Conduct and the associated university department, may be in the form of monetary payment or community service.</td>
</tr>
<tr>
<td>Educational, Community, and Wellness Activities</td>
<td>Assignments or activities designed to provide opportunities for reflection, learning, and growth as well as to connect the student with resources to support their well-being and personal and academic success.</td>
</tr>
</tbody>
</table>

**Failure to complete sanctions**

Students are expected to complete their conduct sanctions, including educational sanctions, within the timeframe and guidelines specified by their hearing officer. Failure to complete sanctions may result in placing holds on student accounts and additional conduct action.
IX. Formal Hearing Appeals

The respondent has the opportunity to appeal the outcome of a formal hearing if it results in a loss of privilege, including suspension, dismissal, or denial of certain university privileges, including but not limited to housing, network access, or athletic privileges. For gender-based violence hearings, both the complainant and respondent have the opportunity to appeal, regardless of the outcome of the hearing and whether or not there is a loss of privilege. Sanctions take effect immediately, pending the appellate officer’s decision or the end of the appeal period.

The appeal process for formal Title IX hearings is outlined in Appendix II.

Grounds for appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

1. Denial of procedural guarantees
2. Significant and relevant new information that was not available at the time of the hearing
3. Unduly harsh or arbitrary findings or sanctions.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

1. Uphold the original decision and sanctions
2. Uphold the original decision and either decrease or increase the sanction
3. Vacate a finding
4. Send the case back to Student Conduct for a new partial or full hearing.

Timeframe to submit an appeal

The respondents (and complainants, in the case of gender-based violence hearings) have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

Format of appeal

The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply and any information the student wants considered should be included in the written document. The burden is on the appealing student or student organization to demonstrate why the finding or sanction should be altered.

Appellate Officers

An appellate officer will be designated by the Assistant Vice President for Student Affairs, who serves as the university’s Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct.
X. Interim Measures and Administrative Actions

Based on the nature and circumstances of the referral, the university may authorize interim measures or take administrative action to maintain safety and order and to ensure compliance with university processes and directives, including the following:

Holds on Student Account: Student Conduct may apply a hold on a student’s account, which will prevent course registration, graduation, and access to transcripts. Situations in which holds may be applied include but are not limited to the following:

1. The student fails to complete sanctions by assigned deadlines
2. The student has been issued an interim suspension
3. The student is suspended and has a pending re-enrollment meeting
4. The student has a pending conduct matter that must be resolved

Interim Suspension: The university retains the authority to impose an interim (immediate) suspension from the university and/or selected campus facilities with proper notice if such action is necessary to preserve the safety of persons or property. During an interim suspension, a student may not participate in academic, extracurricular, or other activities of the university except as may be authorized by the Assistant Vice President for Student Affairs or their designee. In this instance, the students will be afforded an interim suspension meeting and the opportunity to show why their continued presence on campus does not constitute a threat to themselves, others, or property. The interim suspension meeting is separate from the student conduct process. The student will have five (5) business days within which to request an interim-suspension meeting. An opportunity to meet with Student Conduct for a final resolution will be provided as soon as possible.

- Procedures: The following steps explain the procedure for imposing an interim suspension:
  - Initiating an Interim Suspension: When a situation, as defined above, occurs, the responding university official contacts the Threat Assessment Team or the Assistant Vice President for Student Affairs or their designee to assess the situation and determine if an interim suspension is appropriate.
  - Notification of an Interim Suspension: The student will be sent an interim suspension letter immediately, which states that the student is either suspended from the university and/or suspended from all or selected campus residential facilities until a final resolution is determined through the Student Conduct process.
  - Interim-Suspension Meeting: The student can immediately request an interim suspension meeting to be conducted by the Assistant Vice President for Student Affairs or his/her designee. The interim suspension letter will contain instructions on how to request a review. Those present at the meeting may include the responding university official and other witnesses as deemed appropriate by the Assistant Vice President for Student Affairs. During the review, the student will be given an
opportunity to demonstrate why his or her continued presence on campus does not constitute a threat to themselves, others, or property. As part of the review, the student may be required to submit to an immediate medical/psychological evaluation. The student will be evaluated by the director of the Cook Counseling Center or his/her designee.

- **Timeframe to Request Interim-Suspension Review:** A student must request a meeting within five (5) business days; after that time frame, the interim suspension and/or suspension from campus residential facilities and all student activities will remain in effect until the matter is resolved through the student conduct process.

- **Decision:** The decision made after the interim suspension meeting will be final. There will be no additional appeal.

- **Student Conduct Process/Resolution:** Interim suspension information will be shared with Student Conduct and others who need to know. Student Conduct will determine and schedule, as soon as possible, the appropriate resolution process to determine whether the student is responsible for violating university policy and, if so, appropriate sanctions.

**No Contact Order:** In certain situations, Student Conduct may issue no contact orders to students for a period of time to prevent communication between two or more students if it is determined that contact between the parties may perpetuate or escalate behavior that may interfere with a person’s rightful actions, including but not limited to their safety and security. No contact orders prevent students from face-to-face, electronic, or third-party contact. If a no contact order is issued, all parties involved will receive the order.

A student who violates a no contact order may be subject to conduct action; if a violation of the order threatens the safety of persons or property, an **interim suspension** may be imposed.

The process for no contact orders includes the following:

1. No contact orders may be requested by students, or Student Conduct may issue them independently of a request.

2. Before issuing an order, Student Conduct may request additional information to determine whether it is warranted.

3. Student Conduct may decline to issue an order.

4. A student who has requested an order be issued may subsequently request that it be lifted.

5. Student Conduct has the discretion to lift a no contact order at any time if it is determined that the circumstances under which it was issued are no longer present.

**Cease Operations Order:** In certain situations involving allegations of policy violations by student organizations that may involve potential impacts on the safety of persons or property or significant disruption to the community, Student Conduct may issue a
cease operations order, which places restrictions on the organization while the matter is resolved. Examples of situations in which cease operations are issued include but are not limited to the following: hazing; alcohol distributed to underage members or guests; and disorderly or disruptive behavior, such as serious or ongoing violations of noise regulations in the Town of Blacksburg. The cease operations will remain in place until the matter is resolved by Student Conduct. Cease operations restrictions may include but are not limited to the following:

1. The organization is to stop operating in full, including meetings, communication, events, etc.
2. The organization is to stop hosting events with alcohol present.
3. The organization is to stop recruitment or holding meetings, events, or activities with new or prospective members.

**XI. Student Conduct Records**

Violations of the *Student Code of Conduct* are maintained in a student’s conduct record for a period of five years from the date of the incident. This record is maintained electronically by the Office of Student Conduct and is separate from a student’s academic transcript, though it is considered part of a student’s educational record.

Records of formal Title IX hearings will also be maintained by the Office for Equity and Accessibility for a period of seven years, as described in the Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence (oea.vt.edu).

Student conduct cases involving student organizations are not private. Accordingly, hearing notification and sanction letters are sent to organizational advisors and (inter)national headquarters.

**Information Sharing within the University**

Notification of student conduct outcomes or decisions is given to individuals in the university with a need to know. Other university agencies or organizations may be required to obtain a written release from students before they can receive notification.

**Notification to Victims of Crimes of Violence**

Victims of crimes of violence (including abusive conduct and gender-based violence) involving student respondents will be notified of the outcome and sanction(s). In Title IX matters, complainants will also be notified of the outcome and relevant sanctions for non-violent violations of gender-based violence policies.

**Parental Notification**

Parents/guardians of students under age 21 will be notified if their student is found responsible for a violation of the alcoholic beverage or illegal drug policies.
Student Conduct Transcript Notations in Cases of Suspension and Dismissal

When a student is suspended or permanently dismissed from Virginia Tech, a notation will be included on the student’s academic transcript stating, “suspended [or dismissed] for a violation of the Student Code of Conduct.” Suspension notations will be removed once the student completes the term and conditions of the suspension, including all assigned sanctions. In cases involving allegations of gender-based violence, a notation will also be placed on the transcript of a student who withdraws from Virginia Tech while under investigation. This notation will be removed if the student is subsequently found not responsible for violating policies in the Student Code of Conduct. Students may also petition to have transcript notations expunged, as outlined in the following section.

Lesser sanctions, such as warnings and probation, do not affect a student’s academic standing and do not appear on the official transcript.

Petitions for Expungement

The university offers two opportunities for students to petition for expungement of documentation related to their disciplinary record:

1. In cases involving low-level violations of the Student Code of Conduct, such as cases in which a student received probation, the student may petition the Office of Student Conduct to have the record of that case expunged prior to the end of the five-year period (early record expungement).
2. In cases involving sanctions of suspension or permanent dismissal resulting in a notation on the academic transcript, the student may petition the Office of Student Conduct to have the notation on their academic transcript expunged. Expungement of the notation is not the same as expungement of the entire case record.

The process and timeline for each opportunity is outlined below.

1. Early Record Expungement for Low-Level Policy Violations: Students or graduates may petition Student Conduct to have the documentation of their cases involving low-level policy violations, such as those resulting in probation, “expunged” from their conduct record prior to the end of the five-year period. “Expungement” in this situation means that while the record is maintained by Student Conduct, per state and federal law, the record will not be shared with third parties, except as required by law. For example, a student applying to transfer to another institution may need to obtain a certified copy of their disciplinary record as part of an admissions application; if a record has been expunged, the documentation provided for the application will not include information about that incident.

The opportunity to request expungement reflects the student-centered and learning-focused values on which the Student Conduct process is based. Namely, we believe that students can learn and grow by reflecting on their decisions and examining their values.

Cases involving more serious violations of policy and more significant sanctions may not be considered for early record expungement, including but not limited to the
following cases: those resulting in suspension or dismissal, gender-based violence and gender-based stalking, drug distribution, or other offenses against people.

An early record expungement applies only to records maintained by the Office of Student Conduct; records maintained by other offices or units, such as law enforcement and other university departments are not subject to expungement under this process.

**Eligibility:** A student may petition to have cases expunged from their conduct record in the following circumstances:

- An undergraduate student is classified as a senior, is not on an active status sanction (e.g., probation), and has completed all assigned educational sanctions.
- An undergraduate student is classified as a freshman, sophomore, or junior, has been off of an active sanction (e.g., probation) for at least one full semester (i.e., fall or spring), and has completed all assigned educational sanctions.
- A graduate or professional student is not on an active status sanction (e.g., probation) and has completed all assigned educational sanctions.

2. **Transcript Notation Expungement for Cases Involving Suspension or Dismissal:**

A student or former student may petition for a transcript notation to be expunged—or removed—from the academic transcript after a period of three years from the final resolution of the case if the student can show good cause. In cases involving suspension, the student must have completed the term of the suspension and all educational sanctions prior to submitting their petition. The Office of Student Conduct will work with former students who have outstanding educational sanctions to determine options, which could include alternate sanctions that are mutually agreed upon, for fulfilling sanction requirements so that the individual may petition to have the transcript notation expunged.

Expungement of the transcript notation is not the same as expungement of the entire case record.

**Evaluation of Expungement Petitions**

The Director of Student Conduct or their designee will review petitions for early record expungements as well as transcript notation expungements based on the criteria above and will submit a recommendation to the Assistant Vice President for Student Affairs or their designee for final approval. The decision will be based upon the following criteria, as outlined in the petition application available on the Student Conduct website:

1. The nature of the violation(s) and the resulting impacts
2. The student’s behavior after the violation(s) and their present demeanor
3. The student’s demonstrated level of reflection and growth

After a petition is evaluated, the student will receive written notification of the decision. That decision will be final.

It is important to note that a student with an expunged record or transcript notation may still need to disclose information about their disciplinary history to third parties, including potential employers, other universities’ admissions offices, a professional board, etc.
Appendix I: Additional Policies and Procedures Governing the Use of Alcoholic Beverages

Virginia Tech recognizes that the misuse and abuse of alcohol is a persistent social and health problem in our society and that it interferes with the goals and objectives of any educational institution. The university fully complies with the alcohol regulations of the Commonwealth of Virginia, and all state laws apply to Virginia Tech students and student organizations. Students or student organizations who violate the Alcoholic Beverage Policy in the Student Code of Conduct and any associated policies or guidelines will face disciplinary action. Sanctions will likely include substance-related education.

In compliance with the laws of the Commonwealth, and to maintain conditions conducive to learning, possession or consumption of alcoholic beverages on campus is only permitted according to the following provisions:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>Residence hall room</td>
<td>In the privacy of a student room, alcoholic beverages are permitted for those persons 21 years of age or older in accordance with state law, provided that at least one of the 21-year-old residents of the room is present.</td>
</tr>
<tr>
<td>Other locations in residence halls</td>
<td>Aside from the privacy of a student’s room, possession or consumption of alcoholic beverages in any area of residence halls, including suite living rooms, is forbidden.</td>
</tr>
<tr>
<td>Oak Lane</td>
<td>The Director of Fraternity and Sorority Life, in conjunction with the Director of Housing and Residence Life, determines regulations concerning the use of alcoholic beverages in the “Oak Lane Community” (also known as Special Purpose Housing) during events.</td>
</tr>
<tr>
<td>Corps of Cadets</td>
<td>The Commandant of Cadets establishes and publishes regulations to be observed by cadets regarding the possession and consumption of alcoholic beverages. This information is published in the Cadet Regulations Manual.</td>
</tr>
<tr>
<td>All residential locations</td>
<td>Kegs of any description in student rooms or residence halls, including Oak Lane, are prohibited.</td>
</tr>
<tr>
<td>All other university property</td>
<td>The possession and use of alcoholic beverages is prohibited on all other university property except in certain facilities that are fully registered with the Virginia Alcoholic Beverage Control Board (ABC).</td>
</tr>
</tbody>
</table>

Alcoholic beverages are further governed by Virginia Polytechnic Institute and State University Policy and Procedures No. 1015.
For more information related to federal and state laws and regulations regarding alcohol or illegal drugs or prevention and substance-use programs available at Virginia Tech, please consult the university’s Drug and Alcohol Prevention Program document.

Appendix II: Additional Information about Policies and Laws Governing the Use of Marijuana/Cannabis

Effective July 1, 2021, marijuana is legal in the Commonwealth of Virginia for both recreational and medical use. As an academic community committed to well-being, Virginia Tech recognizes that using marijuana may negatively impact students’ academic performance, relationships, mental health, and career goals. Therefore, it is important for students to understand the policies and laws that govern marijuana possession and use, as well as the support resources that are available to address negative effects and potential misuse.

Federal and State Laws and University Policy

1. Using or possessing marijuana or marijuana paraphernalia in any form is prohibited on all university properties and at university-sponsored off-campus activities. This prohibition includes, but is not limited to, smoking, edibles, and vaporizers. Although recreational and medical uses of marijuana are both legal in the Commonwealth of Virginia as of July 1, 2021, federal law continues to prohibit it. As an institution that receives federal funds, including federal financial aid, Virginia Tech is required to comply with all federal laws and regulations, including the Drug Free Schools and Communities Act, which requires institutions to have policies prohibiting possession, use, or cultivation of marijuana on university property or at university-sponsored off-campus events. Therefore, Virginia Tech will enforce prohibitions of marijuana on university property and at university-sponsored events off campus, and students who violate this policy will be subject to action under the Student Code of Conduct. Sanctions will likely include substance-related education.

2. Students at off-campus locations/properties and off-campus events that are not sponsored by the university are expected to abide by Virginia laws related to marijuana use, possession, or growth. These include, among others, the list below. This list serves only as an overview; students should refer to the Code of Virginia for the most updated and accurate description of the law.
   - **Legal age**: Legal possession, use, or cultivation is limited to adults 21 or older.
   - **Quantity**: Individuals may not possess more than one ounce (28 grams) or the equivalent amount of another marijuana product.
   - **Home growth**: Individuals may cultivate up to four marijuana plants; these plants must be marked and may not be visible from a public street or accessible to children.
   - **Locations**: Use of marijuana is not permitted in public spaces or on public school grounds.
   - **Selling**: Sales of marijuana are prohibited; however, an adult over 21 may “gift” up to 1 ounce to another adult over 21.
Driving: Using marijuana in any form is prohibited while driving or riding in a motor vehicle, as is having an “open container” of marijuana in the passenger area of the vehicle.

For information about education and support resources regarding marijuana, alcohol, and other drugs, please consult the website for Hokie Wellness, as well as the university’s Drug and Alcohol Prevention Program document.

Appendix III: Title IX Definitions and Formal Title IX Adjudication Process

The process for formal Title IX complaints, including definitions of terms and policies, reporting, investigations, and adjudication, is outlined fully in the university’s Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence (INSERT LINK). The following excerpts include the policy definitions under Title IX, as well as the formal Title IX adjudication process for students, which is conducted by the Office of Student Conduct.

Title IX Definitions

Complainant means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

Consent means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2). the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence means felony or misdemeanor crimes committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Virginia.
Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

Sexual Assault means misconduct that meets the definition of Rape, Fondling, Incest, or Statutory Rape, as defined below:

- **Rape** means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or mental incapacity.

- **Incest** means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

- **Statutory Rape** means sexual intercourse with a person who is under the statutory age of consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person’s individual safety or the safety of others; or (b) suffer substantial emotional distress.

**Formal Title IX Adjudication Process**

When the Title IX Coordinator refers a case for formal adjudication, the Office of Student Conduct will hold a live hearing with cross examination to determine whether the respondent is responsible for the alleged conduct and to provide appropriate sanctions, as appropriate.

**A. Procedural Guarantees**

In formal conduct hearings for Title IX formal complaints, the complainant and respondent are entitled to the following procedural guarantees and opportunities:

- To receive a copy of the final investigation report, including any attachments and supporting documents from the Title IX Coordinator or designee at least ten (10) days in advance of the hearing.

- To receive written notice of the date, time, location, participants, and policies charged at least five (5) business days in advance of the hearing to allow the parties sufficient time to prepare for the hearing.

- To be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the Office of Student Conduct without fee or charge.

- To inspect and review, during the hearing, all evidence obtained during the investigation that is directly related to the allegations in the formal complaint.

- To present that evidence that supports or refutes the alleged conduct.*

- To present witnesses, including fact and expert witnesses.

- To have their advisor conduct live cross-examination on the other party and any witnesses.
• To remain silent or to participate as they see fit, including full, partial, or no participation; however, they should carefully review the section on cross-examination, below, to understand the potential impacts should they choose to limit participation.

• To challenge the objectivity of a hearing officer(s), given reasonable cause to believe they may be biased or have a conflict of interest.

• To appeal, regardless of the outcome, based on the following grounds: 1) Procedural irregularity; 2) Significant and relevant new information that was not available at the time of the hearing; 3) The Title IX Coordinator, Investigator, or hearing officer(s) had a conflict of interest or bias, which affected the outcome; 4) Unduly harsh or arbitrary findings or sanctions.

*Only evidence and information submitted prior to the final investigation report will be considered during at the hearing.

B. Advisors
At the hearing, each party may be accompanied by an advisor of their choice, at their own cost (e.g., parent, friend, attorney, etc.); if a party does not have an advisor, the university will provide one to them without fee or charge for the purposes of cross-examination. Advisors may not also serve as witnesses.

Advisors will be permitted to cross-examine (i.e., ask relevant questions and follow-up questions) the other party and any witnesses directly, orally, and in real time. The parties must use their advisors in this capacity, as they will not be permitted to ask questions personally.

Aside from cross-examination, advisors may not speak on the student’s behalf or participate actively in the process. Advisors must follow the guidance of the hearing officers.

C. Cross-Examination
During the hearing, the parties’ advisors will be permitted to ask relevant questions and follow-up questions, including those challenging credibility, of the other party and any witnesses. Cross-examination must be conducted directly, orally, and in real time. At no times will the parties directly conduct cross-examination.

Relevance
Questions asked during cross-examination must be relevant to the behavior and situation in question. Hearing officers will determine whether each question is relevant and, if they choose to exclude a question, explain why it is not relevant. The following topics/questions have been identified as automatic exclusions:

Questions or information about the complainant’s prior sexual behavior, unless they are used to prove someone other than the respondent committed the alleged conduct or if they concern previous sexual activity with the respondent and are used to prove consent.
Questions or information that disclose or seeks to disclose privileged information, such as medical or psychological records.
For more information about relevant information, please refer to the Relevant Evidence section in the Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence (INSERT LINK).

Declining to Participate in Cross-Examination
The hearing officers will also not draw conclusions regarding responsibility based solely on a party’s or witness’s absence from the hearing or decision to decline to answer questions from the hearing officers or during cross-examination.

D. Recording
The Office of Student Conduct audio records all formal hearings. A copy of the recording is maintained as part of the case file and will be made available to the parties, upon request.

E. Hearing Location and Virtual Participation
At the discretion of the Office of Student Conduct, a hearing may be conducted in a single physical location, with all parties present, or a hearing may be conducted virtually, with participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via video conference. Regardless of the participation method, the hearing participants will be able to simultaneously see and hear each other.

F. Determination of Responsibility
After the hearing, a determination of whether a respondent is responsible for violating any policy in the Student Code of Conduct will be made by the hearing officers based on the information presented in the investigation report and at the hearing.

Standard of Proof
The university uses preponderance of the evidence to determine whether or not the respondent is responsible for the alleged conduct. This determination is made based on the information available to determine if it is more likely than not that a violation occurred.

Decision Letter
The hearing officer will simultaneously provide the parties the decision in writing. The decision letter will include the following information: allegations and policies charged, procedural steps taken during the grievance procedure, information used to determine the findings and their application to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.
Range of Possible Sanctions
If a respondent is found responsible for the alleged conduct, the hearing officers will make a determination regarding appropriate sanctions. One or more of the following sanctions may be imposed:

- Formal warning
- Probation
- Deferred Suspension
- Suspension
- Deferred Dismissal (i.e., deferred expulsion)
- Dismissal (i.e., expulsion)
- Denial of privileges or associations
- Educational, Community, and Wellness Activities

When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student’s prior conduct record. Sanctions are generally cumulative in nature.

For definitions and additional information about sanctions in the Student Conduct process, please refer to the Student Code of Conduct.

Remedial Action
Following a hearing, the Director of Student Conduct shall work with the Title IX Coordinator, who will oversee any necessary remedial action to restore or preserve the complainant’s equal access to the university’s education programs or activities.

Appeal Process
Both parties have the opportunity to appeal the outcome of a formal hearing in a Title IX case regardless of the outcome. Sanctions take effect immediately, pending the appellate officer’s decision or the end of the appeal period.

A. Grounds for Appeal
Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

- Procedural irregularity or denial of procedural guarantees
- Significant and relevant new information that was not available at the time of the hearing
- Conflict of interest or bias by the Title IX Coordinator, Investigator, or hearing officer(s), which affected the outcome
- Unduly harsh or arbitrary findings or sanctions.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

B. Potential Outcomes of an Appeal
The appellate officer will review the appeal and may:

- Uphold the original decision and sanctions
- Uphold the original decision and either decrease or increase the sanction
C. Time Frame to Submit an Appeal
The parties have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

D. Format of Appeal
The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply, and any information the student wants considered should be included in the written document. The burden is on the appealing party to demonstrate why the finding or sanction should be altered.

E. Notification to the Other Party
When one party submits an appeal, the Office of Student Conduct will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation.

F. Appellate Officers
An appellate officer will be designated by the Assistant Vice President for Student Affairs, who serves as the university’s Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct and Title IX. When they are designated to review a case, the Assistant Vice President will ensure they do not have conflicts of interest or bias and are, therefore, able to review the case objectively.

G. Appeal Decision Letter
The appellate officer will issue a decision on the appeal in writing to both parties simultaneously. This notification will include a rationale for the decision.

Appendix IV: Additional Information Regarding the Hazing Policy
Hazing is a criminal offense in the Commonwealth of Virginia, as defined in § 18.2-56 in the Code of Virginia, and is prohibited at Virginia Tech in all forms. This policy is based on the proposition that students are entitled to be treated with consideration and respect at all times. It applies to all student organizations and individuals.

The Student Code of Conduct defines hazing as follows:

Any mental or physical requirement, request, or obligation placed upon any person that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates any federal, state, or local statute or university policy, the willingness of an individual to participate in such activity notwithstanding.
Hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in these acts:

- **Physical Acts**
  - Encouraging or requiring persons to consume alcohol or other substances (i.e., food, other beverages) regardless of the age of the participant.
  - Encouraging or requiring that a person do or submit to any act that will alter his or her physical appearance in any significant degree for any substantial period of time (e.g. burning, branding, tattooing, using makeup, paint or markers on a person, or shaving the head or body).
  - Encouraging or requiring activities that disrupt a person’s normal schedule. A normal schedule includes three reasonably spaced meals per day, the opportunity for sufficient rest at night (at least six full hours) and reasonable time for personal hygiene.
  - Encouraging or requiring a person to engage in physical activity of unusual kind or duration, such as: calisthenics, overly difficult work assignments, activities that may be excessive for a person, activities that require a person to remain in a fixed position for an extended period of time, binding or restricting an individual in any way that would prohibit them from moving on their own, confining a person or exposing participants to uncomfortable elements like in environments that are too hot, cold, noisy, small, or threatening/intimidating.
  - Hinting, pretending, or misleading a prospective member into believing that they will be hit, hurt, or physically altered.
  - Encouraging or requiring acts that are or seem to be dangerous.

- **Psychological Acts**
  - Encouraging or requiring a person to pretend to or actually violate a law.
  - Encouraging or requiring an individual to obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt).
  - Verbally abusing prospective members. Examples include but are not limited to yelling or screaming; calling individuals demeaning names; booing, hissing, or demeaning individuals when they make mistakes.
  - Encouraging or requiring a person to perform acts of servitude, perform personal errands for others, or engage in activities that are demeaning.
  - Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way.
  - Misleading prospective members into believing that they will be hurt during induction or initiation.
› Encouraging or requiring a person to publicly carry objects or wear apparel that is abnormal, not normally in good taste, conspicuous and/or indecent.

› Encouraging or requiring a person to appear nude or reveal body parts.

› Encouraging or requiring an individual or group to remain in a certain place or transporting them to a location without their knowledge (e.g. taking a person on a road trip or excursion to an unknown destination or kidnapping).

› Parading individuals in public areas, transporting individuals in a motor vehicle while blindfolded, or privately conducting blindfolding activities that serve no constructive purpose.

› Requiring an individual to “pledge” or “associate” for a period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements or extraordinary circumstances.

As it is impossible to anticipate every situation that could involve hazing, this list does not, and cannot, encompass every circumstance that will cause the institution to discipline for hazing. This policy is not intended to prohibit the following conduct:

• Customary athletic events, contests, or competitions that are sponsored by the institution or the organized and supervised practices associated with such events.

• Any activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program or military training program, as approved by the institution.

Note: An individual may not consent to being hazed, and their voluntary or willful participation in hazing activities will not be considered as a defense against a violation of the institution’s hazing policy by an individual or organization.

University Reporting, Investigation, and Adjudication: The university encourages individuals to report any potential hazing activities. The initial report of a suspected violation may be reported in person, by phone or by electronic communication, and may be done anonymously.

Alleged violations of this policy can be reported through an online reporting system or to the following offices:

• Student Conduct
• Student Engagement and Campus Life
• Fraternity and Sorority Life (for Greek organizations)
• Recreational Sports (for club sports)
• Virginia Tech Police Department
• Virginia Tech Corps of Cadets
Credible and sufficiently detailed reports of hazing will be referred to Student Conduct for further investigation and potential adjudication. Both individuals and organizations may be held responsible for their actions and participation in incidents of hazing. If an investigation concludes that an individual or individuals directed, engaged in, aided or otherwise participated in, actively or passively, an incident of hazing, disciplinary action may be imposed against the individual(s). If the investigation concludes that an organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the entire organization.

Reporting to the Commonwealth’s Attorney: Per § 18.2-56 in the Code of Virginia, the university must report incidents of hazing that cause bodily injury to the Commonwealth’s Attorney, who may take separate action.

Public Reporting of Violations of Hazing: Per § 23.1-822 in the Code of Virginia, the university shall maintain and publicly report actual findings of violations of the institution’s code of conduct or of federal or state laws pertaining to hazing that are reported to campus authorities or local law enforcement.
Sex Offender Registry and Access to Related Information

The federal “Campus Sex Crimes Prevention Act” law was signed on October 28, 2000, and became effective October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state under section 121 of the Adam Walsh Child Protection Act of 2006. (42 U.S.C. 16921) concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers their services, or is a student. Information about the Sex Offender registry can be found at; http://sex‐offender.vsp.virginia.gov/sor/, or can be accessed through the Virginia Tech Police Department web site at http://www.police.vt.edu.

In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry. The registry was established pursuant to §19.2-390.1 of the Commonwealth's Criminal Code. Every person convicted on or after July 1, 1997, including juveniles tried and convicted in the circuit courts pursuant to § 16.1-269.1, whether sentenced as adults or juveniles, of an offense for which registration is required shall be required as a part of the sentence imposed upon conviction to register and re-register with the Commonwealth's Department of State Police, as provided in this section.

In addition, all persons convicted of offenses under the laws of the United States, or any other state substantially similar to an offense for which registration is required, shall provide to the local agency all necessary information for inclusion in the State Police Registry within ten days of establishing a residence within the Commonwealth. Any person required to register shall also be required to reregister within ten days following any change of residence, whether within or outside of the Commonwealth.

Nonresident offenders entering the Commonwealth for employment, to carry on a vocation, volunteer services or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of the Commonwealth shall, within ten days of accepting employment or enrolling in school in the Commonwealth, be required to register and reregister pursuant to this section. For purposes of this section “student” means a person who is enrolled on a full- time or part- time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.
Information concerning offenders registered with the *Sex Offender and Crimes Minors Registry* may be disclosed to any person requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request form that may be submitted directly to the Commonwealth's Department of State Police or to the State Police through a local law-enforcement agency. The Department of State Police shall make registry information available, upon request, to criminal justice agencies including local law enforcement agencies through the Virginia Criminal Information Network (VCIN). Registry information provided under this section shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. *Uses of the information for purposes not authorized by this section are prohibited and a willful violation of this section with the intent to harass or intimidate another shall be punished as a Class 1 misdemeanor.*

Virginia State Police maintain a system for making certain registry information on violent sex offenders publicly available by means of the internet. The information made available includes the offender's name; all aliases which he has used or under which he may have been known; the date and locality of the conviction and a brief description of the offense; the offender’s date of birth, current address and photograph; and such other information as the State Police may from time to time determine is necessary to preserve public safety. The system is secure and is not capable of being altered except by or through the State Police. The system is updated each business day with newly received registrations and re-registrations.
This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in the Women’s Center at Virginia Tech.

### Important Phone Numbers

For further explanation or elaboration of the information in this report, and for assistance or services, contact the agencies whose numbers are listed here.

<table>
<thead>
<tr>
<th>988 Suicide and Crisis Lifeline</th>
<th>988</th>
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<tbody>
<tr>
<td>NRV Emergency Communications Authority</td>
<td>911 (emergency, on campus)</td>
</tr>
<tr>
<td>Virginia Tech Police Department</td>
<td>540-382-4343 (non-emergency)</td>
</tr>
<tr>
<td>Lewis Gale Hospital Montgomery</td>
<td>540-231-6411 (non-emergency)</td>
</tr>
<tr>
<td>Carilion New River Valley Medical Center</td>
<td>540-953-1111 (main number)</td>
</tr>
<tr>
<td>Women’s Center at Virginia Tech Women’s Resource Center</td>
<td>540-731-2000</td>
</tr>
<tr>
<td>Thomas E. Cook Counseling Center</td>
<td>540-231-7806</td>
</tr>
<tr>
<td>Schiffert Health Services</td>
<td>540-639-1123 (hotline 24 hours)</td>
</tr>
<tr>
<td>Cranwell International Center</td>
<td>540-639-9592 (Office)</td>
</tr>
<tr>
<td>Blacksburg Police Department</td>
<td>540-231-6557 (24/7)</td>
</tr>
<tr>
<td>Montgomery County Sheriff’s Office</td>
<td>540-231-6444</td>
</tr>
<tr>
<td>Christiansburg Police Department</td>
<td>(8:00 a.m.—8:00 p.m.) Mon-Sat</td>
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<tr>
<td>Dean of students</td>
<td>(10:00 a.m.—6:00 p.m.) Sun.</td>
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<tr>
<td>Office of Student Programs</td>
<td>911 (emergency, off campus)</td>
</tr>
<tr>
<td>Student Legal Services</td>
<td>540-443-1400 (non-emergency)</td>
</tr>
<tr>
<td>Safe Ride (dusk until dawn)</td>
<td>540-382-6915 (non-emergency)</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>540-382-3131 (non-emergency)</td>
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<tr>
<td>Office of Equity &amp; Access</td>
<td>540-231-3787</td>
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<tr>
<td>Office of Emergency Management</td>
<td>540-231-6204</td>
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<tr>
<td>University Relations</td>
<td>540-231-4720</td>
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<tr>
<td>Virginia Tech Ombuds, Reece Ramos, University Ombuds</td>
<td>540-231-SAFE (7233)</td>
</tr>
<tr>
<td>Graduate Ombudsperson Bryan Hanson</td>
<td>540-231-1824 (students)</td>
</tr>
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<td></td>
<td>540-231-2010 (employees)</td>
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<td></td>
<td>540-231-4873</td>
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<td>540-231-5396</td>
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<td></td>
<td>540-231-3125</td>
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<td>540-231-9573</td>
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</table>
Safety Tips / Risk Reduction
Security doesn’t begin and end with the university police. It takes the entire university, faculty, staff, and students to make our campus a safe and secure place to live, work, and play. What can you do to help? The number one thing you can do is to take a few precautions and follow a few safety tips that will help us, help you.

A. Trust your instincts. If a place or situation doesn’t feel right, it probably isn’t.

B. Avoid working or studying alone in a building at night.

C. Avoid shortcuts and isolated areas when walking after dark.

D. Stay alert when crossing roads and be mindful of your surroundings.

E. Don’t walk alone after dark. Travel in groups. Use the Safe Ride Service.

F. Know how to defend yourself---enroll in a self-defense class.

G. Become familiar with the locations of the blue-light emergency phones on campus.

H. Don’t leave personal property (iPods, Laptops, iPhones, book bags) lying around unattended.

I. Carry a whistle or other noisemaker.

J. Keep your bike locked in a rack or storage facility when not in use.

K. Never prop open exterior doors, even for a short time.

L. Keep your room door locked when leaving even for “Just a minute” and when sleeping.

M. Lock windows and close shades after dark.

N. Never attach your name and address to keys, if lost or stolen they could lead to theft.

O. When traveling in your vehicle keep windows up and doors locked.

P. Engrave your valuables.

Q. Report any suspicious or criminal activity to the police and report all crimes immediately.

R. Don’t put personal information on social networking sites.

S. Do not accept drinks from strangers or leave your drink unattended because it could be drugged.

T. If you suspect someone of having alcohol poisoning, call 911 immediately. Do not wait until it is too late.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking
Virginia Tech prohibits the crimes of domestic violence, dating violence, sexual assault and stalking as defined by the Clery Act. The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaign intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome, and
- Consider environmental risk or protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students.
<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>VAWA Crime</th>
<th>NATURE OF CONTENT</th>
<th>DATE (S) OFFERED</th>
<th>TARGETED AUDIENCE</th>
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<tr>
<td>Sexual Assault and Violence Educations by Students (SAVES) to VTCC Presentation - Relationship Violence</td>
<td>DV</td>
<td>Relationship Violence</td>
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<td>SAVES Informational Tabling for Valentine’s Day</td>
<td>DV</td>
<td>Healthy relationships</td>
<td>2/11/2022</td>
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<td>SAVES Open Presentation</td>
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<td>Consent and sexual Violence</td>
<td>2/16/2022</td>
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<td>DV</td>
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<td>2/22/2022</td>
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<td>2/28/2022</td>
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<td>4/5/2022</td>
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**OTHER SAFETY / SECURITY PROGRAMS**

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<td>Together We Empower!</td>
<td>DV</td>
<td>Educational Outreach around DV resources</td>
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Hokie Wellness

The Sexual Violence Prevention (SVP) Specialist with Hokie Wellness coordinates outreach and education efforts for students, faculty, and staff related to sexual and power-based violence, including sexual and relationship violence, stalking, and harassment. This position was created based upon recommendations from the End Sexual Violence Committee created by Virginia Tech president Tim Sands in 2019-2020. In this role, the SVP Specialist collaborates with campus stakeholders to develop and implement prevention campaigns to educate the community about sexual violence recognition and promote social norms around bystander prevention.

During the 2022 academic year, the SVP program has conducted prevention and bystander intervention programs for 2,975 students. These programs have focused on educating students and assisting them with recognizing elements of sexual abuse, as well as encouraging them to educate their peers about bystander prevention strategies. The SVP program also utilizes a stakeholder model which integrates student leaders into the training program to increase the effectiveness of peer participation in prevention.
Crime Definitions specified by the Clery Act:

**Murder & Non-negligent Manslaughter** - The willful killing of one human being by another.

**Manslaughter by Negligence** – the killing of another person through gross negligence.

**Rape** – Penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his / her age or temporary or permanent mental or physical incapacity. This definition includes the rape of both males and females.

**Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his / her age or temporary or permanent mental or physical incapacity.

**Incest** – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** – Non-forceful sexual intercourse with a person who is under the statutory age of consent.

**Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle.

**Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another.

**Liquor Law Violations** – The violation of state laws or local laws/ordinances prohibiting the manufacture, sale, purchase, transportation, possession and use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Law Violations** – Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws specifically those relating to the unlawful possession, sale, and use, growing, manufacturing and making of narcotic drugs.

**Weapons Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
Referrals – The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Domestic Violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Includes but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Definitions of Geography

On-Campus – Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purpose. (Statistics for university housing facilities are recorded and included in both the on-campus category and residential category)

Non-Campus – Any building or property not part of the core campus and does not fit the definition of separate campus and is owned or controlled by the institution, is used in direct support of or in relation to the institution’s educational purposes, and is frequently used by students. Other Non-Campus property that is Clery reportable is property “owned or controlled by a student organization that is officially recognized by the institution such as fraternity and sorority houses.”

Public Property – all public property, including thoroughfares, streets, sidewalks, that is within the campus, or immediately adjacent to and accessible from the campus.

Additional Definitions

Definition of the term “Unfounded” – On occasion, an agency will receive a complaint which is determined through investigation to be false or baseless. If the investigation shows that no offense occurred nor was attempted, the reported offense can be “unfounded” by a law enforcement officer.
## Virginia Tech Blacksburg Campus Crimes Statistics
### 2022

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*No hate crimes were reported in 2020, 2021 and 1, in 2022.*

*Unfounded crimes reported in 2020—2, 2021—0 and in 2022—2.*

*Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.*

*Note: Included in the Virginia Tech Blacksburg Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that have been reported to a Campus Security Authority.*

*Not all agencies contacted could provide statistics as requested.*
Overview
The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics related to student housing. The following public disclosure report details all information required by this law as it relates to Virginia Tech as outlined in the initial regulation; subsequent yearly reports will comply with the Act as amended and published October 29, 2009.

On-Campus Housing Fire Safety Equipment
At Virginia Tech (Blacksburg, Virginia Campus), all residence halls are protected by smoke detection and alarm systems which are monitored 24 hours/day, seven days/week by Simplex. When a fire alarm system is activated, Simplex receives notification of the alarm and then notifies the New River Valley Emergency Communications Regional Authority (NRVECRA), which in turn dispatches the Blacksburg Fire Department (BFD), the Virginia Tech Police Department and in some instances the Virginia Tech Rescue Squad. The buildings are also equipped with either emergency generators or lighting fixtures that incorporate backup batteries; upon loss of power, these systems automatically activate to assure adequate egress lighting in hallways and emergency exit stairwells. Twenty-seven (27) of the normally occupied residence halls are fully sprinklered, including all high-rise residence halls; this number does not include Holiday Inn Express, The Inn at Virginia Tech, or the Transfer House. Carbon monoxide detectors have been installed in all residence hall mechanical rooms where products of combustion could occur. All fire safety systems and equipment are strictly maintained and tested in accordance with applicable State and National standards. A summary of the fire protection systems present in each residence hall is provided in Table 1. Blacksburg Fire Department is the first responder to all fire emergencies at the Virginia Tech Blacksburg, Virginia Campus.

Fire Safety Education, Training and Fire Drills
All on-campus residents (including those with special needs) receive intensive and comprehensive fire safety information at the beginning of each semester. Training on fire and life safety is also provided to all Residential Advisors, Area Coordinators, Building Managers, Fraternity & Sorority House Managers, Event Planning Office Staff & Crowd Managers, Housekeeping staff and Hot-work Coordinators. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. Each resident is required to review and comply with the requirements outlined in the Hokie Handbook, Housing Policies, University Policies for Student Life, and Housing and Residence Life Policies, which include information on fire safety and what appropriate action to take during a fire
alarm or fire emergency. Student Affairs also maintains extensive information on fire safety on its website. There is an emergency evacuation map posted on each floor to direct occupants to primary and secondary exits. There is also an evacuation map on the interior side of every resident hall room door.

Fire drills are conducted twice a year in all of the occupied residence halls at the beginning of the Fall & Spring semesters, in coordination with Virginia Tech’s office of Environmental, Health and Safety and the Division of Student Affairs. The fire drills are conducted within the first 10 days of each semester, per the Virginia Statewide Fire Prevention Code. Two additional drills are performed the first week of Summer I & Summer II only in the residence halls that are being used to house Summer I & II students. Fraternity and sorority houses that are located on university property must follow the same procedures that apply to residence halls and are included in the fire drills.

**Items Prohibited in Residence Halls – Items include, but are not limited to:**

- Extension cords
- Multi-plug adapters without a reset button or switch
- Single-plug adapters
- Candles/incense/open flames
- Lamps with halogen bulbs
- Fireworks
- Toasters/toaster ovens
- Explosives/flammables/propane/gas/grills
- Firearms/weapons/incendiary devices
- Curtains (unless purchased with tag stating they are fire retardant)
- Motorized vehicles (battery and/or gas)
- Hazardous materials
- All smoking devices (cigarettes, cigars, pipes, e-cigarettes, hookahs, etc.)

**Specific Fire Prevention Related Policies and Programs**

- Policy 1005, [Health and Safety](#), affirms that faculty, staff and students must comply with university health and safety policies and programs, attend required training, report any identified safety or health hazard, and know their roles in an emergency.
- Policy 1010, [Policy on Smoking](#), prohibits smoking in all university properties owned and operated by Virginia Tech, including residence halls.
- Policy 5000, [University Facilities Usage and Event Approval](#), requires that an application must be submitted for certain types of events on campus, and affirms that these events are subject to a review and approval process. The use of open flames and pyrotechnics, layout of assembly areas/events, and use of decorations are all evaluated during this review.
- Policy 5406, [Requirements for Temporary Facilities/Tents/Stages](#), assures that tents, stages and other temporary facilities comply the Virginia Statewide Fire Prevention Code, including the prohibition on the use of open flames near or under any tent.
• Policy 5605, Residence Hall Fire and Fire Alarm Procedures, affirms that students must evacuate the building upon fire alarm activation and outlines the role of staff members in overseeing evacuation procedures and reentry into the building when authorized.
• Policy 5615, University Safety and Security, requires that Resident Advisors be trained to perform safety audits of residence rooms, coordinate emergency evacuations and warning procedures, and facilitate the performance of fire and other drills.
• The Hokie Handbook, Housing Policies, University Policies for Student Life, and Housing and Residence Life Policies, which are part of the housing contract, limit the types of electrical appliances allowed in residence halls, establish expectations for compliance with drills and training, provide for periodic health and safety inspections of residence rooms, affirm limitations on materials that may be stored in resident rooms, prohibit open flames without a permit, limit the use of combustible decorations/furnishings, and define the consequences if students violate university policies and programs. Specifically:
  o Electrical appliances such as electric stoves, George Foreman-type grills, toaster ovens, toasters, crock pots, sandwich makers, air conditioners, space heaters, hot plates, and other open coiled appliances are not permitted in residence hall rooms. No extension cords of any type are permitted, and halogen bulb lamps and high intensity lamps are prohibited.
  o Room furnishings/decorations and the decorating of public spaces is strictly controlled. Additional limitations on the use of flammable and combustible materials for decorations in both residence rooms and common areas are affirmed in the Policy for Residence Hall Decorations.
  o Items that require an open flame, operate on fuel, or produce heat (such as Bunsen burners, lit candles, incense, and alcohol burners) are prohibited.
  o All residence halls, including student rooms, are smoke-free
  o Student rooms, common areas, storage, and mechanical areas are subject to regular inspection by the Virginia State Fire Marshal’s office, Environmental Health and Safety personnel, and Student Affairs staff. In addition, resident room inspections are conducted once per semester by hall staff in order to identify any health or safety concerns. Violations of fire and life safety policies are subject to university judicial action and appropriate sanctions.
  o Anyone found causing a false fire alarm, tampering with fire-safety equipment, or not properly evacuating during a fire alarm will face arrest and/or judicial referral.
• Virginia Tech’s Fire and Life Safety Program establishes requirements for the performance of periodic fire safety inspections of all university buildings, including residence halls; provides for periodic training for employees and students on basic fire safety; affirms conditions that must be maintained in all university properties to comply with the Virginia Statewide Fire Prevention Code; and, establishes requirements for the permitting, approval and inspection of hot work, use of open flames/burning, pyrotechnics and special effects, and temporary facilities, tents and stages.

In August of 2019, two facilities were leased as temporary residence halls to accommodate growth within the student population. These facilities were The Inn at Virginia Tech and the Holiday Inn Express (HIE). The Inn at Virginia Tech and Holiday Inn Express (HIE) were only used for the 2019-2020 academic year. The Transfer House was only used as a residence hall during the Spring Semester of 2020. The HIE and The Inn at Virginia Tech were not used during the 2020-2021 academic year. These three facilities are listed in the following table, but will be removed from the 2023 report. In 2021, a new residence hall was added, the Creativity and Innovation District – Living Learning Center (CID-LLC). The CID-LLC was occupied August of 2021.
Table 1 - Fire Protection Systems in Blacksburg Campus Residential Facilities for Calendar Years 2020, 2021, and 2022.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Offsite Fire Alarm Monitoring (SIMPLEX)</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System(^2)</th>
<th>Smoke Detection</th>
<th>Fire Extinguishing Devices</th>
<th>Evacuation Plans &amp; Signs</th>
<th>Number of Fire Drills calendar year 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambler Johnston Hall (East) 700 Washington St. SW</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>2</td>
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<tr>
<td>Ambler Johnston Hall (West) 720 Washington St. SW</td>
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<td>X</td>
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\(^1\) Partial Sprinkler System \(\geq 50 \%

\(^2\) Full Sprinkler System \(\geq 75 \%

\(^3\) Number of fire drills per floor

\(^4\) Number of fire drills per building

\(^5\) Number of fire drills per campus

\(^6\) Number of fire drills per state

\(^7\) Number of fire drills per university

\(^8\) Number of fire drills per institution
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Offsite Fire Alarm Monitoring (SIMPLEX)</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System(^2)</th>
<th>Smoke Detection</th>
<th>Fire Extinguishing Devices</th>
<th>Evacuation Plans &amp; Signs</th>
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<td>Vawter Hall</td>
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<td>Whitehurst Hall(^1³)</td>
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<td>Special Purpose Housing - Bldg. E 2705 Oak Lane</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
</tbody>
</table>

\(^1⁰\) O'Shaughnessy Hall 260 Alumni Mall

\(^1¹\) Pearson Hall –West 310 Alumni Mall

\(^1³\) Special Purpose Housing - Bldg. A 2750 Oak Lane

\(^2\) Full Sprinkler System

\(^3\) Special Purpose Housing - Bldg. B 2740 Oak Lane

\(^4\) O'Shaughnessy Hall 260 Alumni Mall

\(^5\) Pearson Hall –West 310 Alumni Mall

\(^6\) Special Purpose Housing - Bldg. C 2720 Oak Lane

\(^7\) Special Purpose Housing - Bldg. D 2805 Oak Lane

\(^8\) Special Purpose Housing - Bldg. E 2705 Oak Lane

\(^9\) Special Purpose Housing - Bldg. A 2750 Oak Lane

\(^1⁰\) Special Purpose Housing - Bldg. B 2740 Oak Lane

\(^1¹\) Special Purpose Housing - Bldg. C 2720 Oak Lane

\(^1²\) Special Purpose Housing - Bldg. D 2805 Oak Lane

\(^1³\) Special Purpose Housing - Bldg. E 2705 Oak Lane
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Offsite Fire Alarm Monitoring (SIMPLEX)</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System$^2$</th>
<th>Smoke Detection</th>
<th>Fire Extinguishing Devices</th>
<th>Evacuation Plans &amp; Signs</th>
<th>Number of Fire Drills calendar year 2022</th>
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</thead>
<tbody>
<tr>
<td>Special Purpose Housing - Bldg. F 2615 Oak Lane</td>
<td>X</td>
<td>X</td>
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<td>2</td>
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</table>

$^1$ denotes having sprinklers in the common areas only  
$^2$ denotes having sprinklers in common areas and individual rooms  
$^3$ denotes having sprinklers in mechanical rooms only  
$^4$ occupied Summer I and Summer II in 2022  
$^5$ occupied Summer II only in 2022  
$^6$ occupied only spring of 2020, not used in the fall of 2020, not at all in 2021  
$^7$ monitored by Templeton Vest (not Simplex)  
$^8$ formerly Lee Hall (2020)  
$^9$ formerly Barringer Hall (2020)  
$^{10}$ formerly Pearson Hall (2020)  
$^{11}$ formerly New Cadet Hall (2020)  
$^{12}$ opened August 2021
Fire Statistics
The number and cause of each fire in each residence hall is summarized in Table 2. There were no reported fire-related injuries or fatalities in residence halls during calendar years 2020, 2021 and 2022. There were fourteen (14) reported fires during this period. Total damages for fire-related losses were $00.00.

Fire Reporting
In July of 2016, the Virginia Tech Police Department converted over to a centralized dispatch. The fire alarm and sprinkler monitoring systems were also switched to an off-site monitoring system. Simplex monitors the status of all fire detection and fire suppression systems in residence halls. When Simplex receives notification of a fire alarm or a sprinkler alarm, they call the New River Valley Emergency Communications Regional Authority which intern dispatches the Blacksburg Fire Department, the Virginia Tech Police Department and in some circumstance the Virginia Tech Rescue. If a fire has occurred, it should be reported to the New River Valley Emergency Communications Regional Authority by one of the following methods, calling 911 (emergency), calling the NRVECRA Communications Center 540-382-4343 (emergency) or the Virginia Tech Police Department 540-231-6411 (non-emergency).

Responding to a Fire/Evacuation Procedures
If a fire emergency occurs, notify occupants by activating the fire alarm system. This requires pulling the pull station to initiate the alarm. If the fire alarm is activated while you are in your room or you activate the alarm, immediately exit the building at the closest exit away from the fire emergency. Move at least 50 feet away from the building and out of the way of responding emergency personnel. Do not reenter the building until the fire department says it is safe to do so and an ‘all clear’ signal has been given by the alarm system. If you are unable to leave your area, place wet towels or other material under the door to assist with blocking smoke from entering. If you can, call 911 and give your exact location and as much information as possible to the dispatcher. If you are unable to call for assistance, shout out of the window for help. Only assist others if you can do so safely. Never use elevators during a fire emergency. Remain Calm.

Plans for Future Improvement
Virginia Tech maintains a prioritized list of projects to upgrade older fire systems, enhance the capabilities of existing systems, or install new fire safety systems in existing buildings.
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Date/Time</th>
<th>Location</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire (Dollars)</th>
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<tbody>
<tr>
<td>Ambler Johnston Hall (East) 700 Washington St. SW</td>
<td>2</td>
<td>1</td>
<td>2/19/2020 1642 11/14/2021 0043</td>
<td>6th Floor</td>
<td>Unintentional – Electrical – Hairdryer Unintentional – blower motor for exhaust fan access panel</td>
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<td>Unintentional – grease fire Intentional - burn marks on cork bulletin board Unintentional - Burned sheet</td>
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<td>Building Name</td>
<td>Total Fires in Each Building</td>
<td>Fire Number</td>
<td>Date/Time</td>
<td>Location</td>
<td>Cause of Fire</td>
<td>Number of Injuries that Required Treatment at a Medical Facility</td>
<td>Number of Deaths Related to a Fire</td>
<td>Value of Property Damage Caused by Fire (Dollars)</td>
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<td>1/28/2021</td>
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<td>Building Name</td>
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</tbody>
</table>
Virginia Tech Research Center – Arlington

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus.

Crime information for the Virginia Tech Research Center – Arlington is obtained from the Director and the Arlington County Police Department. Individuals, who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Arlington County Police Department or the Director of the Virginia Tech Research Center – Arlington.

Overview

The Virginia Tech Research Center — Arlington, at 900 N. Glebe Road, is a highly visible state-of-the-art facility designed to further the university’s mission to expand its research portfolio in the Greater Washington, D.C., metro area. The region offers great opportunity for partnerships with corporate research entities and close proximity to government agencies and other public and private-sector organizations. The building is located in the vibrant Ballston district of Arlington, a short distance from many of the leading science and research agencies of the federal government and many high-technology companies.

The seven-floor, 144,000-square-foot research center is U.S. Green Council LEED-certified. The interior, designed by Gensler, includes computational laboratories, offices, and an Executive Briefing Center (EBC) to accommodate meetings, forums, symposia, and other events. The EBC is available to the science and technology communities throughout the region for meetings and events not specifically related to the university, and two of the seven floors in the building not occupied by Virginia Tech are for commercial lease.

The building is among the best-connected research facilities in the world, incorporating next-generation Internet with direct fiber access to Internet 2 and multiple federal networks. High-performance connectivity links this research center to Virginia Tech's main campus in Blacksburg, as well as to other major universities. The network provides access to international peering points in New York, Chicago, Seattle, Los Angeles, and Florida, and the building includes a secure data center for high performance computing-based research.

A number of established Virginia Tech research centers and institutes are located in this facility.

Access to Campus Buildings

When this facility was in the planning phase, security measures such as lighting, landscape and entrance security were included by the University Architects Office. The first layer of deterrence is the landscape design, as to include the lighting after hours. All exterior doors remain secured, with exception to the main entrance to the reception area. The next layer of detection is all exterior doors have security cameras. Access to the Arlington Center is controlled by layered security.

All visitors are welcomed at a reception desk, and then escorted within the facility by a staff member. The reception area has both a camera and a push-button alarm to alert the security personnel. Security personnel are on site the same days/hours that the parking garage operates. Reports of malfunctioning lights and other unsafe physical conditions that need to be addressed, are forwarded to the onsite Facilities Maintenance Technician. Facilities and landscapes are maintained in a manner that minimizes hazardous conditions.
Law Enforcement Services
The Virginia Tech Police Department does not normally provide law enforcement services to the Virginia Tech Research Center – Arlington. Day-to-day law enforcement services to the center are provided by the Arlington County Police Department. The Virginia Tech Police Department does not have an MOU with the Arlington County Police Department since they investigate all crimes within their jurisdiction.

Timely Warnings/Crime Alerts
Timely Warnings/Crime Alerts will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or Office of Emergency Management, constitutes an ongoing or continuing serious threat to the university community. Timely Warnings/Crime Alerts can only be issued if the Virginia Tech Police Department receives information either from the Arlington County Police Department, the Virginia State Police or the Director of the Virginia Tech Research Center – Arlington.

Controlled Substances
The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action, which may include suspension and/or dismissal from the university. Violations of state law should be reported to the Arlington County Police who will take appropriate legal actions. For more comprehensive details, please refer to the university’s Policy for a Drug Free University at: http://www.policies.vt.edu/1020.pdf.

Pastoral and Professional Counselors
The Virginia Tech Research Center – Arlington does not have any pastoral or professional counselors. However, students and faculty are encouraged to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Virginia Tech Police Department by phone 540-231-6411 (non-emergency) or by accessing the online report form on the Virginia Tech Police Department website.

TimelyMD / TimelyCare
TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education. TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.

Emergency Notifications
Regional VT Alerts are available for the National Capital Region, including the Arlington Research Center. Immediate/emergency notifications using VT Alerts to members of a satellite campus community will be provided when information is received, either from the designated individual at the satellite campus or from the law enforcement agency responsible for services where the campus is located. VT Alerts will normally be issued by the Virginia Tech Police Department or Office of Emergency Management. Emergency notifications may be issued locally, using other means by the Director of the National Capital Region – Arlington Research Center. These methods may include, but not limited to, direct communication to the campus using email or website notices. Members of the satellite campus are also encouraged to sign up for their localities emergency notification system, which are not affiliated with Virginia Tech, check with the police department in your area.
The Arlington County Police, Virginia State Police and the Arlington County Fire and EMS Departments are primarily responsible for confirming that there is a significant emergency or dangerous situation at the Arlington Research Center that could cause an immediate threat to the health and safety of an emergency in or surrounding the facility. The Office of University Relations, the Virginia Tech Police Department and/or Virginia Tech Emergency Management have access to the VT Alerts system which can send an alert to subscribers; notifying the campus community of threats that have occurred that may necessitate evacuation, shelter in place or other action on the part of students, employees, and campus visitors. The university will typically provide follow-up information to the campus community using the same systems that were used to send out the original alert or to direct the campus community to other informational channels.

Virginia Tech and Emergency Management will immediately notify the campus community upon the confirmation, from the Arlington County Police Department or authorized staff member at the Northern Capital Region – Arlington Research Center, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at the Northern Capital Region – Arlington Research Center. The Virginia Tech Police Department and/or Emergency Management will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system based on information received, unless issuing a notification will, in the professional judgment of the public safety official, compromise efforts to assist a survivor or to contain, respond to, or otherwise mitigate the emergency. First responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community at the National Capital Region – Arlington Research Center will typically include the Arlington County Police, Virginia State Police, and the Arlington Fire and EMS Department.

In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive communications system, VT Alerts, to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The VT Alerts system includes: email notices; phone, cellular phone, text messages, and university website notices. Parents and members of the larger community are not eligible to sign up for immediate notification through VT Alerts. However, all Hokie family members, along with members of the community, are able to subscribe to receive real-time VT Phone Alerts to stay informed and are encouraged to do so. They can check the University Website at www.vt.edu for updates during an emergency at the National Capital Region – Arlington Research Center and can sign up for desk top alerts by following the direction at: https://www.alerts.vt.edu/index/desktop-alerts.html.

Students and employees have the option of signing up on VT Alerts to receive emergency messages related to the National Capital Region – Arlington Research Center at: http://www.alerts.vt.edu. Annually, the Offices of University Relations and Human Resources provides communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: http://www.policies.vt.edu/5615.pdf.

Emergency Preparedness
Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Virginia Tech Emergency Management webpage http://www.emergency.vt.edu. Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. App users can access important just-in-time emergency information. To download the app, search "Hokie Ready" in your app store.
University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at http://www.emergency.vt.edu. Information related to evacuation procedures can be found at https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php.

**Reporting a Crime or Getting Emergency Assistance**

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Arlington County Police Department at 703-558-2222 or 911 for an emergency.

Survivors or witnesses can report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics through the Virginia Tech Police Department website by accessing the Online Report Form, Anonymous Tips Form.

The Virginia Tech Police Department encourages every one that is a survivor of crime to come forward and report to the police. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women’s Center, Office of Student Conduct, and Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Cook Counseling Center will facilitate referrals. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a Timely Warning report and the annual statistical disclosure.

**Services and Prevention Information**

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The Arlington County Police Department investigates all sexual assaults reported to the Police Department. Once reported to the Police officers respond, investigate and make applicable criminal charges based on evidence collection and survivor / witness statements. The survivor of a sexual assault
may also choose to file a report with the Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech Student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women’s awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD for women classes are self-defense classes and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. Resisting Aggression Defense for men, teaches the practice of self-defense and how to escape aggressive behavior. The Arlington County Police Department’s Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is available regarding area services for general counseling, medical attention, emergency housing or financial assistance. Responsiveness to the needs of crime survivors is a department priority. For crimes that occur at the center, the Virginia Tech Police Department will assist and refer the survivor to the Arlington County Police Department. Responsiveness to the needs of crime survivors is a department priority.

If Sexual Assault Happens to You

- Contact the police for assistance and information or to report the incident. The Arlington County Police Department should be contacted for incidents occurring at the center.
- Go to the Virginia Hospital Center Arlington. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling from the Department of human Services Behavioral Healthcare Division located at North George Mason Drive, Arlington, Virginia 22205, (703-228-4256) or a private counselor. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.
• Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.

• If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women’s Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.

• Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can’t if you don’t ask.

Medical Care
As mentioned above, survivors of very recent assaults should go to the emergency room of the Virginia Hospital Center Arlington for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. The Virginia Hospital Center Arlington offers the services of Sexual Assault Nurse Examiners. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort though in the emergency room that may not always be possible. Survivors may also wish to see their family doctor. Even if no symptoms are apparent, survivors are still strongly encouraged to seek medical attention.

Criminal
A police report must be generated before an investigation can begin and charges can be placed. If the assault happened at the center, it falls under the jurisdiction of the Arlington County Police Department. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at the Virginia Hospital Center Arlington for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A Commonwealth’s Attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.
Important Contacts / Phone Numbers

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore, offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women’s Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

988 Suicide and Crisis Lifeline  988

Arlington County Police Department  703-558-2222
911 (emergency)

The Women’s Center at Virginia Tech  540-231-7806
Women’s Center Northern Virginia  703-281-2657
Thomas E. Cook Counseling Center  540-231-6557(24/7)
Schiffert Health Services  540-231-6444
Mon-Sat (8 a.m.-8 p.m.)
Sun (10 a.m.-6 p.m.)

Cranwell International Center  540-231-6527
Virginia Tech Police Department  540-231-6411
VT HR Employee Assistance Program  866-725-0602
(employees who are covered by the university’s health insurance)

Dean of Students  540-231-3787
Office of Student Conduct  540-231-3790
Office of Student Programs  540-231-6204
Student Legal Services  540-231-4720
Virginia Hospital Center Arlington  703-558-5000
Arlington. Community Service Board  703-228-4871
Equity Manager (Falls Church)  540-231-7762
Title IX Coordinator  540-231-1824(students)
Office of Equity & Access  540-231-8771(employees)
Office of Emergency Management  540-231-2438

The Arlington County Community Services Board (ACCSB) consists of members of the community appointed to oversee services provided through divisions within the Department of Human Services to persons challenged by mental health, intellectual disabilities, and substance abuse issues. The ACCSB provides the principal forum for residents and consumers of services to review, comment on, and influence the direction of those services.

The ACCSB acts as an advocate, educator, community organizer, and community planner for services. Visit the rest of the ACCSB site for more information.
Hokie Wellness

The Sexual Violence Prevention (SVP) Specialist with Hokie Wellness coordinates outreach and education efforts for students, faculty, and staff related to sexual and power-based violence, including sexual and relationship violence, stalking, and harassment. This position was created based upon recommendations from the End Sexual Violence Committee created by Virginia Tech president Tim Sands in 2019-2020. In this role, the SVP Specialist collaborates with campus stakeholders to develop and implement prevention campaigns to educate the community about sexual violence recognition and promote social norms around bystander prevention.

During the 2022 academic year, the SVP program has conducted prevention and bystander intervention programs for 2,975 students. These programs have focused on educating students and assisting them with recognizing elements of sexual abuse, as well as encouraging them to educate their peers about bystander prevention strategies. The SVP program also utilizes a stakeholder model which integrates student leaders into the training program to increase the effectiveness of peer participation in prevention.
**Virginia Tech Arlington Research Center Crime Statistics 2022**

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<th>OFFENSE TYPE</th>
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<th>On Campus 2021</th>
<th>On Campus 2022</th>
<th>Non-Campus 2020</th>
<th>Non-Campus 2021</th>
<th>Non-Campus 2022</th>
<th>Public Property 2020</th>
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<th>Public Property 2022</th>
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*No hate crimes were reported in 2020, 2021, or 2022. No on-campus housing

*No unfounded crimes reported in 2020, 2021, or 2022.

Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

Note: Included in the Virginia Tech Arlington Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that have been reported to a Campus Security Authority.
Virginia Tech Carilion Health Sciences and Technology Campus

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for Virginia Tech Carilion is requested from the Carilion Clinic Police and Security Department. Individuals who want to report crimes for inclusion in the Annual Security Report should report them to the Carilion Clinic Police and Security Department or the Director of the Fralin Biomedical Research Institute at VTC.

Information for this annual report is obtained from reports provided by Carilion Police and Security Department officials, Campus Security Authorities including, but not limited to, the Department of Human Resources, the Office of Student Conduct, the Dean of Students Office, the Virginia Tech Women’s Center, and the Office of Residence Life. Statistics are also requested from law enforcement agencies in jurisdictions that Virginia Tech owns, leases or controls property or those with jurisdiction on adjacent property.

Overview
The Virginia Tech Carilion campus is made up of the Fralin Biomedical Research Institute at VTC, the Virginia Tech Carilion School of Medicine, the Virginia Tech Animal Cancer Care and Research Center, and Carilion Clinic’s outpatient services at Riverside Circle in Roanoke, Virginia.

As one of the nation’s fastest-growing research enterprises, the Fralin Biomedical Research Institute is a destination for world-class biomedical and health sciences researchers. The institute’s scientists focus on diseases that are the leading causes of death and suffering in the United States, including disorders of brain and behavior, heart disease, and cancer. The institute’s researchers also provide training and mentorship for Virginia Tech graduate students conducting research in biomedical and translational health science. The campus is home to Virginia Tech’s Translational Biology, Medicine, and Health Program, offering M.S. and Ph.D. programs as well as dual-degree M.S/M.D. and M.D. Ph.D. programs with the Virginia Tech Carilion School of Medicine (VTCSOM).

The VTCSOM, which was founded in 2010, is building a national reputation for attracting top students to its M.D. program. The School of Medicine lives its mission to prepare physician thought leaders through innovations in medical education and cutting-edge discovery to improve the health of our communities and transform health care. Four value domains drive its educational goals and objectives and are interwoven throughout the four-year curriculum: basic science, clinical science, research, and health systems science and interprofessional practice.

The VTCSOM and the Fralin Biomedical Research Institute are located near downtown Roanoke, Virginia, adjacent to Carilion Roanoke Memorial Hospital. The Fralin Biomedical Research Institute has faculty, staff, and student spaces in 1 Riverside Circle, 2 Riverside Circle, and 4 Riverside Circle. The VTCSOM has faculty, staff, and student spaces in 1 Riverside Circle and 2 Riverside Circle. Students also receive hands-on training in clerkship and elective rotations at local and regional hospitals and outpatient clinics.

Also located in Roanoke, Virginia, the Virginia Tech Animal Cancer Care and Research Center is a comprehensive cancer care and clinical research center offering integrated services, including medical, surgical, and radiation oncology, and frontline cancer diagnostics and treatment for dogs and cats. The center is housed in the Fralin Biomedical Research Institute and is part of the Virginia Tech Carilion Health Sciences and Technology Campus, adjacent to the VTCSOM.
Demonstrating the Virginia-Maryland College of Veterinary Medicine’s commitment to working across disciplines to achieve optimal health for people, animals, and the environment, the center capitalizes on the rare opportunity to integrate researchers investigating human and veterinary biomedical interests that seek to advance cancer treatment in pets and people alike.

**Access to Campus Buildings**

Access to the Virginia Tech Carilion facilities is controlled by layered security. The doors have card access and all visitors are welcomed at a reception desk, and then escorted within the facility by a staff member. Visitor passes are issued when guests are signed in, and visitors are signed out upon departure from the facility. All exterior doors, except the main entrance, are locked at all times. Police patrol the facility 24 hours a day, 7 days a week, and 365 days a year.

Reports of malfunctioning lights and other unsafe physical conditions that need to be addressed are forward to the onsite Facilities Maintenance Technician. Facilities and landscapes are maintained in a manner that minimizes hazardous conditions. For information about the access protocol for a specific building, see the building manager, a department head, or contact the Carilion Clinic Police and Security Department at 540-981-7516.

**Law Enforcement Services**

The Virginia Tech Police Department does not normally provide law enforcement services to the Virginia Tech Carilion campus. Day-to-day law enforcement services are provided by the Carilion Clinic Police and Security Department. The Virginia Tech Police Department has a Memorandum of Understanding (MOU) with the Carilion Clinic Police and Security Department since the Carilion Clinic Police and Security Department investigates all crimes within their jurisdiction. The Carilion Police have full police powers and are certified through DCJS as police officers within the Commonwealth of Virginia.

The Carilion Clinic Police and Security Department maintains a close working relationship with the Roanoke City Police Department as well as other law enforcement agencies throughout the state. As a participant in the National Crime Information Center (NCIC) and the Virginia Crime Information Network (VCIN), Carilion Clinic Police and Security personnel are able to transmit and receive crime information with other police agencies throughout the United States. Through its membership in related professional organizations, the department is able to keep abreast of new or developing ideas and has a medium for the exchange of information on law enforcement issues. The Carilion Clinic Police and Security Department has a news release called “Daily Crime and Fire Log” that is published each day with the exception of weekends and holidays. The “Daily Crime and Fire Log” lists all incidents of crime over the past 24 hours, or over the weekend. It is available for review by the public at the Police Department. The Carilion Clinic Police and Security Department notifies the university, via a Referral of Student Conduct, when students or university recognized student groups are involved in criminal activities on campus.

**Timely Warning Notices**

*Timely Warnings/ Crime Alerts* will be provided to the community in the event of a reported crime that, in the judgment of the Virginia Tech Police department, constitutes an ongoing or continuing serious threat to the university community.

*Timely Warnings/ Crime Alerts* can only be issued if the Virginia Tech Police Department receives information either from the Carilion Clinic Police and Security Department, the Virginia State Police, the Roanoke City Police or a representative of VTCSOM or Fralin Biomedical Research Institute. The Clery crimes for which *Timely Warnings / Crime Alerts* may be issued, are murder and non-negligent manslaughter, manslaughter by negligence, arson, burglary, robbery, sex offenses, aggravated assault, and motor vehicle theft.
**Controlled Substances**
The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action, which may include suspension and/or dismissal from the university upon the first offense.

Violations of state law should be reported to the Carilion Clinic Police and Security Department who will take appropriate legal actions. For more comprehensive details, please refer to the University’s Policy for a Drug Free University at: [http://www.policies.vt.edu/1020.pdf](http://www.policies.vt.edu/1020.pdf).

**Pastoral and Professional Counselors**
The Virginia Tech Carilion campus offers professional counseling to students. These services are outlined in the student handbook under Student Wellness. This option may not be practical for students at the Virginia Tech Carilion campus. Many other options exist in Roanoke that may have some cost associated with them, such as private therapists.

**TimelyMD / TimelyCare**
*TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education.* TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.

**Emergency Response and Evacuation Procedures**

**Emergency Notifications**
Regional VT Alerts are available for the campus. Immediate/emergency notifications using VT Alerts to members of a satellite campus community will be provided when information is received, either from the designated individual at the satellite campus or from the law enforcement agency responsible for services where the campus is located. VT Alerts will normally be issued by the Virginia Tech Police Department or Office of Emergency Management. Emergency notifications may be issued locally, using other means, by representatives of VTCSOM or Fralin Biomedical Research Institute. These methods may include, but not limited to, direct communication to the campus using email or website notices. Members of the satellite campus community are also encouraged to sign up for their localities emergency notification system, which are not affiliated with Virginia Tech, check with the police department in your area.

The Carilion Clinic Police and Security Department, the Virginia State Police and the Roanoke City Fire and EMS Departments are primarily responsible for confirming that there is a significant emergency or dangerous situation at the Virginia Tech Carilion campus that could cause an immediate threat to the health and safety of the members of the campus community. A representative or designee can also be in a position to confirm an emergency in or surrounding the campus. The Office of University Relations, the Virginia Tech Police Department, and/or Virginia Tech Emergency Management have access to the VT Alerts system which can send an alert to subscribers; notifying the campus community of threats that have occurred that may necessitate evacuation, shelter-in- place or other action on the part of students, employees, and campus
visitors. The university will typically provide follow-up information to the campus community using the same systems that were used to send out the original alert or to direct the campus community to Virginia Tech will immediately notify the campus community upon the confirmation, from the Carilion Clinic Police and Security Department, the Virginia state Police or the Roanoke City Fire and EMS Departments or authorized staff member at the Virginia Tech Carilion campus, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at the VTCSOM or Fralin Biomedical Research Institute. One of the listed departments above will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system based on information received, unless issuing a notification will, in the professional judgment of the public safety official, compromise efforts to assist, contain, respond to, or otherwise mitigate the emergency. First responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community at the Virginia Tech Carilion campus will typically include the Carilion Clinic Police and Security Department, the Virginia State Police and the Roanoke City Fire and EMS Departments.

In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive communications system, VT Alerts, to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The VT Alert system includes: email notices; phone, cellular phone, and text messages; and university website notices. Parents and members of the larger community are not eligible to sign up for immediate notification through VT Alerts. However, all Hokie family members, along with members of the community, are able to subscribe to receive real-time VT Phone Alerts to stay informed and are encouraged to do so. They can check the university website at www.vt.edu for updates during an emergency at the Virginia Tech Carilion campus and can sign up for desk top alerts by following the direction at: http://www.alerts.vt.edu/index/desktop-alerts.html.

Students and employees have the option of signing up on VT Alerts to receive emergency messages related to the Virginia Tech campus at: http://www.alerts.vt.edu. Annually, the Offices of University Relations and Human Resources provides communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: http://www.policies.vt.edu/5615.pdf

Emergency Preparedness
Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Virginia Tech Emergency Management webpage http://www.emergency.vt.edu Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. App users can access important just-in-time emergency information. To download the app, search "Hokie Ready" in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The university conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or
Reporting a Crime or Getting Emergency Assistance

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Carilion Clinic Police and Security Department (540-981-7911) or 911 for an emergency.

The Virginia Tech Carilion campus does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime, the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women’s Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a Timely Warning report and the annual statistical disclosure.

Services and Prevention Information

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Safety and Security Programs

The Virginia Tech Police Department has community outreach and residence life resource officers that provide educational programming and other crime prevention functions to the university community. Educational programs located on the Blacksburg campus include Student Police Academy, Alcohol Awareness, Bicycle Safety, Drug Awareness, Operation ID, Personal and Property Safety (basic crime prevention and personal safety), Rape Aggression Defense and Women's Awareness and Safety. RAD for men is also available and teaches self-defense and how to escape aggressive behavior. All programs are available to faculty, staff and students upon request or if a need becomes apparent. Crime prevention programs for satellite campuses are supplemented by local law enforcement agencies. The Carilion Clinic Police and Security Department should be contacted to determine what types of classes are available.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

Sexual assault is a crime that affects men and women punishable by both civil and criminal legal action. The Carilion Clinic Police and Security Department investigates all sexual assaults reported to the Police Department. Once reported to the police officers respond, investigate and make applicable criminal charges based on evidence collection and survivor / witness statements. The survivor of a sexual assault may also choose to file
a report with Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

In conjunction with the Carilion Clinic Police and Security Department, The Virginia Tech Police Department is always available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women’s awareness, personal safety, and instructs Rape Aggression Defense (RAD) classes upon request. RAD classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class.

The Police Department’s Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is accessible at all times regarding area services available for general counseling, medical attention, emergency housing or financial assistance. Responsiveness to the needs of crime survivors is a department priority.

If Sexual Assault Happens to You

- Contact the police for assistance and information or to report the incident. The Carilion Clinic Police and Security Department should be contacted for incidents occurring at the Virginia Tech Carilion campus. The Virginia Tech Police Department will assist the survivor in contacting the correct law enforcement agency, if requested.
- Go to the Roanoke Memorial Hospital in Roanoke. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling options from the Roanoke City Department of Social Services located at 1510 Williamson Road, Roanoke Virginia 24012 (540-853-2591) or a private counselor. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.
- Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.
- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center,
● Women’s Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.

● Remember it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can’t if you don’t ask.

Medical Care
As mentioned above, survivors of very recent assaults should go to the emergency room of the Roanoke Memorial Hospital for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. The Roanoke Memorial Hospital offers the services of Sexual Assault Nurse Examiners. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible. Survivors may also wish to see their family doctor. Even if no symptoms are apparent, survivors are still strongly encouraged to seek medical attention.

Counseling
Students coping with a sexual assault have counseling options available. Two of those options are on-campus: The Women’s Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women’s Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short- term and long- term individual and group counseling. These two options may not be practical for students at the Virginia Tech Carilion campus. Many other options therapists.

Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivors.

Criminal
A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on campus, it falls under the jurisdiction of the Carilion Police and Security Department. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at the Roanoke Memorial Hospital for medical care and evidence collection. However, even if sometime has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A commonwealth’s attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not provided.
Hokie Wellness

The Sexual Violence Prevention (SVP) Specialist with Hokie Wellness coordinates outreach and education efforts for students, faculty, and staff related to sexual and power-based violence, including sexual and relationship violence, stalking, and harassment. This position was created based upon recommendations from the End Sexual Violence Committee created by Virginia Tech president Tim Sands in 2019-2020. In this role, the SVP Specialist collaborates with campus stakeholders to develop and implement prevention campaigns to educate the community about sexual violence recognition and promote social norms around bystander prevention.

During the 2022 academic year, the SVP program has conducted prevention and bystander intervention programs for 2,975 students. These programs have focused on educating students and assisting them with recognizing elements of sexual abuse, as well as encouraging them to educate their peers about bystander prevention strategies. The SVP program also utilizes a stakeholder model which integrates student leaders into the training program to increase the effectiveness of peer participation in prevention.
Important Contacts / Phone Numbers
This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in the Women’s Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

The Women’s Center at Virginia Tech 540-231-7806
Women’s Center 703-281-2657
Thomas E. Cook Counseling Center 540-231-6557
(8 a.m. - 5 p.m.)
540-231-6444
(8 p.m. – 5 a.m.)

VT Cook Counseling Services/Roanoke 540-526-2626
Sexual Assault Response & Awareness/Roanoke 540-981-9352 (hotline)
Schiffert Health Services 540-231-6444
Virginia Tech Police Department 540-231-6411
(Blacksburg)

VT HR Employee Assistance Program 866-725-0602
(employees covered by the university’s health insurance)
Dean of Students 540-231-3787
Office of Student Conduct 540-231-3790
Office of Student Programs 540-231-6204
VTC Title IX Liaison 540-526-2505
Title IX 540-231-1824 (students)
Equity & Access 540-231-8771 (employees)
Student Legal Services 540-231-4720
Carilion Clinic Police and Security 540-981-7911
(911 emergency)

Carilion Roanoke Memorial Hospital 434-266-6000
Roanoke City Police 540-853-2212
Office of Emergency Management 540-231-2438

988 Suicide and Crisis Hotline 988

One of the largest hospitals in the state, Carilion Roanoke Memorial Hospital (CRMH) is a 703-bed hospital with an additional 60-bed Neonatal Intensive Care Unit. The CRMH facility includes the Carilion Clinic Children’s Hospital complete with a Pediatric Emergency Room. Now in its second century of providing premiere healthcare services, CRMH also features a Level I trauma center.
## Virginia Tech Carilion Crime Statistics 2022

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<tr>
<th>OFFENSE TYPE</th>
<th>2020 On Campus</th>
<th>2021 Non-Campus</th>
<th>2022 Public Property</th>
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</tbody>
</table>

*No hate crimes were reported in 2020, 2021, or 2022. No on-campus housing.

*Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

Note: Included in the Virginia Tech Carilion Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that have been reported to a Campus Security Authority.
Marion duPont Scott Equine Medical Center

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus.

Crime information for the Marion duPont Scott Equine Medical Center is obtained from the Director of the Facility and the Loudoun County Sheriff’s Office. Individuals who want to report crimes for inclusion in the Annual Security Report should report them to the Loudoun County Sheriff’s Office or the Director of the Marion duPont Scott Equine Medical Center.

Campus Overview
The Marion duPont Scott Equine Medical Center is a premier, full-service equine hospital located at Morven Park in Leesburg, Virginia, and one of three hospitals of the Virginia-Maryland College of Veterinary Medicine. Opened in 1984, the center offers advanced specialty care, 24-hour emergency treatment, and diagnostic services for all ages and breeds of horses. The center’s team of equine specialists in internal medicine, reproduction, sports medicine and rehabilitation, and surgery is committed to providing exceptional treatment for patients; superior service to clients; education for referring veterinarians, future veterinarians, and clients; and cutting-edge research to the equine industry.

Access to Campus Buildings
Security and access control design standards have been developed for new and renovated buildings owned by the university. Academic and administrative buildings are open to the public during operating hours and are generally secured after operating hours and during extended breaks. Visitors to the Marion duPont Equine Medical Center enter either at the front desk to the administrative offices or the emergency room area. The receptionist at the front desk signs in visitors. The main facility is locked after normal business hours; however, due to the nature of the services offered, the emergency entrance is open to receive patients 24 hours a day.

Administrators review security access and address issues related to lighting and other unsafe conditions on a routine basis. On site staff fix any problems noted.

Law Enforcement Services
Day to day law enforcement services to the Marion duPont Scott Equine Medical Center are provided by the Loudoun County Sheriff’s Office. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Loudoun County Sheriff’s Office since the Loudoun County Sheriff’s Office investigates all crimes within their jurisdiction.

Timely Warning/Crime Alerts
Timely Warnings / Crime Alerts will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or the Office of Emergency Management, constitutes an ongoing or continuing serious threat to the university community. Timely Warnings / Crime Alerts can only be issued if the Virginia Tech Police Department receives information either from the Loudoun County Sheriff’s Office, the Virginia
State Police or the Director of the Marion duPont Scott Equine Medical Center. The Clery crimes for which *Timely Warnings / Crime Alerts* may be issued but are not limited to, are murder, non-negligent manslaughter, negligent manslaughter, arson, homicide, burglary, robbery, sex offenses, aggravated assault and motor vehicle theft.

The *Timely Warnings / Crime Alerts* are generally written by the Chief of Police or a designee and they are typically distributed to the community via email to anyone who has a vt.edu email address by University Relations. If someone from University Relations is unavailable, there are several administrators in the Virginia Tech Police Department who can initiate the email system. The *Timely Warning / Crime Alert* notices are also posted on the Virginia Tech Police Department website. Updates to the Virginia Tech community about any particular case resulting in a *Timely Warning / Crime Alert* will normally be distributed via email.

**Controlled Substances**

The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action, which may include suspension and/or dismissal from the University upon the first offense. Violations of state law should be reported to the Loudon County Sheriff’s Office who will take appropriate legal actions. For more comprehensive details, please refer to the University’s Policy for a Drug Free University at: [http://www.policies.vt.edu/1020.pdf](http://www.policies.vt.edu/1020.pdf).

**Pastoral and Professional Counselors**

The Marion duPont Scott Equine Medical Center does not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**TimelyMD/TimelyCare**

*TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education.* TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.

**Emergency Response and Preparedness**

**Emergency Notifications**

Regional VT Alerts are available for the Marion DuPont Scott Equine Medical Center. Immediate/ emergency notifications using VT Alerts to members of a satellite campus community will be provided when information is received, either from the designated individual at the satellite campus or from the law enforcement agency responsible for services where the campus is located. VT Alerts will police department in your area.
The Loudon County Sheriff’s Office is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. The Director or designee can also be in a position to confirm an emergency in or surrounding the Marion DuPont Scott Equine Medical Center. The Office of University Relations, the Virginia Tech Police Department and/or Virginia Tech Emergency Management have access to the VT Alerts system which can send an alert to subscribers; notifying the campus community of threats that have occurred that may necessitate evacuation, shelter in place or other action on the part of students, employees, and campus visitors. The university will typically provide follow-up information to the campus community using the same systems that were used to send out the original alert or to direct the campus community to other informational channels.

Virginia Tech will immediately notify the campus community upon the confirmation, from the Loudon County Sheriff’s Office or authorized staff member at the Marion DuPont Scott Equine Medical Center, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at the Marion DuPont Scott Equine Medical Center. One of the listed departments above will, without delay, and take into account the safety of the community, determine the content of the notification and initiate the notification system based on information received, unless issuing a notification will, in the professional judgment of public safety official, compromise efforts to assist, respond to, or otherwise mitigate the emergency. First responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community at the Marion DuPont Scott Equine Medical Center will typically include the Loudon County Sheriff’s Office, Virginia State Police, and the Loudon County Fire and EMS Department.

In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive communications system, VT Alerts, to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The VT Alerts system includes: email notices; phone, cellular phone, text messages, and university website notices. Parents and members of the larger community are not eligible to sign up for immediate notification through VT Alerts. Parents and members of the larger community can check the University Website at www.vt.edu for updates during an emergency at the Marion DuPont Scott Equine Medical Center and can sign up for desk top alerts by following the direction at: http://www.alerts.vt.edu/desktop/alerts-desktop.html.

Students and employees have the option of signing up on VT Alerts to receive emergency messages related to the Marion DuPont Scott Equine Medical Center at: http://www.alerts.vt.edu. Annually, the Offices of University Relations and Human Resources provides communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: http://www.policies.vt.edu/5615.pdf.

Emergency Preparedness
Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Virginia Tech Emergency Management webpage http://www.emergency.vt.edu. Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. App users can access important just-in-time emergency information. To download the app, search "Hokie Ready" in your app store.
University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at http://www.emergency.vt.edu. Information related to evacuation procedures can be found at: https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php.

**Reporting a Crime or Getting Emergency Assistance**

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Loudoun County Sheriff's Office at 703-777-0407 or 911 for an emergency. The Marion duPont Scott Equine Medical Center does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women’s Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a timely warning report and the annual statistical disclosure.

**Services and Prevention Information**

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

Crime prevention programs for satellite campuses are supplemented by local law enforcement agencies. The Loudoun County Sheriff's Office should be contacted to determine what types of classes are available. Any requests for programs that are not conducted by the Virginia Tech Police Department should be directed to the Loudoun County Sheriff's Office. There have not been any crime prevention programs conducted during the previous three years.
Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The Loudoun County Sheriff’s Office investigates all sexual assaults reported to the Police Department. Once reported to the Police officers respond, investigate and make applicable criminal charges based on evidence collection and survivor/witness statements. The survivor of a sexual assault may also choose to file a report with Title IX Coordinator, or the Department of Human Resources. The University Judicial System administered through the Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech Student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women’s awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. Resisting Aggression with Defense for Men (RAD) program teaches the practice of self-defense and how to escape aggressive behavior.

The Police Department’s Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is available at all times regarding area services available for general counseling, medical attention, emergency housing or financial assistance. For crimes that occur in Loudon County, the Virginia Tech Police Department will assist and refer the survivor to the Loudoun County Sheriff’s Office or other law enforcement agency depending on the jurisdiction in which it occurred. Responsiveness to the needs of crime survivors is a department priority.

If Sexual Assault Happens to You

- Contact the police for assistance and information or to report the incident. The Loudoun County Sheriff’s Office should be contacted for incidents occurring at the center. The Virginia Tech Police Department will assist the survivor in contacting the correct law enforcement agency, if requested.
- Go to the INOVA Loudoun Hospital in Ashburn. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings, if you decide to prosecute. If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
• Seek counseling from Louden Abused Women’s Shelter (LAWS) Sexual Assault Services, the Virginia Family Violence & Sexual Assault Center or a private counselor. All these services are free of charge (except private counseling) and CONFIDENTIAL. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member. (See Counseling)
• Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.
• If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women’s Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.
• Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can’t if you don’t ask.

Medical Care
As mentioned above, survivors of very recent assaults should go to the emergency room of the INOVA Loudoun Hospital for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. INOVA Loudoun Hospital offers the services of Sexual Assault Nurse Examiners. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible. Survivors may also wish to see their family doctor. Even if no symptoms are apparent, survivors are still strongly encouraged to seek medical attention.

Counseling Options
Students coping with a sexual assault have counseling options available. Two of those options are on-campus: The Women’s Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women’s Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. These two options may not be practical for students at the Marion duPont Scott Equine Center. Many other options exist in Leesburg and Loudoun County that may have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivors. For services in Leesburg or Loudoun County, contact LAWS Sexual Assault Services or the Virginia Family Violence & Sexual Assault Center.
Criminal
A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on campus, it falls under the jurisdiction of the Loudoun County Sheriff’s Office. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at INOVA Loudoun Hospital for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A Commonwealth’s Attorney will argue the case at no cost to the survivor.

The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.
Important Contacts / Phone Numbers
This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The University therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women’s Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

Loudoun County Sheriff’s Office 911 (emergency)
703-777-0407
(non-emergency)
INOVA Loudoun Hospital 703-858-6000 or
888-542-8477
(LAWS) Sexual Assault Services 703-777-6552
(24hour hotline)
Loudoun County Survivor/Witness 703-777-0417
Services
Virginia Family Violence &
Sexual Assault 800-838-8238

Loudoun County Mental Health 703-771-5100
The Women’s Center at Virginia Tech 540-231-7806
Thomas E. Cook Counseling Center 540-231-6557 (24/7)
Schiffert Health Services 540-231-6444
(8am-8pm (Mon-Sat)
(10am-6pm (Sun)

NRV Emergency Communications Regional Authority 911(emergency)
(non-emergency) 540-382-4343
Virginia Tech Police Department 540-231-6411
(non-emergency) 540-231-3787
Dean of Students 540-231-3790
Office of Student Conduct 540-231-6204
Office of StudentPrograms 540-231-4720
Student Legal Services 540-231-1824 (students)
Title IX Coordinator 540-231-8771 (employees)
Equity & Access 540-2312438
Office of Emergency Management

988 Suicide and Crisis Line 988
Hokie Wellness

The Sexual Violence Prevention (SVP) Specialist with Hokie Wellness coordinates outreach and education efforts for students, faculty, and staff related to sexual and power-based violence, including sexual and relationship violence, stalking, and harassment. This position was created based upon recommendations from the End Sexual Violence Committee created by Virginia Tech president Tim Sands in 2019-2020. In this role, the SVP Specialist collaborates with campus stakeholders to develop and implement prevention campaigns to educate the community about sexual violence recognition and promote social norms around bystander prevention.

During the 2022 academic year, the SVP program has conducted prevention and bystander intervention programs for 2,975 students. These programs have focused on educating students and assisting them with recognizing elements of sexual abuse, as well as encouraging them to educate their peers about bystander prevention strategies. The SVP program also utilizes a stakeholder model which integrates student leaders into the training program to increase the effectiveness of peer participation in prevention.
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<th>OFFENSE TYPE</th>
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<th>Non-Campus</th>
<th>Public Property</th>
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<tr>
<td>Robbery</td>
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<td>Liquor Law Arrests</td>
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<tr>
<td>Drug Law Violations Referred</td>
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<td>Domestic Violence</td>
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<td>0</td>
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<tr>
<td>Dating Violence</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*No hate crimes were reported in 2020, 2021, or 2022. No on-campus housing.
*No unfounded crimes reported in 2020, 2021, or 2022.

*Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

Note: Included in the Virginia Tech Marion DuPont Center Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that have been reported to a Campus Security Authority.
<table>
<thead>
<tr>
<th>Building Number</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0910</td>
<td>Marion duPont Equine Medical Center</td>
</tr>
<tr>
<td>0911</td>
<td>Denning Springs</td>
</tr>
<tr>
<td>0912</td>
<td>Creamery</td>
</tr>
<tr>
<td>0913A</td>
<td>Equip/Ag Structure #1</td>
</tr>
<tr>
<td>0913B</td>
<td>Equip/Ag Structure #2</td>
</tr>
<tr>
<td>0914</td>
<td>Phoresis Shed</td>
</tr>
<tr>
<td>0915A</td>
<td>Run in Shed #1</td>
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<tr>
<td>0915B</td>
<td>Run in Shed #2</td>
</tr>
<tr>
<td>0915C</td>
<td>Run in Shed #3</td>
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<td>0915D</td>
<td>Run in Shed #4</td>
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<td>0915E</td>
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<td>0916</td>
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<tr>
<td>0917</td>
<td>Treadmill Facility</td>
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<td>Maintenance Shed</td>
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<td>Gazebo</td>
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<td>0921</td>
<td>Isolation Barn</td>
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<tr>
<td>0922</td>
<td>Video Infill</td>
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<tr>
<td>0923</td>
<td>Equine Research Facility</td>
</tr>
<tr>
<td>0924</td>
<td>Paul R. Fout Barn</td>
</tr>
</tbody>
</table>

Date Created: Aug 29, 2022
Virginia Tech Newport News Center
700 Tech Center Parkway, Suite 305, Newport News, VA 23606

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for the Virginia Tech Newport News Center is obtained from the outreach and international affairs director assigned to the tech center and the Newport News Police Department. Individuals who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Newport News Police Department, or the outreach and international affairs director assigned to the Virginia Tech Newport News Center.

Information for this annual report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Department of Human Resources the Office of Student Conduct, the Dean of Students Office, The Virginia Tech Women’s Center, and the Office of Residence Life. Statistics are also compiled from law enforcement agencies in jurisdictions that Virginia Tech owns, leases or controls property or those with jurisdiction on adjacent property.

**Campus Overview**
The Virginia Tech Newport News Center creates opportunities for long-term economic and individual success via continuing education and professional development.

Located in the Tech Center Research Park since 2019, the center hosts academic classes, professional development activities, and community engagement events. Leased space includes classrooms, a conference room, faculty/staff offices, and hoteling space.

Embodying the Virginia Tech motto, *Ut Prosim* (That I May Serve), the Newport News Center cultivates community relationships, engages in regional collaboration efforts, and provides exceptional learning experiences to professionals in the coastal Virginia region.

**Access to Campus Buildings**
Security and access control design standards have been developed for new and renovated buildings owned by the university. Virginia Tech Newport News Center located in Newport News is open to the public and are secured after operating hours and during extended breaks. Administrators review security access and address issues related to lighting and other unsafe conditions on a routine basis. On-site staff fix any problems noted.

**Law Enforcement Services**
The Virginia Tech Police Department does not normally provide law enforcement services to the Virginia Tech Newport News Center. Day-to-day law enforcement to Virginia Tech Newport News Center located in Newport News are provided by the Newport News Police department. The Virginia Tech Police Department does not have a memorandum of understanding (MOU) with the Newport News Police departments since Newport News investigates all crimes within their jurisdiction.

**Timely Warning / Crime Alert Notices**
Timely Warnings / Crime Alerts will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Timely
Warnings / Crime Alerts can only be issued if the Virginia Tech Police Department receives information either from the Newport News Police Department, the Virginia State Police, or the director of the Director of the Virginia Tech Newport News Center. The Clery crimes for which Timely Warnings / Crime Alerts may be issued may include, but are not limited to murder, non-negligent manslaughter, manslaughter by negligence, arson, burglary, robbery, sex offenses, aggravated assault and motor vehicle theft.

The Timely Warnings / Crime Alerts are generally written by a supervisor or others with the Virginia Tech Police Department as designated by the chief of police and are typically distributed to the community via email to anyone who has a vt.edu email address, by the Virginia Tech Police Department or University Relations. If someone from the Virginia Tech Police Department is unavailable, there are several administrators in University Relations who can initiate the email system. The Timely Warnings / Crime Alerts are also posted on the Virginia Tech Police Department website and may be posted on social media outlets. Updates to the Virginia Tech community about any particular case resulting in a Timely Warning / Crime Alert will normally be distributed via email.

Controlled Substances
The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action, which may include suspension and/or dismissal from the university. Violations of state law should be reported to the Newport News Police who will take appropriate legal actions. For more comprehensive details, please refer to the universities Policy for a Drug Free University at: http://www.policies.vt.edu/1020.pdf.

Pastoral and Professional Counselors
The Virginia Tech Hampton Roads Centers in Virginia Beach and Newport News do not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

TimelyMD / TimelyCare
TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education. TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.

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The Newport News Police Department, the Virginia state Police and the Newport News Fire and EMS Departments are primarily responsible for confirming that there is a significant emergency or dangerous
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Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Virginia Tech Emergency Management webpage http://www.emergency.vt.edu. Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. To download the app, search “Hokie Ready” in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.
Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year.

Information related to emergency notifications and emergency guidelines can be found at http://www.emergency.vt.edu. Information related to evacuation procedures can be found at https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php.

**Reporting a Crime or Getting Emergency Assistance**

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Newport News Police Department at 757-369-3105 or 911 for an emergency. The Newport News Center does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Just because a report is filed with the police department does not mean that criminal charges have to be filed. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women’s Center, Office of Student Conduct, Cook Counseling Center, Shiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a Timely Warning report and the annual statistical disclosure.

**Services and Prevention Information**

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, sexual assault and other programs are available upon request.

**Safety and Security Programs**

The Virginia Tech Police Department has community outreach and residence life officers that provide educational programming and other crime prevention functions to the university community. The Virginia Tech Police Department has community outreach and residence life officers that provide educational programming and other crime prevention functions to the university community. Educational programs located on the Blacksburg campus include Student Police Academy, Alcohol Awareness, Bicycle Safety, Drug Awareness, Operation ID, Personal and Property Safety (basic crime prevention and personal safety), Rape Aggression Defense, Women's Awareness and Safety, and Resisting Aggression Defense (RAD) for men. All programs are available to faculty, staff and students upon request or if a need becomes apparent.

Crime prevention programs for extended campuses are supplemented by local law enforcement agencies. The Newport News Police Departments should be contacted to determine what types of classes are available. Any requests for programs that are not conducted by the Virginia Tech Police Department should be directed to the Newport News Police Departments.
Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The Newport News Police Departments investigates all sexual assaults reported to the Police Department. Once reported to the Police, officers respond, investigate and make applicable criminal charges based on evidence collection and survivor / witness statements. The survivor of a sexual assault may also choose to file a report with Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech Student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women’s awareness, personal safety and instructs Rape Aggression Defense (RAD) for women upon request. RAD classes are self-defense classes for women and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. Resisting Aggression with Defense for Men (RAD) program teaches the practice of self-defense and how to escape aggressive behavior.

The Police Department’s Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is available regarding area services for general counseling, medical attention, visa and immigration, emergency housing or financial assistance. For crimes that occur in Newport News, the Virginia Tech Police Department will assist and refer the survivor to the Newport News Police Departments or other law enforcement agency depending on the jurisdiction in which it occurred. Responsiveness to the needs of crime survivors is a department priority.

**If Sexual Assault Happens to You**
- Contact the police for assistance and information or to report the incident. The Newport News Police Departments should be contacted for incidents occurring at one of the centers. The Virginia Tech Police Department will assist the survivor in contacting the correct law enforcement agency, if requested.
- Go to the Sentara Port Warwick in Newport News. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
• Seek counseling from a local women’s center or a private counselor. All these services are free of charge (except private counseling) and CONFIDENTIAL. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member. (See Counseling)
• Consider your legal options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges (See Criminal, Civil, & Disciplinary Options)
• If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women’s Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.
• Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can’t if you don’t ask.

Medical Care
As mentioned above, survivors of very recent assaults should go to the emergency room of Sentara Port Warwick for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible. Survivors may also wish to see their family doctor. Even if no symptoms are apparent, survivors are still strongly encouraged to seek medical attention.

Counseling Options
Students coping with a sexual assault have counseling options available. Two of those options are on-campus: The Women’s Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women’s Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. These two options may not be practical for students at the Virginia Tech Center located in Newport News. Many other options exist in Newport News that may have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivors.

Criminal
A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on an extended campus site, it falls under the jurisdiction of the Newport News Police Department. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at the Sentara Port Warwick for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A commonwealth’s attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.
Important Contacts / Phone Numbers
This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual Assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women’s Center at Virginia Tech.

For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

<table>
<thead>
<tr>
<th>Agency</th>
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<tbody>
<tr>
<td>Director of Newport News Center</td>
<td>(757) 363 3900</td>
</tr>
<tr>
<td>The Women’s Center at Virginia Tech</td>
<td>540-231-7806</td>
</tr>
<tr>
<td>Thomas E. Cook Counseling Center</td>
<td>540-231-6557 (8a.m.-5 p.m.)</td>
</tr>
<tr>
<td></td>
<td>540-231-6444 (5p.m.-8 a.m.)</td>
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<tr>
<td>Schiffert Health Services</td>
<td>540-231-6444</td>
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<tr>
<td>Virginia Tech Police Department</td>
<td>(911) (emergency on campus)</td>
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<tr>
<td></td>
<td>540-231-6411 (non-emergency)</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>540-231-3787</td>
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<tr>
<td>Office of Student Conduct</td>
<td>540-231-3790</td>
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<tr>
<td>Cranwell International Center</td>
<td>540-231-6527</td>
</tr>
<tr>
<td>Newport News Police Department</td>
<td><strong>911 (emergency)</strong></td>
</tr>
<tr>
<td></td>
<td>757-247-2500 (non-emergency)</td>
</tr>
<tr>
<td>Sentara Port Warwick Hospital</td>
<td>757-736-9898</td>
</tr>
<tr>
<td>VA Family Violence &amp; Sexual Assault</td>
<td><strong>757-622-4300 (hotline)</strong></td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>540-231-1824</td>
</tr>
<tr>
<td>Equity &amp; Access</td>
<td>540-231-8771</td>
</tr>
<tr>
<td>Office of Emergency Management</td>
<td>540-231-2438</td>
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</table>

**988 Suicide and Crisis Lifeline**

988
Hokie Wellness

The Sexual Violence Prevention (SVP) Specialist with Hokie Wellness coordinates outreach and education efforts for students, faculty, and staff related to sexual and power-based violence, including sexual and relationship violence, stalking, and harassment. This position was created based upon recommendations from the End Sexual Violence Committee created by Virginia Tech president Tim Sands in 2019-2020. In this role, the SVP Specialist collaborates with campus stakeholders to develop and implement prevention campaigns to educate the community about sexual violence recognition and promote social norms around bystander prevention.

During the 2022 academic year, the SVP program has conducted prevention and bystander intervention programs for 2,975 students. These programs have focused on educating students and assisting them with recognizing elements of sexual abuse, as well as encouraging them to educate their peers about bystander prevention strategies. The SVP program also utilizes a stakeholder model which integrates student leaders into the training program to increase the effectiveness of peer participation in prevention.
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<tr>
<td>Stalking</td>
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</tbody>
</table>

*No hate crimes were reported in 2020, 2021 and 2022. No on campus housing.
*No unfounded crimes reported in 2020, 2021, or 2022.
*Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

*Note: Included in the Virginia Tech Hampton Roads Center Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that have been reported to a Campus Security Authority.
Northern Virginia Center

Virginia Tech Northern Virginia Center (NVC) is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for the NVC is obtained from the NVC Center Director, the Assistant Director, and the Fairfax County Police Department. Individuals, who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Fairfax County Police Department.

Campus Overview
The (NVC) at 7054 Haycock Road in Falls Church, VA, opened in 1997. The building houses administrative offices for the associate dean of the Graduate School and the Graduate Student Services Office for Virginia Tech in the greater Washington, D.C., metro area.

The NVC is also a teaching facility for a number of academic programs offered by Virginia Tech in the region. Additionally, faculty and students at the NVC are actively engaged in innovative and collaborative projects to further the university’s research mission in the D.C. area. The NVC is located adjacent to the West Falls Church Metro station on the Orange line, and Exit 66, just off Interstate 66.

Access to Campus Buildings
Access to the NVC is controlled by VT NVC Administration and NVC’s property management company. NVC’s property management company is under contract with Virginia Tech. All exterior doors, except the main entrance, are locked at all times. A security guard is stationed at the front desk to address visitors as needed. Exterior key access to NVC is maintained by the NVC building management company and not by Virginia Tech. The NVC building management company maintains NVC in collaboration with Virginia Tech. The NVC building management company contracts for security services on Virginia Tech’s behalf and, therefore, Virginia Tech has no policy related to security considerations.

Access to the NVC is controlled by the property management company. All exterior doors, except the main entrance, are locked at all times. A security guard is stationed at the front desk to address visitors. Exterior key access is maintained by the management company and not by Virginia Tech. Virginia Tech does not have any responsibility for maintenance of the facility therefore has no policy related to security considerations.

Law Enforcement Services
The Virginia Tech Police Department does not normally provide law enforcement services to the NVC. Day-to-day law enforcement services to the NVC are provided by the Fairfax County Police Department. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Fairfax County Police since Fairfax County Police investigate all crimes within their jurisdiction.

Timely Warnings / Crime Alerts
Timely Warnings / Crime Alerts will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or Office of Emergency Management, constitutes an ongoing or continuing serious threat to the university community. Timely Warnings / Crime Alerts can only be issued if the Virginia Tech Police Department receives
information either from the Falls Church Police Department, the Fairfax County Police Department, the Virginia State Police or the Director of the NVC. The Clery crimes for which Timely Warnings / Crime Alerts may be issued, but are not limited to, are murder, non-negligent manslaughter, negligent manslaughter, arson, homicide, burglary, robbery, sex offenses, aggravated assault and motor vehicle theft.

The Timely Warnings / Crime Alerts are generally written by the Chief of Police or a designee and they are typically distributed to the community via email to anyone who has a vt.edu email address by University Relations. If someone from University Relations is unavailable, there are several administrators in the Virginia Tech Police Department who can initiate the email system. The Timely Warning / Crime Alert notices are also posted on the Virginia Tech Police Department website. Updates to the Virginia Tech community about any particular case resulting in a Timely Warning / Crime Alert will normally be distributed via email.

Controlled Substances
The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action, which may include suspension and/or dismissal from the university upon the first offense. Violations of state law should be reported to the Fairfax County Police Department or the Virginia State Police who will take appropriate legal actions. For more comprehensive details, please refer to the University’s Policy for a Drug Free University at: http://www.policies.vt.edu/1020.pdf.

Pastoral and Professional Counselors
The NVC does not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

TimelyMD/TimelyCare
TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education. TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.

Emergency Response and Preparedness Emergency Notifications
Regional VT Alerts are available for the NVC. Immediate/emergency notifications using VT Alerts to members of a satellite campus community will be provided when information is received, either from the designated individual at the satellite campus or from the law enforcement agency responsible for services where the campus is located. VT Alerts will normally be issued by the Virginia Tech Police Department. Emergency notifications may be issued locally, using other means by the Director of the Northern Virginia Center or the designee. These methods may include, but are not limited to, direct communication to the campus using email or website notices. Members of the satellite campus community are also encouraged to sign up for their localities emergency notification system, which are not affiliated with Virginia Tech, check with the police department in your area.
The Fairfax County Police Department, the Virginia State Police and the Fairfax County Fire and EMS Departments are primarily responsible for confirming that there is a significant emergency or dangerous situation at the NVC that could cause an immediate threat to the health and safety of the members of the campus community. The Director or designee can also be in a position to confirm an emergency in or surrounding the campus. The Office of University Relations, the Virginia Tech Police Department and/or Virginia Tech Emergency Management have access to the VT Alerts system which can send an alert to subscribers; notifying the campus community of threats that have occurred that may necessitate evacuation, shelter in place or other action on the part of students, employees, and campus visitors. The university will typically provide follow-up information to the campus community using the same systems that were used to send out the original alert or to direct the campus community to other informational channels.

Virginia Tech will immediately notify the campus community upon the confirmation, from the Fairfax County Police Department or authorized staff member at the NVC of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the NVC. One of the listed departments above will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system based on information received, unless issuing a notification will, in the professional judgment of the public safety official, compromise efforts to assist, respond to, or otherwise mitigate the emergency. First responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community at the NVC will typically include the Fairfax County Police Department, Virginia State Police, and the Arlington County and / or Fairfax County Fire and EMS Departments. The Falls Church Police Department may also respond since the Center borders on their city jurisdiction.

In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive communications system, VT Alerts, to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The VT Alerts system includes: email notices; phone, cellular phone, text messages, and VT NVC university website notices. Parents and members of the larger community are not eligible to sign up for immediate notification through VT Alerts. However, all hokie family members, along with members of the community, are able to subscribe to receive real-time VT Phone Alerts to stay informed and are encouraged to do so. Parents and larger community members can check the University Website at www.vt.edu for updates during an emergency at the Northern Virginia Center and can sign up for desk top alerts by following the direction at: http://www.alerts.vt.edu/desktop/alerts-desktop.html.

Students and employees have the option of signing up on VT Alerts to receive emergency messages related to the NVC, at: http://www.alerts.vt.edu. Annually, the Offices of University Relations and Human Resources provides communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: http://www.policies.vt.edu/5615.pdf.

**Emergency Preparedness**

Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Virginia Tech Emergency Management webpage http://www.emergency.vt.edu. Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. To download the app, search “Hokie Ready” in your app store.
University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergencies, drills, evacuations, etc. can be found at https://www.nvc.vt.edu/intranet/resources/DeskReference-NVC-2015.pdf. VT Personnel are encouraged to sign up for Fairfax County Emergency Information alerts for area alerts related to emergency, weather, transportation, and other area-related incidents in their campus area at https://fairfaxcountyemergency.wordpress.com/.

**Reporting a Crime or Getting Emergency Assistance**

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Fairfax County Police Department at (non-emergency assistance number) 703-691-2131, or 911 for an emergency.

The NVC does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women’s Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making timely warning reports and the annual statistical disclosure.

**Services and Prevention Information**

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The Fairfax County Police Department investigates all sexual assaults reported to the Police Department. Once reported to the Police officers respond, investigate and make applicable criminal charges based on evidence collection and survivor/witness statements. The University Judicial System administered through the Office of Student Conduct adjudicates, at the request of the survivor, all cases involving sex offenses in which the alleged perpetrator is a Virginia Tech Student. The survivor of a sexual assault may
also choose to file a report with Title IX Coordinator, or the Department of Human Resources. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women’s awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. Resisting Aggression Defense (RAD) for men teaches the practice of self-defense and how to escape aggressive behavior.

The Police Department’s Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is accessible at all times regarding area services available for general counseling, medical attention, emergency housing or financial assistance. Responsiveness to the needs of crime survivors is a department priority.

For crimes that occur in Falls Church, the Virginia Tech Police Department will assist and refer the survivor to the Falls Church Police Department or the Fairfax County Police Department depending on the jurisdiction in which it occurred. Responsiveness to the needs of crime survivors is a department priority.

**If Sexual Assault Happens to You**

- Contact the police for assistance and information or to report the incident. The Fairfax County Police Department should be contacted for incidents occurring at the NVC. The Virginia Tech Police Department will assist the survivor in contacting the correct law enforcement agency, if requested.
- Go to the INOVA Fairfax Hospital in Fairfax or the Arlington Hospital. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling from the Center for Family Services located onsite at the NVC or a private counselor. All these services are free of charge (except private counseling) and CONFIDENTIAL. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.
- Consider your judicial options if you have not done so already. Although here are statutes of limitations on criminal cases, they are often longer than you think. You have the option of campus and civil charges.
• If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women’s Center at Virginia Tech, at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.

• Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can’t if you don’t ask.

Medical Care
As mentioned above, survivors of very recent assaults should go to the emergency room of the INOVA Fairfax Hospital for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. INOVA Fairfax Hospital offers the services of Sexual Assault Nurse Examiners. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible. Survivors may also wish to see their family doctor. Even if no symptoms are apparent, survivors are still strongly encouraged to seek medical attention.

Counseling Options
Students coping with a sexual assault have counseling options available. Two of those options are on-campus: The Women’s Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women’s Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. These two options may not be practical for students at the NVC. Many other options exist in Falls Church and Fairfax that may have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivors.

Criminal
A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on campus, it falls under the jurisdiction of the Fairfax County Police. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at the INOVA Fairfax Hospital for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A Commonwealth’s Attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.
Hokie Wellness

The Sexual Violence Prevention (SVP) Specialist with Hokie Wellness coordinates outreach and education efforts for students, faculty, and staff related to sexual and power-based violence, including sexual and relationship violence, stalking, and harassment. This position was created based upon recommendations from the End Sexual Violence Committee created by Virginia Tech president Tim Sands in 2019-2020. In this role, the SVP Specialist collaborates with campus stakeholders to develop and implement prevention campaigns to educate the community about sexual violence recognition and promote social norms around bystander prevention.

During the 2022 academic year, the SVP program has conducted prevention and bystander intervention programs for 2,975 students. These programs have focused on educating students and assisting them with recognizing elements of sexual abuse, as well as encouraging them to educate their peers about bystander prevention strategies. The SVP program also utilizes a stakeholder model which integrates student leaders into the training program to increase the effectiveness of peer participation in prevention.
Important Contacts / Phone Numbers

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women’s Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Women’s Center at Virginia Tech</td>
<td>540-231-7806</td>
</tr>
<tr>
<td>Women’s Center</td>
<td>703-281-2657</td>
</tr>
<tr>
<td>Thomas E. Cook Counseling Center</td>
<td>540-231-6557 (24/7)</td>
</tr>
<tr>
<td>Schiffert Health Services</td>
<td>540-231-6444 (Mon-Sat 8:00am – 8:00pm)</td>
</tr>
<tr>
<td></td>
<td>(Sun- 10am-6pm)</td>
</tr>
<tr>
<td>Virginia Tech Police Department</td>
<td>540-231-6411</td>
</tr>
<tr>
<td>(located in Blacksburg)</td>
<td></td>
</tr>
<tr>
<td>VT HR Employee Assistance Program</td>
<td>866-725-0602</td>
</tr>
<tr>
<td>(Employees who are covered by the university’s health insurance)</td>
<td></td>
</tr>
<tr>
<td>Dean of Students</td>
<td>540-231-3787</td>
</tr>
<tr>
<td>Office of Student Conduct</td>
<td>540-231-3790</td>
</tr>
<tr>
<td>Office of Student Programs</td>
<td>540-231-6204</td>
</tr>
<tr>
<td>Student Legal Services</td>
<td>540-231-4720</td>
</tr>
<tr>
<td>Fairfax County Police Department</td>
<td>703-691-2131</td>
</tr>
<tr>
<td><a href="https://fairfaxcounty.gov/police/">https://fairfaxcounty.gov/police/</a></td>
<td></td>
</tr>
<tr>
<td>NOVA Fairfax Hospital ER Dept.</td>
<td>911 (emergency)</td>
</tr>
<tr>
<td></td>
<td>703-776-3111</td>
</tr>
<tr>
<td>NOVA Community Hospital, Arlington, VA</td>
<td>703-671-1200</td>
</tr>
<tr>
<td>Virginia Hospital Center, Arlington, VA</td>
<td>703-558-5000</td>
</tr>
<tr>
<td>Crisis Link Hotline</td>
<td>703-558-4077</td>
</tr>
<tr>
<td>Or text “Connect” to 85511</td>
<td>web links to <a href="http://ipscenter.org/crisis-hotlines/">http://ipscenter.org/crisis-hotlines/</a></td>
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<tr>
<td>Center for Family Services, VT/NVC</td>
<td>703-538-8470</td>
</tr>
<tr>
<td>Office for Women &amp; Domestic Sexual Violence</td>
<td>703-360-7273</td>
</tr>
<tr>
<td>Services Hotline</td>
<td></td>
</tr>
<tr>
<td><a href="https://www.fairfaxcounty.gov/familyservices/domestic-sexual-violence">https://www.fairfaxcounty.gov/familyservices/domestic-sexual-violence</a></td>
<td></td>
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<tr>
<td>Fairfax County Alcohol &amp; Drug</td>
<td>703-359-7040</td>
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<tr>
<td>Fairfax –Falls Church Mental Health Services</td>
<td>703-573-5679</td>
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<tr>
<td>711 Equity Manager (Falls Church)</td>
<td>540-231-7762</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>540-231-1824 (students)</td>
</tr>
<tr>
<td>Equity &amp; Access</td>
<td>540-231-8771 (employees)</td>
</tr>
<tr>
<td>VT (Blacksburg) Office of Emergency Management</td>
<td>540 231-4873; Fax540-231-4029</td>
</tr>
<tr>
<td>Fairfax County Office of Emergency Management</td>
<td>573-350-1000</td>
</tr>
</tbody>
</table>

**988 Suicide and Crisis Lifeline**

988

**Report all crimes to Fairfax County Police.**
# Virginia Tech Northern Virginia Center Crime Statistics 2022

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Year Total</th>
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</thead>
<tbody>
<tr>
<td>Murder &amp; Non negligent</td>
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<tr>
<td>Manslaughter</td>
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<td>Manslaughter By Negligence</td>
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</tr>
<tr>
<td>Rape</td>
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<tr>
<td>Fondling</td>
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<td>0</td>
</tr>
<tr>
<td>Incest</td>
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<td>0</td>
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<tr>
<td>Statutory Rape</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<td>Liquor Law Arrests</td>
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<td>Drug Law Violations Referred</td>
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<td>Drug Law Arrests</td>
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<td>Illegal Weapons Possession</td>
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<tr>
<td>Referred</td>
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<td>Arrests</td>
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<td>Arson</td>
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<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
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<td>0</td>
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<tr>
<td>Dating Violence</td>
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<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*No hate crimes were reported in 2020, 2021, or 2022. No on-campus housing. No unfounded crimes reported in 2020, 2021, or 2022.

*Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

Note: Included in the Virginia Tech Northern Virginia Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that have been reported to a Campus Security Authority.
Richmond Center

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for the Richmond Center is obtained from the Richmond Center Director and the Henrico County Police Department. Individuals, who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Director of the Richmond Center or the Henrico County Police Department.

Information about services and crimes for this report is obtained from Campus Security Authorities including, but not limited to, the Department of Human Resources, the Director of Virginia Tech Richmond Center and Office of Student Conduct. Statistics are also obtained from the Henrico County Police Department, which serves as the law enforcement authority where the Richmond Center is located.

Campus Overview
The Virginia Tech Richmond Center is just off Interstate 64 in Richmond's West End. Leased space at this location includes classrooms, faculty and staff offices, hoteling stations, conference rooms and flexible space for collaboration and hosted events.

The center serves university faculty and students at both the graduate and undergraduate levels, including hosting in-person and virtual classes, proctoring exams, and providing on-site support for research, experiential learning, and career services. Virginia Tech’s Undergraduate Admissions maintains a presence at the Richmond Center to engage prospective students, families, and K-12 school contacts.

Community engagement includes professional development workshops, customized programs for organizations, and collaboration with regional partners. Virginia Cooperative Extension houses a district office at the Richmond Center and provides broad programming and outreach.

Access to Campus Buildings
Access to the multi-tent building at 2810 N Parham Road is controlled by Sonitrol of Greater Richmond. Exterior doors are unlocked at 7:00 am on business days and are secured by 10:00pm. Exterior key access is maintained by the management company and not by Virginia Tech. Security is provided by the management company from 5:30pm to end of classes, Monday through Friday, on site. Virginia Tech does not have any responsibility for maintenance of the facility therefore has no policy related to security considerations.

Law Enforcement Services
The Virginia Tech Richmond Center receives its police services from the Henrico County Police Department. Henrico County Police respond to calls for service and assistance. The Virginia Tech Police Department does not have a Memorandum of Understand (MOU) with the Henrico County Police since Henry County Police investigate all crimes within their jurisdiction.
Timely Warning Notices

Timely Warnings / Crime Alerts will be provided to the community in the event of a reported crime that, in the judgment of the Chief of the Virginia Tech Police Department or the office of Emergency Management, constitutes an ongoing or continuing serious threat to the university community. Timely Warnings / Crime Alerts can only be issued if the Virginia Tech Police Department receives information either from the Henrico County Police Department, the Virginia State Police or the Director of the Richmond Center. The Clery crimes for which Timely Warnings / Crime Alerts may be issued may include, but are not limited to, arson, homicide, burglary, robbery, sex offenses, aggravated assault and motor vehicle theft.

The Timely Warnings / Crime Alerts are generally written by the Chief of Police or the Office of Emergency Management, and they are typically distributed to the community via email to anyone who has a vt.edu email address by University Relations. If someone from University Relations is unavailable, there are several administrators in the Virginia Tech Police Department who can initiate the email system. The Timely Warning / Crime Alert notices are also posted on the Virginia Tech Police Department website. Updates to the Virginia Tech community about any particular case resulting in a Timely Warning / Crime Alert will normally be distributed via email.

Controlled Substances

The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action, which may include suspension and/or dismissal from the university, for the first offense. Violations of state law should be reported to the Henrico County Police who will take appropriate legal actions. For more comprehensive details, please refer to the University’s Policy for a Drug Free University at: [http://www.policies.vt.edu/1020.pdf](http://www.policies.vt.edu/1020.pdf).

Pastoral and Professional Counselors

The Virginia Tech Richmond Center does not have any pastoral or professional counselors. There are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

TimelyMD/TimelyCare

TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education. TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.

Emergency Response and Preparedness

Emergency Notifications

The Henrico County Police Department, the Virginia state Police and the Henrico County Fire and EMS Departments are primarily responsible for confirming that there is a significant emergency or dangerous situation at the Richmond Center that could cause an immediate threat to the health and safety of the members of the campus community. The Director or designee can also be in a position to confirm an emergency in or surrounding the campus. The Office of University Relations, the Virginia Tech Police Department and/or Virginia Tech Emergency Management have access to the VT Alerts system which can send an alert to subscribers; notifying the campus community of threats that have occurred that may necessitate evacuation, shelter-in-place or other action on the part of students,
employees, and campus visitors. The university will typically provide follow-up information to the campus community using the same systems that were used to send out the original alert or to direct the campus community to other informational channels.

Virginia Tech will immediately notify the campus community upon the confirmation, from the Henrico County Police Department, the Virginia state Police or the Henrico County Fire and EMS Departments or authorized staff member at the Richmond Center, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at the Richmond Center. One of the listed departments above will, without delay, taking into account the safety of the community, determine the content of the notification, and initiate the notification system based on information received, unless issuing a notification will, in the professional judgment of the public safety official, compromise efforts to assist, respond to, or otherwise mitigate the emergency. First responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community at the Richmond Center will typically include the Henrico County Police Department, the Virginia state Police and the Henrico County Fire and EMS Departments.

In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive communications system, VT Alerts, to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The VT Alerts system includes: email notices; phone, cellular phone, text messages, and university website notices. Parents and members of the larger community are not eligible to sign up for immediate notification through VT Alerts, however, all Hokie family members, along with members of the community, are able to subscribe to receive real-time VT Phone Alerts to stay informed and are encouraged to do so. Also, they can check the University Website at www.vt.edu for updates during an emergency at the Richmond Higher Education Center and can sign up for desk top alerts by following the direction at: http://www.alerts.vt.edu/desktop/alerts-desktop.html.

Students and employees have the option of signing up on VT Alerts to receive emergency messages related to the Richmond Center at: http://www.alerts.vt.edu. Annually, the Offices of University Relations and Human Resources provides communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: http://www.policies.vt.edu/5615.pdf.

Emergency Preparedness
Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Virginia Tech Emergency Management webpage http://www.emergency.vt.edu. Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. To download the app, search “Hokie Ready” in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at http://www.emergency.vt.edu. Information related to evacuation procedures can be found at
Reporting a Crime or Getting Emergency Assistance

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Henrico County Police Department at 804-501-5000 or 911 for an emergency.

The Richmond Center does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other university resources, such as the Virginia Tech Women’s Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a timely warning report and the annual statistical disclosure.

Services and Prevention Information

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking. Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The survivor of a sexual assault may also choose to file a report with Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women’s awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. Resisting Aggression with Defense for Men (RAD) program teaches the practice of self-defense and how to escape aggressive behavior.

The Police Department’s Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is accessible at all times regarding area services available for general counseling, medical attention, emergency housing or financial assistance. For crimes that occur in Richmond, the Virginia Tech Police Department will assist and refer the survivor to the Richmond
Police Department or the Henrico County Police Department depending on the jurisdiction in which it occurred. Responsiveness to the needs of crime survivors is a department priority.

If Sexual Assault Happens to You
- Contact the police for assistance and information or to report the incident. The Henrico County Police Department should be contacted for incidents occurring at the center. The Virginia Tech Police Department will assist the survivor in contacting the correct law enforcement agency, if requested.
- Go to the Henrico Doctor’s Hospital. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling from a counselor in your area. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.
- Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.
- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.
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Students coping with a sexual assault have counseling options available. Two of those options are on-campus: The Women’s Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women’s Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. These two options may not be practical for students at the Richmond Center. Many other options exist in Richmond that may have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivors.
**Criminal**

A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on campus, it falls under the jurisdiction of the Henrico County Police. If the assault occurs anywhere other than the main campus in Blacksburg, the Virginia Tech Police Department will assist the survivor in notifying the proper authorities, if the student requests the assistance of these personnel. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at the Henrico Doctor’s Hospital for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A Commonwealth’s Attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.
**Important Contacts / Phone Numbers**

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women’s Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Susan Johnstad, Director</td>
<td>804-662-7288</td>
</tr>
<tr>
<td>Elaine Densley, Center Assistant</td>
<td>804-662-7288</td>
</tr>
<tr>
<td>Henrico County Police</td>
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<td>Henrico Doctor’s Hospital</td>
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<td>The Women’s Center at Virginia Tech</td>
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<td>Thomas E. Cook Counseling Center</td>
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<td>Schiffert Health Services</td>
<td>540-231-6444 (8:00 am-8:00 pm) Mon-Sat)</td>
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<td>(10am-6pm) Sun)</td>
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<td>Virginia Tech Police Department</td>
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<td>540-231-6411</td>
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<td>Dean of Students</td>
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<td>Office of Student Conduct</td>
<td>540-231-3787</td>
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<td>Office of Student Programs</td>
<td>540-231-3790</td>
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<td>Student Legal Services</td>
<td>540-231-6204</td>
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<td>Victor Holleman, Onsite Building Maintenance Supervisor</td>
<td>540-231-4720</td>
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<tr>
<td>Cassandra Drinnon, Building Manager</td>
<td>804-431-6004</td>
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<td>Title IX Coordinator</td>
<td>888 597-8700x44</td>
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<td>Equity &amp; Access</td>
<td>540-231-1824 (students)</td>
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<td>Office of Emergency Management</td>
<td>540-231-8771 (employees)</td>
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*988 Suicide and Crisis Lifeline* 988
Hokie Wellness

The Sexual Violence Prevention (SVP) Specialist with Hokie Wellness coordinates outreach and education efforts for students, faculty, and staff related to sexual and power-based violence, including sexual and relationship violence, stalking, and harassment. This position was created based upon recommendations from the End Sexual Violence Committee created by Virginia Tech president Tim Sands in 2019-2020. In this role, the SVP Specialist collaborates with campus stakeholders to develop and implement prevention campaigns to educate the community about sexual violence recognition and promote social norms around bystander prevention.

During the 2022 academic year, the SVP program has conducted prevention and bystander intervention programs for 2,975 students. These programs have focused on educating students and assisting them with recognizing elements of sexual abuse, as well as encouraging them to educate their peers about bystander prevention strategies. The SVP program also utilizes a stakeholder model which integrates student leaders into the training program to increase the effectiveness of peer participation in prevention.
## Virginia Tech Richmond Center Crimes Statistics 2022

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
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</tbody>
</table>

*No hate crimes were reported in 2020, 2021, or 2022. No on campus housing.
*No unfounded crimes reported in 2020, 2021, or 2022.

Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

Note: Included in the Virginia Tech Richmond Center Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that have been reported to a Campus Security Authority.
Virginia Tech Roanoke Center

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for the Roanoke Higher Education Center is obtained from the Director of the Facility and the Roanoke City Police Department. Individuals, who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Director of the Roanoke Center or the Roanoke City Police Department.

Information for this annual report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Department of Human Resources, the Office of Student Conduct, the Dean of Students Office, the Virginia Tech Women’s Center, and the Office of Residence Life. Statistics are also compiled from law enforcement agencies in jurisdictions that Virginia Tech owns, leases or controls property or those with jurisdiction on adjacent property.

Campus Overview
The Virginia Tech Roanoke Center connects the resources of the university to the Roanoke region and beyond. The center embodies the UT Prosim (That I May Serve) motto of Virginia Tech and fulfills that duty in the Roanoke region by cultivating community relationships, engagement opportunities, and impactful learning experiences.

The center is located on the seventh floor of the Roanoke Higher Education Center, 108 North Jefferson Street, in downtown Roanoke, VA. It offers an array of educational graduate courses, certificates, degrees and professional development opportunities. The center supports a mix of traditional classroom instruction, computer-assisted instruction, and distance learning instruction to meet a wide variety of student learning styles and needs.

The Qualcomm Thinkabit Lab allows sixth-grade students to experience hands-on activities that foster creativity, collaboration, and problem-solving, as well as providing STEM-related resources for teachers

Access to Campus Buildings
Security and access control design standards have been developed for new and renovated buildings. Academic and administrative buildings are open to the public during operating hours and are generally secured after operating hours and during extended breaks. The Roanoke Higher Education Center is open from 7:30am to 10:30pm Monday through Friday and from 7:00am to 6:00pm on Saturday's. The Center uses Sun States security to provide security on-site from 6:00am to 12:00am, Monday through Friday and from 6:00am to 8:00pm on Saturday. The security company monitors security features, access, lighting and report problems to the administration.

Law Enforcement Services
Day to day law enforcement services to the Roanoke Higher Education Center are provided by the Roanoke City Police Department. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Roanoke City Police Department since the Roanoke City Police Department investigates all crimes within their jurisdiction.
**Timely Warnings / Crime Alerts**

Timely Warnings / Crime Alerts will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or Emergency Management, constitutes an ongoing or continuing serious threat to the university community. Timely Warnings / Crime Alerts can only be issued if the Virginia Tech Police Department receives information either from the Roanoke City Police Department, the Virginia State Police or the Director of the Roanoke Higher Education Center. The Clery crimes for which Timely Warnings / Crime Alerts may be issued may include, but are not limited to, arson, homicide, burglary, robbery, sex offenses, aggravated assault and motor vehicle theft.

The Timely Warnings / Crime Alerts are generally written by the Chief of Police or a designee and they are typically distributed to the community via email to anyone who has a vt.edu email address by University Relations. If someone from University Relations is unavailable, there are several administrators in the Virginia Tech Police Department who can initiate the email system. The Timely Warning / Crime Alert notices are also posted on the Virginia Tech Police Department website. Updates to the Virginia Tech community about any particular case resulting in a Timely Warning / Crime Alert will normally be distributed via email.

**Controlled Substances**

The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face serious disciplinary action, which may include suspension and/or dismissal from the university upon the first offense. Violations of state law should be reported to the Roanoke City Police Department who will take appropriate legal actions. For more comprehensive details, please refer to the University’s Policy for a Drug Free University at: [http://www.policies.vt.edu/1020.pdf](http://www.policies.vt.edu/1020.pdf).

**Pastoral and Professional Counselors**

The Roanoke Higher Education Center does not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**TimelyMD / TimelyCare**

TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education. TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.

**Emergency Response and Preparedness**

**Emergency Notifications**

Virginia Tech will immediately notify the campus community upon the confirmation, from the Roanoke City Police Department, the Virginia State Police or the Roanoke City Fire and EMS Departments or authorized staff member at the Roanoke Higher Education Center, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at the Roanoke Higher Education Center. One of the listed departments above will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system based on information received, unless issuing a notification will, in the
professional judgment of the public safety official, compromise efforts to assist, respond to, or
the emergency. First responders to an incident that causes an immediate threat to the health and safety
of the Virginia Tech community at the Roanoke Higher Education Center will typically include the
Roanoke City Police, the Virginia state Police and the Roanoke City Fire and EMS Departments.

In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of
Virginia, the university has implemented a comprehensive communications system, VT Alerts, to
provide prompt warning notifications and alerts of immediate threats to the health and safety of
members of the campus community using a variety of methods. The VT Alerts system includes: email
notices; phone, cellular phone, text messages, and university website notices. Parents and members of
the larger community are not eligible to sign up for immediate notification through VT Alerts,
however, all Hokie family members, along with members of the community, are able to subscribe to receive
real-time VT Phone Alerts to stay informed and are encouraged to do so. Parents and community members can
check the University Website at www.vt.edu for updates during an emergency at the Hampton Roads
Center and can sign up for desk top alerts by following the direction at:

Students and employees have the option of signing up on VT Alerts to receive emergency messages
related to the Roanoke Higher Education Center at: http://www.alerts.vt.edu. Annually, the Offices of
University Relations and Human Resources provides communications to the university community
regarding university procedures for authorized closings and receiving emergency alerts. Additional
information about the “Alert” process can be found in the University Safety and Security Policy at:

Emergency Preparedness
Emergency preparedness and information on what to do in an emergency can be found on the “Be
Hokie Ready” link from the Virginia Tech Emergency Management webpage
http://www.emergency.vt.edu. Hokie family and community members are also encouraged to
download the free Hokie Ready mobile safety app. To download the app, search “Hokie Ready” in
your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity
of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts
numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the
emergency notification systems. These tests are designed to assess and evaluate the emergency plans
and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency
response and evacuation procedures via email, in conjunction with at least one drill or exercise each
calendar year. Information related to emergency notifications and emergency guidelines can be found
at http://www.emergency.vt.edu. Information related to evacuation procedures can be found at:

Reporting a Crime or Getting Emergency Assistance
Individuals are responsible for being aware of and complying with university
policies/procedures, and applicable law. Employees and students are encouraged to accurately,
voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate
law enforcement agency or university office(s). Crimes and other emergencies should be
reported to the Roanoke City Police Department at 540-853-2212 or 911 for an emergency. The
Roanoke Higher Education Center does not have any policies or procedures that allow survivors
or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual
disclosure of crime statistics.
The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other university resources, such as the Virginia Tech Women’s Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making timely warning reports and the annual statistical disclosure.

**Services and Prevention Information**

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Crime prevention programs for satellite campuses are supplemented by local law enforcement agencies. The Roanoke City Police Department should be contacted to determine what types of classes are available. Any requests for programs that are not conducted by the Virginia Tech Police Department should be directed to the Roanoke City Police Department. There hasn’t been any crime prevention programs conducted during the previous three years.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The survivor of a sexual assault may also choose to file a report with Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women’s awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. Resisting Aggression with Defense for Men (RAD) program teaches the practice of self-defense and how to escape aggressive behavior.

The Police Department’s Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is accessible at all times regarding area services available for general counseling, medical attention, visa and immigration assistance, emergency housing or financial assistance. For crimes that occur in Roanoke, the Virginia Tech Police Department will assist and refer the survivor to the Roanoke City Police Department or other law enforcement agency depending on the jurisdiction in which it occurred. Responsiveness to the needs of crime survivors is a department priority.
If Sexual Assault Happens to You

- Contact the police for assistance and information or to report the incident. The Roanoke City Police Department should be contacted for incidents occurring at the center. The Virginia Tech Police Department will assist the survivor in contacting the correct law enforcement agency, if requested.
- Go to the Carilion Roanoke Community Hospital in Roanoke. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling from Sexual Assault Response & Awareness (SARA), a local area women’s center that offers a 24-hour hotline as well as counseling, or a private counselor. All these services are free of charge (except private counseling) and CONFIDENTIAL. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member. (See Counseling)
- Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.
- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women’s Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.
- Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can’t if you don’t ask.

Medical Care
As mentioned above, survivors of very recent assaults should go to the emergency room of the Carilion Roanoke Community Hospital for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. Carilion Roanoke Community Hospital offers the services of Sexual Assault Nurse Examiners. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible. Survivors may also wish to see their family doctor. Even if no symptoms are apparent, survivors are still strongly encouraged to seek medical attention.

Counseling Options
Students coping with a sexual assault have counseling options available. Two of those options are on campus: The Women’s Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women’s Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. These two options may not be practical for students at the Roanoke Higher
Education Center. Many other options exist in Roanoke that may have some cost associated with them, such as private therapists.

Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivors. The Women’s Resource Center in Radford offers a 24-hour crisis line, individual and group counseling, and legal advocacy. These three agencies frequently collaborate to provide services to survivors of sexual assault and these services are CONFIDENTIAL. Many other options exist which have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivors.

**Criminal**

A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on campus, it falls under the jurisdiction of the Roanoke City Police. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at the Carilion Roanoke Community Hospital for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A Commonwealth’s Attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.
This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women’s Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

### Important Contacts / Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
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<td>540-853-2212 (non-emergency)</td>
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<td>Carilion Roanoke Memorial Hospital</td>
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<td>Sexual Assault Response / Awareness</td>
<td>540-345-7273</td>
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<td>Scott Weimer – Virginia Tech Director</td>
<td>540-767-6100</td>
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<td>Kay Dunkley – RHEC Director</td>
<td>540-767-6007</td>
</tr>
<tr>
<td>Jeremiah McMillan – RHEC Director of Facility Services</td>
<td>540-767-6005</td>
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<tr>
<td></td>
<td>Cell phone: 540-589-9607</td>
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<td>The Women’s Center at Virginia Tech</td>
<td>540-231-7806</td>
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<tr>
<td>Thomas E. Cook Counseling Center</td>
<td>540-231-6557 (24/7)</td>
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<tr>
<td>Schiffter Health Services</td>
<td>540-231-6444 (8am-8:00pm) (Mon-Sat)</td>
</tr>
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<td>Cranwell International Center</td>
<td>540-231-6444 (10am-6pm) (Sun)</td>
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<td>NRV Emergency Communications</td>
<td>540-231-6527</td>
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<tr>
<td>Regional Authority</td>
<td>911 (emergency on campus)</td>
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<tr>
<td>Virginia Tech Police Department</td>
<td>540-231-6411 (non-emergency)</td>
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<tr>
<td>Dean of Students</td>
<td>540-231-3787</td>
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<td>Office of Student Conduct</td>
<td>540-231-3790</td>
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<td>Office of Student Programs</td>
<td>540-231-6204</td>
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<td>Student Legal Services</td>
<td>540-231-4720</td>
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<td>Title IX Coordinator</td>
<td>540-231-1824 (students)</td>
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<td>Equity &amp; Access</td>
<td>540-231-8771 (employees)</td>
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<td>Office of Emergency Management</td>
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**988 Suicide and Crisis Lifeline**

988
The Sexual Violence Prevention (SVP) Specialist with Hokie Wellness coordinates outreach and education efforts for students, faculty, and staff related to sexual and power-based violence, including sexual and relationship violence, stalking, and harassment. This position was created based upon recommendations from the End Sexual Violence Committee created by Virginia Tech president Tim Sands in 2019-2020. In this role, the SVP Specialist collaborates with campus stakeholders to develop and implement prevention campaigns to educate the community about sexual violence recognition and promote social norms around bystander prevention.

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Virginia Tech Roanoke Higher Education Center  
Crimes Statistics 2022

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Note: Included in the Virginia Tech Roanoke Center Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that have been reported to a Campus Security Authority.
Southwest Virginia Higher Education Center

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for the Southwest Virginia Higher Education Center is obtained from the Director of the Facility and the Abingdon Police Department. Individuals who want to report crimes for inclusion in the Annual Security Report should report them to the Abingdon Police Department or the Director of the Southwest Virginia Higher Education Center.

Information for this annual report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Department of Human Resources, the Office of Student Conduct, the Dean of Students Office, the Virginia Tech Women’s Center, and the Office of Residence Life. Statistics are also compiled from law enforcement agencies in jurisdictions that Virginia Tech owns, leases or controls property or those with jurisdiction on adjacent property.

The Virginia Tech southwest Center creates, develops, and engages individuals and groups in opportunities for long-term economic and individual success through educational graduate courses, certificates, degrees, continuing education, and professional development. The center’s program portfolio includes significant training and STEM-related resources for teachers as well as various events for children. The center leverages community partnerships and facilitates collaborations across Southwest Virginia.

The center is located at the Southwest Virginia Higher Education Center, 1 Partnership Circle, Abingdon, Virginia. The Southwest Virginia Higher Education Center is a 100,000-square-foot facility that provides classrooms, large conference areas, and administrative office space.

Access to Campus Buildings
Security and access control design standards have been developed for new and renovated buildings. Academic and administrative buildings are open to the public during operating hours and are generally secured after operating hours and during extended breaks. The facility is open Monday through Friday from 7:30 a.m. - 10:00 p.m., Saturdays from 8:00 a.m. - 5:00 p.m. Visitors check in at the front desk and security cameras monitor public areas.

Law Enforcement Services
Day to day law enforcement services to the SVHEC are provided by the Abingdon Police Department. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Abingdon Police Department since the Abingdon Police Department investigates all crimes within their jurisdiction.

Virginia Tech has designed policies and regulations in order to create a safer and more harmonious environment for the members of its community. All campus community members and visitors of the university are required to obey these regulations. These policies not only reflect the university’s high standards of conduct, but also local, state and federal laws. Observed and enforced, they create a high degree of safety for the university community. Facilities and landscapes are maintained in a manner that minimizes hazardous conditions. The Director of the Southwest Virginia Higher Education Center campus is responsibility for security considerations used in building maintenance.

Controlled Substances
The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face serious disciplinary action, which
may include suspension and/or dismissal from the university upon a first offense. Violations of state law should be reported to the Abingdon Police Department; please refer to the University’s Policy for a Drug Free University at: [http://w.policies.vt.edu/1020.pdf](http://w.policies.vt.edu/1020.pdf).

**Pastoral and Professional Counselors**

The Southwest Virginia Higher Education Center does not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**TimelyMD / TimelyCare**

*TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education.* TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.

**Emergency Response and Preparedness**

**Emergency Notifications**

Regional VT Alerts are available for the Southwest Virginia Higher Education Center. Immediate/emergency notifications using VT Alerts to members of a satellite campus community will be provided when information is received, either from the designated individual at the satellite campus or from the law enforcement agency responsible for services where the campus is located. VT Alerts will normally be issued by the Virginia Tech Police Department. Emergency notifications may be issued locally, using other means by the Director of the Southwest Virginia Higher Education Center. These methods may include, but not limited to, direct communication to the campus using email or website notices. Members of the satellite campus community are also encouraged to sign up for their localities emergency notification system, which are not affiliated with Virginia Tech, check with the police department in your area.

The Abingdon Police Department, the Virginia State Police and the Abingdon City Fire and EMS Departments are primarily responsible for confirming that there is a significant emergency or dangerous situation at the Southwest Virginia Higher Education Center that could cause an immediate threat to the health and safety of the members of the campus community. The Director or designee can also be in a position to confirm an emergency in or surrounding the campus. The Office of University Relations, the Virginia Tech Police Department and/or Virginia Tech Emergency Management have access to the VT Alerts system which can send an alert to subscribers; notifying the campus community of threats that have occurred that may necessitate evacuation, shelter in place or other action on the part of students, employees, and campus visitors. The university will typically provide follow-up information to the campus community using the same systems that were used to send out the original alert or to direct the campus community to other informational channels.

Virginia Tech will immediately notify the campus community upon the confirmation, from the Abingdon Police Department, the Virginia State Police or the Abingdon City Fire and EMS Departments or authorized staff member at the Southwest Virginia Higher Education Center, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at the Southwest Virginia Higher Education Center. One of the listed departments above will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system based on information received, unless issuing a notification will, in the professional judgment of the public safety official, compromise efforts to assist, contain, respond to, or otherwise mitigate the emergency. First responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community at the Southwest Virginia Higher Education Center will typically include the Abingdon Police, the Virginia State Police and the Abingdon City Fire and EMS Departments.
In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive communications system, VT Alerts, to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The VT Alerts system includes: email notices; phone, cellular phone, text messages, and university website notices. Parents and members of the larger community are not eligible to sign up for immediate notification through VT Alerts, but they can subscribe to receive real-time VT Phone Alerts by checking the University Website at www.vt.edu for updates during an emergency at the Southwest Virginia Higher Education Center and can sign up for desk top alerts by following the direction at: http://www.alerts.vt.edu/desktop/alerts-desktop.html.

Students and employees have the option of signing up on VT Alerts to receive emergency messages related to the Southwest Virginia Higher Education Center at: http://www.alerts.vt.edu you can also register for the Southwest Higher Education Center specific Alerts at www.swcenter.edu/hec-alerts. Annually, the Offices of University Relations and Human Resources provides communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: http://www.policies.vt.edu/5615.pdf.

Emergency Preparedness
Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Virginia Tech Emergency Management webpage http://www.emergency.vt.edu. Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. To download the app, search “Hokie Ready” in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at http://www.emergency.vt.edu. Information related to evacuation procedures can be found at https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php

Reporting a Crime or Getting Emergency Assistance
Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Abingdon Police Department at 276-628-3111 or 911 for an emergency.

The Southwest Virginia Higher Education Center does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other
university resources on the main campus, such as the Virginia Tech Women’s Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making timely warning reports and the annual statistical disclosure.

Services and Prevention Information
All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Crime prevention programs for satellite campuses are supplemented by local law enforcement agencies. The Abingdon Police Department should be contacted to determine what types of classes are available. Any requests for programs that are not conducted by the Virginia Tech Police Department should be directed to the Abingdon Police Department. There have not been any crime prevention programs conducted during the previous three years.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking. Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The Abingdon Police Department investigates all sexual assaults reported to the Police Department. Once reported to the Police officers respond, investigate and make applicable criminal charges based on evidence collection and survivor / witness statements. The survivor of a sexual assault may also choose to file a report with Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense. Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women’s awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. Resisting Aggression with Defense for Men (RAD) program teaches the practice of self-defense and how to escape aggressive behavior.

The Police Department’s Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is accessible at all times regarding area services available for general counseling, visa and immigration assistance, medical attention, emergency housing or financial assistance. Responsiveness to the needs of crime survivors is a department priority.

If Sexual Assault Happens to You
• Contact the police for assistance and information or to report the incident. The NRV Emergency Communications Authority who will dispatch the Virginia Tech Police Department should be contacted for on-campus incidents and the local police should be contacted for off-campus incidents. The Virginia Tech Police Department will assist the survivor in contacting the correct law enforcement agency, if requested.
• Go to the Johnston Memorial Hospital in Abingdon. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
• If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in the prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.

• Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.

• Seek counseling from a local women’s center or a private counselor. All these services are free of charge (except private counseling) and CONFIDENTIAL. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.

• Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.

• If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women’s Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.

• Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can’t if you don’t ask.

Medical Care
As mentioned above, survivors of very recent assaults should go to the emergency room of the Johnston Memorial Hospital for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible.

Criminal
A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on campus, it falls under the jurisdiction of the Abingdon Police. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at the Johnston Memorial Hospital for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A Commonwealth’s Attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.
Important Contacts / Phone Numbers
This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women’s Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

Sources of Information and Assistance
Abingdon Police department
Johnston Memorial Hospital
Highland Community Center
Abuse Alternatives
SWVHEC Directors Office
The Women’s Center at Virginia Tech
Thomas E. Cook Counseling Center
Schiffert Health Services
Virginia Tech Police Department
Dean of Students
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Office of Student Programs
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Equity & Access
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Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for the Steger Center is obtained from the Managing Director of the Facility and the Polizia Cantonale of the Repubblica E Cantone Ticino. Individuals who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Managing Director of the Facility.

**Campus Overview**

The Steger Center for International Scholarship is university’s European academic center. The center is housed in a renovated 18th century villa, Villa Maderni, which offers dining, lodging, and classroom accommodations. Historic remnants in the building include original floor tiles, hand-painted ceilings, and a massive stone fireplace. Modern additions include a computer lab, group study areas, and a cafeteria. The Steger Center also boasts collaborative learning spaces, including a “creativity room” with white board walls, a library, and a garden where students can study in nice weather.

The residential learning communities based at the Steger Center go far beyond the traditional classroom experience and take advantage of its strategic location in Ticino, the Italian-speaking canton in southern Switzerland. Students participate on field trips and excursions to local and regional sites, cities, and organizations, which provide real-world learning experiences. Students engage with the local community and have the opportunity to travel in Europe in the context of their individual academic programs.

The Steger Center currently houses semester-length residential programs, as well as a varied set of shorter offerings in the summer. In close cooperation with the Italian program at Virginia Tech, students at the Steger Center enroll in Italian language courses as part of their semester-long programs. All other courses are taught in English by Virginia Tech and local university faculty members. With spectacular natural beauty, varied educational opportunities, and rich cultural and historical heritage in the area, the Steger Center offers a unique international experience.

**Access to Campus Buildings**

The Steger Center monitors access via controlled entrances accessible with a digital key card issued to faculty, staff, and students.

**Law Enforcement Services**

Day to day law enforcement services to the Steger Center are provided by the Cantonal police (Polizia Cantonale). The Virginia Tech Police Department does not maintain a Memorandum of Understanding (MOU) with the Cantonal Police, but VTPD has met with authorities from the Cantonal Police force and provided relevant contact information for support purposes. The Cantonal Police may notify Virginia Tech when students are involved in legal infractions and may submit student conduct referrals, if they deem it necessary.
**Timely Warning / Crime Alerts**

*Timely Warnings / Crime Alerts* can only be issued if the Virginia Tech Police Department receives information either from the Cantonal Police or the Executive Director of the Steger Center. The Clery crimes for which *Timely Warnings / Crime Alerts* may be issued may include, but are not limited to, murder, non-negligent manslaughter, negligent manslaughter, arson, homicide, burglary, robbery, sex offenses, aggravated assault and motor vehicle theft.

The *Timely Warnings / Crime Alerts* are generally written by the Chief of Police or a designee and they are typically distributed to the community via email to anyone who has a vt.edu email address by University Relations. A *Timely Warning / Crime Alert* for the Steger Center will be distributed in the same manner as noted below in “Emergency Notifications”. That is, via the email list serve set up by the Managing Director, door to door notification, posting in the group chats, and a phone tree for the Steger Center facility and the area apartments. The Timely Warning / Crime Alert notices are also posted on the Virginia Tech Police Department website. Updates to the Steger Center about any particular case resulting in a Timely Warning / Crime Alert will normally be distributed in the same fashion as noted above.

The internal process for providing warnings at the Riva Campus is by e-mail, group message, by phone or by immediately notifying the entire community in house. The community is generally reachable within a few minutes from the occurrence of the event. All faculty are required to possess a cell phone (operative worldwide) and can be reached immediately when traveling with students. The Steger Center maintains a google group with all e-mail addresses of students and faculty in residency as well as some administrators at Virginia Tech; likewise, students are reachable via text and program group. Students traveling on weekends or breaks, may be reached by e-mail or by phone (text or call). All students traveling overnight during the semester must fill out a travel form in order for the Steger Center to be able to contact them in case of any emergencies.

**Missing Person Policy**

If a member of the Steger Center community has reason to believe that a student who resides at the Villa is missing, he or she should immediately notify the Executive Director of the Steger Center. The Executive Director is responsible for notifying the Virginia Tech Police Department at 540-231-6411 and the Cantonale Police subsequently the United States Embassy. The Cantonale Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the Cantonale Police determine that the student is missing and has been missing for more than 24 hours, the Executive Director of the Steger Center, or designee, will immediately notify the Virginia Tech Police Department so that they may notify the student’s emergency contact, or confidentially identified individual, no more than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Virginia Tech Police Department will notify the student’s parent or legal guardian or any other designated contact person immediately after the Cantonale Police has determined that the student has been missing for more than 24 hours. As per the law, the Executive Director will inform the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing if they have not yet been brought into the process.
**Pastoral and Professional Counselors**

The Steger Center does not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**TimelyMD/TimelyCare**

*TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education.* TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.

**Emergency Notifications**

Emergency notifications to the Steger Center community are communicated as follow: via the community Google group, door to door notification, posting in the group chats, and via a phone tree for the Steger Center facility and the area apartments. These methods may be used singularly or in concert, as the situation warrants. If there is an emergency in the village, a siren will sound telling residents to enter the streets and seek additional information from local police and first responders. Emergency notifications may be issued by the Executive Director of the Steger Center, or the Cantonal Police, or the local civil protection officers. By means of select email distributions, University Relations and the Virginia Tech Police Department can send email notifications as needed.

The Cantonale Police is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. The Executive Director or designee could be in a position to confirm certain types of emergencies, including health-related emergencies.

Virginia Tech will immediately notify the campus community upon the confirmation, from the Cantonale Police or authorized staff member at the Steger Center, of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the Villa. The typical first responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community at the Steger Center include the Cantonale Police and the Mendrisio Fire Department.

**Emergency Evacuation Procedures**

All the Steger Center residents and non-residents (e.g., students and faculty who live in town and commute for classes and meals) receive comprehensive fire safety training at the beginning of each semester or, in the case of short-stay groups, during the summer semester at arrival. A mandatory fire drill is conducted during the training session at the beginning of each semester. All students are required to evacuate the building upon being notified that there is a fire. Steger Center staff receive comprehensive safety training, which includes specific instructions on operating different fire safety equipment present in their area of work.

Thus, the emergency response and evacuation procedures are tested at least twice each year. The purpose of the drills is to provide all staff practice in the event there is ever a real fire or other evacuation emergency. The drills prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants familiarize themselves with procedures and the location of exits and the sound of the fire alarm. Alarms and other components of the fire safety system are also checked to see that they are working properly.
**Reporting a Crime or Getting Emergency Assistance**
Individuals are responsible for being aware of and complying with university policies and procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Canton Ticino Police at: 117.

Students may also seek assistance through the US embassy/consulate.

**Services and Prevention Information**
All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

**Safety and Security Programs**
The Virginia Tech Police Department has community outreach and residence life resource officers that provide educational programming and other crime prevention functions to the university community. Educational programs located on the Blacksburg campus include Student Police Academy, Alcohol Awareness, Bicycle Safety, Drug Awareness, Operation ID, Personal and Property Safety (basic crime prevention and personal safety), Rape Aggression Defense and Women's Awareness and Safety. All programs are available to faculty, staff and students upon request or if a need becomes apparent. The Virginia Tech Police Department will present programming to the Steger Center faculty, staff, and students upon request. Crime prevention programs for satellite campuses are supplemented by local law enforcement agencies. The administration of the Steger Center should be contacted to determine what types of classes are available. Any requests for programs will be forwarded by the administration at the Steger Center to the resource best suited to meet the request.

There have not been any crime prevention programs conducted during the previous three years.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking as defined by VAWA.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The survivor of a sexual assault may also choose to file a report with Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech Student. Virginia Tech also encourages victims to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the victim of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the victim of a sex offense. The department provides educational programs on women’s awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. Resisting Aggression Defense (RAD) is for men and teaches self-defense and how to escape aggressive behavior. RAD classes are not currently available at the Steger Center.
The Police Department’s Victim/Witness Assistance Program protects the rights of victims and witness of crimes. Referral information is accessible at all times regarding area services available for general counseling, visa and immigration assistance, medical attention, emergency housing or financial assistance. Responsiveness to the needs of crime victims is a department priority.

**If Sexual Assault Happens to You**

- Contact the police for assistance and information or to report the incident. The Cantonal police should be contacted for all incidents occurring in Switzerland. The Virginia Tech Police will assist the victim in contacting the correct law enforcement agency, if requested.
- Go to the nearest hospital- if you are on the Virginia Tech campus in Riva San Vitale, it will be the Ospedale Beata Vergine located in Mendrisio. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling from a local counseling center (designated by State law to assist sexual assault victims) is organized through any of the hospitals or a private counselor (information and contact of a counseling center is normally done with the assistance of the hospital and or by the Police). If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.
- Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.
- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women’s Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the victim request such assistance and such changes are reasonably available.
- Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can’t if you don’t ask.

**Medical Care**

As mentioned above, victims of very recent assaults should go to the emergency room of the nearest Hospital (Ospedale Beata Vergine if you are at the Steger Center) for a physical exam and the collection of evidence. All victims, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. Female victims may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible.
Counseling Options
Students coping with a sexual assault have at least three counseling options that are free of charge. Two of those options are on-campus: The Women’s Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women’s Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. The Women’s Resource Center in Radford offers a 24-hour crisis line, individual and group counseling, and legal advocacy. These three agencies frequently collaborate to provide services to victims of sexual assault and these services are CONFIDENTIAL. These two options may not be practical for students at the Steger Center. Many other options exist which have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and victims should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the victims.

Criminal
A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on campus, it falls under the jurisdiction of the Cantonal Police (Ticino for the Campus of Riva San Vitale). Many victims believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the victim to be seen at the Ospedale Beata Vergine Hospital for medical care and evidence collection.

However, even if some time has elapsed, the police still encourage victims to come forward. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the victim, although the identity of the accused perpetrator is not protected.

Additional information about criminal procedures in Switzerland is available at: http://www4.ti.ch/di/pol/prevenzione/assistenza-alle-vittime/. The victim should immediately contact the police at either 112 or 117. In case of sexual assault the victim has the RIGHT to be interrogated by a person of the same sex. The victim also has the right to be assisted by doctors and psychologist, and receive a juridical advice by a counseling center recognized by the Swiss authorities. If the victim does not feel like seeing the police first, she should immediately see a physician (Hospital Mendrisio) and contact the Center UAP (Ufficio dell’aiuto e della protezione): https://www4.ti.ch/index.php?id=24469 (office hours) with office Center in Lugano for the area of Riva San Vitale, toll free phone number 0800 866 866. Victims may also see the police in Mendrisio (only during office hours) and have them arrange a consultation through the UAP or go to the nearest Hospital open 24 hours a day/7 days a week to seek assistance through UAP.

Sex Offender Registry
Switzerland does not have a sex offender registry.
Important Contacts / Phone Numbers

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that victims can get the assistance they most need. A good starting point for a victim, or family and friends of a victim, is with the Sexual Assault Education Coordinator who is based in The Women’s Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

Canton Ticino Police (Polizia Cantonle)*
117 (emergency service available 24/7)
112 (service available 24/7)
Police-Ambulance-Fire)*

US to Switzerland
Emergency Ambulance (Switzerland) 011 41 91 848 25 55 55
Fire Department in Switzerland 144
Steger Center Managing Dir. Cell phone* 0041 79 208 4636
VT Dean of Students 001 540-231-3787
VT Office of Student Conduct 001 540-231-3790
Virginia Tech Police Department 001 540-231-6411
VT Women’s Center 001 540-231-7806
VT Office of Student Programs 001 540-231-6204
Schiffert Health Services 001 540-231-6444
Cranwell International Center 001 540-231-6527
VT Women’s Center at Virginia Tech 001 540-231-7806
VT Thomas E. Cook Counseling Center 001 540-231-6557 (8:00am - 5:00pm EST)
001 540-231-6444 (5:00pm - 8:00am EST)
Title IX Coordinator (students) 001 540-231-1824 (8:00am - 5:00pm EST)
Equity & Access (employees) 001 540-231-8771 (8:00am - 5:00pm EST)
Office of Emergency Management 001 540-231-2438 (8:00am – 5:00pm EST)

988 -- Suicide and Crisis Lifeline 988
Hokie Wellness

The Sexual Violence Prevention (SVP) Specialist with Hokie Wellness coordinates outreach and education efforts for students, faculty, and staff related to sexual and power-based violence, including sexual and relationship violence, stalking, and harassment. This position was created based upon recommendations from the End Sexual Violence Committee created by Virginia Tech president Tim Sands in 2019-2020. In this role, the SVP Specialist collaborates with campus stakeholders to develop and implement prevention campaigns to educate the community about sexual violence recognition and promote social norms around bystander prevention.

During the 2022 academic year, the SVP program has conducted prevention and bystander intervention programs for 2,975 students. These programs have focused on educating students and assisting them with recognizing elements of sexual abuse, as well as encouraging them to educate their peers about bystander prevention strategies. The SVP program also utilizes a stakeholder model which integrates student leaders into the training program to increase the effectiveness of peer participation in prevention.
## Virginia Tech Steger Center for International Scholarship
### Crimes Statistics 2022

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Year Total</th>
<th>Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder &amp; Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
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<td>Manslaughter By Negligence</td>
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</tr>
<tr>
<td>Rape</td>
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<td>0</td>
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<tr>
<td>Fondling</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
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<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Liquor Law Violations Referred</td>
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<td>Liquor Law Arrests</td>
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<tr>
<td>Drug Law Violations Referred</td>
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<td>Illegal Weapons Possession Arrests</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*No hate crimes were reported in 2020, 2021, or 2022.

*No unfounded crimes reported in 2020, 2021, or 2022.

*Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

*Note: Included in the Virginia Tech Steger Center Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that have been reported to a Campus Security Authority.

*Not all agencies contacted could provide statistics as requested.
Overview

The property located at the Steger Center for International Scholarship, Virginia Tech’s Swiss campus, consists of the Villa Maderni (a residential and classroom space with original construction dating back to the 1750s) surrounded by a large garden. The property belongs to the Virginia Tech Foundation. The main building was renovated in 1993. Work on the annexed, renovated stables (architecture studio) as well as an addition that includes classrooms, a dining room, storage, and a mechanical room was completed in June 2014. 2021 renovations remodeled the Villa entry and refurbished common rooms; they also included updates and improvements to classrooms and technology. In addition to the Villa Maderni, the Steger Center for International Scholarship also maintains rental contracts for apartments at via G. Motta 15 (apts. A and B), via Carlo Maderno 1, via Settala 7, and Piazza Grande 5.

The Villa Maderni thus houses classroom spaces, office spaces, a small library, two floors of residential space for 32 students, a dining facility with a professional kitchen), storage, and a built-in, independent apartment. The Fire Protection Equipment in the primary building was upgraded during the initial renovation in 1993 in order to meet all applicable Swiss laws and regulations and again in 2011 to include the installation of a fire alarm system with centralized smoke detectors and fire-rated doors.

Steger Center Housing Fire Safety Equipment

All the areas of the Steger Center are equipped with smoke detectors, fire extinguishers, fire hoses, and/or blankets in order to block the rapid spread of fire. All fire protection equipment is strictly maintained and tested in accordance with applicable Swiss laws. The electrical system is fully inspected and tested every 5 years and all devices operating with natural gas are inspected and maintained annually. There are no sprinkler systems but fire hoses, and a fire alarm system was added in 2011 and extended to the newly built and renovated spaces in June 2014. The fire alarms are sent directly to the local fire alarm station in Mendrisio/and Cantonal Police and the technical problems are detected immediately and reported to the Steger Center security designee. For a summary of fire protection systems present in each facility, see Table 1. A lightning rod-discharge-grounding system was installed at the end of the renovation-expansion project in 2014 to fulfil the Swiss code requirement.

Fire Safety Education, Training and Fire Drills

All the Steger Center residents and non-residents (e.g. students and faculty who live in town and commute for classes and meals) receive comprehensive fire
safety training at the beginning of each semester or, in the case of short-stay groups, during the summer semester at arrival. A mandatory fire drill is conducted during the training session at the beginning of each semester. All students are required to evacuate the building upon being notified that there is a fire. Steger Center staff receive comprehensive safety training, which includes specific instructions on operating different fire safety equipment present in their area of work. In 2022, the staff met with the fire chief from the city of Mendrisio to review safety and policies.

**Specific Fire Prevention Related Policies and Programs**

There is a strict no-smoking policy at the Steger Center. Kitchen, maintenance and custodial services personnel monitor all of their designated areas for safety infractions. They report all identified hazards to the executive director, who is charged with taking appropriate corrective measures. Steger Center staff access student living quarters and all other areas of the building for general cleaning/maintenance on periodic basis and report any identified hazards in those areas as well. Students and faculty are encouraged to discuss any special furnishing or decoration they may need for special projects with Steger Center administration. The yearly maintenance services to various Steger Center fire protection systems and equipment are also utilized in order to identify and correct additional deficiencies.

**Statistical Report for Fire Response to the Steger Center**

The fire response statistics for Steger Center are summarized in the following table.

**Fire Statistics**

The number and cause of each fire in the residential facility for each dwelling is summarized in Table 2. There were no fires or fire losses reported at any of the Steger Center Campus Facilities during Calendar Years 2020, 2021, and 2022.

**Fire Reporting**

If a fire has occurred at the Steger Center or in any of the apartments, it should be reported to Sara Steinert Borella, Executive Director, Steger Center for International Scholarship at +41 91 648 3651 or by email to ssteinertborella@vt.edu

**Responding to a Fire**

In case of a fire alarm, residents immediately exit the building and gather at a predetermined location. The fire alarm central emergency system will automatically notify the Cantonal police. The Cantonal police will then notify the fire department and the Executive Director of the Steger Center or designee. The Mendrisio fire department responds to all alarms.

If a fire emergency occurs in the residence apartments leased by Virginia Tech, without a centralized fire alarm system, residents notify occupants by knocking on their doors and shouting “fire-fuoco (in Italian)” as they exit the building. Residents should not jeopardize their own safety to do this. Residents should not reenter the building until the fire department says it is safe to do so. If students or faculty are unable to leave their room, they should place towels under the door to prevent smoke from entering. Call 118 immediately and call the Steger Center emergency number: provide the exact location and as much information as possible. Remain calm.
Plans for Future improvement
The Virginia Tech Foundation will continue to work with the local Authorities to enhance and improve the existing building fire protection system capabilities as required by applicable codes, standards and best business practices.

COVID-19
Due to the COVID-19 pandemic, the 2020 school year, in Switzerland, ended March 13, 2020. All students returned to the United States on that date.

Table 1 - Fire Protection Systems at the Steger Center Campus Switzerland

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Onsite Fire Alarm Monitoring</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguishing Devices</th>
<th>Evacuation Plans &amp; Signs</th>
<th>Number of Fire Drills each calendar year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steger Center</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Not Required</td>
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<td>APT. via Franscini 2(^2)</td>
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\(^1\) denotes addition of fire bl... 
\(^2\) Vacated as of 11/30/2020

Table 2 - Fire Statistics for the Steger Center Campus Switzerland for Calendar Years 2020, 2021, 2022

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<th>Building Name</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Date/Time</th>
<th>Location</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire (Dollars)</th>
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<td>Cause of Fire</td>
<td>Number of Injuries that Required Treatment at a Medical Facility</td>
<td>Number of Deaths Related to a Fire</td>
<td>Value of Property Damage Caused by Fire (Dollars)</td>
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</tbody>
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*Vacated as of 11/30/2020*
Washington-Alexandria Campus

The Virginia Tech Police Department has been designated as the department responsible for compiling and publishing the university’s annual security and fire safety report. This document is intended to serve as the annual security and fire safety report, as required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of the report is to provide information about security on campus to include: campus and community crime statistics, fire statistics and safety information, policy information, safety tips, resource phone numbers and a brief overview of the many services the university provides.

Information for this annual report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Department of Human Resources, the Office of Student Conduct, the Dean of Students Office, the Virginia Tech Women’s Center, and the Office of Residence Life. Statistics are also compiled from law enforcement agencies in jurisdictions that Virginia Tech owns, leases or controls property or those with jurisdiction on adjacent property. Information about crimes occurring on the Washington-Alexandria Campus was obtained from the Director of the Northern Capital Region and the Alexandria Police Department. Individuals who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Director of the Washington Alexandria Campus or the Alexandria Police Department.

Campus Overview
Since 1980, the Washington-Alexandria Architecture Center (WAAC) has served as an urban extension of the Virginia Tech School of Architecture and Virginia Tech School of Design. The WAAC offers a unique professional learning environment with an interdisciplinary, international, individual focus. The pedagogy emphasizes freedom and responsibility as partners in ethical design practice. Students have the freedom to choose their own studio and thesis projects and take on the responsibility to realize those projects. We inspire students to chart their own career paths and become the architects or urban designers they want to become.

The WAAC accepts students in the fourth, fifth, and graduate years of study. Select students from Virginia Tech’s Bachelor of Architecture program may study at the WAAC for up to one school year as an off-campus option. Students in the advanced professional studies Master of Architecture, urban design, and Ph.D. programs may complete their entire courses of study at the WAAC. Students in the comprehensive professional studies Master of Architecture program may attend the WAAC at thesis level after completing the first two years of the program in Blacksburg.

In addition to students and faculty from Virginia Tech, the WAAC also hosts study-away students from other universities. The WAAC is a member of the National Student Exchange, which opens up the consortium experience to students from all 50 states, Puerto Rico, and a selection of schools in Canada. The WAAC hosts additional students through individual agreements with international schools. These visiting students contribute to a diverse student body, bring varied perspectives and broadening the educational program for all at the WAAC. Study-away students, like their Virginia Tech counterparts, are graduates or upper-class undergraduates.

The WAAC allows students to address the complexities of urban areas using the greater Washington, D.C, metro area as a resource laboratory for design and research. All our facilities are located within the Old Town district of Alexandria, Virginia.

Access to Campus Buildings
Security and access control design standards have been developed for new and renovated buildings owned by the university. Academic and administrative buildings are open to the public during operating hours and are generally secured after operating hours and during extended breaks. Both 1001 Prince Street and 1021 Prince Street are secured at all times and are accessible either by a key or key fob.
Law Enforcement Services

Day to day law enforcement services to the Washington-Alexandria Campus are provided by the Alexandria Police Department. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Alexandria Police Department since the Alexandria Police Department investigates all crimes within their jurisdiction. The Alexandria Police Department does not notify Virginia Tech when students are involved in law violations nor do they submit student conduct referrals.

Missing Persons
If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Alexandria Police Department. Alexandria Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the Alexandria Police determine that the student is missing and has been missing for more than 24 hours, Alexandria Police will notify the student’s emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Alexandria Police can contact the Virginia Tech Police Department to notify the student’s parent or legal guardian immediately after the Virginia Tech Police Department has determined that the student has been missing for more than 24 hours. This notification will be made no later than 24 hours after the student is determined to be missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Virginia Tech in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact can do so through the Hokie Spa web site. This confidential contact information will be accessible to only authorized campus officials and law enforcement and it will not be disclosed outside of a missing person investigation.

Controlled Substances
The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face serious disciplinary action, which may include suspension and/or dismissal from the university upon the first offense. Violations of state law should be reported to the Alexandria Police Department who will take appropriate legal actions. For more comprehensive details, please refer to the University’s Policy for a Drug Free University at: http://www.policies.vt.edu/1020.pdf.

Pastoral and Professional Counselors
The Washington-Alexandria Center does not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

TimelyMD / TimelyCare
TimelyCare, the virtual health and well-being platform from TimelyMD, is the leading virtual health and well-being resource for institutions of higher education. TimelyCare serves as a 24/7 virtual extension of campus counseling center resources, with a goal of improving student well-being, engagement and retention. The association with TimelyCare for students began in August 2022 and for faculty and staff in October of 2022.

To learn more, contact Student Affairs at 540-231-6272 or send an email to studentaffairs@vt.edu.
Emergency Response and Preparedness

Emergency Notifications

Regional VT Alerts are available for the National Capital Region, including the Washington Alexandria Architecture Campus. Immediate/emergency notifications using VT Alerts to members of a satellite campus community will be provided when information is received, either from the designated individual at the satellite campus or from the law enforcement agency responsible for services where the campus is located. VT Alerts will normally be issued by the Virginia Tech Police Department. Emergency notifications may be issued locally, using other means by the Director of the Washington Alexandria Architecture Campus or the designee. These methods may include, but not limited to, direct communication to the campus community using email or website notices. Members of the satellite campus community are also encouraged to sign up for their localities emergency notification system, which are not affiliated with Virginia Tech, check with the police department in your area.

The Alexandria Police Department is primarily responsible for confirming that there is a significant emergency or dangerous situation at the Washington Alexandria Architecture Campus that could cause an immediate threat to the health and safety of the members of the campus community. The Director or designee can also be in a position to confirm an emergency in or surrounding the campus. The Office of University Relations, the Virginia Tech Police Department and/or Virginia Tech Emergency Management have access to the VT Alerts system which can send an alert to subscribers; notifying the campus community of threats that have occurred that may necessitate evacuation, shelter in place or other action on the part of students, employees, and campus visitors. The university will typically provide follow-up information to the campus community using the same systems that were used to send out the original alert or to direct the campus community to other informational channels.

Virginia Tech will immediately notify the campus community upon the confirmation, from the Alexandria Police Department or authorized staff member at the Washington Alexandria Architecture Center of a significant emergency involving an immediate threat to the health or safety of students or staff occurring at the Washington Alexandria Architecture Center. One of the listed departments above will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system based on information received, unless issuing a notification will, in the professional judgment of the public safety official, compromise efforts to assist, contain, respond to, or otherwise mitigate the emergency. First responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community at the Washington Alexandria Architecture Center will typically include the Alexandria Police Department, Virginia State Police, and the Alexandria Fire and EMS Department.

In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive communications system, VT Alerts, to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The VT Alerts system includes email notices; phone, cellular phone, text messages, and university website notices. Parents and members of the larger community are not eligible to sign up for immediate notification through VT Alerts, however, all Hokie family members, along with members of the community, are able to subscribe to receive real-time VT Phone Alerts to stay informed and are encouraged to do so. Parents and members of the larger community can check the University Website at www.vt.edu for updates during an emergency at the Washington Alexandria Architecture Center and can sign up for desk top alerts by following the direction at: http://www.alerts.vt.edu/desktop/alerts-desktop.html.
Students and employees have the option of signing up on VT Alerts to receive emergency messages related to the Washington Alexandria Architecture Center, at: [http://www.alerts.vt.edu](http://www.alerts.vt.edu). Annually, the Offices of University Relations and Human Resources provides communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: [http://www.policies.vt.edu/5615.pdf](http://www.policies.vt.edu/5615.pdf).

**Emergency Preparedness**

Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Virginia Tech Emergency Management webpage [http://www.emergency.vt.edu](http://www.emergency.vt.edu). Hokie family and community members are also encouraged to download the free [Hokie Ready mobile safety app](http://www.emergency.vt.edu). To download the app, search “Hokie Ready” in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at [http://www.emergency.vt.edu](http://www.emergency.vt.edu). Information related to evacuation procedures can be found at: [https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php](https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php).

**Reporting a Crime or Getting Emergency Assistance**

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Alexandria Police Department at 703-838-4444 or 911 for an emergency.

The Washington-Alexandria Campus does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women’s Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making timely warning reports and the annual statistical disclosure.

**Services and Prevention Information**

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The Virginia Tech Police Department investigates all sexual assaults reported to the Police Department. Detectives
are regularly on call and capable of responding immediately at any time. An on-call list is updated and maintained for call out situations in the communications center. Once reported to the Police, detectives respond, investigate and make applicable criminal charges based on evidence collection and survivor/witness statements. The Virginia Tech Police Department works closely with other area law enforcement personnel and other university departments to ensure that appropriate support services are made available and utilized when necessary. The survivor of a sexual assault may also choose to file a report with Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech Student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women’s awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. For men, Resisting Aggression with Defense (RAD) teaches self-defense and how to escape aggressive behavior.

The Police Department’s Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is accessible at all times regarding area services available for general counseling, visa and immigration assistance, medical attention, emergency housing or financial assistance. For crimes that occur in Washington Alexandria, the Virginia Tech Police Department will assist and refer the survivor to the Alexandria Police Department. Responsiveness to the needs of crime survivors is a department priority.

If Sexual Assault Happens to You

- Contact the police for assistance and information or to report the incident. The Alexandria Police Department should be contacted for incidents occurring at the center. The Virginia Tech Police Department will assist the survivor in contacting law enforcement agency if requested.
- Go to the INOVA Alexandria Hospital in Alexandria or the Mount Vernon Hospital. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling from the Rape Survivors Hotline, the Battered Women’s Shelter or a private counselor. All these services are free of charge (except private counseling) and CONFIDENTIAL. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.
• Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.

• If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women’s Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available. Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can’t if you don’t ask.

Medical Care
As mentioned above, survivors of very recent assaults should go to the emergency room of the Mount Vernon Hospital or INOVA Alexandria Hospital for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. INOVA Alexandria Hospital offers the services of Sexual Assault Nurse Examiners. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible.

Counseling Options
Students coping with a sexual assault have at least three counseling options that are free of charge. Two of those options are on-campus: The Women’s Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women’s Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. These agencies frequently collaborate to provide services to survivors of sexual assault and these services are CONFIDENTIAL. The Rape Survivors Hotline is available 24 hours a day by calling 703-683-7273. Many other options exist which have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivors.

Criminal
A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on campus, it falls under the jurisdiction of the Alexandria Police Department. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at the Mount Vernon Hospital or INOVA Fairfax Hospital for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A Commonwealth’s Attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.
Important Contacts / Phone Numbers

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women’s Center at Virginia Tech.

For further explanation or elaboration of the information in this section, or for other information, contact the agencies whose numbers are listed here.

Director of the Washington-Alexander Center 703-706-3030
Alexandria Police Department 911 (emergency)
703-838-4444
(non-emergency)
INOVA Alexandria Hospital 703-504-3066
Mount Vernon Hospital 703-664-7111
Rape Survivors Hotline 703-683-7273 (24hourhotline)
Department of Human Services 703-838-5030
The Women’s Center at Virginia Tech 540-231-7806
Thomas E. Cook Counseling Center 540-231-6557 (24/7)

Schiffert Health Services 540-231-6444 (8:00am-8:00pm) Mon-Sat)
Schiffert Health Services 540-231-6444 (10am-6pm) (Sun)
Virginia Tech Police Department 540-231-6411
(non-emergency)
Dean of Students 540-231-3787
Office of Student Conduct 540-231-3790
Office of Student Programs 540-231-6204
Student Legal Services 540-231-4720
Equity Manager Falls Church 540-231-7762
Title IX Coordinator 540-231-1824 (students)
Equity & Access 540-231-8771(employees)
Office of Emergency Management 540-231-2438
Cranwell International Center 540-231-6527

988 Suicide and Crisis Lifeline 988
Hokie Wellness

The Sexual Violence Prevention (SVP) Specialist with Hokie Wellness coordinates outreach and education efforts for students, faculty, and staff related to sexual and power-based violence, including sexual and relationship violence, stalking, and harassment. This position was created based upon recommendations from the End Sexual Violence Committee created by Virginia Tech president Tim Sands in 2019-2020. In this role, the SVP Specialist collaborates with campus stakeholders to develop and implement prevention campaigns to educate the community about sexual violence recognition and promote social norms around bystander prevention.

During the 2022 academic year, the SVP program has conducted prevention and bystander intervention programs for 2,975 students. These programs have focused on educating students and assisting them with recognizing elements of sexual abuse, as well as encouraging them to educate their peers about bystander prevention strategies. The SVP program also utilizes a stakeholder model which integrates student leaders into the training program to increase the effectiveness of peer participation in prevention.
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*No hate crimes were reported in 2020, 2021, or 2022.
*No unfounded crimes reported in 2020, 2021, or 2022.

Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

Note: Included in the Virginia Tech Washington Alexandria Center Crime Statistics Chart are the Crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that have been reported to a Campus Security Authority.
Overview
The Gallery Apartments in Alexandria, Virginia has 3 levels and includes 23 units that are connected by atrium space. The individual units contain an individual kitchen and bathroom. The building also provides common areas for the residents as well as laundry facilities. The property belongs to the Virginia Tech Foundation, and it includes an addition to the original building.

Gallery Apartments Fire Safety Equipment
The fire protection systems at the Gallery Apartments include Portable Fire Extinguishers, Dual Duty Smoke Detectors (smoke and carbon monoxide) and a Partial Sprinkler and Alarm System as follows:

- All common areas of the Gallery Apartments are equipped with portable fire extinguishers.
- The addition, which includes the atrium and 9 apartments as well as the common area, is protected by sprinklers and a fire alarm system. No central monitoring of these systems is provided.
- All apartments are equipped with dual duty smoke detectors that detect Smoke and Carbon Monoxide. These were updated in 2015.

All fire protection equipment is strictly maintained and tested in accordance with the Virginia Statewide Fire Prevention Code. The periodic maintenance and testing activities are conducted by contractors. In addition, a Fire and Life Safety inspection is conducted by the local Fire Official on a periodic basis. This inspection includes an audit of the fire protection equipment testing and maintenance activities and a fire code review of all apartment units and common areas. For more information, see Table 1.

Fire Safety Education, Training and Fire Drills
All current Gallery Apartment Residents have been provided information on the fire protection systems present in the subject building and evacuations procedures to be followed, and all future residents will be provided this information when their lease is initiated. Since the facility is classified as R-2 under the Virginia Uniform Statewide Building Code, but is not a university owned building, there are no requirements for conducting fire drills and no drills have been performed. Liz Akers, the Onsite Director, is the point-of-contact and a resident who lives on the property in one of the 23 units, she is available to assist residents with questions regarding emergency evacuations.
Specific Fire Prevention Related Policies and Programs
Based on the facility classification under the Virginia Uniform Statewide Building Code, no special policies other than a No Smoking policy have been implemented.

Fire Statistics
There were no fires or fire losses reported in the Gallery Apartments during Calendar Years 2020, 2021, or 2022. See Table 2.

Fire Reporting
If a fire has occurred, it should be reported to the local Police Department by calling 911 (emergency). It should also be reported to Debra Holcombe, Property Manager, Capitol Property Management at (703) 707-6404.

Responding to a Fire
If a fire emergency occurs, while you are in the building, notify occupants by knocking on their doors and shouting “fire” as you exit the building. Do not jeopardize your own safety to do this. Do not reenter the building until the fire department says it is safe to do so. If you are unable to leave your room, place towels under the door to prevent smoke from entering. Call 911 and give them your exact location and as much information as possible. Remain calm.

Plans for Future improvement
The Virginia Tech Foundation will continue to work with the local Authorities to enhance and improve the existing building fire protection system capabilities as required by applicable codes, standards and best business practices.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Onsite Fire Alarm Monitoring</th>
<th>Partial Sprinkler System (*)</th>
<th>Full Sprinkler System</th>
<th>Smoke/Carbon Monoxide Detection</th>
<th>Fire Extinguishing Devices</th>
<th>Evacuation Plans &amp; Signs</th>
<th>Number of Fire Drills each calendar year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallery Apartments 207 S. Patrick Street</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Not Required</td>
<td></td>
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</table>

* The addition, which includes the atrium and 9 apartments as well as the common area, is protected by sprinklers and fire alarm system. No central monitoring of these systems is provided.
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Date/Time</th>
<th>Location</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire (Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallery Apartments 207 S. Patrick Street</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</table>
Disclaimer: This map is for general information purposes only. No level of accuracy or completeness is expressed or implied.
IT SECURITY AND RISK UPDATE

Board of Visitors
Governance and Administration Committee
Compliance, Audit, and Risk Committee

RANDY MARCHANY
UNIVERSITY INFORMATION TECHNOLOGY SECURITY OFFICER

NOVEMBER 2023
VIRGINIA TECH BUSINESS PROCESS
IT SECURITY MODELS

Administrative
- Process that runs the university
- Security: CORPORATE

Academic / Instructional
- Process that supports teaching/learning
- Security: ISP*
  *Internet Service Provider

Research
- Process that supports VT Research
- Security: HYBRID

Challenge: create overall security architecture blending these 3 business process IT security requirements
Control Access: we have limited but free-flowing access points with additional protection around high-risk assets.

Pervasive Outbound Monitoring: We invest in monitoring and quick response to threats to protect users, data, and systems. We assume hostiles are inside already.

Active Response: rapid isolation of compromised machines, data

Recovery Measures: backups, cybersecurity insurance, data trackers

We have long followed what is now called the “zero-trust network” model. Each computer should be appropriately secured. We focus on protecting data, regardless of where they physically reside.
DATA NOTIFICATION REQUIREMENTS

- **FERPA**: ITSO - Notify US Dept of Education within 24 hours of actual or suspected breaches of student data

- **PII (Personally Identifiable Info)**: Legal - Notify VA Attorney General office within 72 hours of actual or suspected breach of SSN, CCN, Bank, DMV numbers

- **PCI (Credit Card)**: Bursar – Notify credit card companies within 24 hours of suspected or actual breach

- **Export Controlled**: OESRC – notify ASAP
Major Incidents

- 3rd party supply chain
- Local VT
DATA EXPOSURES: Nov 2022 – Sept 2023

- Civil & Environmental Engineering (CEE) – 363 records exposed. No Exfil
- Division of Student Affairs (DSA) - ~86,000 records exposed. Data Exfil.
- National Student Clearinghouse - ~51,500 records exposed
- Audience View (ticket mgt system) - ~20 student records exposed
- TIAA Kapsic, TIAA CREFF - ~3,125 records exposed
- VRS – unknown

- 3rd party security flaws are affecting VT data security
• 17 penetration tests of VT system done by IT Security Office Red Team
• Allows us to fix dangerous flaws before the attackers find them
• VT faculty, staff, students only eligible for bug bounty bonus payment
• On hold, bounty fund exhausted
• [https://bugbounty.iso.vt.edu](https://bugbounty.iso.vt.edu)

<table>
<thead>
<tr>
<th>Bug Reports Submitted 1/2023-9/2023</th>
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<tbody>
<tr>
<td>SEVERITY</td>
</tr>
<tr>
<td>Critical</td>
</tr>
<tr>
<td>High</td>
</tr>
<tr>
<td>Medium</td>
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</table>
IT Transformation - Cybersecurity

- **Project 6.1** - Enforce the Center for Internet Security (CIS) Implementation Group 2 (IG2)
- **Project 6.2** – Deploy 24x7 Security Operations Center (SOC)
- **Project 6.6** – Create procedure guides for Minimum Security Standards
6.1 ELEVATE TO CIS IG2 - INVENTORY

- Number of technology resources – 47,599 (as of 10/6/23)
- Number of organizational units – 128
6.1 INITIAL ASSESSMENT RESULTS
6.2 VT 24x7 SOC

- VT 24x7 Security Operations Center (SOC) operational since 3/1/23

- VT contracted with Indiana University’s OmniSOC service
- VT feeds 1.5TB of logs to OmniSOC daily

- 29 tickets opened by OmniSOC, none after hours

- Non-SOC tickets
  - 66 accounts compromised between 1/2023-9/2023, almost all via phishing
INCIDENT MITIGATIONS

- Intercept/block callbacks to known bad sites using Threat Intelligence
- Streamlined IT Risk Assessment process for departments
- [https://security.vt.edu/policies-and-compliance/it_risk_assessments/](https://security.vt.edu/policies-and-compliance/it_risk_assessments/)
- IT Transformation 6.1 – Elevate Minimum Security Controls to CIS IG2
- Increased security awareness, phishing awareness, skills campaigns
- [https://security.vt.edu/services/security_training/](https://security.vt.edu/services/security_training/)
- Policies, standards
  - VT IT Policies & Standards: [https://it.vt.edu/resources/policies.html](https://it.vt.edu/resources/policies.html)
- Emphasis on data analytics
6.3-6.4 ENDPOINT DETECTION & RESPONSE (EDR) METRICS

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Total assets with MDE (Sep 2023)</td>
<td>15,342</td>
</tr>
<tr>
<td>ISORA device count (May 2023)</td>
<td>21,634</td>
</tr>
<tr>
<td>% Endpoints covered (Sep 2023)</td>
<td>71%</td>
</tr>
<tr>
<td>Total Departments (Sep 2023)</td>
<td>36</td>
</tr>
</tbody>
</table>
The IT Security Office and the Office of Audit, Risk, and Compliance working together to assess risks and identify noncompliance.

The IT Security Office and distributed IT units working together to ensure risks are addressed.

We will continue to report our progress to the Board of Visitors.
TOP 3 CHALLENGES

▪ In-house, vendor, distributed computing risks
  • Risk of data exposure – internal, 3rd party
  • Vendor questionnaires allow risk assessment
  • Staff shortages to evaluate these issues

▪ User cybersecurity awareness
  • User training and awareness
  • Technical training for IT staff
  • Need to “see something, say something”

▪ Budget
  • Funding for cybersecurity initiatives
  • “Pay me now or pay me later”
Reference Slides

Background Information
RISK OVERVIEW
Attacker goals over the past 30 years fall into three basic categories:
- Data Theft and/or Disclosure
- Data Destruction
- Attacking other sites using organization’s assets

The university faces significant risk exposure in areas of IT security and operations from both internal and external threats. Increasing regulatory and compliance requirements require significant resources and expertise to manage and mitigate.

RISK EXAMPLES
- Cyber attacks originating from University assets
- Cyber attacks leading to deliberate exposure or loss of high or medium risk data
- Accidental exposure of high or medium risk data

Increased compliance and regulatory requirements and heightened regulatory scrutiny for data and IT systems
Loss of institutional reputation and trust

MITIGATION EXAMPLES
- IT Transformation Initiative 6
- Continuous network monitoring
- IT security reviews; vulnerability scans; internal penetration testing; digital forensic services
- Security awareness training
- Computing enclaves to ensure compliance
- Embedding IT security practices in University business processes
6.1 Elevate to CIS IG2 – Software Inventory

- In-house developed software apps
- Number of custom applications - 466
SHARED RESPONSIBILITY MODEL

Responsibility is bottom-up.

Enforcement is top-down.

All security is local.

- All VT policies for IT security apply to the individual regardless whether they’re faculty, staff, student, alumni, guest, etc.
- Individuals are responsible for all actions from their user IDs or devices they own or manage on behalf of the university
- Departments/colleges work with ITSO, OARC to ensure policy compliance
- Enforcement of IT security policies delegated to the VPIT/CIO; further delegated to the ITSO
AUDIT ISSUES & MITIGATIONS

ISSUES

• Not scanning for high risk data such as SSN, Driver’s License numbers, passport numbers, bank and debit account numbers on a regular basis
• Lack of consistent software patching
• Lack of high risk data encryption
• Inconsistent logging practices
• Unapproved software on endpoints
• Endpoint administrative privileges not restricted
• Staff shortages

MITIGATIONS

• MINIMUM security standards for endpoint, servers and applications
• Vulnerability scanning of high risk assets on a regular basis
• DoIT central endpoint management tools coming online
• Department action plans to address IT Transformation 6 (Cybersecurity)
• Training and awareness programs for general users and for users who need endpoint administrative privileges
• ITSO Risk Assessment team working with departments to complete their IT risk assessment
• Improving efficiency of software procurement security reviews
Future Agenda Items and Closing Remarks