BOARD OF VISITORS

MEETING

November 17-18, 2019

Virginia Polytechnic Institute and State University
Board of Visitors Meeting Schedule  
November 17-18, 2019

Sunday, November 17:  All activities during the day on Sunday are at The Inn.

9:15 – 10:00  Executive Committee (Valeiras, Harris, Hill, James, Long, Sanghani, Treacy) meets with the President in Closed Session, Huckleberry Room

10:00 – 10:30  Compliance, Audit, and Risk Committee meets in Closed Session, Duck Pond Room
10:30 – 11:50  Compliance, Audit, and Risk Committee meets in Open Session, Solitude Room

12:00 – 1:00  Brunch for all Board members with student leaders, Presidential Scholars, student veterans, fraternity/sorority councils, and Apex students. Latham Ballroom A
1:00 – 1:15  Group photo outside Latham Ballroom C

1:30 – 3:35  Information Session for the Full Board, Solitude Room
Presentations about the Apex Center for Entrepreneurs and the new Strategic Plan Dashboard, updates on enrollment and the Innovation Campus, and constituent reports

3:45 – 5:15  Buildings & Grounds Committee meets in Open Session, Solitude Room
(All Board members are encouraged to attend)

5:15 – 5:45  Buildings & Grounds and Finance & Resource Management Committees meet jointly in Open Session, Solitude Room

6:25 p.m.  Bus departs from the front of The Inn to The Grove for dinner (by invitation only)
Transportation will be provided back to The Inn after dinner.

Monday, November 18:  All meetings on Monday morning are at The Inn.
(If unaccompanied by spouse, check out of hotel room before lunch to avoid additional charges and facilitate departure after full Board meeting.)

8:00 a.m.  Finance & Resource Management Committee meets in Closed Session, Huckleberry Room

8:30 a.m.  Academic, Research, & Student Affairs Committee meets in Closed Session, Duck Pond Room

8:30 a.m.  Finance & Resource Management Committee meets in Open Session, Solitude Room

9:00 a.m.  Academic, Research, & Student Affairs Committee meets in Open Session, Duck Pond Room

9:30 a.m.  Governance & Administration Committee meets in Open Session, Smithfield Room

11:45 a.m.  BOV group and individuals’ photos, Holtzman Alumni Center Library

12:00 noon  Lunch for the Board at The Inn in Latham Ballroom A

1:00 p.m.  Bus departs promptly from the front of The Inn for Torgersen Hall

1:15 p.m.  Full Board Meeting in Torgersen Hall Board Room (2100)

4:00 p.m.  (time approximate) Meeting concludes/depart Blacksburg
## INDEX – Board of Visitors Meeting – November 17-18, 2019

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover</td>
<td>Cover, Index, Membership Listing, Committee Assignments</td>
<td></td>
</tr>
<tr>
<td>Tab A</td>
<td><strong>Information Session</strong> – Sunday, November 17, 2019</td>
<td></td>
</tr>
<tr>
<td>Tab B</td>
<td><strong>Open Session Agenda</strong> – Monday, November 18, 2019</td>
<td></td>
</tr>
<tr>
<td>Tab C</td>
<td><strong>Approval of Consent Agenda Open Items</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approval of Minutes from August 26, 2019 BOV Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approval of Minutes from November 17, 2019 Executive Committee Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Report of Information Session – Sunday, November 17, 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Academic, Research, and Student Affairs Committee General Report – Monday, November 18, 2019 Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Buildings and Grounds Committee General Report – Sunday, November 17, 2019 Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Compliance, Audit, and Risk Committee General Report – Sunday, November 17, 2019 Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Finance and Resource Management Committee General Report – Monday, November 18, 2019 Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Governance and Administration Committee General Report – Monday, November 18, 2019 Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• *Resolution for Approval of the Pratt Fund Program and Expenditures Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resolution to Discontinue Bachelor of Science Degree in Engineering Science and Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resolution on Appointment to the NRV Emergency Communications Regional Authority</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resolution on Appointment to the Virginia Tech/Montgomery Regional Airport Authority</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resolution on Appointments to the Blacksburg-VPI Sanitation Authority</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resolution on Appointment to the New River Valley Regional Water Authority</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resolution on Authority for Parking Regulations Procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resolution for Demolition of a Cattle Feed Shed and Equipment Storage Facility in the Shenandoah Valley AREC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resolution to Appoint University Commissioner to the Hotel Roanoke Conference Center Commission</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Report of Research and Development Disclosures (no action required)</td>
<td></td>
</tr>
<tr>
<td>Tab D</td>
<td><strong>Presentation of Emeritus Resolution</strong></td>
<td></td>
</tr>
<tr>
<td>Tab E</td>
<td><strong>Report of Academic, Research, and Student Affairs Committee</strong> - Agenda/Briefing Report</td>
<td></td>
</tr>
<tr>
<td>Tab F</td>
<td><strong>Report of Buildings and Grounds Committee</strong> - Agenda/Briefing Report</td>
<td></td>
</tr>
<tr>
<td>Tab G</td>
<td><strong>Buildings and Grounds Agenda Items for Board Approval</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• **Approval of Resolution for the Athletics Weight Room Renovation and Expansion</td>
<td></td>
</tr>
<tr>
<td>Tab H</td>
<td><strong>Report of Compliance, Audit, and Risk Committee</strong> – Agenda/Briefing Report</td>
<td></td>
</tr>
<tr>
<td>Tab I</td>
<td><strong>Report of the Finance and Resource Management Committee</strong> – Agenda/Briefing Report</td>
<td></td>
</tr>
<tr>
<td>Tab J</td>
<td><strong>Finance and Resource Management Agenda Items for Board Approval</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• **Approval of Resolution for the Athletics Weight Room Renovation and Expansion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resolution of Authorization for Commercial Paper Increase</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Review and Approval of the 2020-2026 Six-Year Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approval of Year-to-Date Financial Performance Report (July 1, 2019 - September 30, 2019)</td>
<td></td>
</tr>
<tr>
<td>Tab K</td>
<td><strong>Report of the Governance and Administration Committee</strong> – Agenda/Briefing Report</td>
<td></td>
</tr>
</tbody>
</table>
Tab L  **Open Session President’s Report and Items for Board Approval and Information**

Tab M  **Constituent Reports – (No action required)**
- Ms. Madelynn Todd, Undergraduate Student Representative to the Board
- Mr. Ryan King, Graduate Student Representative to the Board
- Dr. John Ferris, Faculty Representative to the Board
- Ms. Tamarah Smith, Staff Representative to the Board

Tab N  **Motion to Begin Closed Session**

Tab O  **Closed Session Agenda** – Monday, November 18, 2019

Tab P  **Closed Session Salary and Personnel Actions for Board Approval**
- Resolutions to Approve Appointments to Emeritus/a Status (18)
- Resolutions to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (10)
- Resolution to Approve Special Faculty Research Leave (1)
- *Resolution for Ratification of the Personnel Changes Report

Tab Q  **Closed Session President’s Report and Items for Board Approval and Information**

Tab R  **Closed Session Reports – (No action required)**
- Litigation Report
- Fundraising Report

Tab S  **Motion to Return to Open Session**

*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
Ms. Shelley B. Barlow
Ms. Greta J. Harris
Mr. Charles T. Hill
Ms. Anna L. James
Ms. Letitia A. Long, Vice-Rector
Ms. Sharon Brickhouse Martin
Dr. Melissa Nelson
Mr. L. Chris Petersen
Mr. Mehul P. Sanghani
Mr. Dennis H. Treacy
Mr. Horacio A. Valeiras, Rector
Mr. Jeff E. Veatch
Mr. Preston M. White

Undergraduate Student Representative: Ms. Madelynn Todd
Graduate Student Representative: Mr. Ryan King
Staff Senate Representative: Ms. Tamarah Smith
Faculty Senate Representative: Dr. John Ferris

ADMINISTRATIVE STAFF:

Dr. Timothy D. Sands: President
Dr. Cyril R. Clarke: Executive Vice President and Provost
Dr. Dwayne L. Pinkney: Senior Vice President and Chief Business Officer

Dr. Karen DePauw: Vice President and Dean for Graduate Education
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. Steven H. McKnight: Vice President for Strategic Alliances
Dr. Scott F. Midkiff: Vice President for Information Technology & Chief Information Officer
Mr. Ken Miller: Interim Vice President for Finance
Ms. Kim O’Rourke: Vice President for Policy and Governance & Secretary to the Board
Mr. Charles D. Phlegar: Vice President for Advancement
Dr. Menah Pratt-Clarke: Vice President for Strategic Affairs and Diversity
Dr. Frank Shushok: Interim Vice President for Student Affairs
Dr. Don Taylor: Interim Vice President for Research and Innovation
Dr. Lisa J. Wilkes: Vice President for Business Affairs
VACANT: Vice President for Campus Planning, Infrastructure, and Facilities

Ms. Kay K. Heidbreder: University Legal Counsel
Ms. Sharon M. Kurek: Executive Director of Audit, Risk, and Compliance
Mr. Christopher J. Yianilos: Executive Director of Government Relations
Academic, Research, and Student Affairs Committee
Greta Harris, Committee Chair
Sharon Brickhouse Martin
Chris Petersen

Buildings and Grounds Committee
C. T. Hill, Committee Chair
Shelley Barlow
Mehul Sanghani
Dennis Treacy
Jeff Veatch
Preston White

Compliance, Audit, and Risk Committee
Anna James, Committee Chair (also rep FRM)
Tish Long (rep FRM)
Sharon Brickhouse Martin (rep ARSA)
Dennis Treacy (rep B&G and G&A)

Finance and Resource Management Committee
Tish Long, Vice Rector, Committee Chair
Ed Baine
Anna James
Melissa Nelson

Governance and Administration Committee
Mehul Sanghani, Committee Chair
Dennis Treacy
Jeff Veatch

Executive Committee (6 members)
Horacio Valeiras, Rector
Greta Harris, Academic, Research, and Student Affairs Committee Chair
C. T. Hill, Buildings & Grounds Committee Chair
Anna James, Compliance, Audit, and Risk Committee Chair
Tish Long, Vice Rector, Finance and Resource Management Committee Chair
Mehul Sanghani, 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 - Dr. John Ferris
Staff Senate President – Ms. Tamarah Smith
Graduate Student Representative – Mr. Ryan King
Undergraduate Student Representative – Ms. Madelynn Todd
Virginia Tech Board of Visitors Meeting

Information Session

Sunday, November 17, 2019
1:30 – 3:35 p.m.

The Inn - Solitude Room
Virginia Tech Campus

Link | License | Launch/Apex Center for Entrepreneurs
- Dr. Brandy Salmon, Associate Vice President for Innovation and Partnerships
- Dr. Sean Collins, Director, Apex Center for Entrepreneurs

Innovation Campus Update
- Dr. Brandy Salmon, Associate Vice President for Innovation and Partnerships

Strategic Plan Dashboard
- Dr. Menah Pratt-Clarke, Vice President for Strategic Affairs and Diversity

Enrollment Management
- Dr. Luisa Havens-Gerardo, Vice Provost for Enrollment Management
- Dr. Frank Shushok, Interim Vice President of Student Affairs

Constituent Reports
- Ms. Madelynn Todd, Undergraduate Student Representative to the Board
- Mr. Ryan King, Graduate Student Representative to the Board
- Dr. John Ferris, Faculty Representative to the Board
- Ms. Tamarah Smith, Staff Representative to the Board

Principles of Community
- Mr. Horacio Valeiras, Rector of the Board of Visitors
MINUTES

August 26, 2019

The Board of Visitors of Virginia Polytechnic Institute and State University met on Monday, August 26, 2019, at 10:15 a.m. in the Falls Church East/West Room, Virginia Tech Research Center-Arlington, Arlington, Virginia.

Present
Mr. Edward H. Baine
Ms. Shelley Butler Barlow
Ms. Greta J. Harris
Mr. C. T. Hill
Ms. Anna L. James
Ms. Letitia A. Long (Vice Rector)
Ms. Sharon Brickhouse Martin
Dr. Melissa Byrne Nelson
Mr. L. Chris Petersen
Mr. Mehul P. Sanghani
Mr. Dennis H. Treacy
Mr. Horacio A. Valeiras (Rector)
Mr. Jeff Veatch
Mr. Preston M. White

Absent
Constituent Representatives:
Dr. John Ferris, Faculty Representative
Ms. Tamarah Smith, Staff Representative
Mr. Ryan King, Graduate Student Representative
Ms. Madelynn Todd, Undergraduate Student Representative

Also present were the following: President Timothy Sands, Ms. Kim O'Rourke (Secretary to the Board), Mr. Mac Babb, Ms. Callan Bartel, Mr. Robert Broyden, Ms. Lori Buchanan, Dr. Cyril Clarke, Mr. Al Cooper, Mr. John Cusimano, Dr. Karen DePauw, Dr. John Dooley, Mr. Corey Earles, Ms. Kari Evans, Dr. Jack Finney, Dr. Ron Fricker, Mr. Bryan Garey, Dr. Guru Ghosh, Dr. David Guerin, Ms. Dee Harris, Dr. Luisa Havens Gerardo, Ms. Kay Heidbreder, Mr. Tim Hodge, Dr. Rachel Holloway, Dr. Chris Kiwus, Ms. Sharon Kurek, Dr. Steve McKnight, Ms. Nancy Meacham, Ms. April Myers, Mr. Mark Owczarski, Dr. Patty Perillo, Mr. Charles Phlegar, Dr. Dwayne Pinkney, Dr. Ellen Plummer, Dr. Menah Pratt-Clarke, Mr. Dwight Shelton, Ms. Kayla Smith, Dr. Ken Smith, Dr. Robert Sumichrast, Dr. Don Taylor, Mr. Jon Clark Teglas, Ms. Tracy Vosburgh, Dr. Lisa Wilkes, and Dr. Sherwood Wilson.

* * * * *

There was no public comment period.
Rector Valeiras convened the meeting and welcomed everyone.

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

[*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 Valeiras asked for a motion to approve/accept the consent agenda open session items as listed. The motion was made by Ms. Harris, seconded by Ms. Long, and approved unanimously.

- Minutes of the Board of Visitors Meeting held June 3, 2019
- Minutes of the Executive Committee Meeting held June 3, 2019 - Attachment A
- Minutes of the Executive Committee Meeting held July 18, 2019 - Attachment B
- Atlantic Coast Conference (ACC) Governing Board Annual Certification - Attachment C
- Report of Board of Visitors Orientation/Retreat (8/24/19) - Attachment D
- Report of the Academic, Research, and Student Affairs Committee (8/25/19) - Attachment E
- Report of the Buildings and Grounds Committee (8/26/19) - Attachment F
- Report of the Compliance, Audit, and Risk Committee (8/25/19) - Attachment G
- Report of the Finance and Resource Management Committee (8/26/19) - Attachment H
- Report of the Governance and Administration Committee (8/26/19) - Attachment I

From the Academic, Research, and Student Affairs Committee Consent Agenda:

- Resolution to Ratify 2019-20 Faculty Handbook - Attachment J
• Resolution to Amend the Faculty Senate Constitution to Adopt the Parliamentary Rules Used by the University Council - Attachment K

• Resolution to Amend the Faculty Senate Constitution Regarding Term Limits - Attachment L

• Resolution to Amend the Faculty Senate Constitution Regarding Amendments to the Faculty Senate Constitution - Attachment M

• Resolution to Amend the Faculty Senate Constitution Regarding the Function of Faculty Senate as Faculty Voice - Attachment N

From the Buildings and Grounds Committee Consent Agenda:

• Resolution to Amend the Virginia Tech Guidelines for Projects under the Public-Private Education Facilities & Infrastructure Act (PPEA) of 2002 - Attachment O

• Resolution for Town of Blacksburg Water Line Easement - Attachment P

  That the resolution authorizing the Vice President for Operations, his successors and/or assigns, to execute an underground water line easement to the Town of Blacksburg to accommodate and facilitate the efficient distribution and reinforcement of a public water system to be installed on adjoining property in support of the Virginia Tech Corporate Research Center be approved.

• Resolution to Amend the NRV Regional Water Authority Water Agreement and Support Bond Financing by the Authority - Attachment Q

From the Finance and Resource Management Committee Consent Agenda:

• Resolution for Approval of Holden Hall 9(d) Debt Financing - Attachment R

  That the resolution authorizing the issuance of 9(d) bonds through the Virginia College Building Authority on behalf of the university for the Holden Hall Renovation Capital Outlay Project Number P18267 be approved.

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

• Report of Research and Development Disclosures - Attachment S

* * * * * * * * * *
REPORT OF THE ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

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

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REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

Rector Valeiras called on Mr. Hill for the report of the Buildings and Grounds Committee.

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REPORT OF THE COMPLIANCE, AUDIT, AND RISK COMMITTEE

Rector Valeiras called on Ms. James for the report of the Compliance, Audit, and Risk Committee.

Ms. James noted that the committee requested updates to the enterprise risk management (ERM) heat map at each meeting and that future discussion of specific ERM topics occur at corresponding board committee meetings.

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REPORT OF THE FINANCE AND RESOURCE MANAGEMENT COMMITTEE

Rector Valeiras called on Ms. Long 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. Long, seconded by Ms. Harris, and approved unanimously.

Resolution to Approve Management of Graduate Assistantships and Tuition Remission

That the Board of Visitors approve policy No. 6210: Management of Graduate Assistantships and Tuition Remission. (Copy filed with the permanent minutes and marked Attachment T.)

* * * * *
As part of the Finance and Resource Management Committee report, approval of the following resolution was moved by Ms. Long, seconded by Mr. Baine, and approved unanimously.

**Resolution to Approve the Year-to-Date Financial Performance Report**  
(July 1, 2018 – June 30, 2019)

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, 2018, through June 30, 2019, and the Capital Outlay Report be approved. (Copy filed with the permanent minutes and marked Attachment U.)

* * * * *

As part of the Finance and Resource Management Committee report by Ms. Long and with the endorsement of the Buildings and Grounds Committee, approval of the following resolution was moved by Ms. Long, seconded by Mr. Sanghani, and approved unanimously.

**Resolution to Approve a Capital Lease for the K-Mart and Ardmore Properties**

That the resolution authorizing Virginia Tech to enter into a capital lease for the K-Mart and Ardmore properties be approved. (Copy filed with the permanent minutes and marked Attachment V.)

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**REPORT OF THE GOVERNANCE AND ADMINISTRATION COMMITTEE**

Rector Valeiras called on Mr. Sanghani for the report of the Governance and Administration Committee.

As part of the Governance and Administration Committee report, approval of the following resolution was moved by Mr. Sanghani, seconded by Mr. Baine, and approved unanimously. The resolution was precipitated by the impending retirement of Vice President for Finance and Chief Financial Officer M. Dwight Shelton.

**Resolution on Contract and Governance Authority**

That the resolution on signature authority be approved, effective September 16, 2019. (Copy filed with the permanent minutes and marked Attachment W.)

* * * *
As part of the Governance and Administration Committee report, approval of the following resolution was moved by Mr. Sanghani, seconded by Ms. Harris, and approved unanimously. The resolution was precipitated by new legislation requiring boards of visitors to hold a public comment period prior to voting on any increase in undergraduate in-state tuition and mandatory fees.

**Resolution to Revise the By-Laws of the Virginia Tech Board of Visitors**

That the proposed revisions to the By-laws of the Virginia Tech Board of Visitors be approved, effective immediately. (Copy filed with the permanent minutes and marked Attachment X.)

Mr. Sanghani shared with the Board the guidelines that Virginia Tech will follow in implementing the new requirement for a public comment period. A subset of the Board will have a meeting to hear public comment in the weeks prior to voting on any increase in tuition and fees, not solely for increases in undergraduate in-state tuition and fees.

Mr. Sanghani also reminded the Board that going forward, the Governance and Administration Committee will meet twice a year—during the November and June Board meetings.

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**EXECUTIVE COMMITTEE**

The Executive Committee is empowered to act on behalf of the Board between regular Board meetings. Rector Valeiras announced that the Executive Committee met on July 18, 2019, and considered and approved one resolution.

Rector Valeiras asked for a motion by a member of the Executive Committee to ratify the action from the July 18, 2019, meeting. Approval of the following resolution was moved by Ms. Long, seconded by Ms. Harris, and approved unanimously.

**Resolution to Ratify Action Taken at the July 18, 2019, Executive Committee Meeting to Authorize the Funding Supplement for the Student-Athlete Performance Center Capital Project**

That the resolution ratifying the action taken by the Executive Committee of the Board of Visitors at a special meeting convened on July 18, 2019, to authorize the funding supplement for the Student-athlete Performance Center capital project be approved.

(Copy filed with the permanent minutes and marked Attachment Y.)
PRESIDENT'S REPORT

As part of the report by President Sands, approval of the following three resolutions as a group was moved by Ms. Harris, seconded by Ms. Long, and approved unanimously.

Resolution of Appreciation Honoring Mehmood Kazmi

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

* * * * *

Resolution of Appreciation Honoring Robert J. Mills, Jr.

That the resolution recognizing Robert J. Mills, Jr. for his service as a member of the Board of Visitors be approved. (Copy filed with the permanent minutes and marked Attachment AA.)

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Resolution of Appreciation Honoring Deborah Martin Petrine

That the resolution recognizing Deborah Martin Petrine for her service as a member and Rector of the Board of Visitors be approved. (Copy filed with the permanent minutes and marked Attachment BB.)

* * * * *

A copy of President Sands's remarks to the Board of Visitors is filed with the permanent minutes and marked Attachment CC.

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Constituent Reports (no action required)

Undergraduate Student Representative to the Board - Ms. Madelynn Todd
Graduate Student Representative to the Board - Mr. Ryan King
Faculty Representative to the Board - Dr. John Ferris
Staff Representative to the Board - Ms. Tamarah Smith

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

* * * * * * *
Motion to Begin Closed Session

Mr. Valeiras 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. The 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 siting of a research center;

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

4. Fundraising activities,

all pursuant to the following subparts of §2.2-3711 (A), Code of Virginia, as amended, .1, 3, .7, and .9. The motion was seconded by Mr. Treacy and passed unanimously.

* * * *

CLOSED SESSION REPORTS
(No Board action required)

1. Litigation report – Ms. Heidbreder
2. Fundraising report – no report

* * * *

Motion to Return to Open Session

Following the closed session, members of the media, students, and the public were invited to return to the meeting. Rector Valeiras 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 Mr. Treacy and passed unanimously.

* * * * * * * * * *

Upon motion by Ms. Harris and second by Ms. Long, approval was given to the following group of three resolutions as considered in closed session.

- Resolutions to Approve Emeritus/a Status (11) - Attachment EE
- Resolutions to Approve New Appointments of Endowed Chairs, Professorships, or Fellowships (15) - Attachment FF
- Resolution for Exclusion of Certain Officers/Directors - Attachment GG

(Copies of agenda items are filed with the permanent minutes and marked as noted above.)

* * * * *

Upon motion by Ms. Long and second by Ms. Harris, unanimous approval was given to the resolution for ratification of the Personnel Changes Report, as amended and considered in closed session. This item was reviewed by the Finance and Resource Management and the Academic, Research, and Student Affairs Committees. (Copy filed with the permanent minutes and marked Attachment HH.)

* * * * *

Upon motion by Mr. White and second by Ms. Long, unanimous approval was given to the resolutions to Name University Facilities (3) as considered in closed session. (Copies filed with the permanent minutes and marked Attachment II.)

* * * * * * * * *
Upon a motion by Ms. Long and second by Mr. Veatch, the meeting was adjourned at 12:55 p.m.

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The date of the next regular meeting is November 17-18, 2019, in Blacksburg, Virginia.

________________________
Horacio A. Valeiras, Rector

________________________
Kim O'Rourke, Secretary
Executive Committee
Minutes
of November 17, 2019
will be presented at
Monday’s meeting of the Board
Academic, Research, and Student Affairs
General Report
of November 18, 2019
will be presented at
Monday’s meeting of the Board
Buildings and Grounds
General Report
of November 17, 2019
will be presented at
Monday’s meeting of the Board
Compliance, Audit, and Risk
General Report
of November 17, 2019
will be presented at
Monday’s meeting of the Board
Finance and Resource Management
General Report
of November 18, 2019
will be presented at
Monday’s meeting of the Board
Governance and Administration

General Report

of November 18, 2019

will be presented at

Monday’s meeting of the Board
In 1975, the university received a significant bequest from the estate of Mr. John Lee Pratt of Stafford County, following his death on December 20, 1975. The bequest was divided equally into two distinct parts, one to support Animal Nutrition and one to support the College of Engineering. According to the will, the bequest for Animal Nutrition was to be used to promote the study of animal nutrition by supplementing salaries, providing equipment and materials to be used for experiments in feeding and in the preparation of feeds for livestock and poultry, and publishing and disseminating the research results of the studies. The will provided that the bequest for the College of Engineering should be used to support research and scholarships.

Distributions of the Pratt Estate were received in several installments: $9,561,819 in 1975, $1,330,000 in 1977, $47,000 in 1979, and $30,164 in 1981, for a total of $10,968,983. The Pratt funds were established as a quasi-endowment by the Board of Visitors in the 1970s and reaffirmed by the Board on June 4, 2018. This decision has been very beneficial: over the years, the Pratt Quasi-Endowment has grown to $46.15 million, as of June 30, 2019. The following paragraphs summarize some of the major accomplishments of the College of Engineering and the Animal Nutrition Programs that are directly tied to the funding provided by the Pratt Estate.

When the Pratt Quasi-Endowment was originally established, the College of Engineering was in the early stages of becoming established as a nationally recognized leader in engineering education. The Pratt Quasi-Endowment has played a significant role over the years in allowing the college to enhance its pool of students and to offer additional international study opportunities to students and faculty.

The expenditure of income funds from the Pratt Quasi-Endowment provides an unusual opportunity to support an animal nutrition program of high quality. Use of these endowment earnings has concentrated on enhancing research and educational opportunities beyond what departments could do with state and federal funding. The main funding strategy remains with strong support for Ph.D. training, direct research support, scientific equipment, and visiting professors that stimulate and inspire the faculty and students engaged in nutrition research.

**RECOMMENDATION:**

That the 2018-19 Pratt Funds Activity Statements for Animal Nutrition and the College of Engineering be approved.

November 18, 2019
## PRATT FUNDS ACTIVITY STATEMENT
For the Year Ended June 30, 2019

### ENGINEERING

### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, July 1, 2018</td>
<td>$66,329</td>
</tr>
<tr>
<td>Endowment Income for 2018-19</td>
<td>$999,333</td>
</tr>
</tbody>
</table>

Total Available $1,065,662

### Expenditures*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Scholarships</td>
<td>$527,000</td>
</tr>
<tr>
<td>Undergraduate International Scholarships</td>
<td>60,000</td>
</tr>
<tr>
<td>Graduate International Scholarships</td>
<td>30,000</td>
</tr>
<tr>
<td>Graduate Research Scholarships</td>
<td>96,751</td>
</tr>
<tr>
<td>Graduate Research Fellowships</td>
<td>136,649</td>
</tr>
<tr>
<td>Graduate Research Tuition Scholarships</td>
<td>23,859</td>
</tr>
<tr>
<td>Graduate Recruitment for Research Programs</td>
<td>123,000</td>
</tr>
</tbody>
</table>

Total Expenditures $997,259

Balance at June 30, 2019 to be carried to 2019-20 $68,403

*See Attachment A for Engineering programs supported by Pratt funds.
PRATT FUNDS ACTIVITY STATEMENT
For the Year Ended June 30, 2019
ANIMAL NUTRITION

Income

Balance, July 1, 2018 $266,310
Endowment Income for 2018-19 969,834

Total Available $1,236,144

Expenditures*

Graduate Student Scholars $554,167
Nutrition Program Support Personnel 145,901
Undergraduate Scholarships & Research 135,732
Scientific Equipment & Supplies 59,788
Visiting Scholars & Seminars 29,500

Total Expenditures $925,088

Balance at June 30, 2019 to be carried to 2019-20 $311,056

*See Attachment B for Animal Nutrition Programs supported by Pratt funds.
PRATT FUNDS: College of Engineering

The Pratt Quasi-Endowment enriches the College of Engineering in many ways, adding to Virginia Tech’s reputation. In fiscal year 2018-2019, Pratt funds supported the following engineering programs: undergraduate scholarships, undergraduate and graduate international scholarships, graduate research assistantships, graduate fellowships and graduate tuition scholarships, and graduate recruitment for the college’s research programs.

**Undergraduate Scholarships**

**Spent: $527,000**

Pratt funds allow the college to offer Dean’s Scholar scholarships to entering freshmen. These scholarships provide a four-year, $5,000 per academic year continuing commitment to each recipient, provided at least a 3.5 grade point average is maintained. In fiscal year 2018-2019, Pratt funds provided $5,000 scholarships to 52 students. An additional 211 students received scholarships ranging from $500 to $3,000 per month.

**Undergraduate International Scholarships**

**Spent: $60,000**

Pratt funds provided scholarships to 68 undergraduate students participating in international experiences during the 2018-19 academic year. Travel scholarships were provided to students to travel to countries in Europe, South America, and Africa; and Australia, New Zealand, China, and India for conducting research and participating in conferences. Examples of activities include participation in the Rising Sophomore Abroad Program, World Soils Congress, senior design projects, research, service learning experiences, cultural exchange programs, and study abroad programs in various countries.

**Graduate International Scholarships**

**Spent: $30,000**

Pratt funds supported 19 graduate students undertaking a variety of international experiences. Examples of the international experiences include participation in dual degree programs, conferences, research, and study abroad programs.

**Graduate Research Scholarships**

**Spent: $96,751**

The college used Pratt funding to support graduate research assistants in the Institute for Critical Technology and Applied Science’s (ICTAS) Doctoral Scholars Program. This program is a multi-disciplinary research effort coordinated by ICTAS, with significant contributions from participating departments, colleges, and the Graduate School. Students receive a graduate research scholarship of $32,000 per year for a maximum of four years. The program supported 11 students in fiscal year 2018-19.
Graduate Fellowships and Graduate Tuition Scholarships  

Spent: $160,508

Graduate Research Fellowships
Each engineering department receives a portion of Pratt funds to use for graduate fellowships. In fiscal year 2018-19, 53 students received Pratt Fellowships ranging from $60/month to $1,085/month. These fellowships supplement existing assistantships, allowing the college to offer competitive compensation packages to graduate students being recruited by other top engineering colleges.

Spent: $136,649

Graduate Research Tuition Scholarships
Engineering departments have the option of using Pratt Fellowship funding for tuition remission scholarships for graduate students. In fiscal year 2018-19, departments provided partial or complete tuition for five graduate students from Pratt funds.

Spent: $23,859

Graduate Recruitment for Research Programs  

Spent: $123,000

The college’s departments readily acknowledge that the use of Pratt funds to support visiting prospective graduate students substantially increases our enrollment of top-quality graduate students and is critical to the college’s research programs. In fiscal year 2018-19, this funding supported the travel expenditures for over 165 prospective graduate students.
PRATT FUNDS: Animal Nutrition

The John Lee Pratt Quasi-Endowment has been instrumental in enhancing the quality of the university’s animal nutrition programs at Virginia Tech. The Pratt Quasi-Endowment objective as specified in John Lee Pratt’s bequest is to “promote the study of animal nutrition, provide equipment and materials for feeding experiments and the preparation of livestock and poultry feeds, and to publish and disseminate the practical results from this research.” In an effort to better meet the original goals of the quasi-endowment in enhancing Animal Nutrition programs and attract high quality graduate scholars, the College of Agriculture and Life Sciences Pratt Quasi-Endowment Executive Council modified the process of awarding the Pratt funds in 2011. The process seeks proposals that enhance faculty programs in Animal Nutrition by aiding in the establishment of new interdisciplinary and externally-funded research, augmenting established funded research, or bridging gaps in projects between periods of extramural funding. Graduate student and visiting scholar support is a major component of these projects. In 2019 the college funded 17 active projects. The programs of 14 faculty members located in four different departments are supported through these 17 projects. A total of 15 graduate students are funded by these projects.

Direct support of stipends and operations and enhancement of graduate programs through equipment purchases and visiting scientists are the primary expenditures. The total net expenditure for fiscal year 2019 was $925,088 for the continuing program. The main categories of expenditures were as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Scholars (Ph.D. &amp; M.S.)</td>
<td>59.9%</td>
</tr>
<tr>
<td>Nutrition Program Support Personnel</td>
<td>15.8%</td>
</tr>
<tr>
<td>Undergraduate Program Scholarships &amp; Research</td>
<td>14.7%</td>
</tr>
<tr>
<td>Scientific Equipment and Supplies</td>
<td>6.4%</td>
</tr>
<tr>
<td>Visiting Scholars and Seminars</td>
<td>3.2%</td>
</tr>
</tbody>
</table>

**Graduate Student Scholars**  
Spent: $554,167

The Pratt program has now matured and currently 15 scholars are enrolled in the program. These students are from several states and countries and are selected based on excellence in their academic and research accomplishments. They receive a Ph.D. or M.S. stipend plus payment of all required tuition and fees. Additionally, each M.S. or Ph.D. candidate receives $2,500, to be used for operational expenses of their research programs.

**Nutritional Program Support Personnel**  
Spent: $145,901

Research technicians in the field of animal nutrition are a key component of Pratt funding. The Pratt funds provide partial support of three technicians in animal and dairy
sciences. These technicians are essential in assisting with the necessary sample preparation and data collection for research performed by the scientists engaged in animal nutrition projects in proteomics, ruminant nutrition, and nutrient management.

**Undergraduate Program Scholarships and Research**

Spent: $135,732

Over 50 outstanding freshmen students were awarded $1,000 merit scholarships, each, upon entering departments which offer programs in animal nutrition. In addition, 10 Pratt Senior Animal Nutrition Research Scholars received scholarships ($1,500 each) and research support ($1,000 each). This exciting program allows outstanding seniors to participate in undergraduate research programs working directly with a faculty researcher. They report their research results at a symposium each spring. Many of these students pursue graduate programs in animal nutrition.

**Scientific Equipment and Supplies**

Spent: $59,788

Expenditures for equipment and research space renovations continued to emphasize the needs of programs focusing on animal nutrition at various units at the university. The small equipment (<$10,000) needs were implemented based on the desire of the faculty to achieve the goals of the proposed projects. A request for proposals for large equipment was not issued this fiscal year due to uncertainty about how many new scholars would be recruited through the latest round of Pratt proposals.

**Visiting Scholars and Seminars**

Spent: $29,500

An important stimulus for research programs in animal nutrition is the presence of visiting scientists in seminars, in the classroom, and in the laboratory. A nutrition seminar is regularly supported by Pratt funds to bring in outstanding speakers from other institutions and industry. Other scientists visit for periods of time ranging from a few days to several months. Visitors supported by Pratt funds present seminars for the university community and interact with animal nutrition faculty and students in formal and informal instructional settings including laboratories. Visiting scientists/scholars expenditures are higher than the amounts used in recent years due to the new process of funding proposals as some of these proposals include visiting scientists as a part of their research plan.

**Research Publications**

The program still allows for paying the publication costs of research journal articles resulting from student dissertations. Very few faculty members, however, request the payment of their publication costs from Pratt funds, mainly because either they include the publication costs in their external grants or many journals have discontinued their charging policy for publication of research articles. The Pratt funded faculty, are however, very productive and have published over 120 publications on animal nutrition over the past five years.
Summary

The Pratt funds continue to have significant impacts on the Virginia Tech programs in animal nutrition. The process of awarding the Pratt funds to faculty, including the peer review process established for selection of proposals based on their scientific merits and potential to enhance animal nutrition programs, has greatly enhanced the quality of the programs and is enabling the faculty to become more competitive for external funding at the national level.

This year’s carryover is targeted to fund much-needed animal nutrition equipment in the first half of FY2020.
RESOLUTION TO DISCONTINUE BACHELOR OF SCIENCE DEGREE IN ENGINEERING SCIENCE AND MECHANICS

WHEREAS, the bachelor of science in engineering mechanics was established in 1958, then was renamed the bachelor of science in engineering science and mechanics in 1972; and

WHEREAS, the degree has graduated 204 students over the past five years, with enrollments declining 23% from 2013 to 2018, while the College of Engineering enrollment rose 12% for the same time period; and

WHEREAS, the university is committed to growth in undergraduate student enrollments and the College of Engineering seeks to support this growth through increases in its undergraduate student enrollment across all degree programs; and

WHEREAS, the Department of Biomedical Engineering and Mechanics (BEAM) will be offering a bachelor of science in biomedical engineering available to those students interested in the biomechanics option area within the bachelor of science degree in engineering science and mechanics; and

WHEREAS, there are significant technical and intellectual similarities between the biomedical engineering, mechanical engineering, aerospace engineering and engineering science and mechanics disciplines; and

WHEREAS, engineering graduates are entering a workplace that continues to evolve, creating new opportunities that reflect our changing world; and

WHEREAS, there exists a large and increasing enrollment in other disciplines such as mechanical and aerospace engineering in similar and related research areas; and

WHEREAS, a teach-out plan has been developed to ensure students currently enrolled in the bachelor of science may complete and be awarded the bachelor of science in engineering science and mechanics; and

WHEREAS, current students in the bachelor of science in engineering science and mechanics have been informed that the degree will be discontinued and they have until August 2023 to complete the degree requirements; and

WHEREAS, current students who plan to graduate in fall 2023, or after, will have the option of transitioning to mechanical, aerospace, biomedical, or any of the College of Engineering’s 14 undergraduate degree programs; now

NOW, THEREFORE, BE IT RESOLVED, that the bachelor of science in engineering science and mechanics be discontinued, effective Summer II 2023.

RECOMMENDATION:

That the Board of Visitors approve the resolution to discontinue the bachelor of science degree in engineering science and mechanics.

November 18, 2019
RESOLUTION ON APPOINTMENT TO THE  
NEW RIVER VALLEY EMERGENCY COMMUNICATIONS REGIONAL AUTHORITY

WHEREAS, the New River Valley Emergency Communications Regional Authority (the Authority) consists of five members who are responsible for the management and operation of the Authority – 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, the Board of Visitors approved the appointment of Sherwood G. Wilson, the Vice President for Operations, as the university’s representative to the Authority on June 3, 2019 to serve for a four-year term expiring August 31, 2023; and

WHEREAS, the Vice President for Operations position has been eliminated; and

WHEREAS, Virginia Tech desires to appoint Kevin L. Foust, Associate Vice President for Safety and Security, as the university’s representative to complete the current appointment term;

NOW, THEREFORE, BE IT RESOLVED, that Kevin L. Foust, Associate Vice President for Safety and Security, be appointed as the university’s representative and member on the New River Valley Emergency Communications Regional Authority to complete the current four-year term expiring August 31, 2023.

RECOMMENDATION:

That the resolution recommending that Kevin L. Foust, Associate Vice President for Safety and Security, be appointed as the university’s representative to the New River Valley Emergency Communications Regional Authority Board of Directors be approved.

November 18, 2019
WHEREAS, the Virginia Tech/Montgomery Regional Airport Authority consists of five members who are responsible for the management and operation of the Authority – each of the political subdivisions have the right to appoint one member, and one at-large member is appointed jointly by jointly by the Virginia Tech Board of Visitors, the Blacksburg and Christiansburg Town Councils, and the Montgomery County Board of Supervisors; and

WHEREAS, the Board of Visitors approved the appointment of Sherwood G. Wilson, the Vice President for Operations, as the university’s representative to the Authority on June 3, 2019 to serve for a four-year term expiring August 31, 2023; and

WHEREAS, the Vice President for Operations position has been eliminated; and

WHEREAS, Virginia Tech desires to appoint Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, as the university’s representative to complete the current appointment term;

NOW, THEREFORE, BE IT RESOLVED that Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, be appointed as the university’s representative to the Virginia Tech/Montgomery Regional Airport Authority to complete the current four-year term expiring August 31, 2023.

RECOMMENDATION:

That the above resolution appointing Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, as the university’s representative to the Virginia Tech/Montgomery Regional Airport Authority be approved.

November 18, 2019
RESOLUTION ON APPOINTMENTS 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- 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, Raymond D. Smoot, Jr. currently serves as a joint representative for a term expiring on January 1, 2020; and the town council and Virginia Tech desire to reappoint Raymond D. Smoot Jr. as a joint representative for a term expiring January 1, 2024; and

WHEREAS, Ron F. Rordam currently serves as a joint representative for a term expiring on January 1, 2020; and the town council and Virginia Tech desire to reappoint Ron F. Rordam for a term expiring January 1, 2024; and

WHEREAS, Sherwood G. Wilson, Vice President for Operations currently serves as the university’s representative to the Authority for a term expiring January 1, 2020; and

WHEREAS, Virginia Tech desires to appoint Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer as the university’s representative, effective immediately for a term expiring January 1, 2024;

NOW, THEREFORE, BE IT RESOLVED, that Raymond D. Smoot, Jr. be named as a joint representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority for a term expiring January 1, 2024;

BE IT FURTHER RESOLVED, that Ron F. Rordam be named as a joint representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority for a term expiring January 1, 2024; and

BE IT FURTHER RESOLVED, that Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer be appointed as the university’s representative to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority, effective immediately, for a four-year term expiring January 1, 2024.

RECOMMENDATION:

That the above resolution recommending that Raymond D. Smoot, Jr. and Ron F. Rordam, be reappointed as joint representatives and Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, be appointed as the university’s representative to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors be approved.

November 18, 2019
RESOLUTION ON 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 – 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, one director is appointed by each of the political subdivisions, and the other member is appointed jointly by the political subdivisions; and

WHEREAS, the Board of Visitors approved the appointment of Sherwood G. Wilson, the Vice President for Operations, as the university’s representative to the Authority on June 6, 2016 to serve for a four-year term expiring June 30, 2020; and

WHEREAS, the Vice President for Operations position has been eliminated; and

WHEREAS, Virginia Tech desires to appoint Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, effective December 1, 2019, as the university’s representative to complete the current appointment term;

NOW, THEREFORE, BE IT RESOLVED, that Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer be appointed as the university’s representative to the New River Valley Regional Water Authority, effective December 1, 2019, to complete the current four-year term expiring June 30, 2020.

RECOMMENDATION:

That the above resolution appointing Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, as the university’s representative to the New River Valley Regional Water Authority, effective December 1, 2019, be adopted.

November 18, 2019
RESOLUTION ON AUTHORITY FOR
CAMPUS PARKING REGULATIONS PROCEDURES

The Board of Visitors is charged with providing parking and traffic rules and regulations on property owned by the university, in accordance with the Code of Virginia. Further, by state law, the Board of Visitors is charged with the care, preservation, and improvement of university property.

Parking regulations apply to employees, students, contractors, vendors, businesses, visitors, and all other persons who use university owned and leased parking facilities and spaces. Parking and Traffic procedures that support the regulation are administered by Virginia Tech Parking Services and the Virginia Tech Police Department. These procedures are available on the website of Virginia Tech Parking Services and limited numbers of hardcopies are available upon request.

The Vice President for Administrative Services or designee was authorized by the Board of Visitors in November 2012 to approve these procedures in support of the regulation. The university desires to authorize the Senior Vice President and Chief Business Officer or designee to approve changes to these procedures.
RESOLUTION ON AUTHORITY FOR
CAMPUS PARKING REGULATIONS PROCEDURES

WHEREAS, by state law, §23.1-1301, Code of Virginia, the Virginia Polytechnic Institute and State University Board of Visitors is charged with providing parking and traffic regulations on property owned, leased, maintained or controlled by the university; and

WHEREAS, by state law, §23.1-2603, Code of Virginia, as amended, the Virginia Polytechnic Institute and State University Board of Visitors is charged with the care, preservation, and improvement of university property; and

WHEREAS, the university has developed parking and traffic regulations applicable to employees, students, contractors, vendors, businesses, visitors, and all other persons who use university owned and leased parking facilities and spaces; and

WHEREAS, the university has developed and periodically revises the Parking and Traffic procedures (“Parking and Traffic Operational Manual”) in support of the regulations; and

WHEREAS, Virginia Tech Police Department and Virginia Tech Parking Services administer the Parking and Traffic Procedures; and

WHEREAS, the Parking and Traffic procedures have previously been approved by the Vice President for Administrative Services or designee in accordance with the November 5, 2012 Board of Visitors Resolution adopting the regulations; and

WHEREAS, the university recommends that the Parking and Traffic Procedures be approved annually by the Senior Vice President and Chief Business Officer or designee; and

WHEREAS, the Parking and Traffic procedures will be made available on the website of Virginia Tech Parking Services and provided to the Virginia Registrar of Regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors of Virginia Polytechnic Institute and State University authorizes the Senior Vice President and Chief Business Officer or designee to approve changes to the operating procedures in support of the regulations.

RECOMMENDATION:

That the resolution authorizing the Senior Vice President and Chief Business Officer or designee to approve changes to the Parking and Traffic operating procedures be adopted.

November 18, 2019
RESOLUTION ON DEMOLITION OF A CATTLE FEED SHED AND EQUIPMENT STORAGE FACILITY AT THE SHENANDOAH VALLEY AREC – UNIVERSITY BUILDING NO. 0857

The university requests approval to demolish building number 0857. This facility is a 4,320 gross square foot metal and wooden structure. It is located at Virginia Tech’s Shenandoah Valley Agricultural Research and Extension Center in Steele’s Tavern, Virginia.

Construct in 1966, the building is used as a cattle feed shed and farm equipment storage facility. Although the building currently remains in use, it has fallen into disrepair and could be considered unsafe. Numerous repairs have been made to the facility over time, but the life of the building has been realized.

The university seeks to demolish the structure to prevent safety concerns and to rebuild a structure of similar size and construction. The university will also obtain approval from the Art and Architecture Review Board and the Department of Historic Resources prior to the demolition of this structure.
RESOLUTION ON DEMOLITION OF A CATTLE FEED SHED AND EQUIPMENT STORAGE FACILITY AT THE SHENANDOAH VALLEY AREC – UNIVERSITY BUILDING NO. 0857

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has the authority to approve the disposition of any building; and

WHEREAS, the Building No. 0857, is in disrepair as a metal and wooden structure; and

WHEREAS, the university will obtain the approvals of the Art and Architecture Review Board and the Department of Historic Resources for the demolition of this building prior to demolition;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors approve the demolition of Building No. 0857, located at the Shenandoah Valley Agricultural Research and Extension Center in Steele’s Tavern, in accordance with the applicable statutes of the Code of Virginia (1950), as amended.

RECOMMENDATION:

That the above resolution authorizing the demolition of Building No. 0857 be approved.

November 18, 2019.
RESOLUTION TO APPOINT UNIVERSITY COMMISSIONER TO THE HOTEL ROANOKE CONFERENCE CENTER COMMISSION

WHEREAS, the Virginia General Assembly approved legislation known as the “Hotel Roanoke Conference Center Commission Act” to provide for the establishment of a conference center commission; and,

WHEREAS, the Act provides for the appointment of three commissioners each from the City of Roanoke and from Virginia Polytechnic Institute and State University; and,

WHEREAS, the Act provides that the commissioner appointments be staggered; and,

WHEREAS, the terms of the appointments shall be four years, and shall end on June 30 of the respective year; and,

WHEREAS, pursuant to the Act, the Board of Visitors of Virginia Polytechnic Institute and State University confirms or appoints the following as commissioner:

- Senior Vice President and Chief Business Officer, Virginia Tech   November 18, 2019

NOW, THEREFORE, BE IT RESOLVED that the appointment of the Senior Vice President and Chief Business Officer of Virginia Tech shall continue effective with the approval of this resolution.

RECOMMENDATION:

That the above resolution of the appointment of the Senior Vice President and Chief Business Officer of Virginia Tech as the university’s representative on the Hotel Roanoke Conference Center Commission be approved.

November 18, 2019
Date: 11/01/2019

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 four contracts entered into at the time of this report (from 7/19/2019-10/31/2019) 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</th>
<th>#2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open contract number</td>
<td>PYQZW5V5</td>
<td>PLMN6VHS</td>
</tr>
<tr>
<td>Names of parties</td>
<td>Virginia Tech and the Institute of Museum &amp; Library Services</td>
<td>Virginia Tech and Sentek Instruments, LLC</td>
</tr>
<tr>
<td>Date contract executed</td>
<td>6/27/19</td>
<td>10/1/19</td>
</tr>
<tr>
<td>Contract term</td>
<td>8/1/19-7/31/2022</td>
<td>10/1/19-9/30/2020</td>
</tr>
<tr>
<td>Subject of contract</td>
<td>“Opening Books and the National Corpus of Graduate Research”</td>
<td>“Fully Distributed Acoustic and Magnetic Field Monitoring of on a Single Fiber Line for Optimized Production of Unconventional Resource Plays”</td>
</tr>
<tr>
<td>Nature of COI</td>
<td>Virginia Tech University Libraries, in collaboration with the VT Department of Computer Science and Old Dominion University Department of Computer Science, received an award to bring computational access to book-length documents (e.g.) with Electronic Theses and Dissertations. Edward Fox, Ph.D., who is serving as the Co-Principal Investigator on this</td>
<td>Gary Pickrell, Ph.D. from the Department of Materials Science &amp; Engineering has received an award from the Department of Energy. The project includes a subaward to Sentek Instruments, LLC. Dr. Anbo Wang from the Department of Electrical and Computer Engineering department has</td>
</tr>
</tbody>
</table>
project, has developed intellectual property regarding the summation of legal documents. Dr. Fox is the Chief Technology Officer of and has an equity position in Mayfair Group, LLC, whose work is focused on summation of legal documents. The project could result in improvements to the IP. Mayfair is seeking to license the IP; therefore, IP owned by a faculty-owned business is being used or potentially improved by the research.

Independent financial, research, and student oversight were appointed and a co-advisor was appointed for the graduate student involved.

The exception was approved by President Sands on 8/6/2019.

<table>
<thead>
<tr>
<th>Institution employee responsible for administering contract</th>
<th>Trudy Riley, contract administration signatory</th>
<th>Trudy Riley, contract administration signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, VT Office of Sponsored Programs</td>
<td>Director, VT Office of Sponsored Programs</td>
<td></td>
</tr>
</tbody>
</table>

The institution's commitment of resources or finances for the contract

N/A

N/A

Details of how revenues are to be dispersed

N/A (no revenues will be generated)

N/A (no revenues will be generated)
<table>
<thead>
<tr>
<th>Contract</th>
<th>#3</th>
<th>#4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open contract number</td>
<td>PV4U2ZEK</td>
<td>PGCQNDFB</td>
</tr>
<tr>
<td>Names of parties</td>
<td>Virginia Tech and the Alliance for Phytobiomes Research, Inc.</td>
<td>Virginia Tech and Angiodynamics, Inc.</td>
</tr>
<tr>
<td>Date contract executed</td>
<td>7/16/19</td>
<td>10/7/19</td>
</tr>
<tr>
<td>Contract term</td>
<td>8/1/19-8/1/2020</td>
<td>9/1/19-3/31/2021</td>
</tr>
<tr>
<td>Subject of contract</td>
<td>“Genome-based circumscription and phenotypic characterization of regulated organisms with a focus on the select agent Ralstonia solanacearum”</td>
<td>“Task order #17: defining the electrical properties and biological impact of tumor ablation modalities for use in the prostate to maximize therapeutic impact”</td>
</tr>
<tr>
<td>Nature of COI</td>
<td>Virginia Tech received an award from the International Alliance for Phytobiomes Research, Inc. The lead investigators are Boris Vinatzer, Ph.D. and Lenwood Heath, Ph.D., who are co-founders of the company This Genomic Life, Inc., which was founded to develop a technology that will be used in the above research project at VT. The company owns the trademark for the product used in this project and improvements could lead to further attempts of commercialization through the company. Independent research, financial and student oversight were appointed. The exceptions were approved by President Sands on 9/4/2019.</td>
<td>Rafael Davalos, Ph.D., a Co-Principal Investigator on this project, receives license-related payments from an entity other than the Virginia Tech Intellectual Properties (VTIP). His intellectual property has been licensed to Angiodynamics, Inc., the sponsor of this research. Independent research and financial oversight were appointed. The exception was approved by President Sands on 9/13/2019.</td>
</tr>
</tbody>
</table>
| Institution employee responsible for administering contract | Trudy Riley, contract administration signatory  
Director, VT Office of Sponsored Programs | Trudy Riley, contract administration signatory  
Director, VT Office of Sponsored Programs |
<table>
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<tbody>
<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>
</tbody>
</table>
RESOLUTION TO APPOINT M. DWIGHT SHELTON, JR.
VICE PRESIDENT FOR FINANCE AND CHIEF FINANCIAL OFFICER EMERITUS

WHEREAS, an alumnus of Virginia Tech with a bachelor’s degree in accounting and a master’s degree in business administration, Dwight Shelton returned to his alma mater in 1979 as the Director of Internal Audit and rose through the ranks, ultimately serving as Executive Vice President for the Virginia Tech Foundation and the university’s Vice President for Finance and Chief Financial Officer, the position he held until his retirement in 2019; and

WHEREAS, throughout each of his roles at the university, Dwight’s integrity, commitment to the university’s motto Ut Prosim (That I May Serve), strong leadership, collaboration, and transparency fostered mutually respectful relationships with university leadership, state and federal government officials, and other constituents, which led to the development of optimal solutions; and

WHEREAS, Dwight prioritized administrative efficiencies, modernizing the controllership throughout the 1980s and 1990s, launching an overhaul of the strategic planning and budgeting process in the late 1990s, and transitioning the university from paper-based business processes to a fully electronic system, significantly improving efficiencies and strengthening internal controls; and

WHEREAS, Dwight has been the architect of innovative funding strategies that have advanced Virginia Tech’s strategic goals for academic excellence, increased enrollment, access and affordability, research leadership, and campus expansion, transforming the university into a top-tier institution despite turbulent economic times and unprecedented reductions in external funding; and

WHEREAS, though Dwight’s accomplishments are far too numerous to list, among his most impactful and enduring are his central role in launching the Virginia Tech Carilion School of Medicine and devising the Funds for the Future and Beyond Boundaries Scholars programs to increase access and affordability for low- and middle-income Virginia residents; and

WHEREAS, Dwight played a pivotal role in the Commonwealth of Virginia’s selection in 2018 as the location of Amazon’s east coast headquarters (Amazon HQ2) and the corresponding creation of Virginia Tech’s Innovation Campus in Northern Virginia, as Virginia Tech’s proposal was the most comprehensive and the only one to include a complete financial model. This distinction, along with Dwight’s sterling reputation with state legislative and executive branch leaders, inspired broad support and was integral to the success of this proposal and the advancement of the university; and

WHEREAS, these recent accomplishments have showcased Dwight’s role in economic development, bringing jobs and innovation to localities across the commonwealth. Board of Visitors member and former rector Dennis Treacy has said of Dwight’s economic influence, “Higher education is one of Virginia’s top economic engines, and Dwight’s role in strategically strengthening and expanding the state’s economic opportunities cannot be overstated. Government and business leaders past and present have great appreciation for his service and the generosity with which he shares his knowledge and expertise”; and
WHEREAS, Dwight is renowned as an astute strategist with an exemplary management style and extensive knowledge in accounting, taxation, capital construction, and finance, along with broad institutional knowledge of Virginia Tech and deep understanding of the higher education landscape and the commonwealth’s educational culture and history; and

WHEREAS, an esteemed higher education leader, Dwight’s expertise has been sought on major statewide initiatives and he has been recruited frequently by his peers for leadership positions in professional organizations. He played a key role in developing, planning, and evaluating the Higher Education Restructuring Act of 2005 and the Virginia Higher Education Opportunity Act of 2011. He served as president of Fiscal Officers of Colleges and Universities (FOCUS), chair of the Council of State Senior Business Officers (CSSBO), and a board member of the Southern Association of College and University Business Officers (SACUBO); and

WHEREAS, in recognition of Dwight’s successes as Vice President for Finance and Chief Financial Officer and far-reaching impact on higher education in Virginia, he was awarded the 2019 Virginia CFO Award sponsored by Virginia Business magazine; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors of Virginia Polytechnic Institute and State University expresses appreciation to M. Dwight Shelton, Jr. for his dedicated commitment to the values instilled in him as a student at Virginia Tech and his significant contributions to the regional, national, and international success of the university, and recognizes him for his distinguished service in the spirit of Ut Prosim (That I May Serve) with the title Vice President for Finance and Chief Financial Officer Emeritus.

RECOMMENDATION:

That the above resolution recommending M. Dwight Shelton, Jr. for emeritus status be approved.

November 18, 2019
HOTEL ROANOKE CONFERENCE CENTER COMMISSION

RESOLUTION NO. 351

September 25, 2019

A RESOLUTION OF THE COMMISSION EXPRESSING
APPRECIATION TO COMMISSIONER M. DWIGHT SHELTON, JR.

WHEREAS, the Hotel Roanoke Conference Center Commission (the “Commission”) was established by Resolutions adopted by Virginia Polytechnic Institute & State University (“the University”), on November 18, 1991, and by the City Council of the City of Roanoke, Virginia, on April 14, 1992, pursuant to Chapter 440 of the 1991 Acts of Assembly of the Commonwealth of Virginia, adopted March 20, 1991, (the “Enabling Legislation”); and

WHEREAS, M. Dwight Shelton, Jr., has served the University for more than 40 years and since 2008 has been its Vice President for Finance and Chief Financial Officer; and

WHEREAS, the University’s Board of Visitors appointed M. Dwight Shelton, Jr., to a succession of terms on the Commission, all in keeping with the Enabling Legislation; and

WHEREAS, the Commission elected M. Dwight Shelton, Jr., its Chairman in 2012, a post he held until 2018; and

WHEREAS, along with shepherding his fellow Commissioners through countless meetings with gracious civility and impeccable decorum, M. Dwight Shelton, Jr., at all times lent the Commission and its staff his invaluable expertise in solving myriad fiscal and financial matters; and
WHEREAS, the Commission wishes to honor M. Dwight Shelton, Jr., and forever acknowledge the crucial role he filled in overseeing the outstanding performance of the Conference Center of Roanoke since the Board of Visitors dispatched him to us many years ago.

NOW, THEREFORE, BE IT RESOLVED THAT the Hotel Roanoke Conference Center Commission DECLARES its endless appreciation and indebtedness to M. Dwight Shelton, Jr., for his incalculable contribution, heartfelt commitment, and congenial chairmanship.

BE IT FURTHER RESOLVED THAT the Commission’s counsel is directed to forward an attested copy of this Resolution to the Board of Visitors of the University.

This Resolution shall be effective immediately.

Adopted: Yes
Ayes: 5
Nays: 0
CERTIFICATION BY SECRETARY

The undersigned Secretary or Assistant Secretary of the Hotel Roanoke Conference Center Commission does hereby certify that the foregoing constitutes a true, correct and complete copy of a Resolution which was adopted by an affirmative vote of a majority of the Commissioners of the Hotel Roanoke Conference Center Commission at a meeting duly called and held on September 25, 2019, and that the foregoing has not been rescinded, amended or otherwise revised and is this date in full force and effect.

Date: September 25, 2019

[Signature]

Secretary or Assistant Secretary

[By Counsel for the Commissioners]
Closed Session Agenda

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

Inn at Virginia Tech
Duck Pond Room
8:30 – 9:00 a.m.
November 18, 2019

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome Motion to Begin Closed Session</td>
<td>G. Harris</td>
</tr>
<tr>
<td>*2. Resolutions to Approve Appointments to Emeritus/a Status (18)</td>
<td>C. Clarke</td>
</tr>
<tr>
<td>*3. Resolutions to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (10)</td>
<td>C. Clarke</td>
</tr>
<tr>
<td>*4. Resolution to Approve Special Faculty Research Leave (1)</td>
<td>C. Clarke</td>
</tr>
<tr>
<td>*5. Ratification of Personnel Changes Report</td>
<td>C. Clarke</td>
</tr>
</tbody>
</table>

Also voted on by the Finance and Resource Management Committee

*Requires Full Board Approval
# Agenda Item

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Welcome and Motion to Begin Closed Session</td>
<td>G. Harris</td>
</tr>
<tr>
<td></td>
<td><em>G. Harris, chair of the committee, will welcome committee members and request that a member of the committee make a motion to take the committee into closed session.</em></td>
</tr>
<tr>
<td>2. Resolutions to Approve Appointments to Emeritus Status (18)</td>
<td>C. Clarke</td>
</tr>
<tr>
<td></td>
<td><em>The committee will consider 18 resolutions for appointments to emeritus status.</em></td>
</tr>
<tr>
<td>3. Resolutions to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (10)</td>
<td>C. Clarke</td>
</tr>
<tr>
<td></td>
<td><em>The committee will consider 10 resolutions for appointments to endowed chairs, professorships, or fellowships.</em></td>
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<tr>
<td>4. Special Faculty Research Leave (1)</td>
<td>C. Clarke</td>
</tr>
<tr>
<td></td>
<td><em>The committee will consider a request for a special faculty research leave.</em></td>
</tr>
<tr>
<td>5. Ratification of Faculty Personnel Changes Report</td>
<td>C. Clarke</td>
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<tr>
<td></td>
<td><em>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 through the quarter ending September 30, 2019.</em></td>
</tr>
</tbody>
</table>

*Requires Full Board Approval*
Agenda Item | Reporting Responsibility
--- | ---
1. Welcome and Acceptance of Agenda | G. Harris
2. Report of Closed Session Action Items | G. Harris
3. Consent Agenda | G. Harris
   A. Approval of August 25, 2019 Meeting Minutes
   B. Report of Reappointments to Endowed Chairs, Professorships and Fellowships
   *C. Pratt Funds Overview (shared with Finance and Resource Management committee)
   *D. Resolution to Discontinue Bachelor of Science Degree in Engineering Science and Mechanics
4. Provost's Update | C. Clarke
5. Update: Virginia Tech Carilion School of Medicine | L. Learman
6. Report from the Council of College Deans | R. Blythe
7. Discussion Academic Initiatives: Diversity and Inclusion | C. Clarke, M. Pratt-Clarke
   > Ellington Graves, assistant provost for inclusion and diversity, instructor of sociology, College of Liberal Arts and Human Sciences
   ▪ Equity and Social Disparity for the Human Condition Destination Area Curriculum Development
   > Carolyn Shivers, assistant professor, human development and family science, College of Liberal Arts and Human Sciences
   ▪ Pathways Disabilities Studies Minor
   > Walter Lee, assistant professor of engineering education, assistant director of research, Center for the Enhancement of Engineering Diversity, College of Engineering
   ▪ Graduate Diversity and Inclusion Requirement
   > Jill Sible, associate vice provost for undergraduate education, professor of biological sciences, College of Science
   ▪ Howard Hughes Medical Institute (HHMI) Inclusive Excellence Program
8. Agenda Items for March 2020 Committee Meeting | G. Harris
9. Adjourn

* Requires Full Board Approval
## Agenda Item

<table>
<thead>
<tr>
<th>Agenda Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Welcome and Acceptance of Agenda</strong></td>
<td>G. Harris</td>
</tr>
<tr>
<td>Greta Harris, chair of the committee, will convene the meeting and review the agenda for acceptance by committee members.</td>
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<tr>
<td><strong>2. Report of Closed Session Action Items</strong></td>
<td>G. Harris</td>
</tr>
<tr>
<td>G. Harris will report on actions taken during the Closed Session of the committee meeting including 18 appointments to emeritus status, 10 appointments to endowed chairs, professorships, or fellowships, and the ratification of the faculty personnel changes report.</td>
<td></td>
</tr>
<tr>
<td><strong>3. Consent Agenda</strong></td>
<td>G. Harris</td>
</tr>
<tr>
<td>The committee will consider approval of the consent agenda, including minutes of the August 25, 2019 meeting, a report on reappointments to endowed chairs, professorships, or fellowships, a report from the College of Agriculture and Life Sciences and the College of Engineering for the expenditure of Pratt Funds during 2018-19, as required by the terms of the bequest (this report is also considered by the Finance and Resource Management committee), and a resolution to discontinue the bachelor of science degree in engineering science and mechanics.</td>
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<tr>
<td><strong>4. Provost's Update</strong></td>
<td>C. Clarke</td>
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<tr>
<td>Cyril Clarke, executive vice president and provost will provide an update to the committee.</td>
<td></td>
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<tr>
<td><strong>5. Update: Virginia Tech Carilion School of Medicine</strong></td>
<td>L. Learman</td>
</tr>
<tr>
<td>Lee Learman, dean of the Virginia Tech Carilion School of Medicine, will highlight the college’s academic programs, scholarship, research, and significant contributions to the university’s mission.</td>
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<tr>
<td><strong>6. Report from the Council of College Deans</strong></td>
<td>R. Blythe</td>
</tr>
<tr>
<td>Richard Blythe, dean of the College of Architecture and Urban Studies and representative to the committee from the university’s Council of College Deans, will offer remarks.</td>
<td></td>
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</tbody>
</table>

* Requires Full Board Approval
7. Discussion Academic Initiatives: Diversity and Inclusion

Cyril Clarke, executive vice president and provost and Menah Pratt-Clarke vice president for strategic affairs and diversity and inclusion, will present an overview of the university’s InclusiveVT framework and related academic initiatives and initiatives. This will be followed by an interactive discussion with committee members and a panel of campus community members including:

- Ellington Graves, assistant provost for inclusion and diversity, instructor of sociology, College of Liberal Arts and Human Sciences
- Carolyn Shivers, assistant professor, human development and family science, College of Liberal Arts and Human Sciences
- Walter Lee, assistant professor of engineering education, assistant director of research, Center for the Enhancement of Engineering Diversity, College of Engineering
- Jill Sible, associate vice provost for undergraduate education, professor of biological sciences, College of Science

8. Agenda Items for March 2020 Committee Meeting

G. Harris

The committee will discuss items for possible consideration at the March 2020 meeting of the Board of Visitors.

9. Adjourn
# Open Session Agenda

**BUILDINGS AND GROUNDS COMMITTEE**

**Solitude Room, The Inn at Virginia Tech**

**3:45 p.m. Open Session**

**Sunday, November 17, 2019**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome</td>
<td>Mr. C.T. Hill, Chair</td>
</tr>
<tr>
<td>2. Consent Agenda</td>
<td>Mr. C.T. Hill, Chair</td>
</tr>
<tr>
<td>a. Approval of the Minutes from the August 26, 2019 meeting</td>
<td></td>
</tr>
<tr>
<td>b. Resolution on Appointment to the NRV Emergency Communications Regional Authority</td>
<td></td>
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<tr>
<td>c. Resolution on Appointment to the Virginia Tech/Montgomery Regional Airport Authority</td>
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<tr>
<td>d. Resolution on Appointments to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority</td>
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<tr>
<td>e. Resolution on Appointment to the New River Valley Regional Water Authority</td>
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<tr>
<td>f. Resolution on Authority for Campus Parking Regulations Procedures</td>
<td></td>
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<tr>
<td>g. Resolution for Demolition of a Cattle Feed Shed and Equipment Storage Facility at the Shenandoah Valley AREC</td>
<td></td>
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<tr>
<td>h. Acceptance of the Sustainability Annual Report</td>
<td></td>
</tr>
<tr>
<td>i. Acceptance of the Capital Project Status Report</td>
<td></td>
</tr>
<tr>
<td>3. Presentation on Construction &amp; Renovation Budgeting Processes</td>
<td>Dr. Chris Kiwus</td>
</tr>
<tr>
<td></td>
<td>Mr. Bob Broyden</td>
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<td></td>
<td>Mr. Dwyn Taylor</td>
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<tr>
<td>4. Update on Agricultural Facilities Planning &amp; Construction</td>
<td>Dr. Alan Grant</td>
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<td></td>
<td>Dr. Chris Kiwus</td>
</tr>
<tr>
<td>5. Jeanne Clery Disclosure of Campus Security Policy and Campus</td>
<td>Mr. Kevin Foust</td>
</tr>
<tr>
<td>Crime Statistic Act Report</td>
<td></td>
</tr>
<tr>
<td>6. Design Review for Dietrick Hall Enclosure &amp; Spirit Plaza</td>
<td>Ms. Liza Morris</td>
</tr>
<tr>
<td>7. Update on the PPEA for the Northern Virginia Academic Center Redevelopment</td>
<td>Dr. Chris Kiwus</td>
</tr>
<tr>
<td>8. Future Agenda Items &amp; Closing Remarks</td>
<td>Mr. C.T. Hill, Chair</td>
</tr>
</tbody>
</table>

* Requires full Board approval.
Open Joint Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE
AND BUILDINGS AND GROUNDS COMMITTEE

Solitude Room, The Inn at Virginia Tech
5:15 p.m.

November 17, 2019

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
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</table>
| * 1. Approval of Resolution for the Athletics Weight Room Renovation and Expansion | Ken Miller
                  | Chris Kiwus |

* Requires full Board approval.
Joint Open Session

* 1. Approval of Resolution for the Athletics Weight Room Renovation and Expansion: The Committees will review for approval a Resolution for the Athletics Weight Room Renovation and Expansion. This project is an important element for student-athlete recruitment and enhancement of the student-athlete experience with state-of-the-art spaces for weight training, team meeting space, and an updated graphics package. The project scope includes approximately 22,520 gross square feet with a 17,640 gross square foot renovation of the first two floors of the Merryman Center and a 4,880 gross square foot expansion of the second floor team meeting rooms.

The estimated construction value is $3.31 million plus a grossing factor of approximately 25 percent for associated soft costs for design, administration, and inspection. A funding plan has been developed to support the entire expected cost of the project which calls for private gifts restricted or designated for the project. Athletics has obtained commitments sufficient to cover the entire expected costs of the project.

The university is ready to move forward with this project, with expected construction bids occurring in December 2019 and occupancy expected in August 2020.

This request is for authorization to move forward with the Athletics Weight Room Renovation and Expansion project with an expected construction value of $3.31 million renovation and expansion plus a grossing factor of approximately 25 percent for customary soft costs.
In August 2018, the Board of Visitors approved a $700,000 planning authorization for the Athletics Weight Room Renovation and Expansion project. This project will enhance the student-athlete experience within the football program for physical and mental preparation, and is an important element for student-athlete recruitment. Designs for the project are complete. The project schedule is tracking for construction bids in December 2019 and occupancy in August 2020.

The project scope includes approximately 22,520 gross square feet with a 17,640 gross square foot renovation of the first two floors of the Merryman Center and a 4,880 gross square foot expansion of the second floor team meeting rooms. The project will provide state-of-the-art spaces for weight training, team meeting space, and an updated graphics package.

The capital project costs include an estimated construction value of $3.31 million plus associated soft costs for design, administration, and inspections. The total project budget is $4.5 million. A funding plan has been developed to support the entire expected cost of the project. The funding plan calls for private gifts restricted or designated for the project. Athletics has obtained commitments sufficient to cover the entire expected costs of the project. These commitments will be finalized after project bids are received and before a bid is awarded and contract executed. With the scope, schedule, cost, and funding plan established, the university is ready to move forward to complete the project.

Under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has the authority to approve the budget, size, scope, and overall funding of nongeneral fund capital outlay projects. This request is for approval of a capital project authorization to complete the Athletics Weight Room Renovation and Expansion project.
RESOLUTION OF A CAPITAL PROJECT FOR
THE ATHLETICS WEIGHT ROOM RENOVATION AND EXPANSION

WHEREAS, the Board of Visitors approved a $700,000 planning authorization for the Athletics Weight Room Renovation and Expansion project in August 2018; and,

WHEREAS, designs are complete, and the project is ready to move forward with the construction bid process; and,

WHEREAS, the project scope includes 22,520 gross square feet with renovations of the first two floors of the Merryman Center and an expansion of the second floor; and,

WHEREAS, the total project budget includes an expected construction value of $3.31 million plus associated soft costs, including existing design expenditures, for a total project cost of $4.5 million; and,

WHEREAS, the university has developed an entirely nongeneral fund resource plan comprised of private gifts to support the project costs; and,

WHEREAS, these private gift commitments will be finalized after bids are received and before a bid is awarded and construction contract is executed; and,

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has authority to approve the budget, size, scope, and funding of nongeneral funded major capital outlay projects; and,

WHEREAS, the university may address minor cost variances provided sufficient nongeneral funds are available to support the full project costs.

NOW THEREFORE BE IT RESOLVED, that the university be authorized to complete the Athletics Weight Room Renovation and Expansion project with an expected construction value of $3.31 million plus associated soft costs, including existing design expenditures, for a total project budget not to exceed $4.5 million.

RECOMMENDATION:

That the resolution authorizing Virginia Tech to complete the Athletics Weight Room Renovation and Expansion project be approved.

November 18, 2019
Closed Session Agenda

COMPLIANCE, AUDIT, AND RISK COMMITTEE

The Inn at Virginia Tech, Duck Pond Room

November 17, 2019

10:00 a.m.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Motion for Closed Session</td>
<td>Ms. Long</td>
</tr>
<tr>
<td>2. Update on Fraud, Waste, and Abuse Cases</td>
<td>Ms. Kurek, Mr. Hamilton</td>
</tr>
<tr>
<td>3. Discussion with the Executive Director of Audit, Risk, and Compliance</td>
<td>Ms. Kurek</td>
</tr>
</tbody>
</table>
Compliance, Audit, and Risk Closed Session

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

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

3. **Discussion with the Executive Director of Audit, Risk, and Compliance**: The Executive Director will discuss audits of specific departments and units where individual employees were identified.
# Open Session Agenda

**COMPLIANCE, AUDIT, AND RISK COMMITTEE**

The Inn at Virginia Tech, Solitude Room

November 17, 2019
10:30 a.m.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Motion to Reconvene in Open Session</td>
<td>Ms. Brickhouse Martin</td>
</tr>
<tr>
<td>2. Welcome and Introductory Remarks</td>
<td>Ms. James</td>
</tr>
<tr>
<td>3. Consent Agenda</td>
<td>Ms. James</td>
</tr>
<tr>
<td>a. Minutes from the August 25, 2019 Meeting</td>
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<tr>
<td>b. Update of Responses to Open Internal Audit Comments</td>
<td></td>
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<tr>
<td>c. Audit Plan Status Report</td>
<td></td>
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<tr>
<td>d. Internal Audit Reports</td>
<td></td>
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<tr>
<td>i. Research: Grant Management</td>
<td></td>
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<tr>
<td>ii. School of Public and International Affairs</td>
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<tr>
<td>iii. Vice President for Student Affairs Policy Compliance Review</td>
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<tr>
<td>5. Review and Approval of Charters</td>
<td>Ms. Kurek</td>
</tr>
<tr>
<td>6. Office of Audit, Risk, and Compliance’s Quality Assurance and Improvement Program Periodic Self-Assessment</td>
<td>Ms. Kurek</td>
</tr>
<tr>
<td>7. ERM and ICP Program Updates</td>
<td>Ms. Kurek</td>
</tr>
<tr>
<td>8. Discussion of Future Topics</td>
<td>Ms. James</td>
</tr>
</tbody>
</table>
Compliance, Audit, and Risk Open Session

1. **Motion to Reconvene in Open Session:** Motion to begin open session.

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

3. **Consent Agenda:** The Committee will consider for approval and acceptance the items listed on the Consent Agenda.
   
a. **Minutes for the August 25, 2019 Meeting:** The Committee will review and approve the minutes of the August 25, 2019 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, 2019, the university had five open recommendations. Eleven audit comments were issued during the fourth quarter of the fiscal year. As of September 30, 2019, the university had addressed two comments, leaving 14 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 9 percent of its audit plan, and 33 percent is underway, in accordance with the fiscal year 2019-20 annual audit plan.

d. **Internal Audit Reports:** The following internal audit reports were issued by the Office of Audit, Risk, and Compliance (OARC) since the August 25, 2019 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. Research: Grant Management: The audit received a rating of improvements are recommended. One observation was noted with respect to compliance with university requirements for the effort certification and submission process. Additionally, three low-priority recommendations of a less significant nature were noted and shared with management, with emphasis on enhancing financial monitoring, effort reporting, and training practices.

ii. School of Public and International Affairs: The audit received a rating of improvements are recommended. An observation was noted with respect to international travel. Additionally, a low-priority recommendation of a less significant nature was noted for management with respect to timeliness of scholarship awards.

iii. Vice President for Student Affairs Policy Compliance Review: The audit received a rating of improvements are recommended. Audit recommendations were issued to management in the areas of fiscal responsibility, wage payroll, leave reporting, P-14 appointments, expenditures, and emergency preparedness. Additionally, an observation for central administration was made with respect to minimum annual vehicle mileage.


5. Review and Approval of Audit Charters: The Committee will review the Compliance, Audit, and Risk Committee Charter and the Charter for the Office of Audit, Risk, and Compliance in accordance with professional standards. After conducting a thorough review, OARC will recommend modifications to the charters reflecting the change in meeting frequency and minor technical corrections.

6. Office of Audit, Risk, and Compliance’s Quality Assurance and Improvement Program Periodic Self-Assessment: The Committee will review the results of OARC’s Quality Assurance and Improvement Program (QAIP) Periodic Self-Assessment. The objectives of the review were to assess conformance with the Institute of Internal Auditors’ (IIA) International Standards for the Professional Practice of Internal Auditing (Standards), evaluate the effectiveness of the university’s internal audit function in carrying out its mission, and identify
opportunities to improve its management and work processes. Results indicated that the internal audit function “generally conforms” with the IIA Standards, which is the highest rating.

The Standards require that internal audit functions implement a comprehensive Quality Assurance and Improvement Program. This program includes ongoing internal assessments, periodic self-assessments, and an independent external assessment that should be conducted at least every five years. The prescribed independent external assessment was last conducted in 2016 and is next due in 2021.

7. **ERM and IPC Program Updates:** The Committee will receive an update on the ERM and ICP programs. An update to the enterprise risk landscape and heat map will be shared with the committee along with the timeline for next iteration of the ERM process. ICP developments with the university-wide compliance matrix and associated risk assessments, as well as the new anonymous fraud, waste, and abuse reporting hotline will also be shared with the committee.

8. **Discussion of Future Topics:** The Committee will discuss topics to be covered in future committee meetings.
Closed Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

Huckleberry Room, The Inn at Virginia Tech
8:00 a.m.

November 18, 2019

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Motion for Closed Session</td>
<td>Melissa Nelson</td>
</tr>
<tr>
<td>* 2. Ratification of Personnel Changes Report</td>
<td>Ken Miller</td>
</tr>
</tbody>
</table>

* Requires full Board approval.
Briefing Report

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

November 18, 2019

Closed Session

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

* 2. **Ratification of Personnel Changes Report:** The Committee will review and ratify the quarterly Personnel Changes Report.

* Requires full Board approval.
Open Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

Solitude Room, The Inn at Virginia Tech

8:30 a.m.

November 18, 2019

**Agenda Item**  **Reporting Responsibility**
1. Motion to Reconvene in Open Session  Ed Baine
2. Opening Remarks  Tish Long
3. Consent Agenda  Tish Long
   a. Approval of Items Discussed in Closed Session
   b. Approval of Minutes of the August 26, 2019 Meeting
   c. Annual Write-off of Delinquent Accounts
   *  d. Approval of Pratt Fund Program and Expenditures Report
   *  e. Approval of Resolution to Appoint University Commissioner to the Hotel Roanoke Conference Center Commission
4. Annual Report on Research  Don Taylor
5. Update on Advancement  Charlie Phlegar
6. Annual Report on Investments and Quasi-Endowments  Ken Miller
   John Cusimano
   Dan Ward
   Tim Hodge
7. Annual Report on the University’s Student Financial Aid Resources  Tim Hodge
   Luisa Havens Gerardo
8. Financial Overview of Enrollment Variance Fall 2019  Tim Hodge
* 9. Approval of Increase to Authorized Commercial Paper Program  John Cusimano
10. Annual Report on University Debt Ratio and Debt Capacity  Bob Broyden
    John Cusimano
* 11. Review and Approval of the 2020-2026 Six-Year Plan  Tim Hodge
* 12. Approval of Year-to-Date Financial Performance Report (July 1, 2019 – September 30, 2019)  Tim Hodge
    Bob Broyden
13. Discussion of Future Agenda Topics and Closing Remarks  Tish Long

* Requires full Board approval.
Open Session

1. Motion to Reconvene in Open Session

2. Opening Remarks

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

   a. Approval of Items Discussed in Closed Session: The Committee will review and approve the items discussed in closed session.

   b. Approval of Minutes of the August 26, 2019 Meeting: The Committee will review and approve the minutes of the August 26, 2019 meeting.

   c. Annual Write-off of Delinquent Accounts: As of June 30, 2019, the amount of write-offs of delinquent accounts totaled $384,279 which represents 0.03 percent of the 2018 annual operating revenues of $1.01 billion. The current year write-off is consistent with the total write-off amounts in recent years.

   d. Approval of Pratt Fund Program and Expenditures Report: The Pratt Fund provides funding for programs in both the College of Engineering and Department of Animal Nutrition in the College of Agriculture and Life Sciences. For fiscal year 2018-19, the College of Engineering had total expenditures of $997,259 and the Animal Nutrition had total expenditures of $925,088.

   e. Approval of Resolution to Appoint University Commissioner to the Hotel Roanoke Conference Center Commission: The resolution seeks approval to appoint the Senior Vice President and Chief Business Officer as a representative of the university on the Hotel Roanoke Conference Center Commission.

4. Annual Report on Research: The Committee will receive a comprehensive annual report on research highlighting university research expenditures and related trends and benchmarking information.
5. **Update on Advancement:** University Advancement will provide a quarterly report on their fundraising efforts including an update on the campaign.

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 2020, 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.

As of June 30, 2019, the market value of university funds invested in the short to intermediate-term pool was $381.5 million and in the foundation was $382.2 million. The short-term university investment income for fiscal year 2020 is estimated to be approximately $7.4 million and the long-term university investment income for fiscal year 2020 is estimated to be approximately $16.2 million. The university’s investment income is budgeted for restricted and unrestricted purposes to support scholarships, professorships, graduate student assistantships, auxiliary enterprises, and the Virginia Tech Carilion School of Medicine, one-time or limited recurring commitments for strategic institutional goals and initiatives, and building adequate operating reserves (including the strategic plan milestone of growing net assets by $20 million per year).

7. **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. The amount of total student financial aid awarded increased from $486.4 million in fiscal year 2018 to $511.9 million in fiscal year 2019.

8. **Financial Overview of Enrollment Variance Fall 2019:** The Committee will receive an overview of the financial impact of the Fall 2019 enrollment variance.

* 9. **Approval of Increase to Authorized Commercial Paper Program:** The Committee will review for approval an increase to the Authorized Commercial Paper Program from $50 million to $120 million.

10. **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 2018-19, outstanding long-term debt of the
university totaled $478 million with a debt ratio of 3.44 percent. The university proposes the continuation of the five percent cap on the debt ratio for future years.

**11. Review and Approval of the 2020-2029 Six-Year Plan:** The Committee will review for approval the 2020-2026 Six-Year Plan. The Higher Education Opportunity Act of 2011 established goals and objectives for higher education in Virginia, and outlined an annual planning process that requires submission of six-year academic, financial, and enrollment plans for the future three biennia. The focus of the plan, submitted each odd-year, is the first biennium of the planning period, and even-year submissions may revise these plans as necessary.

The university received instructions for the development of the 2020-2026 Six-Year Plan on August 27, 2019 and an initial submission was provided to the state on July 1, 2019. After a review and response period, the university and state finalized the plan on October 1, 2019. This report provides an overview of this process and key assumptions used in the development of the plans.

An element of the nongeneral fund revenue are placeholders for tuition and fee rates for 2020-2024. Currently, the plan includes tuition and fee increase placeholders for multiple scenarios based on various levels of General Fund support by the Commonwealth, reflecting the university’s continued moderation of rate increases. While the plan includes these placeholders for planning purposes, it does not commit to a rate at this time; the Board retains the authority for approving the final tuition and fee rates. Tuition and fees are traditionally approved by the Board in the spring.

A new component of the 2019 Six-Year Plan development process is the opportunity to include a proposal for enhanced partnership with the state around innovative initiatives that achieve shared goals, or Institutional Partnership Performance Agreement (IPPA). The university’s Six-Year Plan was developed around the foundational strategies of affordability, enrollment management, economic development, efficiency and innovation, and accountability. The university will work with state officials to advance the elements of Virginia Tech’s proposed IPPA during the 2020 General Assembly Session.

The Six-Year Plan submission begins a discussion with the Commonwealth about the university’s planned progress towards the goals of the Statewide Strategic Plan for Higher Education and how the university can partner with the state to advance shared outcomes. This process is also an important step in positioning the university to seek state support during the Executive Budget development process each fall.
12. **Approval of Year-to-Date Financial Performance Report (July 1, 2019 – September 30, 2019):** The Committee will review for approval the Year-to-Date Financial Performance Report for July 1, 2019 – September 30, 2019. For the first quarter, budget adjustments were made to reflect revisions to projected revenues and expenditures. The budget was increased $9.3 million to recognize a larger freshman class. Revenues and expenses are lower than anticipated due to lower than projected actual residence hall occupancy, meal plan sales, and business volume. A second quarter adjustment is anticipated.

For the quarter ending September 30, 2019, $30 million was expended for Educational and General capital projects, and $14.2 million was expended on Auxiliary Enterprises capital projects. Capital outlay expenditures for the quarter ending September 30, 2019 totaled $44.2 million.

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

*Requires full Board approval.*
Open Joint Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE
AND BUILDINGS AND GROUNDS COMMITTEE

Solitude Room, The Inn at Virginia Tech
5:15 p.m.

November 17, 2019

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
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<tbody>
<tr>
<td>* 1. Approval of Resolution for the Athletics Weight Room Renovation and Expansion</td>
<td>Ken Miller</td>
</tr>
<tr>
<td></td>
<td>Chris Kiwus</td>
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</tbody>
</table>

* Requires full Board approval.
Joint Open Session

* 1. Approval of Resolution for the Athletics Weight Room Renovation and Expansion: The Committees will review for approval a Resolution for the Athletics Weight Room Renovation and Expansion. This project is an important element for student-athlete recruitment and enhancement of the student-athlete experience with state-of-the-art spaces for weight training, team meeting space, and an updated graphics package. The project scope includes approximately 22,520 gross square feet with a 17,640 gross square foot renovation of the first two floors of the Merryman Center and a 4,880 gross square foot expansion of the second floor team meeting rooms.

The estimated construction value is $3.31 million plus a grossing factor of approximately 25 percent for associated soft costs for design, administration, and inspection. A funding plan has been developed to support the entire expected cost of the project which calls for private gifts restricted or designated for the project. Athletics has obtained commitments sufficient to cover the entire expected costs of the project.

The university is ready to move forward with this project, with expected construction bids occurring in December 2019 and occupancy expected in August 2020.

This request is for authorization to move forward with the Athletics Weight Room Renovation and Expansion project with an expected construction value of $3.31 million renovation and expansion plus a grossing factor of approximately 25 percent for customary soft costs.
In August 2018, the Board of Visitors approved a $700,000 planning authorization for the Athletics Weight Room Renovation and Expansion project. This project will enhance the student-athlete experience within the football program for physical and mental preparation, and is an important element for student-athlete recruitment. Designs for the project are complete. The project schedule is tracking for construction bids in December 2019 and occupancy in August 2020.

The project scope includes approximately 22,520 gross square feet with a 17,640 gross square foot renovation of the first two floors of the Merryman Center and a 4,880 gross square foot expansion of the second floor team meeting rooms. The project will provide state-of-the-art spaces for weight training, team meeting space, and an updated graphics package.

The capital project costs include an estimated construction value of $3.31 million plus associated soft costs for design, administration, and inspections. The total project budget is $4.5 million. A funding plan has been developed to support the entire expected cost of the project. The funding plan calls for private gifts restricted or designated for the project. Athletics has obtained commitments sufficient to cover the entire expected costs of the project. These commitments will be finalized after project bids are received and before a bid is awarded and contract executed. With the scope, schedule, cost, and funding plan established, the university is ready to move forward to complete the project.

Under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has the authority to approve the budget, size, scope, and overall funding of nongeneral fund capital outlay projects. This request is for approval of a capital project authorization to complete the Athletics Weight Room Renovation and Expansion project.
RESOLUTION OF A CAPITAL PROJECT FOR
THE ATHLETICS WEIGHT ROOM RENOVATION AND EXPANSION

WHEREAS, the Board of Visitors approved a $700,000 planning authorization for the Athletics Weight Room Renovation and Expansion project in August 2018; and,

WHEREAS, designs are complete, and the project is ready to move forward with the construction bid process; and,

WHEREAS, the project scope includes 22,520 gross square feet with renovations of the first two floors of the Merryman Center and an expansion of the second floor; and,

WHEREAS, the total project budget includes an expected construction value of $3.31 million plus associated soft costs, including existing design expenditures, for a total project cost of $4.5 million; and,

WHEREAS, the university has developed an entirely nongeneral fund resource plan comprised of private gifts to support the project costs; and,

WHEREAS, these private gift commitments will be finalized after bids are received and before a bid is awarded and construction contract is executed; and,

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has authority to approve the budget, size, scope, and funding of nongeneral funded major capital outlay projects; and,

WHEREAS, the university may address minor cost variances provided sufficient nongeneral funds are available to support the full project costs.

NOW THEREFORE BE IT RESOLVED, that the university be authorized to complete the Athletics Weight Room Renovation and Expansion project with an expected construction value of $3.31 million plus associated soft costs, including existing design expenditures, for a total project budget not to exceed $4.5 million.

RECOMMENDATION:

That the resolution authorizing Virginia Tech to complete the Athletics Weight Room Renovation and Expansion project be approved.

November 18, 2019
Approval of Authorization for Commercial Paper Increase

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

The university utilizes a pooled commercial paper program managed by the Virginia Municipal League/Virginia Association of Counties (VML/VACo). Under the program, the university has access to a revolving tax-exempt facility to finance, or refinance, up to $50 million for capital projects approved for debt financing by the Board of Visitors.

Given the size and scope of the strategic initiatives in the greater Washington, D.C. metro area, Roanoke, and Blacksburg and the anticipated growth in the capital improvement program in the next few years, the university is seeking approval to increase the authorized maximum amount of commercial paper issuance to $120 million. The commercial paper program provides flexibility in managing the university’s overall debt by providing a short-term, temporary funding source for capital improvements, pending the issuance of permanent long-term debt. The program allows the university to aggregate borrowings to achieve economies of scale, while keeping university cash balances fully invested. The principal and interest payments under the program are secured by a pledge of university general revenues.

The proposed resolution reauthorizes the use of the Virginia Municipal League/Virginia Association of Counties (VML/VACo) commercial paper program, authorizes the pledge of university general revenues as security for the payments, and increases the borrowing capacity through the program to $120 million.

The resolution also authorizes the Vice President for Finance and the University Treasurer, in consultation with the Chief Business Officer, to negotiate, execute, deliver, and enter into extensions and amendments of all certificates, documents, and instruments related to the commercial paper program.
RESOLUTION OF AUTHORIZATION FOR COMMERCIAL PAPER INCREASE

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

WHEREAS, by Chapter 10, Title 23.1 of the Virginia Code, Restructured Higher Education Financial and Administrative Operations Act (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, by Resolution adopted March 31, 2008, the Board has previously determined to facilitate the financing or refinancing from time to time of costs associated with capital projects of the university approved by the Board or the Virginia General Assembly on a short-term basis through the issuance of commercial paper in an aggregate outstanding principal amount not to exceed $50 million pursuant to the Virginia Municipal League/Virginia Association of Counties (VML/VACo) Commercial Paper Program; and

WHEREAS, the Board desires to increase the amount of the VML/VACo Commercial Paper Program to a principal amount not to exceed $120 million; and

WHEREAS, the Board desires to authorize the pledge of the university's general revenues as security for the university's payments under the VML/VACo Commercial Paper Program; and

WHEREAS, the university will need to enter into one or more loan agreements, credit agreements, commercial paper resolutions or other financing documents, or amendments to the university's existing VML/VACo Commercial Paper Program documents, to evidence and secure its obligations related to the VML/VACo Commercial Paper Program, collectively referred to as the Financing Documents.; and

WHEREAS, the Board intends (a) to reauthorize the VML/VACo Commercial Paper Program, (b) authorize the execution and delivery of the Financing Documents, (c) increase the amount of the VML/VACo Commercial Paper Program to $120 million, and (d) take such other actions as are authorized in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors of Virginia Polytechnic Institute and State University approves
Section 1, Reauthorization of Commercial Paper Program: For the purpose of financing or refinancing from time to time of costs associated with capital projects of the university approved by the Board or the Virginia General Assembly on a short-term basis, the Board reauthorizes the VML/VACo Commercial Paper Program in an aggregate principal amount of up to $120 million. The payment of principal and interest under the VML/VACo Commercial Paper Program shall be from the general revenues of the university or such other source authorized by the Act, as determined by an Authorized Officer, as defined below.

Section 2, Delegation and Execution: The Board authorizes the Vice President for Finance and the University Treasurer, collectively known as the Authorized Officers, in consultation with the Chief Business Officer, to negotiate, execute, and deliver all Financing Documents, certificates, documents, and instruments related to the VML/VACo Commercial Paper Program. The final approval of the terms and conditions of the VML/VACo Commercial Paper Program and the Financing Documents shall be evidenced by the execution and delivery of the Financing Documents 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 VML/VACo Commercial Paper Program. The Board authorizes the Authorized Officers, in consultation with the Chief Business Officer, to enter into extensions of and amendments to the Financing Documents from time to time, so long as such extensions and amendments are not inconsistent with the intent of this Resolution and the aggregate principal amount of the VML/VACo Commercial Paper Program does not exceed $120 million.

Section 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.

Section 4, Not a Debt of the Commonwealth: The Commercial Paper Program 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.

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

RECOMMENDATION:

That the above Resolution reauthorizing the use of the VML/VACo Commercial Paper Program, authorizing the pledge of university general revenues as security for the payments under the program, and increasing the borrowing capacity of the program up to $120 million be approved.

November 18, 2019
Summary

The university received instructions for developing the 2020-2026 Six-Year Plan on May 1, 2019. 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 1, 2019. The university received feedback from the state on August 27, 2019 and submitted its response on October 1, 2019. 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.

Changes for 2019

Tuition Predictability Plan: The revised biennial budget approved by the 2019 General Assembly requires institutions to outline the estimated cost of in-state undergraduate tuition and fees for a period of no less than three years. Institutions may submit several scenarios, for example varying the level of state General Fund support, with at least one scenario based on the assumption that the state provides no new General Fund support.

General Fund Requests: The Six-Year Plan template was revised to include a separate section for General Fund requests for the 2020-22 biennium. For example, the university could request state support to lower the aforementioned in-state undergraduate tuition and fee rate, or for support for a new academic or research initiative. The university develops these initiatives in a manner consistent with the university’s long-range plan. This information serves as the basis for the university’s Executive Budget requests submitted to the administration in the fall.
Institutional Performance Partnership Agreement: The 2019 General Assembly passed new legislation that allows institutions to submit an optional proposal for an Institutional Performance Partnership Agreement (IPPA). These agreements re-envision the traditional relationship between the university and the Commonwealth by identifying and supporting one or more targeted initiatives that leverage the unique strengths and capabilities of each party. Strategies within such an IPPA will be embedded within the Six-Year Plan, demonstrating how both the institution and the Commonwealth can contribute to the partnership. As this state initiative has evolved, the university has considered how such a partnership could support expansion and/or enhancement of university strategic goals.

Planning Assumptions

Academic and Support Service Strategies

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 in the first biennium, including non-binding placeholders of tuition rates and student financial assistance;

c) Provide an enrollment projection to assist the State Council on Higher Education for Virginia (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><strong>Academic Initiatives</strong></td>
<td>2020-21</td>
</tr>
<tr>
<td>Develop &quot;Destination Areas&quot; that differentiate Virginia Tech and advance regional, national, and global impact</td>
<td>$3.8</td>
</tr>
<tr>
<td>Expand access for low and middle-income Virginia families*</td>
<td>1.0</td>
</tr>
<tr>
<td>Expand degree completion, pathway opportunities, VT-shaped transdisciplinary learning, and student advising</td>
<td>0.4</td>
</tr>
<tr>
<td>Be a destination for talented faculty, staff, and students in increasingly competitive markets</td>
<td>0.8</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 2019.

<table>
<thead>
<tr>
<th>University Division General Fund Requests</th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extend access for low and middle-income families by continuing to expand need-based financial aid to undergraduate students*</td>
<td>$1.0</td>
<td>$2.0</td>
</tr>
<tr>
<td>Develop and deploy Scalable Internship Program to expand experiential learning and enhance workforce development*</td>
<td>$1.0</td>
<td>$2.0</td>
</tr>
<tr>
<td>Support faculty startup packages, particularly for new faculty in the STEM-H fields, including equipment and lab renovation*</td>
<td>$1.0</td>
<td>$2.0</td>
</tr>
<tr>
<td>Leverage partnerships to expand research programs in Roanoke*</td>
<td>$2.0</td>
<td>$4.0</td>
</tr>
<tr>
<td>Cultivate groundbreaking university research capabilities</td>
<td>$1.5</td>
<td>$3.0</td>
</tr>
<tr>
<td>Increase support for Unique Military Activities</td>
<td>$0.2</td>
<td>$0.4</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>6.7</strong></td>
<td><strong>13.4</strong></td>
</tr>
<tr>
<td>Provide inflationary increase to base E&amp;G General Fund Budget*</td>
<td>$5.3</td>
<td>$10.8</td>
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*Component of Institutional Partnership Performance Agreement*
Provide incremental General Fund to moderate in-state undergraduate tuition (from 4.9% to 2.9%)*  
<table>
<thead>
<tr>
<th></th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>4.6</td>
<td>9.5</td>
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Provide further incremental General Fund to freeze in-state undergraduate tuition (from 2.9% to 0.0%)*  
<table>
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<tr>
<th></th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>6.7</td>
<td>13.7</td>
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**Total University Division General Fund Requests**  
<p>| | | |</p>
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<tr>
<td></td>
<td>23.3</td>
<td>47.4</td>
</tr>
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</table>

*Component of Institutional Partnership Performance Agreement

As part of the annual Six-Year Plan process, the university also submits a Six-Year Plan for the Cooperative Extension and Agricultural Experiment Station (CE/AES) Division, also known as Agency 229. This provides the opportunity for the university to advocate on behalf of the university’s land grant component. This separate state agency is primarily supported by General Funds, and has very little opportunity to generate incremental nongeneral funds. Therefore, the CE/AES Division Six-Year Plan is primarily based on incremental General Fund requests, aligned with opportunities to support shared state goals of economic growth and citizen prosperity. These opportunities, summarized in the following table, serve as the basis of the agency’s Executive Budget requests submitted in the fall of 2019.

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

<table>
<thead>
<tr>
<th>CE/AES General Fund Requests</th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand and Enhance the information technology infrastructure of the agency’s facilities across the Commonwealth</td>
<td>$3.0</td>
<td>$0.6</td>
</tr>
<tr>
<td>Advance Smart Farm Innovation Network Initiative - equipment and technology</td>
<td>4.3</td>
<td>4.5</td>
</tr>
<tr>
<td>Advance Smart Farm Innovation Network Initiative - personnel</td>
<td>2.3</td>
<td>4.6</td>
</tr>
<tr>
<td>Enhance market competitiveness of Extension Agent compensation</td>
<td>1.7</td>
<td>1.7</td>
</tr>
</tbody>
</table>

**Subtotal CE/AES General Fund Requests**  
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11.3</td>
<td>11.4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Initiatives</th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase faculty and staff salaries</td>
<td>$0.1</td>
<td>$0.2</td>
</tr>
<tr>
<td>Operations &amp; maintenance for new facilities</td>
<td>0.7</td>
<td>1.3</td>
</tr>
<tr>
<td>Nongeneral fund for current operations</td>
<td>0.5</td>
<td>1.1</td>
</tr>
</tbody>
</table>

**Subtotal Operating Initiatives**  
<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>1.3</td>
<td>2.6</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 state maintains a codified goal of the 60th percentile of peer salary averages, and the university continues to plan progress towards this goal over a multi-year period. Based upon this long-range goal, and utilizing SCHEV’s projected peer increase of 2.8 percent per year, the university projects a needed faculty salary increase of 4.6 percent per year over six years. The university’s Six-Year Plan includes the nongeneral fund share of this target (2.8 percent, or approximately $11 million per year) in both years of the plan, with the expectation that in combination with a state compensation program, the university would make progress towards the 60th percentile of peer institutions over time.

Staff

For planning purposes, the staff compensation process envisions a 2.0 percent salary increase for university staff and a 0.0 percent salary increase for classified staff in each year of the plan. Compensation for classified staff, who represent approximately one quarter of the overall staff population, is subject to the authorization of the General Assembly.

Access and Affordability

Included in the academic initiatives above, the university’s student financial aid goals include maintaining and expanding existing need-based scholarships for undergraduates. The university envisions continued allocations to the Funds for the Future program, which provides relief from tuition increase for students from low and middle-income families and helps students and parents plan for the costs of education over multiple years. The Virginia Tech Grant initiative cohort is growing to include additional first-generation undergraduate Virginia students. Additionally, the university will seek to further reduce the net price for Virginia residents from low to middle-income families.

Enrollment

The university submitted its six-year enrollment plan to SCHEV, known as the 2B, in the spring of 2019. The 2B is the basis for the enrollment figures included in the Six-Year Plan. The university is currently undergoing a multi-year growth strategy, which will include growth in both undergraduate and graduate students. Success in achieving the annual growth targets will inform future enrollment decisions, and may require adjustments to enrollment assumptions. State support will be important for growth in Virginia undergraduates. Though the enrollment plan submitted in May of 2019 serves as the basis of this Six-Year Plan, the university expects to submit a revised enrollment plan that recognizes the impact of the fall 2019 enrollment variance and incorporates the final Tech Talent Pipeline enrollment growth initiative.
Funding and Cost Containment

The Commonwealth’s process discourages initiatives funded solely through incremental General Fund support, except in limited initiatives such as research or public service. This process is designed to focus on goals, costs, and the use of university nongeneral fund resources, allowing General Fund support to be determined later through the state budget process. This approach displays the university’s nongeneral fund support allocated to each initiative in the Six-Year Plan. However, the university assumes the traditional state share of costs consistent with long-standing and codified funding principles. The university is planning for the nongeneral fund share of these costs in accordance with state policies, as summarized in the table below:

<table>
<thead>
<tr>
<th>Fund Split Methodology</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 E&amp;G</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>Research</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Public Service</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Unique Military Activities</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Targeted Student Financial Aid</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

In addition to the deployment of incremental revenue, the university also seeks to implement efficiencies that allow the repurposing of resources. To ensure sensitivity to overall cost, the university projects some reallocation of existing resources to help advance top priorities while mitigating the pressure on tuition.

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 the Six-Year Plan 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, the state budget process, and market capacity. However, in accordance with Item 143 of Chapter 854 (2019 Acts of Assembly), the university is required to submit the estimated cost of in-state undergraduate tuition.
and fees for a period of no less than three years. Multiple scenarios are allowed within the submission.

While increases in tuition and fees for 2020-21 and beyond have not been set by the Board of Visitors, the university utilized the following placeholders to satisfy the plan requirements. A scenario of no new targeted General Fund support is utilized as the default, while additional options are offered in partnership with new targeted state General Fund support.

<table>
<thead>
<tr>
<th>In-State Undergraduate Tuition and E&amp;G Fee Increase Placeholder</th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
<th>2023-24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario 1: No new targeted General Fund</td>
<td>4.9%</td>
<td>4.9%</td>
<td>4.9%</td>
<td>4.9%</td>
</tr>
<tr>
<td>Scenario 2: General Funds mitigate increase</td>
<td>2.9%</td>
<td>2.9%</td>
<td>2.9%</td>
<td>2.9%</td>
</tr>
<tr>
<td>Scenario 3: General Funds freeze tuition</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**Institutional Partnership Performance Agreement (IPPA)**

As shared with the Board at the June 2019 meeting, a new component of the 2019 Six-Year Plan development is the opportunity to include a proposal for enhanced partnership with the state around innovative initiatives that achieve shared goals. Virginia Tech’s Six-Year Plan was developed around the foundational strategies of affordability, enrollment management, economic development, efficiency and innovation, and accountability. As such, the submission outlines opportunities for the Commonwealth to partner with the university to make measurable progress in these areas. The university will work with state officials to advance the elements of Virginia Tech’s proposed IPPA during the 2020 General Assembly Session.

**Next Steps**

The university submitted the Six-Year Plan to the Commonwealth on July 1, 2019. The submission began an iterative review process that culminated with a state review and response from the university. The Six-Year Plan served as a guide for the university’s budget submissions for the Executive Budget development process in the fall of 2019.

**RECOMMENDATION:**

That the Board of Visitors approve the revisions to the 2020-2026 Six-Year Plan.

November 18, 2019
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 2019-20 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.

**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, 2019 through September 30, 2019 and the Capital Outlay report be approved.

November 18, 2019
## OPERATING BUDGET
### 2018-19

Dollars in Thousands

<table>
<thead>
<tr>
<th></th>
<th>July 1, 2019 to September 31, 2019</th>
<th>Annual Budget for 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td></td>
<td>Original</td>
<td>Adjusted</td>
</tr>
<tr>
<td>Educational and General Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund</td>
<td>$49,534</td>
<td>$49,534</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>269,584</td>
<td>275,689</td>
</tr>
<tr>
<td>All Other Income</td>
<td>15,096</td>
<td>12,277</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$334,214</td>
<td>$337,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Programs</td>
<td>-$128,534</td>
<td>-$127,497</td>
</tr>
<tr>
<td>Support Programs</td>
<td>-84,033</td>
<td>-83,141</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>-$212,567</td>
<td>-$210,638</td>
</tr>
<tr>
<td><strong>NET</strong></td>
<td>$121,647</td>
<td>$126,862</td>
</tr>
</tbody>
</table>

| CE/AES Division              |          |            |        |
| **Revenues**                 |            |            |        |
| General Fund                 | $21,458    | $21,458    | $0     |
| Federal Appropriation        | 6,578      | 6,390      | -$188  |
| All Other Income             | 362        | 246        | 116    |
| **Total Revenues**           | $28,398    | $28,094    | $304   |
|                              |            |            |        |
|                              |            |            |        |
| **Expenses**                 |            |            |        |
| Academic Programs            | -$22,966   | -$23,558   | $592   |
| Support Programs             | -1,569     | -1,564     | -5     |
| **Total Expenses**           | -$24,535   | -$25,122   | $587   |
| **NET**                      | $3,863     | $2,972     | $891   |

| Auxiliary Enterprises        |          |            |        |
| **Revenues**                 | $141,399  | $145,860   | -$4,461|
|                              | $360,813  | $369,345   | $8,532 |
| **Expenses**                 | -$108,545 | -$114,300  | 5,755  |
|                              | -$347,077 | -$375,834  | 28,757 |
| **NET**                      | $0        | $0         | $0     |

| Sponsored Programs           |          |            |        |
| **Revenues**                 | $83,148   | $86,141    | -$2,993|
|                              | $354,858  | $359,208   | $4,350 |
| **Expenses**                 | -$103,506 | -$108,217  | 4,711  |
|                              | -$354,858 | -$359,208  | -4,350 |
| **NET**                      | $0        | $0         | $0     |

| Student Financial Assistance |          |            |        |
| **Revenues**                 | $15,300   | $16,179    | -$879  |
|                              | $31,752   | $31,752    | $0     |
| **Expenses**                 | -$12,702  | -$14,375   | 1,673  |
|                              | -$33,153  | -$33,153   | 0      |
| **NET**                      | $0        | $0         | $0     |

| All Other Programs *         |          |            |        |
| **Revenue**                  | $2,320    | $2,145     | $175   |
|                              | $9,184    | $10,800    | $1,616 |
| **Expenses**                 | -$1,373   | -$1,600    | 227    |
|                              | -$9,184   | -$11,232   | 2,048  |
| **NET**                      | $0        | $0         | $0     |

| Total University             |          |            |        |
| **Revenues**                 | $604,779  | $615,919   | -$11,140|
|                              | $1,658,579| $1,677,589| $19,010|
| **Expenses**                 | -$463,228 | -$474,252  | 11,024 |
|                              | -$1,644,843| -$1,684,510| -39,667|
| **NET**                      | $125,510  | $129,834   | -$4,324|

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

Presentation Date: November 18, 2019
1. Tuition and Fee revenues are behind due to the timing of tuition and fee collection due to prepaid tuition normally received in September, but was received in October.

2. All Other Income activity levels are higher than projected in Continuing Education programs due to higher than projected AdvantageVT Pathways programs within the Language and Culture Institute.

3. 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/Agriculture Experiment Station Division was higher than the projected budget due to the timing of federal drawdowns.

4. Lower than projected activity in academic program expenditures due to timing of locality recovery activity in the Cooperative Extension/Agriculture Experiment Station Division.

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

6. 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 revenues and expenditures exceeded projections. The sponsored research revenues are 1.3% and expenditures 9.2% greater than September, 2018.

7. The annual budget for the University Division General Fund has been increased $0.4 million to align internal budgets with the actual central appropriation distribution.

8. The annual budget for Tuition and Fees has been decreased $0.3 million for BOV to ABD budget finalizations and technical adjustments. The budget for Tuition and Fees has been increased $6.37 million for higher than projected revenues from undergraduate enrollment, VTCSOM enrollments and savings in the student financial aid program; offset partially by lower than projected Summer Session activity, on-campus graduate enrollments, and Veterinary Medicine tuition revenues. The corresponding expenditure budgets have been adjusted accordingly.

9. The All Other Income revenue budget for the University Division has been decreased $0.25 million for budget finalizations.

10. The Cooperative Extension/Agriculture Experiment State Division General Fund revenue budget has been decreased $0.3 million to align internal budgets with the actual central appropriation distribution. The corresponding expenditure budgets have been adjusted accordingly.

11. The Student Financial Assistance revenue and expenditure budgets were decreased $1.4 million in 2019-20 for budget finalizations and a technical change in the scholarship accounting.

12. The projected annual budgets for All Other Programs were increased $1.6 million to finalize budgets and $0.4 million for outstanding 2018-19 commitments that were initiated but not completed before June 30, 2019.
### Residence and Dining Halls *

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$60,056</td>
<td>$62,903</td>
<td>$-2,847</td>
<td>$133,823</td>
<td>$143,163</td>
<td>$9,340</td>
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<tr>
<td><strong>Expenses</strong></td>
<td>-41,624</td>
<td>-43,799</td>
<td>2,175</td>
<td>-127,577</td>
<td>-146,521</td>
<td>-18,944</td>
</tr>
<tr>
<td><strong>Reserve Drawdown (Deposit)</strong></td>
<td>-18,432</td>
<td>-19,104</td>
<td>672</td>
<td>-6,246</td>
<td>3,358</td>
<td>9,604</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>
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### Parking and Transportation

<table>
<thead>
<tr>
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<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$7,741</td>
<td>$7,526</td>
<td>$215</td>
<td>$15,832</td>
<td>$15,832</td>
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<tr>
<td><strong>Expenses</strong></td>
<td>-2,504</td>
<td>-3,018</td>
<td>514</td>
<td>-127,577</td>
<td>-146,521</td>
<td>-18,944</td>
</tr>
<tr>
<td><strong>Reserve Drawdown (Deposit)</strong></td>
<td>-5,237</td>
<td>-4,508</td>
<td>-729</td>
<td>-6,246</td>
<td>3,358</td>
<td>9,604</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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### Telecommunications Services

<table>
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<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$7,055</td>
<td>$6,921</td>
<td>$134</td>
<td>$20,600</td>
<td>$20,600</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>-5,906</td>
<td>-6,308</td>
<td>402</td>
<td>-20,861</td>
<td>-22,016</td>
<td>-1,155</td>
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<tr>
<td><strong>Reserve Drawdown (Deposit)</strong></td>
<td>-1,149</td>
<td>-613</td>
<td>-536</td>
<td>261</td>
<td>1,416</td>
<td>1,155</td>
</tr>
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<td><strong>Net</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</table>

### University Services * **

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$25,548</td>
<td>$25,706</td>
<td>$-158</td>
<td>$54,303</td>
<td>$54,628</td>
<td>$325</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>-19,486</td>
<td>-21,193</td>
<td>1,707</td>
<td>-53,258</td>
<td>-58,667</td>
<td>-5,409</td>
</tr>
<tr>
<td><strong>Reserve Drawdown (Deposit)</strong></td>
<td>-6,062</td>
<td>-4,513</td>
<td>-1,549</td>
<td>-1,045</td>
<td>4,039</td>
<td>5,084</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>

### Intercollegiate Athletics *

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$23,008</td>
<td>$25,430</td>
<td>$-2,422</td>
<td>$77,500</td>
<td>$77,500</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>-25,401</td>
<td>-25,394</td>
<td>-7</td>
<td>-74,086</td>
<td>-74,124</td>
<td>-38</td>
</tr>
<tr>
<td><strong>Reserve Drawdown (Deposit)</strong></td>
<td>2,393</td>
<td>-36</td>
<td>2,429</td>
<td>-3,414</td>
<td>-3,376</td>
<td>38</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>
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</table>

### Electric Service *

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
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</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$7,298</td>
<td>$7,334</td>
<td>$-36</td>
<td>$35,217</td>
<td>$33,870</td>
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<tr>
<td><strong>Expenses</strong></td>
<td>-9,114</td>
<td>-9,361</td>
<td>247</td>
<td>-34,596</td>
<td>-34,562</td>
<td>34</td>
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<tr>
<td><strong>Reserve Drawdown (Deposit)</strong></td>
<td>-928</td>
<td>-332</td>
<td>-596</td>
<td>576</td>
<td>666</td>
<td>90</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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### Inn at Virginia Tech/Skelton Conf. Center

<table>
<thead>
<tr>
<th></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><strong>Revenues</strong></td>
<td>$5,083</td>
<td>$4,709</td>
<td>$374</td>
<td>$11,711</td>
<td>$11,911</td>
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<tr>
<td><strong>Expenses</strong></td>
<td>-4,155</td>
<td>-4,377</td>
<td>222</td>
<td>-12,287</td>
<td>-12,577</td>
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<tr>
<td><strong>Reserve Drawdown (Deposit)</strong></td>
<td>-928</td>
<td>-332</td>
<td>-596</td>
<td>576</td>
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<tr>
<td><strong>Net</strong></td>
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<td>$0</td>
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### Other Enterprise Functions ***

<table>
<thead>
<tr>
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<th>Budget</th>
<th>Change</th>
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<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$5,610</td>
<td>$5,331</td>
<td>$279</td>
<td>$11,827</td>
<td>$11,841</td>
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<tr>
<td><strong>Expenses</strong></td>
<td>-355</td>
<td>-850</td>
<td>495</td>
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<td>-11,513</td>
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<tr>
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<td>-2,772</td>
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### TOTAL AUXILIARIES

<table>
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<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$141,399</td>
<td>$145,860</td>
<td>$-4,461</td>
<td>$360,813</td>
<td>$369,345</td>
<td>$8,532</td>
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<td><strong>Expenses</strong></td>
<td>-108,545</td>
<td>-114,300</td>
<td>5,755</td>
<td>-347,077</td>
<td>-375,834</td>
<td>-28,757</td>
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<tr>
<td><strong>Reserve Drawdown (Deposit)</strong></td>
<td>-32,854</td>
<td>-31,560</td>
<td>-1,294</td>
<td>-13,796</td>
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<tr>
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<td>$0</td>
<td>$0</td>
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<td>$0</td>
<td>$0</td>
</tr>
</tbody>
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* University Systems include Dormitory and Dining Hall System, Electric Service Utility System, University Services System, and Athletic Facilities 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 lien of any creditor of the university.

** University Services System includes Career Services, Center for the Arts, Health Services, Recreational Sports, Student Centers & Activities, 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, Printing Services, Software Sales, Tailor Shop and Clearing Accounts.

Presentation Date: November 18, 2019
1. During the first quarter, the budget was increased $9.3 million to recognize a larger freshman class. Revenues in Residence and Dining Halls are lower than the revised projection due to lower than anticipated residence hall occupancy and dining meal plan sales relative to the revised plans for increased enrollment. Expenses are lower than projected due to lower than forecasted business volume and timing of operating and project expenses. A second quarter budget adjustment is anticipated.

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

3. Revenues for Intercollegiate Athletics are lower than projected due to lower than anticipated football ticket sales. A second quarter budget adjustment is anticipated.

4. The projected annual revenue budgets for Residence and Dining Halls were increased $9.3 million for residential operations in two additional facilities and increased dining meal plan sales due to increased enrollment. Annual expense budgets were increased $5.1 million for the Inn at Virginia Tech lease, $3.7 million for Holiday Inn lease, $2.4 million for enrollment staffing and operations, $2.9 million for residence hall furniture which will be repurposed in future residence halls, $0.1 million for additional student conduct coordinator, $0.3 million dining facility projects, and $2.7 million for expanded dining facility hours, food costs, and wage support.

5. The projected annual expense budget for Auxiliary Enterprises was increased $7.4 million for outstanding 2018-19 commitments and projects that were initiated but not completed before June 30, 2019. This amount includes $1.2 million in Dining Hall commitments and projects, $1.2 million for Telecommunications, and $1.3 million for Electric Service. The remainder is spread across the other auxiliary programs.

6. The projected annual expense and reserve budgets for Auxiliary Enterprises were decreased $0.7 million to align budgets for approved university compensation actions.

7. The projected annual expense and reserve budgets for Parking and Transportation Services were decreased $0.2 million for Parking Services lease alignment.

8. The projected annual revenue budget for University Services System was increased $0.3 million to recognize additional enrollment. Annual expense budgets were increased $3.6 million for additional counseling staff, counseling space, nurse practitioner, personnel support, student affairs operating support, Recreational Sports wage support, $1.5 million field storage and venture out facility project, and $1.7 million swing space temporary structure project to assist with space needs during War Memorial closure during the capital project.

9. The projected annual revenue and expense budgets for the Electric Services auxiliary were decreased $1.3 million due to lower than projected cost of wholesale electricity.

10. The projected annual revenue, expense, and reserve budgets for the Inn at Virginia Tech and Skelton Conference Center were increased for technical accounting alignment for tipped employees and personnel support.

11. The projected annual revenue, expense, and reserve budgets for Other Enterprise Functions were increased for printing services operating expenses, $1.4 million internal financing of board approved Athletics facilities improvements project, technical accounting alignments, and Library Photocopy increased business volume and equipment replacement.
## Educational and General Projects

### Design Phase

<table>
<thead>
<tr>
<th>Project</th>
<th>Initiated</th>
<th>Annual Budget</th>
<th>YTD Expenses</th>
<th>State Support</th>
<th>Nongeneral Revenue</th>
<th>Total Budget</th>
<th>Cumulative Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Production Facilities</td>
<td>Oct 2016</td>
<td>$1,300</td>
<td>$136</td>
<td>-</td>
<td>-</td>
<td>$22,136</td>
<td>$22,136 $(1)</td>
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<tr>
<td>Planning: Intelligent Infrastructure and Construction Complex</td>
<td>Apr 2017</td>
<td>$4,641</td>
<td>99</td>
<td>-</td>
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<td>$6,000</td>
<td>1,385 $(2)</td>
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<td>Planning: Undergraduate Science Laboratory Building</td>
<td>Jul 2017</td>
<td>$1,163</td>
<td>917</td>
<td>-</td>
<td>3,084</td>
<td>$3,084</td>
<td>2,838 $(3)</td>
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<tr>
<td>Commonwealth Cyber Initiative</td>
<td>May 2019</td>
<td>500</td>
<td>15</td>
<td>1,000</td>
<td>-</td>
<td>1,000</td>
<td>21 $(4)</td>
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<tr>
<td>Corps Leadership and Military Science Building</td>
<td>Jun 2019</td>
<td>2,000</td>
<td>107</td>
<td>-</td>
<td>22,808</td>
<td>29,192</td>
<td>52,000 1,482 $(5)</td>
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<tr>
<td>Construct Virginia Seafood AREC</td>
<td>Jul 2018</td>
<td>2,500</td>
<td>-</td>
<td>2,500</td>
<td>-</td>
<td>2,500</td>
<td>0 $(6)</td>
</tr>
<tr>
<td>Data and Decision Science</td>
<td>Jul 2019</td>
<td>2,800</td>
<td>431</td>
<td>69,000</td>
<td>10,000</td>
<td>79,000</td>
<td>431 $(7)</td>
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<tr>
<td>Innovation Campus - Academic Building</td>
<td>Jul 2019</td>
<td>5,500</td>
<td>11</td>
<td>168,000</td>
<td>107,000</td>
<td>275,000</td>
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### Construction Phase

<table>
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<tr>
<th>Project</th>
<th>Initiated</th>
<th>Annual Budget</th>
<th>YTD Expenses</th>
<th>State Support</th>
<th>Nongeneral Revenue</th>
<th>Total Budget</th>
<th>Cumulative Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Reserve</td>
<td>On-going</td>
<td>14,330</td>
<td>4,610</td>
<td>28,859</td>
<td>-</td>
<td>28,859</td>
<td>15,122 $(9)</td>
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<tr>
<td>Improve Kentland Facilities</td>
<td>Sep 2013</td>
<td>6,500</td>
<td>1,355</td>
<td>12,463</td>
<td>-</td>
<td>12,463</td>
<td>3,308 $(10)</td>
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<tr>
<td>Health Sciences &amp; Technology</td>
<td>Oct 2016</td>
<td>34,000</td>
<td>8,219</td>
<td>51,554</td>
<td>-</td>
<td>91,696</td>
<td>49,528 $(11)</td>
</tr>
<tr>
<td>Chiller Plant Phase II</td>
<td>Oct 2016</td>
<td>10,000</td>
<td>1,029</td>
<td>32,655</td>
<td>10,312</td>
<td>42,968</td>
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<tr>
<td>Holden Hall Renovation</td>
<td>Oct 2016</td>
<td>16,000</td>
<td>68</td>
<td>54,849</td>
<td>-</td>
<td>72,349</td>
<td>4,100 $(13)</td>
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<tr>
<td>Gas-Fired Boiler at the Central Steam Plant</td>
<td>Apr 2017</td>
<td>2,600</td>
<td>549</td>
<td>-</td>
<td>8,200</td>
<td>8,200</td>
<td>3,599 $(14)</td>
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### Close-Out

<table>
<thead>
<tr>
<th>Project</th>
<th>Initiated</th>
<th>Annual Budget</th>
<th>YTD Expenses</th>
<th>State Support</th>
<th>Nongeneral Revenue</th>
<th>Total Budget</th>
<th>Cumulative Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Buildings Renewal</td>
<td>Sep 2013</td>
<td>2,205</td>
<td>1,991</td>
<td>35,029</td>
<td>-</td>
<td>35,029</td>
<td>34,815 $(15)</td>
</tr>
<tr>
<td>Renovate Undergraduate Science Laboratories</td>
<td>Jul 2016</td>
<td>3,100</td>
<td>2,225</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>8,211 $(16)</td>
</tr>
<tr>
<td>Acquisition - Falls Church UVA Interest</td>
<td>Apr 2019</td>
<td>8,230</td>
<td>8,221</td>
<td>-</td>
<td>8,230</td>
<td>8,230</td>
<td>8,221 $(17)</td>
</tr>
<tr>
<td>Acquisition - Falls Church Property</td>
<td>Apr 2019</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,850</td>
<td>2,850</td>
<td>- $(18)</td>
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### Total Educational and General Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Total</th>
<th>Annual Budget</th>
<th>YTD Expenses</th>
<th>State Support</th>
<th>Nongeneral Revenue</th>
<th>Total Budget</th>
<th>Cumulative Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$117,369</td>
<td>$29,985</td>
<td>$478,045</td>
<td>$177,404</td>
<td>$97,914</td>
<td>$753,364</td>
<td>$137,298</td>
</tr>
</tbody>
</table>
**CAPITAL OUTLAY BUDGET**

### Education and General Projects

1. **Agriculture Production Facilities**: This project is the first of two phases to renew existing facilities for the livestock and poultry programs. The scope includes 126,000 gross square feet of facilities at the Blacksburg campus and three nearby university production and research farms. Preliminary design is underway.

2. **Planning – Intelligent Infrastructure and Construction Complex**: This planning project is for Hitt Hall to house an expansion of Myers-Lawson School of Construction, a new dining center, and other academic spaces. The overall funding plan for the project includes $25 million of private gifts for Hitt Hall, $33 million of debt for the dining program, and $10 million of debt for other academic programs. The Design-Build team has been selected and design is underway to align project budget and scope.

3. **Planning – Undergraduate Science Laboratory Building**: This planning project is for an entirely State funded 102,000 gross square foot science laboratory building adjacent to the new classroom building. The university is temporarily funding the project and will be reimbursed by the State once construction funding is appropriated. Preliminary designs are complete and pending review and approval by the Department of General Services. Working drawings are expected to be complete May 2020. The project is positioned to start construction upon State approval of construction funding, anticipated July 2020.

4. **Commonwealth Cyber Initiative**: This project makes improvements to support the Commonwealth Cyber Initiative Hub renovations, space enhancements, and equipment.

5. **Corps Leadership and Military Science Building**: The project consolidates the Corps of Cadets and ROTC programs in the northern portion of the Upper Quad. The Board authorized the full project in June 2019 and preliminary designs are being updated.

6. **Construct Virginia Seafood AREC**: Through a collaborative effort between the University, the Foundation, and the City of Hampton, the existing facility will be replaced with this new 15,000 gross square foot facility.

7. **Data and Decision Sciences**: This project will design and construct a new 120,000 gross square foot instruction building. Schematic design is underway.

8. **Innovation Campus – Academic Building**: This project is a new 300,000 gross square foot academic building as part of the Innovation Campus in Alexandria, Virginia. Procurement for A/E services is underway.

9. **Maintenance Reserve**: The total project budget reflects $1.8 million of carryforward from fiscal year 2018 and the State's fiscal year 2019 appropriation of $13.5 million and fiscal year 2020 appropriation of $13.5 million. The annual budget amount reflects the pace necessary to meet the State's 85 percent spending performance requirement by June 30, 2020.

10. **Improve Kentland Facilities**: This project provides a metabolism research laboratory, an applied reproduction facility, and a building for animal demonstration, handling, and holding spaces. The State approved $3.1 million of permanent supplemental funding for the project effective July 1, 2019. The project is under construction with substantial completion expected April 2020.

11. **Health Sciences & Technology**: This project is being delivered under a Public Private Partnership with Carilion Clinic and is located adjacent to the existing Virginia Tech-Carilion Research Institute facility in Roanoke, Virginia. Construction is underway and on schedule for an expected completion date of April 2020.

12. **Chiller Plant Phase II**: This project upgrades campus utility systems and addresses several strategic needs for shifting the campus to a lower resource consuming cooling service with improved redundancies. Construction is underway with completion expected July 2021.

13. **Holden Hall Renovation**: This project will renovate 20,000 gross square feet, demolish 21,000 gross square feet, and construct an 80,000 gross square foot expansion of Holden Hall to accommodate the instruction and research programs of Materials Science and Engineering, Mining and Minerals Engineering, and Computer Science Engineering. The first Guaranteed Maximum Price (GMP) contract has been received for demolition and sitework. The second GMP for the remainder of the project is in process with the Department of General Services. Substantial completion is expected November 2021.

14. **Gas-Fired Boiler at the Central Steam Plant**: This project will design, purchase, and install a new Gas-Fired Boiler within the Central Steam Plant. Installation of the boiler is underway with completion expected March 2020.

15. **Academic Buildings Renewal**: This project is complete and may be closed and financial accounts terminated when final invoices are received and paid.

16. **Renovate Undergraduate Science Laboratories**: Construction is substantially complete and the project may be closed and financial accounts terminated when final invoices are received and paid.

17. **Acquisition – Falls Church UVA Interest**: This project was established to acquire all of UVA's right, title, and interest in the universities' shared fee simple title ownership and shared leasehold interest in the Falls Church Center for a total cost of $8.2 million. The transaction process is complete.

18. **Acquisition – Falls Church Property**: This project was established to acquire the fee simple title to the 5.33 acres currently leased from and owned by the City of Falls Church for a net cost of $2.85 million. The exercise date is fiscal year 2021, and the university is working with the City of Falls Church to accelerate the transaction timing.
Capital Outlay Projects Authorized as of September 30, 2019 (Continued)

Dollars in Thousands

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>INITIATED</th>
<th>ANNUAL BUDGET</th>
<th>YTD EXPENSES</th>
<th>STATE SUPPORT</th>
<th>NONGENERAL FUND</th>
<th>REVENUE BOND</th>
<th>TOTAL BUDGET</th>
<th>CUMULATIVE EXPENSES</th>
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<tr>
<td><strong>AUXILIARY ENTERPRISE PROJECTS</strong></td>
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<td><strong>Design Phase</strong></td>
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<td>$44,690</td>
<td>$58,000</td>
<td>$43,568 (1)</td>
</tr>
<tr>
<td>Dietrick First Floor and Plaza Renovation</td>
<td>Sept 2017</td>
<td>1,500</td>
<td>174</td>
<td>-</td>
<td>5,000</td>
<td>3,300</td>
<td>8,300</td>
<td>453 (2)</td>
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<tr>
<td>Planning: Slusher Replacement</td>
<td>June 2018</td>
<td>1,500</td>
<td>417</td>
<td>-</td>
<td>3,500</td>
<td>-</td>
<td>3,500</td>
<td>758 (3)</td>
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<tr>
<td>Planning: Athletics Weight Room Renovation &amp; Expansion</td>
<td>Aug 2018</td>
<td>625</td>
<td>141</td>
<td>-</td>
<td>700</td>
<td>-</td>
<td>700</td>
<td>216 (4)</td>
</tr>
<tr>
<td>Global Business &amp; Analytics Complex Residence Halls</td>
<td>Jun 2019</td>
<td>1,800</td>
<td>468</td>
<td>-</td>
<td>84,000</td>
<td>84,000</td>
<td>468 (5)</td>
<td></td>
</tr>
<tr>
<td>New Upper Quad Residence Hall</td>
<td>Jun 2019</td>
<td>800</td>
<td>14</td>
<td>-</td>
<td>33,000</td>
<td>33,000</td>
<td>14 (6)</td>
<td></td>
</tr>
<tr>
<td><strong>Construction Phase</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Reserve</td>
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<td>4,920</td>
<td>-</td>
<td>9,500</td>
<td>-</td>
<td>9,500</td>
<td>4,920 (7)</td>
</tr>
<tr>
<td>Creativity &amp; Innovation District Residence Hall</td>
<td>Oct 2016</td>
<td>20,000</td>
<td>4,971</td>
<td>-</td>
<td>15,880</td>
<td>89,620</td>
<td>105,500</td>
<td>15,603 (8)</td>
</tr>
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<td>Student-Athlete Performance Center</td>
<td>Mar 2018</td>
<td>7,000</td>
<td>971</td>
<td>-</td>
<td>20,417</td>
<td>-</td>
<td>20,417</td>
<td>2,472 (9)</td>
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<tr>
<td><strong>Close-Out</strong></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Lane Substation Expansion</td>
<td>Sept 2015</td>
<td>2,380</td>
<td>32</td>
<td>-</td>
<td>2,000</td>
<td>4,500</td>
<td>6,500</td>
<td>3,534 (10)</td>
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<tr>
<td>O'Shaughnessy Renovation</td>
<td>Apr 2016</td>
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<td>221</td>
<td>-</td>
<td>8,867</td>
<td>12,633</td>
<td>21,500</td>
<td>21,275 (11)</td>
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<tr>
<td>Athletic Facilities Improvements</td>
<td>Aug 2016</td>
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<td>194</td>
<td>-</td>
<td>37,500</td>
<td>-</td>
<td>37,500</td>
<td>36,162 (12)</td>
</tr>
<tr>
<td>Commonwealth Ballroom Improvements</td>
<td>Mar 2018</td>
<td>499</td>
<td>282</td>
<td>-</td>
<td>3,246</td>
<td>-</td>
<td>3,246</td>
<td>3,029 (13)</td>
</tr>
<tr>
<td>ACC Network Studio</td>
<td>Mar 2018</td>
<td>900</td>
<td>271</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>7,456 (14)</td>
</tr>
<tr>
<td><strong>TOTAL AUXILIARY ENTERPRISE PROJECTS</strong></td>
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<tr>
<td></td>
<td></td>
<td>$56,484</td>
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<td>-</td>
<td>$119,920</td>
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<td><strong>GRAND TOTAL</strong></td>
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<td>$478,045</td>
<td>$297,324</td>
<td>$379,657</td>
<td>$1,155,026</td>
<td>$238,015</td>
</tr>
</tbody>
</table>

Presentation Date: November 18, 2019
Auxiliary Enterprise Projects

1. **Student Wellness Improvements**: The project scope and budget includes refurbishments to War Memorial Hall and McComas Hall. Working drawings are underway with construction expected to start January 2020.

2. **Dietrick First Floor and Plaza Renovation**: This project refurbishes the first floor of Dietrick Hall, inserting a modern food service venue, enclosing a portion of the overhang, and improving the outdoor plaza. Working drawings are underway with construction expected March 2020.

3. **Planning – Slusher Replacement**: This planning project includes completing preliminary designs for the replacement of Slusher Hall. A subsequent request for full project funding may be submitted after designs are underway and a firm scope, cost, funding, and schedule for the entire project are determined.

4. **Planning – Athletics Weight Room Renovation & Expansion**: This planning project includes completing working drawings for the Athletics weight room renovation and expansion in the Merryman Center. A subsequent request for full project funding may be submitted after designs are underway and a firm scope, cost, funding, and schedule for the entire project are determined.

5. **Global Business & Analytics Complex Residence Halls**: This project provides two residence halls in the northwest corner of campus with a minimum of 700 beds. Schematic design is underway.

6. **New Upper Quad Residence Hall**: This project will provide the Corps of Cadets an additional 300 beds while replacing Femoyer Hall. Procurement for A/E services is underway.

7. **Maintenance Reserve**: Projects are scheduled and funded by the auxiliary enterprises during the annual Auxiliary Enterprise budgeting process. 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 2020. The auxiliary maintenance reserve program covers 106 assets with a total replacement value of $1.3 billion.

8. **Creativity & Innovation District Residence Hall**: This project is a new residential community with approximately 596 beds, including 176 beds for student-athletes, and academic collaborative spaces to support creativity and innovation programs. Construction is underway with completion expected August 2021.

9. **Student-Athlete Performance Center**: This project renovates the fourth floor of the Jamerson Center, constructs a balcony cantilevered from the fourth floor and a new elevator tower. Construction is underway with completion expected September 2020.

10. **Lane Substation Expansion**: The expanded Substation on Innovation Drive has been electrified and the project is substantially complete. The total cost is expected to be $6.5 million. The project may be closed and financial accounts terminated when final invoices are received and paid.

11. **O'Shaughnessy Renovation**: This project is complete. The total cost is expected to be $21.5 million. The project may be closed and financial accounts terminated when final invoices are received and paid.

12. **Athletic Facilities Improvements**: This project is complete. The total cost is expected to be $37.5 million. The project may be closed and financial accounts terminated when final invoices are received and paid.

13. **Commonwealth Ballroom Improvements**: This project is complete. The total cost is expected to be $3.3 million. The project may be closed and financial accounts terminated when final invoices are received and paid.

14. **ACC Network Studio**: The ACC Network Studio is operational and the project is substantially complete. The total cost is expected to be $10 million. The project may be closed and financial accounts terminated when final invoices are received and paid.
Annual Project Expenditures by Activity
Through First Quarter Ended September 30, 2019

Year to Date Expenses: $44,160
Annual Budget: $173,853
Projected Design Spending Periods
(Project Initiated to Construction Start)
President Sands will provide an update to the Board on Monday, November 18, 2019.
Constituent Report by Undergraduate Student Representative to the Board, Ms. Madelynn Todd, will be presented at Sunday’s Information Session.
Constituent Report by Graduate Student Representative to the Board, Mr. Ryan King, will be presented at Sunday’s Information Session
Constituent Report by President of Faculty Senate, Dr. John Ferris, will be presented at Sunday’s Information Session
Constituent Report by President of Staff Senate, Ms. Tamarah Smith, will be presented at Sunday’s Information Session
MOTION TO BEGIN CLOSED MEETING

November 18, 2019

I move 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.
# Open Session Agenda

**ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE**

Inn at Virginia Tech  
Duck Pond Room  
Monday, November 18, 2019  
9:00 – 11:30 a.m.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome and Acceptance of Agenda</td>
<td>G. Harris</td>
</tr>
<tr>
<td>2. Report of Closed Session Action Items</td>
<td>G. Harris</td>
</tr>
<tr>
<td>3. Consent Agenda</td>
<td>G. Harris</td>
</tr>
<tr>
<td>A. Approval of August 25, 2019 Meeting Minutes</td>
<td></td>
</tr>
<tr>
<td>B. Report of Reappointments to Endowed Chairs, Professorships and Fellowships</td>
<td></td>
</tr>
<tr>
<td>*C. Pratt Funds Overview (shared with Finance and Resource Management committee)</td>
<td></td>
</tr>
<tr>
<td>*D. Resolution to Discontinue Bachelor of Science Degree in Engineering Science and Mechanics</td>
<td></td>
</tr>
<tr>
<td>4. Provost’s Update</td>
<td>C. Clarke</td>
</tr>
<tr>
<td>5. Update: Virginia Tech Carilion School of Medicine</td>
<td>L. Learman</td>
</tr>
<tr>
<td>6. Report from the Council of College Deans</td>
<td>R. Blythe</td>
</tr>
<tr>
<td>7. Discussion Academic Initiatives: Diversity and Inclusion</td>
<td>C. Clarke, M. Pratt-Clarke</td>
</tr>
<tr>
<td>&gt; <strong>Ellington Graves</strong>, assistant provost for inclusion and diversity, instructor of sociology, College of Liberal Arts and Human Sciences</td>
<td></td>
</tr>
<tr>
<td>▪ Equity and Social Disparity for the Human Condition Destination Area Curriculum Development</td>
<td></td>
</tr>
<tr>
<td>&gt; <strong>Carolyn Shivers</strong>, assistant professor, human development and family science, College of Liberal Arts and Human Sciences</td>
<td></td>
</tr>
<tr>
<td>▪ Pathways Disabilities Studies Minor</td>
<td></td>
</tr>
<tr>
<td>&gt; <strong>Walter Lee</strong>, assistant professor of engineering education, assistant director of research, Center for the Enhancement of Engineering Diversity, College of Engineering</td>
<td></td>
</tr>
<tr>
<td>▪ Graduate Diversity and Inclusion Requirement</td>
<td></td>
</tr>
<tr>
<td>&gt; <strong>Jill Sible</strong>, associate vice provost for undergraduate education, professor of biological sciences, College of Science</td>
<td></td>
</tr>
<tr>
<td>▪ Howard Hughes Medical Institute (HHMI) Inclusive Excellence Program</td>
<td></td>
</tr>
<tr>
<td>8. Agenda Items for March 2020 Committee Meeting</td>
<td>G. Harris</td>
</tr>
<tr>
<td>9. Adjourn</td>
<td></td>
</tr>
</tbody>
</table>

* Requires Full Board Approval
**Open Session Briefing Report**

**ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE**

**November 18, 2019**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Welcome and Acceptance of Agenda</strong></td>
<td>G. Harris</td>
</tr>
<tr>
<td><em>Greta Harris, chair of the committee, will convene the meeting and review the agenda for acceptance by committee members.</em></td>
<td></td>
</tr>
<tr>
<td><strong>2. Report of Closed Session Action Items</strong></td>
<td>G. Harris</td>
</tr>
<tr>
<td><em>G. Harris will report on actions taken during the Closed Session of the committee meeting including 18 appointments to emeritus status, 10 appointments to endowed chairs, professorships, or fellowships, and the ratification of the faculty personnel changes report.</em></td>
<td></td>
</tr>
<tr>
<td><strong>3. Consent Agenda</strong></td>
<td>G. Harris</td>
</tr>
<tr>
<td><em>The committee will consider approval of the consent agenda, including minutes of the August 25, 2019 meeting, a report on reappointments to endowed chairs, professorships, or fellowships, a report from the College of Agriculture and Life Sciences and the College of Engineering for the expenditure of Pratt Funds during 2018-19, as required by the terms of the bequest (this report is also considered by the Finance and Resource Management committee), and a resolution to discontinue the bachelor of science degree in engineering science and mechanics.</em></td>
<td></td>
</tr>
<tr>
<td><strong>4. Provost’s Update</strong></td>
<td>C. Clarke</td>
</tr>
<tr>
<td><em>Cyril Clarke, executive vice president and provost will provide an update to the committee.</em></td>
<td></td>
</tr>
<tr>
<td><strong>5. Update: Virginia Tech Carilion School of Medicine</strong></td>
<td>L. Learman</td>
</tr>
<tr>
<td><em>Lee Learman, dean of the Virginia Tech Carilion School of Medicine, will highlight the college’s academic programs, scholarship, research, and significant contributions to the university’s mission.</em></td>
<td></td>
</tr>
<tr>
<td><strong>6. Report from the Council of College Deans</strong></td>
<td>R. Blythe</td>
</tr>
<tr>
<td><em>Richard Blythe, dean of the College of Architecture and Urban Studies and representative to the committee from the university’s Council of College Deans, will offer remarks.</em></td>
<td></td>
</tr>
</tbody>
</table>

*Requires Full Board Approval*
7. Discussion Academic Initiatives: Diversity and Inclusion

Cyril Clarke, executive vice president and provost and Menah Pratt-Clarke vice president for strategic affairs and diversity and inclusion, will present an overview of the university’s InclusiveVT framework and related academic initiatives and initiatives. This will be followed by an interactive discussion with committee members and a panel of campus community members including:

> Ellington Graves, assistant provost for inclusion and diversity, instructor of sociology, College of Liberal Arts and Human Sciences
> Carolyn Shivers, assistant professor, human development and family science, College of Liberal Arts and Human Sciences
> Walter Lee, assistant professor of engineering education, assistant director of research, Center for the Enhancement of Engineering Diversity, College of Engineering
> Jill Sible, associate vice provost for undergraduate education, professor of biological sciences, College of Science

8. Agenda Items for March 2020 Committee Meeting

The committee will discuss items for possible consideration at the March 2020 meeting of the Board of Visitors.

9. Adjourn
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.
The Academic, Research, and Student Affairs Committee met in closed session and voted to approve:

- 18 appointments to emeritus/emerita status
- 10 appointments to endowed chairs, professorships, or fellowships
- 1 faculty research leave request

And ratified the Faculty Personnel Changes Report for the quarter ending September 30, 2019.

These matters will be brought for a vote to the full board during its Closed Session.
Open Session Consent Agenda

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

November 18, 2019

The committee will consider for approval and acceptance the items listed on the Open Session Consent Agenda:

A. Approval of August 25, 2019 Meeting Minutes
B. Report of Reappointments to Endowed Chairs, Professorships and Fellowships
*C. Pratt Funds Overview (shared with Finance and Resource Management committee)
*D. Resolution to Discontinue Bachelor of Science Degree in Engineering Science and Mechanics

* Requires Full Board Approval
Minutes

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE
Virginia Tech Northern Virginia Center, Falls Church
Room 214
2:00 – 4:00 pm
Sunday, August 25, 2019

Committee Members Present:
Greta Harris (chair), Sharon Brickhouse Martin, Chris Peterson, John Ferris, (faculty representative), Madelynn Todd (undergraduate student representative), Ryan King (graduate and professional student representative).

Additional Board Members Present:
Ed Baine, Shelley Barlow, C.T. Hill, Anna James, Tish Long, Melissa Nelson, Mehul Sanghani, Dennis Treacy, Horacio Valeiras, Preston White (regrets: Jeff Veatch).

Guests:

OPEN SESSION

1. Welcome and Acceptance of Agenda. Greta Harris, chair of the committee, welcomed committee members and attendees to the Open Session.

   The committee voted unanimously to accept the agenda as presented.

2. Consent Agenda. Approval of June 3, 2019 Meeting Minutes, Ratification of 2019-20 Faculty Handbook, Resolution to Amend the Faculty Senate Constitution to Adopt the Parliamentary Rules Used by the University Council, Resolution to Amend the Faculty Senate Constitution Regarding Term Limits, Resolution to Amend the Faculty Senate Constitution Regarding Amendments to the Faculty Senate Constitution, Resolution to Amend the Faculty Senate Constitution Regarding the Function of Faculty Senate as Faculty Voice, Resolution to Approve Management of Graduate Assistantships and Tuition Remission.
The committee unanimously approved all items on the Consent Agenda.

3. **Provost’s Update:** Cyril Clarke, executive vice president and provost, updated the committee on a number of areas. In the research area, Dr. Don Taylor has been appointed interim Vice President for Research and Innovation. A national search will be launched later this fall. Dr. Taylor is updating the unit’s strategic plan and managing ongoing research operations including the integration into a single Fralin Life Science Institute of the Biocomplexity Institute and the Fralin Life Science Institute. The Fralin Life Science Institute is led by Sally Morton, dean of the College of Science, in an interim capacity. A search for a new institute director is being launched. To meet strategic regional, national, and global priorities and to be a destination for talent, it is important for the university to expand research including extramural research expenditures. In 2018, the last year for which complete data are available, total research expenditures were $531.6M, including $311.9M in extramural expenditures. Moving ahead, it is imperative that the university continue to increase research expenditures as well as the proportion accounted for by extramural grants and contracts. In addition, the university is improving ways to track and acknowledge research accomplishments that go beyond expenditures, particularly in the arts, design, and humanities.

New academic leaders include Lee Learman on July 1 as dean of the Virginia Tech Carilion School of Medicine, Laura Belmonte on August 1 as dean of the College of Liberal Arts and Human Sciences. Searches are underway for dean of the Virginia Maryland College of Veterinary Medicine, and the vice president and executive director of the innovation campus.

The Academic Health Center (AHC) in Roanoke continues to be a strategic growth area. Completion of new Health Sciences and Technology building is anticipated in spring of 2020, including the Comparative Oncology Research Center. Recruitment of faculty is underway, led by Dr. Mike Friedlander, vice president for Health Sciences and Technology. For strategic reasons related to strength of current programs and potential collaboration with Carilion, an emphasis is being placed on cardiovascular sciences. President Sands and Carilion CEO Nancy Agee recently charged a working group, consisting of Dr. Dwayne Pinkney, Dr. Cyril Clarke, the Chief Medical Officer of Carilion Clinic and the executive vice president of Carilion, to draft a work plan for standing up a Virginia Tech Carilion (VTC) corporate entity and a process for VTC strategic planning that includes master planning.

In the greater Washington D.C. area a number of initiatives are underway. In Falls Church, the university is engaged with HITT Contracting Company to conclude a comprehensive agreement of a public-private partnership. The initial phase involves negotiation of financial terms with HITT, consistent with Virginia Tech’s expectation that the partnership will not negatively impact the university’s ability to meet commitments involving other projects, such as the innovation campus and the AHC in Roanoke. Should an agreement be executed, it will involve creation of a national smart design and contraction center centered on academic programs of the College of Architecture and Urban Studies and the College of Engineering. Irrespective of the outcome of the Public-Private Education Agreement (PPEA) with HITT, graduate programs delivered at the Northern Virginia Center (NVC) will be evaluated for relocation in the region. The evaluation is in recognition of the opportunity to organize
programs in alignment with the developing thematic emphases at the innovation campus, Virginia Tech Research Center-Arlington, and in Falls Church. A consultative process to accomplish this process is being drafted.

Also in the greater Washington, D.C. area, the innovation campus continues to receive focused attention. Progress includes the delivery of an M.S. degree in computer science and computer engineering in Alexandria and expansion of computer science undergraduate programs on the Blacksburg campus. The Academic Programs and College Operations sub-team agenda items include: (a) degree development, including curriculum, (b) State Council of Higher Education for Virginia (SCHEV) approval of a new MS degree and temporary/permanent site approval, (c) recruitment of faculty and a model for faculty appointments, (d) provision of student services, and (e) finance and budgeting.

In the Virginia Tech Research Center – Arlington (VTRC-A), work continues on the emerging thematic identity of national security and the successful move of the School of Public and International Affairs (SPIA) from Alexandria.

At the conclusion of his provost’s update, Dr. Clarke offered comments on the plans to review adjustments to the annual orientation program offered by the Division of Student Affairs to new freshmen and their families. Of critical importance is the expression of the university’s commitment to inclusion, understood broadly, and inclusive of gender identity. Perspectives vary widely, are complex, and will differ for internal and external communities. It is important for the university to communicate about itself during orientation for entering students and their families. Orientation needs to be calibrated and organized in such a way as to accommodate, in a short period of time, the varied needs of students and families. Discussion included a commitment to make adjustments.

4. **Report from the Council of College Deans.** Richard Blythe, dean of the College of Architecture and Urban Studies and representative to the committee from the Council of College Deans. The deans meet regularly as a peer group and discuss cross-college university initiatives.

The deans have been working closely on the academic differentiation that will drive the university’s locational advantages in the greater Washington D.C. Metro area. The deans are considering how college budgets are impacted by programmatic growth in the Washington D.C. Metro area and by enrollment growth and how the university’s budgeting process might be developed as both a reflexive and projective tool to help manage growth.

Deans are actively engaged in re-aligning, hiring, and retaining faculty members in their colleges. An illustration of the value of a predictive model is in the College of Engineering. In this college, there are challenges identifying and confirming future budgets with enough lead-time such that faculty can be identified and hired to meet the demand. The provost’s office, colleges, and human resources are piloting new approaches to search processes for faculty.

Start-up packages for faculty members present significant challenges in some colleges. Start-up packages are not sufficiently competitive. In some circles, Virginia
Tech is perceived as a “ladder” institution such that faculty members move onto other institutions. The university is not retaining faculty long enough to get full benefit from the investment of start-up packages. To address these concerns, the deans are discussing the potential benefits of start-up packages on a collective basis with more of a focus on centralized or networked infrastructure to support research.

The deans continue to solve challenges around facilities, especially on the Blacksburg campus. Deans are examining innovative ways for supporting new construction, identifying innovative teaching methods, and assessing the ways in which investments in infrastructure offer maximal return on investment for academic programs and students.

5. **Academic Initiatives in the National Capital Region.** Julia Ross, dean of the College of Engineering, led a presentation on academic initiatives in the region. Dr. Guru Ghosh stated that our enhanced presence in the Greater Washington area will provide access to greater international opportunities and will facilitate hosting of international scholars. Dr. Eric Patterson described the advantages of unique and distinctive programs in the Greater Washington area which build on Virginia Tech’s current strengths and move us toward more collaborative transdisciplinary research. Dr. Sylvester Johnson discussed advances in computing and artificial intelligence and the complicated questions that will emerge, including what does it mean to be human, can machines be citizens, and how hybrid biological and mechanical beings will coexist. Dr. Kimberly Filer reviewed the university’s goals for experiential learning and the enhanced opportunities that the Greater Washington area will provide as the Innovation Campus grows. Dr. Steve McKnight discussed the iScholars program which has provided opportunities for enhanced partnerships in the Greater Washington area, and is a model for expanding other kinds of experiential learning opportunities.

6. **Agenda Items for November 2019 Committee Meeting.** Topics for consideration at the November and upcoming committee meetings include a presentation on diversity and inclusion, an update on housing, dining, and facilities on the Blacksburg campus for incoming new students, and an update on planned adjustments to the orientation program for new students offered in July.

7. **Adjourn.** Having no further business, the committee adjourned at 4:00 p.m.
REPORT

Reappointments to Endowed Chairs, Professorships, or Fellowships (3)

November 18, 2019

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 and, if available, with funds from the eminent scholars match program.

College of Veterinary Medicine (3)

David Panciera
Anne Hunter Professorship in Veterinary Medicine

Jeffrey Wilcke
Dorothy and Richard Metcalf Professorship in Veterinary Medical Informatics

Jennifer Barrett
Theodora Ayer Randolph Professor of Equine Surgery
In 1975, the university received a significant bequest from the estate of Mr. John Lee Pratt of Stafford County, following his death on December 20, 1975. The bequest was divided equally into two distinct parts, one to support Animal Nutrition and one to support the College of Engineering. According to the will, the bequest for Animal Nutrition was to be used to promote the study of animal nutrition by supplementing salaries, providing equipment and materials to be used for experiments in feeding and in the preparation of feeds for livestock and poultry, and publishing and disseminating the research results of the studies. The will provided that the bequest for the College of Engineering should be used to support research and scholarships.

Distributions of the Pratt Estate were received in several installments: $9,561,819 in 1975, $1,330,000 in 1977, $47,000 in 1979, and $30,164 in 1981, for a total of $10,968,983. The Pratt funds were established as a quasi-endowment by the Board of Visitors in the 1970s and reaffirmed by the Board on June 4, 2018. This decision has been very beneficial: over the years, the Pratt Quasi-Endowment has grown to $46.15 million, as of June 30, 2019. The following paragraphs summarize some of the major accomplishments of the College of Engineering and the Animal Nutrition Programs that are directly tied to the funding provided by the Pratt Estate.

When the Pratt Quasi-Endowment was originally established, the College of Engineering was in the early stages of becoming established as a nationally recognized leader in engineering education. The Pratt Quasi-Endowment has played a significant role over the years in allowing the college to enhance its pool of students and to offer additional international study opportunities to students and faculty.

The expenditure of income funds from the Pratt Quasi-Endowment provides an unusual opportunity to support an animal nutrition program of high quality. Use of these endowment earnings has concentrated on enhancing research and educational opportunities beyond what departments could do with state and federal funding. The main funding strategy remains with strong support for Ph.D. training, direct research support, scientific equipment, and visiting professors that stimulate and inspire the faculty and students engaged in nutrition research.

**RECOMMENDATION:**

That the 2018-19 Pratt Funds Activity Statements for Animal Nutrition and the College of Engineering be approved.

November 18, 2019
## PRATT FUNDS ACTIVITY STATEMENT

For the Year Ended June 30, 2019

### ENGINEERING

**Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, July 1, 2018</td>
<td>$66,329</td>
</tr>
<tr>
<td>Endowment Income for 2018-19</td>
<td>$999,333</td>
</tr>
</tbody>
</table>

Total Available $1,065,662

**Expenditures***

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Scholarships</td>
<td>$527,000</td>
</tr>
<tr>
<td>Undergraduate International Scholarships</td>
<td>60,000</td>
</tr>
<tr>
<td>Graduate International Scholarships</td>
<td>30,000</td>
</tr>
<tr>
<td>Graduate Research Scholarships</td>
<td>96,751</td>
</tr>
<tr>
<td>Graduate Research Fellowships</td>
<td>136,649</td>
</tr>
<tr>
<td>Graduate Research Tuition Scholarships</td>
<td>23,859</td>
</tr>
<tr>
<td>Graduate Recruitment for Research Programs</td>
<td>123,000</td>
</tr>
</tbody>
</table>

Total Expenditures $997,259

Balance at June 30, 2019 to be carried to 2019-20 $68,403

*See Attachment A for Engineering programs supported by Pratt funds.*
# PRATT FUNDS ACTIVITY STATEMENT

For the Year Ended June 30, 2019

**ANIMAL NUTRITION**

<table>
<thead>
<tr>
<th>Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, July 1, 2018</td>
<td>266,310</td>
</tr>
<tr>
<td>Endowment Income for 2018-19</td>
<td>969,834</td>
</tr>
<tr>
<td><strong>Total Available</strong></td>
<td>1,236,144</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Scholars</td>
<td>554,167</td>
</tr>
<tr>
<td>Nutrition Program Support Personnel</td>
<td>145,901</td>
</tr>
<tr>
<td>Undergraduate Scholarships &amp; Research</td>
<td>135,732</td>
</tr>
<tr>
<td>Scientific Equipment &amp; Supplies</td>
<td>59,788</td>
</tr>
<tr>
<td>Visiting Scholars &amp; Seminars</td>
<td>29,500</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>925,088</td>
</tr>
<tr>
<td>Balance at June 30, 2019 to be carried to 2019-20</td>
<td>311,056</td>
</tr>
</tbody>
</table>

*See Attachment B for Animal Nutrition Programs supported by Pratt funds.*
PRATT FUNDS: College of Engineering

The Pratt Quasi-Endowment enriches the College of Engineering in many ways, adding to Virginia Tech's reputation. In fiscal year 2018-2019, Pratt funds supported the following engineering programs: undergraduate scholarships, undergraduate and graduate international scholarships, graduate research assistantships, graduate fellowships and graduate tuition scholarships, and graduate recruitment for the college's research programs.

Undergraduate Scholarships

Spent: $527,000

Pratt funds allow the college to offer Dean's Scholar scholarships to entering freshmen. These scholarships provide a four-year, $5,000 per academic year continuing commitment to each recipient, provided at least a 3.5 grade point average is maintained. In fiscal year 2018-2019, Pratt funds provided $5,000 scholarships to 52 students. An additional 211 students received scholarships ranging from $500 to $3,000 per month.

Undergraduate International Scholarships

Spent: $60,000

Pratt funds provided scholarships to 68 undergraduate students participating in international experiences during the 2018-19 academic year. Travel scholarships were provided to students to travel to countries in Europe, South America, and Africa; and Australia, New Zealand, China, and India for conducting research and participating in conferences. Examples of activities include participation in the Rising Sophomore Abroad Program, World Soils Congress, senior design projects, research, service learning experiences, cultural exchange programs, and study abroad programs in various countries.

Graduate International Scholarships

Spent: $30,000

Pratt funds supported 19 graduate students undertaking a variety of international experiences. Examples of the international experiences include participation in dual degree programs, conferences, research, and study abroad programs.

Graduate Research Scholarships

Spent: $96,751

The college used Pratt funding to support graduate research assistants in the Institute for Critical Technology and Applied Science's (ICTAS) Doctoral Scholars Program. This program is a multi-disciplinary research effort coordinated by ICTAS, with significant contributions from participating departments, colleges, and the Graduate School. Students receive a graduate research scholarship of $32,000 per year for a maximum of four years. The program supported 11 students in fiscal year 2018-19.
Graduate Fellowships and Graduate Tuition Scholarships  
Spent: $160,508

Graduate Research Fellowships
Each engineering department receives a portion of Pratt funds to use for graduate fellowships. In fiscal year 2018-19, 53 students received Pratt Fellowships ranging from $60/month to $1,085/month. These fellowships supplement existing assistantships, allowing the college to offer competitive compensation packages to graduate students being recruited by other top engineering colleges.
Spent: $136,649

Graduate Research Tuition Scholarships
Engineering departments have the option of using Pratt Fellowship funding for tuition remission scholarships for graduate students. In fiscal year 2018-19, departments provided partial or complete tuition for five graduate students from Pratt funds.
Spent: $23,859

Graduate Recruitment for Research Programs  
Spent: $123,000

The college’s departments readily acknowledge that the use of Pratt funds to support visiting prospective graduate students substantially increases our enrollment of top-quality graduate students and is critical to the college’s research programs. In fiscal year 2018-19, this funding supported the travel expenditures for over 165 prospective graduate students.
PRATT FUNDS: Animal Nutrition

The John Lee Pratt Quasi-Endowment has been instrumental in enhancing the quality of the university’s animal nutrition programs at Virginia Tech. The Pratt Quasi-Endowment objective as specified in John Lee Pratt’s bequest is to “promote the study of animal nutrition, provide equipment and materials for feeding experiments and the preparation of livestock and poultry feeds, and to publish and disseminate the practical results from this research.” In an effort to better meet the original goals of the quasi-endowment in enhancing Animal Nutrition programs and attract high quality graduate scholars, the College of Agriculture and Life Sciences Pratt Quasi-Endowment Executive Council modified the process of awarding the Pratt funds in 2011. The process seeks proposals that enhance faculty programs in Animal Nutrition by aiding in the establishment of new interdisciplinary and externally-funded research, augmenting established funded research, or bridging gaps in projects between periods of extramural funding. Graduate student and visiting scholar support is a major component of these projects. In 2019 the college funded 17 active projects. The programs of 14 faculty members located in four different departments are supported through these 17 projects. A total of 15 graduate students are funded by these projects.

Direct support of stipends and operations and enhancement of graduate programs through equipment purchases and visiting scientists are the primary expenditures. The total net expenditure for fiscal year 2019 was $925,088 for the continuing program. The main categories of expenditures were as follows:

- Graduate Student Scholars (Ph.D. & M.S.) 59.9%
- Nutrition Program Support Personnel 15.8%
- Undergraduate Program Scholarships & Research 14.7%
- Scientific Equipment and Supplies 6.4%
- Visiting Scholars and Seminars 3.2%

**Graduate Student Scholars**

Spent: $554,167

The Pratt program has now matured and currently 15 scholars are enrolled in the program. These students are from several states and countries and are selected based on excellence in their academic and research accomplishments. They receive a Ph.D. or M.S. stipend plus payment of all required tuition and fees. Additionally, each M.S. or Ph.D. candidate receives $2,500, to be used for operational expenses of their research programs.

**Nutritional Program Support Personnel**

Spent: $145,901

Research technicians in the field of animal nutrition are a key component of Pratt funding. The Pratt funds provide partial support of three technicians in animal and dairy
sciences. These technicians are essential in assisting with the necessary sample preparation and data collection for research performed by the scientists engaged in animal nutrition projects in proteomics, ruminant nutrition, and nutrient management.

**Undergraduate Program Scholarships and Research**

Spent: $135,732

Over 50 outstanding freshmen students were awarded $1,000 merit scholarships, each, upon entering departments which offer programs in animal nutrition. In addition, 10 Pratt Senior Animal Nutrition Research Scholars received scholarships ($1,500 each) and research support ($1,000 each). This exciting program allows outstanding seniors to participate in undergraduate research programs working directly with a faculty researcher. They report their research results at a symposium each spring. Many of these students pursue graduate programs in animal nutrition.

**Scientific Equipment and Supplies**

Spent: $59,788

Expenditures for equipment and research space renovations continued to emphasize the needs of programs focusing on animal nutrition at various units at the university. The small equipment (<$10,000) needs were implemented based on the desire of the faculty to achieve the goals of the proposed projects. A request for proposals for large equipment was not issued this fiscal year due to uncertainty about how many new scholars would be recruited through the latest round of Pratt proposals.

**Visiting Scholars and Seminars**

Spent: $29,500

An important stimulus for research programs in animal nutrition is the presence of visiting scientists in seminars, in the classroom, and in the laboratory. A nutrition seminar is regularly supported by Pratt funds to bring in outstanding speakers from other institutions and industry. Other scientists visit for periods of time ranging from a few days to several months. Visitors supported by Pratt funds present seminars for the university community and interact with animal nutrition faculty and students in formal and informal instructional settings including laboratories. Visiting scientists/scholars expenditures are higher than the amounts used in recent years due to the new process of funding proposals as some of these proposals include visiting scientists as a part of their research plan.

**Research Publications**

The program still allows for paying the publication costs of research journal articles resulting from student dissertations. Very few faculty members, however, request the payment of their publication costs from Pratt funds, mainly because either they include the publication costs in their external grants or many journals have discontinued their charging policy for publication of research articles. The Pratt funded faculty, are however, very productive and have published over 120 publications on animal nutrition over the past five years.
Summary

The Pratt funds continue to have significant impacts on the Virginia Tech programs in animal nutrition. The process of awarding the Pratt funds to faculty, including the peer review process established for selection of proposals based on their scientific merits and potential to enhance animal nutrition programs, has greatly enhanced the quality of the programs and is enabling the faculty to become more competitive for external funding at the national level.

This year’s carryover is targeted to fund much-needed animal nutrition equipment in the first half of FY2020.
RESOLUTION TO DISCONTINUE BACHELOR OF SCIENCE DEGREE IN ENGINEERING SCIENCE AND MECHANICS

WHEREAS, the bachelor of science in engineering mechanics was established in 1958, then was renamed the bachelor of science in engineering science and mechanics in 1972; and

WHEREAS, the degree has graduated 204 students over the past five years, with enrollments declining 23% from 2013 to 2018, while the College of Engineering enrollment rose 12% for the same time period; and

WHEREAS, the university is committed to growth in undergraduate student enrollments and the College of Engineering seeks to support this growth through increases in its undergraduate student enrollment across all degree programs; and

WHEREAS, the Department of Biomedical Engineering and Mechanics (BEAM) will be offering a bachelor of science in biomedical engineering available to those students interested in the biomechanics option area within the bachelor of science degree in engineering science and mechanics; and

WHEREAS, there are significant technical and intellectual similarities between the biomedical engineering, mechanical engineering, aerospace engineering and engineering science and mechanics disciplines; and

WHEREAS, engineering graduates are entering a workplace that continues to evolve, creating new opportunities that reflect our changing world; and

WHEREAS, there exists a large and increasing enrollment in other disciplines such as mechanical and aerospace engineering in similar and related research areas; and

WHEREAS, a teach-out plan has been developed to ensure students currently enrolled in the bachelor of science may complete and be awarded the bachelor of science in engineering science and mechanics; and

WHEREAS, current students in the bachelor of science in engineering science and mechanics have been informed that the degree will be discontinued and they have until August 2023 to complete the degree requirements; and

WHEREAS, current students who plan to graduate in fall 2023, or after, will have the option of transitioning to mechanical, aerospace, biomedical, or any of the College of Engineering’s 14 undergraduate degree programs; now

NOW, THEREFORE, BE IT RESOLVED, that the bachelor of science in engineering science and mechanics be discontinued, effective Summer II 2023.

RECOMMENDATION:

That the Board of Visitors approve the resolution to discontinue the bachelor of science degree in engineering science and mechanics.

November 18, 2019
Provost’s Update

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

November 18, 2019

Cyril Clarke, executive vice president and provost, will provide an update.
UPDATE ON THE VIRGINIA TECH CARILION SCHOOL OF MEDICINE

LEE A. LEARMAN, M.D., PH.D.
DEAN

Virginia Tech Board of Visitors
Academic, Research, and Student Affairs Committee
November 18, 2019
To develop physician thought leaders through inquiry, research and discovery.
## CLASS OF 2023

### 4483 applications
### 43 matriculants

## STUDENT SUCCESS

<table>
<thead>
<tr>
<th>Year</th>
<th>VTCSOM Average</th>
<th>National Average</th>
<th>VTCSOM Average</th>
<th>National Average</th>
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<tbody>
<tr>
<td>2014</td>
<td>241</td>
<td>227</td>
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<td>2020</td>
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<td>TBD</td>
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<td>2021</td>
<td>235*</td>
<td>TBD</td>
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</tbody>
</table>

*1-3 scores pending

### OTHER METRICS (averages)

- GPA 3.51
- MCAT score 83rd percentile
- Lab experience hours: 2,300
- Community service hours: 4,121

### INCLUSION & DIVERSITY

- 34% SES disadvantaged
- 9% first generation to college
- 9% underrepresented in medicine
- 61% women
- from 32 colleges in 17 states

### 100% (240/240) graduates match
- 94% match in 1st choice specialty

## CLASS OF 2023

- USMLE Step 1
- USMLE Step 2 CK
- Class VTCSOM Average
- National Average
- VTCSOM Average
- National Average

## STUDENT SUCCESS

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*1-3 scores pending

### 100% (240/240) graduates match
- 94% match in 1st choice specialty
> **THE SCIENTIST PHYSICIAN**

> **Applies scientific reasoning** in the practice of medicine, and keeps abreast of scientific advances

> **Actively pursues information** on the scientific validity of claims of improved diagnostics and therapeutics

> **Communicates scientific rationale** for decisions to patients

> **Advocates on behalf of patients** for scientifically validated utilization of pharmaceuticals, devices and procedures

> **Bridges the gap** from bench to clinic/bedside

> **Engages in research** to advance medicine
“Quality problems occur typically not because of failure of goodwill, knowledge, effort or resources devoted to health care, but because of fundamental shortcomings in the ways care is organized”

*Trying harder* will not work: changing systems of care will!
# GROWTH POTENTIAL

**Current size = 168 (42 per class)**

<table>
<thead>
<tr>
<th>Neighbors</th>
<th>Schools of Comparable Age (VTCSOM accredited in 2009)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCU 881</td>
<td>Fl Atlantic (2011) 256 Quinnipiac (2012) 380</td>
</tr>
<tr>
<td>WVU 448</td>
<td>UC Riverside (2012) 254 Western MI (2012) 301</td>
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<tr>
<td>UNC 846</td>
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<tr>
<td>Duke 565</td>
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<td>ETSU 286</td>
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</table>
QUESTIONS?
Richard Blythe, dean of the College of Architecture and Urban Studies, serving as a liaison with the council of college deans will update the committee on behalf of the council.
ACADEMIC INITIATIVES: DIVERSITY AND INCLUSION

MENAH PRATT-CLARKE
VICE PRESIDENT FOR DIVERSITY, INCLUSION, AND STRATEGIC AFFAIRS

Virginia Tech Board of Visitors
Academic, Research, and Student Affairs Committee
November 18, 2019
ADVANCING BEYOND BOUNDARIES: VALUES AND PRIORITIES

KNOWLEDGE AND INNOVATION

OPPORTUNITY AND AFFORDABILITY

DIVERSE AND INCLUSIVE COMMUNITIES

EXCELLENCE AND INTEGRITY

Advance Regional, National, and Global Impact

Elevate the Ut Prosim Difference

Be a Destination for Talent

Ensure Institutional Excellence

DIVERSE AND INCLUSIVE COMMUNITIES
STRATEGIC PLAN GOALS AND InclusiveVT GOALS

GOAL 1: INCREASE REPRESENTATIONAL DIVERSITY

GOAL 2: INCREASE CULTURAL COMPETENCY

GOAL 3: ADDRESS CRITICAL SOCIETAL ISSUES IMPACTING HUMANITY AND EQUITY
VISION STATEMENT:
A just and inclusive community

MISSION:
To serve as a catalyst for capacity building through InclusiveVT to promote a just and inclusive community

InclusiveVT is the institutional and individual commitment to Ut Prosim (that I may serve) in the spirit of community, diversity, and excellence.
Sustainable structures to promote integration of InclusiveVT into the culture and climate of every unit at Virginia Tech.
PROGRAM IMPACTS

DIVERSITY IN THE ACADEMIC MISSION

- Pathways General Education Curriculum and Diversity
- Disability Studies Minor
- Graduate Diversity and Inclusion Requirement
- Howard Hughes Medical Institute (HHMI) Inclusive Excellence Grant

CAMPUS INITIATIVES
PANEL DISCUSSION

> **Ellington Graves**  
  Equity and Social Disparity for the Human Condition Destination Area Curriculum Development

> **Carolyn Shivers**  
  Pathways Disabilities Studies Minor

> **Walter Lee**  
  College of Engineering, Graduate Diversity and Inclusion Requirement

> **Jill Sible**  
  Howard Hughes Medical Institute (HHMI) Inclusive Excellence Program
The Disabilities Studies minor includes a multi-disciplinary curriculum with courses in human development; apparel, housing and resource management; psychology; education; and science, technology, and society. The program will provide students with a multi-disciplinary view of how disability is defined and what barriers to full inclusion are faced by individuals with disabilities.

Ability and disability are an important component of diversity and inclusion. This minor will give students the skills to promote inclusion and accessibility in any field they choose to enter.

This interdisciplinary minor is available to any student who seeks to broaden their understanding of disability, including how disability and people with disabilities are treated in society and in different academic disciplines. This ranges from students who will become engineers designing equipment to be used by people with disabilities, to teachers who will have students with disabilities in their classrooms, to policymakers considering the best laws and statutes to promote inclusion.

Pathways Core Concepts
2 - Critical Thinking in the Humanities
3 - Reasoning in the Social Sciences
6d - Critique and Practice in Design and the Arts
7 - Critical Analysis of Equity and Identity in the United States

Pathways Integrative Concepts
Ethical Reasoning
Intercultural and Global Awareness
ENGE 5984: Graduate Student Success in Multicultural Environments
Fall 2019 & Spring 2020

Friday · 1:20–3:50 pm · Goodwin Hall 145

COURSE LEADERS
Walter C. Lee, PhD
Assistant Professor of Engineering Education
Goodwin Hall 373
walterl@vt.edu

Jeremi London, PhD
Assistant Professor of Engineering Education
Goodwin Hall 363
jslondon@vt.edu

COURSE OVERVIEW
The aim of this new seminar is to help new graduate students in the College of Engineering become socialized to the graduate student environment, provide strategies for entering an effective mentee-mentor relationship, and build an awareness of Virginia Tech’s diversity and inclusion values. Leveraging research expertise within the Department of Engineering Education as well as evidence-based curricula developed from funding from the National Institutes of Health, and will provide frameworks for new students as they embark on their graduate journey. We hope it will provide strategies for (1) facilitating clear communication with advisors, peers, or undergraduate mentees; (2) receiving and responding to critical feedback; (3) upholding ethical research practices; and (4) working within a culturally diverse environment.

This one-credit professional seminar will be geared toward new doctoral and master’s students in the College of Engineering at Virginia Tech, and will meet the Graduate School’s new diversity requirement.

Learning Objectives
Following successful completion of this course, students will have strategies for:

- Developing effective interpersonal communication skills
- Establishing and maintaining professional relationships
- Dealing with personal differences in multicultural environments
- Advancing equity and inclusion in professional environments
- Developing responsible and ethical professional practices
- Developing identity, confidence, and independence as a professional

Course Format
Seminars will be discussion- and case-based, divided across the following five sessions:

1. Building Your Professional Supports
2. Managing Interpersonal Issues
3. Advancing Diversity Awareness
4. Responding to Stressors
5. Exhibiting Professional Behaviors

Attendance and Assignment
Your grade in this seminar is based on attendance at every seminar and completion of a professional development plan. Because this course seminar is graded on a pass/fail basis, your attendance is mandatory. Details about the professional development plan will be provided on Canvas and discussed in class.

Course Material
Course material is largely informed by Entering Research curriculum developed by the Center for the Improvement of Mentored Experiences in Research (CIMER), which was originally published in 2010 and has since undergone significant revision and expansion. “A team of 27 scholars representing 15 institutions revised the original curriculum and contributed new activities to better address the needs of undergraduate and graduate research trainees in STEM disciplines.”
Building Inclusive Excellence in the Sciences

On the national level:

The overarching goal is to abandon the deficit mindset of “fixing the student” and instead adopt the growth mindset of “changing the institution.”

At VT:

We are engaging with three science departments per year as their faculty commit to extensive training in inclusive excellence and an “experiment” that will radically improve the curriculum and climate for their underrepresented and underserved students.
Building Inclusive Excellence in the Sciences

What we have learned so far

- We must apply a growth mindset toward teaching faculty as well.
- Science faculty are not consistently recognized or rewarded for this work.
- VT is equipped with many experts in the space where faculty need to grow and learn.

What we are doing

- Faculty committing to a year or more of professional development to learn inclusive pedagogy from theory to practice
- Using data to determine who is surviving (EAB, IR) and thriving (NSSE)
- Learning from our students - student advisors and panels
- Community mentoring - monthly meals with faculty, in-class peer mentoring (Fish and Wildlife Conservation, Neuroscience, Biochemistry)
- 2nd Semester First-Year Experience course focused on mentoring, research skills and professional development (Biochemistry, Neuroscience, Chemistry)
- Revising curricula to improve student success and time-to-degree (Chemistry, Fish and Wildlife Conservation, Biochemistry, Human Nutrition, Food and Exercise)
- Partnering with Student Affairs—providing support for students in recovery (Human Nutrition, Food and Exercise)

Contacts: Jill Sible, Program Director (siblej@vt.edu); Joan Hawsey, Project Coordinator (joanh@vt.edu)
The Chair of the Academic, Research, and Student Affairs Committee will discuss possible agenda items for future meetings.
The Chair of the Academic, Research, and Student Affairs Committee will adjourn the committee meeting.
# Open Session Agenda

**BUILDINGS AND GROUNDS COMMITTEE**

**Solitude Room, The Inn at Virginia Tech**

**3:45 p.m. Open Session**

**Sunday, November 17, 2019**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
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<tbody>
<tr>
<td>1. Welcome</td>
<td>Mr. C.T. Hill, Chair</td>
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<tr>
<td>2. Consent Agenda</td>
<td>Mr. C.T. Hill, Chair</td>
</tr>
<tr>
<td>a. Approval of the Minutes from the August 26, 2019 meeting</td>
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<tr>
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<td>* g. Resolution for Demolition of a Cattle Feed Shed and Equipment Storage Facility at the Shenandoah Valley AREC</td>
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<td>h. Acceptance of the Sustainability Annual Report</td>
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<tr>
<td>i. Acceptance of the Capital Project Status Report</td>
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<tr>
<td>3. Presentation on Construction &amp; Renovation Budgeting Processes</td>
<td>Dr. Chris Kiwus</td>
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<td>Mr. Bob Broyden</td>
<td>Mr. Dwyn Taylor</td>
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<tr>
<td>4. Update on Agricultural Facilities Planning &amp; Construction</td>
<td>Dr. Alan Grant</td>
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<tr>
<td>Dr. Chris Kiwus</td>
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<tr>
<td>6. Design Review for Dietrick Hall Enclosure &amp; Spirit Plaza</td>
<td>Ms. Liza Morris</td>
</tr>
<tr>
<td>7. Update on the PPEA for the Northern Virginia Academic Center Redevelopment</td>
<td>Dr. Chris Kiwus</td>
</tr>
<tr>
<td>8. Future Agenda Items &amp; Closing Remarks</td>
<td>Mr. C.T. Hill, Chair</td>
</tr>
</tbody>
</table>

* Requires full Board approval.
Open Session

1. **Welcome:** The Committee Chair will convene the meeting and provide welcoming remarks.

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

   a. **Approval of the Minutes from the August 26, 2019 Meeting:** The Committee will review for approval the minutes from the August 26, 2019 meeting.

   * b. **Resolution on Appointment to the NRV Emergency Communications Regional Authority:** The Committee will review for approval an appointment to the NRV Emergency Communications Regional Authority.

   * c. **Resolution on Appointment to the Virginia Tech/Montgomery Regional Airport Authority:** The Committee will review for approval an appointment to the Virginia Tech/Montgomery Regional Airport Authority.

   * d. **Resolution on Appointments to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority:** The Committee will review for approval two joint reappointments and a university representative appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority.

   * e. **Resolution on Appointment to the New River Valley Regional Water Authority:** The Committee will review for approval an appointment to the New River Valley Regional Water Authority.

   * f. **Resolution on Authority for Campus Parking Regulations Procedures:** The Committee will review for approval the university’s request to authorize the Senior Vice President and Chief Business Officer or designee to approve changes to the Parking and Traffic operating procedures.

   * g. **Resolution for Demolition of a Cattle Feed Shed and Equipment Storage Facility at the Shenandoah Valley AREC:** The Committee will review for approval the university’s request to demolish building number 0857. The building is a 4,320 gross square foot metal and wooden structure....
located at the Shenandoah Valley Agricultural Research and Extension Center in Steele’s Tavern and has reached the end of its useful life.

h. **Acceptance of the Sustainability Annual Report:** The Committee will review for acceptance the sustainability annual report. 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). At the time of the most recent reassessment, the university received the highest STARS score achieved for all institutions in the Commonwealth of Virginia and the Atlantic Coast Conference.

i. **Acceptance of the Capital Project Status Report:** The Committee will review for acceptance the quarterly capital project status report.

3. **Presentation on Construction & Renovation Budgeting Processes:** The Committee will receive a briefing on the university’s approach to construction and renovation budgeting.

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

5. **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act Report:** The Committee will receive the annual campus security and fire safety report for Virginia Tech that is compiled and published by the Virginia Tech Police Department. This annual report is required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes 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.

6. **Design Review for Dietrick Hall Enclosure and Spirit Plaza:** The Committee will receive the design review for Dietrick Hall Enclosure and Spirit Plaza project.

7. **Update on the PPEA for the Northern Virginia Academic Center Redevelopment:** The Committee will receive an update on the PPEA for the Northern Virginia Academic Center redevelopment.

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

* Requires full Board approval.
Welcome

BUILDINGS AND GROUND COMMITTEE

November 17, 2019

The Buildings and Grounds Committee Chair will open with welcoming remarks.
Consent Agenda

BUILDINGS AND GROUNDS COMMITTEE

November 17, 2019

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

Consent Agenda
  a. Approval of the Minutes from the August 26, 2019 meeting

* b. Resolution on Appointment to the NRV Emergency Communications Regional Authority

* c. Resolution on Appointment to the Virginia Tech/Montgomery Regional Airport Authority

* d. Resolution on Appointments to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority

* e. Resolution on Appointment to the New River Valley Regional Water Authority

* f. Resolution on Authority for Campus Parking Regulations Procedures

* g. Resolution for Demolition of a Cattle Feed Shed and Equipment Storage Facility at the Shenandoah Valley AREC

  h. Acceptance of the Sustainability Annual Report

  i. Acceptance of the Capital Project Status Report

* Requires full Board approval.
Committee Minutes

BUILDINGS AND GROUNDS COMMITTEE

August 26, 2019

Open Session

Board Members Present: Shelley Barlow, Greta Harris, C.T. Hill, Sharon Brickhouse Martin, Chris Peterson, Mehul Sanghani, Dennis Treacy, Horacio Valeiras, Jeff Veatch, Preston White

Board Representatives: Madelynn Todd

Virginia Tech Staff: Jeri Baker, Cyril Clarke, Al Cooper, Elaine Gall, Bryan Garey, Dee Harris, Kay Heidbreder, Chris Kiwus, Brian Kubecki, Sharon Kurek, Heidi Myers, Kim O’Rourke, Patty Perillo, Dwayne Pinkney, Tim Sands, Kayla Smith, Ken Smith, Don Taylor, Dwyn Taylor, Jon Clark Teglas, Tracy Vosburgh, Lisa Wilkes, Sherwood Wilson

1. Welcome

2. Consent Agenda: The Committee approved and accepted the items listed on the Consent Agenda.

   a. Approval of the Minutes from the June 3, 2019 Meeting: The Committee approved minutes from the June 3, 2019 meeting.


   c. Resolution for Town of Blacksburg Water Line Easement: The Committee approved an easement to the Town of Blacksburg to connect with a main water line on university property.

   d. Resolution for Amendment of the NRV Regional Water Authority Water Agreement and Support for Bond Financing by the Authority: The Committee approved a resolution approving the form of the “Second Amended and Restated Water Agreement” between the NRV Regional Water Authority and its members (the Towns of Blacksburg and Christiansburg, Montgomery County, Montgomery County Public Service
Authority, and Virginia Tech) and supporting bond financing by the Authority to provide water main infrastructure improvements.

e. **Design Review for Merryman Center Weight Room Renovation and Expansion:** The Committee approved the design review for the Merryman Center Weight Room renovation and expansion.

f. **Design Review for Livestock and Poultry Research Facilities Phase I:** The Committee approved the design review for the Livestock and Poultry Research Facilities.

g. **Acceptance of the Capital Project Status Report:** The Committee accepted the quarterly capital project status report.

3. **Presentation on Parking and Transportation:** The Committee received a presentation on the university’s Parking and Transportation operations from Assistant Vice President for Business Services, Heidi Myers, and Director of Parking and Transportation, Jeri Baker. The presentation provided information on current operations, how mobility was incorporated into the Campus Master Plan process, and how university departments are preparing for the potential parking and transportation disruptions associated with current and near-term capital construction projects. The Committee discussed on-going projects related to identifying available parking, electric scooters, and communications regarding transportation changes for special events and other lot closures. The range of current and planned parking and alternative transportation strategies will position the university well for future university growth and development.

4. **Design Preview for Dietrick Hall Enclosure and Spirit Plaza:** The Committee approved the design preview for Dietrick Hall Enclosure and Spirit Plaza project.

5. **Design Review for Student Wellness Improvements:** The Committee approved the design review for the Student Wellness Improvements project.

6. **Design Review for Undergraduate Science Laboratory:** The Committee approved the design review for the Undergraduate Science Laboratory project.

7. **Future Agenda Items and Closing Remarks:** The Committee discussed potential topics for inclusion on future meeting agendas. Dr. Wilson provided a project status update on the Academic Building at the Innovation Campus and a projected timeline for development of a Comprehensive Agreement for the Smart Construction PPEA project at Falls Church (attached). Board members emphasized the importance of considering housing affordability as part of the
university’s planning efforts and requested that an update on the Academic Building at the Innovation Campus be provided at each future meeting.

Joint Open Session with the Building and Grounds Committee

Board Members Present: Ed Baine, Shelley Barlow, Greta Harris, C.T. Hill, Anna James, Ryan King – Graduate Student Representative, Tish Long, Sharon Brickhouse Martin, Melissa Nelson, Mehul Sanghani, Dennis Treacy, Horacio Valeiras, Jeff Veatch, Preston White

Virginia Tech Staff: Mac Babb, Callan Bartel, Bob Broyden, John Cusimano, John Dooley, Juan Espinoza, Ron Fricker, Elaine Gall, Tim Hodge, Chris Kiwus, Nancy Meacham, Heidi Myers, Kim O’Rourke, Charlie Phlegar, Menah Pratt-Clarke, Tim Sands, Dwight Shelton, Ken Smith, Robert Sumichrast, Dwyn Taylor, Jon Clark Teglas, Sherwood Wilson

1. Consent Agenda: Update on the 2020-2026 Capital Outlay Plan: At the April 2019 meeting, the Committees approved the university’s list of potential projects for inclusion in the 2020-2026 Capital Outlay Plan and authorized the university to develop and submit a final plan to the State in accordance with future guidance from the State and based on the projects in the approved list. The university proceeded accordingly and met the State’s July 2019 deadline for submission of the plan. Based on the instructions received from the State, and consistent with the Board approved Six-Year Capital Outlay Plan, the university submitted a list of projects requesting some portion of General Fund resources in their budget. This report provided the list of projects ranked in priority order submitted to the state, state capital budget review and approval process, and the list of Nongeneral Fund Projects included in the Six-Year Capital Outlay Plan for 2020-2026.

* 2. Approval of Resolution for a Capital Lease for the Kmart and Ardmore Properties: The Committees reviewed for approval a Resolution for a Capital Lease for the Kmart and Ardmore Properties to secure space for university functions and for surplus storage and printing services. This capital lease includes a 20-year lease renewal for the 55,552 square foot warehouse space located at 1425 South Main Street (Kmart), contingent upon the execution of a new 20-year term lease of a 9,460 square foot property adjacent to the Kmart space, at 131 Ardmore Street (Ardmore). A provision of the Ardmore lease is that the landlord will gift the Ardmore property to the university at the expiration of the lease.

The cost of the Kmart space is $7.04 per square foot, which is significantly below local market rates of $14.00 to $18.00 per square foot. An alternate space with comparable
size, price, and convenience is unavailable, and the university cannot build a replacement space at a lower cost. Additionally, the rate for the Ardmore space is $7.50 per square foot, which is also significantly below the market rate.

The university has an amended lease agreement for an additional 20 years at the rates described above with discounted cash flows at a present value of $6.9 million. This capital lease will provide lower cost storage options and will accrue savings in operation budgets while ensuring convenient, expanded space and uninterrupted operations. The university is prepared to proceed with the Kmart and Ardmore capital lease and has developed a resource plan to support the annual lease.

The Committees encouraged the university to negotiate the inclusion of language in the lease that would allow the university the opportunity to acquire the Ardmore property lease at any time during the lease or at specific points during the twenty-year lease through a negotiated lease payoff.

This request is for authorization to move forward with a $6.9 million capital lease for the Kmart and Ardmore properties.

The Committees recommended the Resolution for a Capital Lease for the Kmart and Ardmore Properties to the full Board for approval.

3. **Discussion of the Resolution for Funding Supplement to the Student-Athlete Performance Center Capital Project Approved by the Executive Committee on July 18, 2019:** The Committees had an opportunity to discuss the Resolution for Funding Supplement to the Student-Athlete Performance Center Capital Project, which was approved by the Executive Committee during the July 18, 2019 meeting. This resolution was ratified at the full Board meeting on August 26, 2019.

There being no further business, the meeting adjourned at 10:13 a.m.

* Requires full Board approval.
 EXECUTIVE SUMMARY

Building description: The Academic Building on the Innovation Campus is anticipated to meet a programmatic goal of 300,000 gross square feet and provide academic classroom, research, office, and support spaces for primarily graduate programs including, but not limited to, Computer Science and Computer Engineering. Experimental Learning spaces within the building will enhance the “VT Experience” and will include:

- Multi-purpose spaces - flexible spaces designed to promote entrepreneurship and academic/industry collaboration
- Research and testing spaces that connect multidisciplinary research and entrepreneurship activities
- Maker spaces that support experimentation, fabrication, and prototype development

Site description: The building site is located at the northern end of a 15-acre parcel near Four Mile Run, the creek separating Alexandria and Arlington, VA within the North Potomac Yard mixed use development district. The site is adjacent to Potomac Avenue to the west and a railway and George Washington Memorial Parkway to the east. A Metro stop is proposed nearby within walking distance.

Current project status: Design services for the building are under procurement. A pre-proposal meeting was held in Arlington on August 1st with more than 230 people/100 firms attending. Proposals from architectural/engineering (A/E) firms were due on August 16, 2019 and we received a very high number of them (more than 30).
Project Status Details

Project Schedule Status (stoplight chart):

Project Budget Status (stoplight chart):

Project schedule:

Next actions:  
- Release CMaR Request for Qualifications (RFQ)  
- Shortlist & Interview A/E firms  
- Release CMaR Request for Proposals (RFP)  
- Award A/E contract  
- Award CMaR contract

Target Design Complete:  October 2021  
Design % Complete:  (Under procurement)

Target Construction Complete:  January 2024  
Construction % Complete:  _____%

Project procurement method:  Construction Manager at Risk (CMaR)

A/E Firm:  TBD  
CMaR Firm:  TBD

VT Project Manager:  Travis Jessee  
Building Official:  Elaine Gall
Northern Virginia Academic Center Site Redevelopment

PPEA Timeline: Unsolicited Proposal to Comprehensive Agreement

16 AUG 18
Virginia Tech Receipt of HITT Unsolicited Proposal
1 Day

17 AUG 18
Review & Acceptance of Proposal for Further Consideration
4 Days

21 AUG 18
EYA submitted proposal
12 OCT 18
Cum. Days: 1 Day

28 AUG 18
Formal Public Notice (Posted within 10 days of acceptance)
45 Days

12 OCT 18
EY submitted proposal
302 Days

13 OCT 18
Evaluation of All Proposals and/or Comments Received
94 Days

15 JAN 19
HITT Proposal Selection & Request for Detailed Proposal
75 Days

1 APR 19
Detailed Proposal Evaluation (Financial & Academic Reviews) 67 Days

2 APR 19
HITT submitted Detailed Proposal 1 APR 19
77 Days

23 JUL 19
Comprehensive Agreement Development & Submission for BOV Approval
563 Days

1 APR 20
Upon BOV approval, post for public comment
30 Days

1 MAY 20
Execute Comprehensive Agreement
5 Days

1 MAY 20
592 Days

5 MAY 2020
597 Days

Notes:
1. PPPAC has 10 days from receipt of proposal to determine if it intends to review; if it chooses to review, the review must be completed within 45 days of original receipt of proposal

2. Package submitted to PPPAC on 5 JUL 2019; no feedback from PPPAC as of 15 JUL 2019 indicates no intent to review.

3. BOV submissions are due 30 days prior to BOV convening date. Completion of Comprehensive Agreement in time for 18 NOV 2019 BOV is considered unlikely. Assume next BOV meets 30 MAR 2020. Comprehensive Agreement must be submitted not later than approximately 2 MAR 2020.

Date prepared: 07/16/2019
## Northern Virginia Academic Center Site Redevelopment (CP-2281)

### PPEA Schedule - Through Comprehensive Agreement

**Task Action Key:**
- **VT/HITT Contracting**
- **VT/HITT Joint effort**
- **Virginia Tech**
- **Other Party**

**Revision 3**

**Date:** 2019-07-16

<table>
<thead>
<tr>
<th>Task</th>
<th>Approx. Start Date</th>
<th>Approx. Finish Date</th>
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<tbody>
<tr>
<td>Detailed Proposal submitted to VT</td>
<td>1-Apr-19</td>
<td>1-Apr-19</td>
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<tr>
<td>Charge letters from C. Kiwus to review committees</td>
<td>5-Apr-19</td>
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<td>Legal &amp; Technical Sufficiency Review of Detailed Proposal</td>
<td>3-Apr-19</td>
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<tr>
<td>Academic Review of Detailed Proposal</td>
<td>5-Apr-19</td>
<td>23-Apr-19</td>
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<tr>
<td>Executive Space Committee reviews proposal analysis</td>
<td>15-May-19</td>
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<tr>
<td>Additional Financial Analysis by CAFM</td>
<td>17-May-19</td>
<td>14-Jun-19</td>
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<tr>
<td>Submission to PPPAC</td>
<td>2-Jul-19</td>
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<tr>
<td>Public Private Partnership Advisory Commission</td>
<td>3-Jul-19</td>
<td>13-Jul-19</td>
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<td><strong>PPPAC review period</strong></td>
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<tr>
<td>Interim Agreement development</td>
<td>23-Jul-19</td>
<td>4-Oct-19</td>
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<td>Comprehensive Agreement development</td>
<td>23-Jul-19</td>
<td>2-Mar-20</td>
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<tr>
<td>Submit Comprehensive Agreement for BOV read-ahead</td>
<td>28-Feb-20</td>
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<tr>
<td>BOV Resolution on Comprehensive Agreement</td>
<td>31-Mar-20</td>
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<td>(Assumed meeting date of 30-31 MAR 2020)</td>
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<tr>
<td>30-day public review period of Comprehensive Agreement</td>
<td>2-Apr-20</td>
<td>2-May-20</td>
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<tr>
<td>Submit Comprehensive Agreement to PPPAC (if reviewed)</td>
<td>2-Apr-20</td>
<td>2-May-20</td>
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<tr>
<td>with responses to review comments/recommendations</td>
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<td>Execute Comprehensive Agreement</td>
<td>10-May-20</td>
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<td>Renovate/Renew Academic Buildings → (COMPLETE)</td>
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<td>VTC Biomedical Research Expansion (PPEA)</td>
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<td>ACC Network Studio → (COMPLETE)</td>
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<td>Undergraduate Science Lab (Renovations - Darring &amp; Hahn Halls)</td>
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<td>Commonwealth Ballroom → Squires → (COMPLETE)</td>
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<td>New Package Boiler #12</td>
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<td>Creativity &amp; Innovation District Living Learning Community</td>
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<td>Improve Kentland Facilities (Phase II) → Various Locations</td>
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<td>Chiller Plant Phase II</td>
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<td>Holden Hall Renovation</td>
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<td>Student Athlete Performance Center (Jameson Hall)</td>
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<td>Livestock &amp; Poultry Research Facilities (Phase I) → Various Locations</td>
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<td>Merryman Center Weight Room Renovations</td>
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<td>Student Wellness Improvements (War Memorial Gym &amp; McComas Hall)</td>
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<td>HITT Hall and New Dining Facility</td>
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<td>District Dining Hall First Floor Endoscopy &amp; Spirit Plaza</td>
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<td>Corps Leadership &amp; Military Science Building</td>
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<td>New Upper Quad Residence Hall (Femoyer Hall Replacement)</td>
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<td>Global Business &amp; Analytics Complex (GBAC) Residence Halls</td>
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<td>Multi-Modal Transit Facility</td>
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<td>Tennis Facility Addition &amp; Renovation</td>
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<td>Innovation Campus Academic Building (ICAB)</td>
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<tr>
<td>Northern Virginia Center Falls Church (PPEA)</td>
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**TOTALS** $1,276.2M, 1,832,756 SF, 397,753 SF

**Legend:**
- Orange: Design
- Red: Construction
RESOLUTION ON APPOINTMENT TO THE
NEW RIVER VALLEY EMERGENCY COMMUNICATIONS REGIONAL AUTHORITY

WHEREAS, the New River Valley Emergency Communications Regional Authority (the Authority) consists of five members who are responsible for the management and operation of the Authority – 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, the Board of Visitors approved the appointment of Sherwood G. Wilson, the Vice President for Operations, as the university’s representative to the Authority on June 3, 2019 to serve for a four-year term expiring August 31, 2023; and

WHEREAS, the Vice President for Operations position has been eliminated; and

WHEREAS, Virginia Tech desires to appoint Kevin L. Foust, Associate Vice President for Safety and Security, as the university’s representative to complete the current appointment term;

NOW, THEREFORE, BE IT RESOLVED, that Kevin L. Foust, Associate Vice President for Safety and Security, be appointed as the university’s representative and member on the New River Valley Emergency Communications Regional Authority to complete the current four-year term expiring August 31, 2023.

RECOMMENDATION:

That the resolution recommending that Kevin L. Foust, Associate Vice President for Safety and Security, be appointed as the university’s representative to the New River Valley Emergency Communications Regional Authority Board of Directors be approved.

November 18, 2019
RESOLUTION ON APPOINTMENT TO THE  
VIRGINIA TECH/MONTGOMERY REGIONAL AIRPORT AUTHORITY

WHEREAS, the Virginia Tech/Montgomery Regional Airport Authority consists of five members who are responsible for the management and operation of the Authority – 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, the Board of Visitors approved the appointment of Sherwood G. Wilson, the Vice President for Operations, as the university’s representative to the Authority on June 3, 2019 to serve for a four-year term expiring August 31, 2023; and

WHEREAS, the Vice President for Operations position has been eliminated; and

WHEREAS, Virginia Tech desires to appoint Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, as the university’s representative to complete the current appointment term;

NOW, THEREFORE, BE IT RESOLVED that Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, be appointed as the university’s representative to the Virginia Tech/Montgomery Regional Airport Authority to complete the current four-year term expiring August 31, 2023.

RECOMMENDATION:

That the above resolution appointing Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, as the university’s representative to the Virginia Tech/Montgomery Regional Airport Authority be approved.

November 18, 2019
RESOLUTION ON APPOINTMENTS 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—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, Raymond D. Smoot, Jr. currently serves as a joint representative for a term expiring on January 1, 2020; and the town council and Virginia Tech desire to reappoint Raymond D. Smoot Jr. as a joint representative for a term expiring January 1, 2024; and

WHEREAS, Ron F. Rordam currently serves as a joint representative for a term expiring on January 1, 2020; and the town council and Virginia Tech desire to reappoint Ron F. Rordam for a term expiring January 1, 2024; and

WHEREAS, Sherwood G. Wilson, Vice President for Operations currently serves as the university’s representative to the Authority for a term expiring January 1, 2020; and

WHEREAS, Virginia Tech desires to appoint Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer as the university’s representative, effective immediately for a term expiring January 1, 2024;

NOW, THEREFORE, BE IT RESOLVED, that Raymond D. Smoot, Jr. be named as a joint representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority for a term expiring January 1, 2024;

BE IT FURTHER RESOLVED, that Ron F. Rordam be named as a joint representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority for a term expiring January 1, 2024; and

BE IT FURTHER RESOLVED, that Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer be appointed as the university’s representative to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority, effective immediately, for a four-year term expiring January 1, 2024.

RECOMMENDATION:

That the above resolution recommending that Raymond D. Smoot, Jr. and Ron F. Rordam, be reappointed as joint representatives and Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, be appointed as the university’s representative to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors be approved.

November 18, 2019
RESOLUTION ON 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 – 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, one director is appointed by each of the political subdivisions, and the other member is appointed jointly by the political subdivisions; and

WHEREAS, the Board of Visitors approved the appointment of Sherwood G. Wilson, the Vice President for Operations, as the university’s representative to the Authority on June 6, 2016 to serve for a four-year term expiring June 30, 2020; and

WHEREAS, the Vice President for Operations position has been eliminated; and

WHEREAS, Virginia Tech desires to appoint Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, effective December 1, 2019, as the university’s representative to complete the current appointment term;

NOW, THEREFORE, BE IT RESOLVED, that Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer be appointed as the university’s representative to the New River Valley Regional Water Authority, effective December 1, 2019, to complete the current four-year term expiring June 30, 2020.

RECOMMENDATION:

That the above resolution appointing Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer, as the university’s representative to the New River Valley Regional Water Authority, effective December 1, 2019, be adopted.

November 18, 2019
RESOLUTION ON AUTHORITY FOR
CAMPUS PARKING REGULATIONS PROCEDURES

The Board of Visitors is charged with providing parking and traffic rules and regulations on property owned by the university, in accordance with the Code of Virginia. Further, by state law, the Board of Visitors is charged with the care, preservation, and improvement of university property.

Parking regulations apply to employees, students, contractors, vendors, businesses, visitors, and all other persons who use university owned and leased parking facilities and spaces. Parking and Traffic procedures that support the regulation are administered by Virginia Tech Parking Services and the Virginia Tech Police Department. These procedures are available on the website of Virginia Tech Parking Services and limited numbers of hardcopies are available upon request.

The Vice President for Administrative Services or designee was authorized by the Board of Visitors in November 2012 to approve these procedures in support of the regulation. The university desires to authorize the Senior Vice President and Chief Business Officer or designee to approve changes to these procedures.
RESOLUTION ON AUTHORITY FOR
CAMPUS PARKING REGULATIONS PROCEDURES

WHEREAS, by state law, §23.1-1301, Code of Virginia, the Virginia Polytechnic Institute and State University Board of Visitors is charged with providing parking and traffic regulations on property owned, leased, maintained or controlled by the university; and

WHEREAS, by state law, §23.1-2603, Code of Virginia, as amended, the Virginia Polytechnic Institute and State University Board of Visitors is charged with the care, preservation, and improvement of university property; and

WHEREAS, the university has developed parking and traffic regulations applicable to employees, students, contractors, vendors, businesses, visitors, and all other persons who use university owned and leased parking facilities and spaces; and

WHEREAS, the university has developed and periodically revises the Parking and Traffic procedures (“Parking and Traffic Operational Manual”) in support of the regulations; and

WHEREAS, Virginia Tech Police Department and Virginia Tech Parking Services administer the Parking and Traffic Procedures; and

WHEREAS, the Parking and Traffic procedures have previously been approved by the Vice President for Administrative Services or designee in accordance with the November 5, 2012 Board of Visitors Resolution adopting the regulations; and

WHEREAS, the university recommends that the Parking and Traffic Procedures be approved annually by the Senior Vice President and Chief Business Officer or designee; and

WHEREAS, the Parking and Traffic procedures will be made available on the website of Virginia Tech Parking Services and provided to the Virginia Registrar of Regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors of Virginia Polytechnic Institute and State University authorizes the Senior Vice President and Chief Business Officer or designee to approve changes to the operating procedures in support of the regulations.

RECOMMENDATION:

That the resolution authorizing the Senior Vice President and Chief Business Officer or designee to approve changes to the Parking and Traffic operating procedures be adopted.

November 18, 2019
RESOLUTION ON DEMOLITION OF A CATTLE FEED SHED AND EQUIPMENT STORAGE FACILITY AT THE SHENANDOAH VALLEY AREC – UNIVERSITY BUILDING NO. 0857

The university requests approval to demolish building number 0857. This facility is a 4,320 gross square foot metal and wooden structure. It is located at Virginia Tech’s Shenandoah Valley Agricultural Research and Extension Center in Steele’s Tavern, Virginia.

Constructed in 1966, the building is used as a cattle feed shed and farm equipment storage facility. Although the building currently remains in use, it has fallen into disrepair and could be considered unsafe. Numerous repairs have been made to the facility over time, but the life of the building has been realized.

The university seeks to demolish the structure to prevent safety concerns and to rebuild a structure of similar size and construction. The university will also obtain approval from the Art and Architecture Review Board and the Department of Historic Resources prior to the demolition of this structure.
RESOLUTION ON DEMOLITION OF A CATTLE FEED SHED AND EQUIPMENT STORAGE FACILITY AT THE SHENANDOAH VALLEY AREC – UNIVERSITY BUILDING NO. 0857

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has the authority to approve the disposition of any building; and

WHEREAS, the Building No. 0857, is in disrepair as a metal and wooden structure; and

WHEREAS, the university will obtain the approvals of the Art and Architecture Review Board and the Department of Historic Resources for the demolition of this building prior to demolition;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors approve the demolition of Building No. 0857, located at the Shenandoah Valley Agricultural Research and Extension Center in Steele’s Tavern, in accordance with the applicable statues of the Code of Virginia (1950), as amended.

RECOMMENDATION:

That the above resolution authorizing the demolition of Building No. 0857 be approved.

November 18, 2019.
DEMOLITION OF UNIVERSITY BUILDING

CATTLE FEED SHED AND EQUIPMENT STORAGE FACILITY AT THE SHENANDOAH VALLEY AREC UNIVERSITY BUILDING NO.0857

NOVEMBER 17, 2019
DEMOLITION OF BUILDING NO. 0857
SITE - RELATION TO HISTORIC PROPERTY

View from McCormick National Historic Landmark (toward Bld. 0857)

View from Bld. 0857 (toward McCormick National Historic Landmark)

/ DEMOLITION OF BUILDING NO. 0857
EXISTING CONDITION

/ DEMOLITION OF BUILDING NO. 0857
EXISTING CONDITION - STRUCTURAL

Structural issues

Reinforcement attempts

DEMOLITION OF BUILDING NO. 0857
That the resolution authorizing the demolition of building number 0857 be approved.
EXECUTIVE SUMMARY
Overview
Energy & Sustainability Committee
Virginia Tech Climate Action Commitment
Virginia Tech Sustainability Plan
Office of Sustainability
Our Partners

2018-19 SUSTAINABILITY PROGRESS

CONCLUSION

APPENDIX

CONTENT

3 EXECUTIVE SUMMARY
4 Overview
4 Energy & Sustainability Committee
4 Virginia Tech Climate Action Commitment
5 Virginia Tech Sustainability Plan
5 Office of Sustainability
6 Our Partners

7 2018-19 SUSTAINABILITY PROGRESS

33 CONCLUSION

35 APPENDIX
Virginia Tech serves as a model community for a sustainable society. Sustainability is an integral part of the fabric of the university as it pursues enhanced economic stability and affordability, diversity and inclusion, environmental stewardship, expansion of knowledge, and education of future leaders. The university’s new strategic plan intentionally includes references to these expectations and efforts.

The pursuit of sustainability is achieved through Virginia Tech’s administration; physical environment and operations; student life and experience; campus culture and behavior; and academic learning, discovery, and engagement.

The university is rated by the Association for the Advancement of Sustainability in Higher Education (AASHE) using the Sustainability Tracking, Assessment, and Rating System (STARS) every three years. In 2017, Virginia Tech earned a second STARS Gold Rating, with the highest score achieved to date for all institutions in the Commonwealth of Virginia and the Atlantic Coast Conference. Virginia Tech’s STARS Gold Rating is a solid demonstration of the university’s commitment to advancing sustainability in academics (curriculum and research), engagement, operations, planning, and administration.

Virginia Tech continues to demonstrate its commitment to being a leader in campus sustainability by making significant progress in every component of a university-wide climate action commitment.
Overview

Virginia Tech’s Climate Action Commitment defines sustainability as the simultaneous pursuit of environmental quality, economic prosperity, and social justice and equity, 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 serve as a model community for a sustainable society. Sustainability is an integral part of the fabric of the university as it pursues enhanced economic stability and affordability, diversity and inclusion, environmental stewardship, expansion of knowledge, and education of future leaders. The university’s new strategic plan includes references to these expectations and efforts. The pursuit of sustainability is achieved through Virginia Tech’s administration; physical environment and operations; student life and experience; campus culture and behavior; and academic learning, discovery, and engagement.

Virginia Tech is a member of the Association for the Advancement of Sustainability in Higher Education (AASHE). AASHE is an association of colleges and universities that are working to create a sustainable future. AASHE’s mission is to empower higher education to lead the sustainability transformation. It provides resources, professional development and a network of support to enable institutions of higher education to model and advance sustainability in everything they do, from governance and operations to education and research.

Virginia Tech is also a member of the Virginia Association for the Advancement of Sustainability in Higher Education (VASHE). VASHE is a consortium of colleges and universities that work collaboratively to advance sustainability within the Commonwealth of Virginia, and its mission is similar and compliments AASHE.

Energy & Sustainability Committee

The university established the Energy and Sustainability Committee (E&SC) on April 30, 2007. It is one of 14 committees within the university governance system. The E&SC charge is “to review and provide advice to the University Administration on broad policy issues relating to the university’s pursuit of environmental quality through action, education, and engagement to address current needs without compromising the capacity and needs of future generations.”

The E&SC has 19 members and includes faculty, staff, and student representation. It is unique in that it is the only committee in the university governance system that has four student representatives (two graduate students and two undergraduate students). The other committees have a total of two student representatives. Please refer to https://governance.vt.edu/assets/esc-roster.pdf for more information.

The E&SC reports to the Commission on University Support who reports to the University Council. Please refer to https://governance.vt.edu/ccc.html for more information.

Virginia Tech Climate Action Commitment

During Earth Week in April 2008, former university President Charles W. Steger charged the E&SC “to develop a climate commitment and accompanying sustainability plan that was unique to Virginia Tech, and to have the commitment placed in resolution format for review and action by the University Council in the 2009 spring semester.” The E&SC developed the draft Virginia Tech Climate Action Commitment and Sustainability Plan (VTCAC&SP) and spearheaded the review process.

On April 22, 2009 (Earth Day) the University Council voted to recommend approval of the Virginia Tech Climate Action Commitment (VTCAC) and accepted the accompanying Sustainability Plan. On June 1, 2009, at their regularly scheduled meeting, the Virginia Tech Board of Visitors unanimously approved the Virginia Tech Climate Action Commitment and it became Presidential Policy Memorandum 262. Containing 14 points, the VTCAC includes sustainability goals, objectives, and aspirations. In academic year 2012-13, the E&SC revised the VTCAC and added a Sustainability Definition, Vision, and Mission. On May 6, 2013, the University Council approved the revision. Please refer to https://www.facilities.vt.edu/content/dam/facilities_vt_edu/sustainability/climate-action-commitment.pdf. See Appendix A.
Sustainability Plan

The initial Sustainability Plan was developed in-house utilizing the expertise of over 75 key stakeholders. It contained a series of actions and measures for each of the sustainability goals, objectives, and aspirations in the VTCAC. The Sustainability Plan was organized into three time horizons or phases: near-term phase (three years), mid-term phase (12 years), and long-term phase (25 years). The team tracked over 80 separate actions and measures.

Subsequent to developing the Sustainability Plan, the Association for the Advancement of Sustainability in Higher Education (AASHE) created the Sustainability Tracking, Assessment & Rating System (STARS) for use as a sustainability management tool to assess sustainability progress. More than 400 institutions have earned a STARS rating, making the program the most widely-recognized framework in the world for publicly reporting comprehensive information related to a college or university’s sustainability performance.

Participants report achievements in five overall areas: academics, engagement, operations, planning and administration, and innovation and leadership. Unlike other rating or ranking systems, this program is open to all institutions of higher education, and the criteria that determine a STARS rating are transparent and accessible to anyone. Because STARS is a program based on credits earned, it allows for both internal comparisons as well as comparisons among similar institutions.

Virginia Tech has adopted the AASHE STARS protocol as the foundation of the Sustainability Plan. The STARS protocol consists of over 60 topical areas (called credits) that are placed in one of four categories: Academics, Engagement, Operations, and Planning and Administration. Additional credit is earned for unique initiatives implemented that are not covered in STARS. Data and information submitted is measured against a national standard. Points are earned for each credit. Total points (score) yields an overall rating, Platinum, Gold, Silver, or Bronze.

Virginia Tech has received 4 STARS ratings (2011: Silver; 2013: Silver; 2014: Gold; and 2017: Gold). For the 2017 Gold rating, Virginia Tech earned 71.94 points which at that time represented the highest achieved for any college or university in the Commonwealth of Virginia, and the highest achieved by peer institutions in the Atlantic Coast Conference. The STARS Gold Rating is good for three years. Virginia Tech’s STARS report is publicly available on the STARS website at https://stars.aashe.org/institutions/virginia-tech-va/report/2017-12-19/.

Office of Sustainability

On June 1, 2009, following the approval of the Virginia Tech Climate Action Commitment (VTCAC) by the Virginia Tech Board of Visitors, the university established the Office of Sustainability. Recognized as the university clearing house for sustainability matters, the Office of Sustainability has the following duties and responsibilities:

a. Coordinate programs for campus sustainability;

b. Oversee the implementation of the VTCAC&SP;

c. Monitor annual electricity and other energy use and GHG emissions;

d. Manage a campus-wide student internship and undergraduate research program using the campus as a sustainability laboratory; and

e. Coordinate communication regarding campus sustainability initiatives and programs to the university community and external audiences.
Office of Sustainability Partners

University Colleges, Departments, and Units

The Office of Sustainability collaborates with faculty and staff in virtually all of the colleges at Virginia Tech to include: College of Agriculture and Life Sciences, College of Architecture and Urban Studies, College of Business, College of Engineering, College of Liberal Arts and Human Sciences, College of Natural Resources and Environment, College of Science, and the College of Veterinary Medicine.

The Office of Sustainability collaborates with nearly all administration departments and auxiliary units to include: Division of Student Affairs (Dining Services, Housing and Residence Life, Residential Leadership Community, Student Engagement and Campus Life, Virginia Tech Corps of Cadets), the Alternative Transportation Department, Athletics Department, Recreational Sports, and YMCA at Virginia Tech.

Student Groups

The Office of Sustainability works with many student groups to include the Student Government Association, Residence Hall Federation, Environmental Coalition, Environmental Student Organization, Food Justice at Virginia Tech, Galileo Living Learning Community, Hypatia Living Learning Community, Society of Renewable Resources, Stroubles Creek Restoration Initiative, Student Chapter of the American Water Resources Association, Students for Sustainable Practice, Sustainable Food Corps, Campus Kitchen at Virginia Tech, and The Green Program - Study Abroad at Virginia Tech.

Community Groups

The Office of Sustainability collaborates often with the Town of Blacksburg, the local citizens group Sustainable Blacksburg, and the Blacksburg Farmers Market.
The 2018-19 Sustainability Annual Report presents the Office's sustainability progress by showcasing the 14 points of Virginia Tech Climate Action Commitment and a list of accomplishments.

Point 1: Leader in Campus Sustainability

“Virginia Tech will be a Leader in Campus Sustainability. Sustainability is an integral part of the fabric of the university as it pursues enhanced economic stability and affordability, diversity and inclusion, environmental stewardship, expansion of knowledge, and education of future leaders.”

Virginia Tech continues to demonstrate its commitment to being a leader in campus sustainability by making significant progress in every component of a university-wide climate action commitment. Infrastructure upgrades, highlighted by the conversion to natural gas as the university’s primary fuel source, has resulted in a measurable increase in energy efficiency and a decrease in greenhouse gas emissions (GHG). A Five-year Energy Action Plan is well underway.

Awards and Recognition

Virginia Tech has consistently demonstrated its commitment to being a leader in campus sustainability and has received awards and recognition at both the state and national levels.
**2019 APPA Sustainability Innovation Award for Facilities Management:** The Office of Sustainability received national recognition for the Green RFP Program from APPA, Leadership in Educational Facilities, earning the 2019 Sustainability Innovation Award for Facilities Management.

**2019 Campus Master Plan Beyond Boundaries 2047 received the SCUP “Excellence in Planning for an Existing Campus” Merit Award:** The Campus Master Plan provides the first major update of physical planning at Virginia Tech (VT) in over 30 years. The plan integrates the facilities and infrastructure required to support VT’s strategic plan. These include a network of amenities and services designed to improve the student experience; provide an integrated approach to accessibility and mobility; and create a series of mixed-use districts featuring new cross-disciplinary academic, research, and partnership facilities. The plan reinforces the academic, research, and outreach mission across VT’s three campuses and numerous agricultural stations. In doing so, it responds to five overarching goals: (1) enhance learning and research environments; (2) expand strategic partnerships; (3) protect the land grant legacy; (4) facilitate accessibility and mobility; and (5) foster an inclusive campus experience. View the Campus Master Plan at [https://www.facilities.vt.edu/planning-construction/campus-master-plan.html](https://www.facilities.vt.edu/planning-construction/campus-master-plan.html).

**2019 Tree Campus USA Reaccreditation:** For the eleventh consecutive year Virginia Tech has been recognized for its best practices in campus community forestry through the Arbor Day Foundation’s Tree Campus USA program. Launched in 2008, Tree Campus USA is a national program that honors colleges and universities for effective campus forest management and for engaging students, faculty, and staff in conservation goals. Virginia Tech achieved Tree Campus USA 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. More than 650 trees have been planted across campus since 2008. Trees are among the most visible representations of Virginia Tech’s commitment to environmental stewardship, as demonstrated by two recent projects.

**2019 Governor’s Environmental Excellence Award:** The Office of Sustainability Internship Program received the 2019 Governor’s Environmental Excellence Award Honorable Mention for its sustainability achievements at the 30th annual Environment Virginia Symposium held in March. Administered annually by the Department of Environmental Quality, in partnership with the Department of Conservation and Recreation, the Governor’s Environmental Excellence Awards recognize public, private, and nonprofit organizations for successful and innovative efforts to improve Virginia’s environment. Going into its ninth year, the Office of Sustainability Internship Program provides students with invaluable opportunities to gain real-world insights and professional skills in sustainability and university operations. Approximately 20 interns participate in the academic year-long internship program every year. The university has received a total of nine Governor’s Environmental Excellence Awards. See Appendix B.

**Association for the Advancement of Sustainability in Higher Education 2018 “Sustainable Campus Index”:** The Association for the Advancement of Sustainability in Higher Education (AASHE) developed the STARS Protocol. This self-reporting and transparent program is nationally recognized as the most effective way to determine the effectiveness of the Virginia Tech Sustainability Program. Each year AASHE publishes their “Sustainable Campus Index” to reflect best practices. The Sustainability Boot Camp was featured in the 2018 Edition.

**Princeton Review Guide to Green Colleges, 2018 Edition:** The Guide to Green Colleges 2018 Edition profiles colleges with the most exceptional commitments to sustainability based on their academics and career preparation for students, campus policies, initiatives, and activities. The Guide uses the STARS protocol. Virginia Tech has been selected every year since 2008.
Featured in the Sierra Club “Cool Schools for 2019”: The Sierra Club’s Cool Schools for 2019 ranked Virginia Tech No. 73 (top 25 percent) out of a total list of 282 select institutions. This marks the first time for the university to be featured in this publication. Cool Schools uses data and information from the most recent STARS rating for its publication.

Virginia Tech Dining Services Awards: Dining Services boasts a tradition of award-winning programming, venues, and service. Dining Services is committed to being the leader of college and university food service and a leader in sustainability, and has received numerous awards for their efforts.

- No. 1, The Best College Dining Program in Each State, FoodService Director
- Reusable To-Go Program - Honorable Mention for the 2018 Governor’s Environmental Excellence Awards
- Best of Show - 2018 Best Concept Award, Food Management
- College Food Truck of the Year, Mobile Cuisine
- No. 2, Best Campus Food, Niche
- No. 9, Best Colleges for Food in America, The Daily Meal
- No. 2, 50 Best Colleges with the Best Food 2017-18, Best Value Schools
- No. 3, 2018 College Power Players, Food Management
- No. 3, The Ten Colleges with the Best Dining Halls, College Magazine
- Top 15 Best Universities for Healthy Eaters, Healthline
- Top 25 Best College Dining Halls - The College Consensus Best Campus Dining Halls, College Consensus
- The 30 Colleges with The Best Campus Food You’ve Ever Seen, Delish
- A Report Card for Vegan Offerings, for going above & beyond to provide all students with exceptional vegan food, Peta2

Point 2: VTCAC&SP represented in the Strategic Plan

“Virginia Tech will represent the VTCAC&SP in the university’s Strategic Plan.”

The new Virginia Tech Strategic plan, “The Virginia Tech Difference: Advancing Beyond Boundaries” was approved by the Board of Visitors on June 2, 2019. The Strategic Plan can be viewed at: https://strategicaffairs.vt.edu/StrategicPlanning/the-vt-difference-advancing-beyond-boundaries.html).

Strategic Priority 4 (Ensure Institutional Excellence) highlights the Virginia Tech Climate Action Commitment by stating the following:
“Approved by the Board of Visitors on June 1, 2009, the Virginia Tech Climate Action Commitment envisions Virginia Tech as a model community for a sustainable society. The Virginia Tech Climate Action Commitment affirms that Virginia Tech will be a leader in campus sustainability and outlines several goals and milestones for improving sustainability. Areas of focus include reducing emissions, improving sustainability of the built environment, minimizing waste, and improving electricity, heating, and transportation efficiency. Virginia Tech engages and involves the university community in these efforts through multiple activities including the development and implementation of sustainability-related academic programs and innovative strategies for efficient and sustainable use of energy, water, and materials in all university-owned facilities.”

The 2018 Campus Master Plan Beyond Boundaries 2047, approved by the VT Board of Visitors in November 2018, integrates the facilities and infrastructure required to support Virginia Tech’s new strategic plan. It includes a network of amenities and services designed to improve the student experience; an integrated approach to accessibility and mobility; and a series of mixed-use districts featuring new cross-disciplinary academic, research, and partnership facilities. The plan reinforces the academic, research, and outreach mission across VT’s three campuses and numerous agricultural stations. In doing so, it responds to five overarching goals: (1) enhance learning and research environments; (2) expand strategic partnerships; (3) protect the land grant legacy; (4) facilitate accessibility and mobility; and (5) foster an inclusive campus experience.”

Beyond Boundaries 2047 can be viewed at https://www.facilities.vt.edu/content/dam/facilities_vt_edu/planning-construction/campus-master-plan/BGO3_ii_Campus%20Master%20Plan_November%202018_UPDATE.pdf

Sustainability Outcomes are featured on pages 322-331. The intent is to:

- Minimize consumption of natural land, and reduce vehicular emissions, via a land use strategy focusing on infill development rather than sprawl (including a growth boundary established by the proposed Western Perimeter Road);
- Reduce vehicular emissions via an alternative transportation-focused mobility system (e.g. transit, walking, bicycles), the relocation of parking to the perimeter of campus, and the construction of a transit hub at the academic core;
- Advance green stormwater and carbon sequestration efforts through strategic reforestation along major campus corridors and the integration of substantial landscape elements into the proposed accessible pathway system (particularly the Green Links);
- Conserve energy by promoting energy-efficient building siting and design, as well as conversion to alternative energy sources (in keeping with the university's climate action commitment).

Point 3: Reduction of Campus GHG Emissions

“Virginia Tech will establish a target for reduction of campus GHG emissions to 80% below 1990 emission level of 188,000 tons by 2050. Interim targets from 2006 emissions of 316,000 tons will be: for 2012, 295,000 tons (on path to 2025 target); for 2025, 255,000 tons (2000 emission level); and for 2050, 38,000 tons (80% below 1990 emission level).”
Virginia Tech has achieved steady progress in reducing GHG emissions while at the same time having a robust construction program. Much of that reduction is attributable to the increased use of natural gas as the university’s primary fuel source and the introduction of Boiler Pollution Reduction initiatives, and many energy conservation measures. Figures 1 and 2 show the decline in GHGs both from a calendar year and fiscal year perspective. FY 19 shows a 5 percent decrease in total emission compared to FY 18.
The graph below shows the university’s GHG emissions from 1990 to 2006. At that point, if the university had taken a business as usual (BAU) approach the GHG emission would have continued on an upward trajectory as shown in the blue dotted line. However, at that point, Virginia Tech began to introduce its Boiler Pollution Reduction initiatives and energy conservation measures. The university established reduction targets for 2025 (dark green line) and 2050 (dashed light green line). The red dotted line depicts the university’s actual GHG emissions which is on a downward trend line. The Office of Sustainability projects the university is on pace to reach its interim goal in 2025. Reaching the 2050 goal will require a considerable investment in renewable energy.

![Virginia Tech GHG Emissions Progress](image)

Figure 3

The pie chart below shows the distribution of GHG emissions by source for the 2019 fiscal year. The largest sources of GHG emissions are purchased electricity (51.9 percent) followed by natural gas (23.7 percent) used in the co-generation steam plant.

![GHG EMISSIONS BREAKOUT FY 2019](image)

Figure 4
Figures 5, 6, and 7 below show power plant fuel consumption, usage, and GHG emissions between FY2010 and FY 2019. The main point to note is that power plant fuel consumption has remained relatively steady with a 75 percent decrease in coal use as Virginia Tech has switched to cleaner burning natural gas. Power plant GHG emissions have been reduced over the past 5 years due to this change in fuel source.
Point 4: Improved Energy Efficiency

“The Virginia Tech will work toward these emission reduction targets through improved energy efficiency, reduction of energy waste, replacement of high-carbon fuels, and other measures identified in the VTCAC&SP.”

The Office of Energy Management within the Facilities Department guides the operations of the university to achieve tangible reduction in energy consumption on campus through the development and implementation of various Demand Side Management (DSM) policies, initiatives, and projects.

DSM promotes energy efficiency by means of upgrading, retrofitting, and commissioning mechanical, lighting, building automation and electrical systems in university buildings. The Office of Energy Management launched a Five-Year Energy Action Plan in 2016 to address the energy efficiency improvements within a group of the 50 most energy-intensive buildings on campus. Additionally, numerous other ongoing projects are in effect to successfully manage energy consumption on campus.

While DSM is primarily concerned with reducing on-site energy consumption and related costs, it has the potential to support 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 DSM program will help the university to be less vulnerable to sudden changes in the energy market and set its way towards a net zero energy future.

Virginia Tech Guidelines for Energy Efficient Design

The Facilities Department is in the process of formalizing standards to ensure that the design and construction of buildings at Virginia Tech comply with the Virginia Energy Conservation code. The purpose of Virginia Tech Guidelines for Energy Efficient Design (https://www.facilities.vt.edu/energy-utilities/energy-reduction-efforts/energy-efficiency-design-guidelines.html) is to formulate additional requirements which go beyond the applicable Energy Code and are specific to the university. This document presents recommended design elements in ten sections each representing a vital interrelated component of an energy-efficient design and includes 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.
Design and Construction Standards


Energy Star®

Energy Star® provides labels for appliances and other products that are superior in energy efficiency. Virginia Tech’s goal is to set a minimum standard for all energy consuming equipment to be Energy Star® rated or better, assuming that the performance criteria are met.

Five-Year Energy Action Plan

When the Virginia Tech Office of Energy Management conducted an energy benchmarking analysis of buildings on the main Blacksburg campus in 2015-16, it discovered just 50 buildings accounted for over 70 percent of overall university energy costs. That is only 35 percent of all buildings on campus. This discovery was the catalyst for the Five-Year Energy Action Plan, a comprehensive blueprint to improve energy efficiency and reduce energy costs within five years in the 50 most energy-intensive, “energy hog” buildings.

Managed by the Office of Energy Management within the Facilities Department, the Energy Action Plan combines energy data analysis with a range of retrofitting projects to achieve significant energy cost reductions. Since 2016, four phases of the Five-Year Energy Action Plan have been implemented, with 10 new energy-intensive buildings incorporated into each phase. Under the Energy Action Plan and its first four phases, the university has already reduced its carbon emissions by about 23,000 tons per year and saved over $3 million in energy costs; full integration of the plan is expected to yield more than $6 million in overall energy cost savings.

- FY 2016: 3,819 tons CO₂
- FY 2017: 6,852 tons CO₂
- FY 2018: 6,280 tons CO₂
- FY 2019: 5,844 tons CO₂

![CO2 Emissions Avoided: Phase 1-4 of Five Year Energy Action Plan](image)

Figure 8
Optimizing Energy Usage with Data

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 central energy management platform to monitor energy usage in real-time. Ten new buildings are added to the platform during each project phase.

Through newly-installed smart meter and sub-meter infrastructure and ongoing energy audits in the field, energy data is collected in the platform. 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. Coupled with thermal imaging, this data can help direct repairs in specific fault areas.

Addressing Operational Inefficiencies

Under the Energy Action Plan, ongoing retrofitting projects help to improve energy efficiency in energy hog buildings. Retrofitting projects implemented under the plan so far include LED lighting replacement, smart meter and sub-meter installation, building automation improvements, insulation upgrades, HVAC upgrades, and more. Addressing energy inefficiencies in laboratories, large-scale energy usage contributors on campus, are also included under the Energy Action Plan.

Phase 4: Looking to the Future of Energy Efficiency on Campus

More than $3.5 million in funding approved in October 2018 helped propel the Energy Action Plan into its fourth phase and deepen the university’s energy conservation efforts. Phase 4 looked to the future of energy efficiency by diversifying the university’s energy portfolio with a new solar project. In addition, retrofitting and energy accounting projects under Phase 4 helped ensure the longevity of mechanical and lighting systems for years to come. Projects under Phase 4 included implementation of energy retrofit projects identified in Phase 3: LED lighting overhaul, lab ventilation optimization, steam pipe insulation, and building envelope improvements; integration of 10 additional energy-intensive buildings into energy management platform; and implementation of a rooftop solar project (one building). Phase 5 to be completed during 2019-20.

FY2018-19 DSM efforts included new initiatives including a pilot control banding study, rooftop photovoltaic (solar energy) project study, and energy reduction projects on the campus compressed air supply-side system. The pilot control banding study is a laboratory risk assessment to determine minimum laboratory ventilation rates based on the chemicals used, and other lab control measures. Often minimum laboratory ventilation rates can be lowered from conservative levels, saving energy while still maintaining all established lab safety standards and limits.

Retro-Commissioning (RCx)

Commissioning of existing buildings or “retro-commissioning,” is a systematic process applied to existing buildings for identifying and implementing operational and maintenance improvements and for ensuring their continued performance over time. Beginning in 2018, the Office of Energy Management increased this effort significantly in Phase 4 buildings, as well as those buildings in previous plan years. Phase 4 results are conservatively estimated at $225,000 per year at an investment of approximately $75,000 dollars. Over 250 RCx measures have been proposed in Phase IV with almost an equal amount of other RCx measures in study or development.

The Five-Year Energy Action Plan supports the Virginia Tech Climate Action Commitment, which serves as a cornerstone for guiding the university toward a greener, more sustainable future. It touches on all aspects of university sustainability and energy efficiency, including campus operations, facilities, curriculum, and research. While the Energy Action Plan addresses energy efficiency in existing buildings, the Climate Action Commitment ensures all new construction and renovation projects meet Silver LEED (Leadership in Energy and Environmental Design) certification standards. LEED is the most widely used green building rating system and provides a framework to create healthy, highly efficient, and cost-saving green buildings.
Point 5: VT will Maintain a Sustainability Office

“Virginia Tech will maintain a sustainability office to:

a. Coordinate programs for campus sustainability,
b. Oversee implementation of the VTCAC&SP,
c. Monitor annual electricity and other energy use and GHG emissions,
d. Working with faculty and departments, manage a campus-wide student internship and undergraduate research program using the campus as a sustainability laboratory,
e. Coordinate communication regarding campus sustainability initiatives and programs to the university community and external audiences.”

The Office of Sustainability was established within the Facilities Department and acts as a central hub to connect the many sustainability champions and efforts taking place all across campus. Creating positive change requires the input and cooperation of the entire university community. The office routinely coordinates with other departments to bring about sustainable change and partners with students to educate the Virginia Tech community about how to live a more sustainable and low-impact lifestyle through behavior change and an understanding of the impacts one’s personal actions can have on a global scale. The office works with the understanding that even the smallest behavior changes can create a more sustainable world.

The Office of Sustainability houses or partners with the following programs:

- Undergraduate Student Internship Program (see Point 10)
- Green Graduates (see Point 12)
- Green Day Green Tailgate (see Point 8)
- Green Request for Proposals Program (see Point 14)
- Y-Toss (see Point 8)
- Sustainability Week (see Point 12)
- Earth Week (see Point 10)
Point 6: LEED Standards for New Construction, Major Renovations, and Existing Buildings

“Virginia Tech will improve the sustainability of its built environment by:

a. Achieving LEED Silver certification or better for all eligible and applicable new buildings and major renovations.

b. Evaluating the feasibility of LEED for Existing Buildings certification for its existing buildings.”

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 level of energy efficiency based on a point system. Currently, the university has 32 LEED Registered Buildings totaling nearly 2.5 million gross square feet (16 Certified, 4 occupied and pending Certification, 5 under construction, and 7 in design). The university has specified that all new buildings entering the design phase of construction that are greater than 5,000 gross square feet in area, 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. See Appendix C.

Virginia Tech’s campus physical footprint will continue to expand over the 2019-20 fiscal year as the following projects are scheduled to move from the design phase to construction phase:

- Multi-Modal Transit Facility
- Holden Hall Renovation
- Student Athlete Performance Center
- Student Wellness Improvements
- Undergraduate Science Laboratories
For a complete list of LEED certified buildings separated by LEED Gold, Silver, and Certified along with gross square footage (GSF) and completion status, see the table below:

### VT LEED PROJECT SUMMARY

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<th>LEED GOLD PROJECTS</th>
<th>GSF</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Henderson Hall Renovation &amp; Theater 101 Addition</td>
<td>38,750</td>
<td>Complete</td>
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<tr>
<td>Institute for Critical Technology &amp; Applied Science Ph.II (ICTAS II)</td>
<td>42,190</td>
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<td>Ambler Johnston Hall</td>
<td>269,463</td>
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<td>Moss Arts Center</td>
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<td>Human &amp; Ag Biosciences Building I (HABBI)</td>
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<td>Goodwin Hall</td>
<td>154,935</td>
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<td>Football Locker Room Addition</td>
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<td>Lavery Hall</td>
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<td>Vet Med Addition</td>
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<td>Chiller Plant Phase I</td>
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<td>Indoor Athletic Training Facility</td>
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<td>O'Shaughnessy Hall Renovation</td>
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<td>Baseball Facilities</td>
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<td>Liberal Arts Building</td>
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<td>Davidson Hall</td>
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<td>Construction</td>
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<td>Undergrad Science Labs - Renovation (Derring Hall)</td>
<td>13,127</td>
<td>Construction</td>
</tr>
<tr>
<td>VT Carillon</td>
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<td>Corps Leadership &amp; Military Science Building</td>
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<td>Multi-Modal Transit Facility</td>
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<td>Student Wellness Improvements</td>
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<td>Design</td>
</tr>
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<th>STATUS</th>
</tr>
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<tr>
<td>Visitors &amp; Undergraduate Admissions Center</td>
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<tr>
<td>Renovate Davidson Hall</td>
<td>44,845</td>
<td>Complete</td>
</tr>
<tr>
<td>Total</td>
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<td></td>
</tr>
</tbody>
</table>
Point 7: Electricity and Heating Efficiency

“Virginia Tech will improve electricity and heating efficiency of campus facilities and their operations by:

a. Exceeding the most current version of ASHRAE 90.1 energy performance by 10% for all new buildings and major renovations. Capital budgets should account for future energy price, life cycle cost of building operation, and environmental benefits of achieving this level of performance.

b. Improving the heating and cooling infrastructure and operation, lighting efficiency, equipment efficiency, and metering and controls of its existing buildings.”

The Facilities Department operates and maintains an electric distribution utility, a Co-Generation steam plant, two central chilled water plants, and the associated distribution systems required to transport these services. Few universities serve the electrical needs of their surrounding communities - 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 campus and other customers for more than 100 years. VTES is the electric utility provider for the Blacksburg campus and about 6,000 residential and commercial customers in the Town of Blacksburg. Over 1,300 “Hokie” lights and 650 street lights on the Blacksburg campus are maintained by VTES as well as more than 1,000 street lights and 370 dusk to dawn lights within the Town of Blacksburg.

The Central Steam Plant is a Co-Generation asset that produces centralized steam and simultaneously uses some of that steam as a by-product to generate up to 6.25 mega-watts of electricity. That electricity production offsets the electricity purchased by the university for distribution across campus and within Blacksburg. Co-generation continues to gain importance in United States energy planning because it helps to increase thermal efficiency of the Central Steam Plant; reduce greenhouse gases and other harmful emissions; consume no cooling water in generating electricity; and refocuses infrastructure investments on distributed generation and smart energy options. The university is in the process of installing a nearly $7 million, 100,000 pound-per-hour gas-fired boiler in place of the decommissioned boiler. Beyond the long-term financial benefits, a new gas boiler will result in a reduction of carbon dioxide emissions and increase the plant’s overall capacity to meet future campus growth. Project completion is anticipated during spring 2020.

Virginia Tech also has two districts served by chilled water plants that leverage a complex system of water cooling that is then pumped to nearby buildings to help reduce room temperatures and cool research equipment. In general, a chilled water plant is 50 percent more efficient than cooling systems in individual buildings. Long-range plans call for building more centralized chilled water plants in various parts of campus. This will improve energy efficiency, reduce costs, and allow for additional growth. A project to upgrade existing chiller plant equipment is underway and should be complete in summer 2021.

Point 8: Minimize Waste; 50 Percent Recycling Rate

“Virginia Tech will minimize waste and achieve a 50% recycle rate by 2020.”

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 (MRSWA). Located in Christiansburg, MRSWA operates a transfer facility that receives the majority of the university’s principal recyclable materials (PRMs), and all of municipal solid waste (MSW).

Virginia Tech transitioned to a “Single Stream Recycling System” on July 1, 2015. Recyclable materials are transported from the university to MRSWA, weighed, and further transported to “Recycling & Disposal Solutions (RDS) in Roanoke, Va. RDS serves as the recycling hub for the region receiving materials from both the New River and Roanoke Valleys. Food waste is collected from 11 on-campus dining facilities and stored temporarily at a consolidated campus location in a 10-ton sledge container (see photo). When the sledge container is full, composting company Royal Oak Farm (ROF) delivers an empty container and transports the full container to their location in Lynchburg, Va.
Solid waste materials are transported from the university to MRSWA, weighed, and further transported to the local landfill operated by the New River Resource Authority (NRRA) in Pulaski County in Dublin, Va.

MRSWA prepares a consolidated recycling rate report for the region to include the four jurisdictional members and submits it to the Department of Environmental Quality (DEQ). Virginia Tech uses the DEQ format and formula to calculate its recycling rate and waste diversion rate. The waste diversion rate includes all additional materials diverted from the local landfill. For calendar year 2018, the university’s recycling rate was 40.8 percent and the waste diversion rate was close to 70 percent. The 40.8 percent recycling rate was made possible by simultaneously decreasing campus waste going to the landfill while increasing campus recycling and composting. In comparison to 10 years ago in 2008, Virginia Tech has decreased MSW by 746 tons and increased recycling by 716 tons. See Appendix D.

The graph below gives a historical perspective of Virginia Tech’s recycling progress since 2004. The university has increased recycling by over 20 percent during this time period. The dip in recycling rate during the period 2015 - 2017 was due to the unexpected closing of nearby composting facility Poplar Manor Enterprises (PME) located in Riner, Va in April 2015. Royal Oak Farm is the only permitted composting facility within 100 miles of Virginia Tech and for various reasons it took nearly two years to establish a contract with them. In calendar year 2018, the university composted 679 tons of food waste from campus dining facilities which represents nearly 25 percent of the total PRMs.

![Royal Oak Farm's 10-ton sledge container for food waste](image-url)

**Recycling Rates**

<table>
<thead>
<tr>
<th>Year</th>
<th>Recycling Rate Percentage</th>
</tr>
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<tbody>
<tr>
<td>2004</td>
<td>18.3</td>
</tr>
<tr>
<td>2005</td>
<td>20.9</td>
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<tr>
<td>2006</td>
<td>22.24</td>
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<tr>
<td>2007</td>
<td>26</td>
</tr>
<tr>
<td>2008</td>
<td>28.8</td>
</tr>
<tr>
<td>2009</td>
<td>36.5</td>
</tr>
<tr>
<td>2010</td>
<td>37.5</td>
</tr>
<tr>
<td>2011</td>
<td>40.1</td>
</tr>
<tr>
<td>2012</td>
<td>44.1</td>
</tr>
<tr>
<td>2013</td>
<td>43</td>
</tr>
<tr>
<td>2014</td>
<td>40.5</td>
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<tr>
<td>2015</td>
<td>37.58</td>
</tr>
<tr>
<td>2016</td>
<td>38</td>
</tr>
<tr>
<td>2017</td>
<td>39.2</td>
</tr>
<tr>
<td>2018</td>
<td>40.8</td>
</tr>
</tbody>
</table>

*Figure 10*
Game Day Green Tailgate

The Game Day Green Team promotes tailgate recycling during home football games by passing out blue recycling bags to tailgaters in the six highest impact parking lots surrounding Lane Stadium, including the Coliseum, Stadium, Maintenance, Track and Field, Chicken Hill, and Litton-Reaves Parking Lots. See map below. The Green Team educates tailgaters on what can and can’t be recycled, and how to green their game day experience.

Ways to green your game day:

1. Carpool to the game.
2. Use propane to grill.
4. Recycle bottles, cans, and glass in bags provided by volunteers.

High Impact Parking Lots:
Y-Toss Program

The YMCA at Virginia Tech facilitates one of the largest student-run waste diversion projects on campus called Y-Toss. Y-Toss is the YMCA at Virginia Tech’s largest sustainability initiative. At the end of each academic year, collection pods are placed strategically around campus to collect gently used household items from residence halls, academic buildings, and the surrounding community. Then, at the start of the following academic year, items are re-sold during move-in week at Cassell Coliseum. The Y-Toss program successfully diverted 10.7 tons of materials from the landfill in 2018-19, which is three tons more than the previous academic year. In past years, the Green RFP program has provided support through signage and marketing materials to ensure the collection was a success. Thanks to continued support from the Green RFP program, Y-Toss has expanded to add in-hall collection bins so that collections can occur year-round in select residence halls. This will help facilitate a new Y-Toss “Pop-up Thrift Shop” where students can go to buy the used items that are collected.

Dining Services

Dining Services offers a free reusable to-go program which reduces waste to landfill and allows for a sustainable way to eat on the go. The program follows three simple steps of eat, return, repeat! Over 250,000 meals have been served in reusable to-go containers since 2014! This program has also kept 4,700 pounds of packaging out of the landfill since its inception. Dining Services also works with Campus Kitchens at Virginia Tech to recover unused food to give to those in need within the New River Valley. Since 2015, the program has recovered over 125,626 pounds of food. In the winter of 2018, Virginia Tech banned styrofoam within Dining Services. This included getting rid of styrofoam at the campus Chick-fil-A and Dunkin Donuts. Only compostable and reusable containers are used on campus now. See Appendix E.

Point 9: Energy Star Equipment; Product Life Cycle Analysis

“Virginia Tech will:

a. Require purchase or lease of Energy Star rated equipment and maximum practicable recycled content paper, in accordance with University Policy 5505, with exceptions for special uses.

b. Consider a product’s life cycle cost and impact when making purchasing decisions.”

University Policy 5505 Campus Energy, Water and Waste Reduction (https://policies.vt.edu/5505.pdf) is an integral part of Virginia Tech’s procurement process. This ensures that the university minimizes waste at the front-end of the process and not just the back-end which typically only promotes the recycling part of the 3R’s of waste reduction (reduce, reuse, recycle).

Policy 5505 states in section 3.3 Operations and Maintenance, “the university shall purchase or lease Energy Star® rated appliances and equipment for all classification when designation is available, provided performance criteria are met.” Section 3.5 Waste Reduction states, “purchase only recycled paper except where equipment limitations or the nature of the document preclude the use of recycled paper.” Section 3.2 Building and Construction states, “a new building entering the design phase of construction that is greater than 5,000 gross square feet in size, or the renovation of such a building where the cost of renovation exceeds 50 percent of the value of the building, shall meet the Virginia Department of General Services (DGS), Division of Engineering and Buildings, Virginia Energy Conservation and Environmental Standards for energy performance and water conservation. All such buildings shall conform to U.S. Green Building Council Leadership in Energy & Environmental Design (LEED) Silver standards, consistent with the Virginia Tech Climate Action Commitment.”

These protocols ensure the consideration of a product’s life cycle cost and impact when making purchasing decisions. The current Virginia Tech Design and Construction Standards are being revised and updated to reflect the use of Life Cycle Analysis when appropriate.” Also, Policy 5505 is currently being reviewed by the Energy and Sustainability Committee in order to recommend revisions during the 2019-20 academic year in order to make the policy more robust.
Point 10: Engage Students, Faculty, and Staff

“Virginia Tech will engage students, faculty, and staff through education and involvement to develop and implement innovative strategies for efficient and sustainable use of energy, water, and materials in all university-owned facilities.”

Undergraduate Student Internship Program

The internship program’s reach extends to both the campus and the surrounding community. The Office of Sustainability’s vision is to create a sustainability network of student and community leaders throughout Virginia Tech, Blacksburg, and the greater New River Valley. The program utilizes campus as a sustainability living-learning laboratory; providing students with experiential learning opportunities to explore real-world problems and lead in the development of innovative solutions. Operations, engagement, and academics are integrated into impactful projects that benefit students and the local community.

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 problems 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. Karlee Siepierski, previously sustainability planner in the Office of Sustainability, was integral to managing the internship program and developed the 2018-19 Intern Manual. See Appendix F.

The projects the students complete, paired with professional development classes and other trainings, allow students to sharpen and expand their environmental professional skill sets. Intern teams work on a variety of tasks, including:

- **Partner Projects**: Teams partner with various departments such as Energy Management, Stormwater Management, Sustainable Dining, and Housing and Residence Life to complete technical projects.

- **Education and Outreach**: Teams plan and execute outreach events in partnership with community organizations such as The YMCA, Town of Blacksburg, and Blacksburg Farmers Market. Past events include Thrift Swaps, Pop-up Farmers Market, and seed plantings.

- **University-Wide Campaigns**: Teams will assist in executing large-scale campaigns including Earth Week, Sustainability Week, and RecycleMania.
Green Graduates

The Green Graduates of Virginia Tech program asks graduating students to take a personal sustainability pledge that encourages them to think about the environmental impact of their jobs, travel, and other adventures after leaving Virginia Tech. The pledge gives students an opportunity to reflect on the values and lessons they gained during their time on campus and to think about which of those lessons and values they will take with them as they depart.

By pledging, students are committing to foster 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 such a pledge, the Office of Sustainability awards all pledge signers with a free green cord to wear at graduation. All undergraduate and graduate students are eligible to participate.

In 2018-19, over 250 graduates participated in the program.

Sustainable Dining

Homefield Farm is a partnership between Dining Services and the College of Agriculture and Life Sciences. This six-acre farm grows fruits, vegetables, and herbs for Virginia Tech Dining Services, and serves as a site of experiential student learning, interdisciplinary research, and community outreach. Over 196,545 pounds of produce were produced at Homefield Farm. In Fall 2018, Dining Services held the first ever Homefield Farm Pop-up Farm Stand. Students were able to purchase fresh, local campus-grown veggies from Virginia Tech’s very own Homefield Farm.

Dining Services is also making composting in the dining halls more efficient by removing 90 percent of water from compost waste at Turner Place in Lavery Hall through the use of their waste reduction technology. Nearly 5,000 tons of organic waste have been sent from Virginia Tech dining facilities for composting since 2009.

Virginia Tech is increasingly using products that promote a sustainable dining program and food systems. Local products are considered to be products sourced from within 250 miles of Blacksburg or within the Commonwealth. Produce, beef, lamb, pork, eggs, milk, herbs, fruits, and vegetables are all campus-sourced products. See Appendix E.

Earth Week

With the mission to “build a more just and sustainable community through education, action, and appreciation for our world,” Virginia Tech’s annual Earth Week events are led by The Environmental Coalition at Virginia Tech, with support from nearly a dozen other groups, including:

- Virginia Tech Office of Sustainability
- Virginia Tech Students for Sustainable Practice
- Virginia Tech Environmental Student Organization
- Food Justice at Virginia Tech
- Sustainable Dining at Virginia Tech
- Virginia Tech Office of Alternative Transportation
- YMCA at Virginia Tech
- Student Government Association
- Hokie Bike Hub
- Blacksburg Farmers Market
Each day of Earth Week is themed around an important sustainability topic, such as clean energy, waste and recycling, local food, social justice, and community. The particular events change each year, but the basic mission to take action for and celebrate a sustainable campus and beyond is carried through year to year. 2018-19 events included:

- SolarFest at Glade Road Growing
- Campus Tree Planting at the Grove (see photo below)
- Duck Pond and Stroubles Creek Clean-Up
- Smart Cycling Class with the Alternative Transportation Department
- YMCA Thrift Pop-Up Shop
- Drive Electric Event
- Stadium Woods Walk
- Moonlight Yoga
- Campus Kitchen Dry Meal Pack
- TimeBank Repair Cafe with Sustainable Blacksburg

The Grove is the President’s Residence on campus.
Point 11: Transportation Energy Efficiency

“Virginia Tech will improve transportation energy efficiency on campus through parking, fleet, and alternative transportation policies and practices. The university will continue to implement programs that encourage the use of alternative transportation methods and will continue to implement programs and services that promote eco-responsible fleet management.”

The Alternative Transportation Department is housed within the Office of Parking and Transportation and coordinates the university’s alternative transportation efforts. The following programs are offered by the Alternative Transportation Department:

Commuter Alternatives Program

The Commuter Alternatives Program, provided by Parking Services, offers two permit programs to meet employee and student commuting needs and encourage the use of alternative modes of transportation.

The first is a carpool permit which two or more people have to register together to receive. Participants are allowed to park in reserved carpool spaces in preferred areas across campus.

The second is the Bike, Bus & Walk permit, which gives participants 16 discounted daily parking permits per semester (6 per summer session). This acknowledges that it might not always be feasible to commute using alternative modes and allows for some flexibility for people who do.

Virginia Tech has been designated as a Gold Level Best Workplaces for Commuters.

The Hokie Bike Hub

The Hokie Bike Hub is a free, self-service bike repair and maintenance facility 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 Smart Cycling classes. The Hokie Bike Hub has become the home of bicycling on campus and serves as a social space for cyclists to interact with and learn from one another. Additionally, Virginia Tech is designated a Bronze Level Bicycle Friendly University.

The Hokie Bike Hub had 3,073 visits during Fiscal Year 2018
Public Transportation

Several transit partners provide service locally (Blacksburg Transit and Radford Transit), regionally (Smart Way and Smart Way Express), and long distance (Campus Connect, Virginia Breeze, CollegeTransit, Abbott HomeRide, and Amtrak) from Virginia Tech’s campus.

Blacksburg Transit’s ridership increased by 14.6 percent during Fiscal year 2019, with a 44 percent growth over the last four years.

Bike Share

Roam New River Valley bike share launched in July of 2018 through a regional partnership with Virginia Tech, the Town of Blacksburg, the Town of Christiansburg, and Montgomery County. There are 75 bikes distributed across 12 bike hubs, and eight of the hubs are on campus.

Statistics from Roam’s first year in operation

- 8,337 trips taken
- 20,163.36 miles biked
- 806,534 calories burned
- 17,780.42 pounds of CO2 emissions prevented
- $11,694 saved (when comparing the cost associated with driving a car the same distance)
Rideshare and Carshare

RIDE Solutions provides ride matching for the New River Valley. Their platform allows users to instantly find and communicate with potential carpool partners, join vanpools, and find transit or bike buddies to help them navigate their transportation choices, all via their smartphone or the web. Users can log their trips and earn rewards at over 2,000 local and national businesses.

RIDE Solutions’ Guaranteed Ride Home Program provides any registered member a free ride home in the event of an emergency. This commuting “insurance policy” is your assurance that you will not get stranded at work.

Zipcar provides car sharing service to Virginia Tech affiliates, a greener alternative to car ownership. Membership gets you access to their national fleet for on-demand hourly and daily rentals. The service covers gas, insurance, parking and maintenance.

Virginia Tech has over 2,000 Zipcar members who share just 3-4 vehicles

The Alternative Transportation Department reports on the use of each alternative transportation mode in the biennial Commuter Survey. The most recent survey was completed in 2018. It found that 49 percent of Virginia Tech affiliates use an alternative mode of transportation to get around. For students, Blacksburg Transit is the most popular alternative mode, and for faculty/staff, biking is the most popular.

Only 29 percent of Virginia Tech students listed single-occupancy vehicles as their primary mode of transportation.

Point 12: Sustainability-Related Academic Programs

“Virginia Tech will continue to develop and implement innovative sustainability-related academic programs in instruction, research, and outreach, and will coordinate and communicate these programs to the university community and external audiences.”

Sustainability Offerings

Virginia Tech’s STARS report (https://reports.aashe.org/institutions/virginia-tech-va/report/2017-12-19/) notes that the university offers 525 sustainability courses and an additional 341 courses that include sustainability in class topics. Over 68 percent are engaged in sustainability research. A total of 83 percent of students adopt at least one sustainability learning outcome prior to graduation and new student orientation continues to be a focus of the Office of Sustainability. Every July, the Office of Sustainability staff help train orientation leaders to equip them with the most accurate information on sustainability programs and offerings. The Office of Sustainability also sets up an informational table at “Gobblerfest”, the premier festival to introduce students to community, clubs, and other organizations on campus in the fall.

Green Engineering Program

The Charles Edward Via, Jr. Department of Civil and Environmental Engineering offers an undergraduate and graduate program that facilitates development of critical analytical abilities and the necessary core of knowledge and skills for entry into the environmental engineering profession or graduate studies. This body of knowledge includes the scientific procedures for formulating and testing theories and the procedures for applying theory to enhance welfare through engineering analysis, synthesis, and design. The engineer plays a key role in the design, construction, maintenance, and management of society’s physical infrastructure, including transportation and communication systems, structural facilities for housing human activities, water resource management systems, natural resource development systems, and facilities and programs for environmental protection. A 2018 U.S. News & World Report gave the department a #9 national ranking in Environmental Engineering (https://vtnews.vt.edu/articles/2018/10/eng-usnews-undergrad-ranking18.html).
Students are progressively exposed to civil engineering design, culminating in a focused design course experience. The projects assigned in design courses are open-ended, incorporate appropriate engineering standards, and require the application of knowledge from earlier courses in the curriculum. Projects apply technical knowledge to design appropriate physical facilities, but also include consideration of non-technical constraints that confront real-world projects. These additional considerations include such interdisciplinary issues as economics, environmental impact, and sustainability.

Undergraduate Student Intern Program

As mentioned previously, the Office of Sustainability continues to develop and refine an award-winning student internship program that has been operating for nine years. The program offers 20 students the opportunity to research, coordinate, and implement various sustainability projects that range from outreach to operational changes on campus. Students partner with Virginia Tech Career Services to take part in a Cooperative Education and Internship Program (CEIP 3084) where they receive professional development with a mentor on a sustainability topic. The class is reflected on the student’s official transcript and they learn valuable skills to give them a headstart in their chosen career. Some examples of projects that interns have worked on from the academic year include Sustainability Week, Stormwater Days, hot water recirculation retrofits for select residence halls, and a Green Lab initiative.

Campus as a Living Learning Community

All of the items mentioned above, including Dining Services/Residence Life programming around sustainable living, help to create a Living Learning Community (LLC) or “laboratory” for students to experience while they attend Virginia Tech. Students are given the opportunity to see and experience how sustainability is woven into every aspect of their life on campus including buildings, energy, air, dining, waste, water, transportation, and many more. Some specific examples include:

- Tours of the campus co-generation steam plant.
- Class tours of building mechanical systems in LEED buildings.
- Alternative Transportation tours and bike maintenance workshops.
The Dining Services Farm allows students hands-on experience growing food for campus.

Multiple presentations by Office of Sustainability staff to classes and the broader campus community on sustainability programs.

On-campus recycling and composting programs.

Dining Services’ “Pop-up Stands” in dining halls throughout the academic year.

**Sustainability Week - Flagship Outreach Program**

In 2007, Virginia Tech, the Town of Blacksburg, local citizen group Sustainable Blacksburg formed a “Green Partnership” and launched what has become the flagship sustainability outreach program, “Sustainability Week.” The goal was to plan a program to help the community live a more sustainable lifestyle through practical applications, workshops, presentations, tours, fairs, and guest speakers. Sustainability Week 2007 far exceeded expectations and received a 2008 Governor’s Environmental Excellence Bronze” Award. Sustainability Week has been held during the third week in September consistently for the past 13 years.

**Point 13: Virginia Tech will Monitor Energy Use and GHG Emissions**

“Virginia Tech will monitor energy use and GHG emissions as well as changing internal and external conditions, prepare an annual ‘report card’ showing progress towards targets, and periodically re-evaluate targets, making adjustments to targets as appropriate based on changing internal and external conditions and evolving technologies.”

The Office of Energy Management and the Office of Sustainability monitor and report campus emissions data through this publication each year. Please refer to VTCAC Point #3 for detailed energy use and GHG emissions data. Also, the Office of Sustainability updates their campus STARS report every three years in order to evaluate sustainability in all areas of the university setting. Please refer the following link to view and access previous annual reports at [https://www.facilities.vt.edu/sustainability/sustainability-reports.html](https://www.facilities.vt.edu/sustainability/sustainability-reports.html).

The Office of Sustainability prepares a sustainability annual report for presentation to the Virginia Tech Board of Visitors.

**Point 14: Virginia Tech will Fund Sustainability Programs**

“Virginia Tech will work to provide funding to support sustainability programs. With regard to all the items in this resolution, major personnel and investment decisions, including capital projects, associated with implementing the VTCAC&SP will be based on a joint review of costs and benefits by university financial and facilities staff and be subject to availability of funds.”

**Green Request for Proposals Program**

Since 2010, student-generated campus sustainability projects have spurred over $1 million in energy-efficient upgrades across the Virginia Tech campus. Each fall, through the award-winning Green RFP Program, the Office of Sustainability seeks proposals from student groups for campus sustainability projects that support Virginia Tech’s Climate Action Commitment. Submitted proposals are reviewed by the Office of Sustainability and submitted to the university Energy and Sustainability Committee for consideration. The committee prioritizes the proposals and forwards their recommendations to the Office of Budget and Financial Planning for further review, approval, and funding consideration.

Nine years after launch, momentum doesn’t seem to be slowing for the Green RFP program. In fact, the Office of Sustainability received a record 66 proposals in fall 2018. Of those proposals, 18 were selected to receive funding. For more information on the Green RFP or to see projects funded prior to 2018, please refer to [https://www.facilities.vt.edu/sustainability/sustainability-programs/green-rfp-program.html](https://www.facilities.vt.edu/sustainability/sustainability-programs/green-rfp-program.html).

See Appendix G.
A list of all the projects funded during the 2018-19 academic year are as follows:

### 2018-19 GREEN RFP RESULTS

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<thead>
<tr>
<th>Title (In Priority Order)</th>
<th>Student Organization</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Indoor LED Lights - Math Emporium</td>
<td>Office of Energy Management - Student Interns</td>
<td>$194,300</td>
</tr>
<tr>
<td>2. HVAC Upgrade - Math Emporium</td>
<td>Office of Energy Management - Student Interns</td>
<td>$8,000</td>
</tr>
<tr>
<td>3. Hallway LED Lights - Payne Hall</td>
<td>Environmental Coalition</td>
<td>$10,700</td>
</tr>
<tr>
<td>4. Newman Library &amp; University Bookstore Outdoor LED Lights</td>
<td>Environmental Coalition</td>
<td>$14,300</td>
</tr>
<tr>
<td>5. Cassell Coliseum Parking Lot LED's</td>
<td>UAP 3354</td>
<td>$16,700</td>
</tr>
<tr>
<td>6. Green Lab Initiative</td>
<td>Office of Sustainability - Student Intern Waste Team</td>
<td>$3,700</td>
</tr>
<tr>
<td>7. Indoor Sink LED Lights for 10 Residence Halls</td>
<td>Environmental Innovation</td>
<td>$103,600</td>
</tr>
<tr>
<td>8. Stroubles Creek Watershed Restoration</td>
<td>Stroubles Creek Coalition, VT StREAM Lab, Environmental Coalition, and American Water Resource Association (VT Chapter)</td>
<td>$5,500</td>
</tr>
<tr>
<td>10. Reusable To-Go Containers</td>
<td>UAP 3354 &amp; REAL 3024</td>
<td>$16,100</td>
</tr>
<tr>
<td>11. Rainwater Catchment System Hahn Horticulture Garden</td>
<td>UAP 3354</td>
<td>$2,200</td>
</tr>
<tr>
<td>12. Water Bottle Refill Stations - Kelly Hall (2)</td>
<td>Biomedical Engineering Society - VT Student Chapter</td>
<td>$5,000</td>
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<tr>
<td>13. Hot Water Recirculation - Several Residence Halls</td>
<td>Office of Sustainability - Student Intern Water Team</td>
<td>$150,000</td>
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<tr>
<td>14. Electronic Waste Recycling Bins (2)</td>
<td>UAP 3354</td>
<td>$400</td>
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<tr>
<td>15. Bat Boxes - Duck Pond Area</td>
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<td>$200</td>
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<tr>
<td>16. Battery Powered Blower - Hahn Horticulture Garden</td>
<td>Hahn Horticulture Garden - Student Maintenance Staff</td>
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<td>17. Solar Power Charging Table - Bishop-Favrao Hall</td>
<td>Department of Building Construction - BioBuild Studio Course</td>
<td>$9,700</td>
</tr>
</tbody>
</table>

**Total Amount** $552,600
CONCLUSION

Virginia Tech continues to demonstrate its commitment to being a leader in campus sustainability by making significant progress in every component of a university-wide climate action commitment. Infrastructure upgrades, highlighted by the conversion to natural gas as the university’s primary fuel source, has resulted in a measurable increase in energy efficiency and a decrease in greenhouse gas emissions. The university has completed the fourth year of its Five-Year Energy Action Plan, and is experiencing a measurable decrease in energy consumption as well as greenhouse gas emissions.

During 2018-19, Virginia Tech received numerous awards and recognition at the national and state levels. The university received a 2019 Sustainability Innovation Award in Facilities Management from APPA (Leadership in Educational Facilities) for our student Green RFP Program. The university received 2019 “Tree Campus USA Reaccreditation” from the National Arbor Day Foundation which marks our 11th consecutive year. The university’s Sustainability Tracking, Assessment, and Rating System (STARS) Gold Rating from the Association for the Advancement of Sustainability in Higher Education rates the university near the top of all institutions in the Commonwealth of Virginia and the Atlantic Coast Conference, and directly contributed to our being featured in the 2018 Princeton Review’s Guide to Green Colleges and top 25 percent ranking in the 2019 Sierra Club’s list of Cool Schools. The Office of Sustainability’s Student Internship Program received an Honorable Mention for the 2019 Governor’s Environmental Excellence Award Program. Since 2008, the university has received nine GEEA awards. Dining Services has consistently been recognized as having one of the best food programs (if not the best) in the country, and they continue to strive to be one of the best sustainable dining programs too. Virginia Tech is nationally recognized as a bike friendly campus and best workplace for commuters.

Our new strategic plan The Virginia Tech Difference: Advancing Beyond Boundaries, features the Virginia Tech Climate Action Commitment. The Campus Master Plan, Beyond Boundaries 2047, integrates the facilities and infrastructure required to support the new strategic plan, and it received a 2019 SCUP “Excellence in Planning for an Existing Campus” Merit award.

The conversion to natural gas and improved energy efficiency has resulted in a significant reduction in greenhouse gas emissions, and the university is on target to achieve our 2025 target of 255,000 tons of CO2. To continue this downward trend the university will pursue renewal energy options and opportunities.
Virginia Tech continues to expand its robust new construction and major renovation program. There are 32 LEED (Leadership in Energy and Environmental Design) registered projects with the U.S. Green Building Council which represents nearly 2.5 million Gross Square Feet (nearly 20 percent) of the built environment.

The university has a single stream recycling system and the goal is to achieve a 50 percent recycle rate as soon as possible. For calendar year 2018, the university achieved a 40.8 percent recycling rate and a 70 percent waste diversion rate (waste kept out of the local landfill). The recycling rate trend line continues upward due in large measure to the strong food waste composting partnership with Royal Oak Farm (ROF). ROF has the only DEQ-permitted composting facility west of Charlottesville, Virginia. Last year the university composted 679 tons of food waste - a quarter of the university’s principal recycling material total.

Sustainable procurement is a primary component of university policy 5505: Campus Energy, Water and Waste Reduction. The Director of Procurement and the Energy and Sustainability Committee (university governance system) are collaborating to develop a sustainable Procurement Policy.

The Facilities Department has maintained its commitment of having the university infrastructure serve as a learning laboratory platform for our students, faculty and staff so as to enhance learning and research. Student internship opportunities are numerous and appreciated for the value they have for all involved. The Office of Sustainability’s award winning Student Internship Program had 20 participants organized into four teams (Energy, Water, Food, and Waste Management) with five students per team assigned working on real-world campus issues.

Sustainability at Virginia Tech is a partnership among colleges, departments, auxiliary units, students and the Blacksburg community. It represents a Town-Gown model for the Commonwealth of Virginia and the Nation. At the end of the day, all members of the university are sustainability Champions with a goal of making Blacksburg a “Special Sustainable Place.”

2018-19 Sustainability Annual Report Prepared by the Office of Sustainability:

Jon Clark Teglas
Chief of Staff to the Associate Vice President and Chief Facilities Officer

Denny Cochrane
Director of Sustainability

Nathan King
Sustainability Manager

Karlee Siepierski
Former Sustainability Manager

Kaitlyn Franczek
Graduate Assistant

Emily Vollmer
Student Intern

With assistance from:

Blake Bensman
Sustainability Manager, Dining Services and Residence Life

Nick Quint
Transportation Network Manager, Alternative Transportation

Alexa Briehl
Communication Manager, Operations

Meishel DeSouto
Graphic Designer, AVP-Business Services
APPENDIX

Appendix A - The Virginia Tech Climate Action Commitment
Appendix B - 2019 Governor’s Environmental Excellence Award
Appendix C - Virginia Tech LEED Program Summary
Appendix D - Calendar Year 2018 Recycling Rate Report for Virginia Tech
Appendix E - Office of Sustainability Student Intern Manual
Appendix F - Sustainable Dining
Appendix G - 2018-19 Green RFP Program Results
Presidential Policy Memorandum No. 262
Revision 1

TO: All Virginia Tech Employees and Students

FROM: Charles Steger

DATE: May 9, 2013

SUBJECT: Update to the Virginia Tech Climate Action Commitment

Approved by the Commission on University Support: April 18, 2013
Approved by the University Council: May 6, 2013
Approved by the President: May 6, 2013
Effective Date: Upon Approval by the President

University Council approved a resolution regarding an update to the Virginia Tech Climate Action Commitment

Following is the text of the resolution.

WHEREAS, the Virginia Tech Climate Action Commitment (VTCAC) was approved by the Board of Visitors on June 1, 2009; and

WHEREAS, the initial phase (2009-2012) of the VTCAC implementation plan has elapsed; and

WHEREAS, the Energy & Sustainability Committee (E&SC) established a subcommittee in the spring of 2012 to review the language of the VTCAC and recommend changes; and

WHEREAS, the E&SC subcommittee recommended several updates, as outlined in the attached; and

WHEREAS, the full E&SC has reviewed and recommended the proposed changes to the VTCAC for University Council approval;

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution
THEREFORE LET IT BE RESOLVED, that the Virginia Tech Climate Action Commitment be amended as follows:

1. Virginia Tech will be a Leader in Campus Sustainability. Sustainability is an integral part of the fabric of the university as it pursues enhanced economic stability and affordability, diversity and inclusion, environmental stewardship, expansion of knowledge, and education of future leaders.

2. Virginia Tech will represent the VTCAC&SP in the university’s Strategic Plan.

3. Virginia Tech will establish a target for reduction of campus GHG emissions to 80% below 1990 emission level of 188,000 tons by 2050. Interim targets from 2006 emissions of 316,000 tons will be: for 2012, 295,000 tons (on path to 2025 target); for 2025, 255,000 tons (2000 emission level); and for 2050, 38,000 tons (80% below 1990 emission level).

4. Virginia Tech will work toward these emission reduction targets through improved energy efficiency, reduction of energy waste, replacement of high-carbon fuels, and other measures identified in the VTCAC&SP.

5. Virginia Tech will maintain a sustainability office to:
   a. Coordinate programs for campus sustainability,
   b. Oversee implementation of the VTCAC&SP,
   c. Monitor annual electricity and other energy use and GHG emissions, and
   d. Working with faculty and departments, manage a campus-wide student internship and undergraduate research program using the campus as a sustainability laboratory, and
   e. Coordinate communication regarding campus sustainability initiatives and programs to the university community and external audiences.

6. Virginia Tech will improve the sustainability of its built environment by:
   a. Achieving LEED Silver certification or better for all eligible and applicable new buildings and major renovations.
   b. Evaluating the feasibility of LEED for Existing Buildings certification for its existing buildings.

7. Virginia Tech will improve electricity and heating efficiency of campus facilities and their operations by:
   a. Exceeding the most current version of ASHRAE 90.1 energy performance by 10% for all new buildings and major renovations. Capital budgets should account for future energy price, life cycle cost of building operation, and environmental benefits of achieving this level of performance.
   b. Improving the heating and cooling infrastructure and operation, lighting efficiency, equipment efficiency, and metering and controls of its existing buildings.

8. Virginia Tech will minimize waste and achieve a 50% recycle rate by 2020.
9. Virginia Tech will:
   a. Require purchase or lease of Energy Star rated equipment and maximum practicable recycled
   content paper, in accordance with University Policy 5505, with exceptions for special uses.
   b. Consider a product’s life cycle cost and impact when making purchasing decisions.

10. Virginia Tech will engage students, faculty, and staff through education and involvement to
develop and implement innovative strategies for efficient and sustainable use of energy, water,
and materials in all university-owned facilities.

11. Virginia Tech will improve transportation energy efficiency on campus through parking, fleet, and
alternative transportation policies and practices. The university will continue to implement
programs that encourage the use of alternative transportation methods and will continue to
implement programs and services that promote eco-responsible fleet management.

12. Virginia Tech will continue to develop and implement innovative sustainability-related academic
programs in instruction, research, and outreach, and will coordinate and communicate these
programs to the university community and external audiences.

13. Virginia Tech will monitor energy use and GHG emissions as well as changing internal and
external conditions, prepare an annual ‘report card’ showing progress towards targets, and
periodically re-evaluate targets, making adjustments to targets as appropriate based on changing
internal and external conditions and evolving technologies.

14. Virginia Tech will work to provide funding to support sustainability programs. With regard to all
the items in this resolution, major personnel and investment decisions, including capital projects,
associated with implementing the VTCAC&SP will be based on a joint review of costs and
benefits by university financial and facilities staff and be subject to availability of funds.

Virginia Tech Sustainability Definition, Vision, & Mission:

Sustainability Definition:

Sustainability is the simultaneous pursuit of environmental quality, economic prosperity, and
social justice and equity, through action, education, and engagement to address current needs
without compromising the capacity and needs of future generations.

Sustainability Vision:

Virginia Tech serves as a model community for a sustainable society. Sustainability is an
integral part of the fabric of the university as it pursues enhanced economic stability and
affordability, diversity and inclusion, environmental stewardship, expansion of knowledge, and
education of future leaders.
Sustainability Mission:

The pursuit of sustainability is achieved through Virginia Tech’s administration; physical environment and operations; student life and experience; campus culture and behavior; and academic learning, discovery, and engagement.

Acronyms:

ASHRAE — American Society of Heating, Refrigerating and Air Conditioning Engineers
GHG — Greenhouse Gas
LEED — Leadership in Energy and Environmental Design
VTCAC&SP - Virginia Tech Climate Action Commitment & Sustainability Plan
2019 GOVERNOR'S ENVIRONMENTAL EXCELLENCE AWARD

Virginia Tech - Office of Sustainability

WHEREAS, Article XI of the Constitution of Virginia states that "it shall be the Commonwealth's policy to protect its atmosphere, lands, and waters from pollution, impairment, or destruction, for the benefit, enjoyment, and general welfare of the people of the Commonwealth;" and

WHEREAS, the Commonwealth seeks to recognize those who have demonstrated leadership, innovation, and commitment to implement pollution prevention practices to reduce environmental impacts and improve our natural environment; and

WHEREAS, pollution prevention is a cost-effective and environmentally sound approach to environmental management that strives to eliminate or reduce pollution at its source by minimizing the use of energy, water, and other natural resources through increased efficiency and conservation;

NOW, THEREFORE, I, Ralph S. Northam, Governor, do recognize the Virginia Tech, Office of Sustainability, as an Honorable Mention recipient of the 2019 Governor’s Environmental Excellence Award for its demonstrated commitment to the stewardship of Virginia’s natural resources through its Student Internship Program.
Ms. Karlee Siepierski  
University Sustainability Manager  
Virginia Tech Office of Sustainability  
230 Sterrett Drive  
Blacksburg, VA 24061-1031

Dear Ms. Siepierski,

I am pleased to extend my warmest congratulations to the Virginia Tech Office of Sustainability upon receiving the 2019 Governor's Environmental Excellence Award Honorable Mention in the Sustainability Program category.

This honor recognizes that your commitment to environmental sustainability has made a lasting impact on the Commonwealth. We are at a decision point and must act now to promote environmental conservation. This award is a testament to the Virginia Tech Office of Sustainability's work in this area; you have exemplified your dedication to protecting the Commonwealth's natural resources through the conservation focus of your student internship program. I commend all those who work with your institution to promote sustainability efforts in Virginia.

On this important occasion, I am very pleased to join with your families, friends, and community in saluting the Virginia Tech Office of Sustainability's accomplishments and wishing you continued success.

Sincerely,

Mark R. Warner
MARK R. WARNER  
United States Senator
2019
Governor's Environmental Excellence Awards

Environment Virginia Symposium, Lexington • March 28, 2019

The Governor’s Environmental Excellence Awards recognize successful and innovative efforts that improve Virginia’s environment. The annual awards program is run as a partnership between the Department of Environmental Quality and the Department of Conservation and Recreation.

Capital Region Land Conservancy
Malvern Hill Farm

LAND CONSERVATION  GOLD

In August 2016, the 871-acre Malvern Hill Farm, which is listed on the Virginia Landmarks Registry and the National Register of Historic Places, was listed for sale for a 515 home residential development project. While many conservation groups had an interest in Malvern Hill, the Capital Region Land Conservancy (CRLC) stepped into a leadership role and ratified a purchase agreement for $6.6 million. As the local land trust for the Richmond region, CRLC coordinated with many partners to finalize a complex arrangement to finance acquisition of the property, secure protections through conservation easements and transfer portions of the land to long-term holders who will manage and make it available for future public access. Preserving Malvern Hill Farm allows the land to continue to be actively farmed and provides the opportunity for cultural tourism and outdoor recreation.

Carilion Clinic
Efficiency and Sustainability Program

SUSTAINABILITY PROGRAM  GOLD

Carilion Clinic’s Efficiency and Sustainability Program is led by its Environmental Stewardship Council and over 100 Sustainability Champions from various departments who recognize that the health of our environment directly impacts the health of our communities. Carilion Clinic is committed to creating a comprehensive environmental sustainability program and working with its community partners in Southwest Virginia. Through the Efficiency and Sustainability Program, Carilion Clinic has expanded recycling efforts, increased funding to purchase food from local farmers, installed 4,000 solar panels and upgraded lighting. Carilion Clinic has donated over 40 tons of excess medical supplies to support medical education and international missions, sponsored a community bike share program and funded an urban farm which offers produce to anyone who tends the garden or attends on-site health education events.
Chesterfield County Parks and Recreation
Dutch Gap Relic River Trail and Water Access

IMPLEMENTATION OF THE VIRGINIA OUTDOORS PLAN  GOLD

The Dutch Gap Relic River Trail and Water Access project includes a 430-foot floating boardwalk and launch dock. It is Chesterfield’s first interpretive boardwalk featuring a unique portion of the James River that has been separated from the main channel by elimination of oxbows in the river route. The boardwalk’s dock includes a fully accessible canoes and kayak launch. This new water access offers a way to reach the non-tidal marsh and, via a wooden portage boardwalk, access the main James River channel. The marsh has a rich history and is unique to the region for the way it was formed and for the fish and wildlife habitat it supports. A need for water access was documented by both the Chesterfield Parks and Recreation Comprehensive Master Plan and the 2017 Virginia Outdoors Demand Survey. Prior to the boardwalk, the non-tidal marsh at Dutch Gap was not accessible to the public.

Hampton Roads Sanitation District (HRSD)
SWIFT Research Center

ENVIRONMENTAL PROJECT  GOLD

HRSD’s Sustainable Water Initiative for Tomorrow (SWIFT) fundamentally changes the way water is managed in eastern Virginia, providing a sustainable source of groundwater to the Potomac aquifer; reducing nutrients discharged to the Chesapeake Bay watershed; protecting the Potomac aquifer from salt water intrusion; and, potentially slowing, stopping or reversing land subsidence related to groundwater withdrawal. The SWIFT Research Center is a multipurpose facility recharging the Potomac aquifer with one million gallons of SWIFT Water daily. SWIFT Water is produced by adding additional water treatment processes to already highly treated wastewater resulting in water that meets safe drinking water standards. Beyond producing SWIFT Water and recharging the aquifer, the SWIFT Research Center is a public education facility, a water treatment and groundwater research facility and an operator training center. Data from the SWIFT Research Center will inform the full-scale implementation of SWIFT at five HRSD facilities over the next 12 years, ultimately recharging the Potomac aquifer with more than 100 million gallons of SWIFT Water daily.

Chesterfield County General Services
Energy Management & Sustainability Program

SUSTAINABILITY PROGRAM  SILVER

For over 15 years, Chesterfield County has been committed to and continually developing an Energy Management and Sustainability Program. The main functions of the program have been to track and monitor energy use, identify facility improvement measures and consistently work toward improved energy efficiency and sustainability. The facility has conducted energy audits, facility condition assessments, benchmarking, lighting retrofits, and HVAC replacements in addition to participation in efficiency programs such as demand response. The program activities have developed over the years to increasingly include community outreach and education through placement of real-time utility educational kiosks in each middle school, the library system’s energy monitoring equipment check-out program, and, most recently, an employee behavior-based energy efficiency initiative called Cfield Unplugged. Energy management initiatives over the past five years have saved the County nearly $5 million dollars.
Prince William County - Department of Fire and Rescue
Smarter Chemicals Program

ENVIRONMENTAL PROJECT   SILVER

Prince William County (PWC) Department of Fire and Rescue worked with others in the County to develop a Smarter Chemicals product list. It was found that the average station had over 40 different cleaning products, compared to an average of eight for custodial companies hired by PWC.

At the same time, a review of employee injuries revealed that many "slips and falls" were related to inappropriate dilutions of cleaners leaving floors slick and many "strains and sprains" were related to heavy products. The program has reduced employee injuries, decreased damage to facilities due to improper dilutions, limited exposure to potentially hazardous substances, cut excessive purchasing and the resulting disposal costs, and minimized the effort to maintain Safety Data Sheets. On average, 116 cleaning chemicals with safety hazards were eliminated from each fire station.

Roanoke County Parks, Recreation & Tourism
Jae Valley Park

IMPLEMENTATION OF THE VIRGINIA OUTDOORS PLAN   SILVER

Jae Valley Park resulted from a partnership between Roanoke County and Roanoke City to develop a canoe and kayak launch facility, opening up five miles of Back Creek, which connects to the Roanoke River Blueway. Jae Valley Park encompasses 10 acres along Jae Valley Road with 2,200 linear feet of natural surface walking trails and 1,400 linear feet of frontage along Back Creek with several launch points.

The Chairman of Friends of the Rivers of Virginia noticed the property sitting fallow and worked with both the City and County, leading to the City selling the property to the County for $1 as part of a 2016 land swap agreement. Roanoke County will continue to expand and promote the County's outdoor recreational advantages, like Jae Valley Park, which support watershed management protection by encouraging recreational use, protection and environmental stewardship.

Town of Appalachia
Powell River Trail & Trailhead

IMPLEMENTATION OF THE VIRGINIA OUTDOORS PLAN   SILVER

Completed in October of 2017, the Powell River Trail & Trailhead is a rails-to-trails project in the Town of Appalachia that converted an abandoned Louisville & Nashville Railroad line into a multi-use recreation trail that is wheelchair accessible. The project consists of approximately 1.5 miles of paved trail that follows the scenic Powell River and includes two tunnels and two bridges. Additionally, the trailhead area includes parking and is highlighted by a refurbished Norfolk & Western train caboose. Funded by VDOT and maintained by the Town of Appalachia, the project is an outstanding addition to the regional outdoor recreation initiative which has stimulated recreational and economic growth in the area. To capitalize on the success and interest the project has generated, the Town is developing a Comprehensive Outdoor Recreation Plan.
Virginia State University
Simms Hall Demolition and Site Redevelopment

ENVIRONMENTAL PROJECT - BRONZE

In April 2017, the Virginia State University (VSU) Board of Visitors approved the de- moli tion of Simms Hall following a 2016 fire that caused significant structural damage to the building. VSU contacted the Virginia Department of Corrections (VADOC) about partnering for the project. As part of the Governor's Re-entry Initiative, offenders gain job experience in general construction while also learning about green projects. VSU and VADOC strove to reduce the amount of material disposed. Due to meticulous separation of building materials, 64 tons of wood and 94 tons of steel were diverted from landfills. The Simms pad site is now being redeveloped as a river overlook area with improved stormwater drainage and safety features such as site lighting and railings.

Wärtsilä Defense, Inc.
WDI Environmental Sustainability Program

SUSTAINABILITY PROGRAM - BRONZE

In its work to build and repair propulsion systems, Wärtsilä Defense Inc. (WDI) holds an international, third-party certification for meeting high standards of environmental management system implementation (ISO 14001:2015). The Chesapeake facility touts zero landfill waste and has continuously reduced electrical consumption since 2009. Since initiating the phased LED re-lamping, electrical consumption is down 313 MWh, reducing CO2 emissions by about 231 tons and saving the company around $25,000. In 2018 WDI recycled or repurposed over 38 tons of trash. The priority is: repurpose for company use, repurpose by employees, recycle, send to incinerator for energy production. In addition, WDI sponsored the first “Seabin” on the East Coast to collect marine debris at Nauticus.

Virginia Tech - Office of Sustainability
Student Internship Program

SUSTAINABILITY PROGRAM - HONORABLE MENTION

Wild Wolf Brewing
Every Day is Earth Day

SUSTAINABILITY PROGRAM - HONORABLE MENTION

For information about the Governor’s Environmental Excellence Awards, visit www.deq.virginia.gov/Programs/PollutionPrevention/GovernorsEnvironmentalExcellenceAwards.aspx
VIRGINIA TECH
LEED PROGRAM SUMMARY

GOODWIN HALL – LEED GOLD
Academic Building - (GSF 154,935)

MOSS ARTS CENTER – LEED GOLD
Center for the Arts – (GSF 147,382)

AMBLER JOHNSTON HALL – LEED GOLD
Residence Hall (GSF 269,463)

HUMAN & AGRICULTURAL BIOSCIENCES
BUILDING I – LEED GOLD
Research Building (GSF 93,860)

OFFICE OF SUSTAINABILITY
FACILITIES DEPARTMENT

Projects Completed:
- LEED Certification - Achieved: 16 buildings, 1,302,345 square feet
- LEED Certification - Pending: 4 buildings, 235,296 square feet

Projects under Construction:
- LEED Registered: 5 buildings, 213,147 square feet

Projects under Design:
- LEED Registered: 7 buildings, 790,646 square feet

Total: 32 buildings, 2,541,434 square feet
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<th>PROJECT</th>
<th>PROJECT #</th>
<th>BUDGET</th>
<th>GSF</th>
<th>CONSTRUCTION START</th>
<th>OCCUPANCY DATE</th>
<th>STATUS</th>
<th>LEED CERTIFICATION ACHIEVED</th>
<th>DATE OF CERTIFICATION</th>
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<tr>
<td>Henderson Hall Renovation &amp; Theater 101 Addition</td>
<td>208-16758-001</td>
<td>$15,838,792</td>
<td>38,750</td>
<td>02/18/08</td>
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<td>Football Locker Room Addition</td>
<td>208-L00016-000</td>
<td>$14,004,621</td>
<td>42,145</td>
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<td>$34,587,710</td>
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<td>04/06/11</td>
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<td>Visitors &amp; Undergraduate Admissions Center</td>
<td>208-L00012-000</td>
<td>$10,338,192</td>
<td>18,155</td>
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<td>08/29/11</td>
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<td>Academic &amp; Student Affairs Building (Lavery Hall)</td>
<td>208-17859-000</td>
<td>$44,302,610</td>
<td>77,301</td>
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<td>09/05/12</td>
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<td>Vet Med Instructional Addition</td>
<td>208-19791-000</td>
<td>$12,343,316</td>
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<td>Ambler Johnston Hall - Improve Residential &amp; Dining Halls</td>
<td>208-17557-000</td>
<td>$66,968,679</td>
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<td>$20,097,729</td>
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<td>Human &amp; Agricultural Biosciences Building I (HABBI)</td>
<td>229-17681-000</td>
<td>$53,759,344</td>
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<td>Indoor Athletic Training Facility</td>
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<td>Pearson Hall (Upper Quad Residential Facilities)</td>
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<td>New Cadet Hall (Upper Quad Residential Facilities)</td>
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<p>| Total GSF:                                      |              |            |         |                    |                |                             |                      | 1,302,345            |</p>
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<thead>
<tr>
<th>PROJECT</th>
<th>PROJECT #</th>
<th>BUDGET</th>
<th>GSF</th>
<th>CONSTRUCTION START</th>
<th>OCCUPANCY DATE</th>
<th>STATUS</th>
<th>LEED CERTIFICATION PENDING</th>
<th>DATE OF CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Classroom Building</td>
<td>208-17995-000</td>
<td>$40,851,740</td>
<td>72,275</td>
<td>01/26/15</td>
<td>08/17/16</td>
<td>Project Complete</td>
<td>Silver</td>
<td>Pending</td>
</tr>
<tr>
<td>O'Shaughnessy Hall Renovations</td>
<td>208-L00044-000</td>
<td>$21,593,211</td>
<td>69,200</td>
<td>05/17/17</td>
<td>08/01/18</td>
<td>Construction</td>
<td>Silver</td>
<td>Pending</td>
</tr>
<tr>
<td>Rector Field House (Athletic Facilities Improvements)</td>
<td>208-L00037-001</td>
<td>$18,595,000</td>
<td>43,949</td>
<td>12/01/16</td>
<td>02/03/18</td>
<td>Construction</td>
<td>Silver</td>
<td>Pending</td>
</tr>
<tr>
<td>Baseball Facilities (Athletic Facilities Improvements)</td>
<td>208-L00037-002</td>
<td>$18,496,000</td>
<td>49,872</td>
<td>02/01/17</td>
<td>02/03/18</td>
<td>Construction</td>
<td>Silver</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Total GSF: 235,296
<table>
<thead>
<tr>
<th>PROJECT</th>
<th>PROJECT #</th>
<th>BUDGET</th>
<th>GSF</th>
<th>CONSTRUCTION START</th>
<th>OCCUPANCY DATE</th>
<th>STATUS</th>
<th>LEED CERTIFICATION ANTAGIPATED</th>
<th>DATE OF CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects Under Construction and LEED Registered</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandy Hall (Renovate/Renew Academic Bldgs.)</td>
<td>208-18065-000</td>
<td>$30,563,000</td>
<td>19,889</td>
<td>01/04/17</td>
<td>05/01/19</td>
<td>Construction</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td>Liberal Arts Building (Renovate/Renew Academic Bldgs.)</td>
<td>208-18065-000</td>
<td>(see above)</td>
<td>15,394</td>
<td>01/04/17</td>
<td>05/01/19</td>
<td>Construction</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td>Davidson Hall (Renovate/Renew Academic Bldgs.)</td>
<td>208-18065-000</td>
<td>(see above)</td>
<td>25,151</td>
<td>01/04/17</td>
<td>05/01/19</td>
<td>Construction</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td>Undergraduate Science Laboratories - Renovations (Derring Hall)</td>
<td>208-L00046-000</td>
<td>$600,000</td>
<td>13,127</td>
<td>10/15/18</td>
<td>10/14/19</td>
<td>Construction</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td>VT Carilion (VTC Biomedical Research Expansion)</td>
<td>208-18269-000</td>
<td>$85,574,000</td>
<td>139,586</td>
<td>02/05/18</td>
<td>04/20/20</td>
<td>Construction</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total GSF:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT</td>
<td>PROJECT #</td>
<td>BUDGET</td>
<td>GSF</td>
<td>CONSTRUCTION START</td>
<td>OCCUPANCY DATE</td>
<td>STATUS</td>
<td>LEED CERTIFICATION ANTICIPATED</td>
<td>DATE OF CERTIFICATION</td>
</tr>
<tr>
<td>---------</td>
<td>---------------</td>
<td>-----------</td>
<td>-------</td>
<td>--------------------</td>
<td>----------------</td>
<td>---------</td>
<td>-------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Corps Leadership &amp; Military Science Building</td>
<td>208-L00043-000</td>
<td>$40,000,000</td>
<td>60,500</td>
<td>TBD</td>
<td>TBD</td>
<td>Design</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td>Multi-Modal Transit Facility</td>
<td>CP-2029</td>
<td>$38,000,000</td>
<td>13,606</td>
<td>05/18/20</td>
<td>05/23/22</td>
<td>Design</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td>Holden Hall Renovation</td>
<td>208-18267-000</td>
<td>$73,500,000</td>
<td>101,240</td>
<td>08/15/19</td>
<td>10/29/21</td>
<td>Design</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td>Student Athlete Performance Center</td>
<td>208-L00056-000</td>
<td>$16,681,500</td>
<td>25,800</td>
<td>08/08/19</td>
<td>01/31/21</td>
<td>Design</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td>Student Wellness Improvements</td>
<td>208-18357-000</td>
<td>$58,000,000</td>
<td>263,000</td>
<td>12/11/19</td>
<td>08/18/21</td>
<td>Design</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td>Undergraduate Science Laboratories - New Construction</td>
<td>208-18332-000</td>
<td>$74,800,000</td>
<td>102,000</td>
<td>03/27/20</td>
<td>01/17/22</td>
<td>Design</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td>Creativity &amp; Innovation District Living Learning Community (CID-LLC)</td>
<td>208-L00060-000</td>
<td>$105,500,000</td>
<td>224,500</td>
<td>03/04/19</td>
<td>06/15/21</td>
<td>Design</td>
<td>Silver</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total GSF:</strong></td>
<td><strong>790,646</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contact Information

Reporting Solid Waste Planning Unit: Virginia Tech

Person Completing This Form: Dennis C. Cochrane

Title: Director, Office of Sustainability, Facilities Department

Address: Sterrett Center (Mail Code 0529), 230 Sterrett Drive, Blacksburg, Virginia 24061

Phone #: (540) 231-5184

Email Address: denniscc@vt.edu

Summary: 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 (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). Virginia Tech uses a “Single Stream” Recycling System. Recyclable materials are transported from the university to MRSWA, weighed, and further transported to “Recycling & Disposal Solutions (RDS).” RDS serves as the recycling “hub” for our region receiving materials from both the New River and Roanoke Valleys. Food waste is collected from our 11 on-campus dining facilities and stored at a central location in a 10 ton “sledge” container. When the container is full, “Royal Oak Farm (ROF)” transports it to their composting facility located near Lynchburg, Virginia. Solid Waste materials are transported to MRSWA, weighed, and further transported to the local landfill operated by the “New River Resource Authority (NRRA)” in Pulaski County near Dublin, Virginia. MRSWA prepares a consolidated recycling rate report for our region to include the four jurisdictional members, and submits it to the Commonwealth of Virginia Department of Environmental Quality (DEQ). Virginia Tech uses this DEQ format to calculate our base recycling rate, our waste diversion rate, and our final recycling rate. For Calendar Year 2018 our base recycling rate was 35.5%, our waste diversion rate was 69.9% (percentage of waste kept out of the local landfill), and our final recycling rate was 40.8% (see data and calculations on page 2).

Data in this report was collected from our recycling and solid waste facilities and campus stakeholders. I certify that I have personally examined, and am familiar with, the information submitted in this form and any attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

Dennis C. Cochrane  
Authorized Signature

Director, Office of Sustainability  
Title

March 29, 2019  
Date
Locality Recycling Rate Report

For Calendar Year 2018

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: \[
\frac{(PRMs)}{(PRMs + MSW Disposed)} \times 100 = \text{Base Recycling Rate} \%
\]

\[
\begin{array}{c}
2,242 \\
\text{TONS}
\end{array} \div \begin{array}{c}
\text{2,242} \\
\text{TONS}
\end{array} + \begin{array}{c}
4,018 \\
\text{TONS}
\end{array} \times 100 = \begin{array}{c}
35.8 \\
\%
\end{array}
\]

Step 2: CREDITS calculation

- Total Recycling Residue: \(0 \text{ tons}\)
- Total Solid Waste Reused: \(17 \text{ tons}\)
- Total Non-MSW Recycled: \(7,056 \text{ tons}\)

CREDITS: \(7,073 \text{ tons}\)

Step 3: \[
\frac{(PRMs + \text{CREDITS})}{(PRMs + \text{CREDITS} + MSW Disposed)} \times 100 = \text{Recycling Rate #1}\
\]

\[
\begin{array}{c}
2,242 \\
\text{TONS}
\end{array} + \begin{array}{c}
7,073 \\
\text{TONS}
\end{array} \div \begin{array}{c}
2,242 \\
\text{TONS}
\end{array} + \begin{array}{c}
7,073 \\
\text{TONS}
\end{array} + \begin{array}{c}
4,018 \\
\text{TONS}
\end{array} \times 100 = \begin{array}{c}
69.9 \\
\%
\end{array}
\]

Step 4: \[
\text{Adjusted Recyling Rate #1} + 2\% \text{ SRP Credit} = \text{Adjusted Recycling Rate #2}\
\]

\[
\begin{array}{c}
69.9 \\
\%
\end{array} + 2\% = \begin{array}{c}
71.9 \\
\%
\end{array}
\]

Step 5: Final Recycling Rate* for Solid Waste Planning Unit: \(40.8 \%\)

* 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 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>458</td>
</tr>
<tr>
<td>Metal</td>
<td>101</td>
</tr>
<tr>
<td>Plastic</td>
<td>0</td>
</tr>
<tr>
<td>Glass</td>
<td>0</td>
</tr>
<tr>
<td>Commingled (also known as Single Stream)</td>
<td>456</td>
</tr>
<tr>
<td>Yard Waste (composted or mulched)</td>
<td>260</td>
</tr>
<tr>
<td>Waste wood (chipped or mulched)</td>
<td>175</td>
</tr>
<tr>
<td>White Goods</td>
<td>8</td>
</tr>
<tr>
<td>Tires</td>
<td>4</td>
</tr>
<tr>
<td>Used Oil</td>
<td>5</td>
</tr>
<tr>
<td>Used Oil Filters</td>
<td>1</td>
</tr>
<tr>
<td>Batteries</td>
<td>9</td>
</tr>
<tr>
<td>Electronics</td>
<td>7</td>
</tr>
<tr>
<td>Fluorescent Bulbs &amp; Ballasts</td>
<td>29</td>
</tr>
<tr>
<td>Food Waste Organic - Composting</td>
<td>679</td>
</tr>
<tr>
<td>Waste Cooking Oil</td>
<td>50</td>
</tr>
</tbody>
</table>

**TOTAL PRMs**  
(2,242 PRMs)

(Listing of sources for PRM data (consider only Virginia generated waste material))

1. Permitted solid waste facilities from which MSW disposed/recycled data was collected:
   a. Department of Facilities: Office of Sustainability
   b. Department of Facilities: Operations (Buildings & Grounds)
   c. Department of Facilities: Capital Construction & Renovation
   d. Department of Environmental Health & Safety
   e. Division of Student Affairs: Dining Services
   f. Division of Student Affairs: Housing and Residence Life
   g. Department of Parking & Transportation: Fleet Services
   h. Department of Human Resources
   i. Athletic Department

2. Other facilities/operations (not included in #1 above) from which MSW disposed/recycled data was collected:
   a. Montgomery Regional Solid Waste Authority (MRSWA)
   b. YMCA at Virginia Tech (Ytoss? Partnership with VT)
   c.
   d.
   e.
   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

(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 (Partnership with YMCA)</td>
<td>7</td>
</tr>
<tr>
<td>Food Donation</td>
<td>Campus Kitchen Program (Dining Services)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL SOLID WASTE REUSED

(Enter Total on Page 2, Step 2 b) 17

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>Asphalt</td>
<td>VDOT Roadwork &amp; Parking Lot Milling</td>
<td>6,658</td>
</tr>
<tr>
<td>EPDM Materials</td>
<td>Membrane and Roofing (McComas Hall)</td>
<td>2</td>
</tr>
<tr>
<td>Concrete/Masonry/Asphalt</td>
<td>Davidson/Sandy/Lib Arts Bldg Halls</td>
<td>396</td>
</tr>
</tbody>
</table>

TOTAL NON-MSW RECYCLED

(Enter Total on Page 2, Step 2 c) 7,056
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: Ytoss? 2018 (partnership with the YMCA at Virginia Tech & the university) collected 7 tons of reusable items in residence halls during spring move-out.

SRP description: Campus Kitchen Program has provided 10 tons of food donations from our dining facilities to families in need in the Blacksburg Community.

SRP description: The student Green RFP Program (unique to VT) has providing funding for reusable to-go food containers for use in four on-campus dining facilities.

(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>4.018</td>
</tr>
<tr>
<td>TOTAL MSW DISPOSED</td>
<td>4.018</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.
# Locality Recycling Rate Report

**For Calendar Year 2018**

## 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>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>X Ytoss? Program</td>
<td>Res Hall used furniture/appliances</td>
</tr>
<tr>
<td>X Campus Kitchen</td>
<td>Donated Food Program (Dining Sves)</td>
</tr>
</tbody>
</table>

**TOTAL TONS** 17

(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>X Roadwork</td>
<td>Asphalt (New Campus Entrance)</td>
</tr>
<tr>
<td>X Roadwork</td>
<td>Asphalt (Alumni Mall Entrance)</td>
</tr>
<tr>
<td>X Roofing</td>
<td>EPDM Material (McComas Hall)</td>
</tr>
<tr>
<td>X Construction</td>
<td>Concrete/Mnry/Asphlt (Davidson)</td>
</tr>
<tr>
<td>X Construction</td>
<td>Concrete/Mnry/Asphlt (Sandy)</td>
</tr>
<tr>
<td>X Construction</td>
<td>Concrete/Mnry/Asphlt (Lib Arts)</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL TONS** 7,056

(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, 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.
Locality Recycling Rate Report

For Calendar Year 2018

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 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), rounded to the nearest whole ton. 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 §462.2-1207 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>
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</tr>
<tr>
<td>Aluminum Cans, Whole</td>
<td>One cubic yard</td>
<td>50-74</td>
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<tr>
<td>Aluminum Cans, Flattened</td>
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<td>Aluminum Cans</td>
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<td>Ferrous Cans, Whole</td>
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<td>Ferrous Cans, Flattened</td>
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<td>Automobile Bodies</td>
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<td><strong>Paper</strong></td>
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<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>
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<td>Newsprint</td>
<td>12&quot; stack</td>
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<td>Corrugated Cardboard, Loose</td>
<td>One cubic yard</td>
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<td>Corrugated Cardboard, Baled</td>
<td>One cubic yard</td>
<td>1,000-2,000</td>
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<td>PETE, Whole, Loose, Gaylord</td>
<td>Gutload</td>
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<td>Film, Baled</td>
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<td>Film, Baled</td>
<td>Semi-Load</td>
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<td>Film, Loose</td>
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<td>HDPE (Mixed), Baled</td>
<td>32&quot; x 60&quot;</td>
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<td>Mixed PET &amp; Dairy, Whole, Loose</td>
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<tr>
<td>Mixed PET, Dairy &amp; Other Rigid (Whole, Loose)</td>
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<td>Mixed Rigid, No Film</td>
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<td><strong>Glass</strong></td>
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<tr>
<td>Glass, Semi-Crushed</td>
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<td>Glass, Crushed (Mechanically)</td>
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<td>Glass, Whole Bottles, Broken</td>
<td>One full grocery bag</td>
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<td>Glass, Uncrushed to Manually Broken</td>
<td>55 gallon drum</td>
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<td><strong>Arboreal</strong></td>
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<tr>
<td>Leaves, Uncompacted</td>
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<td>Leaves, Compacted</td>
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<td>Leaves, Vacuumed</td>
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<td>Wood Chips</td>
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<td>Grass Clippings</td>
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<td><strong>Other</strong></td>
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<td>Used Motor Oil</td>
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<td>Used Oil Filters (Uncrushed)</td>
<td>55 gallon drum</td>
<td>66 Lbs./Used Oil + 110 Lbs./Ferrous Metal</td>
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<td>Used Oil Filters (Crushed)</td>
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<td>16.5 Lbs./Used Oil + 368 Lbs./Ferrous Metal</td>
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<tr>
<td>Tire - Passenger Car</td>
<td>One</td>
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</tr>
<tr>
<td>Tire - Truck, Light</td>
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<td>35</td>
</tr>
<tr>
<td>Tire - Semi</td>
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<td>Antifreeze</td>
<td>One gallon</td>
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<td>Food Waste, Solid &amp; Liquid Fats</td>
<td>55 gallon drum</td>
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<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.
# Table of Contents

Office of Sustainability Overview .................................................. 2
Internship Program Vision & Mission ............................................. 3
**Expectations** .............................................................................. 4
  - What you can expect from the Office of Sustainability: .......... 4
  - What the Office of Sustainability expects from you: ............ 4

**Team Descriptions** ................................................................... 5
  - Energy ......................................................................................... 5
  - Water ......................................................................................... 5
  - Food ......................................................................................... 5
  - Waste ......................................................................................... 5
  - Team Leaders .......................................................................... 6
  - Communications Representatives ......................................... 6

**Program Components** ................................................................. 7
  - Work Plans ............................................................................... 7
  - Partner Projects ....................................................................... 7
  - Major Outreach Events ........................................................... 7
  - Career & Professional Development CEIP ......................... 9
  - Meeting Requirements ............................................................ 9
  - What Does a Typical Week Look Like? .................................. 10

**Procedures** ................................................................................ 11
  - Internal Communication .......................................................... 11
  - Task Management Tools .......................................................... 11
  - External Communication .......................................................... 11
  - VT Event Planning Office & Table Cards ............................... 12

Team Portfolios from Previous Cohort ............................................. 12
Office of Sustainability Overview

The Office of Sustainability acts as a central hub to connect the many sustainability champions and efforts taking place all across campus. The Office of Sustainability strives to create a more sustainable future for Virginia Tech through engaging the entire university community and creating positive change. The Office of Sustainability also works to educate the Virginia Tech community about how to live a more sustainable lifestyle through behavior change and an understanding of the impacts one’s personal actions can have on a global scale.

The Office of Sustainability was formed through the Virginia Tech Climate Action Commitment (VTCAC), which was affirmed in 2009 and serves as the guiding document to steer the university toward a greener, more sustainable future. Among the 14 goals in the plan, it commits the university to reaching a 50 percent recycling rate by 2020, improving energy efficiency where and whenever possible in campus buildings, achieving a minimum LEED Silver rating for all new construction, and reducing carbon dioxide emissions by 80 percent below 1990 levels by 2050.

The Climate Action Commitment defines sustainability as: “the simultaneous pursuit of environmental quality, economic prosperity, and social justice and equity, through action, education, and engagement to address current needs without compromising the capacity and needs of future generations.” The Climate Action Commitment also defines the duties of the Office of Sustainability:

“5. Virginia Tech will maintain a sustainability office to:
   a. Coordinate programs for campus sustainability,
   b. Oversee implementation of the VTCAC,
   c. Monitor annual electricity and other energy use and GHG emissions, and
   d. Working with faculty and departments, manage a campus-wide student internship and undergraduate research program using the campus as a sustainability laboratory, and
   e. Coordinate communication regarding campus sustainability initiatives and programs to the university community and external audiences.”
Internship Program Vision & Mission

Our vision extends to both the campus and the surrounding community. Our vision is to create a sustainability network of student and community leaders throughout Virginia Tech, Blacksburg, and the greater New River Valley. To reach this vision, we utilize our campus as a sustainability living-learning laboratory; providing students with experiential learning opportunities to explore real-world problems and lead in the development of innovative solutions. Operations, engagement, and academics are integrated into impactful projects that benefit students and the local community.

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 problems our world is facing today. Our program blends real-world projects with practical, skills-based professional development workshops to prepare students for an ever-changing career in the sustainability field.
Expectations

What you can expect from the Office of Sustainability:
You can expect to develop your professional skills, work on outcome-driven projects, and have the opportunity to make lasting, sustainable change on campus and in the surrounding community. You can expect communication, support, and resources from the Office of Sustainability. You can also expect career-based opportunities such as conferences, peer networking, and guest speakers from relevant fields.

What the Office of Sustainability expects from you:

- **Commitment**: You are expected to work 8-10 hours per week on internship duties. This includes group meetings, team meetings, individual project work, and planning or attending events. You will be evaluated each semester on your performance and commitment to your team.

- **Participation**: Volunteer for other teams' events; engage and contribute to the group during meetings. Each intern is required to participate in 5 hours of event assistance for a team/organization other than your own.

- **Punctuality**: Show up on time and ready to go at meetings, events, and workshops.

- **Professionalism**: Always conduct yourself in a professional manner. You will be expected to exercise the following skills: time management, strategic decision making, adaptability, and project management. This experience is preparing you for a real-world career in a fast-paced field.

- **Attendance**: You are expected to attend all meetings and workshops, as well as events hosted by your team. Missing 3 or more meetings is subject to dismissal from the program.

- **Authenticity**: Leave your comfort zone, learn something new, listen with an open mind, and connect to something you are passionate about. But most importantly, have fun!
Team Descriptions

Energy
The energy team works to reduce energy use on and off campus and decrease Virginia Tech’s carbon footprint. The team will complete projects in partnership with the Office of Energy Management as well as other campus departments and organizations. Members will also engage students, faculty, and staff to educate individuals on energy saving practices.

Water
The water team works to improve a variety of site, infrastructure, and water issues on campus; including stormwater management, grounds maintenance & development, and water conservation practices. The team will work with the Office of University Planning, Site & Infrastructure Development, and other campus departments and organizations. Members will also engage the campus community to promote water conservation practices that can be applied in everyday life.

Food
The food team works to critically assess the sourcing, consumption, and disposal of food on Virginia Tech’s campus and within the dining halls. The team will work with Sustainable Dining as well as other campus departments and organizations. Members will also promote locally sourced food and work to decrease food waste on campus through campaigns marketed toward the university community.

Waste
The waste team works to reduce the amount of waste that is produced at Virginia Tech, and to dispose, recycle, or reuse where appropriate. Waste is inclusive of trash, recycling, and compost material. The team will work with Sustainable Dining, the Office of University Planning, and other campus departments and organizations. Members will also engage the campus community to promote proper waste sorting and reuse of items to decrease Virginia Tech’s environmental footprint.
Team Leaders
Team leaders will be responsible for ensuring project work is completed, deadlines are met, and promoting cohesive team work. Team leaders will report directly to the Campus Sustainability Planner and project partners, and will be accountable for the team’s performance.

Communications Representatives
Communications Representatives (comms reps) will be responsible for social media management, content creation, and photo/video coverage of campus events. Comms reps will also serve as the liaison to the Event Planning office to create reservations for space, a-frames, advertising, etc. Members are expected to meet weekly with the Campus Sustainability Planner to discuss each team’s communication needs and schedule social media posts.
Program Components

Work Plans
Each semester, your team will put together a work plan that contains the following components:

- **Team Charter**: This is a document that outlines how your team will function together successfully. It will include team roles, decision-making guidelines, conflict resolution process, work distribution, team expectations, and communication between team members. Over the summer, you will be developing Team Charters with assistance from the Campus Sustainability Planner.

- **Projects, events, & campaigns**: In this portion of the work plan, you will list the projects or campaigns your team will be completing. With each project, you will also need to list the purpose, goals, dates & deadlines, metrics to track for success, and anticipated needs (partner organizations, supplies, communications).

Partner Projects
Each team will be working in partnership with a campus department on a project with measurable sustainability outcomes. Over the summer, the Campus Sustainability Planner will provide each team with their Partner Project Portfolios, outlining important contacts, goals, deadlines, and outcomes.

Major Outreach Events
The Office of Sustainability takes part in many major outreach events around campus, including:

- **GobblerFest**: Gobblerfest is an annual festival intended to engage students in campus activities and connect with the surrounding community while inspiring curiosity, civility and self-understanding. Gobblerfest was conceived in the fall of 2008 as a welcome festival for students, staff, faculty and members of the Blacksburg community. This free event has become a highlight of the start of the academic year. At this event, you will table along with your fellow teammates to educate the campus community on Office of Sustainability programs.
• **Sustainability Week**: This is a partnership with the Town of Blacksburg and the citizens group Sustainable Blacksburg that began in 2007. It is a week-long event that engages campus and the broader New River Valley community. The goal of Sustainability Week is to celebrate all of the wonderful progress both the Town and the university have made in creating a more sustainable community, educate students and citizens alike about how to make their personal lives more sustainable, and motivate them to take real, tangible actions towards being a model green citizen. Sustainability week usually takes place during the 3rd week of September, and interns are expected to volunteer and attend VT-sponsored events.

• **Green Tailgating**: This event was started by an Office of Sustainability intern, and aims to increase Virginia Tech’s recycling practices during home football games. As an intern, you will join our Green Team during tailgate hours to pass out blue recycling bags to football fans and increase our recycling rate for these events.

• **WellFest**: WellFest takes place during the first week of the Spring semester and provides a chance for students to explore their own wellness with exhibitors from on and off campus. Students can learn about many opportunities to assist on their wellness journey. Sustainability is a key aspect of wellness, and as interns, you can expect to table at this event and think creatively about the relationship between sustainability and wellness.

• **Earth Week**: Earth Day 2019 occurs on Monday, April 22nd. Earth Week activities are led by the student organization the Environmental Coalition at Virginia Tech, with the support of the Office of Sustainability. All interns will help plan the week’s events, and each team will host one event during Earth Week.

• **Intern Team outreach events**: Each team will host 1 – 2 outreach events per semester (not including Sustainability Week or Earth Week). These events can align with national campaigns such as World Water Day or RecycleMania, holidays such as Halloween or Valentine’s Day, or campus initiatives such as the OZZI
program or Y-Toss. Outreach events aim to foster peer-to-peer learning and target behavior changes that resonate with the campus community.

**Career & Professional Development CEIP**

The Office of Sustainability has partnered with Career and Professional Development to participate in their Cooperative Education & Internship Program (CEIP). This not only allows for the Sustainability Internship to be displayed on your transcript, it also allows for further development of skills that will benefit you beyond your college career. Each semester, we will hold two professional development workshops in partnership with Career & Professional Development. You will also complete career-oriented assignments through a zero-credit Canvas course.

**Meeting Requirements**

There are a series of meetings throughout the year that interns are expected to attend, including:

- **Bi-Weekly Cohort Meetings (everyone):** These meetings occur on Monday evenings and are intended for all 20 interns to come together to discuss team projects and host professional development workshops, guest speakers, etc.
- **Weekly Team Meetings (team specific):** These meetings are an opportunity for each team to come together to work on projects.
- **Weekly Team Leader Meetings (team leaders only):** These meetings are intended for team leaders to check in with the Campus Sustainability and team advisors to ensure deadlines are being met and teams are functioning smoothly.
- **Weekly Communications Representative Meetings (comms reps only):** These meetings are intended for communications representatives to discuss team needs, schedule social media posts, and execute communications campaigns.
- **Partner Organization Meetings:** You will meet with your project partner on an as-needed basis; but setting up weekly or bi-weekly meeting times is recommended.

**What Does a Typical Week Look Like?**

It is difficult to articulate what a typical week will look like throughout the internship, because sustainability is a varying and complex field that involves all members of
campus. Each team works differently to accomplish their goals. However, here is how you can expect to spend some of your time each week:

- 3 - 4 hours in weekly meetings (all-team, team specific, comms, team leaders)
- 1 - 2 hours communicating with project partners
- 2 - 3 hours completing individual project work
- 1 - 2 hours participating in sustainability-related events on campus
Procedures

Internal Communication
Internal communication refers to written, electronic, or face-to-face interactions between your team members, Office of Sustainability staff, and project partners. You are required to respond to internship-related emails within 24 hours. All internal communication should be professional and appropriate in content.

Task Management Tools
Teams will use three primary methods of task management. The first is an application called Trello (trello.com), which allows each team to build lists and keep track of tasks, dates, and deadlines. The second tool students will utilize is Google Team Drive. This is a place where all important files will be kept, including meeting notes, success metrics, documents, etc. The team drive is intended to be the go-to place to look, should any team members or other teams need to find a document quickly and efficiently. Google Calendar is the third tool, which will be used to record important dates; including weekly meetings, events, and other happenings around campus. These tools will not only help your team stay organized, they will also allow Office of Sustainability staff to stay connected to the work you are doing.

External Communication
External communication is comprised of any messaging that is going to be distributed to any university audience outside the internship program. This includes social media messaging, flyers, news stories, listserv emails, website content, and campus notices. The communications representatives on each team are responsible for all external communications, and it is important that each team clearly and concisely relays their needs to the communications representatives. This is to ensure our messaging to the broader university community is appropriate, interesting, and consistent across all channels.
VT Event Planning Office & Table Cards

Each team will likely need to book meeting or event space, advertising slots, or public space at some point throughout the internship. This requires partnering with the Event Planning office to ensure all bookings are done correctly and within the allotted time frame. The communications representative from each team will be solely responsible for communicating with the Event Planning office, and will be the only one with permission to create bookings and reservations. The communications representatives will also be responsible for booking table cards. Table cards can be booked via an online portal. Before booking table cards, the event or news story must be published in GobblerConnect, and you must have your table card proof ready for approval at the time of booking. Each communications representative will be equipped with guidelines, and the Campus Sustainability Planner is happy to assist in any bookings or reservations that require a staff signature.

Team Portfolios from Previous Cohort

Each year, the outgoing cohort of interns will give the incoming cohort team project portfolios, which contain past projects, guidelines, important contacts, success stories, and lessons learned. Should you need any further information about past projects, the previous cohort is willing to discuss or provide any helpful advice. Often times, members from past cohorts are still on campus and happy to sit down with new teams to brainstorm and share information.
At Virginia Tech Dining Services, we're serious about sustainability.

As part of our Guiding Principles, we have pledged to promote a sustainable dining and food system, both at Virginia Tech and within the greater community.

2018 Dining Services Awards & Recognition

Dining Services boasts a tradition of award-winning programming, venues, and service. Dining Services is committed to being the leader of college and university food service and a leader in sustainability (Climate Action Point #1 reference). We have received numerous awards for our efforts!

- No. 1, The Best College Dining Program in Each State, FoodService Director
- Reusable To-Go Program - Honorable Mention for the 2018 Governor’s Environmental Excellence Awards
- Best of Show - 2018 Best Concept Award, Food Management
- College Food Truck of the Year, Mobile Cuisine
- No. 2, Best Campus Food, Niche
- No. 9, Best Colleges for Food in America, The Daily Meal
- No. 2, 50 Best Colleges with the Best Food 2017-18, Best Value Schools
- No. 3, 2018 College Power Players, Food Management
- No. 3, The Ten Colleges with the Best Dining Halls, College Magazine
- Top 15 Best Universities for Healthy Eaters, Healthline
- Top 25 Best College Dining Halls - The College Consensus Best Campus Dining Halls, College Consensus
- The 30 Colleges with The Best Campus Food You’ve Ever Seen, Delish
- A Report Card for Vegan Offerings, for going above & beyond to provide all students with exceptional vegan food, Peta2
Virginia Tech is increasingly using products that promote a sustainable dining program and food systems. Local products are considered to be 250 miles from Blacksburg or within the Commonwealth.

**Homefield Farm:**

This six-acre farm is a partnership between Dining Services and the College of Agriculture and Life Sciences. It grows fruits, vegetables and herbs for Virginia Tech Dining Services, and serves as a site of experiential student learning, interdisciplinary research, and community outreach.

**Reusable to-go program:**

Our free reusable to-go program reduces waste to landfill and allows you a sustainable way to eat on the go! Eat, return, & repeat.

**Waste reduction:**

Dining Services works with Campus Kitchens at Virginia Tech to recover unused food to give to those in need within the NRV. Since 2015, the program has recovered over 125,626 pounds of food!
Climate Action Commitment

The Virginia Tech Climate Action commitment was approved in 2009 and touches on all aspects of the university, including teaching, research, and campus operations and is intended to guide the university toward a greener, more sustainable future.

Virginia Tech Dining Services is committed to contributing to the university’s Climate Action Commitment through its sustainability operations.

90% WATER

is removed from our compost waste at Turner Place in Lavery Hall through the use of our waste reduction technology.

Climate Action Commitment-Point #14: Innovative strategies are used to create efficient and sustainable operations at university-owned facilities.”

Climate Action Commitment-Point #8: Virginia Tech will minimize waste and achieve a 50% recycle rate by 2020.

5,000 tons

of organic waste sent from our dining facilities to be composted since 2009.

Climate Action Commitment-Point #8: Virginia Tech will minimize waste and achieve a 50% recycle rate by 2020.

4,700 pounds

of packaging waste kept out of the landfill through the implementation of our reusable to-go container program.

Climate Action Commitment-Point #8: Virginia Tech will minimize waste and achieve a 50% recycle rate by 2020.
Dining Sustainability Milestones

**Winter 2018**
We banned styrofoam within Dining Services. This included getting rid of styrofoam at our campus Chik-fil-A & Dunkin Donuts. Only compostable and reusable containers are used on campus now.

**Spring 2018**
Hydroponics have arrived! Vegetables and herbs are grown at Owen’s Dining Hall in the hydroponic system! These hang on either side of the Farms & Fields restaurant in the dining hall and provide delicious produce for students!

**Fall 2018**
We held our first ever Homefield Farm Pop-up Farm Stand. Students were able to purchase fresh, local campus-grown veggies from our very own Homefield Farm!
May 3, 2019

MEMORANDUM

TO: Energy and Sustainability Committee
   Denny Cochrane, Sustainability Program Manager, Office of Energy and Sustainability

FROM: M. Dwight Shelton, Jr.

SUBJECT: Proposals for Student Organization Sustainability Initiatives (Green RFP)

I am pleased to learn that progress is continuing in advancing the Campus Sustainability Plan via the Green RFP program. This program is aimed to solicit and respond to proposals from recognized student organizations. Student engagement is an important factor in achieving goals in the sustainability plan and will continue to be crucial as the University implements specific actions in the plan.

The university has reviewed the funding request from the 2018-19 Student Organization Sustainability Initiatives (Green RFP) and approves the proposals recommended by the Energy and Sustainability Committee as illustrated in Attachment 1.

The Office of Budget and Financial Planning will establish the needed funds to underwrite these projects. The Office of Energy and Sustainability will serve as the liaison between student organizations and the University, and will be responsible for coordinating the implementation. Some initiatives were funded by Auxiliaries, others received support from E&G funds.

I want to thank you, the Office of Energy and Sustainability, the Energy and Sustainability Committee, and the participating student organizations for your commitment and support to this innovative program.

If assistance in the funding process is needed, please contact Brian Garber (bgarber@vt.edu or 231-3281).

cc: Kate Barbour
    Gannon Davis
    Jeff Earley
    Brian Garber
    Jim Hillman

    Tim Hodge
    Travis Hundley
    Stacy King
    Chris Kiwus
    Liza Morris

    Angela Page
    Patty Perillo
    Ken Smith
    Dwny Taylor
    Sherwood Wilson
### 2018-19 Green RFP Fund Initiatives

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Description</th>
<th>Student Organization</th>
<th>Funding Source</th>
<th>Aux Funding</th>
<th>E&amp;G Funding</th>
<th>Total Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Replace 264 hallway fluorescent lights with LED lights in Payne Hall.</td>
<td>Environmental Innovation at VT</td>
<td>Residential</td>
<td>$10,700</td>
<td>$-</td>
<td>$10,700</td>
</tr>
<tr>
<td>4</td>
<td>Replace 84 Outdoor Lights having high-pressure sodium (HPS) lamp post fixtures with LED fixtures in the vicinity of Newman Library and the University Bookstore.</td>
<td>Environmental Coalition</td>
<td>Facilities (self funded)</td>
<td>$-</td>
<td>$14,300</td>
<td>$14,300</td>
</tr>
<tr>
<td>5</td>
<td>Replace 30 Cobra fixtures (HPS) and 25 Hokie Lights (HPS) with LED lights within Cassell Coliseum parking lot and on sidewalks along Washington St. and Beamer Way.</td>
<td>UAP 3354: Intro to Environmental Policy &amp; Planning</td>
<td>Facilities (self funded)</td>
<td>$-</td>
<td>$16,700</td>
<td>$16,700</td>
</tr>
<tr>
<td>6</td>
<td>Provide labs on campus with kits that may include tine hood stickers, equipment magnets, faucet aerators, freezer filters, outlet timers, and educational materials. Intent is to have one kit per Green Lab. The goal is to help encourage energy saving practices.</td>
<td>Office of Sustainability - Student Intern Waste Team</td>
<td>E&amp;G</td>
<td>$-</td>
<td>$3,700</td>
<td>$3,700</td>
</tr>
<tr>
<td>7</td>
<td>Replace 582 overhead fluorescent sink lights with LED lights in five residence halls (Vawter, Barringer, Johnson, Newman, Miles).</td>
<td>Environmental Innovation at VT</td>
<td>Residential</td>
<td>$103,500</td>
<td>$-</td>
<td>$103,500</td>
</tr>
<tr>
<td>8</td>
<td>Stroumbles Creek Riparian Restoration (purchase and plant approximately 800 native seedlings). This is year 2 of a 3 year project that began in FY18 with Green RFP Funding.</td>
<td>Stroumbles Creek Coalition, VT STREAM Lab, Env. Coalition, &amp; American Water Resource Assoc.</td>
<td>Coca-Cola</td>
<td>$5,500</td>
<td>$-</td>
<td>$5,500</td>
</tr>
<tr>
<td>9</td>
<td>Mixed Paper Recycling Totes for use in the 18 Architectural Studies of Cogwills &amp; Burchard Halls.</td>
<td>UAP 3354: Intro to Environmental Policy &amp; Planning</td>
<td>Coca-Cola</td>
<td>$2,000</td>
<td>$-</td>
<td>$2,000</td>
</tr>
<tr>
<td>11</td>
<td>Provide reusable-to-go containers (similar to OZZ) system containers) in various sizes for use in four primary dining facilities that serve food in the Reusable To-Go Containers.</td>
<td>UAP 3354 &amp; REAL 3624 - &quot;Applied Real Estate Development&quot;</td>
<td>Coca-Cola</td>
<td>$16,100</td>
<td>$-</td>
<td>$16,100</td>
</tr>
<tr>
<td>12</td>
<td>Rainwater Catchment System in Hahn Horticulture Garden: Install a 500 gallon cistern to catch rainwater to water the vegetable garden and plant beds. Cistern would collect 10,800 gallons of rainwater annually.</td>
<td>UAP 3354: Intro to Environmental Policy &amp; Planning</td>
<td>Coca-Cola</td>
<td>$2,200</td>
<td>$-</td>
<td>$2,200</td>
</tr>
<tr>
<td>13</td>
<td>Purchase &amp; Install Two Single Water Bottle Refill Stations in Kelly Hall.</td>
<td>Biomedical Engineering Society</td>
<td>E&amp;G</td>
<td>$-</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>14</td>
<td>New recirculation infrastructure for ten Residence Halls to utilize a pump and pipe system for readily available hot water instead of an underground recirculation system. The purchase will consist of pumps and associated items to recirculate water within the system which will provide quicker on demand hot water.</td>
<td>Office of Sustainability - Student Intern Water Team</td>
<td>Residential (MR funds)</td>
<td>$150,000</td>
<td>$-</td>
<td>$150,000</td>
</tr>
<tr>
<td>15</td>
<td>Two Electronic Waste Recycling Bins in Goodwin Hall &amp; Newman Library for items such as phones and computers.</td>
<td>UAP 3354: Intro to Environmental Policy &amp; Planning</td>
<td>E&amp;G</td>
<td>$-</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>16</td>
<td>Install a bat box in the Duck Pond area to foster local bat species growth on campus. Bats help keep nuisance insect populations low and serve as pollinators.</td>
<td>UAP 3354: Intro to Environmental Policy &amp; Planning</td>
<td>E&amp;G</td>
<td>$-</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>17</td>
<td>Battery Powered Leaf Blower for use at the Hahn Horticulture Garden to replace a gas powered unit. The battery powered blower will reduce fuel consumption and engine emissions.</td>
<td>Hahn Horticulture Garden - Student Maintenance Staff</td>
<td>E&amp;G</td>
<td>$-</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>18</td>
<td>One Solar Power Charging Table to be located in the vicinity of Bishop Favaro Hall.</td>
<td>Dept. of Building Construction - BloBuild Studio Course</td>
<td>Coca-Cola</td>
<td>$9,700</td>
<td>$-</td>
<td>$9,700</td>
</tr>
<tr>
<td>19</td>
<td>Construct an outdoor dog run at VeMed. This will mitigate soil erosion and storm water run-off. Total project cost is $87k, with $10k of Green RFP support. Remaining cost will be funded with private support and in-kind donations.</td>
<td>Virginia -Maryland College of Veterinary Medicine Classes of 2018 &amp; 2020</td>
<td>E&amp;G</td>
<td>$-</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

| Total    | $299,800 | $60,600 | $360,300 |
Denny Cochrane & Energy and Sustainability Committee,

In FY19, several Green RFP projects, recommended by the Energy and Sustainability Committee, were approved with two projects at the Math Emporium needing further review. Since then, the university has completed that work, so we are pleased to now approve those two energy savings projects as listed below:

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Description</th>
<th>Student Organization</th>
<th>Funding Source</th>
<th>Aux Funding</th>
<th>E&amp;G Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Replace all 311 overhead metal halide light fixtures in the Math Emporium with LED fixtures. Note, this is a leased space but VTI pays O&amp;M directly.</td>
<td>Office of Energy Management - Student Interns</td>
<td>E&amp;G</td>
<td>$</td>
<td>$ 194,200</td>
</tr>
<tr>
<td>2</td>
<td>Replace HVAC controls in the Math Emporium with programmable thermostats to enhance energy efficiency. Proposal also includes rebalancing the supply air to the Air Handling Units (AHUs).</td>
<td>Office of Energy Management - Student Interns</td>
<td>E&amp;G</td>
<td>$</td>
<td>$ 8,000</td>
</tr>
</tbody>
</table>

The Office of Budget and Financial Planning will establish the needed financing to underwrite these projects. These projects will be repaid by the energy savings. The Office of Energy and Sustainability will serve as the liaison between student organizations and the University, and will be responsible for coordinating the implementation.

I want to thank you, the Office of Energy and Sustainability, the Energy and Sustainability Committee, and the participating student organizations for your commitment and support to this innovative program. Please share this with the Energy and Sustainability Committee.

If assistance in the funding process is needed, please contact Brian Garber (bgarber@vt.edu or 231-3281).

Tim Hodge
Associate Vice President for Budget and Financial Planning
Office of Budget and Financial Planning (0114)
Burruss Hall, Suite 326, Virginia Tech
800 Driftfield Drive
Blacksburg, Virginia 24061
540-231-0419
## Capital Construction Executive Summary

**Date Prepared:** October 31, 2019

### Project Title

<table>
<thead>
<tr>
<th>Project Title</th>
<th>CY 2019</th>
<th>CY 2020</th>
<th>CY 2021</th>
<th>CY 2022</th>
<th>CY 2023</th>
<th>CY 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renovate/Renew Academic Buildings — (COMPLETE)</td>
<td>$35.0</td>
<td>$7,743</td>
<td>$66.5</td>
<td></td>
<td></td>
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<tr>
<td>VTC Biomedical Research Expansion (PPEA)</td>
<td>$91.7</td>
<td>139,586</td>
<td></td>
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<tr>
<td>ACC Network Studio — (COMPLETE)</td>
<td>$10.0</td>
<td>4,161</td>
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<td></td>
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<tr>
<td>Undergraduate Science Lab (Renovations - Derring &amp; Hahn Halls)</td>
<td>$10.0</td>
<td>338</td>
<td>14,781</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Commonwealth Ballroom – Squires — (COMPLETE)</td>
<td>$3.2</td>
<td>0</td>
<td>1,380</td>
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<tr>
<td>New Package Boiler #12</td>
<td>$6.8</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Creativity &amp; Innovation District Living Learning Community</td>
<td>$105.5</td>
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<tr>
<td>Improve Kentland Facilities (Phase II) — Various Locations</td>
<td>$12.5</td>
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<tr>
<td>Chiller Plant Phase II</td>
<td>$41.3</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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<tr>
<td>Student Athlete Performance Center (Jameson Hall)</td>
<td>$16.7</td>
<td>10,800</td>
<td>15,000</td>
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<tr>
<td>Merriam Center Weight Room Renovations</td>
<td>$4.9</td>
<td>4,880</td>
<td>17,400</td>
<td></td>
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</tr>
<tr>
<td>Student Wellness Improvements (War Memorial Gym &amp; McComas Hall)</td>
<td>$58.7</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HITT Hall and New Dining Facility</td>
<td>$68.0</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>District Dining Hall First Floor Enclosure &amp; Spirit Plaza</td>
<td>$8.3</td>
<td>6,298</td>
<td>11,960</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corps Leadership &amp; Military Science Building</td>
<td>$52.0</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>New Upper Quad Residence Hall (Femoyer Hall Replacement)</td>
<td>$33.0</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Global Business &amp; Analytics Complex (GBAC) Residence Halls</td>
<td>$84.0</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Science Lab (New)</td>
<td>$74.8</td>
<td></td>
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<tr>
<td>Slusher Hall Replacement</td>
<td>$77.0</td>
<td></td>
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</tr>
<tr>
<td>Data &amp; Decision Sciences Building (DADS)</td>
<td>$79.0</td>
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</tr>
<tr>
<td>Multi-Modal Transit Facility</td>
<td>$34.0</td>
<td></td>
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</tr>
<tr>
<td>Tennis Facility Addition &amp; Renovation</td>
<td>TBD</td>
<td>6,731</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovation Campus Academic Building (ICAB)</td>
<td>$275.0</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Northern Virginia Center Falls Church (PPEA)</td>
<td>TBD</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Totals

- **Total Project Cost, $M:** $1,276.2
- **CY 2019 (Jan-Mar):** $1,832,756
- **CY 2020 (Apr-Jun):** $397,753

### Legend

- **Design:** Orange
- **Construction:** Red
<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT DESCRIPTION</th>
<th>ESTIMATED TOTAL PROJECT COST</th>
<th>NON-GENERAL FUNDS</th>
<th>PROJECT TEAMS</th>
<th>CONTRACT COMPLETION DATE</th>
<th>PROJECT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innovation Campus Academic Building</td>
<td>New classroom/multi-purpose building to provide approximately 300,000 gross square feet to support programmatic needs of the new Innovation Campus in Northern Virginia.</td>
<td>$275,000,000</td>
<td>TBD</td>
<td>TBD</td>
<td>Winter 2024</td>
<td>A/E design services and Construction Manager at Risk services under procurement.</td>
</tr>
<tr>
<td>New Upper Quad Residence Hall (Femoyer Replacement)</td>
<td>Fully funded (General Fund) program to provide 300 or more beds to the Upper Quad district of campus. The new residence hall will be built within the footprint of existing Femoyer Hall; 35,500 estimated square feet.</td>
<td>$30,000,000</td>
<td>N/A</td>
<td>TBD</td>
<td>Summer 2023</td>
<td>A/E design services are under procurement.</td>
</tr>
<tr>
<td>Northern Virginia Academic Center Redevelopment</td>
<td>An unsolicited Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) proposal from a team lead by HITT was submitted to the university proposing a mixed-use style redevelopment of the existing Northern Virginia Center in Falls Church.</td>
<td>TBD</td>
<td>TBD</td>
<td>HITT</td>
<td>Fall 2024</td>
<td>Negotiations are underway to develop a Comprehensive Agreement.</td>
</tr>
<tr>
<td>Corps Leadership &amp; Military Science</td>
<td>Three-story structure that will provide a centralized and consolidated home to the Corps of Cadets administration and ROTC programs.</td>
<td>$52,000,000</td>
<td>$52,000,000</td>
<td>TBD</td>
<td>Summer 2023</td>
<td>Construction Manager at Risk services are under procurement.</td>
</tr>
<tr>
<td>Data &amp; Decision Sciences</td>
<td>Fully funded (General Fund) program containing approximately 120,000 gross square feet of student and instructional space for engineering, computer science, and statistics programs at the Blacksburg campus. One of four buildings from the aggregate Global Business &amp; Analytics Complex initiative.</td>
<td>$79,000,000</td>
<td>N/A</td>
<td>TBD</td>
<td>Summer 2023</td>
<td>Project is in design.</td>
</tr>
<tr>
<td>Dietrick Hall Enclosure &amp; Spirit Plaza</td>
<td>This project will provide a “Spirit Plaza” on the north end of Dietrick Lawn and renovations to the first floor of Dietrick Hall that will establish at least 200 additional seats of dining capacity.</td>
<td>$8,300,000</td>
<td>$8,300,000</td>
<td>TBD</td>
<td>Spring 2021</td>
<td>Project is in design.</td>
</tr>
<tr>
<td>Global Business &amp; Analytics Complex Residence Halls</td>
<td>The project includes residence halls with living-learning communities that supplement and enhance the traditional classroom-learning environment and are important for supporting the experience for students as part of the Global Business &amp; Analytics Complex program.</td>
<td>$58,000,000</td>
<td>$84,000,000</td>
<td>TBD</td>
<td>Summer 2023</td>
<td>Criteria documents are under development for design/build procurement. Design-build services are under procurement.</td>
</tr>
<tr>
<td>HITT Hall &amp; the Intelligent Infrastructure Complex</td>
<td>Program elements envision a roughly 24,000 gross square feet addition (Hitt Hall) connected to Bishop Boone Hall; 8,000 gross square feet of fusion lab and data visualization space for the Intelligent Infrastructure for Human Centered Communities Destination Area; 22,000 gross square feet of general assignment classroom and collaborative study space, and a 40,000 gross square feet dining facility. Project intent is to showcase technology and innovation as a key component of the Intelligent Infrastructure for Human Centered Communities Destination Area.</td>
<td>$68,000,000</td>
<td>TBD</td>
<td>TBD</td>
<td>Design-Build contract procurement negotiations are ongoing.</td>
<td></td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION</td>
<td>ESTIMATED TOTAL PROJECT COST</td>
<td>NON-GENERAL FUNDS</td>
<td>PROJECT TEAMS</td>
<td>CONTRACT COMPLETION DATE</td>
<td>PROJECT STATUS</td>
</tr>
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</tr>
<tr>
<td>Livestock &amp; Poultry Research Facilities - Phase I</td>
<td>This project is the first of two phases to renew existing facilities for the College of Agriculture and Life Sciences' livestock and poultry programs. This first phase includes approximately 130,000 gross square feet of new facilities located at existing university sites on the Plantation Road Corridor, at Smithfield Home Center, at Kentland Farm, and at the Glade Road Poultry Research Center.</td>
<td>$22,500,000</td>
<td>50</td>
<td>Spectrum Design, PC (Rockledge, VA)</td>
<td>Fall 2021</td>
<td>Project is in design. Procurement of construction contract is targeted for spring 2020.</td>
</tr>
<tr>
<td>Merryman Center Weight Room Renovation</td>
<td>This project includes the renovation of portions of the first two floors of the Merryman Center and the expansion of the second floor to support Athletic Department programming.</td>
<td>$4,000,000</td>
<td>4,900,000</td>
<td>Collezzi Architects, P.C. (Blackburg, VA)</td>
<td>TBD</td>
<td>Project is in design.</td>
</tr>
<tr>
<td>Multi-Modal Transit Facility</td>
<td>The Multi-Modal Transit Facility project is a partnership with the Town of Blacksburg under which the town will obtain funding, hold contracts, and own the building that will be located and operated on Virginia Tech land.</td>
<td>$34,000,000</td>
<td>N/A</td>
<td>Wendel Associates (Buffalo, NY)</td>
<td>TBD</td>
<td>Redesign for budget coverage is underway. Targeting construction procurement for spring 2020. (Town of Blacksburg design contract.)</td>
</tr>
<tr>
<td>Slusher Hall Replacement</td>
<td>This project envisions the demolition of Slusher Hall and construction of replacement residence halls that will equal or exceed 630 beds.</td>
<td>$85,000,000</td>
<td>$85,000,000</td>
<td>Clark Nexsen</td>
<td>Fall 2023</td>
<td>Criteria documents are under development for design/build procurement.</td>
</tr>
<tr>
<td>Student Wellness Improvements</td>
<td>The project provides a comprehensive solution for student wellness services through upgrades to McComas Hall and major renovations to War Memorial Hall to meet the programming needs of the Skiffert Health Center, Recreational Sports, College of Liberal Arts and Human Sciences, and the College of Agriculture and Life Sciences.</td>
<td>$58,000,000</td>
<td>$58,000,000</td>
<td>Cannon Design (Baltimore, MD)</td>
<td>Summer 2021</td>
<td>Project is in design. Construction start is targeted for fall/winter 2019.</td>
</tr>
<tr>
<td>Undergraduate Science Laboratory</td>
<td>The project will construct a new undergraduate science laboratory facility of roughly 102,000 gross square feet to accommodate the growing demand for STEM in degrees at Virginia Tech.</td>
<td>$74,172,000</td>
<td>50</td>
<td>ZGF Architects (Washington, DC)</td>
<td>Fall 2022</td>
<td>Project is in design. Funding for construction pending approval by General Assembly.</td>
</tr>
</tbody>
</table>

## CONSTRUCTION

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
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<th>ESTIMATED TOTAL PROJECT COST</th>
<th>NON-GENERAL FUNDS</th>
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<th>CONTRACT COMPLETION DATE</th>
<th>PROJECT STATUS</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiler Package 12</td>
<td>Demolition and disposal of decommissioned coal-fired boiler (No. 4) and installation of a new 100,000 lb/hr/hr natural gas/oil-fired packaged boiler (No. 12).</td>
<td>$8,200,000</td>
<td>$6,200,000</td>
<td>Affiliated Engineers, Inc. (AEI) Atlanta, GA</td>
<td>Spring 2020</td>
<td>Boiler is fabricated and ready to ship, preparations for boiler installation on-truck. Targeting completion for spring 2020.</td>
<td>Blacksburg, VA</td>
</tr>
<tr>
<td>Chiller Plant Phase II</td>
<td>This project includes the replacement and upgrade of plant equipment in the existing campus chiller plants and the expansion of the underground distribution infrastructure to link campus chiller substations and bring additional existing campus buildings online. Improvements include the replacement of two outdated chillers in the North Plant with two new upgraded larger capacity chillers totaling 9,000 ton, and the addition of two new 1,000-ton chillers in the Southwest Plant. The project also includes the replacement and upgrade of ancillary equipment with state-of-the-art, optimally sized pumping and system support equipment.</td>
<td>$42,967,650</td>
<td>$30,312,236</td>
<td>Affiliated Engineers, Inc. (AEI) Chapel Hill, NC</td>
<td>Fall 2021</td>
<td>Project is under construction.</td>
<td>Blacksburg, VA</td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION</td>
<td>ESTIMATED TOTAL PROJECT COST</td>
<td>NON-GENERAL FUNDS</td>
<td>PROJECT TEAMS</td>
<td>CONTRACT COMPLETION DATE</td>
<td>PROJECT STATUS</td>
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</tr>
<tr>
<td>Creativity &amp; Innovation-District Living-Learning Community</td>
<td>This project involves the provision of a new residential life building in the emerging Creativity &amp; Innovation District. The approximately 234,000 gross square foot and 596 bed facility will support the growing living learning community for the key area of campus and supports the university’s Beyond Boundaries initiative.</td>
<td>$105,500,000</td>
<td>$105,500,000</td>
<td>VMDO Charlottesville, VA, WM Jordan / Harbury</td>
<td>Summer 2021</td>
<td>Project is under construction.</td>
<td></td>
</tr>
<tr>
<td>Hidden Hall Renovation</td>
<td>This project includes the renovation of an approximately 21,000 gross square feet portion of Hidden Hall Fronting the Drillfield. The remaining 21,000 gross square feet of the existing building will be demolished and replaced with approximately 60,000 gross square feet of new engineering instruction and research space for a total building size of 101,000 gross square feet.</td>
<td>$17,500,000</td>
<td>$17,500,000</td>
<td>Moseley Architects Virginia Beach, VA, W. M. Jordan Co.</td>
<td>Fall 2021</td>
<td>Project is under construction.</td>
<td></td>
</tr>
<tr>
<td>Improve Kentland Facilities - Phase II</td>
<td>This project includes new construction of three buildings totaling approximately 28,900 gross square feet including a Metabolic Research Laboratory, an Applied Reproduction Facility, and a Beef Extension Teaching &amp; Research facility to serve Agency 220, Virginia Cooperative Extension, and the Virginia Agricultural Experiment Station.</td>
<td>$12,402,000</td>
<td>$0</td>
<td>Spectrum Design, PC Roanoke, VA, MRL - Charles Perry Partners Inc. APPR - Snyder Assoc. BETR - Charles Perry Partners Inc.</td>
<td>Summer 2020</td>
<td>Project broken into three contracts; all three buildings are under construction.</td>
<td></td>
</tr>
<tr>
<td>Student-Athlete Performance Center</td>
<td>This project includes a complete renovation and expansion of the fourth floor of the Jamerson Center. Construction of balconies cantilevered from the fourth floor, and a new elevator tower. The project will provide approximately 17,000 gross square feet for dining, nutrition, recruiting, donor hospitality, and provide an upgraded corridor to the Cassell Coliseum concourse.</td>
<td>$16,680,000</td>
<td>$16,680,000</td>
<td>Hanbury Norfolk, VA, Branch-Builds, Inc., Roanoke, VA</td>
<td>Fall 2020</td>
<td>Project is under construction.</td>
<td></td>
</tr>
<tr>
<td>Virginia Tech-Carilion Biomedical Research Expansion</td>
<td>This project, executed under the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA), will construct an approximately 139,000 gross square foot building adjacent to the Virginia Tech - Carilion Research Institute in Roanoke. The new facility will include high intensity biomedical research capable laboratories with surgical type suites, Bio-Safety Level Three laboratories, and animal imaging facilities that require high-field magnetic resonance imaging. The remaining space will include high-intensity dry laboratory research and training spaces including computational facilities, offices, procedural training rooms, and technical training space.</td>
<td>$491,996,000</td>
<td>$491,141,970</td>
<td>AECOM, Skanska</td>
<td>Spring 2020</td>
<td>PPEA construction is underway and on track for completion in spring 2020.</td>
<td></td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION</td>
<td>ESTIMATED TOTAL PROJECT COST</td>
<td>NON-GENERAL FUNDS</td>
<td>PROJECT TEAMS</td>
<td>CONTRACT COMPLETION DATE</td>
<td>PROJECT STATUS</td>
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<tr>
<td>ACC Network Studio</td>
<td>The project will establish the necessary broadcast facilities including interior renovations to an existing control room; construction of two new control rooms; installation of fiber, infrastructure, and equipment to support the broadcast of Virginia Tech intercollegiate athletic events on the ACC Network.</td>
<td>$10,000,000</td>
<td>$10,000,000</td>
<td>Multiple A/E Firms</td>
<td>Fall 2019</td>
<td>Project substantially complete; additional camera towers targeted for completion fall 2019.</td>
<td></td>
</tr>
<tr>
<td>Athletic Facilities Improvements</td>
<td>This is an umbrella project for improvements to multiple athletic facilities, including Rector Field House, Baseball, and Tennis.</td>
<td>$37,500,000</td>
<td>$37,500,000</td>
<td>Rector - Cannan Design Baseball - Cannon Design</td>
<td>Rector - March 2018</td>
<td>Sub-projects as follows: 1) Rector Field House - Construction reached Substantial Completion in March 2018. 2) Baseball - Construction reached Substantial Completion in May 2018. 3) Tennis - On hold pending funding.</td>
<td></td>
</tr>
<tr>
<td>Commonwealth Ballroom Improvements</td>
<td>The scope of work includes replacing outdated and nonfunctioning lighting systems, stage systems, ceiling tiles, and air handlers for the Commonwealth Ballroom in Sprouse Student Center. An acoustical dividing wall will be added to increase usage capabilities by student organizations and the campus community.</td>
<td>$3,246,000</td>
<td>$3,246,000</td>
<td>Dainberry Engineers</td>
<td>Summer 2019</td>
<td>Construction complete. Final report for this project.</td>
<td></td>
</tr>
<tr>
<td>Lane Electric Substation Expansion</td>
<td>This project will expand the existing electrical sub-station to add approximately 37 percent additional power capacity to serve the campus Life Sciences and Northwest Precincts and the Corporate Research Center’s proposed expansion. Project is administered by Virginia Tech Electric Service in coordination with Appalachian Power Company and Appalachian Electric Power.</td>
<td>$6,500,000</td>
<td>$6,500,000</td>
<td>Appalachian Electric Power and Virginia Tech Electric Service</td>
<td>Fall 2019</td>
<td>Substation is substantially complete and operational.</td>
<td></td>
</tr>
<tr>
<td>O'Shaughnessey Hall Renovation</td>
<td>This project includes major renovation of a 72,800 gross square foot residence building into a living learning community. The residence hall originally housed 365 students and upon completion will house 346 students. Construction Complete.</td>
<td>$21,500,000</td>
<td>$21,500,000</td>
<td>Mosely Architects</td>
<td>Summer 2018</td>
<td>Construction complete.</td>
<td></td>
</tr>
<tr>
<td>Renovate/Remodel Academic Buildings</td>
<td>This project will renovate three existing campus buildings - Sandy Hall, the Liberal Arts Building, and the original portion of Darden Hall. Collectively, these renovations will increase the functionality of three underutilized building assets, address several deferred maintenance issues, and reduce critical space deficiencies. Small additions are planned for Sandy Hall and the Liberal Arts Building to meet current emergency egress code requirements. New elevators in Sandy Hall and the Liberal Arts Building will provide ADA access.</td>
<td>$30,029,000</td>
<td>$0</td>
<td>Gluck &amp; Holmes Architects</td>
<td>Summer 2019</td>
<td>Construction complete. Project closeout underway.</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Science Laboratories Renovations</td>
<td>The project will reconfigure multiple laboratory/teaching spaces in Derring and Iohn Halls to meet growing demand for course sections in biology, chemistry, organic chemistry, and microbiology.</td>
<td>$10,000,000</td>
<td>$10,000,000</td>
<td>Studio Twenty Seven Architecture  Washington, DC</td>
<td>Fall 2019</td>
<td>Project is substantially complete. Punchlist items being addressed.</td>
<td></td>
</tr>
</tbody>
</table>
CONSTRUCTION & RENOVATION
BUDGETING PROCESSES

CHRISTOPHER H. KIWUS
ASSOCIATE VICE PRESIDENT & CHIEF FACILITIES OFFICER

ROBERT R. BROYDEN
ASSOCIATE VICE PRESIDENT FOR CAPITAL ASSETS & FINANCIAL MANAGEMENT

G.E. “DWYN” TAYLOR
ASSISTANT VICE PRESIDENT FOR CAPITAL CONSTRUCTION & RENOVATIONS

NOVEMBER 17, 2019
Project Funding Authorization Similarities

BOV Authorized Projects (Nongeneral Fund)

Pre-Authorization

Post-Authorization

State Authorized Projects (General Fund)

Pre-Authorization

Post-Authorization
Project Phase Similarities

State Authorized Projects (General Fund)

Pre-Authorization
- Budget Request
- Approval

Post-Authorization (Planning)
- Schematic Design
- Preliminary Design

Post-Authorization (Construction)
- Working Drawings
- Construction

BOV Authorized Projects (Nongeneral Fund)
Pre-Authorization Budget Development

- Project scope, programming, functions/uses are defined during the pre-authorization phase
- Detailed parametric cost estimates from multiple sources are established and reconciled to establish base budget
- VT Cost Estimating Model is a sophisticated database-centered algorithm
  - Compares similar building types against historical project cost data (using VT & Commonwealth databases)
  - Cost model escalates to “mid-point of construction” using Commonwealth derived inflation indices
  - Establishes a cost/square foot target
- The Commonwealth of Virginia uses a similar model/tool (VT uses both models for pre-authorization targets)
GENERAL FUND PROJECTS

(State Capital Outlay Process)
State Graphic for the Capital Process -- Phases, Critical Milestones and Detailed Cost Reviews

Detailed cost review ensures the project is “right-sized” and the funding is appropriate to complete the design and construct the facility. This establishes the basis for the application of the “105% rule.” This is the most critical “GO” for an agency in the pool process as it typically allows them to “proceed with execution.”

Cost check ensures bids are within authorized funding; based upon bid prices, either maintain current project funding (typically the case), reduce project funding if exceptionally low bids received, or increase project funding via an agency appeal up to 105% of that amount determined at Milestone #1. If bids result in project (pool $) > 105% as defined at Milestone #1, then agency must either reduce scope, provide more agency funding, or request additional $ from GA.
Phases, Critical Milestones and Detailed Cost Reviews

Capital Budget Request (CBR):

- VT defines program, scope, and site to establish legislative intent for the project.

- VT parametrically estimates project cost using two tools:
  - VT Capital Cost Estimating Model
  - State Capital Outlay Cost Estimating Model (CR-1)
  - Results are reconciled to establish CBR cost estimate for submission.
**Schematic Design Cost Estimate:**

*Design roughly 20% complete*

- Architectural/engineering (A/E) construction cost estimate
- Independent (3rd party) cost estimate
- Both cost estimates are reconciled and submitted to the State
- State provides its independent cost report back to VT as a comparison
Phases, Critical Milestones and Detailed Cost Reviews

Value Engineering (VE) performed

Preliminary Design Cost Estimate:

Design roughly 50% complete

- Architectural/engineering (A/E) construction cost estimate
- Independent (3rd party) cost estimate
- Both cost estimates are reconciled and submitted to the State
- State then provides its independent cost report back to VT

This State report **LOCKS** the project scope and budget
Prior to construction start, final contract price is compared to amount “locked” by the State

“105% Rule”

If final price exceeds State budget by less than 105%, VT can submit an administrative appeal for additional pool funds

If final price exceeds State budget by more than 105%, additional authorization from the General Assembly is typically required

Cost check ensures bids are within authorized funding; based upon bid prices, either maintain current project funding (typically the case), reduce project funding if exceptionally low bids received, or increase project funding via an agency appeal up to 105% of that amount determined at Milestone #1. If bids result in project (pool $) $> 105% as defined at Milestone #1, then agency must either reduce scope, provide more agency funding, or request additional $ from GA.
NONGENERAL FUND PROJECTS

(Virginia Tech Capital Outlay Process)
VT Graphic for the Capital Process -- Phases, Critical Milestones and Detailed Cost Reviews

**DESIGN**

- **Project Phases**
  - **Funding Phases**
    - **Schematic Design**
    - **Preliminary Design**
    - **Working Drawings**

**CONSTRUCTION**

- **Phases**
  - Building & Grounds Preview
  - Preliminary Design
  - Schematic Design
  - Detailed Planning
  - Award Construction Contract; Building Permit
  - Construction
  - Warranty & close-out (~1 year)
BOV Capital Planning Authorization:

- VT defines program, scope, and site to establish **strategic intent** for the project
- VT develops financing plan and parametric cost estimate for full project
- Funding authorization presented to BOV for approval to move forward with project planning, sufficient to cover design costs through Preliminary Design
Schematic Design Cost Estimate:

- A/E construction cost estimate
- Independent (3rd party) cost estimate
- Both cost estimates are reconciled and reported to VT Capital Assets & Financial Management (CAFM) for cost monitoring
BOV Capital Construction Authorization:

- A/E construction cost estimate at completion of Preliminary Design
- Independent (3rd party) cost estimate
- Both cost estimates are reconciled to inform total project budget
- Funding authorization presented to BOV for approval to move forward with full project

This authorization **LOCKS** the project scope and budget.

Value Engineering (VE) performed
If final exceeds budget by less than 105%, VT may administratively infuse funds to advance the project.

If final price exceeds budget by more than 105%, additional authorization by the BOV is required.
Supplemental funding above 105% of project budget is periodically required.

Includes projects with a scope reduction of more than five percent.

Market conditions are typically a direct contributor/influencer to these events.
ECONOMIC FACTORS

MARKET CONDITIONS
Since the 2008 economic downturn, which resulted in the closing of many regional construction contractors, the southwest Virginia region has a narrow margin for work capacity.

NATIONAL LABOR SHORTAGE
Associated General Contractors of America (AGC) indicates 80% of construction firms report difficulty filling vacant trade/craft positions.

US Labor Bureau reported 434,000 vacant construction jobs nationwide in April 2019.

SOUTHWEST VIRGINIA IMPACTS
Traditionally, construction escalation rates average 3.0% to 3.5% to account for inflation.

VA Department of Engineering & Buildings published rate for 2019 is 7.4%.

VirginiaBusiness.com reports that rising wages for skilled construction craftspeople has driven costs up by 6 to 8% on some projects in southwest Virginia.
Recent Process Adaptations

• Incorporation of VT-contracted independent 3rd party cost estimators
  ➢ Provides additional cost validation

• Increased cost escalation rates (per Commonwealth guidelines)
  ➢ Recent increase in 2019 to 7.4% vs prior amounts of 4.5% (2018) and 4.0% (2017)

• Increased contractor outreach efforts
  ➢ On and off-campus events held several times per year to forecast upcoming projects

• Change in practice for disclosing total project costs in capital outlay resolutions
QUESTIONS?
UPDATE ON AGRICULTURAL FACILITIES PLANNING & CONSTRUCTION

ALAN L. GRANT
DEAN OF THE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

CHRISTOPHER H. KIWUS
ASSOCIATE VICE PRESIDENT AND CHIEF FACILITIES OFFICER

NOVEMBER 17, 2019
Progress

Capital Improvements
- Improve Kentland Facilities, Phase II
- Livestock and Poultry Research Facilities (LPRF), Phase I
- Virginia Seafood AREC (VT Foundation)

IT Improvements
- Bandwidth and internet connectivity
- VoIP conversion
- Network and A/V Equipment
- WeatherSTEM
- SmartFarm Projects

Ongoing Improvements/Maintenance
- Signage Upgrades
- General Building Repairs (Structural/Mechanical/Electrical)
- Roof Repairs
- Exterior Maintenance (Siding)
- Window and Door Replacements
- Road and Parking Lot Repairs
- Utility Infrastructure Repairs
Needs

- Animal Production and Livestock Facilities Phases I and II
- System-wide Agriculture Research and Extension Center Improvements
- Maintenance Reserve funding increase
- Compost Facility
- Continued IT Infrastructure Upgrades
Summary

- Partnership through delegated authority (minor facilities project management at ARECs) yielding immediate, positive results
- Engagement in the Virginia Research and Extension Innovation Initiative
- Emerging need for focused attention of renovations and new construction for on-campus facilities that support agriculture programs
## Notes:
2. Planned capital projects that are on the 6-Year Capital Outlay Plan and request for the 2020-22 biennium, but not yet in design include: Animal Production & Livestock Facilities, Phase 2 ($72.6 million General Fund request for 234,000 GSF) and System-wide Agricultural Research & Extension Centers Improvements ($42.1 million General Fund request for 150,600 gsf). These projects will be reviewed and considered for funding by the executive and legislative branches of the state during the 2019-20 Legislative Session.
3. The Virginia Tech Foundation is managing the design, construction and funding of the New Virginia Seafood AREC Building project in Hampton.

### NON-CAPITAL PROJECTS INITIATED OR PLANNED

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT DESCRIPTION</th>
<th>ESTIMATED TOTAL PROJECT COST</th>
<th>PROJECT TEAMS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Tidewater AREC - Primary Septic System Repairs</td>
<td>Repair failing force main for primary septic system. Drainage system maintenance.</td>
<td>$10,000</td>
<td>-</td>
<td>TBD</td>
<td>Scope development and contractor cost evaluation.</td>
</tr>
<tr>
<td>Eastern Virginia AREC - Main Office and Laboratory Building Garage Repairs</td>
<td>Mitigate flooding into Garage area and install ceiling insulation.</td>
<td>$50,000</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Eastern Virginia AREC - Bldg 0880 Experiment Building Renovation</td>
<td>Renovation and upgrade of existing under-utilized office, workshop and meeting space.</td>
<td>$180,000</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Southern Piedmont AREC</td>
<td>Road and parking lot repairs.</td>
<td>$25,000</td>
<td>-</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Ag Engineering Building, Bldg 0345 Roof and Drainage Repairs</td>
<td>Mitigate flooding into workshop areas and repair roof leaks.</td>
<td>TBD</td>
<td>-</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Washington Street Greenhouse Complex Renovations</td>
<td>Repairs and upgrades to modernize aging controlled growth environments.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Shenandoah Valley AREC - Tenant House 0805 Basement Flooding Repair</td>
<td>Install French drain to intercept water flooding into basement and upgrade foundation perimeter of House 0805 at Shenandoah Valley AREC.</td>
<td>$9,000</td>
<td>-</td>
<td>Fall 2019</td>
<td>Pending Contractor Proposal.</td>
</tr>
<tr>
<td>Middleburg AREC - Tenant House 0818 Basement Flooding Repair</td>
<td>Re-route clogged basement stair floor drain pipe to new sump pump due to flooding in basement of House 0818 at Middleburg AREC.</td>
<td>$3,000</td>
<td>-</td>
<td>TBD</td>
<td>Pending Contractor Proposal.</td>
</tr>
<tr>
<td>Middleburg AREC - Basement Oil Tank removals</td>
<td>Relocate and/or remove old heating oil storage tanks in basements of 7 tenant houses at Middleburg AREC.</td>
<td>$6,500</td>
<td>-</td>
<td>TBD</td>
<td>Pending Contractor Proposal.</td>
</tr>
<tr>
<td>Compost Facility (to support main campus &amp; surrounding farms)</td>
<td>CALS 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 is included in 22-2 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>$1,821,000</td>
<td>Coker Composting &amp; Consulting</td>
<td>TBD</td>
<td>Capital and operational costs for project under review internally.</td>
</tr>
<tr>
<td>AREC Exterior Signage Upgrades</td>
<td>Installation of 2 new exterior signs at each AREC with refreshed design to match current branding.</td>
<td>$81,000</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### NON-CAPITAL PROJECTS IN DESIGN

<table>
<thead>
<tr>
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1 of 4
### College of Agriculture Life Sciences (CALS) Projects Status Report

**BUILDINGS AND GROUNDS COMMITTEE**

**November 17, 2019**

<table>
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<tr>
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<tr>
<td><strong>NON-CAPITAL PROJECTS IN CONSTRUCTION</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Eastern Shore AREC Main Building - Interior Signage</td>
<td>New Interior Signage to comply with current code.</td>
<td>$9,000</td>
<td>APCD</td>
<td>Fall 2019</td>
<td>Materials delivery mid-November. Installation by AREC staff.</td>
</tr>
<tr>
<td>Kentland Dairy Milking Parlor Enclosure</td>
<td>Installation of agricultural curtains, structural supports, and siding to enclose west end of Milking Parlor, providing safer working conditions during winter months.</td>
<td>$88,000</td>
<td>Engineering Consulting Services; Dairymen Specialties; Kesler</td>
<td>Fall 2019</td>
<td>Under construction.</td>
</tr>
<tr>
<td>Reynolds Homestead Cabinet Replacement</td>
<td>Replacement of deteriorated cabinets in tenant house kitchen.</td>
<td>$17,000</td>
<td>Kesler</td>
<td>Fall 2019</td>
<td>Punchlist items underway.</td>
</tr>
<tr>
<td>Replacement Well at Tenant House 1300, Kentland Farm</td>
<td>Drill a new well and connect to house - existing well has decreased yield below serviceable levels.</td>
<td>$19,000</td>
<td>Fenton Well Drilling; Fenton Pump Service</td>
<td>Fall 2019</td>
<td>New well and pump system complete and passed Virginia Department of Health inspection. Abandonment of old well pending final UBO approval of new well.</td>
</tr>
<tr>
<td>Hampton Roads AREC - Tenant House 1102 Repair</td>
<td>Plumbing, wall and ceiling repairs due to failed drain pipe in House 1102 at Hampton Roads AREC.</td>
<td>$5,000</td>
<td>East Coast Plumbing &amp; Heating; Continental Contracting</td>
<td>Fall 2019</td>
<td>Purchase Orders (PO) and Permits being issued.</td>
</tr>
<tr>
<td>Shenandoah Valley AREC - Tenant House 0859 Replace Roof</td>
<td>Replace asphalt shingle roof on House 0859 at Shenandoah Valley AREC due to multiple leaks.</td>
<td>$10,000</td>
<td>Mountain Roofing, Inc.</td>
<td>Fall 2019</td>
<td>POs and Permits being issued.</td>
</tr>
</tbody>
</table>

### INFORMATION TECHNOLOGY (IT) EVALUATION & PROJECTS

- **ARECs:** All ARECs have 200 Mb service except Shenandoah Valley (50 Mb), Southwest Virginia (10 Mb), Reynolds Homestead (2 Mb), Hampton Roads (50 Mb), and Virginia Seafood (10 Mb). Northern Piedmont Center has a 50 Mb cable connection. Goal is to upgrade to 200 Mb.
- **Campus Farm locations:** Kentland Farm has adequate 200 Mb service. Moore Farm and Urban Horticulture Center share a 50 Mb cable service which is currently adequate. The CSES Research Farm (Agronomy Farm), also has a 50 Mb cable connection. Ponds Fork Research Center has a 50 Mb fiber connection. Turkey Farm only has cable service (50 Mb) to 1 building. Upgrades are needed to provide sufficient bandwidth for existing video-based research and future initiatives after LPRF phase 1 construction. Turfgrass center is currently using a cellular hotspot for internet service. Providing standard service requires excessive installation cost. Alternative service providers are being sought, but may require BOV approval. No complaints have been received about service to facilities in the Livestock Center along Plantation Road, but service levels and coverage is being reviewed.

<table>
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<tbody>
<tr>
<td>Bandwidth and Internet Connectivity</td>
<td></td>
<td></td>
<td>Various</td>
<td>Dging</td>
<td></td>
</tr>
<tr>
<td>AREC Voice-Over Internet Protocol (VOIP) Conversion</td>
<td>Conversion of legacy voice telephone system at all ARECs to unified VOIP system matching voice service on campus.</td>
<td>$75,000</td>
<td>CALSIT; ShoreTel of IT</td>
<td>Dging</td>
<td>VOIP conversion projects have been, or will soon be, completed at 6 of the 11 ARECs. Remaining locations include Hampton Roads, Reynolds Homestead, and Southwest Virginia ARECs where the existing telephone service has been adequate. The Virginia Seafood AREC will be converted to VOIP with the construction of their new building. The College is still reviewing the best way to fund a conversion project at Middleburg.</td>
</tr>
<tr>
<td>Network Equipment Upgrades</td>
<td>Upgrading network equipment to adequately manage current and future network data traffic, including VOIP, in anticipation of Smart Farm initiatives.</td>
<td>$128,000</td>
<td>CALSIT; Cisco</td>
<td>Complete</td>
<td>Network equipment has been upgraded at all ARECs within the last year and is operating satisfactorily. Sufficient expansion capacity exists for near-term technology needs.</td>
</tr>
<tr>
<td>WeatherSTEM</td>
<td>New WeatherSTEM weather station and sky camera installation at all ARECs and three campus farm locations.</td>
<td>$104,000 Initial cost and $17,000 annually</td>
<td>CALSIT; WeatherSTEM</td>
<td>Completed Summer 2019</td>
<td>All are functioning and data is readily accessible through web and WeatherSTEM app interfaces.</td>
</tr>
<tr>
<td>AREC A/V Upgrades, Phase 1</td>
<td>Installation of new audio and video equipment for ARECs to provide enhanced conferencing capability in meeting rooms. Phase 1 includes Alson H. Smith, Eastern Shore, Hampton Roads, Southern Piedmont and Tidewater ARECs.</td>
<td>$34,000</td>
<td>CALSIT; Lee Hartman and Sons</td>
<td>Fall 2019</td>
<td>Phase 1 installation and configuration is in progress. Scope and schedule for Phase 2 project (remaining ARECs) to be evaluated upon completion of Phase 1.</td>
</tr>
<tr>
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<tr>
<td>SmartFarm Projects</td>
<td>A project has been initiated by faculty in the Department of Animal and Poultry Sciences, in partnership with CALS/IT and the Division of IT, to potentially install Citizens Band Radio Service (CBRS) technology, similar to Wi-Fi, but with better exterior coverage and security management, in fields at Shenandoah Valley and Middleburg ARECs. The proposal is to study the effectiveness of this equipment for supporting data-intensive agricultural, animal-based research.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Funding request submitted to State.</td>
</tr>
<tr>
<td>MAINTENANCE RESERVE PROJECTS</td>
<td>Note: Current plan is to continue $500,000, per biennium, in Maintenance Reserve funding for the ARECs. In addition to this amount, the university is targeting an additional $1M for ARECs in the 2021/2022 biennium. These amounts are dependent on not having an unexpected sharp reduction in MR allocation from the state. Campus farm locations will continue to receive funding for MR requests as prioritized among other competing campus needs within the current system.</td>
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<td>UNDERWAY</td>
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<tr>
<td>Southern Piedmont AREC Main Building Bathrooms</td>
<td>Renovation of main restrooms and kitchen in Administration Building to correct plumbing deficiencies and provide wheelchair accessibility.</td>
<td>$135,000</td>
<td>Burns and McDonnell</td>
<td>Spring 2020</td>
<td>Drawings under review by University Building Official (UBO). Bidding to begin November 2019.</td>
</tr>
<tr>
<td>Eastern Shore AREC Greenhouse Reglazing</td>
<td>Replacing entire greenhouse due to safety concerns and poor condition. Includes addition of evaporative coolers for additional environmental control (customer funded).</td>
<td>$388,000</td>
<td>Rough Brothers, Inc.</td>
<td>Fall 2020</td>
<td>Primary Contract is substantially complete, pending final UBO inspection. Masonry knee-wall repairs and punch list items in progress.</td>
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<tr>
<td>Tidewater AREC Main Building HVAC Repairs</td>
<td>New Chiller and Condenser/AHU to replace aging units in Main Building.</td>
<td>$59,000</td>
<td>Trane; Atlantic Constructors</td>
<td>Fall 2020</td>
<td>Equipment has been delivered to site. VT Renovations (VTR) is coordinating installation schedule with Atlantic.</td>
</tr>
<tr>
<td>Tidewater AREC - Replace Metal Roof Buildings 794 and 795</td>
<td>Existing metal roofs are leaking on Ag Engineers Office and Machine Lab 0794 and Butler Building 0795 (Hare Road Site). Both are to be replaced.</td>
<td>$43,000</td>
<td>TBD</td>
<td>Spring 2020</td>
<td>VTR has received direction from VT Facilities that permits are not required. Project was bid in October 2019, but no bids received. Project will be re-bid in early 2020.</td>
</tr>
<tr>
<td>Hampton Roads AREC Repair Bulkhead &amp; Pump House</td>
<td>Existing bulkhead, which protects the freshwater intake, pump system and pump house has deteriorated beyond repair. Project will replace wooden bulkhead with vinyl, and replace deteriorated door and roof on pump house.</td>
<td>$40,000</td>
<td>TBD</td>
<td>Winter 2016/2020</td>
<td>City of Norfolk, who has jurisdiction of the pond, has agreed to allow continued use of pond while VT performs maintenance. VTR has initiated permitting process and hiring Engineer.</td>
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<tr>
<td>Alphin-Stuart Arena Roof Repairs</td>
<td>Flat roof [membrane] areas of Alphin-Stuart Arena are leaking and in need of repair. Shaped metal roof will also be evaluated for repairs needed.</td>
<td>TBD</td>
<td>HDH Associates</td>
<td>Spring 2021</td>
<td>A/E contracting in progress.</td>
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<tr>
<td>PLANNED - CALS High Priority Ag Projects</td>
<td>Demolition planned during the Livestock and Poultry Research Facilities (LPRF) Phase 1 capital project will remove the only functional restroom facility at the Turkey Farm. Existing but unused restroom facilities in the Service Building will be renovated to serve the farm, including accessibility improvements.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>A/E proposal under review.</td>
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<td>Turkey Center Service Building 603 Restroom Repair</td>
<td>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 LPRF Phase 1, but removed due to scope concerns.</td>
<td>$140,000</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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<td>Turkey Farm Processing Building Repair</td>
<td>Demolition followed by the installation of new roofing, hay loft flooring, doors, windows and lighting. This work was originally included in LPRF Phase 1, but removed due to scope concerns.</td>
<td>$745,000</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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<td>Beef Barn Repairs</td>
<td>Demolition followed by the installation of new roofing, hay loft flooring, doors, windows and lighting. This work was originally included in LPRF Phase 1, but removed due to scope concerns.</td>
<td>$362,000</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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<tr>
<td>Judging Pavilion Repairs</td>
<td>Demolition followed by the installation of new roofing, doors, windows, HVAC system, lighting, a covered walkway and exterior paint. This work was originally included in LPRF Phase 1, but removed due to scope concerns.</td>
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<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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<tr>
<td>Project Name</td>
<td>Project Description</td>
<td>Estimated Total Project Cost</td>
<td>Project Teams</td>
<td>Contract Completion Date</td>
<td>Project Status</td>
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<tr>
<td>Campbell Arena Repairs</td>
<td>Renovation of the existing open-air steel structure constructed of metal panel siding over steel girds and posts. This work was originally included in LPRF Phase 1, but removed due to scope concerns.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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<tr>
<td>Moore Farm Barn (0501) Repairs</td>
<td>This highly visible and prominent barn is for many purposes such as lambing of sheep, loafing facility, hay bail storage, emergency storage for weather-effected crops, and equipment and parts storage. The condition of the roof and siding is poor, failing to provide the necessary weather protection. Without mitigation soon, the condition will deteriorate to the point of loss.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
</tr>
<tr>
<td>Moore Farm Shed (0508) Repairs</td>
<td>This hay shed was built in the 1950'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 Beef 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 than to repair this structure.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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**PLANNED - AREC High Priority Projects**

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Description</th>
<th>Estimated Total Project Cost</th>
<th>Project Teams</th>
<th>Contract Completion Date</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alson H. Smith AREC - Repair Domestic Water Booster Pump System</td>
<td>Primary pressure booster pump has failed and is not repairable. AREC is currently running on secondary pumps only. System needs to be replaced.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Evaluating alternative short and long term repair options.</td>
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<tr>
<td>Eastern Shore AREC - Exterior Building Repairs</td>
<td>Multiple buildings are in need of exterior repairs. Headhouse (1214) and Shop Building (1215) is in need of structural repairs to walls and repointing. Implement Shed (1216), Sweet Potato Storage (1217), Produce Grading (1218), and Inventory (1220) need exterior waterproofing, door repair, pointing repairs and gutters.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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<tr>
<td>Hampton Roads AREC - Repair/Replace Roofs</td>
<td>Roofs of several buildings are falling and leaking into finished spaces. The 2000 wing of the Main Office and Lab (1101) has a flat membrane roof that is leaking into Office Spaces. The Pesticide Storage Building (1105), Garage and Workshop Buildings (1107 and 1108) and Headhouse (1105) have shallow to medium slope metal roofs leaking into chemical storage and work areas.</td>
<td>TBD</td>
<td>TBD</td>
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<td>Scope and budget development.</td>
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<tr>
<td>Middleburg AREC - Exterior Repairs</td>
<td>Siding on several buildings is in need of repair/replacement due to advanced age: Annex (0812), Minkling Barn and Milk House (0809), Loafing Barn (0810), Clinic/Admin Building (0823), Stable (0824). 8 run-in sheds (0799) are deteriorating and in need of repair or replacement. Frame Beef Barn (0807) is in need of a new roof.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
</tr>
<tr>
<td>Reynolds Homestead FRRC - Exterior Repairs</td>
<td>Main building (1000) needs window replacement, repairs of rotting soffit/skirt/flushing, deck repair and bathroom upgrade. Lath House (1003C) roof and tresses need repair.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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<tr>
<td>Shenandoah Valley AREC - Repair/Replace Sheep Barn</td>
<td>Sheep Barn (0854) has rotten posts at ground level and leaking roof. The building should be evaluated for repair or replacement.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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<tr>
<td>Southern Piedmont AREC - Building Repairs</td>
<td>Pool House (0897) restroom is in need of plumbing repairs and upgrade to be reconfigured for ADA access. Pool House roof is leaking and needs repair. Repair/replace siding and free deteriorated lean-to equipment storage shed attached to four tobacco curing barns (0898A, 0898B, 0898C, 0898D).</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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<tr>
<td>Southeast Virginia AREC - Exterior Building Repairs</td>
<td>Repair roof, siding and door damage on Tobacco Barn 1 (0745) and 2 (0747), Cattle Barn #5 (0746) and Workshop/Mashery Shed (0742).</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Scope and budget development.</td>
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</table>
The Clery Act and Annual Report

VIRGINIA TECH POLICE DEPARTMENT

KEVIN FOUST, ASSOCIATE VICE PRESIDENT FOR SAFETY & SECURITY
What is the Clery Act?

FACTOID:

The Clery Act is actually a consumer protection law that “aims to provide transparency around campus crime policy and statistics”

- clerycenter.org

Jeanne Clery was raped and murdered in her dorm room at Lehigh University in 1986. Her killer was another student. Her parents believe she would have been more cautious if she had known about other violent crimes at Lehigh.

The Clery Act is a federal law which requires higher education institutions to report crime statistics to current & prospective students & employees, amongst other things.
4 General Categories of Offenses:

- Clery requires VT to include 4 general categories of offenses in our Annual Safety/Security Report.
- We must include in our annual crime statistics the number of all reported offenses without regard to the findings of a court, coroner or jury, or the decision of a prosecutor.
The Clery Act states that a VT Alert **MUST BE** sent upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus.

- An “immediate” threat as used here encompasses an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in a building.

**Examples:**
- Outbreak of meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill
What are the Clery Reportable Crimes?

The Clery Act identifies certain crimes as “Clery reportable” crimes. They are:

<table>
<thead>
<tr>
<th>Criminal Homicide:</th>
<th>Sexual Assault (Sex Offenses):</th>
<th>Robbery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder, Non-negligent Manslaughter and Manslaughter by Negligence</td>
<td>Rape, Fondling, Incest, Statutory Rape</td>
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<tr>
<td>Aggravated assault</td>
<td>Burglary</td>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
<td>Domestic Violence</td>
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<tr>
<td>Stalking</td>
<td>Hate Crimes</td>
<td>Dating Violence</td>
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</tbody>
</table>

Arrests & disciplinary referrals for violations of liquor, drug, & weapons laws
7 crimes identified under Clery are subject to “Timely Warnings” (see shading on previous slide)

“The Clery Act requires you to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Although the Clery Act doesn’t define ‘timely’, the intent of the warning regarding a criminal incident(s) is to enable people to protect themselves. This means that a warning should be issued as soon as pertinent information is available.”
Clery directs us to consider 3 Factors Prior to Issuing a Timely Warning:

- **Nature**: The nature of the crime: Was it a Clery Act Crime?
- **Continuing Danger**: The continuing danger to the campus community.
- **Risk**: The possible risk of compromising law enforcement efforts.

The Clery Act does not specifically address the content of a timely warning, but does state “the warning should include all information that would promote safety and that would aid in the prevention of similar crimes”. Hence, the safety tips that are included in all of our timely warnings.

Clery Act Handbook (cont.)
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<td>0</td>
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</tr>
</tbody>
</table>
Virginia Tech Campus Crime Statistics 2018

Note: On campus full, part time undergrad, grad, professional students (per Office of Institutional Research and Effectiveness):
Fall 2018: 32,704  Fall 2017: 32,304  % Change:  +124%

<table>
<thead>
<tr>
<th>Category</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>% Change</th>
</tr>
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<tbody>
<tr>
<td>Burglary</td>
<td>12</td>
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<tr>
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<tr>
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<td>2</td>
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<td>-50%</td>
</tr>
<tr>
<td>Fondling</td>
<td>7</td>
<td>6</td>
<td>3</td>
<td>6</td>
<td>-50%</td>
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<tr>
<td>Rape</td>
<td>13</td>
<td>3</td>
<td>12</td>
<td>20</td>
<td>-33%</td>
</tr>
</tbody>
</table>

% Change (2017 to 2018):
- Burglary: -33%
- Stalking: -80%
- Dating Violence: -50%
- Domestic Violence: -50%
- Fondling: -50%
- Rape: -33%

Note: On campus full, part time undergrad, grad, professional students (per Office of Institutional Research and Effectiveness):
Fall 2018: 32,704  Fall 2017: 32,304  % Change:  +124%
Virginia Tech Campus Crime Statistics 2018

Note: On campus full, part time undergrad, grad, professional students (per Office of Institutional Research and Effectiveness):  
Fall 2018: 32,704  
Fall 2017: 32,304  
% Change: +1.24%

<table>
<thead>
<tr>
<th></th>
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<td>2018</td>
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<td>2017</td>
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<tr>
<td>2016</td>
<td>591</td>
<td>52</td>
<td>49</td>
<td>75</td>
</tr>
</tbody>
</table>

% Change (2017 to 2018):  
- Liquor Law Violations Referred: +14%  
- Liquor Law Arrests: +14%  
- Drug Law Violations Referred: -4%  
- Drug Law Arrests: -59%  
- Total: -5%
Summary

• The 2018 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Report was filed and made available to the public for review in advance of the October 1st, 2019 deadline.
• The Virginia Tech Police Department continues to monitor, analyze, and use crime statistics to help inform and enhance our community policing strategy.
CAMPUS SAFETY: A SHARED RESPONSIBILITY

The Virginia Tech Police Department is a Nationally Accredited Law Enforcement Agency
Table of Contents
Virginia Tech Blacksburg Campus
Mission Statement / University Overview ................................................................. 4
ASR Preparation Policies Campus ............................................................................. 5
Security Authorities Virginia .................................................................................... 5-6
Tech Police Department ........................................................................................... 6-7
Emergency Alerts ...................................................................................................... 7
Timely Warnings ........................................................................................................ 8
Missing Persons .......................................................................................................... 8-9
Security/Access to Campus Buildings ...................................................................... 9
Campus Facilities Maintenance .................................................................................. 9
Alcohol/Drug Policies ................................................................................................ 10
Pastoral & Professional Counselors .......................................................................... 11
Emergency Notification / Preparedness ...................................................................... 11-13
Drills/Exercise Chart ................................................................................................. 14
Emergency Evacuation Procedures ......................................................................... 15-17
Secure-in-Place Procedures ...................................................................................... 15-16
Shelter-in-Place Procedures ..................................................................................... 16
Crime Reporting ........................................................................................................ 18
Emergency Assistance .............................................................................................. 18
LiveSafe App ............................................................................................................. 18
Confidential Reporting/Anonymous Reporting ......................................................... 19
Response to Reported Incidents .............................................................................. 20
Services & Prevention Information / Safety Security Programs ............................. 20-21
Operation Identification, Fingerprinting Services ................................................... 21
Safe Ride .................................................................................................................... 21
Title IX Training ........................................................................................................ 21-23
Sexual Assault Training ............................................................................................ 22
Sexual Assault Definitions/Prevention ...................................................................... 24-28
Protective Orders Information .................................................................................. 28
Sexual Assault/VAWA Procedures & Resources ................................................................. 28-35
Student Conduct Sanctions .............................................................................................. 33-35
Title IX Employee Rights ................................................................................................ 36-37
Title IX Student Rights ................................................................................................. 37-38
Title IX Coordinator/Title IX Inquiries & Investigations .................................................. 35-40
Sex Offender Registry ................................................................................................... 40-41
Important Phone Numbers .............................................................................................. 42
Safety Tips / Risk Reduction ........................................................................................... 43
VAWA Prevention Programs ............................................................................................ 44-46
Victims’ Rights & Options ............................................................................................ 47-48
Crime Definitions/Geography ....................................................................................... 49-50
Crime Statistics Chart .................................................................................................... 51
Fire Safety ...................................................................................................................... 52-62
Appendix A: Blacksburg Campus Map .......................................................................... 63
Appendix B: Blacksburg Extended Jurisdiction Map ....................................................... 64

ALL OTHER CAMPUS LOCATIONS
VT Research Center Arlington ....................................................................................... 65-73
VT Carilion .................................................................................................................... 74-84
Hampton Roads Education Center ................................................................................ 85-93
Marion DuPont Scott Equine Medical Center ............................................................ 94-103
Middleburg Agricultural Research & Extension Center .......................................... 104-117
Northern Virginia Center ............................................................................................. 118-127
Richmond Center ........................................................................................................ 128-136
Roanoke Higher Education Center ............................................................................. 137-146
Southwest Virginia Higher Education Center ......................................................... 147-155
Steger Center for International Scholarship ............................................................. 156-168
Washington-Alexandria Architecture Center ........................................................... 169-181
Mission Statement

Virginia Polytechnic Institute and State University 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.

University Overview

Virginia Tech pushes the boundaries of knowledge by taking a hands-on, trans-disciplinary approach to preparing students to be leaders and problem-solvers. As the commonwealth's most comprehensive university and its leading research institution, Virginia Tech offers about 280 undergraduate and graduate degree programs to more than 34,000 students and manages a research portfolio of more than $521 million. The university fulfills its role as a land grant by fostering a collaborative environment that integrates technology into all disciplines, so that the Virginia Tech community can serve as a force for positive change around the commonwealth, the country, and the world. The main campus in Blacksburg includes 213 buildings, 2,600 acres, and an airport.

Through experiential learning, future-focused research, and an inclusive, spirited culture, Virginia Tech strives to accomplish the charge of its motto Ut Prosim (That I May Serve).

Virginia Tech has a 2,600-acre main campus, educational and research facilities across the state, a study-abroad site in Switzerland, and an 1,800-acre agriculture research farm near the main campus. The campus proper is located in the town of Blacksburg.
Virginia Tech Annual Campus Security and Fire Safety Report

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. A map of the campus can be found online at: https://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 jurisdiction on adjacent property. Information for the main campus in Blacksburg was obtained from 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 CSA s 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 do not constitute a campus police department or a campus security.
☐ 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.

Individuals who want to report crimes for inclusion in the Annual Report, or for the purpose of making timely warning reports, should report them to 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. 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 consists of 54 sworn officers, 8 security officers, 6 security center representatives and 7 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. In addition to patrol, investigation, and crime prevention, the department answer calls for assistance, such as motorist assists. Campus Security officers are state-certified, unarmed and do not have authority to make arrests. Their main purpose is to maintain peace and order. They are responsible for building security, and the safety, security and welfare of students, faculty, staff and visitors on campus.

Virginia Tech police officers have jurisdiction and respond to incidents on the immediate campus in Blacksburg, Virginia, property owned or leased by Virginia Tech, and university related corporations in the Blacksburg area. 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 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 has a news release called ‘DailyCrime and Fire Log’ that is published each day with the exception of weekends, holidays and when the university is closed. The “DailyCrime 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

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 23-9.2:11, Code of Virginia, as amended.
**Timely Warnings/ Crime Alerts**

*Timely Warnings/ Crime alerts* will be provided to the community in the event of a reported crime, either on or off-campus, 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. The Clery crimes for which *Timely Warnings/ Crime alerts* may be issued may include, but are not limited to, major incidents of Arson, Murder & Non-negligent Manslaughter, Burglary, Robbery, Aggravated Assault, Motor Vehicle Theft and Sex offenses (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).

In cases involving Sexual Assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice. Aggravated Assault cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Virginia Tech community.

The Timely Warnings / Crime Alerts are generally written by the Chief of Police or a designee and are typically distributed to the community via email to anyone who has a vt.edu email address, by University Relations or the Virginia Tech Police Department. 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 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.

**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. If members of the VT community believe that a student has been missing for 24 hours, it is critical that they report that information to the VTPD by calling 540-231-6411. 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. Resident Advisors (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. Observed and enforced, 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. Facilities and landscapes are maintained in a manner that minimizes hazardous conditions. When facilities receive maintenance or renovations, security measures such as lighting, landscape and entrance security are included, if it is deemed necessary by the Office of the University Architect and the Virginia Tech Police Department Crime Prevention Specialist. Maintenance issues can be reported to the Security Center by calling 540-231-6411.
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 serious 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 University's annual notification to students and employees, is available online. For more comprehensive details, please refer to the University's Policy for a Drug Free University at: https://policies.vt.edu/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.

Emergency Response and Evacuation Information Compiled by the Office of Emergency Management

Emergency Notifications
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 **LiveSafe mobile safety app**. App users can access important just-in-time emergency information, connect with Virginia Tech emergency services, and navigate the Blacksburg campus quickly and safely. To download the app, search “LiveSafe” in your app store, or visit [bit.ly/VT-LiveSafe](bit.ly/VT-LiveSafe) for more information.

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, Virginia Tech Emergency Management and the Vice President for Operations 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 judgment 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 Preparedness**

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 2018 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.

<table>
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<td>VT Main Campus - Environmental Health &amp; Safety</td>
<td>9/19/2018</td>
<td>Select Agent</td>
<td>Tabletop</td>
<td>Announced</td>
</tr>
<tr>
<td>All Locations</td>
<td>9/20/2018</td>
<td>VT Alerts</td>
<td>Drill</td>
<td>Announced</td>
</tr>
<tr>
<td>VT Main Campus - Safety &amp; Security Policy Committee</td>
<td>9/24/2018</td>
<td>Active Assailant</td>
<td>Tabletop</td>
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<tr>
<td>VT Richmond Center</td>
<td>9/25/2018</td>
<td>Public Information Warning</td>
<td>Tabletop</td>
<td>Announced</td>
</tr>
<tr>
<td>VT Hampton Roads</td>
<td>9/27/2018</td>
<td>Public Information Warning</td>
<td>Tabletop</td>
<td>Announced</td>
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<tr>
<td>VT Main Campus - Incident Management Team</td>
<td>11/8/2018</td>
<td>Active Assailant</td>
<td>Tabletop</td>
<td>Announced</td>
</tr>
<tr>
<td>VT Main Campus - Incident Management Team</td>
<td>11/19/2018</td>
<td>Fire</td>
<td>Tabletop</td>
<td>Announced</td>
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<tr>
<td>VT Main Campus - Provost Office</td>
<td>12/4/2018</td>
<td>Office Displacement</td>
<td>Tabletop</td>
<td>Announced</td>
</tr>
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</table>
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. Information related to evacuation procedures can be found at http://www.ehss.vt.edu.

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 Safe Ride 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, 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

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 Area Coordinators, Resident Directors and Resident Assistants 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 sounds, 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 NRV 911 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 crime anonymously on a voluntary, confidential basis for inclusion in the annual crime disclosure online at www.police.vt.edu.

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. Currently there are 114 blue light phones on campus that can directly connect you with the NRV911. The phones are available 24-hours-a-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 LiveSafe app is available for download for Android and iPhone devices. LiveSafe 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. A program has been added to the Virginia Tech Police Department’s website 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 accessing the Stop Abuse website,
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 possibly 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 has two locations to serve our community. The Security Center located in the Public Safety Building at 330 Sterrett Drive, Blacksburg, Virginia 24061, is staffed 24 hours a day and department personnel are available to answer questions or to have an officer respond to assist with a complaint. The second location is the office of the Chief of Police in the Public Safety Building located on second floor and is open during normal business hours Monday- Friday.

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 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 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. 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. The Virginia Tech Police Department is also available at the Public Safety Building at 330 Sterrett Drive, Blacksburg, Virginia 24061. All Virginia Tech Police Department incident reports involving students or conduct referrals 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 A.D.A.P.T. (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.

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. Educational programs include Student Police Academy, Alcohol Awareness, Bicycle Safety, Drug Awareness, Personal and Property Safety (basic crime prevention and personal safety) Rape Aggression Defense, Women’s Awareness and Safety and RAD for men teaches the practice of self-defense and how to escape aggressive behavior.

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 2018, the Virginia Tech Police Department conducted 545 Crime Prevention and Safety Awareness presentations that had 3,328 attendees. The presentations included safety (shelter in place, secure in place, evacuations), RAD for women and men, One Love workshops on Intimate Violence, Drugs, Alcohol Awareness, Violence Prevention, Emergency Preparedness, securing property, bicycle safety and building/lighting assessments. 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. Virginia Tech Athletics conducted 12 programs throughout the year addressing safety & security, sexual assault education, relationship violence education, sexual misconduct, Title IX presentations and Title IX resources. These programs were presented to all athletic teams with some specifically addressing incoming new students and transfer students. The Virginia Tech Women’s Center conducted 78 presentations on inclusion, response, services, prevention, education and awareness of sexual violence through the Red Flag Campaign, Its On Us Campaign, Mentors in Violence Prevention Workshops and Saves Peer Educators. Corp of Cadets presented 3 programs at various times during the year dealing with gender-based violence, risk reduction, bystander intervention, awareness, prevention, culture differences and Title IX. Student Affairs and Human Resources conducted 23 presentations. These programs included alcohol and drug prevention, sexual violence, consent, awareness, prevention and bystander intervention. 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 driver’s 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 9am – 2pm.

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.

Training Outreach, and Education- Sexual Harassment/ Sexual Violence
Office for Equity and Access
The Office for Equity and Accessibility, OEA, offers the Compliance Workshop: Policy 1025; Title IX; and the Violence Against Women Act (VAWA) for persons employed by Virginia Tech. In November, 2014, the President established a standard that all current employees and subsequently new employees, complete within 90 days of employment at Virginia Tech a workshop which addresses prevention and awareness of dating violence, domestic violence, sexual assault, and stalking. During the first half of 2015 the workshop was referred to as Title IX and Retaliation and focused on those issues. In July 2015, when VAWA (2013) became effective for employment the content was revised and the workshop was changed to be referred to as Compliance Workshop: Policy 1025; Title IX and the Violence Against Women Act.
In addition, the **Policy on Harassment, Discrimination, and Sexual Assault (University Policy 1025)** clearly prohibits these forms of sexual misconduct, provides definitions of these forms of sexual misconduct and of consent, and also describes 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 description of the Compliance Workshop is published on the OEA website.

**Compliance Workshop: University Policy 1025, Title IX, and the Violence Against Women Act**

This workshop is required for all new Virginia Tech employees. The workshop is to be completed within ninety (90) days of the beginning employment date. There are three options for completing this workshop: in-person: attending via WebEx; or by using an on-demand learning module.

**University Policy 1025; Policy on Harassment, Discrimination, and Sexual Assault** outlines the university's position on discrimination and harassment based on race, color, national origin, disability, age, gender, sexual orientation, gender identity and gender expression, veteran status or political affiliation. In addition, as a recipient of federal financial assistance, the university has responsibilities associated with both Title IX of the Education Amendments (1972) and the Violence Against Women Act Reauthorization (2013). These latter federal regulations are specifically concerned with sexual harassment, sexual assault, stalking, and domestic or dating violence.

This workshop will assist individuals in understanding the university's policy, complaint and resolution processes and available resources to assist individuals in addressing these issues.

**Learning objectives**

- The definitions associated with **University Policy 1025; Policy on Harassment, Discrimination, and Sexual Assault**;
- The resources available to assist members of the Virginia Tech community, including our students, in dealing with difficult, sometimes traumatic, situations;
- Individual responsibilities in receiving and reporting a disclosure of sexual harassment, sexual assault, stalking, and domestic or dating violence;
- What behavioral signs may indicate someone is being subjected to inappropriate behavior;
- What to do about "consensual relationships";
- Why doing what seems obvious can cost the university millions of dollars and possibly subject you to disciplinary action;
- The resources and processes for initiating a complaint; and
- What acts and behaviors can be determined to be retaliation

**The workshop is offered in several different delivery formats. Persons can:**

1. Attend an instructor-led workshop at North End Center on the Blacksburg, Virginia campus.
2. WebEx access is available periodically.
3. Complete the workshop online using the on-demand module of the workshop contracted with EverFi known as Haven for Faculty and Staff.
4. Workshops for intact groups of employees in departments and larger organizational areas are also available.

Summary of Education / Outreach Activity for 2018
The university tracks completion of this performance expectation. During the 2018 academic year, 3,587 employees completed the Compliance Workshop through the multiple delivery formats described above. During these sessions, attendees were provided with the two listings of resources for persons impacted by behaviors, which are inconsistent with both Title IX and VAWA. In addition, as part of the New Employee Orientation program and NEW GTA Orientation programs, a member of the OEA provides a briefing to the role of the OEA, including a discussion on the performance expectation of completion of the Compliance Workshop within 90 days of employment.

Training, Outreach, and Education- Sexual Harassment/ Sexual Violence
Office for Equity and Accessibility and the Women’s Center

Educational programs and initiatives for Virginia Tech students are provided through the collaborative efforts of the Office for Equity and Accessibility and the Virginia Tech Women's Center. In 2018, these efforts included the following:

Mandatory online training module for all incoming students in spring and fall 2018.

Sexual Assault Prevention for Undergraduates and Graduates
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 of all incoming first year, transfer, and graduate students.

In addition to the mandatory training, the Office for Equity and Accessibility, the Virginia Tech Women’s Center, and the Virginia Tech Police Department offered the following prevention and education initiatives in 2018:

• The Women’s Center provided Bringing in the Bystander, bystander-intervention workshops across campus.

• The Office of Equity and Accessibility provided information on Title IX and sexual violence, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking, via a one stop website: www.stopabuse.vt.edu. The website clearly and concisely helps students understand how to make a report, provides supporting resources, educates students on consent and the different forms of abuse, and encourages students to take an active role in preventing abuse within the Virginia Tech community.

• The Office for Equity and Accessibility and the Women’s Center trained resident advisors as well as professional Housing and Residence Life staff on responding to and reporting sexual violence.
• The Office for Equity and Accessibility facilitated workshops on Title IX and sexual violence for members of the Corps of Cadets, Fraternity and Sorority Life, orientation leaders, student athletes, and peer mentors.

• The Women’s Center facilitated several prevention and awareness campaigns, including the White Ribbon and Red Flag campaigns.

**Sexual Assault and Prevention**
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 the Clery Act. While we provide for campus wide awareness and prevention and a holistic response to complaints, we are constantly assessing our policies and practices to ensure we are consistent with the law and best practices, and to ensure that we treat the members of our community if impacted, with respect, compassion, and care.

**Sexual violence** – physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the survivor’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 coercin.

- **Sexual Assault** – actual or attempted sexual contact with another person without that person’s consent. (VA State Definition & local codes same – any form of unwanted sexual contact obtained without consent and/or obtained thru the use of force, threat of force, intimidation, or coercion.)

- **Sexual Battery (Fondling)** – 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.

- **Rape** – The penetration no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

**Incapacitation** – includes but is not limited to being asleep, drugged, intoxicated or unconscious.

**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.

**Domestic Violence** – A pattern of abusive behavior by an intimate partner to gain or maintain power and control over the other intimate partner. It can be sexual, emotional, economic, or psychological actions or threats of action that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. (VA State Definition – A pattern of behavior, and a method of control. It is a means of establishing a hierarchy of power within a relationship, in which one partner dominates the other through use of physical violence and/or psychological abuse. Family violence includes five primary categories of abusive behaviors: physical violence, emotional abuse, sexual assault, economic control and neglect.)
**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 relationship will be determined based on the reporting party’s statement and with consideration in the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Includes sexual or physical abuse or threat of such abuse but does not include acts covered under definition of Domestic Violence. (VA State Definition– Kind of intimate partner violence that occurs between two people in a close relationship. It can be verbal, physical, or emotional abuse by one partner against the other within the context of either casual dating or long-term relationship. (No local jurisdiction definition)

**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 communicating with (either in person, by phone, or by computer) or remaining in the physical presence of the other person. (VA State Definition - repeated conduct, which places a person, or his or her family, in reasonable fear of death, sexual assault, or bodily injury.)

**Consent** – knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent 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. (No VA State definition)

- Consent, cannot be given, when a person is incapacitated due to drugs or alcohol, or when a person has a disability or is not of legal age to consent as defined by law.
- Consent to anyone form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent, can be withdrawn at anytime.
- Previous relationship or prior consent cannot imply consent to future sexual acts.

**Responsible Employee** – means a person employed by Virginia Tech who has the authority--or whom an employee or student could reasonably believe have the authority or duty--to redress sex discrimination and sexual harassment. This includes but is not limited to all faculty members; all classified and university staff; any wage employee in a supervisory role; graduate teaching assistants; graduate research assistants; residential advisors; law enforcement; and security officials. Responsible parties are obligated to report acts of sexual violence or any other sexual misconduct by employees or students to the Title IX coordinator. Once a responsible employee is on notice of the sexual misconduct, including sexual violence, the responsible employee must promptly report all information they have to the appropriate Title IX Coordinator.

**How do you help a friend?**
If someone you know shows signs they are experiencing, or have been a victim of, harassment, sexual assault, relationship violence, or stalking, there are ways you can help:
- Believe them! Do not immediately question or dismiss their experience.
- Listen to your friend. Keep questions to a minimum and ask how you can help.
- Assure them it is not their fault, this has happened.
Tell them help is available! Share the resources on our Get Help page, and let them know that you are here to support them in whatever choices they make.

If you believe that someone you know may be experiencing sexual violence of some kind, use your voice to let him or her know you care about his or her well-being, and that you can help. Encourage this person to seek help. Getting help promptly can alleviate crisis and protect the health and well-being of your friend.

Below are a few examples of what your friend may be feeling. If someone is experiencing other feelings, they still may have experienced some form of sexual violence.

**People who have experienced abuse may feel:**

- Shock, disbelief, numbness, withdrawal
- Preoccupation with thoughts and feelings about the assault
- Unwanted memories, flashbacks, and/or nightmares
- Intense anger, fear, anxiety, depression
- Physical symptoms: sleep disturbance, headaches, stomach aches
- Inability to concentrate, lower grades
- Loss of focus on academics
- Loss of interest in sex
- Fears about safety
- Feelings of guilt and shame

**What is an active bystander?**

Bystanders, the largest group involved in violence, who greatly outnumber both perpetrators and victims have the power to stop abuse and to get help for people who have been victimized. Active bystanders are people who are aware of an abusive situation, and choose to speak up and say or do something without putting their own safety at risk.

The power to stop sexual violence is not limited to eyewitness heroics or endangering your own safety. Things you can do before or after an instance of violence will help STOP ABUSE at Virginia Tech:

- Call 911 if there is immediate danger to you or someone else.
- Speak up if someone says or does something indicating intent to commit sexual violence. Like stopping a friend from driving drunk, or stopping a friend or teammate from inappropriate actions, your intervening can help protect more than one person.
- Respect your fellow Hokies. Say something to protest offensive or derogatory remarks, including sexist or racist jokes. Always ask for partner consent in intimate situations. If you sense trouble, ask the affected person if he or she needs help.
- For more tips on intervening in a potential sexual harassment, sexual assault, relationship violence, or stalking situation:
  - Go to Men Can Stop Rape
  - Download our Bystander Intervention Playbook

**How can I get involved?**

- **Apply to be a SAVES peer educator**
  Affiliated with the Women’s Center at Virginia Tech, Sexual Assault and Violence Education by Students (SAVES) peer educators facilitate presentations, conduct programs, and provide outreach to the Virginia Tech community about sexual assault, relationship violence, and stalking prevention. From facilitating presentations to residence halls and student organizations to planning events like Downtown Initiatives and The Red Flag Campaign, SAVES strives to make a positive difference in the
Virginia Tech community.

- To learn more about SAVES, contact Katie Mey, Gender Based Violence Coordinator, at 540-231-7806 or katie2@vt.edu.

- **Volunteer at Women’s Resource Center (WRC) of the New River Valley**
  Located in Radford, VA, the WRC is a non-profit, human service agency who provides programs and services to adult and child victims of domestic and sexual violence. Volunteers assist WRC staff in providing shelter services and maintaining their Crisis Hotline. Other areas of special interest may be working with children, acting as advance volunteers and providing emergency advocacy services, or providing assistance on one-time projects such as decorating a transitional apartment or organizing holiday parties.

- For more information contact the WRC at volunteers@wrcnrv.org, or call 540-639-1123.

- **Become involved in the Red Flag Campaign**
  A statewide public awareness effort aimed at stopping relationship violence on college campuses in Virginia, the Red Flag Campaign (RFC) encourages us all to speak up when we see red flags (or warning signs) for potential abusive or unhealthy behaviors in our friends’ relationships. The campaign created by the Virginia Sexual and Domestic Violence Action Alliance, is being used to prevent relationship violence in 49 states. For more information about how you can become involved, go to the [http://www.womenscenter.vt.edu/Program/RFC](http://www.womenscenter.vt.edu/Program/RFC)

- **Become a Virginia Tech’s Mentors in Violence Prevention Program (MVP) Facilitator**
  Mentors in Violence Prevention program is designed to educate, inspire, and empower men and women in self-understanding, integrity, and courageous leadership to prevent, interrupt, and respond to sexist abuse in order to create a civil and just community. The program coordinated by the Women’s Center and is affiliated with MVP National, a project of the National Consortium of Academics and Sports and the Northeastern University Center for Sport in Society. Workshops are 90 minutes long and group size are limited to 20 participants in order to create a safe and meaningful learning environment for everyone.

Sexual Assault is a crime that affects people of all genders and gender identities punishable by both civil and criminal legal action. The Virginia Tech Police Department has the authority to investigate sexual assaults, which occur on campus. Detectives are regularly on call and capable of responding at any time. Once reported to the police, officers or 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, including the office of Title IX 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, 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 the survivor’s 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 Virginia Tech Police Department and the Women’s Center provide educational awareness programs regarding rape, acquaintance rape, other sex offenses, personal safety, and Rape Aggression Defense (RAD) classes upon request. Rape Aggression Defense classes are self-defense classes for women and men. They consist of awareness, safety tips, and progresses into hands on attack simulations at the end of the class.

The police department’s Victim/Witness Assistance Program protects the rights of survivors and witnesses of crimes. Referral information is available at all times regarding area services available for general counseling, health, mental health, victim advocacy, emergency housing, visa and immigration assistance, and financial assistance. Virginia Tech complies with Virginia Law in recognizing orders of protection, restraining orders, and no contact orders. A complainant should provide a copy of a protective order to the Virginia Tech Police Department to develop a plan to reduce the risk of harm while on campus and going to and from campus. The plan may include, but is not limited to, escorts, special parking arrangements, changing classroom location or allowing the student to complete assignments from home. The University does not issue orders of protection. However, responsiveness to the needs of crime survivors is a department priority.

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is determined to be responsible for violating the no contact order.

Procedures to follow:
If Stalking, Dating Violence, Domestic Violence or Sexual Assault Happens to You

- Contact the police for assistance, information, or to report the incident. Reports of all domestic violence, dating violence, sexual assault and stalking made to the police department, will be automatically referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges. The NRV Emergency Communications Regional Authority should be contacted for on-campus incidents at 911 or 540-382-4343 and they will dispatch a Virginia Tech Police officer. The local police should be contacted for off-campus incidents. (Blacksburg Police Department @ 540-961-1150 or in person at 200 Clay St., Blacksburg, VA) Additional information about the Blacksburg Police Department, can be found online at www.blacksburg.gov/departments/departments-l-z/police. The Virginia Tech Police Department, Title IX Coordinator, Women’s Center, Office of Student Conduct or Human Resources, will assist the survivor in contacting the correct law enforcement agency, if requested. Furthermore, victims have the right to decline to notify law enforcement.

- After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible. Go to the New River Valley medical Center in Radford or Lewis-Gale Hospital Montgomery in Blacksburg. 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. The New River Valley Medical Center and Lewis-Gale Hospital Montgomery offers the services of Sexual Assault Nurse Examiners.

- 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. It is
important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any that would be useful to University adjudicators/investigators or police.

- The hospital will notify the Women’s Resource Center of Radford, who will supply you with a trained companion at the hospital. The companion will look after your needs and will help direct you to available services.
- 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 detect with accuracy the presence of HIV, the virus that causes AIDS.
- Seek counseling from the Thomas E. Cook Counseling Center, the Women’s Center at Virginia Tech, the Women’s Resource 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 Options)
- 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 (See Legal and Judicial 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, regardless of whether a report is filed with the Virginia Tech Police Department.
- 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 cannot if you do not ask.

**Medical Care**

As mentioned above, survivors of very recent assaults should go to the emergency room of the New River Valley Medical Center or Lewis-Gale Hospital Montgomery 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 New River Valley Medical Center and Lewis-Gale Hospital Montgomery offer the services of Sexual Assault Nurse Examiners. A female survivor may prefer a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible.

Virginia Tech students can receive medical care through Schiffert Health Services; however, Schiffert cannot collect evidence and will refer survivors to Lewis-Gale Hospital Montgomery or the New River Valley Medical Center. The Women’s Clinic of Schiffert Health Services offers gynecological care, pregnancy testing, and treatment for sexually transmitted diseases. 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 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 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.

Legal and Judicial Options
Sexual assault survivors have four options from which to choose: filing criminal charges, filing a report with the Title IX Office, which works closely with the Office of Student Conduct, and filing a civil suit for monetary damages. Survivors are not limited to just one of these options, but can choose any combination including filing all three types of charges. Below is a brief description of each type of judicial process.

Criminal
A police report must be generated before an investigation can begin and charges can be filed. The location of where the assault occurred will determine the jurisdiction of the investigating authority.

The Virginia Tech Police Department investigates all crimes on campus. If the assault occurs anywhere other than on the Virginia Tech campus, the Virginia Tech Police Department will assist the student in notifying these authorities, if the student requests assistance.

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 limitations 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 Lewis Gale Hospital Montgomery 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 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. The identity of the accused perpetrator is not protected.

Assistance for Victims: Rights and Options
Regardless of whether a victim elects to pursue a criminal complaint or whether the offense was alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. The written information contains a list of your rights and a list of resources for advocacy and support on and off campus.

Confidentiality
Victims may request that directory information on file with the University be withheld by request through Registrar’s office. Regardless of whether a victim has opted-out of allowing the University to share “directory information,” personally identifiable information about the victim and other
necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

**Reporting to the University (Campus)**

The university’s Title IX and Student Conduct disciplinary process includes a prompt, fair, and impartial investigation and resolution process. The process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the complainant and respondent. This process addresses reports of gender based violence that occurred when the alleged offender is a Virginia Tech student. There is no statute of limitations on reports, and investigations may proceed if the respondent is enrolled in school or when no longer than one year has passed since they were last enrolled.

Individuals who wish to report incidents of sex discrimination, sexual harassment, and/or sexual violence, including dating and domestic violence, and stalking, may make a report to Katie Polidoro, the university’s Title IX Coordinator, at 540-231-1824 or in person at 300 Turner Street NW, Blacksburg, VA. Upon receipt of a report, the university will conduct an initial Title IX inquiry. The goal of this inquiry is to provide an integrated and coordinated response to reports of gender based violence. The assessment will consider the nature of the report, the safety of the individual and of the campus community, the complainant’s expressed preference for resolution, and the necessity for any interim remedies or accommodations to protect the safety of the complainant and the community. Following this inquiry, the university may: 1) seek the implementation of interim measures that does not involve disciplinary action against a respondent; or 2) initiate an investigation to determine if disciplinary action is warranted. The goal of the investigation is to gather all relevant facts that will aid in determining if there is sufficient information to refer the report for disciplinary action using the university’s Student Conduct procedures. The resolution process is guided by the principles of equity and respect for all parties. Resources are available for all students, whether as complainants or respondents, to provide support and guidance throughout the investigation and resolution of the complaint.

The university will consider the complainant’s desired resolutions. Where possible and as warranted by an assessment of the facts and circumstances, the university will seek action consistent with the complainant’s request. At the conclusion of the Title IX inquiry, the Title IX Coordinator will determine the appropriate manner of resolution, which may include interim measures or the initiation of a full Title IX investigation to determine if Student Conduct action is warranted. It is at the discretion of the Title IX Coordinator to determine which method of resolution is appropriate.
The determination as to how the university has decided to proceed, will be communicated to the complainant in writing. Depending on the circumstances and requested resolution, the respondent may or may not, be notified of the report or resolution. A respondent, will be notified when the university seeks action that would affect them, such as the issuance of a no contact order, the initiation of an investigation, or the decision to impose some interim measures.

The Title IX Coordinator can initiate an investigation and designate an investigator who has specific training and experience investigating reports of sexual harassment, sexual violence, stalking, and intimate partner violence. The investigator will gather information from the complainant, the respondent, and any other individuals who may have information relevant to the investigation. The investigation, is designed to be prompt and equitable. The investigation will be thorough and impartial, and all individuals, will be treated with appropriate sensitivity and respect for individual privacy concerns. Throughout the process, a complainant or respondent may have an advocate present at any meeting related to the investigation.

Once evidence gathering is completed, the investigator will prepare a report setting forth the information gathered, which will be forwarded to the Title IX Coordinator. Upon receipt of the investigation report, the Title IX Coordinator or designee will notify all parties about next steps in the process.

**Referrals to Student Conduct for Adjudication**

Upon review of an investigation report, if the Title IX Coordinator determines that there is sufficient information gathered to suggest that a policy violation may have occurred, the Title IX Coordinator or designee will notify the complainant and the respondent and refer the report to Student Conduct for adjudication. Student Conduct will resolve the matter using preponderance of the evidence, as to whether the respondent is responsible for conduct in violation of university policy. Copies of the report will be shared with the complainant and the respondent only when a referral to the Office of Student Conduct has been made.

At the hearing, the complainant and respondent each have the opportunity to present their side of the story and to ask questions. Each also may have a support person / advisor present. The burden of proof is lower than in a criminal court. The hearing officers will base their decision on a preponderance of the evidence.

Depending on the circumstances of the case, students who are found in violation of the Gender Based Violence Policy may receive significant educational and status sanctions. Both the complainant and the respondent will be notified of the outcome of the hearing. No matter the outcome, both students have the right to appeal the hearing officers’ decision.

The Office of Student Conduct determines both status and educational sanctions. Status sanctions refer to the student’s status within the university community. Educational sanctions are meant to help students reflect on and learn from their experiences, provide an opportunity for personal growth, and connect students with resources both on and off-campus. These outcomes not only cover all policies in the Student Code of Conduct, but more specifically, may be considered for allegations of gender based violence.

Virginia Tech will, upon request, disclose to the complainant of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the respondent of such a crime or offense. If the complainant is deceased as a
result of such crime or offense, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph.

The Student Code of Conduct defines gender-based violence as the following prohibited acts: sexual violence—assault, sexual violence—battery, sexual violence—coercion, sexual violence—rape, gender based harassment, sexual exploitation, dating and domestic violence, and stalking as a violation of the Abusive Conduct Policy. Depending on the circumstances of the case, students who are found responsible for particularly egregious incidents of gender-based violence may receive sanctions up to and including suspension for one or more semesters or dismissal from the university.

Respondents found responsible for gender-based violence have the right to appeal. The complainant also has the right to the appeal process. Notification of Student Conduct hearing outcomes is made on a “need to know” basis. This includes, among others the Cadets staff, in cases involving cadets, the Graduate School, in cases involving graduate students and international students; Cranwell Center, for cases involving undergraduate international students: the Athletic Department in cases involving varsity athletes, the Director of Housing and Residence, in cases involving residence hall students, and survivors of violent crime, including sexual assaults, involving student respondents. Other university agencies or organizations may be required to obtain written release before they can receive notification. Student Conduct maintains records for five years from the date of the incident. Additional information can be located in the Hokie Handbook (hokiehandbook.vt.edu) or by contacting the Office of Student Conduct or the Title IX Coordinator.

Civil Court
Sexual assault survivors, may also choose to pursue a civil action against an alleged perpetrator, and the student may choose to consult Student Legal Services or an attorney for advice.

Student Conduct
All Virginia Tech students and student organizations are responsible for conducting themselves in a manner consistent with the expectations the university has set forth to help create a fair, just disciplined University community. As such, the university may take disciplinary action for any act constituting a violation of the law or university policy when the act is contrary to the university’s interest as an academic community. Disciplinary action may be taken by the university, irrespective of and separate from action taken by civil authorities. Should the university receive a complaint regarding a student / student organization, the following sanctions may be imposed for a violation of university policy: formal warning, probation, deferred suspension, suspension, deferred dismissal, dismissal, loss of privileges, or other restrictions. Complaints can be made by anyone regardless of their affiliation with Virginia Tech. In cases involving alleged violent behavior, the complainant has a right to be informed of the hearing outcome. To help them prepare their response, students or organizational representatives may choose an advisor, who may be present at the formal hearing but may not participate in the proceedings. The advisor’s role is specifically limited to conferring with her or his advisee. When the formal hearing involves an assault or any complaint where a student is the referral agent, and/or alleged survivor, the complainant and accused student may have a support person or advisor present throughout the formal hearing, but the support person may not participate in the process.

The following student conduct sanctions may be imposed upon a student or student organization for violation of university policy. Student conduct sanctions are progressive: all student conduct records are considered in determining an appropriate sanction. The Office of Student Conduct determines both status and educational sanctions. Status sanctions refer to the student’s status within the university community. Educational sanctions are meant to help students reflect on and learn from their experiences, provide an opportunity for personal growth, and connect students with resources both on and off-campus. These outcomes cover all policies in the Student Code of Conduct and
University Policies for Student Life but more specifically may be considered for allegations of dating violence, domestic violence, sexual assault, and stalking.

**Status Sanctions**

**Formal Warning**
Student/organization is officially notified that his or her actions have constituted a violation of university policies and are, therefore, inappropriate. Further violations may result in more serious disciplinary action.

**Probation**
Student/organization is notified that his or her status with the university, for a specified period of time is such that further violations of university policies will result in his or her being considered for suspension from the university. If at the end of the specified time period no further violations have occurred, the student is removed from probationary status. Student organizations are notified that their status with the university, for a specified period of time, is such that further violations of university policy will result in being considered for loss of recognition from the university.

**Denial of Privileges or Associations**
Student/organization is notified that, for a specified period of time, certain privileges or associations within the university are withdrawn. This sanction includes, but is not limited to, termination of residence hall contract, removal from athletic events, removal from the Corps of Cadets, and denial of the privilege of participating in recreational sports activities, and revocation of the privilege of accessing certain university facilities and revocation of social function privileges for student organizations.

**Deferred Sanction**
In some cases, a sanction of suspension, dismissal or a denial of privilege may be held in abeyance for a specified period. This means that, if the student/organization is found responsible for any violation during that period, he or she will be subject to the deferred sanction without further review in addition to the disciplinary action appropriate to the new violation. During this time, the certain student organizations may be prohibited from participating in any social functions. For students involved in serious misconduct, the conferring of an academic degree will be deferred for the duration of the sanction.

**Suspension from the University**
Student is notified that he or she is separated from the university for a specified period of time. Students who are suspended must leave campus within the time prescribed by the hearing/appeal officer. Permission to return to Virginia Tech may be required by the director of student conduct. Permission must be granted before a student will be permitted to re-enroll. If the decision to suspend a student is made, imposition of the suspension may be delayed until the following semester at the discretion of the university, if the decision occurs very late in the semester. However, if the hearing officer feels that the health and safety of the student or the university community is at risk, the suspension may be effective immediately. A notation is placed on the student's academic transcript: “suspended by university action.” For student organizations, recognition with the university is withdrawn for a specified period of time. Permissions to regain status may be required by the director of student conduct and other appropriate university officials. For students involved in serious misconduct that could result in suspension, the conferring of an academic degree will be deferred for the duration of the suspension. Suspensions effective for the subsequent semester will be effective immediately following the conclusion of the current semester.

The length of the suspension is determined based upon the type and severity of the violation, any additional policy violations that occurred in the incident, and any prior conduct history for that
student. The duration of the suspension is a minimum of one semester, and may be multiple semesters or years. In order to be reinstated, the student must complete their assigned sanctions and a re-enrollment meeting with Student Conduct.

Dismissal
Student is notified that he or she is permanently separated from the university. A notation is placed on the academic transcript: “dismissed by university action.” Student organization is notified that the university is permanently removing recognition of the organization. For students involved in serious misconduct that could result in dismissal, the conferring of an academic degree will be deferred. If the decision to dismiss a student is made, imposition of the dismissal may be delayed until the following semester at the discretion of the university, if the decision occurs very late in the semester. However, if the hearing officer feels that the health and safety of the student or the university community is at risk, the dismissal may be effective immediately. Dismissals effective for the subsequent semester will be effective immediately following the conclusion of the current semester.

Educational
Educational Activity Student/organization is required to demonstrate his or her responsibility as a member of the university community by performing certain reasonable and relevant educational activities. Failure to complete the educational activity by the time prescribed by the student conduct officer/committee will result in one semester of suspension from the university (excluding summer). Failure of student organizations to complete the educational activity by the time prescribed by the student conduct officer/committee will result in withdrawal of university recognition for one semester (excluding summer).

TITLE IX COORDINATOR
The Title IX Coordinator works collaboratively with the Virginia Tech Police Department, the Dean of Students Office, and the university’s Women’s Center to address training and investigatory matters within the campus community. They also maintain a cooperative agreement with the Blacksburg Police Department which specifically addresses interactions related to Title IX investigations.

In response to continued guidance from the Department of Education Office for Civil Rights (OCR) and VAWA (including Campus SaVe), the Office of Equity and Access and the Division of Student Affairs, in collaboration with other university stakeholders, take a holistic approach to the risk reduction, intervention, and investigation of sexual violence, including dating and domestic violence, and stalking. In addition to providing continuous training, education, and outreach to the University community, these offices maintain updated policies and procedures and persistently evaluate more effective means to prevent and reduce the risk of incidents and provide appropriate support to victims. The Student Code of Conduct, enforced by the Division of Student Affairs, addresses complaints of sexual violence made against a student. University Policy1025, enforced by the Office of Equity and Access, is the authority by which Virginia Tech addresses complaints of sexual violence made against an employee.

In 2018, the following updates were made to University Policy 1025:
• The title and contact information of the Title IX Coordinator (as appropriate) were updated;

This change has been reflected in documents and statements, including, but not limited to: undergraduate, graduate, and professional student handbooks; faculty and employee handbooks; and each place where they appear in publications and websites issued by Virginia Tech entities and affiliated programs. The university will continue to make updates to University Policy 1025
as new guidelines are implemented. Changes to the policy proceed through the university system of shared governance. University Commissions formulate and recommend policies and policy changes to the University Council, which in turn submits recommendations to the university president. The President and the Board of Visitors have final authority for the approval of all policies.

Updates are made, as necessary, to student and employee resources, pursuant to the requirements of Title IX and VAWA. Resources, policy, process, and related updates can be found at:

Office of Equity and Access  www.hr.vt.edu/oea

University Anti-Discrimination or Harassment Policy  www.policies.vt.edu/index.php

Title IX  www.hr.vt.edu/oea/title_ix/

Student Code of Conduct www.hokiehandbook.vt.edu/codeofconduct/

StopAbuse VT www.stopabuse.vt.edu

The Women’s Center www.womenscenter.vt.edu

Division of Student Affairs  www.dsa.vt.edu

Rights of Employee Complainants involved in a Title IX Investigation

The following is a summary of the rights of employee complainants, regardless of the status of the respondent (student, employee, or third party):

- If a crime has been alleged, any party has the right to file a complaint with the police department.
- In addition to a criminal complaint, each party has the right to have the complaint investigated by the Title IX or a Compliance Investigator.
- Any party has the right not to participate in any portion of the investigation process; if a person does not wish to participate, this decision does not relieve the institution from its responsibility to provide a reasonable response according to university policy and Title IX guidance, if it is relevant.
- If a party decides to participate, the person has the right to present witnesses and evidence during the investigation and/or hearing process.
- If a party does decide to participate, the person has the right to request confidentiality, although it may not always be able to be granted. For Title IX cases, the Title IX Coordinator will consider the request to determine whether or not the university may honor it while still providing a safe and nondiscriminatory environment for all students. Honoring such a request may limit the university’s ability to respond fully to the incident, including pursuing appropriate disciplinary action against the alleged perpetrator.
- Complainants have the right not to abide by a non-disclosure (or confidentiality) agreement, whether such an agreement is oral or in writing.
- All parties have the right to a prompt, adequate, reliable, and impartial investigation of the
complaint. All parties also have the right to receive updates regarding the status and progress of the investigation.

- All parties have the right to have an advocate or attorney present during any interview throughout the investigation process, providing the advocate may not also be called as a witness to the same investigation. The advocate may not ask or answer questions during the investigator’s interviews, but may provide advice to the advocate’s party.

- Complainants have the right to be notified, in writing, about the outcome of the complaint and their rights to challenge a decision.

- All parties have the right to be protected from retaliation. University Policy 1025, the Student Conduct Code and Federal law prohibit retaliation against anyone for participating in a discrimination or harassment complaint, including sexual harassment and sexual violence. You should report complaints of retaliation to the Office of Equity and Access immediately.

- If you believe the institution is violating Federal or state employment law, you have the right to file a complaint with the Equal Employment Opportunity Commission (www.eeoc.gov) or the Virginia Council on Human Rights within 300 days of the alleged discrimination or harassment.

- If you want to learn more about your rights or would like to file a complaint with the U.S. Department of Education, Office for Civil Rights, you may contact them by phone at: (800) 421-3481; or you may visit its website at www.ed.gov/about/offices/list/ocr.

Rights of Student Complainants involved in a Title IX Investigation

The following is a summary of the rights of student complainants, regardless of the status of the respondent (student, employee, or third party):

- If a crime has been alleged, you have the right to file a complaint with the police department.
- In addition to a criminal complaint, you have the right to have your complaint investigated by the Title IX or Title IX Investigator.

- You have the right not to participate in any portion of the Title IX process; if you do not wish to participate, that decision does not relieve the institution from its responsibility to provide a reasonable response according to university policy and Title IX guidance.

- If you decide to participate, you have the right to present witnesses and evidence during the Title IX investigation and/or hearing process.

- If you decide to participate in the process, you have the right to request confidentiality. The Title IX and/or the Title IX Coordinator will consider your request to determine whether or not the university may honor your request while still providing a safe and nondiscriminatory environment for all students; honoring your request may limit the university’s ability to respond fully to the incident, including pursuing appropriate disciplinary action against the alleged perpetrator.

- If you are an individual with a disability, you have the right to request a reasonable accommodation throughout the investigation process.

- You have the right to receive updates regarding the status and progress of the Title IX
• You have the right to a prompt, adequate, reliable, and impartial Title IX investigation of the complaint.

• You have the right to the preponderance-of-the-evidence standard of proof throughout the investigation and/or hearing process.

• You have the right to have an advocate present during any interview throughout the Title IX investigation and/or hearing process.

• You have the right to have an attorney with you during a student conduct hearing and if a school permits one party to have an attorney present it must do so equally for both parties.

• You have the right to be notified, in writing, about the outcome of the complaint and any rights to appeal.

• You have the right not to abide by a non-disclosure (or confidentiality) agreement, whether such an agreement is verbal or in writing;

• You have the right to be protected against retaliation. University Policy 1025, the Student Conduct Code and Federal law prohibits retaliation against anyone for participating in a discrimination or harassment complaint, including sexual harassment and sexual violence; you should report complaints of retaliation to the Title IX Coordinator;

• Information regarding the Student Conduct Code may be found at: [http://www.hokiehandbook.vt.edu/codeofconduct/](http://www.hokiehandbook.vt.edu/codeofconduct/).

• Additional information regarding Title IX may be found here: [http://www.hr.vt.edu/oea/title_ix/](http://www.hr.vt.edu/oea/title_ix/).

• If you want to learn more about your rights, or you would like to file a complaint with the U.S. Department of Education, Office for Civil Rights, you may contact them by phone at: (800) 421-3481; or you may visit its website at: [http://www2.ed.gov/about/offices/list/ocr](http://www2.ed.gov/about/offices/list/ocr).

**Contact Information**
Katie Reardon Polidoro
Director of Title IX Compliance Title IX Coordinator
Office for Equity and Accessibility
North End Center, Suite 2300
300 Turner Street, NW Blacksburg, VA 24061
540-231-1824
polidoro@vt.edu

**Procedures the Office for Equity and Accessibility will follow in cases involving employees:**

1. Upon notification, the Office for Equity and Accessibility will assess the immediate safety needs of the complainant and provide the complainant with access to care and resources, as appropriate, including the Women’s Center and medical assistance, if needed.

2. The Office for Equity and Accessibility will contact the Virginia Tech Police Department and the appropriate local police department as necessary, and will advise the Virginia Tech Threat
Assessment Team, if needed.

3. The Office of Equity for Accessibility will assist the complainant with contacting the Virginia Tech Police Department and/or the appropriate local police department, as needed and at the request of the complainant and will provide the complainant with the contact information to the appropriate police department, as necessary.

4. The Office for Equity and Accessibility will take all reasonable steps necessary to address safety and to assess the need to implement interim or long-term protective measures, including administrative leaves, position reassignments, no contact requirements, and other measures as deemed appropriate.

5. The Office for Equity and Accessibility will provide to all complainants and respondents a copy of the Virginia Polytechnic Institute and State University Policy on Harassment, Discrimination, and Sexual Assault (University Policy 1025), a copy of the rights of any party involved with an investigation, and a list of available resources. It will also inform all parties of timeframes for inquiry, investigation, and resolution.

6. The Office for Equity and Accessibility will inform the complainant and the respondent simultaneously of the outcome of the investigation, whether or not a violation of policy was found to have occurred, and any measures to be taken to stop the unwanted behavior. In addition, the Office for Equity and Accessibility will advise both the complainant and the respondent of any changes to any of the above mentioned determinations.

7. Any disciplinary action taken as a result of an Office for Equity and Accessibility investigation will be imposed by the employee’s department, in conjunction with and at the recommendation of Human Resources. The department may impose a wide range of sanctions, depending on the severity of the conduct, which can range from counseling and/or training through suspension and termination.

8. Employees will be advised of their right to grieve any disciplinary action taken as a result of an Office for Equity and Accessibility investigation by contacting the Virginia Tech Department of Human Resources and in deference to university and state policy.

9. The Office for Equity and Accessibility will investigate complaints of retaliation, as per the Policy on Harassment, Discrimination, and Sexual Assault (University Policy 1025), and will take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in an Office of Equity and Access investigation.

**Evidentiary Standard:**
The Virginia Tech Police Department and the Virginia Tech Threat Assessment Team are immediately notified of cases involving Sexual Violence (Sexual Assault, Domestic Violence, Dating Violence and Stalking cases). The appropriate local police department will immediately be notified of cases occurring in their jurisdiction. Such cases involving employees as respondents are immediately referred to the Office for Equity and Accessibility and are adjudicated pursuant to university policy 1025 using the preponderance of the evidence standard.

As per the Policy on Harassment, Discrimination, and Sexual Assault (University Policy 1025), 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, by force, or threat of either party invalidates consent. This definition would apply when OEA is determining a policy violation under policy 1025 and Student Conduct would apply when determining responsibility under our Student Code of Conduct.

- 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 anyone 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.

As per the Office for Equity and Accessibility Statement of Rights, which is provided to all complainants upon notification of a complaint, if a person decides to participate in an Office for Equity and Accessibility investigation, “the person has the right to request confidentiality, although it may not always be able to be granted. For Title IX cases, the Title IX Coordinator and/or the Deputy Title IX Coordinator(s) will consider the request to determine whether or not the university may honor it while still providing a safe and nondiscriminatory environment for all students and employees. Honoring such a request may limit the university’s ability to respond fully to the incident, including pursuing appropriate disciplinary action against the alleged perpetrator.”

As per the Office for Equity and Accessibility Statement of Rights, “all parties have the right to a prompt, adequate, reliable, and impartial investigation of the complaint. All parties also have the right to receive updates regarding the status and progress of the investigation.

The Office for Equity and Accessibility expects that its employees, including Title IX investigators, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking; as well as training on how to conduct an investigation that protects the safety of victims and promotes accountability. As per the Office for Equity and Accessibility Statement of Rights, “all parties have the right to have an advocate or attorney present during any interview throughout the investigation process, providing the advocate may not also be called as a witness to the same investigation. The advocate may not ask or answer questions during the investigator’s interviews, but may provide advice to the advocate’s party.”

**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 offender’s 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/](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](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 Against 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 resides 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.

- **NRV Emergency Communications Authority**
  - 911 (emergency, on campus)
  - 540-382-4343 (non-emergency)
- **Virginia Tech Police Department**
  - 540-231-6411 (non-emergency)
- **Lewis Gale Montgomery Hospital**
  - 540-953-1111 (main number)
- **New River Valley Medical Center**
  - 540-731-2000
- **Women’s Center at Virginia Tech**
  - 540-231-7806
- **Women’s Resource Center**
  - 540-639-1123 (hotline, 24 hours)
  - 540-639-9592 (office)
- **Thomas E. Cook Counseling Center**
  - 540-231-6557
  - (8:00am – 5:00pm) Mon-Thurs
  - 540-231-6444
  - (9:00am – 5:00pm) Friday
- **Schiffert Health Services**
  - 540-231-6444
- **Cranwell International Center**
  - 540-231-6527
- **Blacksburg Police Department**
  - 911 (emergency, off campus)
  - 540-961-1150 (non-emergency)
- **Montgomery County Sheriff’s Office**
  - 540-382-2951 (non-emergency)
- **Christiansburg Police Department**
  - 540-382-3131 (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
- **Safe Ride (Dusk until Dawn)**
  - 540-231-SAFE (7233)
- **Title IX Coordinator**
  - 540-231-1824 (students)
  - Office of Equity & Access
  - 540-231-8771 (employees)
- **Office of Emergency Management**
  - 540-231-5396
- **University Relations**
  - 540-231-5396
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:

1. 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
2. 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>
</tr>
</thead>
<tbody>
<tr>
<td>HRL- Pro Staff BCD’s</td>
<td>SA/DV</td>
<td>Services/Response</td>
<td>8/3/2018</td>
<td>Student Staff- Res. Life</td>
</tr>
<tr>
<td>Hunting Ground Screening- Squad Leaders</td>
<td>SA</td>
<td>Services/Response</td>
<td>8/7/2018</td>
<td>Student Staff- Res. Life/Corps</td>
</tr>
<tr>
<td>SafeZone- Healthy Relationships</td>
<td>DV/ST</td>
<td>Inclusion/Prevention/Response</td>
<td>8/8/2018</td>
<td>Faculty/Students</td>
</tr>
<tr>
<td>Amazing Race- Campus Resources Presentations</td>
<td>SA/DV/ST</td>
<td>Services/Response</td>
<td>8/9/2018</td>
<td>Student Staff- Res. Life</td>
</tr>
<tr>
<td>HRL- Student Staff T9</td>
<td>SA/DV/ST</td>
<td>Services/Response</td>
<td>8/10/2018</td>
<td>Student Staff- Res. Life</td>
</tr>
<tr>
<td>HRL- Student Staff BCD’s</td>
<td>SA/DV</td>
<td>Services/Response</td>
<td>8/10/2018</td>
<td>Student Staff- Res. Life</td>
</tr>
<tr>
<td>Briefing for Jr. Cadets</td>
<td>SA/DV/ST</td>
<td>Services/Response</td>
<td>8/17/2018</td>
<td>Student Cadet Leaders</td>
</tr>
<tr>
<td>Fall WC Intern Training</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>8/25/2018</td>
<td>Student Staff/Volunteers</td>
</tr>
<tr>
<td>SAVES Training #1</td>
<td>SA/DV/ST</td>
<td>Prevention/Response</td>
<td>9/1/2018</td>
<td>Student Volunteers</td>
</tr>
<tr>
<td>SAVES Training #2</td>
<td>SA/DV/ST</td>
<td>Prevention/Response</td>
<td>9/8/2018</td>
<td>Student Volunteers</td>
</tr>
<tr>
<td>SAVES Training #3</td>
<td>SA/DV/ST</td>
<td>Prevention/Response</td>
<td>9/16/2018</td>
<td>Student Volunteers</td>
</tr>
<tr>
<td>Virginia Community Criminal Justice Association-</td>
<td>SV</td>
<td>Services/Response</td>
<td>11/7/2018</td>
<td>Parole &amp; Probation Officers</td>
</tr>
<tr>
<td>Conference pannel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intro. to History- Shadel</td>
<td>SA</td>
<td>Awareness/Response</td>
<td>8/23/2018</td>
<td>New Students</td>
</tr>
<tr>
<td>SAVES @ Alpha Chi Omega</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>9/17/2018</td>
<td>Sorority Women</td>
</tr>
<tr>
<td>Univ. 1824 11am Nick Sano-Franchini</td>
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<td>Prevention/Response</td>
<td>9/20/2018</td>
<td>New Students</td>
</tr>
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<td>Univ. 1824 3:30 Nick Sano-Franchini</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>9/20/2018</td>
<td>New Students</td>
</tr>
<tr>
<td>SAVES @ Kappa Alpha Theta- RFC</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>9/26/2018</td>
<td>Sorority Women</td>
</tr>
<tr>
<td>Internsessions Talk- SA on Campus (Backup Taylor)</td>
<td>SA</td>
<td>Prevention/Response</td>
<td>10/3/2018</td>
<td>Leadership Students</td>
</tr>
<tr>
<td>Human Sexuality- Chris Kaestele</td>
<td>SA</td>
<td>Prevention/Response</td>
<td>10/11/2018</td>
<td>Students</td>
</tr>
<tr>
<td>Human Sexuality- Victoria Lael</td>
<td>SA</td>
<td>Prevention/Response</td>
<td>11/15/2018</td>
<td>Students</td>
</tr>
<tr>
<td>Human Sexuality- Lea El Helou #1</td>
<td>SA</td>
<td>Prevention/Response</td>
<td>11/26/2018</td>
<td>Students</td>
</tr>
<tr>
<td>Human Sexuality- Lea El Helou #2</td>
<td>SA</td>
<td>Prevention/Response</td>
<td>11/28/2018</td>
<td>Students</td>
</tr>
<tr>
<td>SAVES @ Gamma Phi Beta- RFC</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>10/4/2018</td>
<td>Students</td>
</tr>
<tr>
<td>SAVES @ Delta Chi- RFC</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>10/14/2018</td>
<td>Fraternity Men</td>
</tr>
<tr>
<td>SAVES @ United Feminist Movement- RFC</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>10/17/2018</td>
<td>Students</td>
</tr>
<tr>
<td>SAVES @ Alpha Kappa Delta Phi- RFC</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>10/28/2018</td>
<td>Sorority Women</td>
</tr>
<tr>
<td>SAVES @ Hillel- RFC</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>11/5/2018</td>
<td>Jewish Students</td>
</tr>
<tr>
<td>SAVES @ Alpha Phi Omega- RFC</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>11/5/2018</td>
<td>Sorority Women</td>
</tr>
<tr>
<td>SAVES @ Harper 3rd Floor- RFC</td>
<td>DV</td>
<td>Prevention/Response</td>
<td>11/6/2018</td>
<td>Residential Students</td>
</tr>
<tr>
<td>SAVES @ Student African American Sisterhood</td>
<td>SA/DV</td>
<td>Prevention/Response</td>
<td>11/7/2018</td>
<td>Black Women Students</td>
</tr>
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<td>NAME OF PROGRAM</td>
<td>NATURE OF CONTENT</td>
<td>DATE (S) OFFERED</td>
<td>TARGETED AUDIENCE</td>
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<td>SAVES @ Pritchard 2nd Floor- RFC</td>
<td>DV</td>
<td>11/8/2018</td>
<td>Residential Students</td>
<td></td>
</tr>
<tr>
<td>SAVES @ Lee Hall</td>
<td>SA</td>
<td>11/11/2018</td>
<td>Residential Students</td>
<td></td>
</tr>
<tr>
<td>Cadre Hunting Ground Screening</td>
<td>SA</td>
<td>1/11/2018</td>
<td>Student Staff- Res. Life/Corps</td>
<td></td>
</tr>
<tr>
<td>Spring BCD's- Civilian &amp; Cadet</td>
<td>SA/DV</td>
<td>1/12/2018</td>
<td>Student Staff- Res. Life/Corps</td>
<td></td>
</tr>
<tr>
<td>Women's Center Intern Training</td>
<td>SA</td>
<td>1/19/2018</td>
<td>Student staff/Volunteers</td>
<td></td>
</tr>
<tr>
<td>Echo Co.- Sexism, Discrimination</td>
<td>SA</td>
<td>2/1/2018</td>
<td>Student Cadet Leaders</td>
<td></td>
</tr>
<tr>
<td>SAVES Spring Meeting</td>
<td>SA/DV/ST</td>
<td>1/23/2018</td>
<td>Student Volunteers</td>
<td></td>
</tr>
<tr>
<td>Understanding Barriers: Inclusive Preventive Practices</td>
<td>SA/DV</td>
<td>2/26/2018</td>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>It's On Us Training- Echo Co.</td>
<td>SA</td>
<td>3/27/2018</td>
<td>Student Cadets</td>
<td></td>
</tr>
<tr>
<td>Orientation Leader Training</td>
<td>SA/DV</td>
<td>4/18/2018</td>
<td>Student Staff</td>
<td></td>
</tr>
<tr>
<td>Wellfest-SAVES &amp; Women's Center</td>
<td>SA/DV/ST</td>
<td>1/16/2018</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Destination Wellness-Outreach Tables 2/21</td>
<td>SA</td>
<td>2/21/2018</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Destination Wellness- Outreach Tables 2/22</td>
<td>SA</td>
<td>2/22/2018</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Destination Wellness- Outreach Tables 2/27</td>
<td>SA</td>
<td>2/27/2018</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Destination Wellness Sorority Workshops</td>
<td>SA</td>
<td>2/26/2018</td>
<td>Sorority Women</td>
<td></td>
</tr>
<tr>
<td>Training Day; Understanding Barriers to Prevention</td>
<td>SA/DV</td>
<td>2/26/2018</td>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Human Sexuality- Kaestle</td>
<td>SA</td>
<td>3/17/2018</td>
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</tr>
<tr>
<td>SAVES @ Hillel- Heathoy Relationships</td>
<td>DV</td>
<td>3/17/2018</td>
<td>Jewish Students</td>
<td></td>
</tr>
<tr>
<td>Human Sexuality- Meservy</td>
<td>SA</td>
<td>3/19/2018</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Recy Taylor Screening- Co-Sponsored F/S Lunch</td>
<td>SA</td>
<td>3/22/2018</td>
<td>Faculty</td>
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<tr>
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<td>3/22/2018</td>
<td>Students</td>
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<tr>
<td>Hunting Ground Screening &amp; Discussion</td>
<td>SA</td>
<td>4/3/2018</td>
<td>Students</td>
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<tr>
<td>SafeZone: Dating &amp; Healthy Relationships</td>
<td>DV</td>
<td>4/4/2018</td>
<td>Students/Faculty</td>
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<tr>
<td>SAVES @ Arnold Air Society</td>
<td>SA</td>
<td>4/9/2018</td>
<td>Student Cadets</td>
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<tr>
<td>I Am Evidence Movie Screening &amp; Discussion</td>
<td>SA</td>
<td>4/16/2018</td>
<td>Students</td>
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<tr>
<td>Human Sexuality- Helou</td>
<td>SA</td>
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<td>Students</td>
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<td>4/27/2018</td>
<td>Students</td>
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### BYSTANDER INTERVENTION

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>NATURE OF CONTENT</th>
<th>DATE (S) OFFERED</th>
<th>TARGETED AUDIENCE</th>
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<tr>
<td>MVP for RA's and Cadre</td>
<td>SA/DV/ST</td>
<td>8/6/2018</td>
<td>Student Staff- Res. Life/Corps</td>
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<tr>
<td>MVP w/ CEED Peer Mentors</td>
<td>SA/DV/ST</td>
<td>8/17/2018</td>
<td>Student Staff- Res. Life</td>
</tr>
<tr>
<td>BIB Facilitator Training- Returning MVP folks</td>
<td>SA/DV/ST</td>
<td>10/19/2018</td>
<td>Student &amp; Faculty Volunteers</td>
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<tr>
<td>BIB Facilitator Training- New Facilitators #1</td>
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<td>Student &amp; Faculty Volunteers</td>
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<td>SVPC- Sept BIB Pt. 1</td>
<td>SA/DV/ST</td>
<td>9/6/2018</td>
<td>Student &amp; Faculty Volunteers</td>
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<tr>
<td>SVPC- Oct. BIB Pt. 2</td>
<td>SA/DV/ST</td>
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<td>Student &amp; Faculty Volunteers</td>
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<td>SVPC- Nov. BIB Pt. 3</td>
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<td>11/1/2018</td>
<td>Student &amp; Faculty Volunteers</td>
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<tr>
<td>NAME OF PROGRAM</td>
<td>VAWA Crime</td>
<td>NATURE OF CONTENT</td>
<td>DATE (S) OFFERED</td>
</tr>
<tr>
<td>-----------------------------------------</td>
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<td>------------------</td>
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<tr>
<td>MVP w/ 1st Year Cadets</td>
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<td>2/5/2018</td>
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<td>MVP w/ 1st Year Cadets</td>
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<td></td>
<td>2/12/2018</td>
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<tr>
<td>MVP Assistant Facilitator Training</td>
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<td>3/17/2018</td>
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<td>MVP w/ Chi Delta Alpha</td>
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<td>4/8/2018</td>
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<td>MVP w/ Selep's Coalition #1</td>
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<td>4/11/2018</td>
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<tr>
<td>MVP w/ Selep's Coalition #2</td>
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<td>4/15/2018</td>
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<tr>
<td>MVP for CCED Mentors</td>
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<td>4/24/2018</td>
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<tr>
<td><strong>OTHER SAFETY / SECURITY PROGRAMS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Red Flag Campaign</td>
<td>DV</td>
<td>Prevention/Response Campaign- Awareness</td>
<td>October</td>
</tr>
<tr>
<td>It’s On Us Campaign</td>
<td>SA</td>
<td>Bystander Intervention- Awareness</td>
<td>March/April</td>
</tr>
<tr>
<td>Sexual Assault Awareness Month (SAAM)</td>
<td>SA</td>
<td>Sexual Violence Prevention/Response-</td>
<td>March/April</td>
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<tr>
<td></td>
<td></td>
<td>Awareness</td>
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</tr>
<tr>
<td>One Love Workshops</td>
<td>SA/DV/ST</td>
<td>Relationship Violence</td>
<td>Spring / Fall</td>
</tr>
</tbody>
</table>
Rights and Options to Review

1. Contact the police for assistance and information or to report the incident. You also have the right to decline notifying law enforcement.

2. Consider seeking medical attention ASAP for examination of injuries & to collect physical evidence. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address other medical concerns.

   Evidence preservation for domestic violence, dating violence or stalking cases will likely be different. Collection of evidence does not require you to file a police report, but a forensic exam can preserve evidence should you decide to file a report at a later date.

3. If possible, do not change your clothes, shower or drink before going to emergency room. Bring a change of clothes. The police will keep the clothes you are wearing for evidence. Do not clean the area where the incident occurred. Preserving evidence is critical and can assist in prosecution should you choose to pursue a protective order or legal action.

4. Preserve evidence by saving texts messages or taking screenshots of social media, pictures or other communications, pictures, relevant social media, etc. Take pictures of injuries (if not taken by medical providers) as well as any property damage.

5. The hospital will notify the Women's Resource Center who will provide a trained companion at the hospital. The companion will look after your needs and help with resources.

6. Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. The perpetrator might have passed on a sexually transmitted disease that requires treatment.

7. Seek counseling from one of the listed resources in your packet. There are several free and confidential resources on campus such as Cook Counseling and the Women's Center.

8. Consider your judicial options. Statutes of limitations are longer than you think. You also have options with campus & civil charges.

9. If the assault & its aftermath are interfering with your academic performance or ability to work, talk with Cook Counseling, the Women's Center, or the Dean of Students about academic relief.
Additional Resources

Virginia Tech Police Department
Lt. Tony Haga, Detective Lieutenant
(540) 231-8122  tchaga@vt.edu  police.vt.edu

Virginia Tech Women’s Center
(540) 231-7806  womenscenter.vt.edu

Montgomery County Victim-Witness
(540) 382-5705

Women’s Resource Center
(540) 639-1123  wrcnrv.org

Cook Counseling Center
(540) 231-6557  ucc.vt.edu

Schiffert Health Center
(540) 231-6444  healthcenter.vt.edu

Carilion New River Valley Medical Center
**PERK exams are available at this location and can be submitted anonymously.**
(540) 731-2866  carilionclinic.org

Virginia Tech Title IX
Katie Polidoro, Title IX Coordinator
Student & Non-student complaints
(540) 231-1824  polidoro@vt.edu  stopabuse.vt.edu

Dean of Students
(540) 231-3787  dean.students@vt.edu  dos.vt.edu

Student Conduct
(540) 231-3790  studentconduct@vt.edu  studentconduct.vt.edu

Virginia Tech Ombuds
Reese Ramos, University Ombuds
(540) 231-3125  reeseramos@vt.edu

Bryan Hanson, Graduate Ombudsperson
(540) 231-9573  gradstudentombud@vt.edu  graduate.ombudsman.vt.edu

Virginia Tech’s Title IX investigation process can take several weeks and may lead to further adjudication through other processes, such as Student Conduct. Participation in any step of this process is optional.
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 any body 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-forcible 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, 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 cohabited 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.

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 2018

<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>
<th>Unfounded</th>
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<tr>
<td>Murder &amp; Non negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Manslaughter By Negligence</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Rape</td>
<td>11</td>
<td>20</td>
<td>12</td>
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<td>Fondling</td>
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<td>Statutory Rape</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>Aggravated Assault</td>
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<td>4</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Burglary</td>
<td>27</td>
<td>30</td>
<td>20</td>
<td>1</td>
<td>0</td>
<td>0</td>
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<td>Motor Vehicle Theft</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
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</table>

| Liquor Law Violations Referred | 591 | 560 | 530 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 591 | 560 | 534 | 536 | 537 | 487 | 0 | 0 | 0 |
| Liquor Law Arrests            | 51   | 41   | 19  | 0 | 0 | 0 | 1 | 10 | 2 | 52 | 51  | 21  | 15  | 12  | 8   | 0   | 0 | 0 | 0 |
| Drug Law Violations Referred  | 49   | 76   | 74  | 0 | 0 | 0 | 0 | 1  | 0 | 49 | 77  | 74  | 42  | 33  | 39  | 0   | 0 | 0 | 0 |
| Drug Law Arrests              | 74   | 89   | 104 | 1 | 0 | 0 | 0 | 3  | 1 | 75 | 92  | 105 | 57  | 58  | 71  | 0   | 0 | 0 | 0 |
| Illegal Weapons Possession Referred | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 |
| Illegal Weapons Possession Arrests | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson                        | 0    | 2    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 2    | 0    | 0    | 2    | 0    | 0    | 0    |
| Domestic Violence**          | 3    | 4    | 1    | 0    | 0    | 0    | 0    | 0    | 1    | 3    | 4    | 2    | 0    | 0    | 0    | 0    | 0    |
| Dating Violence**            | 2    | 4    | 2    | 0    | 0    | 0    | 0    | 0    | 0    | 2    | 4    | 2    | 3    | 2    | 0    | 0    | 0    |
| Stalking**                   | 0    | 5    | 1    | 0    | 0    | 0    | 0    | 0    | 0    | 5    | 1    | 0    | 1    | 0    | 0    | 0    |

*No hate crimes were reported in 2016 and 2018. (2017—1 on-campus simple assault characterized as race bias.)*

*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, all forty-six (46) of our residence halls are protected by smoke detection and alarm systems which are monitored 24 hours/day, seven days/week by Simplex. This report shows forty-eight (48) residence halls, however Thomas and Monteith Halls were demolished in June of 2017, and will be removed from this report in 2021. When a fire alarm is activated, Simplex receives notification of the alarm, Simplex notifies the New River Valley Emergency Communications Regional Authority (NRVECRA) which intern dispatches the Blacksburg Fire Department and the Virginia Tech Police Department. 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 of our residence halls are fully sprinklered, including all high-rise residence halls. 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 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 main campus.

Fire Safety Education, Training and Fire Drills
All on-campus residents (including those with special needs) receive intensive and comprehensive fire safety training 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 four times per year in all of the occupied residence halls in coordination with Virginia Tech’s offices of Environmental, Health and Safety Services and Student Affairs. The fire drills are conducted within the first 10 days of each semester (Fall, Spring, Summer I & Summer II). 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
- 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
- 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 polices 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.
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Offsite Fire Alarm Monitoring (SIMPLEX)</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>
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<tr>
<td>Ambler Johnston Hall (East) 700 Washington St. SW</td>
<td>X</td>
<td>X</td>
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<td>Ambler Johnston Hall (West) 720 Washington St. SW</td>
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<td>2</td>
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<tr>
<td>Barringer Hall 240 Kent St.</td>
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<td>Campbell Hall (East) 320 Drillfield Drive</td>
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<td>Campbell Hall (Main) 300 Drillfield Drive</td>
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<td>Cochrane Hall 770 Washington St. SW</td>
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<td>Number of Fire Drills each calendar year</td>
</tr>
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<td>Full Sprinkler System²</td>
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<td>Number of Fire Drills each calendar year¹</td>
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<td>Building Name</td>
<td>Offsite Fire Alarm Monitoring (SIMPLEX)</td>
<td>Partial Sprinkler System(^2)</td>
<td>Full Sprinkler System(^2)</td>
<td>Smoke Detection</td>
<td>Fire Extinguishing Devices</td>
<td>Evacuation Plans &amp; Signs</td>
<td>Number of Fire Drills each calendar year(^a)</td>
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<td>Special Purpose Housing - Bldg. R 2875 Oak Lane</td>
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</tbody>
</table>
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 2016 through 2018. There were four (4) 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 and the Virginia Tech Police Department. 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 2 - Fire Statistics for the Blacksburg Campus Residential Facilities for Calendar Years 2016, 2017 and 2018.**

<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>
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<tbody>
<tr>
<td>Ambler Johnston Hall (East) 720 Washington St. SW</td>
<td>0</td>
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<td>N/A</td>
<td>Room 216</td>
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<td>Unintentional – towel draped over a desk lamp</td>
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<tr>
<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</td>
<td>10/25/2017 0000 hours</td>
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<td>1</td>
<td>4/26/2017 0339 hours</td>
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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 National Capital Region. 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 (HPC)-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 onsite the same days/hours that the parking garage operates at. 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 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 Arlington County Police Department, the Virginia State Police or the Director of the Virginia Tech Research Center – Arlington.

**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.

**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. 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 Sheriff’s Office, 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 the members of the campus community. The Director or designee can also be in a position to confirm 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 will immediately notify the campus community upon the confirmation, from the Arlington County Sheriff’s Office 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. 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 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 Sheriff’s Office, Virginia State Police, and the Arlington Fire and EMS Department.

In accordance with the Higher Education Act of 1965 as amended and Section 23-9.2:11 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. To subscribe, text HokieFam to 226787. Also, 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.

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.

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 (8am-5pm)
540-231-6444 (5pm-8am)
Schiffert Health Services 540-231-6444
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 C. Community Service Board 703-228-4871
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.
## Virginia Tech Arlington Research Center Crime Statistics 2018

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*No hate crimes were reported in 2016, 2017, or 2018.

*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

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 VTC 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 Virginia Tech Carilion Research Institute.

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
In 2018, the Virginia Tech Carilion Research Institute and the Virginia Tech School of Medicine became one under the name of Virginia Tech Carilion. The VTCRI opened in August 2010 and is located at 2 Riverside Circle in Roanoke, Virginia 24016. Collectively called Virginia Tech Carilion (VTC), the Virginia Tech Carilion Research Institute leverages Virginia Tech’s world-class strength in basic sciences, bioinformatics, and engineering with Carilion Clinic’s highly experienced medical staff and rich history in medical education.

Research conducted at the Virginia Tech Carilion Research Institute (VTCRI) creates a bridge between basic science research and clinical expertise at Carilion Clinic which increases translational research opportunities for both. Research conducted by scientists at the institute is aimed at understanding the molecular basis for health and disease, and development of diagnostic tools, treatments, and therapies that will contribute to the prevention and solution of existing and emerging problems in contemporary medicine. Research areas of emphasis which presently align with areas of strength and active research at Virginia Tech include inflammation, infectious disease, neuroscience, and cardiovascular science and cardiology.

Virginia Tech Carilion is located near downtown Roanoke, Virginia, adjacent to Carilion Roanoke Memorial Hospital, in a burgeoning biomedical health sciences campus. The Virginia Tech Carilion building is contemporary in style and is partially constructed with Hokie Stone, the traditional stone utilized on the Virginia Tech campus in Blacksburg.

Access to Campus Buildings
Access to the Research Institute 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 are stationed within 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 forwarded 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 Research Institute. Day-to-day law enforcement services to the VTCRI 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, either on campus or off, that, in the judgment of the Carilion Clinic Police and Security 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 Carilion Clinic Police and Security Department, the Virginia State Police, the Roanoke City Police or the Dean or Vice Dean of the School of Medicine and Research Institute. The Clery crimes for which *Timely Warnings / Crime Alerts* may be issued, but are not limited to, are murder & 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 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 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.

Pastoral and Professional Counselors
The Research Institute 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 Roanoke Higher Education Center. Many other options exist in Roanoke that may have some cost associated with them, such as private therapists.

Emergency Response and Evacuation Procedures

Emergency Notifications
Regional VT Alerts are available for the Carilion Research Institute. 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 Carilion 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 Carilion Research Institute 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 Carilion Clinic Police and Security Department, the Virginia state Police or the Roanoke City Fire and EMS Departments or authorized staff member at the Carilion Research Institute, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at the Carilion 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 Carilion Research Institute 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 23-9.2:11 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. To subscribe, text **HokieFam** to **226787**. They can also check the University Website at [www.vt.edu](http://www.vt.edu) for updates during an emergency at the Carilion Research Institute and can sign up for desk top alerts by following the direction at: [http://www.alerts.vt.edu/index/desktop-alerts.html](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 Carilion Research Institute 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).

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](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 Carilion Clinic Police and Security Department (540-981-7911 or 911) for an emergency. The Virginia Tech Carilion Research Institute 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 Research Institute. 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.
- 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.
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- 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 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 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 Carilion Research Institute. Many other options exist in the Roanoke area 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 survivor’s.
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 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.

The Women’s Center at Virginia Tech 540-231-7806
Women’s Center 703-281-2657
Thomas E. Cook Counseling Center 540-231-6557 (8am – 5pm)
540-231-6444 (8pm – 5am)

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
(located in 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

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 1 trauma center.
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*No hate crimes were reported in 2016, 2017, or 2018. 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 Institute 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.
Hampton Roads 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 Hampton Roads Education Center is obtained from the Director of the Facility and the Virginia Beach 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 Virginia Beach Police Department or the Director of the Hampton Roads facility.

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 Hampton Roads Centers offer an array of educational services to meet the needs of working professionals in the Hampton Roads region of the Commonwealth. Graduate programs in Education, Engineering, Information technology, Instructional Technology, and Career and Technical Education and Licensure are among the offerings provided by the centers.

The center offers a series of professional development workshops and programs, successfully partnering with the public and private sectors to enhance employee learning, discovery, and engagement.

Access to Campus Buildings
Security and access control design standards have been developed for new and renovated buildings owned by the university. The Hampton Roads Education Center is open to the public from 8:00am to 9:30pm 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 Hampton Roads Education Center. Day-to-day law enforcement services to the Hampton Roads Education Center are provided by the Virginia Beach Police Department. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Virginia Beach Police since Virginia Beach Police investigate 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 Virginia Beach Police Department, the Virginia State Police or the Director of the Hampton Roads Education 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 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. Violations of state law should be reported to the Virginia Beach 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 Hampton Roads 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.

**Emergency Response and Preparedness / Emergency Notifications**
Regional VT Alerts are available for the Hampton Roads 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 Hampton Roads 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 Virginia Beach Police Department, the Virginia state Police and the Virginia Beach Fire and EMS Departments are primarily responsible for confirming that there is a significant emergency or dangerous situation at the Hampton Roads 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 Virginia Beach Police Department, the Virginia state Police or the Virginia Beach Fire and EMS Departments or an authorized staff member at the Hampton Roads Center, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at the Hampton Roads 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 Hampton Roads Center will typically include the Virginia Beach Police Department, the Virginia state Police and the Virginia Beach Fire and EMS Departments.

In accordance with the Higher Education Act of 1965 as amended and Section 23-9.2:11 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. To subscribe, text HokieFam to 226787. 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: 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 Hampton Roads 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.

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](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 Virginia Beach Police Department at 757-385-2703 or 911 for an emergency. The Hampton Roads 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. 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 satellite campuses are supplemented by local law enforcement agencies. The Virginia Beach 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 Virginia Beach Police Department.
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 Beach 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) 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 Virginia Beach, the Virginia Tech Police Department will assist and refer the survivor to the Virginia Beach 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 Virginia Beach 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 Sentara Bayside Hospital in Virginia Beach. 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 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 (See Judicial 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 the Sentara Bayside 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. 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 Hampton Roads Education Center. Many other options exist in Virginia Beach and Hampton 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 survivor’s.
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 Virginia Beach 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 Bayside 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.

**Director of Hampton Roads (Peter Schultz)**
804-662-7288, ext. 215
The Women’s Center at Virginia Tech
540-231-7806
Thomas E. Cook Counseling Center
540-231-6557 (8am –5pm)
540-231-6444 (5pm –8am)

Schiffert Health Services
540-231-6444
Virginia Tech Police Department
911 (emergency, on campus)
540-231-6411 (non-emergency)
540-231-3787

Dean of Students
Office of Student Conduct
540-231-3790
Cranwell International Center
540-231-6527

**Virginia Beach Police Department**
911 (emergency)
757-385-2703 (non-emergency)

**3rd Precinct**
757-363-6137

**Sentara Bayside Hospital**
757-622-4300 (hotline)

**Coordinator for the Hampton Roads Center**
757-552-1880 (ext. 14)

Title IX Coordinator
540-231-1824 (students)

Equity & Access
540-231-8771 (employees)

Office of Emergency Management
540-231-2438
### Virginia Tech Hampton Roads Education Center Crimes Statistics 2018

<table>
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<tr>
<th>OFFENSE TYPE</th>
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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.
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 two 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 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 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 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 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.

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.

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 normally be issued by the Virginia Tech Police Department. Emergency notifications may be issued locally, using other means by the Director of the Marion DuPont Scott Equine Medical Center. 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 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 23-9.2:11 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. To subscribe, text HokieFam to 226787. Parents and members of the larger community can also 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 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 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.

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, Schifffert 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 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

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 Leesburg, 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 (See Judicial 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 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 survivor’s. 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 Services**

703-777-0417

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 (8am—5pm)

Thomas E. Cook Counseling Center  
540-231-6444 (8pm—5am)

Schiffert Health Services  
540-231-6444

NRV Emergency Communications Regional Authority  
911 (emergency)  
540-382-4343  
(non-emergency)

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

Title IX Coordinator  
540-231-1824 (students)

Equity & Access  
540-231-8771 (employees)

Office of Emergency Management  
540-231-2438
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*No hate crimes were reported in 2016, 2017, or 2018. 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 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.
Middleburg Agricultural Research and Extension 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. 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 Fauquier County Sheriff’s Office or the Facilities Manager at the Middleburg Agricultural Research and Extension 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. Information about crimes occurring on the Middleburg Agricultural Research and Extension Center was obtained from the Facilities Manager at the Middleburg Agricultural Research and Extension Center and the Fauquier County Sheriff’s Office.

Campus Overview

Situated at the heart of Virginia’s horse country, the Middleburg Agricultural Research and Extension (MARE) Center is one of Virginia Tech’s 11 ARECs. Philanthropist Paul Mellon donated the 420-acre farm to Virginia Tech in 1949 to foster research that improved pasture and animal productivity while enhancing the land. The center was used primarily for beef cattle research for 40 years, but was rededicated to equine research and teaching in 1992.

Today, the MARE Center continues to play a critical role in the discovery, outreach, and education missions of Virginia Tech’s College of Agriculture and Life Sciences. Through collaboration with academic and industry partners around the world, the center advances the health and well-being of the horse through its innovative research efforts and exceptional educational programming in equine science.

In 2010, the center launched a new initiative: an undergraduate student learning experience in equine sciences that serves as the cornerstone for its teaching program. The novel, cutting-edge educational experience immerses students in an environment filled with horses for an entire semester. Combining a strong scientific program with practical, hands-on training, the program prepares students as future leaders in the horse industry, academia, or the veterinary sciences.

As an innovator in equine science education and international leader in equine research, the MARE Center offers unparalleled learning opportunities for undergraduate and graduate students and high-quality outreach programs for adult and youth audiences.
Access to Campus Buildings
Security and access control design standards have been developed for new and renovated buildings owned by the university. All buildings on the Middleburg Agricultural Research and Extension Center campus are locked at all times. Academic and administrative buildings remain secure. Students who reside in the residences are provided keys that they use to access the residences. 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 Middleburg Agricultural Research and Extension Center are provided by the Fauquier County Sheriff’s Office. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Fauquier County Sheriff’s Office since the Fauquier County Sheriff’s Office investigates all crimes within their jurisdiction. The Fauquier County Sheriff’s Office does not notify Virginia Tech when students are involved in law violations nor do they submit student conduct referrals.

Timely Warning Notices / 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 or a designee, constitutes an ongoing 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 Fauquier County Sheriff’s Office, the Virginia State Police or the Facility Manager of the MARE 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, 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 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.

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 Virginia Tech Police Department through the NRV Emergency Communications Authority at 540-382-4343 and the Fauquier County Sheriff’s Office. The Fauquier County Sheriff’s Office or the Virginia Tech Police Department will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the Fauquier County Sheriff’s Office or the Virginia Tech Police Department determine that the student is missing and has been missing for more than 24 hours, the Virginia Tech Police Department 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, the Virginia Tech Police Department will notify the student’s parent or legal guardian or any other designated contact person after the Virginia Tech Police Department has determined that the student has been missing for more than 24 hours. As per requirement of the law, the Virginia Tech Police Department will inform the Fauquier County Sheriff’s Office of any missing student in order to inform them that the Virginia Tech Police Department has conducted an initial investigation and has determined that a student is missing. 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 website. This confidential contact information will be accessible only to an authorized campus official 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 Fauquier 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 Middleburg Agricultural Research and Extension 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.

**Emergency Response and Preparedness**

**Emergency Notifications**

Regional VT Alerts are available for the National Capital Region, including the Middleburg Agricultural Research and Extension 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 Middleburg Agricultural Research and Extension Center or the designee. 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 Fauquier County Sheriff’s Office is primarily responsible for confirming that there is a significant emergency or dangerous situation, at the Middleburg Agricultural Research and Extension Center 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 Fauquier County Sheriff’s Office or authorized staff member at the Middleburg Agricultural Research and Extension Center, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at the Middleburg Agricultural Research and Extension 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, 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 Middleburg Agricultural Research and Extension Center will typically include the Fauquier County Sheriff’s Office, Virginia State Police, and the Middleburg Fire and EMS Department.

In accordance with the Higher Education Act of 1965 as amended and Section 23-9.2:11 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 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 and are encouraged to do so. To subscribe, text HokieFam to 226787. They can also check the University Website at www.vt.edu for updates during an emergency at the Middleburg Agricultural Research and Extension 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 Middleburg Agricultural Research and Extension 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.

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 Fauquier County Sheriff’s Office at 540-422-8600 or 911 for an emergency.

The Middleburg Agricultural Research and Extension 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, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police for the purpose of making a 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 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. RAD for men is also available and 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 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.

**If Sexual Assault Happens to You**

- Contact the police for assistance and information or to report the incident. The Fauquier 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 Alexandria. 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 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 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.

**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 survivor’s.

**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 Fauquier 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 the 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, or for other information, contact the agencies whose numbers are listed here.

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fauquier County Sheriff’s Office</td>
<td>911 (emergency)</td>
</tr>
<tr>
<td></td>
<td>540-422-8600 (non-emergency)</td>
</tr>
<tr>
<td>INOVA Alexandria Hospital</td>
<td>703-858-6000</td>
</tr>
<tr>
<td>Rape Survivors Hotline</td>
<td>703-683-7273 (24 hour hotline)</td>
</tr>
<tr>
<td>Department of Human Services</td>
<td>703-838-5030</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 (8:00am – 5:00pm)</td>
</tr>
<tr>
<td></td>
<td>540-231-6444 (5:00pm – 8:00am)</td>
</tr>
<tr>
<td>Schiffert Health Services</td>
<td>540-231-6444</td>
</tr>
<tr>
<td>Virginia Tech Police Department</td>
<td>540-231-6411 (non-emergency)</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>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>Facility Manager-Ryan Brooks</td>
<td>540-687-3521 ext. 24</td>
</tr>
<tr>
<td>Office of Emergency Management</td>
<td>540-231-2438</td>
</tr>
<tr>
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<td>Murder &amp; Non negligent Manslaughter</td>
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<td>Manslaughter By Negligence</td>
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<td>Rape</td>
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<tr>
<td>Fondling</td>
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<tr>
<td>Incest</td>
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</tr>
<tr>
<td>Statutory Rape</td>
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</tr>
<tr>
<td>Robbery</td>
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</tr>
<tr>
<td>Aggravated Assault</td>
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<td>Burglary</td>
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<td>Motor Vehicle Theft</td>
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<td>Arson</td>
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<td>Domestic Violence**</td>
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<tr>
<td>Dating Violence**</td>
<td>0</td>
</tr>
<tr>
<td>Stalking**</td>
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</tr>
</tbody>
</table>

*No hate crimes were reported in 2016, 2017, or 2018.

*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 Middleburg 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 Middleburg residential facility is located at the Middleburg Agricultural Research and Extension (MARE) Center in Middleburg, Virginia. The facility, which belongs to the Virginia Tech Foundation, is located on a 420-acre farm and consists of 8 residents, (7 stand-alone ranch style houses and one two story house with two separated living spaces and addresses 800/800A). Each house includes a basement equipped with washer and dryer, a full bathroom and kitchen along with a dedicated front and backyard. Within the past eight years renovation work, which included roof repair and replacement, interior repairs and replacement of electrical wiring, has been completed for all of the houses.

Middleburg Facility Fire Safety Equipment
The fire protection systems at the Middleburg Facility includes Portable Fire Extinguishers and Dual Duty Smoke Detectors:

- Individual houses are equipped with portable fire extinguishers.
- All houses are equipped with dual duty smoke detectors that also detect Carbon Monoxide.

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 on the fire safety systems that are present in each facility, see Table 1.

Fire Safety Education, Training and Fire Drills
All current Middleburg Facility Residents have been provided information on the fire protection systems present in the subject buildings 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-3 under the Virginia Uniform Statewide Building Code, there are no requirements for conducting fire drills and no drills have been performed.

Specific Fire Prevention Related Policies and Programs
Based on the facility classification under the Virginia Uniform Statewide Building Code, no special policies other than the policies listed below have been implemented:

- 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.
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 State Wide 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.

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 associated losses reported in the Middleburg Residential Facilities during the Calendar Years 2016, 2017 and 2018.

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 Tait Golightly, Virginia Tech MARE Center Superintendent at (540) 450-6388.

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. If you are in your room with the door closed and an alarm activates, feel your door. If cool, open and leave immediately. If the door is hot, do not open, place towels at the base of the door, and open the window from the top. Exit through the window, if safe to do so. 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:
Virginia Tech 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 1 - Fire Protection Systems at the Middleburg Campus Residential Facilities

<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>
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<tr>
<td>House 815 – 5566 Sullivans Mill Rd.,</td>
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<tr>
<td>Building Name</td>
<td>Onsite Fire Alarm Monitoring</td>
<td>Partial Sprinkler System</td>
<td>Full Sprinkler System</td>
<td>Smoke Detection</td>
<td>Fire Extinguishing Devices</td>
<td>Evacuation Plans &amp; Signs</td>
<td>Number of Fire Drills each calendar year</td>
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Table 2 - Fire Statistics for the Middleburg Campus Residential Facilities for Calendar Year 2016, 2017, and 2018

<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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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 Facilities Manager 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 (GSSO) for Virginia Tech in the National Capital Region (NCR).

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 NCR. The NVC is located adjacent to the West Falls Church Metro station on the Orange line, and exit 66, just off I-66.

Access to Campus Buildings
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 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 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 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 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](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.

**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 23-9.2:11 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. To subscribe, text HokieFam to 226787. 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.

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 Virginia Tech 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 a 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 survivor’s.

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.
**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 (8:00am – 5:00pm) |
| | 540-231-6444 (5:00pm – 8:00am) |
| Schiffer Health Services | 540-231-6444 |
| Virginia Tech Police Department | 540-231-6411 (located in Blacksburg) |
| 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 |
| Fairfax County Police Department | 703-691-2131 |
| [https://www.fairfaxcounty.gov/police/](https://www.fairfaxcounty.gov/police/) | 911(emergency) |
| INOVA Fairfax Hospital ER Dept. | 703-776-3111 |
| NOVA Community Hospital, Arlington, VA | 703-671-1200 |
| Virginia Hospital Center, Arlington, VA | 703-558-5000 |
| Crisis Link Hotline | 703-527-4077 |
| Or text “Connect” to 85511 | web links to [http://ipscenter.org/crisis-hotlines/](http://ipscenter.org/crisis-hotlines/) |
| Center for Family Services, VT/NVC | 703-538-8470 |
| Office for Women & Domestic & Sexual Violence Services Hotline | 703-360-7273 | TTY: 711 |
| Fairfax County Alcohol & Drug | 703-359-7040 | TTY: 703-538-5292 / 711 |
| Fairfax-Falls Church Mental Health Services | 703-573-5679 | TTY: 703-207-7737 / 711 |
| Title IX Coordinator | 540-231-1824 (students) |
| Equity & Access | 540-231-8771 (employees) |
| VT (Blacksburg) Office of Emergency Management | 540-231-4873; Fax: 540-231-4029 |
| Fairfax County Office of Emergency Management | 573-350-1000 |

Report all crimes to the Fairfax County Police.
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*No hate crimes were reported in 2016, 2017, or 2018. 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 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 located at 2810 N. Parham Road in Henrico, Virginia, on the third floor of the Premier Tech Center building. The center offers an array of educational services to meet the needs of working professionals in the capital region of the Commonwealth.

Graduate programs in Public Administration and Policy, Business Administration, Education, Engineering, Information Technology, Instructional Technology, and Career and Technical Education and Licensure are among the offerings provided by the center.

The center also offers a series of professional development workshops and programs, successfully partnering with the public and private sectors to enhance employee learning, discovery, and engagement.

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 7:00am 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 Understanding (MOU) with the Henrico County Police, since Henrico 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, 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 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 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 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.

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.

Emergency Response and Preparedness

Emergency Notifications

Regional VT Alerts are available for the Richmond 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 Richmond 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 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, 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 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 23-9.2:11 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. To subscribe, text HokieFam to 226787Alerts. 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.

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 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 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 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 (See Judicial Options).

- 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.
- 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 Henrico Doctor’s 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. Henrico Doctor’s 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 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 survivor’s.

**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.

**Susan Johnstad, Director**  804-662-7288
**Elaine Densley, Center Assistant**  804-662-7288
**Henrico County Police**  911 (emergency)
**Henrico Doctor’s Hospital**  804-289-400
**The Women’s Center at Virginia Tech**  540-231-7806
**Virginia Tech Women’s Center**  540-231-7806
**Thomas E. Cook Counseling Center**  540-231-6557 (8:00am – 5:00pm)
  540-231-6444 (5:00pm – 8:00am)
**Schiffert Health Services**  540-231-6444
**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

**Victor Holleman, Onsite Building Maintenance Supervisor**  804-431-6004
**Cassandra Drinnon, Building Manager**  888-597-8700 x44
**Title IX Coordinator**  540-231-1824 (students)
**Equity & Access**  540-231-8771 (employees)
**Office of Emergency Management**  540-231-2438
### Virginia Tech Richmond Center Crimes Statistics 2018

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*No hate crimes were reported in 2016, 2017, or 2018. 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 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.
Roanoke 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 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 is located on the seventh floor of the Roanoke Higher Education Center, located at 108 North Jefferson Street in downtown Roanoke. The center offers several graduate programs including:

- Professional Masters in Business Administration
- Masters of Education in Mathematics, Reading Specialist, and Counselor Education
- Masters and Doctoral programs in Education Leadership and Public Policy
- Graduate certificate in Local Government Management
- Several engineering degrees

The center also offers a portfolio of non-credit professional development courses and programs that provides working adults with opportunities to advance, up skill, or refocus their careers, as well as customized training opportunities to companies and organizations that are conducted either at the organization’s location or the Virginia Tech Roanoke Center.

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. 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 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 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.

**Emergency Response and Preparedness**

**Emergency Notifications**

Regional VT Alerts are available for the Roanoke High 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 Roanoke High 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 Roanoke City Police 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 Roanoke Higher Education Center, which 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 their 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 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 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 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 23-9.2:11 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. To subscribe, text HokieFam to 226787. 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 desktop 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 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: http://www.policies.vt.edu/5615.pdf.
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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.

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 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 a 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 has 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 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 (See Judicial 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 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 survivor’s. 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 survivor’s.

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**

Roanoke City Police Department  
911 (emergency)  
540-853-2212 (non-emergency)

Carilion Roanoke Community Hospital  
540-985-8000

Sexual Assault Response/Awareness  
540-345-7273

Chris Meachum-Director of Facility Services  
540-767-6005

Lesa Hanlin- Virginia Tech Director  
540-767-6100

The Women’s Center at Virginia Tech  
540-231-7806

Thomas E. Cook Counseling Center  
540-231-6557 (8:00am – 5:00pm)  
540-231-6444 (5:00pm – 8:00am)

Schiffert Health Services  
540-231-6444

Cranwell International Center  
540-231-6527

NRV Emergency Communications  

Regional Authority  
911 (emergency on campus)

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

Title IX Coordinator  
540-231-1824 (students)

Equity & Access  
540-231-8771 (employees)

Office of Emergency Management  
540-231-2438
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*No hate crimes were reported in 2016, 2017, or 2018. 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 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.

Campus Overview
The Virginia Tech Southwest Center offers an array of educational services to meet the needs of working professionals in the southwest region of the Commonwealth. Conveniently located in the Southwest Virginia Higher Education Center, our graduate programming portfolio includes: Educational Leadership (MS, EdS, EdD), Mathematics Specialist K-8 (MAED, EdS), Engineering (MS), Information Technology (MIT), Instructional Technology (MA,EdS), and Career and Technical Education (MS) and Licensure.

To complement these graduate offerings, the Virginia Tech Southwest Center hosts a variety of workshops and customized certificate programs to serve the needs of organizations in the private sector, as well as those of our state and local governments.

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. The facility is open Monday through Friday from 7:30a.m. - 10:00p.m., Saturdays from 8:00a.m - 5:00p.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 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 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.

**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 an 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 23-9.2:11 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 texting HokieFan to 226787 or check 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.

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 a 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 has 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 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 911 (emergency)
276-628-3111 (non-emergency)
Johnston Memorial Hospital 276-739-8010
Highland Community Center 276-628-9504
Abuse Alternatives 800-987-6499
SWVHEC Directors Office 276-619-4311
The Women’s Center at Virginia Tech 540-231-7806
Thomas E. Cook Counseling Center 540-231-6557 (8:00am – 5:00pm)
540-231-6444 (5:00pm – 8:00am)
Schiffert Health Services 540-231-6444
Virginia Tech Police Department 911 (emergency, on campus)
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
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
## Virginia Tech Southwest Virginia Higher Education Center Crimes Statistics 2018

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<th>OFFENSE TYPE</th>
<th>On Campus</th>
<th>Non Campus</th>
<th>Public Property</th>
<th>Year Total</th>
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</tbody>
</table>

*No hate crimes were reported in 2016, 2017, or 2018. 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 South West Virginia 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.
Steger Center for International Scholarship

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 Virginia Tech’s European campus center and base for operations and support of its programs in the region. It is housed in a renovated 18th century villa—Villa Maderni—in Riva San Vitale, Switzerland, which is located in Ticino, the Italian-speaking canton of Switzerland.

The Steger Center offers semester-length residential programs, as well as a varied set of shorter offerings in the summer, to Virginia Tech students from colleges and departments across the university. Local faculty members teach Italian language courses, while most other courses are taught in English by Virginia Tech faculty.

Villa Maderni contains the center’s offices, classrooms, a library, a computer lab, and residential and dining facilities. Students who study at the center are housed in either the Villa Maderni or nearby apartments in the community of Riva San Vitale.

Access to Campus Buildings
Security and access control design standards have been developed for new and renovated buildings owned by the university. Access to Academic and administrative buildings is gained through a monitored doorway and by a digital key that is issued to faculty, staff, and students.

Law Enforcement Services
Day to day law enforcement services to the Steger Center are provided by the Polizia Cantonale. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Polizia Cantonale of Ticino, since the Polizia Cantonale of Ticino investigates all crimes within their jurisdiction. VTPD has met with The Polizia Cantonale of Ticino and provided relevant contact information for support purposes. The Polizia Cantonale of Ticino has the option to notify Virginia Tech when students are involved in law violations and may submit student conduct referrals, if they deem it necessary. They don’t currently, but it is an option for them.

Timely Warning / Crime Alerts
Timely Warnings / Crime Alerts can only be issued if the Virginia Tech Police Department receives information either from the Polizia Cantonale or the Managing 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 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 of flyers 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 below, that is email list serve set up by the Managing Director, door to door notification, posting of flyers and a phone tree for the Steger Center facility and the area apartments.

The internal process for providing warnings at the Riva Campus is by e-mail, phone or by immediately notifying by voice to the entire community. The community is 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 listserve with all e-mail addresses of students and faculty in residency as well as some administrators at Virginia Tech. Students traveling on weekends or breaks can usually be contacted 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 Managing Director of the Steger Center. The Managing Director is responsible for notifying the Virginia Tech Police Department at 540-231-6411 and the Polizia Cantonale subsequently the United States Embassy. The Polizia Cantonale will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the Polizia Cantonale determine that the student is missing and has been missing for more than 24 hours, the Managing 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 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, the Virginia Tech Police Department will notify the student’s parent or legal guardian or any other designated contact person immediately after the Polizia Cantonale has determined that the student has been missing for more than 24 hours. As per requirement of the law, the Managing 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. This notification will be made no later than 24 hours after the student is determined to be missing.

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.
Emergency Notifications
If an emergency notification is required to the Steger Center community, there are several methods available. These methods include an email list serve, door to door notification, posting of flyers and 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 Managing Director of the Steger Center, or the Polizia Cantonale, or the Protezione Civile Officers. By means of select email distributions to select groups, University Relations and the Virginia Tech Police Department can send email notifications as needed.

The Polizia Cantonale 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 Managing Director or designee could be in a position to confirm certain types of emergencies, such as a pandemic flu outbreak, etc.

Virginia Tech will immediately notify the campus community upon the confirmation, from the Polizia Cantonale 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 Polizia Cantonale and the Fire Department of Mendrisio.

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.

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. Once you have reviewed your evacuation and fire prevention plans with your students and employees, practice drills are recommended to ensure that the students and employees are prepared for emergencies.
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 Canton Ticino Police at: 117.

Students may also seek assistance through the US embassy/consulate. To view all option visit: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1034.html#victim and scroll down to “Information for Victims of Crime” chapter.

The Steger Center Campus does not have any policies or procedures that allow victims 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 victim of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the victim refuses to press charges. This is the victim'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 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.

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. (See Judicial 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 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 victim’s.

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/reati-sessuali/. 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 UIR (Unità di Intervento Regionale) in Mendrisio at 0041-91-815-94 01 (office hours). Victims may also see the police in Mendrisio (only during office hours) and have them arrange a consultation through the UIR or go to the nearest Hospital open 24 hours a day/7 days a week to seek assistance through UIR.

**Sex Offender Registry**
Switzerland does not have a sex offender registry.

**Health and safety is a primary concern when traveling abroad.**
There are protocols and guidelines in place to minimize risk to students, faculty, and staff: Register your travel with the Global Education Office. Follow the steps here.

- The Global Education Office monitors U.S. government advisories Travelers are also encouraged to register with the U.S. Department of State and enroll in the Smart Traveler Enrollment Program (STEP).

- Students, participating in programs that are not faculty-led, attend mandatory pre-departure orientation sessions.

- The university requires that all Virginia Tech faculty, staff, and documented representatives traveling for business purposes enroll in the university-approved insurance, Cultural Intercultural Services International (CISI). Instructions for insurance enrollment can be found here.

- In case of emergencies while abroad, travelers can call the Virginia Tech Police Dispatch number: 24-hours, 7 days a week: +1 (540) 231-6411.
What is Hokie Sentinel?

Hokie Sentinel is the rallying term used by Hokies to prepare and protect Hokies traveling abroad. It encompasses every effort expended across the Virginia Tech family to help Hokies understand the value of a global experience, and the seriousness of preparing for that experience, being vigilant while abroad, and protecting the reputation of Hokies around the globe by behaving in a way that epitomizes Virginia Tech’s motto "Ut Prosim". (More information is accessible through Virginia Tech’s main website)

Hokie Sentinel Quick Reference Emergency Contacts

VT Police (24/7 coverage) 540-231-6411
VT Global Safety & Risk Management (24/7 coverage)
On-call personnel--540-750-5747 vt.globalsafety@vt.edu
AXA Assistance (Cultural Insurance Services) International’s contracted support team 312-935-1703 (collect) medassist-usa@axa-assistance.us

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 Cantonale)*

US to Switzerland

Emergency Ambulance (Switzerland) 117 (emergency service available 24/7)
112 (service available 24/7) Police-Ambulance-Fire)*
Fire department in Switzerland 144
Steger Center Managing Dir. Cell phone* 118 (emergency only)
VT Dean of Students 0041 79 208 4636
VT Office of Student Conduct 001 540-231-3787
Virginia Tech Police Department 001 540-231-3790
VT Women’s Center 001 540-231-6411
VT Office of Student Programs 001 540-231-7806
Schiffert Health Services 001 540-231-6204
Cranwell International Center 001 540-231-6444
VT Women’s Center at Virginia Tech 001 540-231-6527
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)
### Virginia Tech Steger Center for International Scholarship Crimes Statistics 2018

<table>
<thead>
<tr>
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<td>Illegal Weapons Possession 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>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*No hate crimes were reported in 2016, 2017, or 2018.*

*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.
Virginia Tech
Higher Education Opportunity Act
Switzerland Campus – Steger Center
Fire Safety Annual Compliance Report for 2018

Overview
The properties located on the Switzerland Campus of Virginia Tech (the Steger Center for International Scholarship, Steger Center) consist of Villa Maderni (an approximately 260 year old building), annexed renovated stables (used as classroom), new building featuring classrooms, multipurpose room, storage, mechanical room surrounded by a large garden. All of the properties listed belong to the Virginia Tech Foundation. The main building was renovated in 1993—the construction-renovation work on the old stables area and the expansion were terminated in June 2014. In addition to the Villa Maderni, Steger Center also maintains rental contracts for apartments at via G. Motta 15 (apt. B), via Franscini 2, via Carlo Maderno 1, via Settala 7, and via G. Motta 15 (apt. A).

The 2014 new Steger Center buildings include classroom spaces, office spaces, a library, a housing facility with residential space for 32 students, 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 last renovation in 1993 in order to meet all applicable Swiss laws and regulations and in 2011 an additional upgrade included 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 newly installed 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 faults 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.
Specific Fire Prevention Related Policies and Programs
Based on the nature of the programs hosted at the Steger Center (small programs), the only policy that has been implemented is a No Smoking policy. Kitchen, Maintenance and Custodial Services Personnel monitor all of their designated areas for safety infractions. They report all identified hazards to the managing 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 will 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 2016, 2017 and 2018.

Fire Reporting
If a fire has occurred at the Steger Center or in any of the apartments, it should be reported to Daniela Doninelli, Managing Director, Steger Center for International Scholarship at +41 79 208 46 36 or by email to daniela@vt.edu.

Responding to a Fire
If a fire alarm is received in the Steger Center, residents shall immediately exit all the buildings and gather at a predetermined location. The fire alarm central system will automatically notify the Cantonal police. The Cantonal police will then notify the fire department and the Steger Center Managing director or designee.

If a fire emergency occurs in the residence apartments leased by Virginia Tech, without a centralized fire alarm system, notify occupants by knocking on their doors and shouting “fire-fuoco (in Italian)” 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 118 or call Steger Center Managing Director 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 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>
<td>Not Required</td>
<td>Not Required</td>
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<tr>
<td>APT. via Franscini 2</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>APT. via Carlo Maderno 1</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>APT. via Settala 7</td>
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<td>X</td>
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</tr>
<tr>
<td>APT. via G. Motta 15 (apt. A)</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>APT. Via G. Motta 15 (apt. B)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*denotes addition of fire blankets

### Table 2 - Fire Statistics for the Steger Center Campus Switzerland for Calendar Years 2016, 2017, 2018

<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>Steger Center</td>
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</tr>
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<td>APT. via Carlo Maderno 1</td>
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<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
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</tr>
</tbody>
</table>
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
The College of Architecture and Urban Studies at Virginia Tech is a global leader in designing human-centered solutions through architecture, art, construction, design, and public and international affairs. Founded in 1964, the college houses four top-ranked schools: the School of Architecture + Design, Myers-Lawson School of Construction, the School of Public and International Affairs, and the School of Visual Arts. CAUS is home to more than 2,300 students from over 30 countries, 300 faculty and staff, 15,000 active alumni, and hundreds of industry partners from around the globe. Learn more at www.caus.vt.edu.

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. Both the Gallery and the Gallery Apartments are accessible only to those authorized to use the facilities unless there is an exhibit in the Gallery. The Gallery is accessible by PIN number on a keypad. 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 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. As per requirement of the law, the Virginia Tech Police Department will inform the Blacksburg Police Department of any missing student in order to inform them that the Virginia Tech Police Department has conducted an initial investigation and has determined that a student is missing. 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 only to 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](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.
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 23-9.2:11 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. To subscribe, text HokieFam to 226787. 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. 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.

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. 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 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 a 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 survivor’s.

**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.

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<thead>
<tr>
<th>Agency</th>
<th>Phone Number</th>
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<tr>
<td>Director of the Washington-Alexander Center</td>
<td>703-706-3030</td>
</tr>
<tr>
<td>Alexandria Police Department</td>
<td>911 (emergency)</td>
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<td>703-838-4444</td>
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<td>(non-emergency)</td>
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<td>INOVA Alexandria Hospital</td>
<td>703-504-3066</td>
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<tr>
<td>Mount Vernon Hospital</td>
<td>703-664-7111</td>
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<td>Rape Survivors Hotline</td>
<td>703-683-7273 (24hour hotline)</td>
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<td>Department of Human Services</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>540-231-6444 (5:00pm-8:00am)</td>
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<td>Schiffert Health Services</td>
<td>540-231-6444</td>
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<td>Virginia Tech Police Department</td>
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<td>Dean of Students</td>
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<td>Office of Student Conduct</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>
<td>540-231-2438</td>
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<td>Cranwell International Center</td>
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### Virginia Tech Washington-Alexandria Campus Crimes Statistics 2018

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*No hate crimes were reported in 2016, 2017, or 2018.

*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 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 also detect 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 evacuation 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 2016, 2017 or 2018. 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 Bryan Felts, 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 1 - Fire Protection Systems in the Alexandria Campus Residential Facility

<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>
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<tr>
<td>Gallery Apartments 207 S. Patrick Street</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Not Required</td>
<td>Not Required</td>
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* 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.
** All apartments are equipped with dual duty smoke detectors that also detect Carbon Monoxide, these were updated in 2015.
Table 2 - Fire Statistics for the Alexandria Campus Residential Facility for Calendar Years 2016, 2017 and 2018

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<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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DESIGN REVIEW FOR DIETRICK HALL ENCLOSURE & SPIRIT PLAZA

Located near the intersection of the campus student life and athletic districts, Dietrick Hall serves as a nexus of pedestrian circulation for on-campus residents, visitors, and those attending athletic events.

This project will create a vibrant hub of campus activity by augmenting existing outdoor spaces and dining venues at this location. The new Spirit Plaza design will allow for a variety of both large and small-scale outdoor activities such as game day celebrations, food truck rodeos, and outdoor concerts. The project also encloses approximately 5,000 square feet of existing open-air space to add 200 new dining seats to the campus inventory. Servery capacity will also be expanded at DXpress and Deet's Place, and a new grab-and-go marketplace will be created.

This $8.3 million non-general fund project was first proposed as part of the 2018-2024 Capital Outlay Plan. It is a bond-financed project with debt service supported by Student Affairs revenues.
Title of Project:
Dietrick Hall Enclosure & Spirit Plaza

Location:
The project site is located in the Student Life District (the area between Drillfield Drive and Washington Street). The facility is at the intersection of student residences such as Pritchard Hall, academic facilities such as Cheatham Hall, and serves as a transition point to the Athletics District on the southernmost portion of the campus.

Current Project Status and Schedule:
The project is currently in working drawings with design completion targeted for early 2020. Construction is anticipated to begin in spring 2020 with completion in spring 2021.

Project Description:
The interior renovation and addition will see the addition of 200 seats of dining capacity. In addition, the project will also improve the capacity, circulation, and appearance of multiple existing venues. These include the DXpress grill, a central “grab n’ go” style market and convenience store, and Deet’s Place espresso and coffee shop. The new Spirit Plaza and landscaping will provide areas for student gatherings of a range of sizes and serve as a “stage for everything”.

Brief Program Description:
A majority of the project square footage focuses on exterior spaces. The new Spirit Plaza will cover a total of 35,200 square feet. Interior renovations and enclosure total 18,100 square feet.

Contextual Issues and Design Intent:
New exterior design features focus on the site improvements to the facility. Work on the plaza will include a replacement of all existing site concrete and hardscape, creation of low-sloped routes, campus standard plantings, and unique seating structures. The university’s history and tradition, as well as the core values of inclusivity and Ut Prosim will be visibly integrated into the design.
Funding:
This $8.3 million project was first proposed as part of the 2018-2024 Capital Outlay Plan. It is funded with university resources. The Board of Visitors first approved this expenditure in 2017.

Architect/Engineer:
Hanbury

General Contractor:
To be determined
Challenges & Opportunities

- Important project for enrollment growth, campus life
- Project has experienced cost challenges, and scope has evolved over time
- Facilities and Student Affairs collaborating to rectify

* Project-specific Board of Visitors action
PROJECT INFORMATION

- **Scope:** 53,300 GSF
  - Interior const. & reno.: 18,100 GSF
  - Plaza: 35,200 GSF
- **Delivery method:** Design-bid-build
- **Total project authorization:** $8.3 million
- **Design phase:** Working drawings
- **Construction start:** Spring 2020
- **Targeted occupancy:** Spring 2021
EXISTING CONDITION

- Hardscaping only (no plantings)
- Existing overhang
- Minimal exterior seating
- Retaining wall and stairs
- Major pedestrian path of travel

/ DIETRICK HALL ENCLOSURE & SPIRIT PLAZA
SITE PLAN - GROUND FLOOR

- Enclosure
- Re-formed lawn
- New plantings
- Dietrick Hall
- Infinite Loop
- Major entry node
- Hokie Bird statue
- Additional seating
- To Cassell Coliseum
- To Drillfield

DIETRICK HALL ENCLOSURE & SPIRIT PLAZA
EXTERIOR RENDERING

- New plantings
- Enclosure
- Re-formed lawn
- Infinite Loop
- Additional seating
- Hokie Bird statue
- Major entry node

/ DIETRICK HALL ENCLOSURE & SPIRIT PLAZA

To Cassell Coliseum
To Drillfield
INTERIOR RENDERING

DXpress

Marketplace

Pedestrian circulation

Vestibule entry

New seating

/ DIETRICK HALL ENCLOSURE & SPIRIT PLAZA
RECOMMENDATION

That the Design Review graphics be approved, and authorization be provided to continue with the project design consistent with the drawings shown.

/ DIETRICK HALL ENCLOSURE & SPIRIT PLAZA
## Northern Virginia Academic Center Site Redevelopment

**PPEA Timeline: Unsolicited Proposal to Comprehensive Agreement**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 AUG 18</td>
<td>Virginia Tech Receipt of HITT Unsolicited Proposal</td>
<td>1 Day</td>
</tr>
<tr>
<td>17 AUG 18</td>
<td>Review &amp; Acceptance of Proposal for Further Consideration</td>
<td>4 Days</td>
</tr>
<tr>
<td>21 AUG 18</td>
<td>EYA submitted proposal</td>
<td>12 OCT 18</td>
</tr>
<tr>
<td>28 AUG 18</td>
<td>Formal Public Notice (Posted within 10 days of acceptance)</td>
<td>45 Days</td>
</tr>
<tr>
<td>13 OCT 18</td>
<td>Evaluation of All Proposals and/or Comments Received</td>
<td>94 Days</td>
</tr>
<tr>
<td>15 OCT 18</td>
<td>Hitit Proposal Selection &amp; Request for Detailed Proposal</td>
<td>75 Days</td>
</tr>
<tr>
<td>15 JAN 19</td>
<td>Detailed Proposal Evaluation (Financial &amp; Academic Reviews)</td>
<td>67 Days</td>
</tr>
<tr>
<td>1 APR 19</td>
<td>Comprehensive Agreement Development &amp; Submission for BOV Approval</td>
<td>210 Days</td>
</tr>
<tr>
<td>23 JUL 19</td>
<td>Upon BOV approval, post for public comment</td>
<td>30 Days</td>
</tr>
<tr>
<td>1 APR 20</td>
<td>Execute Comprehensive Agreement</td>
<td>5 Days</td>
</tr>
<tr>
<td>1 MAY 20</td>
<td>Execute Comprehensive Agreement</td>
<td>5 MAY 20</td>
</tr>
</tbody>
</table>

**Notes:**

1. PPPAC has 10 days from receipt of proposal to determine if it intends to review; if it chooses to review, the review must be completed within 45 days of original receipt of proposal.

2. Package submitted to PPPAC on 5 JUL 2019; no feedback from PPPAC as of 15 JUL 2019 indicates no intent to review.

3. BOV submissions are due 30 days prior to BOV convening date. Completion of Comprehensive Agreement in time for 18 NOV 2019 BOV is considered unlikely. Assume next BOV meets 30 MAR 2020. Comprehensive Agreement must be submitted not later than approximately 2 MAR 2020.

**Date prepared:** 07/16/2019
<table>
<thead>
<tr>
<th>Task</th>
<th>Approx. Start Date</th>
<th>Approx. Finish Date</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Proposal submitted to VT</td>
<td>1-Apr-19</td>
<td>1-Apr-19</td>
<td>Apr.</td>
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<tr>
<td>Charge letters from C. Kiwus to review committees</td>
<td>5-Apr-19</td>
<td>5-Apr-19</td>
<td>Apr.</td>
<td></td>
</tr>
<tr>
<td>Executive Space Committee reviews proposal analysis</td>
<td>15-May-19</td>
<td>15-May-19</td>
<td>Apr.</td>
<td></td>
</tr>
<tr>
<td>Submission to PPPAC</td>
<td>2-Jul-19</td>
<td>2-Jul-19</td>
<td>Jul.</td>
<td></td>
</tr>
<tr>
<td>PPPAC receipt / decision to review</td>
<td>3-Jul-19</td>
<td>13-Jul-19</td>
<td>Jul.</td>
<td></td>
</tr>
<tr>
<td>PPPAC review period</td>
<td>2-Jul-19</td>
<td>2-Jul-19</td>
<td>Jul.</td>
<td></td>
</tr>
<tr>
<td>Submit Comprehensive Agreement for BOV read-ahead</td>
<td>28-Feb-20</td>
<td>28-Feb-20</td>
<td>Feb.</td>
<td></td>
</tr>
<tr>
<td>BOV Resolution on Comprehensive Agreement</td>
<td>31-Mar-20</td>
<td>31-Mar-20</td>
<td>Mar.</td>
<td></td>
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<tr>
<td>(Assumed meeting date of 30-31 MAR 2020)</td>
<td></td>
<td></td>
<td>Mar.</td>
<td></td>
</tr>
<tr>
<td>30-day public review period of Comprehensive Agreement</td>
<td>2-Apr-20</td>
<td>2-May-20</td>
<td>Apr.</td>
<td></td>
</tr>
<tr>
<td>Submit Comprehensive Agreement to PPPAC (if reviewed)</td>
<td>2-Apr-20</td>
<td>2-May-20</td>
<td>Apr.</td>
<td></td>
</tr>
<tr>
<td>with responses to review comments/recommendations</td>
<td></td>
<td></td>
<td>Apr.</td>
<td></td>
</tr>
<tr>
<td>Execute Comprehensive Agreement</td>
<td>10-May-20</td>
<td>10-May-20</td>
<td>May</td>
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</tbody>
</table>
The Committee will discuss future agenda items and make closing remarks.
Open Joint Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE
AND BUILDINGS AND GROUNDS COMMITTEE

Solitude Room, The Inn at Virginia Tech
5:15 p.m.

November 17, 2019

Agenda Item                      Reporting Responsibility

* 1. Approval of Resolution for the Athletics Weight Room Renovation and Expansion Ken Miller
                                             Chris Kiwus

* Requires full Board approval.
Joint Open Session

* 1. **Approval of Resolution for the Athletics Weight Room Renovation and Expansion:** The Committees will review for approval a Resolution for the Athletics Weight Room Renovation and Expansion. This project is an important element for student-athlete recruitment and enhancement of the student-athlete experience with state-of-the-art spaces for weight training, team meeting space, and an updated graphics package. The project scope includes approximately 22,520 gross square feet with a 17,640 gross square foot renovation of the first two floors of the Merryman Center and a 4,880 gross square foot expansion of the second floor team meeting rooms.

The estimated construction value is $3.31 million plus a grossing factor of approximately 25 percent for associated soft costs for design, administration, and inspection. A funding plan has been developed to support the entire expected cost of the project which calls for private gifts restricted or designated for the project. Athletics has obtained commitments sufficient to cover the entire expected costs of the project.

The university is ready to move forward with this project, with expected construction bids occurring in December 2019 and occupancy expected in August 2020.

This request is for authorization to move forward with the Athletics Weight Room Renovation and Expansion project with an expected construction value of $3.31 million renovation and expansion plus a grossing factor of approximately 25 percent for customary soft costs.
In August 2018, the Board of Visitors approved a $700,000 planning authorization for the Athletics Weight Room Renovation and Expansion project. This project will enhance the student-athlete experience within the football program for physical and mental preparation, and is an important element for student-athlete recruitment. Designs for the project are complete. The project schedule is tracking for construction bids in December 2019 and occupancy in August 2020.

The project scope includes approximately 22,520 gross square feet with a 17,640 gross square foot renovation of the first two floors of the Merryman Center and a 4,880 gross square foot expansion of the second floor team meeting rooms. The project will provide state-of-the-art spaces for weight training, team meeting space, and an updated graphics package.

The capital project costs include an estimated construction value of $3.31 million plus associated soft costs for design, administration, and inspections. The total project budget is $4.5 million. A funding plan has been developed to support the entire expected cost of the project. The funding plan calls for private gifts restricted or designated for the project. Athletics has obtained commitments sufficient to cover the entire expected costs of the project. These commitments will be finalized after project bids are received and before a bid is awarded and contract executed. With the scope, schedule, cost, and funding plan established, the university is ready to move forward to complete the project.

Under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has the authority to approve the budget, size, scope, and overall funding of nongeneral fund capital outlay projects. This request is for approval of a capital project authorization to complete the Athletics Weight Room Renovation and Expansion project.
RESOLUTION OF A CAPITAL PROJECT FOR  
THE ATHLETICS WEIGHT ROOM RENOVATION AND EXPANSION

WHEREAS, the Board of Visitors approved a $700,000 planning authorization for the Athletics Weight Room Renovation and Expansion project in August 2018; and,

WHEREAS, designs are complete, and the project is ready to move forward with the construction bid process; and,

WHEREAS, the project scope includes 22,520 gross square feet with renovations of the first two floors of the Merryman Center and an expansion of the second floor; and,

WHEREAS, the total project budget includes an expected construction value of $3.31 million plus associated soft costs, including existing design expenditures, for a total project cost of $4.5 million; and,

WHEREAS, the university has developed an entirely nongeneral fund resource plan comprised of private gifts to support the project costs; and,

WHEREAS, these private gift commitments will be finalized after bids are received and before a bid is awarded and construction contract is executed; and,

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and the university, the Board of Visitors has authority to approve the budget, size, scope, and funding of nongeneral funded major capital outlay projects; and,

WHEREAS, the university may address minor cost variances provided sufficient nongeneral funds are available to support the full project costs.

NOW THEREFORE BE IT RESOLVED, that the university be authorized to complete the Athletics Weight Room Renovation and Expansion project with an expected construction value of $3.31 million plus associated soft costs, including existing design expenditures, for a total project budget not to exceed $4.5 million.

RECOMMENDATION:

That the resolution authorizing Virginia Tech to complete the Athletics Weight Room Renovation and Expansion project be approved.

November 18, 2019
Resolution for a Capital Project for the Athletics Weight Room Renovation and Expansion

BOB BROYDEN
Associate Vice President for Capital Assets and Financial Management

NOVEMBER 17, 2019
Athletics Weight Room Renovation and Expansion

• Designs for the project are complete

• The project is ready to advertise for construction bids

• The schedule plan calls for occupancy in August 2020
The project includes 22,520 GSF of improvements:

- 17,640 GSF renovation of the first two floors
- 4,880 GSF expansion of the second floor
Athletics Weight Room Renovation and Expansion

• Construction value is $3.31 million with a total project budget of $4.5 million

• The funding plan calls for private gifts restricted or designated for the project

• Athletics has obtained commitments sufficient to cover the entire expected project cost
Resolution of a Capital Project for the Athletics Weight Room Renovation and Expansion

NOW, THEREFORE BE IT RESOLVED, that the university be authorized to complete the Athletics Weight Room Renovation and Expansion project with an expected construction value of $3.31 million plus associated soft costs, including existing design expenditures, for a total project budget not to exceed $4.5 million.

RECOMMENDATION:
That the resolution authorizing Virginia Tech to complete the Athletics Weight Room Renovation and Expansion project be approved.

NOVEMBER 18, 2019
# Open Session Agenda

**COMPLIANCE, AUDIT, AND RISK COMMITTEE**

**The Inn at Virginia Tech, Solitude Room**

**November 17, 2019**

**10:30 a.m.**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Motion to Reconvene in Open Session</td>
<td>Ms. Brickhouse Martin</td>
</tr>
<tr>
<td>2. Welcome and Introductory Remarks</td>
<td>Ms. James</td>
</tr>
<tr>
<td>3. Consent Agenda</td>
<td>Ms. James</td>
</tr>
<tr>
<td>a. Minutes from the August 25, 2019 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>
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<tr>
<td>d. Internal Audit Reports</td>
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<tr>
<td>i. Research: Grant Management</td>
<td></td>
</tr>
<tr>
<td>ii. School of Public and International Affairs</td>
<td></td>
</tr>
<tr>
<td>iii. Vice President for Student Affairs Policy Compliance Review</td>
<td></td>
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<tr>
<td>5. Review and Approval of Charters</td>
<td>Ms. Kurek</td>
</tr>
<tr>
<td>6. Office of Audit, Risk, and Compliance’s Quality Assurance and Improvement Program Periodic Self-Assessment</td>
<td>Ms. Kurek</td>
</tr>
<tr>
<td>7. ERM and ICP Program Updates</td>
<td>Ms. Kurek</td>
</tr>
<tr>
<td>8. Discussion of Future Topics</td>
<td>Ms. James</td>
</tr>
</tbody>
</table>
Compliance, Audit, and Risk Open Session

1. **Motion to Reconvene in Open Session:** Motion to begin open session.

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

3. **Consent Agenda:** The Committee will consider for approval and acceptance the items listed on the Consent Agenda.
   
   a. **Minutes for the August 25, 2019 Meeting:** The Committee will review and approve the minutes of the August 25, 2019 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, 2019, the university had five open recommendations. Eleven audit comments were issued during the fourth quarter of the fiscal year. As of September 30, 2019, the university had addressed two comments, leaving 14 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 9 percent of its audit plan, and 33 percent is underway, in accordance with the fiscal year 2019-20 annual audit plan.

   d. **Internal Audit Reports:** The following internal audit reports were issued by the Office of Audit, Risk, and Compliance (OARC) since the August 25, 2019 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. Research: Grant Management: The audit received a rating of improvements are recommended. One observation was noted with respect to compliance with university requirements for the effort certification and submission process. Additionally, three low-priority recommendations of a less significant nature were noted and shared with management, with emphasis on enhancing financial monitoring, effort reporting, and training practices.

ii. School of Public and International Affairs: The audit received a rating of improvements are recommended. An observation was noted with respect to international travel. Additionally, a low-priority recommendation of a less significant nature was noted for management with respect to timeliness of scholarship awards.

iii. Vice President for Student Affairs Policy Compliance Review: The audit received a rating of improvements are recommended. Audit recommendations were issued to management in the areas of fiscal responsibility, wage payroll, leave reporting, P-14 appointments, expenditures, and emergency preparedness. Additionally, an observation for central administration was made with respect to minimum annual vehicle mileage.


5. Review and Approval of Audit Charters: The Committee will review the Compliance, Audit, and Risk Committee Charter and the Charter for the Office of Audit, Risk, and Compliance in accordance with professional standards. After conducting a thorough review, OARC will recommend modifications to the charters reflecting the change in meeting frequency and minor technical corrections.

6. Office of Audit, Risk, and Compliance’s Quality Assurance and Improvement Program Periodic Self-Assessment: The Committee will review the results of OARC’s Quality Assurance and Improvement Program (QAIP) Periodic Self-Assessment. The objectives of the review were to assess conformance with the Institute of Internal Auditors’ (IIA) International Standards for the Professional Practice of Internal Auditing (Standards), evaluate the effectiveness of the university’s internal audit function in carrying out its mission, and identify
opportunities to improve its management and work processes. Results indicated that the internal audit function “generally conforms” with the IIA Standards, which is the highest rating.

The Standards require that internal audit functions implement a comprehensive Quality Assurance and Improvement Program. This program includes ongoing internal assessments, periodic self-assessments, and an independent external assessment that should be conducted at least every five years. The prescribed independent external assessment was last conducted in 2016 and is next due in 2021.

7. **ERM and IPC Program Updates:** The Committee will receive an update on the ERM and ICP programs. An update to the enterprise risk landscape and heat map will be shared with the committee along with the timeline for next iteration of the ERM process. ICP developments with the university-wide compliance matrix and associated risk assessments, as well as the new anonymous fraud, waste, and abuse reporting hotline will also be shared with the committee.

8. **Discussion of Future Topics:** The Committee will discuss topics to be covered in future committee meetings.
Motion to Reconvene in Open Session

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 17, 2019

WHEREAS, the Compliance, Audit, and Risk Committee of 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 provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3711 of the Code of Virginia requires a certification by the Compliance, Audit, and Risk Committee that such closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED, that the Compliance, Audit, and Risk Committee of 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 Compliance, Audit, and Risk Committee.
Welcome and Introductory Remarks

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 17, 2019

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 17, 2019

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

a. Approval of Minutes of the August 25, 2019 Meeting
b. Update of Responses to Open Internal Audit Comments
c. Audit Plan Status Report
d. Internal Audit Reports
   i. Research: Grant Management
   ii. School of Public and International Affairs
   iii. Vice President for Student Affairs Policy Compliance Review
Committee Minutes

COMPLIANCE, AUDIT, AND RISK COMMITTEE
Fitzgerald Ballroom – Westin Arlington Gateway Hotel
9:00 a.m.
August 25, 2019

Closed Session

Committee Members: Anna James (chair), Letitia Long, Sharon Brickhouse Martin, Dennis Treacy

Other Board Members: Horacio Valeiras (rector), Greta Harris

VPI & SU Faculty and Staff: Cyril Clarke, Kay Heidbreder, Sharon Kurek, Kim O’Rourke, Dwayne Pinkney, Timothy Sands, Dwight Shelton

Compliance, Audit, and Risk Closed Session

1. Motion for 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 with the Executive Director of Audit, Risk, and Compliance: The Executive Director discussed audits of specific departments and units where individual employees were identified.

Open Session

Committee Members: Anna James (chair), Sharon Brickhouse Martin, Letitia Long, Dennis Treacy

Other Board Members: Horacio Valeiras (rector), Edward Baine, Shelley Barlow, Greta Harris, Charles C. T. Hill, Melissa Nelson, Mehul Sanghani, Preston White

Representatives to the Board: Tammie Smith, Ryan King, Madelynn Todd
VPI & SU Faculty and Staff: William Babb, Charity Boyette, Lori Buchanan, Cyril Clarke, Al Cooper, John Dooley, Corey Earles, Kari Evans, Ronald Fricker, Bryan Garey, Dee Harris, Kay Heidbreder, Sharon Kurek, Angie Littlejohn, Steve McKnight, April Myers, Kim O’Rourke, Mark Owczarski, Patty Perillo, Charlie Phlegar, Dwayne Pinkney, Timothy Sands, Dwight Shelton, Dawn Taylor, G. Don Taylor, Tracy Vosburgh, Sherwood Wilson

Compliance, Audit, and Risk Open Session

1. **Motion to Reconvene in Open Session:** Motion to begin open session.

2. **Welcome and Introductory Remarks:** The chair of the Compliance, Audit, and Risk Committee provided opening remarks.

3. **Consent Agenda:** The Committee considered and approved the items listed on the Consent Agenda.
   
a. **Approval of Minutes of the June 2, 2019 Meeting:** The Committee reviewed and approved the minutes of the June 2, 2019 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, 2019, the university had four open recommendations. Three audit comments were issued during the fourth quarter of the fiscal year. As of June 30, 2019, the university had addressed two comments, leaving five open recommendations in progress.

c. **Internal Audit Reports:** The following internal audit reports were issued by the Office of Audit, Risk, and Compliance since the June 2, 2019 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. **HR: Benefits:** The audit received a rating of effective. A low-priority recommendation of a less significant nature was noted for management.

   ii. **Research: Subrecipient Monitoring:** The audit received a rating of improvements are recommended. One observation was noted with respect to compliance with federal and university requirements.
surrounding subrecipient monitoring. In addition, two low-priority recommendations of a less significant nature were noted for management.

iii. University Bursar: The audit received a rating of effective. Low-priority recommendations of a less significant nature were noted for management.

iv. University Registrar: The audit received a rating of improvements are recommended. Audit recommendations were issued where opportunities for further improvements were noted in the areas of Family Educational Rights and Privacy Act (FERPA) training. Additionally, a low-priority recommendation of a less significant nature was noted for management.

v. Policy Compliance Review of the College of Agriculture and Life Sciences: The audit received a rating of improvements are recommended. Audit recommendations were issued to management in the areas of wage payroll, leave reporting, expenditures, funds handling, and information technology.

d. **Status Update on the Audit of the University’s Financial Statements:** This report provided the current status on the audit of the university’s financial statements for 2018-19.

4. **Internal Audit Reports:** The following internal audit reports were issued by OARC since the June 2, 2019 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. Athletics: The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for further improvements were noted in the areas of university drug-testing consent forms, concussion consent forms, equipment room purchasing and inventory, and drug testing reconciliation. A low-priority recommended of a less significant nature was noted for management.
b. Policy Compliance Review of the College of Liberal Arts and Human Sciences: The audit received a rating of significant improvements are needed. Audit recommendations were issued to management where opportunities for further improvement were noted in the areas of: fiscal responsibility, wage payroll, leave reporting, P14 appointments, expenditures, funds handling, university key control, information technology, state vehicle management, and conflict of interest.

5. **OARC Annual Status Report:** The Committee reviewed the Annual Report for OARC. Acceptance of this report documented 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. In addition to conducting scheduled audits, policy compliance reviews, and advisory services, the department participated in annual audit activities, fraud investigations, and professional development activities. Eighteen audit projects, or 86 percent of the audits on the fiscal year 2018-19 amended audit plan, were completed. Three audit projects were underway and will carry forward into fiscal year 2019-20.

In addition to operating the audit function, OARC continued implementation of the Enterprise Risk Management (ERM) program and Institutional Compliance Program (ICP). The identification of risk owners and the development of risk snapshots were conducted under the auspices of the ERM program. A university-wide compliance matrix, including the identification of distributed compliance owners and a mechanism to capture associated risk assessments, was developed as part of the ICP, as well as implementation of the new anonymous hotline.

6. **Audit Plan for Fiscal Year 2019-20:** The Committee approved the annual audit plan for fiscal year 2019-20. OARC conducted the annual risk assessment after reviewing financial and operational data and seeking input from senior management. In addition, a university-wide information technology risk assessment and audit plan were created in accordance with industry standards. For fiscal year 2019-20, more than 30 audit projects were proposed, with approximately 75 percent of available resources committed to the completion of planned projects.

7. **ERM and IPC Program Updates:** The Committee received an update on the ERM and ICP programs. An overview of a tabletop exercise related to the enterprise risk of faculty and staff recruitment and retention was shared with the committee. ICP developments with the university-wide compliance matrix and
associated risk assessments, as well as the new anonymous fraud, waste, and abuse reporting hotline were also shared with the committee. The committee requested updates to the ERM heat map at each meeting and for future discussion of specific ERM topics to occur at corresponding Board committee meetings.

8. **ERM – Faculty and Staff Recruitment and Retention:** Mr. Bryan Garey, Vice President for Human Resources, gave a presentation on key risks to the university associated with recruitment and retention of faculty and staff.

9. **ICP – Athletics Compliance:** Senior Associate Athletic Director for Internal Operations Ms. Angie Littlejohn presented to the Committee on the topic of athletics compliance.

10. **Discussion of Future Topics:** The Committee briefly discussed topics to be covered in future committee meetings.

There being no further business, the meeting adjourned at 11:08 a.m.
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 2020 reflects closing 2 of 2 recommendations by the original target date.

The report presented at the August 25, 2019 meeting covered audit reports reviewed and accepted through June 30, 2019 and included five open medium and high priority recommendations. Activity for the quarter ended September 30, 2019 resulted in the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open recommendations as of June 30, 2019</td>
<td>5</td>
</tr>
<tr>
<td>Add: medium and high priority recommendations accepted August 25, 2019</td>
<td>11</td>
</tr>
<tr>
<td>Subtract: recommendations addressed since June 30, 2019</td>
<td>2</td>
</tr>
<tr>
<td>Remaining open recommendations as of September 30, 2019</td>
<td>14</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 September 27, 2019, OARC has not closed any of the fourteen outstanding medium and high priority recommendations. The remaining open recommendations are progressing as expected and are on track to meet their respective target due dates. Management continues to work conjointly with all units and provides assistance as needed to ensure action plans are completed timely.
# ATTACHMENT A

## Open Recommendations by Priority Level

**COMPLIANCE, AUDIT, AND RISK COMMITTEE**

**September 30, 2019**

<table>
<thead>
<tr>
<th>Report Date</th>
<th>Audit Name</th>
<th>Audit Number</th>
<th>ISSUED</th>
<th>COMPLETED</th>
<th>OPEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-Mar-19</td>
<td>University Building Official</td>
<td>19-1434</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>15-May-19</td>
<td>Hume Center</td>
<td>19-1429</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>15-May-19</td>
<td>Industrial Control Systems</td>
<td>19-1438</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>College of Liberal Arts &amp; Human Sciences</td>
<td>18-1387</td>
<td>3</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>Office of the University Registrar</td>
<td>19-1432</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>Athletics</td>
<td>19-1435</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>Research: Subrecipient Monitoring</td>
<td>19-1442</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Totals:**

<table>
<thead>
<tr>
<th></th>
<th>High</th>
<th>Medium</th>
<th>High</th>
<th>Medium</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSUED</td>
<td>15</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>COMPLETED</td>
<td>1</td>
<td></td>
<td>0</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>OPEN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

*Presentation Date: November 17, 2019*
## ATTACHMENT B

### Open Audit Recommendations

**COMPLIANCE, AUDIT, AND RISK COMMITTEE**

**September 30, 2019**

<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>Original Target Date</th>
<th>Revised Target Date</th>
<th>Follow Up Status</th>
<th>Status of Recommendations with Revised Priority / Target Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-May-19</td>
<td>1</td>
<td>19-1429</td>
<td>Hume Center</td>
<td>Computer Security</td>
<td>High</td>
<td>29-Nov-19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>2</td>
<td>19-1432</td>
<td>Office of the University Registrar</td>
<td>FERPA Training</td>
<td>Medium</td>
<td>31-Oct-19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>3</td>
<td>19-1435</td>
<td>Athletics</td>
<td>Drug-Testing Consent Form</td>
<td>Medium</td>
<td>15-Dec-19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>4</td>
<td>19-1435</td>
<td>Athletics</td>
<td>Concussion Consent Form</td>
<td>Medium</td>
<td>15-Dec-19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8/25819</td>
<td>5</td>
<td>19-1435</td>
<td>Athletics</td>
<td>Equipment Room Inventory Management</td>
<td>Medium</td>
<td>15-Dec-19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>6</td>
<td>19-1435</td>
<td>Athletics</td>
<td>Equipment Room P-Card Sharing</td>
<td>Medium</td>
<td>15-Dec-19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>7</td>
<td>19-1435</td>
<td>Athletics</td>
<td>Drug-Testing Reconciliation</td>
<td>Medium</td>
<td>15-Dec-19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>14-Mar-19</td>
<td>8</td>
<td>19-1434</td>
<td>University Building Official</td>
<td>Monitoring Permit Expiration</td>
<td>Medium</td>
<td>31-Dec-19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>15-May-19</td>
<td>9</td>
<td>19-1438</td>
<td>Industrial Control Systems</td>
<td>Documentation of Policies and Procedures</td>
<td>Medium</td>
<td>31-Dec-19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>15-May-19</td>
<td>10</td>
<td>19-1438</td>
<td>Industrial Control Systems</td>
<td>Access Security Controls</td>
<td>Medium</td>
<td>31-Dec-19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>12</td>
<td>18-1387</td>
<td>College of Liberal Arts &amp; Human Sciences</td>
<td>Fiscal Responsibility</td>
<td>Medium</td>
<td>30-Apr-20</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>13</td>
<td>18-1387</td>
<td>College of Liberal Arts &amp; Human Sciences</td>
<td>Funds Handling</td>
<td>Medium</td>
<td>30-Apr-20</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>25-Aug-19</td>
<td>14</td>
<td>18-1387</td>
<td>College of Liberal Arts &amp; Human Sciences</td>
<td>Information Technology</td>
<td>High</td>
<td>31-Dec-20</td>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### Follow Up Status

1. As of September 27, 2019, management confirmed during follow up discussions with the Office of Audit, Risk, and Compliance (OARC) that actions are occurring and the target date 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.

2. 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.
ATTACHMENT C

Management Performance and Trends Regarding Office of Audit, Risk, and Compliance Recommendations

COMPLIANCE, AUDIT, AND RISK COMMITTEE

September 30, 2019
Audit Plan Status Report

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 17, 2019

Audit Plan Update

Audits were performed in accordance with the fiscal year 2019-20 annual audit plan at a level consistent with the resources of the Office of Audit, Risk, and Compliance (OARC). Two risk-based audits and one policy compliance review have been completed since the August board meeting.

The following eight audit projects are underway: Chemical Engineering, Graduate Education, HR: Payroll, IT: Log Management, Physical Security, University Scholarships and Financial Aid, VCE – Northern District, and the policy compliance review for the Vice President for Information Technology. Additionally, an advisory service project related to the research institutes is ongoing.

The policy compliance review for the Vice President for Diversity, Inclusion, and Strategic Affairs project has been deferred to the fiscal year 2020-21 audit plan as part of the President and Provost reviews.

So far in fiscal year 2019-20, OARC has completed 9% percent of its audit plan as depicted in Exhibit 1.

Exhibit 1
FY 2019-20 Completion of Audit Plan

<table>
<thead>
<tr>
<th>Audits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of Audits Planned</td>
<td>31</td>
</tr>
<tr>
<td>Total # of Supplemental Audits</td>
<td>0</td>
</tr>
<tr>
<td>Total # of Carry Forwards</td>
<td>3</td>
</tr>
<tr>
<td>Total # of Planned Audits Canceled and/or Deferred</td>
<td>1</td>
</tr>
<tr>
<td>Total Audits in Plan as Amended</td>
<td>33</td>
</tr>
</tbody>
</table>

| Total Audits Completed | 3     |
| Audits - Percentage Complete | 9%    |
| Audits - Percentage Complete or Underway | 33%   |

Note: Includes Policy Compliance Reviews and Advisory Services
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>Research: Grant Management</td>
<td>Improvements are Recommended</td>
</tr>
<tr>
<td>School of Public and International Affairs</td>
<td>Improvements are Recommended</td>
</tr>
<tr>
<td>Vice President for Student Affairs Policy Compliance Review</td>
<td>Improvements are Recommended</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 17, 2019
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, 2019.
I. PURPOSE

The primary purpose of the Compliance, Audit, and Risk (CAR) Committee is to assist the Board of Visitors in fulfilling its fiduciary responsibilities related to oversight of:

- The university’s enterprise risk management program, as an essential part of a strong control environment, to ensure that risk appetite aligns with management’s decisions and strategy;
- Adherence to this charter, including reviewing audits conducted by the Office of Audit, Risk, and Compliance and external bodies and providing guidance on auditing concerns to the full Board;
- The university’s compliance with all federal, state, and local laws and executive orders and policies promulgated by academic and athletic accrediting bodies, regulatory agencies, funding agencies, and the State Council of Higher Education for Virginia;
- The maintenance of effective systems of internal control, including the integrity of the university’s financial accounting and reporting practices; and
- The performance of the university’s internal and independent audit functions.

The function of the Committee is oversight. University management is responsible for the preparation, presentation, and integrity of the university’s financial statements, fiscal plans, and other financial reporting. University management is also responsible for maintaining appropriate financial accounting and reporting policies, procedures, and controls designed to assure compliance with generally accepted accounting principles and applicable laws and regulations. The Office of Audit, Risk, and Compliance examines and evaluates the adequacy and effectiveness of the university’s internal control systems. The university’s external auditor, the state Auditor of Public Accounts, is responsible for planning and conducting the financial statement examination in accordance with generally accepted government auditing standards.

This document and the related meeting planner are intended to identify and document the Committee’s oversight responsibilities in order that such sound practices will continue despite the turnover of Committee members. It also outlines the regularly scheduled review activities that will ensure that the university continues to have an independent and objective internal audit function and obtains the greatest possible benefit from its external audits.

II. MEETINGS

By statute, the Board of Visitors, including the CAR Committee, must meet once a year, but traditionally holds four meetings a year. Additional meetings may occur more frequently as circumstances warrant. The Committee Chair should discuss the agenda with the
Executive Director of Audit, Risk, and Compliance prior to each Committee meeting to finalize the meeting agenda and review the items to be discussed.

III. RESPONSIBILITIES

In performing its audit oversight responsibilities, the CAR Committee shall:

A. General
   1. Adopt a formal written charter that specifies the Committee’s responsibilities and practices. The charter should be reviewed annually and updated as necessary.
   2. Maintain minutes of meetings.
   3. Authorize audits within the Committee’s scope of responsibilities.
   4. Report Committee actions to the Board of Visitors with such recommendations as the Committee may deem appropriate.
   5. Meet in closed session, consistent with state law, (without members of senior management present, when appropriate) with the external auditors and/or the Executive Director of Audit, Risk, and Compliance to discuss matters that the Committee or the auditors believe should be discussed privately. The Executive Director of Audit, Risk, and Compliance shall have a regularly scheduled opportunity to meet privately with the Committee at each of its four annual meetings.

B. Risk Management and Internal Control
   1. Review the university’s enterprise risk management (ERM) efforts including the program structure and the processes for assessing significant risk exposures and the steps management has taken to monitor and control such exposures, as well as the university’s risk assessment and risk management policies.
   2. Consider the effectiveness of the university’s internal control systems, including those over information technology and financial reporting.
   3. Understand the scope of internal and external audit reviews of internal control, and obtain reports on significant potential issues and recommendations, together with management’s responses.
   4. Review management’s written responses to significant potential issues and recommendations of the auditors, including the timetable to correct the identified weaknesses in the internal control system.
   5. Advise management that they are expected to provide a timely analysis of significant reporting issues and practices.

C. External Auditors
   1. Make inquiries of management and the independent auditors regarding the scope of the external audit for the current year.
   2. As necessary, discuss with the external auditors their processes for identifying and responding to key audit and internal control risks.
3. Review the coordination of internal and external audit procedures to promote an effective use of resources and ensure complete and efficient coverage of the university’s risks.

4. Meet with external auditors at the completion of the financial statements audit to receive and discuss the audit report(s), and determine whether external auditors are satisfied with the disclosure and content of the financial statements, including the nature and extent of any significant changes in accounting principles.

5. Review the results and organizational response stemming from significant reviews by regulatory agencies or other external entities (non-financial statement audits).

D. Internal Auditors

1. Approve the charter for the Office of Audit, Risk, and Compliance. The charter should be reviewed annually and updated as necessary.

2. Review and approve the annual audit plan and any significant changes to the plan.

3. Review the effectiveness of the internal audit function, including staffing resources, financial budget, training, objectivity and reporting relationships.

4. Review completed audit reports and progress reports on executing the approved annual audit plan.

5. Review the results of the Office of Audit, Risk, and Compliance’s Quality Assurance and Improvement Program (QAIP), including results of internal assessments (both ongoing and periodic) and external assessments conducted at least once every five years by a qualified, independent assessor or assessment team from outside the university.

6. Inquire of the Executive Director of Audit, Risk, and Compliance regarding any difficulties encountered in the course of the audits, including any restrictions on the scope of work or access to required information.

7. Review and concur in the appointment, replacement, reassignment, or dismissal of the Executive Director of Audit, Risk, and Compliance.

8. Evaluate the Executive Director of Audit, Risk, and Compliance’s annual performance and make decisions regarding compensation.

E. Compliance, Ethics, and Business Conduct

1. Support leadership by promoting and supporting a university-wide culture of ethical and lawful conduct.

2. Require management to periodically report on procedures that provide assurance that the university’s mission, values, and codes of conduct are properly communicated to all employees.

3. Review the programs and policies of the university designed by management to assure compliance with applicable laws and regulations and monitor the results of the compliance efforts.

4. Monitor the university’s conflict of interest policies and related procedures.
The “CAR Agenda Meeting Planner” is an integral part of this document. If the Board of Visitors meets less frequently than anticipated, the Planner will be adjusted accordingly.

**Virginia Polytechnic Institute and State University**  
**Compliance, Audit, and Risk Committee of the Board of Visitors**  
**CAR Agenda Meeting Planner**

<table>
<thead>
<tr>
<th>A=Annually; S=Scheduled BOV Meeting; AN=As Necessary</th>
<th>Frequency</th>
<th>Planned Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A  S  AN</td>
<td>Aug  Nov  Mar  Jun</td>
</tr>
<tr>
<td><strong>A. General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Review and update CAR Committee charter</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2. Approve and maintain minutes of previous meeting</td>
<td>X X X X X</td>
<td></td>
</tr>
<tr>
<td>3. Authorize audits within the Committee’s scope of responsibilities</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4. Report Committee actions to the Board of Visitors with recommendations deemed appropriate</td>
<td>X</td>
<td>X X X X</td>
</tr>
<tr>
<td>5. Meet in closed session with Executive Director of Audit, Risk, and Compliance, and with external auditors, as needed</td>
<td>X</td>
<td>X X X X X</td>
</tr>
</tbody>
</table>

| **B. Risk Management and Internal Control**          |          |                |
| 1. Review the university’s ERM efforts including the program structure, processes, risk assessment, and risk management policies | X        | X X X X | |
| 2. Consider the effectiveness of the university’s internal control systems | X        |                |
| 3. Understand the scope of internal and external audit reviews of internal control, and obtain reports on significant potential issues and recommendations, together with management’s responses | X        | X X X X | |
| 4. Review management’s written responses to significant potential issues and recommendations of the auditors, including the timetable to correct identified weaknesses in the internal control system | X        | X X X X | |
| 5. Advise management that they are expected to provide a timely analysis of significant current reporting issues and practices | X        | X | |

<p>| <strong>C. External Auditors</strong>                             |          |                |
| 1. Make inquiries of management and the independent auditors regarding the scope of the external audit for the current year | X        | X | |
| 2. Discuss with the external auditors their processes for identifying and responding to key audit and internal control risks | X        | X | |
| 3. Review the coordination of internal and external audit procedures to promote an effective use of resources and ensure complete and efficient coverage of the university’s risks | X        | |</p>
<table>
<thead>
<tr>
<th></th>
<th>Frequency</th>
<th>Planned Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong>=Annually; <strong>S</strong>=Scheduled BOV Meeting; <strong>AN</strong>=As Necessary</td>
<td><strong>A</strong></td>
<td><strong>S</strong></td>
</tr>
<tr>
<td>4. Meet with external auditors at the completion of the financial statements audit to receive and discuss the audit report(s)</td>
<td><strong>X</strong></td>
<td><strong>AN</strong></td>
</tr>
<tr>
<td>5. Review results of other significant reviews from regulatory agencies or other external entities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D. Internal Auditors**

<table>
<thead>
<tr>
<th></th>
<th>Frequency</th>
<th>Planned Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review and approve the charter for the Office of Audit, Risk, and Compliance, if changes are needed</td>
<td><strong>X</strong></td>
<td><strong>AN</strong></td>
</tr>
<tr>
<td>2. Approve the annual audit plan</td>
<td><strong>X</strong></td>
<td><strong>AN</strong></td>
</tr>
<tr>
<td>3. Review the effectiveness of the internal audit function, including staffing resources, financial budget, training, objectivity, and reporting relationships</td>
<td></td>
<td><strong>AN</strong></td>
</tr>
<tr>
<td>4. Review the results of the QAIP, including internal and external assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Review completed audit reports and progress reports on executing the approved annual audit plan</td>
<td><strong>X</strong></td>
<td><strong>AN</strong></td>
</tr>
<tr>
<td>6. Inquire of the Executive Director of Audit, Risk, and Compliance regarding any difficulties encountered in the course of the audits, including any restrictions on the scope of work or access to required information</td>
<td></td>
<td><strong>AN</strong></td>
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<td>7. Review and concur in the appointment, replacement, reassignment, or dismissal of the Executive Director of Audit, Risk, and Compliance</td>
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<td>8. Evaluate the Executive Director of Audit, Risk, and Compliance’s annual performance and make decisions regarding compensation</td>
<td><strong>X</strong></td>
<td><strong>AN</strong></td>
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**E. Compliance, Ethics, and Business Conduct**

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<thead>
<tr>
<th></th>
<th>Frequency</th>
<th>Planned Timing</th>
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<tr>
<td>1. Convey commitment to ethical conduct through periodic receipt of management reports on how the university’s mission, values, and codes of conduct are properly communicated to all employees</td>
<td><strong>X</strong></td>
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<tr>
<td>2. Review the programs and policies of the university designed to assure and monitor compliance</td>
<td><strong>X</strong></td>
<td><strong>AN</strong></td>
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<tr>
<td>3. Monitor the university’s conflict of interest policies and related procedures</td>
<td><strong>X</strong></td>
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VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
COMPLIANCE, AUDIT, AND RISK COMMITTEE OF THE BOARD OF VISITORS

COMPLIANCE, AUDIT, AND RISK CHARTER

I. PURPOSE

The primary purpose of the Compliance, Audit, and Risk (CAR) Committee is to assist the Board of Visitors in fulfilling its fiduciary responsibilities related to oversight of:

- The university’s enterprise risk management program, as an essential part of a strong control environment, to ensure that risk appetite aligns with management’s decisions and strategy;
- Adherence to this charter, including reviewing audits conducted by the Office of Audit, Risk, and Compliance and external bodies and providing guidance on auditing concerns to the full Board;
- The university’s compliance with all federal, state, and local laws and executive orders and policies promulgated by academic and athletic accrediting bodies, regulatory agencies, funding agencies, and the State Council of Higher Education for Virginia;
- The maintenance of effective systems of internal control, including the integrity of the university’s financial accounting and reporting practices and
- The performance of the university’s internal and independent audit functions.

The function of the Committee is oversight. University management is responsible for the preparation, presentation, and integrity of the university’s financial statements, fiscal plans, and other financial reporting. University management is also responsible for maintaining appropriate financial accounting and reporting policies, procedures, and controls designed to assure compliance with generally accepted accounting principles and applicable laws and regulations. The Office of Audit, Risk, and Compliance examines and evaluates the adequacy and effectiveness of the university’s internal control systems. The university’s external auditor, the state Auditor of Public Accounts, is responsible for planning and conducting the financial statement examination in accordance with generally accepted government auditing standards.

This document and the related meeting planner are intended to identify and document the Committee’s oversight responsibilities in order that such sound practices will continue despite the turnover of Committee members. It also outlines the regularly scheduled review activities that will ensure that the university continues to have an independent and objective internal audit function and obtains the greatest possible benefit from its external audits.

II. MEETINGS

By statute, the Board of Visitors, including the CAR Committee, must meet once a year, but traditionally holds four meetings a year. Additional meetings may occur more frequently as circumstances warrant. The Committee Chair should discuss the agenda with the
Executive Director of Audit, Risk, and Compliance prior to each Committee meeting to finalize the meeting agenda and review the items to be discussed.

III. RESPONSIBILITIES

In performing its audit oversight responsibilities, the CAR Committee shall:

A. **General**
   1. Adopt a formal written charter that specifies the Committee’s responsibilities and practices. The charter should be reviewed annually and updated as necessary.
   2. Maintain minutes of meetings.
   3. Authorize audits within the Committee’s scope of responsibilities.
   4. Report Committee actions to the Board of Visitors with such recommendations as the Committee may deem appropriate.
   5. Meet in closed session, consistent with state law, (without members of senior management present, when appropriate) with the external auditors and/or the Executive Director of Audit, Risk, and Compliance to discuss matters that the Committee or the auditors believe should be discussed privately. The Executive Director of Audit, Risk, and Compliance shall have a regularly scheduled opportunity to meet privately with the Committee at each of its four annual meetings.

B. **Risk Management and Internal Control**
   1. Review the university’s enterprise risk management (ERM) efforts including the program structure and the processes for assessing significant risk exposures and the steps management has taken to monitor and control such exposures, as well as the university’s risk assessment and risk management policies.
   2. Consider the effectiveness of the university’s internal control systems, including those over information technology and financial reporting.
   3. Understand the scope of internal and external audit reviews of internal control, and obtain reports on significant potential issues and recommendations, together with management’s responses.
   4. Review management’s written responses to significant potential issues and recommendations of the auditors, including the timetable to correct the identified weaknesses in the internal control system.
   5. Advise management that they are expected to provide a timely analysis of significant reporting issues and practices.

C. **External Auditors**
   1. Make inquiries of management and the independent auditors regarding the scope of the external audit for the current year.
   2. As necessary, discuss with the external auditors their processes for identifying and responding to key audit and internal control risks.
3. Review the coordination of internal and external audit procedures to promote an effective use of resources and ensure complete and efficient coverage of the university’s risks.

4. Meet with external auditors at the completion of the financial statements audit to receive and discuss the audit report(s), and determine whether external auditors are satisfied with the disclosure and content of the financial statements, including the nature and extent of any significant changes in accounting principles.

5. Review the results and organizational response stemming from significant reviews by regulatory agencies or other external entities (non-financial statement audits).

D. Internal Auditors

1. Approve the charter for the Office of Audit, Risk, and Compliance. The charter should be reviewed annually and updated as necessary.

2. Review and approve the annual audit plan and any significant changes to the plan.

3. Review the effectiveness of the internal audit function, including staffing resources, financial budget, training, objectivity and reporting relationships.

4. Review completed audit reports and progress reports on executing the approved annual audit plan.

5. Review the results of the Office of Audit, Risk, and Compliance’s Quality Assurance and Improvement Program (QAIP), including results of internal assessments (both ongoing and periodic) and external assessments conducted at least once every five years by a qualified, independent assessor or assessment team from outside the university.

6. Inquire of the Executive Director of Audit, Risk, and Compliance regarding any difficulties encountered in the course of the audits, including any restrictions on the scope of work or access to required information.

7. Review and concur in the appointment, replacement, reassignment, or dismissal of the Executive Director of Audit, Risk, and Compliance.

8. Evaluate the Executive Director of Audit, Risk, and Compliance’s annual performance and make decisions regarding compensation.

E. Compliance, Ethics, and Business Conduct

1. Support leadership by promoting and supporting a university-wide culture of ethical and lawful conduct.

2. Require management to periodically report on procedures that provide assurance that the university’s mission, values, and codes of conduct are properly communicated to all employees.

3. Review the programs and policies of the university designed by management to assure compliance with applicable laws and regulations and monitor the results of the compliance efforts.

4. Monitor the university’s conflict of interest policies and related procedures.
The “CAR Agenda Meeting Planner” is an integral part of this document. If the Board of Visitors meets less frequently than anticipated, the Planner will be adjusted accordingly.

Virginia Polytechnic Institute and State University
Compliance, Audit, and Risk Committee of the Board of Visitors
CAR Agenda Meeting Planner

<table>
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<tr>
<th>Frequency</th>
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<tbody>
<tr>
<td>A=Annually; _QS=Scheduled BOV Meeting=Quarterly; _AN=As Necessary</td>
<td>Aug</td>
</tr>
<tr>
<td>Q1, Q2, Q3, Q4 based on Fiscal Year (July—June)</td>
<td>Aug</td>
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**A. General**

1. Review and update CAR Committee charter
   - 
2. Approve and maintain minutes of previous meeting
   - X  X  X  X  X
3. Authorize audits within the Committee’s scope of responsibilities
   - X
4. Report Committee actions to the Board of Visitors with recommendations deemed appropriate
   - X  X  X  X  X
5. Meet in closed session with Executive Director of Audit, Risk, and Compliance, and with external auditors, as needed
   - X  X  X  X  X

**B. Risk Management and Internal Control**

1. Review the university’s ERM efforts including the program structure, processes, risk assessment, and risk management policies
   - X  X  X  X  X
2. Consider the effectiveness of the university’s internal control systems
   - X
3. Understand the scope of internal and external audit reviews of internal control, and obtain reports on significant potential issues and recommendations, together with management’s responses
   - X  X  X  X  X
4. Review management’s written responses to significant potential issues and recommendations of the auditors, including the timetable to correct identified weaknesses in the internal control system
   - X  X  X  X  X
5. Advise management that they are expected to provide a timely analysis of significant current reporting issues and practices
   - X  X

**C. External Auditors**

1. Make inquiries of management and the independent auditors regarding the scope of the external audit for the current year
   - X
2. Discuss with the external auditors their processes for identifying and responding to key audit and internal control risks
   - X  X  X
A=Annually;  QS=Scheduled BOV Meeting=Quarterly;  AN=As Necessary
Q1, Q2, Q3, Q4 based on Fiscal Year (July – June)

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<td>Q4</td>
<td>Q1</td>
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3. Review the coordination of internal and external audit procedures to promote an effective use of resources and ensure complete and efficient coverage of the university’s risks

4. Meet with external auditors at the completion of the financial statements audit to receive and discuss the audit report(s)

5. Review results of other significant reviews from regulatory agencies or other external entities

D. Internal Auditors

1. Review and approve the charter for the Office of Audit, Risk, and Compliance, if changes are needed

2. Review the draft annual audit plan

3. Approve the annual audit plan

4. Review the effectiveness of the internal audit function, including staffing resources, financial budget, training, objectivity, and reporting relationships

5. Review the results of the QAIP, including internal and external assessments

6. Review completed audit reports and progress reports on executing the approved annual audit plan

7. Inquire of the Executive Director of Audit, Risk, and Compliance regarding any difficulties encountered in the course of the audits, including any restrictions on the scope of work or access to required information

8. Review and concur in the appointment, replacement, reassignment, or dismissal of the Executive Director of Audit, Risk, and Compliance

9. Evaluate the Executive Director of Audit, Risk, and Compliance’s annual performance and make decisions regarding compensation

E. Compliance, Ethics, and Business Conduct

1. Convey commitment to ethical conduct through periodic receipt of management reports on how the university’s mission, values, and codes of conduct are properly communicated to all employees

2. Review the programs and policies of the university designed to assure and monitor compliance

3. Monitor the university’s conflict of interest policies and related procedures
Charter for the Office of Audit, Risk, and Compliance

1.0 Purpose
This policy outlines the policies and procedures covering the Office of Audit, Risk, and Compliance (OARC) at Virginia Polytechnic Institute and State University and serves as a charter for the department.

2.0 Policy
It is the policy of the Compliance, Audit, and Risk (CAR) Committee of the Board of Visitors and the management of Virginia Polytechnic Institute and State University to support the maintenance of an internal audit function to assist in the effective discharge of their fiduciary responsibilities in assessing the effectiveness internal control environment.

The Office of Audit, Risk and Compliance (OARC) performs independent internal audits, plans and oversees the university risk management process, and oversees the institutional compliance program. The OARC’s mission is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight as follows:

1. **Audit:** Provide independent, objective assurance and advisory activity designed to add value and improve university operations. It helps the university accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

2. **Risk Management:** Provide oversight of the enterprise risk management (ERM) program by creating and maintaining the framework to identify, assess, and manage risk.

3. **Compliance:** Provide oversight of the institutional compliance program (ICP) and the distributed processes that support compliance across the university.

2.1 Scope of the Office of Audit, Risk, and Compliance
The scope of OARC work is to determine whether Virginia Tech’s risk management, internal controls, compliance activities and governance processes, as designed and represented by management, are adequate and functioning in a manner to ensure:

- Programs, plans, and strategic objectives are achieved.
- Risks are appropriately identified, managed, and considered in institutional decision making.
- Significant financial, managerial and operating information is accurate, reliable and timely.
- Compliance with policies, procedures, standards, laws, and regulations.
- Measures are taken to foster continuous improvement in control processes.
- Resources are acquired, managed, and protected in an economical, efficient, and effective manner.
2.2 Independence and Objectivity

Independence is essential to enable the internal audit function to accomplish its purpose. Accordingly, the Executive Director of Audit, Risk, and Compliance reports functionally to the CAR committee and also serves in a staff role to the committee. For day-to-day operations, the Executive Director of Audit, Risk, and Compliance reports administratively to the President. These reporting relationships allow for direct and unrestricted access to the President and the CAR Committee of the Board of Visitors.

All work will be conducted in an objective and independent manner. Staff will maintain an impartial attitude in selecting and evaluating evidence and in reporting results. Independence in fact and appearance enables unbiased judgments essential to the proper conduct of the department’s scope of work. OARC staff have the responsibility to maintain high standards of conduct, professionalism, independence, and character to carry out proper and meaningful internal auditing within the university.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that would normally be audited. Therefore, internal audit review and appraisal procedures do not in any way substitute for the responsibilities assigned to other persons in the organization.

2.3 Authority

OARC has unrestricted access to all university departments, records, reports, activities, property, and personnel that they deem necessary to discharge their audit responsibilities. OARC will exercise discretion in the review of records to assure the necessary confidentiality of matters that come to its attention.

OARC will allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports. OARC will also obtain assistance for specialized services from within or outside the university in order to complete engagements.

2.4 Auditing Standards

The internal audit function will conduct its activities in accordance with the Institute of Internal Auditors’ International Professional Practices Framework including the Core Principles for the Professional Practice of Internal Auditing, Code of Ethics, the International Standards for the Professional Practice of Internal Auditing, and the Definition of Internal Auditing.

2.5 Systems Planning and Development

Management will consult OARC during the planning, development, and modification of major financial or operating systems and procedures (manual and automated) to ensure that:

- Reasonable and adequate internal controls exist.
- Systems or procedural documentation is complete and appropriate.
- An adequate audit trail exists.

OARC’s participation will be designed to: (a) help ensure safeguarding of information assets and compliance with appropriate procedures, and (b) aid management efficiency by avoiding costly systems or procedural changes at later dates.
2.6 Responsibilities of the Executive Director of Audit, Risk, and Compliance

The Executive Director of Audit, Risk, and Compliance has primary responsibility for the proper maintenance and management of OARC to ensure that the work fulfills the purposes and responsibilities established in this policy statement. The Executive Director of Audit, Risk, and Compliance is specifically charged with the following responsibilities:

- Coordinating all auditing activities to provide a central source of information for management and the CAR Committee of the Board of Visitors regarding all audit activities and to provide comprehensive, cost-effective audit coverage for the university.
- Facilitating the university’s efforts regarding enterprise risk management (ERM) on behalf of senior management and the CAR Committee of the Board of Visitors.
- Coordinating the university’s Institutional Compliance Program (ICP) to be a resource and serve as a catalyst for the achievement of university best practices in compliance-related subject matter areas.
- Establishing written policies and procedures for OARC and directing its technical and administrative functions.
- Developing, submitting for approval, and executing comprehensive risk-based annual audit plans to carry out departmental responsibilities.
- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this charter, and provide information on the sufficiency of department resources.
- Recommending improvements in controls designed to increase efficiency, safeguard university resources, and ensure compliance with government laws and regulations.
- Issuing an annual summary report of activities to the CAR Committee of the Board of Visitors.
- Appraising the adequacy of the action taken by management to correct significant reported internal control weaknesses and deficient conditions, and reporting this information at least quarterly to the responsible Vice Presidents and the university’s Chief Business Officer, or their designees.
- Establishing and maintaining a Quality Assurance and Improvement Program to evaluate the operations of the department, including periodic internal self-assessments and external peer reviews at least once every five years by qualified persons who are independent of the university, the results of which will be presented to senior management and the Board of Visitors.
- Communicating directly with the CAR Committee of the Board of Visitors any matters considered to warrant its attention as appropriate, including trends and emerging issues that could impact the university.
- Performing sufficient tests and examinations to determine and report to management, the CAR Committee of the Board of Visitors, and the appropriate authorities the extent of any fraud, waste, and abuse detected by audit or otherwise and to identify the weaknesses in control procedures that may have allowed the fraudulent activity to occur. The investigation of the specific event with the objective or recovery and/or prosecution is the responsibility of the appropriate law enforcement agency and Commonwealth’s Attorney based on jurisdiction.
2.7 Audit Reports

OARC will issue audit reports and/or memoranda in all audit activities performed. The format and style of the report will be determined by the Executive Director of Audit, Risk, and Compliance, depending upon the nature and conditions surrounding the audit. Communications must include the engagement’s objectives and scope as well as applicable conclusions, recommendations, and action plans. The formulation of overall opinions requires consideration of the engagement results and their significance. All reports on engagements scheduled in the annual audit plan will be issued to the members of the CAR Committee of the Board of Visitors; the President; appropriate senior management; and other appropriate personnel as deemed necessary by the Executive Director of Audit, Risk, and Compliance. In addition, reports approved at open meetings of the committee shall be made available to the public in accordance with state statutes. In certain circumstances, the Executive Director of Audit, Risk, and Compliance may decide, with the approval of the Chair of the CAR Committee of the Board of Visitors, to restrict the issuance of an audit report to certain members of management and/or the committee.

2.8 Responsibility for Corrective Action

Senior management to whom the audited department, activity, or agency reports organizationally is responsible for the issuance of a written response to recommendations made or deficient conditions reported by the internal audit function. The responses should be submitted to the Executive Director of Audit, Risk, and Compliance for inclusion in the issued audit report. At each meeting, the committee will receive status updates of recommendations in the process of implementation.

2.9 Coordination with External Auditing Agencies

The Executive Director of Audit, Risk, and Compliance will coordinate the department’s audit efforts with those of the Auditor of Public Accounts or other external auditing agencies by participating in the planning and definition of the scope of proposed audits so the work of all auditing groups is complementary, and their combined efforts provide comprehensive, cost-effective audit coverage for the university. Duplication of work will be avoided as much as possible.

2.10 Special Projects

The Executive Director of Audit, Risk, and Compliance is empowered to conduct special audit projects, reviews, advisory services, or investigations at the request of the President, Vice Presidents or their designee, and the CAR Committee of the Board of Visitors to assist management in meeting its objectives, promoting economy and efficiency in the administration of, or preventing and detecting fraud, waste, and abuse in its programs and operations, examples of which may include facilitation, training, and advisory services.

3.0 Procedures

Principal guidance and direction on how OARC accomplishes its mission and responsibilities is provided to the audit staff through an office procedures manual. The manual promotes adherence to the International Professional Practice Framework developed by the Institute of Internal Auditors.
4.0 Definitions

Abuse
The excessive or improper use of a thing or policy, or employment of something in a manner contrary to the natural or legal rules for its use. Abuse includes the destruction, diversion, manipulation, misapplication, mistreatment, or misuse of resources, as well as the extravagant or excessive use of one’s position or authority. Abuse can occur in financial or nonfinancial settings.

Add Value
The internal audit function adds value to the organization (and its stakeholders) when it provides objective and relevant assurance, and contributes to the effectiveness and efficiency of governance, risk management, and control processes.

Advisory Services
Advisory and related client service activities, the nature and scope of which are agreed with the client, are intended to add value and improve an organization’s governance, risk management, and control processes without the internal auditor assuming management responsibility.

Assurance
An objective examination of evidence for the purpose of providing an independent assessment on governance, risk management, and control processes for the organization. Examples may include financial, performance, compliance, system security, and due diligence engagements.

Charter
The charter is a formal document that defines OARC’s purpose, authority, and responsibility. The charter establishes the office’s position within the organization; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities.

Code of Ethics
The Code of Ethics of The Institute of Internal Auditors (IIA) are principles relevant to the profession and practice of internal auditing, and rules of conduct that describe behavior expected of internal auditors. The purpose of the Code of Ethics is to promote an ethical culture in the global profession of internal auditing.

Compliance
Adherence to policies, plans, procedures, laws, regulations, contracts, or other requirements.

Conflict of Interest
Any relationship that is, or appears to be, not in the best interest of the organization. A conflict of interest could prejudice an individual’s ability to perform his or her duties and responsibilities objectively.

Control
Any action taken by management, the board, and other parties to manage risk and increase the likelihood that established objectives and goals will be achieved. Management plans, organizes, and directs the performance of sufficient actions to provide reasonable assurance that objectives and goals will be achieved.
Control Environment
The attitude and actions of the board and management regarding the importance of control within the organization. The control environment provides the discipline and structure for the achievement of the primary objectives of the system of internal control (e.g. integrity and ethical values; management’s philosophy and operating style; organizational structure; and the assignment of authority and responsibility).

Control Processes
The policies, procedures (both manual and automated), and activities that are part of a control framework, designed and operated to ensure that risks are contained within the level that an organization is willing to accept.

Executive Director of Audit, Risk, and Compliance
The individual who serves as the chief audit executive and is responsible for effectively managing the internal audit activity in accordance with the internal audit charter and the IIA’s Definition of Internal Auditing, the Core Principles, the Code of Ethics, and the Standards.

Engagement
A specific internal audit assignment, task, or review activity, such as an internal audit, control self-assessment review, fraud examination, or consultancy. An engagement may include multiple tasks or activities designed to accomplish a specific set of related objectives.

Enterprise Risk Management
A process applied in strategy-setting and across the enterprise that is designed to identify potential events that may affect the entity, manage risk to be within the entity’s risk tolerance, and support the achievement of entity objectives.

Fraud
The intentional misrepresentation or concealment of information in order to deceive, mislead, or acquire something of value. Fraud is an intentional deception perpetrated to secure an unfair advantage.

Governance
The combination of processes and structures implemented by the board to inform, direct, manage, and monitor the activities of the organization toward the achievement of its objectives. The governance process includes: promoting appropriate ethics and values within the organization; ensuring effective organizational performance management and accountability; communicating risk and control information to appropriate areas of the organization; and coordinating the activities of and communicating information among the board, external and internal auditors, and management.

Independence
The freedom from conditions that threaten the ability of the internal audit function to carry out internal audit responsibilities in an unbiased manner.

Internal Audit Function
The department, division, team of advisors, or other practitioner(s) that provides independent, objective assurance and advisory services designed to add value and improve an organization’s operations.
International Professional Practices Framework
The conceptual framework that organizes the authoritative guidance promulgated by the Institute of Internal Auditors. Authoritative guidance is comprised of two categories: (1) mandatory and (2) strongly recommended.

Objectivity
An unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others.

Risk
The possibility of an event occurring that will have an impact on the achievement of objectives. Risk is measured in terms of impact and likelihood.

Risk Management
A process to identify, assess, manage, and control potential events or situations to provide reasonable assurance regarding the achievement of the organization’s objectives.

Scope
A statement that specifies the focus, extent, and boundary of a particular audit. The scope can be specified by defining the physical location of the audit, the organizational units that will be examined, the processes and activities that will be included, and the time period that will be covered.

Significance
The relative importance of a matter within the context in which it is being considered, including quantitative and qualitative factors, such as magnitude, nature, effect, relevance, and impact. Professional judgment assists internal auditors when evaluating the significance of matters within the context of the relevant objectives.

Standards
A professional pronouncement that delineates the requirements for performing a broad range of internal audit activities, and for evaluating internal audit performance.

Waste
The careless expenditure, consumption, mismanagement, use, or squandering of university. Waste also includes incurring unnecessary costs due to inefficient or ineffective practices, systems, or controls.

5.0 References


The Institute of Internal Auditors’ International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the International Standards for the Professional Practice of Internal Auditing (Standards), and the Definition of Internal Auditing, revised in 2016 and effective 2017.
6.0 Approval and Revisions

- Revision 0
  Approved February 9, 1989, by the Director of Internal Audit, David C. Goodyear.

- Revision 1
  Annual review. Section 2.8 - changed so that reports "approved" by the Finance and Audit Committee of the Board of Visitors shall be available to the public. Approved March 29, 1990, by the Director of Internal Audit, David C. Goodyear.

- Revision 2
  Changes were made to eliminate minor discrepancies between the audit manual and the policy statement as presented to the Board of Visitors. Approved November 3, 1995, by the Director of Internal Audit, David C. Goodyear.

  Annual review, November 5, 1998, by Office of the Executive Vice President. No revisions.

- Revision 3
  Policy updated to reflect review by the Finance and Audit Committee of the Board of Visitors. Policy serves as a charter for the Internal Audit Department. Approved March 29, 2004 by the Executive Vice President and Chief Operating Officer, Minnis E. Ridenour. Approved March 29, 2004 by the Finance and Audit Committee of the Board of Visitors.

- Revision 4
  Policy updated to reflect review by the Finance and Audit Committee of the Board of Visitors, in conjunction with the Internal Audit Department’s quality assurance review. Approved March 14, 2005 by the Executive Vice President and Chief Operating Officer, James A. Hyatt. Approved March 14, 2005 by the Finance and Audit Committee of the Board of Visitors.

- Revision 5
  April 1, 2008:
  Updates to position titles and/or responsibilities due to university reorganization.

- Revision 6
  - Policy title changed from “Internal Audit Department” to “Internal Audit Charter.”
  - Section 2.2 revised to reflect change in Director of Internal Audit reporting relationship.
  - Sections 2.5 and 2.7 revised to clarify the role of Internal Audit and the standards under which it conducts its activities.
  - Section 2.9 revised to clarify the process for senior management areas submitting corrective action plans.

  Approved November 7, 2011 by the university President, Charles W. Steger. Approved November 7, 2011 by the Finance and Audit Committee of the Board of Visitors.
• Revision 7
  - Full technical review correcting grammatical, punctuation, word usage, sentence structure, and minor content and/or format inconsistencies. The charter was also revised to incorporate the concept of objectivity, and to include applicable procedures and definitions.
  - Policy title changed from “Internal Audit Charter” to “Charter for the University’s Internal Audit Function.”

  Approved November 9, 2015 by the Finance and Audit Committee of the Board of Visitors and President, Timothy D. Sands.

• Revision 8
  Revised to address the reorganization of the Board of Visitors’ committee structure and additional responsibilities with regard to risk management and compliance. Additional revisions were made to reflect revised guidance from the Institute of Internal Auditors.

  Approved November 5, 2017 by the Compliance, Audit, and Risk Committee of the Board of Visitors and President, Timothy D. Sands.

• Revision 9
  Revisions from technical review correcting grammatical, punctuation, word usage, sentence structure, and minor content and/or format inconsistencies.

  Approved November 18, 2019 by the Compliance, Audit, and Risk Committee of the Board of Visitors and President, Timothy D. Sands.
Charter for the Office of Audit, Risk, and Compliance

1.0 Purpose

This policy outlines the policies and procedures covering the Office of Audit, Risk, and Compliance (OARC) at Virginia Polytechnic Institute and State University and serves as a charter for the department.

2.0 Policy

It is the policy of the Compliance, Audit, and Risk (CAR) Committee of the Board of Visitors and the management of Virginia Polytechnic Institute and State University to support the maintenance of an internal audit function to assist in the effective discharge of their fiduciary responsibilities in assessing the effectiveness internal control environment.

The Office of Audit, Risk and Compliance (OARC) performs independent internal audits, plans and oversees the university risk management process, and oversees the institutional compliance program. The OARC’s mission is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight as follows:

1. Audit: Provide independent, objective assurance and advisory activity designed to add value and improve university operations. It helps the university accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

2. Risk Management: Provide oversight of the enterprise risk management (ERM) program by creating and maintaining the framework to effectively identify, assess, and manage risk.

3. Compliance: Provide oversight of the institutional compliance program (ICP) and the distributed processes that support compliance across the university.

2.1 Scope of the Office of Audit, Risk, and Compliance

The scope of OARC work is to determine whether Virginia Tech’s risk management, internal controls, compliance activities and governance processes, as designed and represented by management, are adequate and functioning in a manner to ensure:

- Programs, plans, and strategic objectives are achieved.
- Risks are appropriately identified, managed, and considered in institutional decision making.
- Significant financial, managerial and operating information is accurate, reliable and timely.
- Compliance with policies, procedures, standards, laws, and regulations.
- Measures are taken to foster continuous improvement in control processes.
- Resources are being acquired, managed, and protected in an economical, efficient, and effective manner.
2.2 Independence and Objectivity

Independence is essential to enable the internal audit function to accomplish its purpose. Accordingly, the Executive Director of Audit, Risk, and Compliance reports functionally to the CAR committee and also serves in a staff role to the committee. For day-to-day operations, the Executive Director of Audit, Risk, and Compliance reports administratively to the President. These reporting relationships allow for direct and unrestricted access to the President and the Compliance, Audit, and Risk (CAR) Committee of the Board of Visitors.

All work will be conducted in an objective and independent manner. Staff will maintain an impartial attitude in selecting and evaluating evidence and in reporting results. Independence in fact and appearance enables unbiased judgments that are essential to the proper conduct of the department’s scope of work. OARC staff have the responsibility to maintain high standards of conduct, professionalism, independence, and character to carry out proper and meaningful internal auditing within the university.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that would normally be audited. Therefore, internal audit review and appraisal procedures do not in any way substitute for the responsibilities assigned to other persons in the organization.

2.3 Authority

OARC has unrestricted access to all university departments, records, reports, activities, property, and personnel that they deem necessary to discharge their audit responsibilities. OARC will exercise discretion in the review of records to assure the necessary confidentiality of matters that come to its attention.

OARC will allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports. OARC will also obtain assistance for specialized services from within or outside the university in order to complete engagements.

2.4 Auditing Standards

The internal audit function will conduct its activities in accordance with the Institute of Internal Auditors’ International Professional Practices Framework including the Core Principles for the Professional Practice of Internal Auditing, Code of Ethics, the International Standards for the Professional Practice of Internal Auditing, and the Definition of Internal Auditing. Generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants and government auditing standards issued by the United States Government Accountability Office will be referenced as appropriate.

2.5 Systems Planning and Development

Management will consult OARC will be consulted by management during the planning, development, and modification of major financial or operating systems and procedures (manual and automated) to ensure that:

- Reasonable and adequate internal controls exist.
- Systems or procedural documentation is complete and appropriate.
- An adequate audit trail exists.
OARC’s participation will be designed to: (a) help ensure safeguarding of information assets and compliance with appropriate procedures are complied with, and (b) aid management efficiency by avoiding costly systems or procedural changes at later dates.

2.6 Responsibilities of the Executive Director of Audit, Risk, and Compliance

The Executive Director of Audit, Risk, and Compliance has primary responsibility for the proper maintenance and management of OARC to ensure that the work fulfills the purposes and responsibilities established in this policy statement. The Executive Director of Audit, Risk, and Compliance is specifically charged with the following responsibilities:

- Coordinating all auditing activities to provide a central source of information for management and the Compliance, Audit, and Risk (CAR) Committee of the Board of Visitors regarding all audit activities and to provide comprehensive, cost-effective audit coverage for the university.
- Facilitating the university’s efforts regarding enterprise risk management (ERM) on behalf of senior management and the Compliance, Audit, and Risk (CAR) Committee of the Board of Visitors.
- Coordinating the university’s Institutional Compliance Program (ICP) to be a resource and serve as a catalyst for the achievement of university best practices in compliance-related subject matter areas.
- Establishing written policies and procedures for OARC and directing its technical and administrative functions.
- Developing, submitting for approval, and executing comprehensive risk-based annual audit plans to carry out departmental responsibilities.
- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this charter, and provide information on the sufficiency of department resources.
- Recommending improvements in controls designed to increase efficiency, safeguard university resources, and ensure compliance with government laws and regulations.
- Issuing an annual summary report of activities to the Compliance, Audit, and Risk (CAR) Committee of the Board of Visitors.
- Appraising the adequacy of the action taken by management to correct significant reported internal control weaknesses and deficient conditions, and reporting this information at least quarterly to the responsible Vice Presidents and the university’s Chief Financial Business Officer, or their designees.
- Establishing and maintaining a Quality Assurance and Improvement Program to evaluate the operations of the department, including periodic internal self-assessments and external peer reviews at least once every five years by qualified persons who are independent of the university, the results of which—Results of such reviews will be presented to senior management and the Board of Visitors.
- Communicating directly with the Compliance, Audit, and Risk (CAR) Committee of the Board of Visitors any matters considered to warrant its attention as appropriate, including trends and emerging issues that could impact the university.
- Performing sufficient tests and examinations to determine and report to management, the Compliance, Audit, and Risk (CAR) Committee of the Board of Visitors, and the appropriate authorities the extent of any fraud, waste, and abuse detected by audit or otherwise and to identify the weaknesses in control procedures that may have allowed the fraudulent activity to occur. The investigation of the specific event with the objective
or recovery and/or prosecution is the responsibility of the appropriate law enforcement agency and Commonwealth’s Attorney based on jurisdiction.

2.7 Audit Reports

OARC will issue audit reports and/or memoranda in all audit activities performed. The format and style of the report will be determined by the Executive Director of Audit, Risk, and Compliance, depending upon the nature and conditions surrounding the audit. Communications must include the engagement’s objectives and scope as well as applicable conclusions, recommendations, and action plans. The formulation of overall opinions requires consideration of the engagement results and their significance. All reports on engagements scheduled in the annual audit plan will be issued to the members of the Compliance, Audit, and Risk CAR Committee of the Board of Visitors, the President, appropriate senior management, and other appropriate personnel as deemed necessary by the Executive Director of Audit, Risk, and Compliance. In addition, reports approved at open meetings of the committee shall be made available to the public in accordance with state statutes. In certain circumstances, the Executive Director of Audit, Risk, and Compliance may decide, with the approval of the Chair of the Compliance, Audit, and Risk CAR Committee of the Board of Visitors, to restrict the issuance of an audit report to certain members of management and/or the committee.

2.8 Responsibility for Corrective Action

Senior management to whom the audited department, activity, or agency reports organizationally is responsible for the issuance of a written response to recommendations made or deficient conditions reported by the internal audit function. The responses should be submitted to the Executive Director of Audit, Risk, and Compliance for inclusion in the issued audit report. At each meeting, the committee will receive quarterly status updates of all recommendations in the process of being implemented.

2.9 Coordination with External Auditing Agencies

The Executive Director of Audit, Risk, and Compliance will coordinate the department’s audit efforts with those of the Auditor of Public Accounts or other external auditing agencies by participating in the planning and definition of the scope of proposed audits so the work of all auditing groups is complementary, and their combined efforts provide comprehensive, cost-effective audit coverage for the university. Duplication of work will be avoided as much as possible.

2.10 Special Projects

The Executive Director of Audit, Risk, and Compliance is empowered to conduct special audit projects, reviews, advisory services, or investigations at the request of the President, Vice Presidents or their designee, and the Compliance, Audit, and Risk CAR Committee of the Board of Visitors to assist management in meeting its objectives, promoting economy and efficiency in the administration of, or preventing and detecting fraud, waste, and abuse in its programs and operations, examples of which may include facilitation, training, and advisory services.

3.0 Procedures

Principal guidance and direction on how the OARC accomplishes its mission and responsibilities is provided to the audit staff through an office procedures manual. The manual is designed to promote adherence to the International Professional Practice Framework developed by the Institute of Internal Auditors. The manual also provides...
resource to external parties such as the Compliance, Audit, and Risk Committee of the Board of Visitors, senior management, external auditors, and quality assurance parties.

4.0 Definitions

Abuse
Excessive The excessive or improper use of a thing or policy, or employment of something in a manner contrary to the natural or legal rules for its use. Abuse includes the Intentional destruction, diversion, manipulation, misapplication, mistreatment, or misuse of Commonwealth resources, as well as the extravagant or excessive use as to abuse of one’s position or authority. Abuse can occur in financial or nonfinancial settings.

Add Value
The internal audit function adds value to the organization (and its stakeholders) when it provides objective and relevant assurance, and contributes to the effectiveness and efficiency of governance, risk management, and control processes.

Advisory Services
Advisory and related client service activities, the nature and scope of which are agreed with the client, are intended to add value and improve an organization’s governance, risk management, and control processes without the internal auditor assuming management responsibility.

Assurance
An objective examination of evidence for the purpose of providing an independent assessment on governance, risk management, and control processes for the organization. Examples may include financial, performance, compliance, system security, and due diligence engagements.

Charter
The charter is a formal document that defines the OARC’s purpose, authority, and responsibility. The charter establishes the office’s position within the organization; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities.

Code of Ethics
The Code of Ethics of The Institute of Internal Auditors (IIA) are principles relevant to the profession and practice of internal auditing, and rules of conduct that describe behavior expected of internal auditors. The purpose of the Code of Ethics is to promote an ethical culture in the global profession of internal auditing.

Compliance
Adherence to policies, plans, procedures, laws, regulations, contracts, or other requirements.

Conflict of Interest
Any relationship that is, or appears to be, not in the best interest of the organization. A conflict of interest would could prejudice an individual’s ability to perform his or her duties and responsibilities objectively.
Control
Any action taken by management, the board, and other parties to manage risk and increase the likelihood that established objectives and goals will be achieved. Management plans, organizes, and directs the performance of sufficient actions to provide reasonable assurance that objectives and goals will be achieved.

Control Environment
The attitude and actions of the board and management regarding the importance of control within the organization. The control environment provides the discipline and structure for the achievement of the primary objectives of the system of internal control (e.g. integrity and ethical values; management’s philosophy and operating style; organizational structure; and the assignment of authority and responsibility).

Control Processes
The policies, procedures (both manual and automated), and activities that are part of a control framework, designed and operated to ensure that risks are contained within the level that an organization is willing to accept.

Executive Director of Audit, Risk, and Compliance
The individual that serves as the chief audit executive and is responsible for effectively managing the internal audit activity in accordance with the internal audit charter and the IIA’s Definition of Internal Auditing, the Core Principles, the Code of Ethics, and the Standards.

Engagement
A specific internal audit assignment, task, or review activity, such as an internal audit, control self-assessment review, fraud examination, or consultancy. An engagement may include multiple tasks or activities designed to accomplish a specific set of related objectives.

Enterprise Risk Management
A process applied in strategy-setting and across the enterprise that is designed to identify potential events that may affect the entity, manage risk to be within the entity’s risk tolerance, and support the achievement of entity objectives.

Fraud
The intentional misrepresentation or concealment of information in order to deceive, mislead, or acquires something of value. Fraud is an intentional deception perpetrated to secure an unfair advantage, deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to the university, which could result in a tangible or intangible benefit to themselves, others, or the Commonwealth or could cause detriment to others or the Commonwealth. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

Governance
The combination of processes and structures implemented by the board to inform, direct, manage, and monitor the activities of the organization toward the achievement of its objectives. The governance process includes: promoting appropriate ethics and values within the organization; ensuring effective organizational performance management and accountability; communicating risk and control information to appropriate areas of the organization; and coordinating the activities of and communicating information among the board, external and internal auditors, and management.
**Independence**
The freedom from conditions that threaten the ability of the internal audit function to carry out internal audit responsibilities in an unbiased manner.

**Internal Audit Function**
The department, division, team of advisors, or other practitioner(s) that provides independent, objective assurance and advisory services designed to add value and improve an organization’s operations.

**International Professional Practices Framework**
The conceptual framework that organizes the authoritative guidance promulgated by the Institute of Internal Auditors. Authoritative guidance is comprised of two categories—(1) mandatory and (2) strongly recommended.

**Objectivity**
An unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others.

**Risk**
The possibility of an event occurring that will have an impact on the achievement of objectives. Risk is measured in terms of impact and likelihood.

**Risk Management**
A process to identify, assess, manage, and control potential events or situations to provide reasonable assurance regarding the achievement of the organization’s objectives.

**Scope**
A statement that specifies the focus, extent, and boundary of a particular audit. The scope can be specified by defining the physical location of the audit, the organizational units that will be examined, the processes and activities that will be included, and the time period that will be covered.

**Significance**
The relative importance of a matter within the context in which it is being considered, including quantitative and qualitative factors, such as magnitude, nature, effect, relevance, and impact. Professional judgment assists internal auditors when evaluating the significance of matters within the context of the relevant objectives.

**Standards**
A professional pronouncement that delineates the requirements for performing a broad range of internal audit activities, and for evaluating internal audit performance.

**Waste**
The intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of Commonwealth university resources to the detriment or potential detriment of the Commonwealth. Waste also includes incurring unnecessary costs due to inefficient or ineffective practices, systems, or controls.
5.0 References


The Institute of Internal Auditors’ International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the International Standards for the Professional Practice of Internal Auditing (Standards), and the Definition of Internal Auditing, revised in 2016 and effective 2017.

6.0 Approval and Revisions

- Revision 0
  Approved February 9, 1989, by the Director of Internal Audit, David C. Goodyear.

- Revision 1
  Annual review. Section 2.8 - changed so that reports "approved" by the Finance and Audit Committee of the Board of Visitors shall be available to the public.
  Approved March 29, 1990, by the Director of Internal Audit, David C. Goodyear.

- Revision 2
  Changes were made to eliminate minor discrepancies between the audit manual and the policy statement as presented to the Board of Visitors.
  Approved November 3, 1995, by the Director of Internal Audit, David C. Goodyear.

Annual review, November 5, 1998, by Office of the Executive Vice President. No revisions.

- Revision 3
  Policy updated to reflect review by the Finance and Audit Committee of the Board of Visitors. Policy serves as a charter for the Internal Audit Department.
  Approved March 29, 2004 by the Executive Vice President and Chief Operating Officer, Minnis E. Ridenour. Approved March 29, 2004 by the Finance and Audit Committee of the Board of Visitors.

- Revision 4
  Policy updated to reflect review by the Finance and Audit Committee of the Board of Visitors, in conjunction with the Internal Audit Department’s quality assurance review.
  Approved March 14, 2005 by the Executive Vice President and Chief Operating Officer, James A. Hyatt. Approved March 14, 2005 by the Finance and Audit Committee of the Board of Visitors.

- Revision 5 April 1, 2008:
  Updates to position titles and/or responsibilities due to university reorganization.
• Revision 6
  - Policy title changed from “Internal Audit Department” to “Internal Audit Charter.”
  - Section 2.2 revised to reflect change in Director of Internal Audit reporting relationship.
  - Sections 2.5 and 2.7 revised to clarify the role of Internal Audit and the standards under which it conducts its activities.
  - Section 2.9 revised to clarify the process for senior management areas submitting corrective action plans.

  Approved November 7, 2011 by the university President, Charles W. Steger.
  Approved November 7, 2011 by the Finance and Audit Committee of the Board of Visitors.

• Revision 7
  - Full technical review correcting grammatical, punctuation, word usage, sentence structure, and minor content and/or format inconsistencies. The charter was also revised to incorporate the concept of objectivity, and to include applicable procedures and definitions.
  - Policy title changed from “Internal Audit Charter” to “Charter for the University’s Internal Audit Function.”

  Approved November 9, 2015 by the Finance and Audit Committee of the Board of Visitors and President, Timothy D. Sands.

• Revision 8
  - Revisions to address the reorganization of the Board of Visitors’ committee structure and additional responsibilities with regard to risk management and compliance. Additional revisions were made to reflect revised guidance from the Institute of Internal Auditors.

  Approved November 5, 2017 by the Compliance, Audit, and Risk Committee of the Board of Visitors and President, Timothy D. Sands.

• Revision 9
  - Revisions from technical review correcting grammatical, punctuation, word usage, sentence structure, and minor content and/or format inconsistencies.

  Approved November 18, 2019 by the Compliance, Audit, and Risk Committee of the Board of Visitors and President, Timothy D. Sands.
October 15, 2019

Sharon M. Kurek
Executive Director, Audit, Risk, and Compliance
North End Center
300 Turner Street NW, Suite 3200
Blacksburg, Virginia  24061

Ms. Kurek:

This memorandum is to report the outcome of the internal quality assurance review (QAR) conducted as part of the ongoing Quality Assurance and Improvement Program. The objectives of this QAR were to determine whether the Office of Audit, Risk, and Compliance (OARC) is in compliance with the International Professional Practices Framework (IPPF) promulgated by the Institute of Internal Auditors (IIA) and to assess the quality of ongoing performance and identify opportunities to improve OARC policies, procedures, and processes.

In my opinion, OARC **generally conforms** with the IIA Standards. The IIA’s *Quality Assessment Manual for the Internal Audit Activity* provides a scale of three ratings, “Generally Conforms,” “Partially Conforms,” and “Does Not Conform.” According to the manual, “Generally Conforms” is the highest rating and indicates that the relevant structure, policies, and procedures of the internal audit activity, as well as the processes by which they are applied, conform with the requirements of the Standards and the Code of Ethics in all material respects. In addition, OARC effectively executes its mission as set forth in the audit charter.

During the QAR, opportunities were identified to improve OARC policies, procedures, and processes. Those opportunities included: enhancing onboarding procedures, establishing procedures to track continuing professional education, enhancing ongoing monitoring activities, completing revisions of office policies and procedures, and instructing staff regarding audit documentation requirements.

I appreciate the courtesies extended during this review.

Sincerely,

Ryan S. Hamilton
Audit Manager for Special Projects

cc: Anna H. James
    Timothy D. Sands
    Horacio A. Valeiras
Engagement Overview

Objectives
The objectives of this internal quality assurance review (QAR) were to:

- Determine whether the Office of Audit, Risk, and Compliance (OARC) is in conformance with the International Professional Practices Framework (IPPF) promulgated by the Institute of Internal Auditors (IIA).
- Assess the quality of ongoing performance and identify opportunities to improve OARC policies, procedures, and processes.

Scope
The scope of this QAR included fiscal year 2017-18 and 2018-19 audit engagements completed as of February 26, 2019 and all OARC policies, procedures, and processes.

Methodology
This QAR was conducted using the IIA’s Quality Assurance and Improvement Program Practice Guide (2012), as well as the Quality Assessment Manual for the Internal Audit Activity (2017) published by the Internal Audit Foundation. To accomplish the objectives, the following activities were performed:

- Reviewed the mandatory elements of the IPPF (2017 edition), which comprises the Code of Ethics, the Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, and the International Standards for the Professional Practice of Internal Auditing (Standards).
- Reviewed previous internal and external quality assurance reports and actions taken in response to recommendations.
- Evaluated internal (audit staff) and external (auditee) survey results.
- Obtained and reviewed information provided by OARC relevant to this QAR, including audit charter, audit manual, organizational chart, risk assessments, audit plans, etc.
- Reviewed Board of Visitors (BOV) Compliance, Audit, and Risk Committee charter, meeting minutes, and submitted meeting materials.
- Selected and reviewed a random sample of five audit engagements.
- Reviewed continuing professional education (CPE) credits for audit staff personnel.
- Interviewed a sample of audit staff personnel.
- Interviewed the Executive Director, Audit, Risk, and Compliance (i.e., chief audit executive).

1 The Internal Audit Foundation is a nonprofit organization operated by the IIA.
Results and Recommendations

OARC generally conforms with the IIA Standards and Code of Ethics. The Quality Assessment Manual for the Internal Audit Activity provides a scale of three ratings, “Generally Conforms,” “Partially Conforms,” and “Does Not Conform.” According to the manual, “Generally Conforms” is the highest rating and indicates that the relevant structure, policies, and procedures of the internal audit activity, as well as the processes by which they are applied, conform with the requirements of the Standards and the Code of Ethics in all material respects.\(^2\)

OARC effectively executes its mission of enhancing and protecting organizational value by providing risk-based and objective assurance, advice, and insight. Audit staff personnel are competent, professional, and eager to learn; audit reports are, overall, accurate and objective; and OARC management is fully engaged with both audit staff personnel and university leadership.

An internal survey of audit staff personnel revealed that they believe that OARC adds value to the university, that management provides opportunities to enhance skills and knowledge, and that the audit activity promotes ethics and values across the organization. Likewise, survey results from clients (i.e., auditees) indicated that audit teams were professional and demonstrated technical proficiency and that audit recommendations improved or added value to their respective operations.

Overall, OARC has established a solid foundation on which it can continue to build to ensure it is operating effectively and efficiently. During the course of this QAR, the below opportunities were identified to improve OARC policies, procedures, and processes.

I. Onboarding Procedures

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<tr>
<th>Applicable Standard</th>
<th>1220: Due Professional Care</th>
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</thead>
</table>

Auditors new to the office may not have sufficient knowledge of auditing standards and/or office expectations. The internal staff survey revealed that multiple auditors were unaware of certain internal policies and procedures. Although existing orientation includes a review of the audit manual, which details IIA Standards and general office expectations, discussions with newer staff auditors revealed that some had a minimal understanding of the Standards or office expectations regarding the audit process.

A recommendation to enhance onboarding procedures through the development of a new auditor training program was included in the previous internal QAR report. However, staffing resource issues impeded the implementation of such a program.

\(^2\) The manual further states that, for a rating of “Generally Conforms,” there may be opportunities for improvement, but such opportunities should not represent situations where the internal audit activity has not implemented the Standards or the Code of Ethics, has not applied them effectively, or has not achieved their stated objectives.
**Recommendation:**
OARC management should consider enhancing onboarding procedures through the development of a new auditor training program to inform new audit staff of applicable standards and to increase the effectiveness of new audit staff in performing engagements in line with office expectations.

**Management Action Plan:**
Concur, with specific strategies including the development of supplement tools to aid in performance of audit steps and formalized training with regard to implementing procedures outlined in departmental policies and procedures.

### II. Continuing Professional Education

<table>
<thead>
<tr>
<th>Applicable Standard</th>
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</tr>
</thead>
</table>
| • 1230: Continuing Professional Development | Although OARC is meeting the IIA Standard regarding continuing professional education (CPE), as well as the Audit Manual requirement of 80 hours of CPE per auditor every two years, the spreadsheet utilized by the office to track CPE credits has not been consistently maintained and contains discrepancies. As a result, there is a risk that the office may falsely rely on totals presented in the spreadsheet and provide inaccurate CPE totals in its annual report.

There does not appear to be a documented process for tracking CPE credits, which likely contributed to the discrepancies within the CPE spreadsheet. In addition, auditors do not regularly verify that their spreadsheet entries are accurate.

**Recommendation:**
OARC management should establish procedures to track CPE credits for audit personnel. In addition, OARC management should direct auditors to review and verify their CPE credits regularly to ensure accuracy.

**Management Action Plan:**
Concur, during July 2019 the spreadsheet for tracking CPE credits was fully updated in preparation of the annual report and continues to be maintained monthly. At the same time, each auditor was provided their CPE credits and their review and verification was requested to ensure accuracy. This process will continue at least twice a year.

### III. Quality Assurance and Improvement Program

<table>
<thead>
<tr>
<th>Applicable Standard</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1311: Internal Assessments</td>
<td>OARC has implemented multiple ongoing monitoring activities in support of its Quality Assurance and Improvement Program (QAIP); however, one activity documented in the Audit Manual</td>
</tr>
</tbody>
</table>
that would provide added benefit—the completion of a quality assurance review checklist—is not being performed.³

During the engagement review portion of this QAR, there were issues noted regarding audit documentation (discussed later in this report). In addition, some engagements contained insufficient support and/or cross-referencing in the working papers to independently verify figures presented in the final reports.⁴ The implementation of an ongoing quality assurance review would provide management an opportunity to identify and correct inconsistent and/or careless audit practices.

**Recommendation:**
OARC management should consider reinstating the quality assurance review checklist.

**Management Action Plan:**
Concur, the quality assurance review checklist was reinstated for audit reports issued after September 2019.

### IV. Audit Manual and TeamMate Protocol Document

The OARC Audit Manual and TeamMate Protocol Document do not reflect current standard operating procedures.⁵ As a result, auditors may not have sufficient guidance to ensure that audit engagements are consistently performed and that audit documentation is properly captured.

A recommendation to address this matter was included in the previous internal QAR report. Although revisions to both documents were initiated, staffing resource issues prevented completion of the revisions.

**Recommendation:**
OARC management should complete revisions of the Audit Manual and TeamMate Protocol Document and establish a process to ensure that these documents, as well as any other office-established guidance, are regularly reviewed and updated as necessary.

**Management Action Plan:**
Concur, with strategies for improvement to include completion of internal review and revision processes and formalizing requirements for ongoing periodic review. Additionally, OARC will continue efforts to better utilize the departmental SharePoint site for improved ease of use and more consistent updating as needed.

³ The quality assurance review checklists were to be completed by a member of management on a sample of risk-based audits and compliance reviews, post-issuance of the final report.
⁴ The reviewer determined that the overall results and conclusions in the final reports were accurate.
⁵ The TeamMate Protocol Document provides guidance regarding use of the TeamMate audit management software.
V. Audit Documentation

The audit engagements reviewed as part of this QAR contained appropriate evaluations; however, certain elements of audit documentation, including source of evidence and sampling and testing methodologies, were not consistently recorded in the TeamMate software. The absence of such documentation may decrease the reliability of audit evidence and, at a minimum, hinders the supervisory review of working papers.

**Recommendation:**
OARC management should communicate the importance of audit documentation to audit personnel and provide instruction regarding documentation requirements.

**Management Action Plan:**
Concur, the importance of fully documenting source of evidence and sampling and testing methodologies was discussed with audit staff personnel at the September 2019 staff meeting. Reinstatement of the quality assurance review checklist will also assist with ensuring consistent documentation.

Applicable Standard

- 2330: Documenting Information
<table>
<thead>
<tr>
<th>1000</th>
<th>Purpose, Authority, and Responsibility</th>
<th>GC</th>
<th>PC</th>
<th>DNC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>Recognition of the Definition of Internal Auditing, the Code of Ethics, and the Standards in the Internal Audit Charter</td>
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<td></td>
<td></td>
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<tr>
<td>1100</td>
<td>Independence and Objectivity</td>
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<td></td>
</tr>
<tr>
<td>1110</td>
<td>Organizational Independence</td>
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<tr>
<td>1111</td>
<td>Direct Interaction with the Board</td>
<td>X</td>
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<td></td>
</tr>
<tr>
<td>1112</td>
<td>Chief Audit Executive Roles Beyond Internal Auditing</td>
<td>X</td>
<td></td>
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<tr>
<td>1120</td>
<td>Individual Objectivity</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1130</td>
<td>Impairment to Independence or Objectivity</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>1200</td>
<td>Proficiency and Due Professional Care</td>
<td>X</td>
<td></td>
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<tr>
<td>1210</td>
<td>Proficiency</td>
<td>X</td>
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<td>Due Professional Care</td>
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<tr>
<td>1230</td>
<td>Continuing Professional Development</td>
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<td>Quality Assurance and Improvement Program</td>
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<tr>
<td>1310</td>
<td>Requirements of the Quality Assurance and Improvement Program</td>
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<tr>
<td>1311</td>
<td>Internal Assessments</td>
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<tr>
<td>1312</td>
<td>External Assessments</td>
<td>X</td>
<td></td>
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<tr>
<td>1320</td>
<td>Reporting on the Quality Assurance and Improvement Program</td>
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<td></td>
</tr>
<tr>
<td>1321</td>
<td>Use of “Conforms with the International Standards for the Professional Practice of Internal Auditing”</td>
<td>X</td>
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November 17, 2019

ERM & ICP
Program Updates
Sharon M. Kurek, CPA, CFE, MBA
Executive Director of Audit, Risk, and Compliance
Organizational Objectives

- Identify & Categorize
- Assess & Prioritize
- Manage & Monitor
- Reporting & Awareness

ERM PROCESS

- SPECIFIC, MEASURABLE & REALISTIC
- TIMELY
- TRANSPARENT
- STRATEGIC
- FINANCIAL
- COMPLIANCE
- OPERATIONAL
- REPUTATION
- RISK OWNERSHIP
- BUSINESS PROCESSES
- INTERNAL / EXTERNAL REVIEW & ANALYSIS
- LIKELIHOOD OF OCCURRENCE
- SIGNIFICANCE OF IMPACT
- VELOCITY
Updates since August

- Refresh of heat map
- Process underway for next iteration of ERM risk identification and assessment
- Continuing review of Risk Snapshots with risk owners

Going Forward

- Meetings with PLT members continue through calendar year-end
- Development of updated risk landscape and heat map
- Periodic tabletop exercises continue
- Risk owners brief BOV through associated committees
Updated Enterprise Risk Landscape
November 2019

ACADEMIC
- Enrollment Management
- Leadership & Governance
- Socio-Political Environment
- Tuition Dependency

CAMPUS CULTURE AND CLIMATE
- Athletics
- Legal & Regulatory
- Federal & State Funds

EXTERNAL ENVIRONMENT
- Partners
- Resource Management
- Integrity & Conflicts of Interest

FINANCIAL
- Alumni & Friends
- Advancement
- Restricted Research

RESEARCH
- Academic Quality
- Student Experience
- Accreditation
- Endowment Income

UNIVERSITY OPERATIONS
- Faculty & Staff Recruitment & Retention
- Global Engagement
- Evolving Pedagogy & Delivery

ENDOWMENT / INCOME
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Updated Enterprise Risk Landscape
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- Academic Quality
- Student Experience
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<td><strong>Academic, Research, and Student Affairs</strong></td>
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8 Elements of an Effective Compliance Program

- High-level personnel exercising oversight
- Written policies and procedures
- Training and Education
- Lines of Communication
- Well publicized disciplinary guidelines
- Internal compliance monitoring
- Response to detected offenses
- Perform periodic compliance risk assessments
Updates since August

- The Compliance Advisory Committee’s (CAC) most recent quarterly meeting took place in mid-October
- OARC prepared detailed training materials in support of the compliance risk-assessment process
- Distributed university-wide compliance owners began the compliance risk assessment process, expected to finish by mid-December
- OARC met with University Relations staff to develop a plan to increase awareness of the new Hokie Hotline and broader compliance efforts
In Progress and Going Forward

- Distributed university-wide compliance owners will continue the risk assessment process into December
- CAC meetings will continue quarterly as members focus on oversight of the ICP
- OARC and CAC will continue to explore outreach opportunities
QUESTIONS?
The Chair of the Compliance, Audit, and Risk Committee will discuss agenda items for future meetings and adjourn the committee meeting.
Open Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

Solitude Room, The Inn at Virginia Tech

8:30 a.m.

November 18, 2019

**Agenda Item** | **Reporting Responsibility**
---|---
1. Motion to Reconvene in Open Session | Ed Baine
2. Opening Remarks | Tish Long
3. Consent Agenda
   a. Approval of Items Discussed in Closed Session | Tish Long
   b. Approval of Minutes of the August 26, 2019 Meeting
   c. Annual Write-off of Delinquent Accounts
   * d. Approval of Pratt Fund Program and Expenditures Report
   * e. Approval of Resolution to Appoint University Commissioner to the Hotel Roanoke Conference Center Commission | Tish Long
4. Annual Report on Research | Don Taylor
5. Update on Advancement | Charlie Phlegar
7. Annual Report on the University’s Student Financial Aid Resources | Tim Hodge, Luisa Havens Gerardo
8. Financial Overview of Enrollment Variance Fall 2019 | Tim Hodge
* 9. Approval of Increase to Authorized Commercial Paper Program | John Cusimano
10. Annual Report on University Debt Ratio and Debt Capacity | Bob Broyden, John Cusimano
* 11. Review and Approval of the 2020-2026 Six-Year Plan | Tim Hodge
13. Discussion of Future Agenda Topics and Closing Remarks | Tish Long

* Requires full Board approval.
**Open Session**

1. **Motion to Reconvene in Open Session**

2. **Opening Remarks**

3. **Consent Agenda:** The Committee will consider for approval and acceptance the items listed on the Consent Agenda.
   
   a. **Approval of Items Discussed in Closed Session:** The Committee will review and approve the items discussed in closed session.
   
   b. **Approval of Minutes of the August 26, 2019 Meeting:** The Committee will review and approve the minutes of the August 26, 2019 meeting.
   
   c. **Annual Write-off of Delinquent Accounts:** As of June 30, 2019, the amount of write-offs of delinquent accounts totaled $384,279 which represents 0.03 percent of the 2018 annual operating revenues of $1.01 billion. The current year write-off is consistent with the total write-off amounts in recent years.
   
   d. **Approval of Pratt Fund Program and Expenditures Report:** The Pratt Fund provides funding for programs in both the College of Engineering and Department of Animal Nutrition in the College of Agriculture and Life Sciences. For fiscal year 2018-19, the College of Engineering had total expenditures of $997,259 and the Animal Nutrition had total expenditures of $925,088.

* e. **Approval of Resolution to Appoint University Commissioner to the Hotel Roanoke Conference Center Commission:** The resolution seeks approval to appoint the Senior Vice President and Chief Business Officer as a representative of the university on the Hotel Roanoke Conference Center Commission.

4. **Annual Report on Research:** The Committee will receive a comprehensive annual report on research highlighting university research expenditures and related trends and benchmarking information.
5. **Update on Advancement:** University Advancement will provide a quarterly report on their fundraising efforts including an update on the campaign.

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 2020, 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.

As of June 30, 2019, the market value of university funds invested in the short to intermediate-term pool was $381.5 million and in the foundation was $382.2 million. The short-term university investment income for fiscal year 2020 is estimated to be approximately $7.4 million and the long-term university investment income for fiscal year 2020 is estimated to be approximately $16.2 million. The university’s investment income is budgeted for restricted and unrestricted purposes to support scholarships, professorships, graduate student assistantships, auxiliary enterprises, and the Virginia Tech Carilion School of Medicine, one-time or limited recurring commitments for strategic institutional goals and initiatives, and building adequate operating reserves (including the strategic plan milestone of growing net assets by $20 million per year).

7. **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. The amount of total student financial aid awarded increased from $486.4 million in fiscal year 2018 to $511.9 million in fiscal year 2019.

8. **Financial Overview of Enrollment Variance Fall 2019:** The Committee will receive an overview of the financial impact of the Fall 2019 enrollment variance.

* 9. **Approval of Increase to Authorized Commercial Paper Program:** The Committee will review for approval an increase to the Authorized Commercial Paper Program from $50 million to $120 million.

10. **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 2018-19, outstanding long-term debt of the
university totaled $478 million with a debt ratio of 3.44 percent. The university proposes the continuation of the five percent cap on the debt ratio for future years.

* 11. **Review and Approval of the 2020-2029 Six-Year Plan:** The Committee will review for approval the 2020-2026 Six-Year Plan. The Higher Education Opportunity Act of 2011 established goals and objectives for higher education in Virginia, and outlined an annual planning process that requires submission of six-year academic, financial, and enrollment plans for the future three biennia. The focus of the plan, submitted each odd-year, is the first biennium of the planning period, and even-year submissions may revise these plans as necessary.

The university received instructions for the development of the 2020-2026 Six-Year Plan on August 27, 2019 and an initial submission was provided to the state on July 1, 2019. After a review and response period, the university and state finalized the plan on October 1, 2019. This report provides an overview of this process and key assumptions used in the development of the plans.

An element of the nongeneral fund revenue are placeholders for tuition and fee rates for 2020-2024. Currently, the plan includes tuition and fee increase placeholders for multiple scenarios based on various levels of General Fund support by the Commonwealth, reflecting the university’s continued moderation of rate increases. While the plan includes these placeholders for planning purposes, it does not commit to a rate at this time; the Board retains the authority for approving the final tuition and fee rates. Tuition and fees are traditionally approved by the Board in the spring.

A new component of the 2019 Six-Year Plan development process is the opportunity to include a proposal for enhanced partnership with the state around innovative initiatives that achieve shared goals, or Institutional Partnership Performance Agreement (IPPA). The university’s Six-Year Plan was developed around the foundational strategies of affordability, enrollment management, economic development, efficiency and innovation, and accountability. The university will work with state officials to advance the elements of Virginia Tech’s proposed IPPA during the 2020 General Assembly Session.

The Six-Year Plan submission begins a discussion with the Commonwealth about the university’s planned progress towards the goals of the Statewide Strategic Plan for Higher Education and how the university can partner with the state to advance shared outcomes. This process is also an important step in positioning the university to seek state support during the Executive Budget development process each fall.
12. **Approval of Year-to-Date Financial Performance Report (July 1, 2019 – September 30, 2019):** The Committee will review for approval the Year-to-Date Financial Performance Report for July 1, 2019 – September 30, 2019. For the first quarter, budget adjustments were made to reflect revisions to projected revenues and expenditures. The budget was increased $9.3 million to recognize a larger freshman class. Revenues and expenses are lower than anticipated due to lower than projected actual residence hall occupancy, meal plan sales, and business volume. A second quarter adjustment is anticipated.

For the quarter ending September 30, 2019, $30 million was expended for Educational and General capital projects, and $14.2 million was expended on Auxiliary Enterprises capital projects. Capital outlay expenditures for the quarter ending September 30, 2019 totaled $44.2 million.

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

*Requires full Board approval.*
Motion to Reconvene in Open Session

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

November 18, 2019

WHEREAS, the Finance and Resource Management Committee of 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 provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3711 of the Code of Virginia requires a certification by the Finance and Resource Management Committee that such closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED, that the Finance and Resource Management Committee of 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 Finance and Resource Management Committee.
Opening Remarks
Consent Agenda

The Committee will consider 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 August 26, 2019 Meeting

c. Annual Write-off of Delinquent Accounts

* d. Approval of Pratt Fund Program and Expenditures Report

* e. Approval of Resolution to Appoint University Commissioner to the Hotel Roanoke Conference Center Commission

*Requires full Board approval
Personnel Changes Report

Recommendation: That the Committee ratify the Personnel Changes Report as amended.
Committee Minutes

FINANCE AND RESOURCE MANAGEMENT COMMITTEE
Ballston Room, Virginia Tech Research Center
Arlington, Virginia

August 26, 2019

Closed Session

Board Members Present: Ed Baine, Anna James, Tish Long, Melissa Nelson, Horacio Valeiras

Virginia Tech Staff: Kay Heidbreder, Nancy Meacham, Charlie Phlegar, Dwight Shelton

1. Motion to Reconvene in Open Session: Motion to begin open session.

* 2. Ratification of Personnel Changes Report: The Committee met in closed session to review and ratify the quarterly Personnel Changes Report. The report included new faculty appointments and adjustments in salaries for select faculty through the quarter ending June 30, 2019.

   The Committee recommended the Personnel Changes Report as amended to the full Board for approval.

Open Session

Board Members Present: Ed Baine, John Ferris – Faculty Representative, Anna James, Ryan King – Graduate Student Representative, Tish Long, Melissa Nelson

Virginia Tech Staff: Callan Bartel, Bob Broyden, John Cusimano, John Dooley, Juan Espinoza, Ron Fricker, Luisa Havens Gerardo, Tim Hodge, Nancy Meacham, Charlie Phlegar, Menah Pratt-Clarke, Tim Sands, Dwight Shelton, Ken Smith, Robert Sumichrast

1. Motion to Reconvene in Open Session: Motion to begin open session.

2. Opening Remarks
3. **Consent Agenda**: The Committee considered for approval the items listed on the Consent Agenda.

   a. Approval of Items Discussed in Closed Session
   
   b. Approval of Minutes of the June 3, 2019 meeting
   
   c. Approval of Holden Hall 9(d) Debt Financing Resolution: The Committee reviewed for approval a debt financing resolution for Holden Hall improvements through the State’s 9(d) Virginia College Building Authority (VCBA) pooled bond program. The Holden Hall Renovation has been authorized by the State to be financed for up to $17.5 million, plus amounts needed to fund the issuance costs, reserve funds, and other financing expenses. The total $72.349 million project cost will be funded with approximately $17.5 million of bond proceeds issued through the VCBA and paid by the university, and $54.849 million of 21st Century bond proceeds paid for by the Commonwealth. Debt service for the university’s portion of this project will be paid from self-generated revenues from the research program and private gift receipts.

   The Committee approved the items on the Consent Agenda and recommended the Holden Hall 9(d) Debt Financing Resolution to the full Board for approval.

4. **Discussion on Resource Development**: The Committee had an opportunity for follow-up discussion on information presented at the Board of Visitors Retreat. Questions on resourcing the innovation campus and faculty compensation were addressed.

5. **Comprehensive Annual Report on Advancement**: The Committee received a comprehensive report from University Advancement providing an update on the fiscal year 2019 giving results and giving trends since the launch of the Advancement Model. This report also included an update of the return on investment in university advancement with projections for future investments to support the anticipated growth in fundraising, overview of the campaign plans, and the division’s strategic focus for fiscal year 2020.

   Campaign kickoff will be Oct. 10 – 12 with an expected campaign goal of 1.5 billion. Advancement anticipates that this campaign goal may increase in 2022, our sesquicentennial. The engagement level goal will be to increase alumni engagement from 40,000 to 100,000 through the course of the campaign.

6. **Related Corporations Performance – VT Services**: The Committee received a report on the performance of Virginia Tech Services, Inc. (VTSI), a Virginia Tech
Related Corporation. This report provided an overview of the corporation’s historical role in retail and contract management. It also described the changing business environment that has led to the restructuring of operating strategies and organization and the transition to a new operating agreement with Follett Higher Education Group, Inc. (Follett). This new business model resulted in a significantly increased revenue stream for the university which is used to fund undergraduate scholarships, facility improvements, or other student focused investments.

* 7. **Approval of Policy on Management of Graduate Assistantships and Tuition Remission:** The Committee reviewed for approval the new Policy on Management of Graduate Assistantships and Tuition Remission. This policy encompasses various existing policies and procedures regulating the management of graduate assistantships into one comprehensive, transparent policy. The Graduate School is responsible for administering this policy and future changes to the policy must be approved by the Finance and Resource Management Committee.

The Committee recommended the Policy on Management of Graduate Assistantships and Tuition Remission to the full Board for approval.

* 8. **Approval of Year-to-Date Financial Performance Report (July 1, 2018 – June 30, 2019):** The Committee reviewed for approval the Year-to-Date Financial Performance Report for July 1, 2018 – June 30, 2019. The university successfully closed its fiscal year in accordance with guidance and requirements of the Commonwealth. The Education and General budgets were balanced at year-end, with no operating deficit incurred. The Auxiliary Enterprises revenues were higher than projected due to interest savings and higher Sponsored Programs and Residential and Dining Hall System revenues. Auxiliary Enterprises expenditures were lower than projected due to the timing of operating expenditures, debt savings, and personnel savings.

For year-ended June 30, 2019, $67.95 million has been expended for Educational and General capital projects, and $40.2 million has been expended for Auxiliary Enterprises capital projects. Total capital outlay expenditures for year-ended June 30, 2019 was $108 million against an annual budget of $124 million. The Committee also discussed the status and financial impact of the large number of capital projects approaching the construction stage.

The Committee recommended the Year-to-Date Financial Performance Report to the full Board for approval.

9. **Other Business:** The Committee discussed other topics as needed.
Joint Open Session with the Building and Grounds Committee

Board Members Present: Ed Baine, Shelley Barlow, Greta Harris, C.T. Hill, Anna James, Ryan King – Graduate Student Representative, Tish Long, Sharon Martin, Melissa Nelson, Mehul Sanghani, Dennis Treacy, Horacio Valeiras, Jeff Veatch, Preston White

Virginia Tech Staff: Mac Babb, Callan Bartel, Bob Broyden, John Cusimano, John Dooley, Juan Espinoza, Ron Fricker, Elaine Gall, Tim Hodge, Chris Kiwus, Nancy Meacham, Heidi Myers, Kim O’Rourke, Charlie Phlegar, Menah Pratt-Clarke, Tim Sands, Dwight Shelton, Ken Smith, Robert Sumichrast, Dwyn Taylor, Jon Clark Teglas, Sherwood Wilson

1. Consent Agenda:

   a. Update on the 2020-2026 Capital Outlay Plan: At the April 2019 meeting, the Committees approved the university’s list of potential projects for inclusion in the 2020-2026 Capital Outlay Plan and authorized the university to develop and submit a final plan to the State in accordance with future guidance from the State and based on the projects in the approved list. The university proceeded accordingly and met the State’s July 2019 deadline for submission of the plan. Based on the instructions received from the State, and consistent with the Board approved Six-Year Capital Outlay Plan, the university submitted a list of projects requesting some portion of General Fund resources in their budget. This report provided the list of projects ranked in priority order submitted to the state, state capital budget review and approval process, and the list of Nongeneral Fund Projects included in the Six-Year Capital Outlay Plan for 2020-2026.

2. Approval of Resolution for a Capital Lease for the Kmart and Ardmore Properties: The Committees reviewed for approval a Resolution for a Capital Lease for the Kmart and Ardmore Properties to secure space for university functions and for surplus storage and printing services. This capital lease includes a 20-year lease renewal for the 55,552 square foot warehouse space located at 1425 South Main Street (Kmart), contingent upon the execution of a new 20-year term lease of a 9,460 square foot property adjacent to the Kmart space, at 131 Ardmore Street (Ardmore). A provision of the Ardmore lease is that the landlord will gift the Ardmore property to the university at the expiration of the lease.

   The cost of the Kmart space is $7.04 per square foot, which is significantly below local market rates of $14.00 to $18.00 per square foot. An alternate space with comparable size, price, and convenience is unavailable, and the university cannot build a replacement space at a lower cost. Additionally, the rate for the Ardmore space is $7.50 per square foot, which is also significantly below the market rate.
The university has an amended lease agreement for an additional 20 years at the rates described above with discounted cash flows at a present value of $6.9 million. This capital lease will provide lower cost storage options and will accrue savings in operation budgets while ensuring convenient, expanded space and uninterrupted operations. The university is prepared to proceed with the Kmart and Ardmore capital lease and has developed a resource plan to support the annual lease.

The Committees encouraged the university to negotiate the inclusion of language in the lease that would allow the university the opportunity to acquire the Ardmore property lease at any time during the lease or at specific points during the twenty-year lease through a negotiated lease payoff.

This request is for authorization to move forward with a $6.9 million capital lease for the Kmart and Ardmore properties.

The Committees recommended the Resolution for a Capital Lease for the Kmart and Ardmore Properties to the full Board for approval.

3. **Discussion of the Resolution for Funding Supplement to the Student-Athlete Performance Center Capital Project Approved by the Executive Committee on July 18, 2019:** The Committees had an opportunity to discuss the Resolution for Funding Supplement to the Student-Athlete Performance Center Capital Project, which was approved by the Executive Committee during the July 18, 2019 meeting. This resolution was ratified at the full Board meeting on August 26, 2019.

There being no further business, the meeting adjourned at 10:13 a.m.

* Requires full Board approval.
Accounts Receivable and the Write-off of Delinquent Accounts  
For the Fiscal Year Ended June 30, 2019 

FINANCE AND RESOURCE MANAGEMENT COMMITTEE 

September 24, 2019 

Overview 

Current accounts receivable are generated by several components as part of the annual operating activities of the university. Student accounts receivable and the receivables generated through the sponsored research program represent the largest components of the total receivables. Current and noncurrent notes receivable are comprised of both federal and institutional student loans administered by the university. To properly account for and control these assets, the university uses a combination of centralized and decentralized systems. 

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, 2019, with comparative data for the previous year. Attachment B provides a graph for the aging analysis of the gross receivables at June 30, 2019, with comparative data for the previous three years. In addition, the total current receivables 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, 2019, with comparative data for the previous year.
Federal loans receivable will continue to decrease in future years with the wind down of the Perkins loan program required by the federal government.

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 $490,406. The fiscal year 2019 write-off total of $384,279 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 2018.

Various techniques are used for collecting delinquent accounts receivables 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, 2019

As authorized by a resolution passed by the Board of Visitors on August 13, 1976, the Vice President for Finance and Chief Financial Officer and the Assistant 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, 2019, the accounts receivable written off totaled $384,279. The decrease in write-offs of $340,970 over the prior year is primarily due to a decrease of $248,422 in Student Accounts write-offs. There were several contributing factors for the decrease in write-offs including fewer financial aid cancelations, fewer payment plan defaults, and fewer international sponsors not honoring their commitments to pay for their students. Additional contributing factors to the total decrease was the absence of the one exceptionally large $50,483 Equine Medical Center account from 2018 and a decrease of $48,358 in Other Receivables with decreased write-offs of late fees, finance charges, LCI English as a Second Language, and Biomedical Sciences Helmet Testing receivables. See Attachment C for a summary of the accounts receivables written off at June 30, 2019, with comparative data for the two previous fiscal years.

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\(^1\) Operating revenues for FY18 of $1,099,889,000 was used for this calculation.
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 $384,279 write-off total consists of 826 customers with an average account value of $465. In fact, of the total number of accounts written off, 60.8 percent (502) were valued at less than $100, and these low dollar accounts represent only 6.1 percent of the total dollar value of the write-offs.

Notes Receivable – From Students Written Off at June 30, 2019

The total notes receivable written off at the close of fiscal year 2019 included $67,935 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 18 loans, past due 900 or more days, with an average loan balance of $3,774. 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 Departments of Education and Health and Human Services over many previous years for the Perkins and Health Professions Student Loan programs, and from required matching contributions from the university. Again, the same collection procedures are followed for these loans. When loans are deemed uncollectible, federal regulations allow the Perkins loans to be assigned and returned to the Department of Education for additional collection efforts and final resolution.

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 121 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, 2019, the average past due rate on current receivables 121 days or more past due is 1.26 percent for the applicable four quarters and the Federal Perkins Student Loan default rate is 1.80 percent.
## Composition of Gross Accounts and Notes Receivable

As of June 30, 2018 and 2019  
(Dollars in Thousands)

<table>
<thead>
<tr>
<th>Accounts Receivable:</th>
<th>June 30, 2019</th>
<th></th>
<th>June 30, 2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Balance</td>
<td>Percent</td>
<td>Balance</td>
<td>Percent</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>$2,663</td>
<td>3.4%</td>
<td>$2,396</td>
<td>2.8%</td>
</tr>
<tr>
<td>Sponsored Programs</td>
<td>$52,047</td>
<td>65.6%</td>
<td>$49,324</td>
<td>57.7%</td>
</tr>
<tr>
<td>Electric Service</td>
<td>$915</td>
<td>1.2%</td>
<td>$880</td>
<td>1.0%</td>
</tr>
<tr>
<td>Parking Service</td>
<td>$121</td>
<td>0.1%</td>
<td>$92</td>
<td>0.1%</td>
</tr>
<tr>
<td>Telecommunications (CNS)</td>
<td>$11</td>
<td>0.0%</td>
<td>$18</td>
<td>0.0%</td>
</tr>
<tr>
<td>CPE and IVTSCC</td>
<td>$465</td>
<td>0.6%</td>
<td>$452</td>
<td>0.6%</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>$375</td>
<td>0.5%</td>
<td>$436</td>
<td>0.5%</td>
</tr>
<tr>
<td>Equine Medical Center</td>
<td>$515</td>
<td>0.6%</td>
<td>$334</td>
<td>0.4%</td>
</tr>
<tr>
<td>Short Term Loans/Notes</td>
<td>$5</td>
<td>0.0%</td>
<td>$12</td>
<td>0.0%</td>
</tr>
<tr>
<td>Other Receivables</td>
<td>$22,162</td>
<td>28.0%</td>
<td>$31,493</td>
<td>36.9%</td>
</tr>
<tr>
<td><strong>Total Accounts Receivables</strong></td>
<td>$79,279</td>
<td>100.0%</td>
<td>$85,437</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

**Notes Receivable**

<table>
<thead>
<tr>
<th></th>
<th>June 30, 2019</th>
<th></th>
<th>June 30, 2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Loans - Perkins &amp; HPSL</td>
<td>$12,379</td>
<td>87.6%</td>
<td>$14,557</td>
<td>88.1%</td>
</tr>
<tr>
<td>Institutional Loans</td>
<td>$1,751</td>
<td>12.4%</td>
<td>$1,965</td>
<td>11.9%</td>
</tr>
<tr>
<td><strong>Total Notes Receivable</strong></td>
<td>$14,130</td>
<td>100.0%</td>
<td>$16,522</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

---

1 Continuing and Professional Education / Inn at Virginia Tech & Skelton Conference Center  
2 One-time receivables are included in Other Receivables category  
   $10,534 Carilion commitment toward the construction of second Fralin Biomedical Research Institute at VTC building  
   $550 Legal settlement  
3 Health Professions Student Loan
## Current Accounts Receivable Write-Offs for June 30, 2019 with Comparison to 2018 and 2017

(\textit{In Whole Dollars})

<table>
<thead>
<tr>
<th>Accounts Receivable</th>
<th>June 30, 2019</th>
<th>June 30, 2018</th>
<th>June 30, 2017</th>
<th>Three Year Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accounts</td>
<td>$ 140,364</td>
<td>$ 388,787</td>
<td>$ 134,629</td>
<td>$ 221,260</td>
</tr>
<tr>
<td>Sponsored Programs</td>
<td>66,311</td>
<td>64,201</td>
<td>-</td>
<td>43,504</td>
</tr>
<tr>
<td>Electric Service</td>
<td>16,170</td>
<td>12,553</td>
<td>10,889</td>
<td>13,204</td>
</tr>
<tr>
<td>Parking Services</td>
<td>17,545</td>
<td>19,007</td>
<td>20,198</td>
<td>18,917</td>
</tr>
<tr>
<td>CPE and IVTSCC 1</td>
<td>-</td>
<td>13,312</td>
<td>-</td>
<td>4,437</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>80,021</td>
<td>93,765</td>
<td>71,397</td>
<td>81,728</td>
</tr>
<tr>
<td>Equine Medical Center</td>
<td>22,442</td>
<td>78,880</td>
<td>21,925</td>
<td>41,082</td>
</tr>
<tr>
<td>Short Term Loans/Notes</td>
<td>5</td>
<td>-</td>
<td>5,999</td>
<td>2,001</td>
</tr>
<tr>
<td>Other Receivables</td>
<td>41,421</td>
<td>89,779</td>
<td>61,616</td>
<td>64,272</td>
</tr>
<tr>
<td><strong>Total Write-Offs</strong></td>
<td>$ 384,279</td>
<td>$ 760,284</td>
<td>$ 326,653</td>
<td>$ 490,406</td>
</tr>
</tbody>
</table>

1. Continuing and Professional Education / Inn at Virginia Tech & Skelton Conference Center
Stratification of Write-Offs for Fiscal Year 2019

Total Number of Accounts = 826

- $0-$99: 30.02%
- $100-$999: 6.78%
- $1,000-$2,999: 2.42%
- > $3,000: 2.42%

Total Dollar Value = $384,279
Average Dollar Value = $465
Pratt Funds Overview

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE
AND
FINANCE AND RESOURCE MANAGEMENT COMMITTEE

September 7, 2019

In 1975, the university received a significant bequest from the estate of Mr. John Lee Pratt of Stafford County, following his death on December 20, 1975. The bequest was divided equally into two distinct parts, one to support Animal Nutrition and one to support the College of Engineering. According to the will, the bequest for Animal Nutrition was to be used to promote the study of animal nutrition by supplementing salaries, providing equipment and materials to be used for experiments in feeding and in the preparation of feeds for livestock and poultry, and publishing and disseminating the research results of the studies. The will provided that the bequest for the College of Engineering should be used to support research and scholarships.

Distributions of the Pratt Estate were received in several installments: $9,561,819 in 1975, $1,330,000 in 1977, $47,000 in 1979, and $30,164 in 1981, for a total of $10,968,983. The Pratt funds were established as a quasi-endowment by the Board of Visitors in the 1970s and reaffirmed by the Board on June 4, 2018. This decision has been very beneficial: over the years, the Pratt Quasi-Endowment has grown to $46.15 million, as of June 30, 2019. The following paragraphs summarize some of the major accomplishments of the College of Engineering and the Animal Nutrition Programs that are directly tied to the funding provided by the Pratt Estate.

When the Pratt Quasi-Endowment was originally established, the College of Engineering was in the early stages of becoming established as a nationally recognized leader in engineering education. The Pratt Quasi-Endowment has played a significant role over the years in allowing the college to enhance its pool of students and to offer additional international study opportunities to students and faculty.

The expenditure of income funds from the Pratt Quasi-Endowment provides an unusual opportunity to support an animal nutrition program of high quality. Use of these endowment earnings has concentrated on enhancing research and educational opportunities beyond what departments could do with state and federal funding. The main funding strategy remains with strong support for Ph.D. training, direct research support, scientific equipment, and visiting professors that stimulate and inspire the faculty and students engaged in nutrition research.

**RECOMMENDATION:**

That the 2018-19 Pratt Funds Activity Statements for Animal Nutrition and the College of Engineering be approved.

November 18, 2019
PRATT FUNDS ACTIVITY STATEMENT  
For the Year Ended June 30, 2019  
ENGINEERING  

**Income**

Balance, July 1, 2018  
$ 66,329  
Endowment Income for 2018-19  
999,333

Total Available  
$1,065,662

**Expenditures***

Undergraduate Scholarships  
$527,000  
Undergraduate International Scholarships  
60,000  
Graduate International Scholarships  
30,000  
Graduate Research Scholarships  
96,751  
Graduate Research Fellowships  
136,649  
Graduate Research Tuition Scholarships  
23,859  
Graduate Recruitment for Research Programs  
123,000

Total Expenditures  
$997,259

Balance at June 30, 2019 to be carried to 2019-20  
$ 68,403

*See Attachment A for Engineering programs supported by Pratt funds.*
## PRATT FUNDS ACTIVITY STATEMENT

**For the Year Ended June 30, 2019**

**ANIMAL NUTRITION**

### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, July 1, 2018</td>
<td>$266,310</td>
</tr>
<tr>
<td>Endowment Income for 2018-19</td>
<td>969,834</td>
</tr>
<tr>
<td><strong>Total Available</strong></td>
<td><strong>$1,236,144</strong></td>
</tr>
</tbody>
</table>

### Expenditures*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Scholars</td>
<td>$554,167</td>
</tr>
<tr>
<td>Nutrition Program Support Personnel</td>
<td>145,901</td>
</tr>
<tr>
<td>Undergraduate Scholarships &amp; Research</td>
<td>135,732</td>
</tr>
<tr>
<td>Scientific Equipment &amp; Supplies</td>
<td>59,788</td>
</tr>
<tr>
<td>Visiting Scholars &amp; Seminars</td>
<td>29,500</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$925,088</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at June 30, 2019 to be carried to 2019-20</td>
<td><strong>$311,056</strong></td>
</tr>
</tbody>
</table>

*See Attachment B for Animal Nutrition Programs supported by Pratt funds.*
PRATT FUNDS: College of Engineering

The Pratt Quasi-Endowment enriches the College of Engineering in many ways, adding to Virginia Tech’s reputation. In fiscal year 2018-2019, Pratt funds supported the following engineering programs: undergraduate scholarships, undergraduate and graduate international scholarships, graduate research assistantships, graduate fellowships and graduate tuition scholarships, and graduate recruitment for the college’s research programs.

**Undergraduate Scholarships**

Spent: $527,000

Pratt funds allow the college to offer Dean’s Scholar scholarships to entering freshmen. These scholarships provide a four-year, $5,000 per academic year continuing commitment to each recipient, provided at least a 3.5 grade point average is maintained. In fiscal year 2018-2019, Pratt funds provided $5,000 scholarships to 52 students. An additional 211 students received scholarships ranging from $500 to $3,000 per month.

**Undergraduate International Scholarships**

Spent: $60,000

Pratt funds provided scholarships to 68 undergraduate students participating in international experiences during the 2018-19 academic year. Travel scholarships were provided to students to travel to countries in Europe, South America, and Africa; and Australia, New Zealand, China, and India for conducting research and participating in conferences. Examples of activities include participation in the Rising Sophomore Abroad Program, World Soils Congress, senior design projects, research, service learning experiences, cultural exchange programs, and study abroad programs in various countries.

**Graduate International Scholarships**

Spent: $30,000

Pratt funds supported 19 graduate students undertaking a variety of international experiences. Examples of the international experiences include participation in dual degree programs, conferences, research, and study abroad programs.

**Graduate Research Scholarships**

Spent: $96,751

The college used Pratt funding to support graduate research assistants in the Institute for Critical Technology and Applied Science’s (ICTAS) Doctoral Scholars Program. This program is a multi-disciplinary research effort coordinated by ICTAS, with significant contributions from participating departments, colleges, and the Graduate School. Students receive a graduate research scholarship of $32,000 per year for a maximum of four years. The program supported 11 students in fiscal year 2018-19.
Graduate Fellowships and Graduate Tuition Scholarships  

Spent: $160,508

Graduate Research Fellowships
Each engineering department receives a portion of Pratt funds to use for graduate fellowships. In fiscal year 2018-19, 53 students received Pratt Fellowships ranging from $60/month to $1,085/month. These fellowships supplement existing assistantships, allowing the college to offer competitive compensation packages to graduate students being recruited by other top engineering colleges.

Spent: $136,649

Graduate Research Tuition Scholarships
Engineering departments have the option of using Pratt Fellowship funding for tuition remission scholarships for graduate students. In fiscal year 2018-19, departments provided partial or complete tuition for five graduate students from Pratt funds.

Spent: $23,859

Graduate Recruitment for Research Programs  

Spent: $123,000

The college’s departments readily acknowledge that the use of Pratt funds to support visiting prospective graduate students substantially increases our enrollment of top-quality graduate students and is critical to the college’s research programs. In fiscal year 2018-19, this funding supported the travel expenditures for over 165 prospective graduate students.
The John Lee Pratt Quasi-Endowment has been instrumental in enhancing the quality of the university’s animal nutrition programs at Virginia Tech. The Pratt Quasi-Endowment objective as specified in John Lee Pratt’s bequest is to “promote the study of animal nutrition, provide equipment and materials for feeding experiments and the preparation of livestock and poultry feeds, and to publish and disseminate the practical results from this research.” In an effort to better meet the original goals of the quasi-endowment in enhancing Animal Nutrition programs and attract high quality graduate scholars, the College of Agriculture and Life Sciences Pratt Quasi-Endowment Executive Council modified the process of awarding the Pratt funds in 2011. The process seeks proposals that enhance faculty programs in Animal Nutrition by aiding in the establishment of new interdisciplinary and externally-funded research, augmenting established funded research, or bridging gaps in projects between periods of extramural funding. Graduate student and visiting scholar support is a major component of these projects. In 2019 the college funded 17 active projects. The programs of 14 faculty members located in four different departments are supported through these 17 projects. A total of 15 graduate students are funded by these projects.

Direct support of stipends and operations and enhancement of graduate programs through equipment purchases and visiting scientists are the primary expenditures. The total net expenditure for fiscal year 2019 was $925,088 for the continuing program. The main categories of expenditures were as follows:

- Graduate Student Scholars (Ph.D. & M.S.) 59.9%
- Nutrition Program Support Personnel 15.8%
- Undergraduate Program Scholarships & Research 14.7%
- Scientific Equipment and Supplies 6.4%
- Visiting Scholars and Seminars 3.2%

**Graduate Student Scholars**  
Spent: $554,167

The Pratt program has now matured and currently 15 scholars are enrolled in the program. These students are from several states and countries and are selected based on excellence in their academic and research accomplishments. They receive a Ph.D. or M.S. stipend plus payment of all required tuition and fees. Additionally, each M.S. or Ph.D. candidate receives $2,500, to be used for operational expenses of their research programs.

**Nutritional Program Support Personnel**  
Spent: $145,901

Research technicians in the field of animal nutrition are a key component of Pratt funding. The Pratt funds provide partial support of three technicians in animal and dairy
sciences. These technicians are essential in assisting with the necessary sample preparation and data collection for research performed by the scientists engaged in animal nutrition projects in proteomics, ruminant nutrition, and nutrient management.

**Undergraduate Program Scholarships and Research**  
Spent: $135,732

Over 50 outstanding freshmen students were awarded $1,000 merit scholarships, each, upon entering departments which offer programs in animal nutrition. In addition, 10 Pratt Senior Animal Nutrition Research Scholars received scholarships ($1,500 each) and research support ($1,000 each). This exciting program allows outstanding seniors to participate in undergraduate research programs working directly with a faculty researcher. They report their research results at a symposium each spring. Many of these students pursue graduate programs in animal nutrition.

**Scientific Equipment and Supplies**  
Spent: $59,788

Expenditures for equipment and research space renovations continued to emphasize the needs of programs focusing on animal nutrition at various units at the university. The small equipment (<$10,000) needs were implemented based on the desire of the faculty to achieve the goals of the proposed projects. A request for proposals for large equipment was not issued this fiscal year due to uncertainty about how many new scholars would be recruited through the latest round of Pratt proposals.

**Visiting Scholars and Seminars**  
Spent: $29,500

An important stimulus for research programs in animal nutrition is the presence of visiting scientists in seminars, in the classroom, and in the laboratory. A nutrition seminar is regularly supported by Pratt funds to bring in outstanding speakers from other institutions and industry. Other scientists visit for periods of time ranging from a few days to several months. Visitors supported by Pratt funds present seminars for the university community and interact with animal nutrition faculty and students in formal and informal instructional settings including laboratories. Visiting scientists/scholars expenditures are higher than the amounts used in recent years due to the new process of funding proposals as some of these proposals include visiting scientists as a part of their research plan.

**Research Publications**

The program still allows for paying the publication costs of research journal articles resulting from student dissertations. Very few faculty members, however, request the payment of their publication costs from Pratt funds, mainly because either they include the publication costs in their external grants or many journals have discontinued their charging policy for publication of research articles. The Pratt funded faculty, are however, very productive and have published over 120 publications on animal nutrition over the past five years.
Summary

The Pratt funds continue to have significant impacts on the Virginia Tech programs in animal nutrition. The process of awarding the Pratt funds to faculty, including the peer review process established for selection of proposals based on their scientific merits and potential to enhance animal nutrition programs, has greatly enhanced the quality of the programs and is enabling the faculty to become more competitive for external funding at the national level.

This year’s carryover is targeted to fund much-needed animal nutrition equipment in the first half of FY2020.
RESOLUTION TO APPOINT UNIVERSITY COMMISSIONER TO THE HOTEL ROANOKE CONFERENCE CENTER COMMISSION

WHEREAS, the Virginia General Assembly approved legislation known as the “Hotel Roanoke Conference Center Commission Act” to provide for the establishment of a conference center commission; and,

WHEREAS, the Act provides for the appointment of three commissioners each from the City of Roanoke and from Virginia Polytechnic Institute and State University; and,

WHEREAS, the Act provides that the commissioner appointments be staggered; and,

WHEREAS, the terms of the appointments shall be four years, and shall end on June 30 of the respective year; and,

WHEREAS, pursuant to the Act, the Board of Visitors of Virginia Polytechnic Institute and State University confirms or appoints the following as commissioner:

- Senior Vice President and Chief Business Officer, Virginia Tech   November 18, 2019

NOW, THEREFORE, BE IT RESOLVED that the appointment of the Senior Vice President and Chief Business Officer of Virginia Tech shall continue effective with the approval of this resolution.

RECOMMENDATION:

That the above resolution of the appointment of the Senior Vice President and Chief Business Officer of Virginia Tech as the university’s representative on the Hotel Roanoke Conference Center Commission be approved.

November 18, 2019
VT Research is supported by:

- Federal government agencies
- State and local government
- International countries and agencies
- Industry partners and consortia
- Foundations
After decades of steady growth, extramural expenditures leveled off in mid 2010s.

2019 expected to show continuous growth in total and extramural research expenditures for first time in 7 years

* 2019 values coming soon
### Research Expenditures by Fund Source Category
Analysis of Fiscal Years Ended June 30, 2018 and 2017
(amounts in thousands of dollars)

<table>
<thead>
<tr>
<th>Fund Source Category</th>
<th>Total 2018</th>
<th>Total 2017</th>
<th>Amount</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Government</td>
<td>$199,897</td>
<td>$186,054</td>
<td>$13,843</td>
<td>7.4%</td>
</tr>
<tr>
<td>State &amp; Local Government</td>
<td>56,479</td>
<td>55,771</td>
<td>708</td>
<td>1.3%</td>
</tr>
<tr>
<td>Business</td>
<td>43,569</td>
<td>40,471</td>
<td>3,098</td>
<td>7.7%</td>
</tr>
<tr>
<td>Nonprofit Organizations</td>
<td>7,529</td>
<td>7,252</td>
<td>277</td>
<td>3.8%</td>
</tr>
<tr>
<td>Institutional Funds</td>
<td>219,748</td>
<td>225,815</td>
<td>-6,067</td>
<td>-2.70%</td>
</tr>
<tr>
<td>All Other Sources</td>
<td>4,414</td>
<td>7,061</td>
<td>-2,647</td>
<td>-37.5%</td>
</tr>
<tr>
<td><strong>Total Research Expenditures</strong></td>
<td><strong>$ 531,636</strong></td>
<td><strong>$ 522,424</strong></td>
<td><strong>$ 9,212</strong></td>
<td><strong>1.76%</strong></td>
</tr>
</tbody>
</table>
In FY19, 72% of Virginia Tech’s competitive extramural funding was supported by the federal government. The largest sponsors and fastest-growing were:
- DOD – 18%
- NSF – 15%
- NIH – 12%
- Industry/non-federal – 27%

Includes VT-ARC, VTT LLC, and Formula Agency 229
EXTRAMURAL FUNDING ACROSS VIRGINIA TECH

Faculty and researchers in colleges and institutes are actively engaged in sponsored research programs.

Includes VT-ARC and VTT LLC. Excludes Agency 229 Formula Funds
FY20 has started with major grants in a variety of fields from a variety of sponsors

- $15M from Department of Transportation to research safe automated driving
- $2.5M from National Science Foundation to research poplar genome
- $7.5M from Department of Defense to examine information latency
- $3.1M from National Institutes of Health to create a universal flu vaccine
PLATFORMS FOR GROWTH

• Innovation Campus
• Commonwealth Cyber Initiative
• Fralin Life Sciences Institute
• Integrated Translational Health Research Institute
• National Security
• Restricted Research Excellence
• Tech-talent Pipeline
• VT has provided $1M for matching funds in FY 2020
LICENSE + LAUNCH

- 18 New IP Licenses in FY2019
- 6 Tech Startups in FY2019
- $1.5M+ VTIP License Revenue in FY2019
- 148 New Invention Disclosures Received and Processed in FY2019
- 73 Patent Applications Filed + 3 Plant Variety Patents Filed in FY2019
- 51 New Patents Awarded in FY2019
- 3 new hires in FY2019 (4 Team Members Now Onboard)
- Aligning with State Goals and TEConomy Partners report

Holistic Partnership Approach
Budget Lines for Patent and Proof of Concept Funding
Active participation in State Funding Opportunities for Tech Commercialization
<table>
<thead>
<tr>
<th>DISCOVERY TO MARKET</th>
<th>SPONSORED PROGRAMS</th>
<th>SCHOLARY INTEGRITY &amp; RESEARCH COMPLIANCE</th>
<th>ANIMAL RESOURCES &amp; CARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Support for industry engagement and start-ups</td>
<td>• Pre-award support</td>
<td>• Ethics consultancy</td>
<td>• Well-being of animals used in research and instruction</td>
</tr>
<tr>
<td>• Relationship management and business development</td>
<td>• Contract negotiation</td>
<td>• Education and support</td>
<td>• Laboratory animal facilities</td>
</tr>
<tr>
<td>• Licensing and ventures</td>
<td>• Post-award support</td>
<td>• Research Integrity</td>
<td>• Veterinary clinical care</td>
</tr>
<tr>
<td>• Strategic insight and opportunity shaping</td>
<td>• Education and support</td>
<td>• Human Research Protection</td>
<td>• Veterinary care oversight</td>
</tr>
<tr>
<td></td>
<td>• Partner with units across campus and foundation</td>
<td>• Animal Care and Use</td>
<td>• Research support services</td>
</tr>
<tr>
<td></td>
<td>• Portfolio analysis</td>
<td>• Biosafety</td>
<td>• Education and training</td>
</tr>
</tbody>
</table>

| INVESTMENT INSTITUTES | • Fralin Life Sciences, ICSE, ICTAS, ICAT                       | • Service-oriented support for faculty and students in all colleges              | • Seed initiatives and multi-college centers                                     |
|                      |                                                                 | • Convener for cross-cutting programs                                             | • Oversee shared laboratories                                                   |

| THERMATIC INSTITUTES | • Hume, Fralin Biomedical, VTI, VT-ARC                         | • Externally funded R&D programs                                                 | • One-of-a-kind facilities                                                      |
|                      |                                                                 | • Deep sponsor relationships                                                    | • Large contract vehicles                                                       |
|                      |                                                                 | • Experiential learning programs                                                 | • Time and materials contracts                                                  |

<table>
<thead>
<tr>
<th>Communications &amp; Marketing</th>
<th>Electronic Research Administration</th>
<th>Finance &amp; Business Operations</th>
<th>Restricted Research &amp; Export Control</th>
<th>IT &amp; Data Management</th>
<th>Human Resources &amp; Talent Development</th>
</tr>
</thead>
</table>
Long-Term Strategies

- **Enhance research culture & infrastructure**
  - AAALAC certification, recognition of achievement, better partnering, budget transparency

- **Champion research, scholarship, discovery & creative expression**
  - Hire communications director, improve internal communications, provide incentives

- **Invest in strategic programs, leverage synergies and balance growth**
  - Develop strategy for investing OVPRI resources effectively, proposal development assistance, shared research facilities

- **Strengthen VT’s alliances and partnerships both internally and externally**
  - Bridge disciplinary & organizational boundaries, including DAs, establish OVPRI Advisory Board, use OVPR data and alumni network to gain and share insights

- **Support knowledge creation & exchange**
  - Share OVPRI knowledge through speaker series, web content, website, etc., build comprehensive, modular and customizable training for faculty, maximize visibility into OVPRI advances
DISCUSSION
CAMPAIGN UPDATE

BOARD OF VISITORS
FINANCE AND RESOURCE MANAGEMENT COMMITTEE

NOVEMBER 2019

CHARLES D. PHLEGAR
VICE PRESIDENT FOR ADVANCEMENT
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 fully utilize its resources by maximizing investment earnings, maintaining prudent levels of liquidity, and ensuring compliance 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 pool, which is composed of university operating funds from generated cash flow and all investment activities for these funds are handled directly within the university. The investments in this pool are subject 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. These funds are invested in a broader array of assets in the Virginia Tech Foundation Endowment in accordance with Section § 23.1-2604 of the Code of Virginia and the Uniform Prudent Management of Institutional Funds Act (§ 64.2-1100 et seq.).

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 Policy Governing the Investment of University Funds, approved by the Board of Visitors’ Finance and Resource Committee on June 3, 2019. This report will also provide an overview of the university’s approach to managing its allocation of short-term and long-term investments, its overall liquidity strategy, and its strategy for using long-term investments to achieve university strategic goals and milestones. These strategies have contributed towards a $200 million increase in total cash and investments since fiscal year 2015. Additionally, the composition of the cash and investments has changed - long-term investments have grown by $384 million, including $282 million attributable to the university’s purposeful growth of investments in the Virginia Tech Foundation (VTF). This shift is a direct result of prudently managing the university’s available funds to increase investments and build financial capacity for the future.

See Attachments A and B for additional information about the university’s cash and investments. Attachment A shows the changes in cash and investments between fiscal years 2015 and 2019 and the growth of long-term investments. Attachment B shows the components of university’s cash and investment balances as of June 30, 2019, and includes information related to the investment vehicles and the durations of the investments. It also identifies which pools contain auxiliary system funds and separates
the other types of investments with unique restricted purposes, such as unspent bond proceeds, agency funds, federal loan programs, and deferred compensation.

**Liquidity Strategy and the Short to Intermediate-Term Investment Pool**

As part of the university’s investment program, the Investment Management Team (IMT) comprised of the University Treasurer, Assistant Vice President for Finance and University Controller, and the Associate Vice President for Budget and Financial Planning, are responsible for 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. The recommendations are presented to the Vice President for Finance who approves the annual allocation decisions to ensure a prudent level of liquidity to fund current operations. The Vice President for Finance also informs the Senior Vice President and Chief Business Officer of these decisions. The IMT manages the university’s total liquidity position with a combination of internal and external liquidity. Currently, the IMT 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 is equal to the university’s annual budget divided by 365.

The university’s short to intermediate-term investment pool represents the university’s internal liquidity. The university holds these funds in bank balances in the primary Wells Fargo Demand Deposit Account (DDA) and liquid investment balances with external managers Standish Mellon and Merganser. The investment objectives of this 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, BB&T, 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 BOV 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.

**Virginia Tech Foundation and the Long-Term Investment Strategies Pool**

The university places its long-term investments in the VTF endowment pool. These funds are tracked and reported separately from the private gifts and endowments normally received and invested by the VTF. The VTF invests these funds under an agency agreement that was 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.
Since moving to internal management during April 2008, the foundation has achieved an annualized return of 6.3% through June 2019. As shown on Attachment D, this strong performance has added $77.4 million in value above the endowment’s benchmark over the corresponding period and $94.1 million above the endowment’s peer group over the corresponding period, as measured against the Cambridge All Colleges and Universities peer universe. Consequently, the university believes that placing its long-term resources with the VTF is the best available strategy for pursuing higher risk-adjusted returns.

See Attachment C for the VTF endowment pool performance for the most recent fiscal year and longer-term periods. Attachment E includes additional information on the VTF’s performance and approach to managing its endowment.

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, 2019, the market value of university funds invested in the long-term investment strategies pool managed by the VTF was $382.2 million. See Attachment F for additional information on the purpose of these various true and quasi-endowments and the restrictions on these funds.

The university’s investment program is designed to generate recurring supplemental revenue streams to advance university goals. Accordingly, the university has developed two sets of principles regarding the use of 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 that are clearly identified to an operating activity that operates separately in the university’s program structure, the proportionate share of earnings will be returned to those purposes or programs. This practice is best demonstrated in the case of the university’s true endowments, quasi-endowments, and funds that come from specific programs such as auxiliary enterprises.

Alternatively, in the case of non-auxiliary unrestricted funds, the earnings will be allocated 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.
See Attachment G for more information on the university’s utilization of the earnings on the invested funds based on their restricted or unrestricted character.

Finally, Attachment H is provided to put the university’s liquidity in perspective with respect to several of its peers plus the University of Virginia. Peer bond ratings are included in the chart for enhanced comparability. The cash on hand calculation presented in Attachment H is provided by Moody’s® and shows the number of days of budget that can be supported by liquid cash on hand. This chart shows Virginia Tech ranking low among its peers and demonstrates the need for the university to continue improving in its financial position. A strong balance sheet is important for supporting the university’s debt rating which lowers the cost of borrowing.

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 investment in strategic academic programs. The investment program helps achieve these goals through a liquidity strategy that incorporates external lines of credit and expert management of internal funds, and through the prudent deployment of investment earnings as one-time or limited recurring commitments to strategic goals and objectives. The net effect of these activities has led to increased investment balances whose earnings will preserve and enhance the university’s spending power, financial stability, and bond rating.
Total Cash & Investments
For the years ended June 30, 2015 - 2019
_all dollars in millions_

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Cash &amp; Cash Equivalents</th>
<th>University Investments in VTF Endowment Pool</th>
<th>Other Long-Term Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2015</td>
<td>$96</td>
<td>$125</td>
<td>$397</td>
</tr>
<tr>
<td>FY 2016</td>
<td>$130</td>
<td>$279</td>
<td>$264</td>
</tr>
<tr>
<td>FY 2017 (restated)</td>
<td>$192</td>
<td>$334</td>
<td>$334</td>
</tr>
<tr>
<td>FY 2018</td>
<td>$287</td>
<td>$233</td>
<td>$216</td>
</tr>
<tr>
<td>FY 2019</td>
<td>$378</td>
<td>$378</td>
<td>$227</td>
</tr>
</tbody>
</table>

Attachment A

$817
### University Cash and Investment Balances at June 30, 2019

*all dollars in millions*

<table>
<thead>
<tr>
<th></th>
<th>Cash &amp; Cash Equivalents</th>
<th>Long-Term Investments</th>
<th>Total Cash &amp; Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo</td>
<td>$37.9</td>
<td>$</td>
<td>$37.9</td>
</tr>
<tr>
<td>Standish Mellon¹</td>
<td>147.0</td>
<td>31.0</td>
<td>178.0</td>
</tr>
<tr>
<td>Merganzer¹</td>
<td>1.0</td>
<td>164.6</td>
<td>165.6</td>
</tr>
<tr>
<td>VTF Endowment¹</td>
<td>3.8</td>
<td>378.4</td>
<td>382.2</td>
</tr>
<tr>
<td><strong>Operating &amp; Long-Term Investment Strategies</strong></td>
<td><strong>189.7</strong></td>
<td><strong>574.0</strong></td>
<td><strong>763.7</strong></td>
</tr>
<tr>
<td>Other²</td>
<td>22.0</td>
<td>31.1</td>
<td>53.1</td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td><strong>$211.7</strong></td>
<td><strong>$605.1</strong></td>
<td><strong>$816.8</strong></td>
</tr>
</tbody>
</table>

¹Includes Auxiliary System Funds

²Includes Unspent Bond Proceeds, Agency Funds, Deferred Compensation, etc.
Short, Intermediate, and Long-Term Investment Performance Report at June 30, 2019

<table>
<thead>
<tr>
<th></th>
<th>1-Year</th>
<th>3-Year</th>
<th>5-Year</th>
<th>10-Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standish Mellon General:</td>
<td>2.2%</td>
<td>1.4%</td>
<td>0.9%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Standish Mellon Systems:</td>
<td>2.2%</td>
<td>1.4%</td>
<td>0.9%</td>
<td>0.5%</td>
</tr>
<tr>
<td>BofAML 91-Day Treasury</td>
<td>2.3%</td>
<td>1.4%</td>
<td>0.9%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Merganzer (General &amp; System):</td>
<td>4.9%</td>
<td>2.0%</td>
<td>1.7%</td>
<td>1.9%</td>
</tr>
<tr>
<td>BofAML 1-3 Yrs Gov/Corp</td>
<td>4.3%</td>
<td>1.6%</td>
<td>1.5%</td>
<td>1.6%</td>
</tr>
<tr>
<td>VTF Endowment</td>
<td>3.4%</td>
<td>7.7%</td>
<td>5.5%</td>
<td>9.0%</td>
</tr>
<tr>
<td>CEF Benchmark¹</td>
<td>7.0%</td>
<td>8.6%</td>
<td>5.6%</td>
<td>8.7%</td>
</tr>
</tbody>
</table>

¹60% All Country World Index; 30% Bloomberg Barclays Global Aggregate Index; and 10% Global Financial Times Stock Exchange National Association of REITs
Attachment D

Total Value Added: $77.4 million

Attachment D

Total Value Added: $94.1 million
VTF Core Beliefs

The VTF believes that cash flows and the valuation paid for those cash flows drive equity returns; that valuations are mean-reverting over long periods; that collateral and covenants are key to any debt investment; in excelling at the variables that they can control; in investing and doing business ethically; in not making errors of commission; in not allowing psychological biases to impact decision making; that risk is permanent impairment of capital and failure to meet investment objectives, rather than volatility; that they will make mistakes, but process is key to long-term success; and in investing for the long-term and in being contrarian.

Discussion on Fiscal Year 2019 Endowment Performance

The endowment’s 3.4% return for the fiscal year underperformed against the benchmark return of 7.0%. The biggest detractors were the lack of exposure to falling interest rates and an overweight to emerging markets. The largest contributor for the year was the endowment’s co-investment program. Over the next one to two years, the key area of focus will be the implementation of the endowment’s strategic plan.
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 endowment value of the Rolls Royce Endowments as of June 30, 2019 was $13.6 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 endowment value as of June 30, 2019 was $0.3 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 endowment value of the Pratt Estate funds as of June 30, 2019 was $46.5 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, 2019 was $0.8 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 value as of June 30, 2019 was $9.1 million. Unclaimed funds of $2.75 million were made available for investment in 2018-2019.

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, 2019 was $0.4 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 endowment value as of June 30, 2019 was $0.3 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, 2019 was $0.1 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 endowment value as of June 30, 2019 was $0.1 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, 2019 was $13.4 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 value of these other university funds as of June 30, 2019 was $297.3 million.
## 2019-20 Utilization of Investment Income

*all dollars in thousands*

<table>
<thead>
<tr>
<th>Description</th>
<th>Utilization</th>
<th>2019-20 Estimated Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>True Endowments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rolls Royce Endowment</td>
<td>Engineering Chaired Professorships &amp; Grad Students</td>
<td>$571</td>
</tr>
<tr>
<td>Pouring Rights Endowment</td>
<td>Scholarships</td>
<td>12</td>
</tr>
<tr>
<td><strong>Donor Restricted Quasi-Endowments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pratt Estate Funds</td>
<td>Animal Nutrition &amp; Engineering programs</td>
<td>1,969</td>
</tr>
<tr>
<td>Donaldson Brown Endowment</td>
<td>Scholarships</td>
<td>35</td>
</tr>
<tr>
<td>Nationwide Scholarship Fund</td>
<td>Scholarships</td>
<td>383</td>
</tr>
<tr>
<td><strong>BOV Restricted Quasi-Endowments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese Endowed Geosciences Scholarship</td>
<td>Scholarships</td>
<td>4</td>
</tr>
<tr>
<td>Gloria Smith Professorship</td>
<td>Professorship support</td>
<td>12</td>
</tr>
<tr>
<td>Licensing &amp; Trademark Scholarship</td>
<td>Scholarships</td>
<td>573</td>
</tr>
<tr>
<td>Multicultural Affairs Scholarship</td>
<td>Scholarships</td>
<td>4</td>
</tr>
<tr>
<td>Student Health Insurance Fund</td>
<td>Support student health insurance program</td>
<td>17</td>
</tr>
<tr>
<td><strong>Unrestricted Investments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Escrow</td>
<td>Support E&amp;G Programs, subject to state</td>
<td>$1,977</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>Auxiliary operations, maintenance reserve program, help to limit increases to comprehensive VTCSOM, banking fees, scholarships and university initiatives</td>
<td>7,109 4,169</td>
</tr>
<tr>
<td>Other University Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total University Investment Income</strong></td>
<td></td>
<td>$7,413 $16,143</td>
</tr>
</tbody>
</table>
FY 2017 and FY 2018 Monthly Days Cash on Hand

- Purdue University (Aaa): 400 (FY 17), 358 (FY 18)
- University of Pittsburgh (Aa1): 472 (FY 17), 443 (FY 18)
- Penn State University (Aa1): 404 (FY 17), 424 (FY 18)
- Texas A & M (Aaa): 358 (FY 17), 344 (FY 18)
- University of Missouri (Aa1): 209 (FY 17), 218 (FY 18)
- Ohio State University (Aa1): 177 (FY 17), 211 (FY 18)
- Michigan State University (Aa2): 248 (FY 17), 252 (FY 18)
- University of Virginia (Aaa): 140 (FY 17), 173 (FY 18)
- University of Maryland (Aa1): 183 (FY 17), 193 (FY 18)
- University of Minnesota (Aa1): 179 (FY 17), 174 (FY 18)
- NC State University (Aa1): 181 (FY 17), 194 (FY 18)
- University of Illinois (A1): 149 (FY 17), 171 (FY 18)
- Virginia Tech (Aa1): 130 (FY 17), 123 (FY 18)
- University of Florida (Aa2): 125 (FY 17), 61 (FY 18)
- Rutgers University (Aa3): 106 (FY 17), 93 (FY 18)
Annual Report on Investments and Quasi-Endowments

KEN MILLER, INTERIM VICE PRESIDENT FOR FINANCE
JOHN CUSIMANO, UNIVERSITY TREASURER
DAN WARD, CIO-VT FOUNDATION ENDOWMENT
TIM HODGE, ASSOCIATE VICE PRESIDENT FOR BUDGET AND FINANCIAL PLANNING

NOVEMBER 18, 2019
Annual Report on Investments and Quasi-Endowments

- The Investment Policy aims to maximize investment earnings and ensure prudent levels of liquidity

- There are two investment pools:
  - Short to intermediate-term investment of university operating funds: must meet Public Funds Act requirements
  - Long-term investment strategies of endowments and non-general fund reserves: Virginia Tech Foundation Endowment

- Current liquidity targets:
  - 45 days of internal liquidity through short-term investments
  - 45 days of external liquidity through lines of credit

- Two key principles for the allocation of 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, or 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.
Total Cash & Investments
For the years ended June 30, 2015 - 2019
*all dollars in millions*

<table>
<thead>
<tr>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$617</td>
<td>$673</td>
<td>$677</td>
<td>$817</td>
</tr>
<tr>
<td>$397</td>
<td>$673</td>
<td>$677</td>
<td>$736</td>
<td>$212</td>
</tr>
<tr>
<td>$125</td>
<td>$264</td>
<td>$152</td>
<td>$233</td>
<td>$227</td>
</tr>
<tr>
<td>$96</td>
<td>$279</td>
<td>$334</td>
<td>$287</td>
<td>$378</td>
</tr>
</tbody>
</table>

- University Investments in VTF Endowment Pool
- Cash & Cash Equivalents
- Other Long-Term Investments
- University Investments in VTF Endowment Trend Line
# University Cash and Investment Balances at June 30, 2019

*all dollars in millions*

<table>
<thead>
<tr>
<th></th>
<th>Cash &amp; Cash Equivalents</th>
<th>Long-Term Investments</th>
<th>Total Cash &amp; Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo</td>
<td>$37.9</td>
<td>$</td>
<td>$37.9</td>
</tr>
<tr>
<td>Standish Mellon</td>
<td>147.0</td>
<td>31.0</td>
<td>178.0</td>
</tr>
<tr>
<td>Merganzer</td>
<td>1.0</td>
<td>164.6</td>
<td>165.6</td>
</tr>
<tr>
<td>VTF Endowment</td>
<td>3.8</td>
<td>378.4</td>
<td>382.2</td>
</tr>
<tr>
<td>Operating &amp; Long-Term Investment Strategies</td>
<td>189.7</td>
<td>574.0</td>
<td>763.7</td>
</tr>
<tr>
<td>Other</td>
<td>22.0</td>
<td>31.1</td>
<td>53.1</td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td><strong>$211.7</strong></td>
<td><strong>$605.1</strong></td>
<td><strong>$816.8</strong></td>
</tr>
</tbody>
</table>

1. Includes Auxiliary System Funds
2. Includes Unspent Bond Proceeds, Agency Funds, Deferred Compensation, etc.
## Short, Intermediate, and Long-Term Investment Performance Report at June 30, 2019

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>1-Year</th>
<th>3-Year</th>
<th>5-Year</th>
<th>10-Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standish Mellon General:</td>
<td>2.2%</td>
<td>1.4%</td>
<td>0.9%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Standish Mellon Systems:</td>
<td>2.2%</td>
<td>1.4%</td>
<td>0.9%</td>
<td>0.5%</td>
</tr>
<tr>
<td><strong>BofAML 91-Day Treasury</strong></td>
<td>2.3%</td>
<td>1.4%</td>
<td>0.9%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Merganzer (General &amp; System):</td>
<td>4.9%</td>
<td>2.0%</td>
<td>1.7%</td>
<td>1.9%</td>
</tr>
<tr>
<td><strong>BofAML 1-3 Yrs Gov/Corp</strong></td>
<td>4.3%</td>
<td>1.6%</td>
<td>1.5%</td>
<td>1.6%</td>
</tr>
<tr>
<td>VTF Endowment</td>
<td>3.4%</td>
<td>7.7%</td>
<td>5.5%</td>
<td>9.0%</td>
</tr>
<tr>
<td><strong>CEF Benchmark</strong></td>
<td>7.0%</td>
<td>8.6%</td>
<td>5.6%</td>
<td>8.7%</td>
</tr>
</tbody>
</table>

1. 60% All Country World Index; 30% Bloomberg Barclays Global Aggregate Index; and 10% Global Financial Times Stock Exchange National Association of REITs
Annual Report on Investments and Quasi-Endowments

- Since we moved to internal management in April 2008 through June 2019, we have added $77.4 million in value above the benchmark. The endowment has returned 6.3% annualized vs. the benchmark return of 5.4% annualized.
Since we moved to internal management in April 2008 through June 2019, we have added $94.1 million in value above peers¹. The endowment has returned 6.3% annualized vs. the median peer return of 5.3% annualized.

¹The peer group is comprised of the Cambridge All Colleges and Universities peer universe.
Core Beliefs That Drive Our Investment Philosophy

- Cash flows and the valuation paid for those cash flows drive equity returns
- Valuations are mean-reverting over long periods
- Collateral and covenants are key to any debt investment
- We must excel at the variables that we can control
- We believe in investing and doing business ethically
- Do not make errors of commission
- Do not allow psychological biases to impact decision making
- Risk is permanent impairment of capital and failure to meet investment objectives rather than volatility
- We will make mistakes, but process is key to long-term success
- We invest for the long-term and will be contrarian
What have been the biggest detractors from recent performance?
   ▪ The biggest detractor was the lack of exposure to falling interest rates
   ▪ Another key detractor was the overweight to emerging markets, while the biggest contributor continues to be the co-investment program

Where are our key areas of focus in the next 12 - 24 months?
   ▪ The endowment's Strategic Plan
<table>
<thead>
<tr>
<th>Description</th>
<th>Utilization</th>
<th>2019-20 Estimated Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>True Endowments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rolls Royce Endowment</td>
<td>Engineering Chaired Professorships &amp; Grad Students</td>
<td>$571</td>
</tr>
<tr>
<td>Pouring Rights Endowment</td>
<td>Scholarships</td>
<td>12</td>
</tr>
<tr>
<td><strong>Donor Restricted Quasi-Endowments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patt Estate Funds</td>
<td>Animal Nutrition &amp; Engineering programs</td>
<td>1,969</td>
</tr>
<tr>
<td>Donaldson Brown Endowment</td>
<td>Scholarships</td>
<td>35</td>
</tr>
<tr>
<td>Nationwide Scholarship Fund</td>
<td>Scholarships</td>
<td>333</td>
</tr>
<tr>
<td><strong>BOV Restricted Quasi-Endowments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese Endowed Geosciences Scholarship</td>
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<td></td>
</tr>
<tr>
<td>Total University Investment Income</td>
<td></td>
<td>$7,413</td>
</tr>
</tbody>
</table>
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 for the fall of 2020.

Funding Environment

Virginia Tech is experiencing an ongoing shift in the types of resources available to support its instructional programs. These changes include periodic increases in tuition and required fees as driven by a combination of increasing costs, the requirement to maintain the quality and integrity of the instructional programs, enrollment growth to support additional Virginia students, increasing competitiveness for students in high demand both in Virginia and nationally, and the inability of the state to maintain its historic level of financial support.

The state-funded share of support per student is impacted by limited General Fund resources at the state level, mandatory cost increases such as health care benefits, enrollment growth of Virginia resident students, and inflation; as a result, increases in tuition and fees are increasingly relied upon to support the university’s instructional activities. In this environment, the role of student financial assistance of all types has become a more critical 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 to promote a diverse and inclusive community in support of the university’s goals and objectives.

Historically, the university has strived to manage increases in tuition and fees at a reasonable level to enhance access and affordability; this strategy was predicated on a certain level of state support. However, the funding mix of higher education continues to evolve. As the state share of a student’s cost has fallen significantly over time, the student’s share of their cost of education has grown. Understanding this shift, 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.

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 2018-19, total aid reached $511.9 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 2018-19, 37 percent (12,717) 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 2018-19, 759 students participated in FWS programs; 747 at the undergraduate level and 12 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 7,650 students in wage positions during 2018-19; 6,721 at the undergraduate level and 929 at the graduate/professional level.

*Assistantships* - offer tuition remission 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 3,699 individual graduate students, or 3,204 full-time equivalent students, as graduate assistants in administrative, teaching, and research positions in 2018-19. This represents 72 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.

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 in general termed “outside aid” in this report) that the university facilitates on their behalf. Other programs are developed within the institution.
Sources of Funding for Grants and Scholarships

A wide range of resources support grants and scholarships, including federal, state, institutional, and outside aid, as seen below in Table 1.

Table 1: Grants, Scholarships, & Waivers
(Dollars in Millions)

<table>
<thead>
<tr>
<th></th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>$18.3</td>
<td>$20.5</td>
<td>$20.8</td>
</tr>
<tr>
<td>State</td>
<td>16.1</td>
<td>16.0</td>
<td>16.4</td>
</tr>
<tr>
<td><strong>Institutional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unfunded Scholarships</td>
<td>17.2</td>
<td>16.7</td>
<td>17.5</td>
</tr>
<tr>
<td>Tuition/Fee Funded Aid</td>
<td>1.8</td>
<td>5.7</td>
<td>5.5</td>
</tr>
<tr>
<td>Internal Resources</td>
<td>0.7</td>
<td>0.4</td>
<td>0.7</td>
</tr>
<tr>
<td>Other Undergraduate (1)</td>
<td>5.3</td>
<td>6.2</td>
<td>6.8</td>
</tr>
<tr>
<td>Private (Foundation)</td>
<td>24.0</td>
<td>25.7</td>
<td>26.9</td>
</tr>
<tr>
<td><strong>Subtotal Institutional</strong></td>
<td>49.0</td>
<td>54.7</td>
<td>57.4</td>
</tr>
<tr>
<td><strong>Outside</strong></td>
<td>28.8</td>
<td>30.8</td>
<td>34.2</td>
</tr>
<tr>
<td><strong>Subtotal Undergraduate</strong></td>
<td>112.2</td>
<td>122.0</td>
<td>128.8</td>
</tr>
<tr>
<td><strong>Graduate</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>State</td>
<td>4.9</td>
<td>5.1</td>
<td>5.1</td>
</tr>
<tr>
<td><strong>Institutional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Tuition Remission</td>
<td>72.0</td>
<td>74.2</td>
<td>78.3</td>
</tr>
<tr>
<td>Tuition/Fee Funded Aid</td>
<td>0.1</td>
<td>0.1</td>
<td>0.1</td>
</tr>
<tr>
<td>Other Graduate (2)</td>
<td>3.3</td>
<td>3.2</td>
<td>5.2</td>
</tr>
<tr>
<td>Private (Foundation)</td>
<td>3.0</td>
<td>3.2</td>
<td>3.5</td>
</tr>
<tr>
<td><strong>Subtotal Institutional</strong></td>
<td>78.4</td>
<td>80.7</td>
<td>87.1</td>
</tr>
<tr>
<td><strong>Outside</strong></td>
<td>8.1</td>
<td>7.8</td>
<td>6.7</td>
</tr>
<tr>
<td><strong>Subtotal Graduate</strong></td>
<td>91.4</td>
<td>93.6</td>
<td>98.9</td>
</tr>
<tr>
<td><strong>Total Grants, Scholarships, &amp; Waivers</strong></td>
<td>$203.6</td>
<td>$215.6</td>
<td>$227.7</td>
</tr>
</tbody>
</table>

(1) Other Undergraduate includes external grants and contracts, waivers codified in the Code of Virginia, and educational benefits for employees.

(2) Other Graduate includes waivers codified in the Code of Virginia and educational benefits for employees, and internal resources used to support graduate students.

**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 graduate student assistantships. 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.

**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 2018-19, institutional support provided $57.4 million to 12,426 undergraduate students; an average of $4,623 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 groups include:
• Dependents 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 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.

Undergraduate Scholarships

Of the sources of undergraduate scholarships and grants, 45 percent are derived from institutional sources, as seen in Figure 2.
Institutional resources to support undergraduate student financial aid awards have increased over time, as seen in Figure 3.
Though resources have increased over time, tuition increases and enrollment growth often have outpaced increases in state and private sources, and in most years resulted in a declining number of theoretical tuition and E&G fee scholarships that could be supported by these resources. In 2018-19, the university was able to make measured progress in the total number of Full-Time Equivalent number of awards 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 sources.

![Figure 4: Full-time Equivalent Undergraduate Scholarships](image)

**Uses of Funds**

The university leverages institutional support to advance access and affordability and has also created several innovative, very successful programs. 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 all or a portion of 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 while avoiding the institutional risk and potential for over-pricing inherent in “fixed-price” models. Table 2 displays the program parameters for 2018-19. The program has been enhanced for 2019-20 by extending protection of 100 percent of tuition and fee increases to all families with financial need up to $99,999 of income. Table 3 shows the number of resident and nonresident students receiving this aid in 2018-19.
Table 2: Funds for the Future Protection Levels

<table>
<thead>
<tr>
<th>Family Income (AGI)</th>
<th>Undergraduate Tuition &amp; Fee Increase Protection *</th>
<th>Example Impact of FFF Protection for Undergraduate Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total Tuition &amp; E&amp;G Fee Increase</td>
</tr>
<tr>
<td>$0 - $79,999</td>
<td>100%</td>
<td>2.9%</td>
</tr>
<tr>
<td>$80,000 - $89,999</td>
<td>50%</td>
<td>2.9%</td>
</tr>
<tr>
<td>$90,000 - $99,999</td>
<td>25%</td>
<td>2.9%</td>
</tr>
</tbody>
</table>

Table 3: 2018-19 Funds for the Future Award Recipients

<table>
<thead>
<tr>
<th>Family Income (AGI)</th>
<th>Number of Virginia Undergraduates Receiving Award</th>
<th>Number of Nonresident Undergraduates Receiving Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $79,999</td>
<td>2,462</td>
<td>412</td>
</tr>
<tr>
<td>$80,000 - $89,999</td>
<td>284</td>
<td>52</td>
</tr>
<tr>
<td>$90,000 - $99,999</td>
<td>371</td>
<td>78</td>
</tr>
<tr>
<td>Total</td>
<td>3,117</td>
<td>542</td>
</tr>
</tbody>
</table>

Virginia Tech Grant – In addition to protecting students with financial need from tuition and required fee increases, the university has also 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:

- Presidential Scholarship Initiative to assist low-income and first-generation Virginia students with significant financial need;
- 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;
- Presidential Campus Enrichment Grants and Alumni Presidential Scholar Program that serve both students with need and students who demonstrate merit to achieve university enrollment goals;
- Yellow Ribbon program for military veterans and dependents (university support for federal matching program);
- Scholarships to defray a portion of a student’s costs to study at the Steger Center for International Scholarship; and
- Scholarship support to help offset the higher costs of study abroad programs.
These programs help address the commitment to access and affordability that the university undertook as part of the Restructured Higher Education Financial and Administrative Operations Act initiative. Further, 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 4 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. According to the Institute for College Access and Success, 65 percent of 2018 graduates of public and nonprofit four-year colleges had student debt averaging of $29,200 per borrower. At Virginia Tech, only 49 percent of the class of 2018 graduated with debt. Of those who did graduate with debt, the average was $30,741. For Virginia residents in the class of 2018, 51% graduated with debt; the average debt for this cohort was $26,890. 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. Moving forward, the university envisions making enhanced aid and loan counseling programs in an effort to help reduce student debt.

<table>
<thead>
<tr>
<th>Class Of: VT - All</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$27,925</td>
<td>$28,873</td>
<td>$28,884</td>
<td>$30,221</td>
<td>$30,741</td>
</tr>
<tr>
<td>%</td>
<td>53%</td>
<td>53%</td>
<td>51%</td>
<td>49%</td>
<td>49%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Average</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$28,950</td>
<td>$30,100</td>
<td>$28,350</td>
<td>$28,650</td>
<td>$29,200</td>
</tr>
<tr>
<td>%</td>
<td>69%</td>
<td>68%</td>
<td>66%</td>
<td>65%</td>
<td>65%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VT - Virginia Resident</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$25,208</td>
<td>$25,862</td>
<td>$26,273</td>
</tr>
<tr>
<td>%</td>
<td>53%</td>
<td>53%</td>
<td>53%</td>
</tr>
</tbody>
</table>

**Default Rate**
Virginia Tech’s 2016 cohort default rate for the Federal Direct Loan (FDL) and Federal Family Education Loan (FFEL) programs was 1.6 percent, compared with a 2.5 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 5 below.

<table>
<thead>
<tr>
<th>National Peer Average</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>VT</td>
<td>1.4%</td>
<td>1.8%</td>
<td>1.6%</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 6 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 6: Comparison of Net Price for Undergraduate Residents

<table>
<thead>
<tr>
<th></th>
<th>Cost of Attendance (Sticker Price)</th>
<th>Average Net Price by Income (2017-18 Data)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0-30,000</td>
<td>$30,001-48,000</td>
</tr>
<tr>
<td>Virginia Tech</td>
<td>26,240</td>
<td>12,401</td>
</tr>
<tr>
<td>National Peer Average</td>
<td>31,296</td>
<td>9,820</td>
</tr>
<tr>
<td>Advantage (Disadvantage)</td>
<td>5,056</td>
<td>(2,581)</td>
</tr>
<tr>
<td></td>
<td>26,240</td>
<td>12,401</td>
</tr>
<tr>
<td>Select VA Doctorals</td>
<td>34,800</td>
<td>4,510</td>
</tr>
<tr>
<td>Advantage (Disadvantage)</td>
<td>8,560</td>
<td>(7,891)</td>
</tr>
</tbody>
</table>

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 state budget reductions and 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 7 below displays the unmet need of resident and nonresident undergraduates over time.

Table 7: Trend of Unmet Need

<table>
<thead>
<tr>
<th></th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Undergraduate</td>
<td>$6,200</td>
<td>$6,264</td>
<td>$6,561</td>
</tr>
<tr>
<td>% Average Unmet Need</td>
<td>35.9%</td>
<td>35.3%</td>
<td>35.9%</td>
</tr>
<tr>
<td>Nonresident Undergraduate</td>
<td>$11,617</td>
<td>$11,445</td>
<td>$12,026</td>
</tr>
<tr>
<td>% Average Unmet Need</td>
<td>44.7%</td>
<td>43.2%</td>
<td>43.2%</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. In past years, the university provided an annual report to the Committee to outline Endowment Scholarship utilization and Scholarship Expenditure plans. Over the years, unspent Endowment Scholarship balances had accumulated due to lack of oversight of departmental allocations, leading to a remediation strategy to ensure maximum utilization of departmentally allocated private scholarships. Due the success of these actions, and the significant reduction in unspent balances, pertinent information from the prior report is now incorporated into this report to provide one comprehensive report on Student Financial Aid.

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 Managements efforts have resulted in enhanced utilization and significant reductions in unallocated cash balances. To continue this success, the Office of Scholarships and Financial Aid provides an annual management report to the Chief Financial Officer 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 the Office of the Vice President for Finance will 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 provide student financial aid to meet the university and the commonwealth’s goals of enrolling traditionally underserved and underrepresented students. The university will also need to continue to explore all possible opportunities to enhance access and affordability for Virginia undergraduates through increased institutional sources, with an emphasis on private fundraising.

The university is currently developing strategies to raise significant additional funding for scholarships and financial aid, specifically to reduce the net price for Virginia undergraduates in the lowest three income quintiles. Enhancing the resources available to these students through the university’s student financial aid program is an important goal to advance Virginia Tech.

In addition to supporting resident student financial need, the university’s scholarship program is integral to the achievement of enrollment targets, particularly of nonresident undergraduates. This enrollment strategy is designed to provide net resources to the institution to allocate towards support of resident students and university strategic initiatives. Aid to attract and retain students in targeted disciplines is a focus.

The university will continue to work to assist students and families with managing the cost of education in the future. For 2018-19, 11,347 full-time Virginia Tech undergraduate students (41 percent of the university’s undergraduate full-time population) were determined to have financial need. For 2019-20, the university again worked to moderate tuition increases while increasing the allocation of unfunded scholarship support for undergraduates. This plan ties into the university’s commitment in its Management Agreement to increase support for need-based student financial aid to help ensure access and affordability.

The university has increased its institutional funding of student financial aid each year since expanding the program in 2001-02, primarily through the use of unfunded scholarships. While the university has been leveraging the unfunded scholarship authority to expand need-based aid, the use of unfunded scholarships has legal and practical limits. As a result, it will be important for the university to continue to work to expand funding from other sources in the future, especially by increasing private fundraising and endowed scholarships, and work to create new innovative sources.
University Support for Student Financial Aid

TIM HODGE, ASSOCIATE VICE PRESIDENT FOR BUDGET AND FINANCIAL PLANNING

NOVEMBER 18, 2019
Student Financial Aid at Virginia Tech

Figure 1: Total Student Financial Aid From All Sources
Dollars in Millions

<table>
<thead>
<tr>
<th>Year</th>
<th>Loans</th>
<th>Grants, Scholarships and Waivers</th>
<th>Employment Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td>$171.4</td>
<td>$203.6</td>
<td>$87.2</td>
</tr>
<tr>
<td>2017-18</td>
<td>$181.3</td>
<td>$215.6</td>
<td>$89.5</td>
</tr>
<tr>
<td>2018-19</td>
<td>$191.9</td>
<td>$227.7</td>
<td>$92.3</td>
</tr>
</tbody>
</table>
Undergraduate Grants and Scholarships  
(Dollars in Millions)

<table>
<thead>
<tr>
<th></th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>18.3</td>
<td>20.5</td>
<td>20.8</td>
</tr>
<tr>
<td>State</td>
<td>16.1</td>
<td>16.0</td>
<td>16.4</td>
</tr>
<tr>
<td><strong>Institutional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unfunded Scholarships</td>
<td>17.2</td>
<td>16.7</td>
<td>17.5</td>
</tr>
<tr>
<td>Tuition/Fee Funded Aid</td>
<td>1.8</td>
<td>5.7</td>
<td>5.5</td>
</tr>
<tr>
<td>Internal Resources</td>
<td>0.7</td>
<td>0.4</td>
<td>0.7</td>
</tr>
<tr>
<td>Other Undergraduate (1)</td>
<td>5.3</td>
<td>6.2</td>
<td>6.8</td>
</tr>
<tr>
<td>Private (Foundation)</td>
<td>24.0</td>
<td>25.7</td>
<td>26.9</td>
</tr>
<tr>
<td><strong>Subtotal Institutional</strong></td>
<td>49.0</td>
<td>54.7</td>
<td>57.4</td>
</tr>
<tr>
<td><strong>Outside</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Undergraduate</strong></td>
<td>112.2</td>
<td>122.0</td>
<td>128.8</td>
</tr>
</tbody>
</table>

(1) Other Undergraduate includes external grants and contracts, waivers codified in the Code of Virginia, and educational benefits for employees.
### Grants & Scholarships includes Graduate Tuition Remission Program
(Dollars in Millions)

<table>
<thead>
<tr>
<th>Graduate</th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal</strong></td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>4.9</td>
<td>5.1</td>
<td>5.1</td>
</tr>
<tr>
<td><strong>Institutional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition Remission</td>
<td>72.0</td>
<td>74.2</td>
<td>78.3</td>
</tr>
<tr>
<td>Tuition/Fee Funded Aid</td>
<td>0.1</td>
<td>0.1</td>
<td>0.1</td>
</tr>
<tr>
<td>Other Graduate (1)</td>
<td>3.3</td>
<td>3.2</td>
<td>5.2</td>
</tr>
<tr>
<td>Private (Foundation)</td>
<td>3.0</td>
<td>3.2</td>
<td>3.5</td>
</tr>
<tr>
<td><strong>Subtotal Institutional</strong></td>
<td>78.4</td>
<td>80.7</td>
<td>87.1</td>
</tr>
<tr>
<td><strong>Outside</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Graduate</strong></td>
<td>91.4</td>
<td>93.6</td>
<td>98.9</td>
</tr>
</tbody>
</table>

(1) Other Graduate includes waivers codified in the Code of Virginia and educational benefits for employees, and internal resources used to support graduate students.
Analysis of State & Institutional Support for Undergraduate Scholarships

Full-time Equivalent Undergraduate Scholarships

- State FTE Scholarships
- Private FTE Scholarships
- University FTE Scholarships
- TOTAL FTE Scholarships

Yearly data from 2001 to 2019 is shown in the graph.
Institutional Undergraduate Scholarship Priorities

- Support Virginia Residents in the low to middle-income range.
- Enhance access to underrepresented and first-generation Virginians.
- Support enrollment management as part of the overall revenue strategy.
- Examples of university-funded scholarship priorities include:

**Need-Based Scholarships:**
- **Virginia Tech Grant:** reduction of unmet need.
- **Presidential Scholarship Initiative:** “full-ride” with enhanced advising and support for underrepresented and first-generation Virginians.
- **College Access Collaborative:** for underrepresented Virginians in the K-12 pathway program.

**Merit-Based Scholarships:**
- **Beyond Boundaries:** matches private giving in support of under-represented and high-achieving students.
- **Enrollment Management Scholarships:** support strategic nonresident enrollment goals, including underrepresented and academically talented students.
  - Provost Achievement
  - VT Scholars
  - Ut Prosim
  - Julian Burruss
Undergraduate Scholarships
Institutional Programs

Funds for the Future

- 2018-19 mitigation of tuition and fee increases for continuing students based upon family income levels.
- For 2019-20, all families with need and income up to $99,999 received 100% coverage of tuition and fee increases.
- Includes Virginia and non-resident undergraduates.

<table>
<thead>
<tr>
<th>Family Income (AGI)</th>
<th>Undergraduate Tuition &amp; Fee Increase Protection</th>
<th>Example Impact of FFF Protection for Undergraduate Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total Tuition &amp; E&amp;G Fee Increase</td>
</tr>
<tr>
<td>$0 - $79,999</td>
<td>100%</td>
<td>2.9%</td>
</tr>
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<td>$80,000 - $89,999</td>
<td>50%</td>
<td>2.9%</td>
</tr>
<tr>
<td>$90,000 - $99,999</td>
<td>25%</td>
<td>2.9%</td>
</tr>
</tbody>
</table>
**Trends in Undergraduate Indebtedness**

Average Debt per Borrower and Percentage of Students Graduating with Debt

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VT - All</td>
<td>$27,925</td>
<td>$28,873</td>
<td>$28,884</td>
<td>$30,221</td>
<td>$30,741</td>
</tr>
<tr>
<td>%</td>
<td>53%</td>
<td>53%</td>
<td>51%</td>
<td>49%</td>
<td>49%</td>
</tr>
<tr>
<td>National Average</td>
<td>$28,950</td>
<td>$30,100</td>
<td>$28,350</td>
<td>$28,650</td>
<td>$29,200</td>
</tr>
<tr>
<td>%</td>
<td>69%</td>
<td>68%</td>
<td>66%</td>
<td>65%</td>
<td>65%</td>
</tr>
<tr>
<td>VT - Virginia Resident</td>
<td>$25,208</td>
<td>$25,862</td>
<td>$26,273</td>
<td>$27,162</td>
<td>$26,890</td>
</tr>
<tr>
<td>%</td>
<td>53%</td>
<td>53%</td>
<td>53%</td>
<td>50%</td>
<td>51%</td>
</tr>
</tbody>
</table>

*National data from the Project on Student Loan Debt, an aggregator of Common Data Set submissions. [www.projectonstudentdebt.org](http://www.projectonstudentdebt.org)*
### Net Price Comparison

- **Net price** is the cost remaining after financial aid has been applied to the total cost of attendance (tuition, fees, room and board, and other expenses).

- The university remains competitive with “sticker” price, but has an opportunity to enhance the “net” price competitiveness for resident low and middle-income students.

<table>
<thead>
<tr>
<th></th>
<th>Cost of Attendance (Sticker Price)</th>
<th>Average Net Price by Income (2017-18 Data)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0-30,000</td>
</tr>
<tr>
<td>Virginia Tech</td>
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</tr>
<tr>
<td>National Peer Average</td>
<td>31,296</td>
<td>9,820</td>
</tr>
<tr>
<td>Advantage (Disadvantage)</td>
<td>5,056</td>
<td>(2,581)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Virginia Tech</th>
<th>Select VA Doctorals</th>
<th>Advantage (Disadvantage)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>26,240</td>
<td>34,800</td>
<td>8,560</td>
</tr>
<tr>
<td></td>
<td>12,401</td>
<td>4,510</td>
<td>(7,891)</td>
</tr>
<tr>
<td></td>
<td>13,925</td>
<td>7,100</td>
<td>(6,825)</td>
</tr>
<tr>
<td></td>
<td>18,296</td>
<td>12,788</td>
<td>(5,508)</td>
</tr>
<tr>
<td></td>
<td>23,429</td>
<td>20,600</td>
<td>(2,829)</td>
</tr>
<tr>
<td></td>
<td>25,516</td>
<td>30,010</td>
<td>4,494</td>
</tr>
</tbody>
</table>
Current Events

- University continues to raise additional funding for student financial aid, specifically to reduce the net price for Virginia undergraduates in the lowest three income quintiles and enhance support for underrepresented student populations.

- Working with the state to explore potential of prospective state support to grow underrepresented and underserved populations.

- Financial aid is integral to achieving enrollment targets, particularly nonresident undergraduate, which provides overall resources to support resident students and university strategic initiatives.

- In an era of modest tuition increases, institutional support for financial aid is significantly constrained and has practical limits.

- As a result, the university must continue to support institutional financial aid programs, with an emphasis on expanding student financial aid funding through private philanthropy.
Discussion
Financial Overview of Enrollment Variance Fall 2019

TIM HODGE,
ASSOCIATE VICE PRESIDENT FOR BUDGET AND FINANCIAL PLANNING
Enrollment Variance

• Freshman yield exceeded planning parameters
  • Activity levels were adjusted to ensure quality VT experience
• Total enrollment variance is now understood
• Enrollment variance impacts:
  • University Division Educational and General program
  • Housing and Dining
  • Inn at Virginia Tech
  • Expanded student services
# Enrollment Variance 2019-20

## On and Off Campus

<table>
<thead>
<tr>
<th></th>
<th>Internal Budget</th>
<th>Actuals</th>
<th># Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate/Unclassified</td>
<td>219</td>
<td>216</td>
<td>(3)</td>
</tr>
<tr>
<td>Freshman</td>
<td>6,600</td>
<td>7,604</td>
<td>1,004</td>
</tr>
<tr>
<td>Transfers</td>
<td>1,250</td>
<td>1,116</td>
<td>(134)</td>
</tr>
<tr>
<td>Continuing UG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20,798</td>
<td>20,364</td>
<td>(434)</td>
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<tr>
<td>Undergraduate</td>
<td>28,867</td>
<td>29,300</td>
<td>433</td>
</tr>
<tr>
<td>Graduate</td>
<td>6,370</td>
<td>6,414</td>
<td>44</td>
</tr>
<tr>
<td>Vet Med</td>
<td>498</td>
<td>499</td>
<td>1</td>
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<tr>
<td>VTCSOM</td>
<td>169</td>
<td>170</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>35,904</strong></td>
<td><strong>36,383</strong></td>
<td><strong>479</strong></td>
</tr>
<tr>
<td>Description</td>
<td>2019-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Higher than projected tuition revenue from FRESHMAN variance</td>
<td>$14.8</td>
<td></td>
<td></td>
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<tr>
<td>Allocated to colleges for instruction and advising</td>
<td>(4.9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allocated to support programming, student services, services for students with disabilities</td>
<td>(1.0)</td>
<td></td>
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<tr>
<td>Allocated for enrollment delay incentives (gap, VCCS, summer, $400,000 FY21)</td>
<td>(0.1)</td>
<td></td>
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<tr>
<td><strong>Subtotal Freshman Variance</strong></td>
<td><strong>$8.8</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shortfall from CONTINUING students (higher graduation rate) &amp; other updates</strong></td>
<td>($8.0)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Variance</strong></td>
<td><strong>$0.8</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enrollment Variance - Residential & Dining System

- $9.3 million incremental income from housing and dining of additional students
- Supplanted $5.1 million of transient lodging activity at the Inn at Virginia Tech with student housing
- Leased Holiday Inn for $3.7 million
- $2.4 million staffing, operations, including buyout of returning student housing contracts to create capacity
- Increased dining operating costs $2.7 million to address increased volume
- Reserve will underwrite $4.6 million and be restored over time
Enrollment Variance - Inn at VT

- Inn at Virginia Tech shifted from serving transient business to student housing on three of four floors
  - $5.1 million contract with Residential for student housing to supplant transient lodging activity
  - While budget was reshaped, at this time, no change to total budget
  - Closely monitoring impacts to lodging, conference, and dining activities for FY20 and FY21
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services: added 4 counselors, 1 staff for counseling, 1 health center nurse practitioner, and expanded space</td>
<td>$0.8 million</td>
</tr>
<tr>
<td>Student Conduct: added 1 student coordinator</td>
<td>$0.1 million</td>
</tr>
<tr>
<td>Orientation: added 2 sessions to accommodated increased participants</td>
<td>$0.1 million</td>
</tr>
</tbody>
</table>
Discussion
Approval of Authorization for Commercial Paper Increase

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

The university utilizes a pooled commercial paper program managed by the Virginia Municipal League/Virginia Association of Counties (VML/VACo). Under the program, the university has access to a revolving tax-exempt facility to finance, or refinance, up to $50 million for capital projects approved for debt financing by the Board of Visitors.

Given the size and scope of the strategic initiatives in the greater Washington, D.C. metro area, Roanoke, and Blacksburg and the anticipated growth in the capital improvement program in the next few years, the university is seeking approval to increase the authorized maximum amount of commercial paper issuance to $120 million. The commercial paper program provides flexibility in managing the university’s overall debt by providing a short-term, temporary funding source for capital improvements, pending the issuance of permanent long-term debt. The program allows the university to aggregate borrowings to achieve economies of scale, while keeping university cash balances fully invested. The principal and interest payments under the program are secured by a pledge of university general revenues.

The proposed resolution reauthorizes the use of the Virginia Municipal League/Virginia Association of Counties (VML/VACo) commercial paper program, authorizes the pledge of university general revenues as security for the payments, and increases the borrowing capacity through the program to $120 million.

The resolution also authorizes the Vice President for Finance and the University Treasurer, in consultation with the Chief Business Officer, to negotiate, execute, deliver, and enter into extensions and amendments of all certificates, documents, and instruments related to the commercial paper program.
RESOLUTION OF AUTHORIZATION FOR COMMERCIAL PAPER INCREASE

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

WHEREAS, by Chapter 10, Title 23.1 of the Virginia Code, Restructured Higher Education Financial and Administrative Operations Act (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, by Resolution adopted March 31, 2008, the Board has previously determined to facilitate the financing or refinancing from time to time of costs associated with capital projects of the university approved by the Board or the Virginia General Assembly on a short-term basis through the issuance of commercial paper in an aggregate outstanding principal amount not to exceed $50 million pursuant to the Virginia Municipal League/Virginia Association of Counties (VML/VACo) Commercial Paper Program; and

WHEREAS, the Board desires to increase the amount of the VML/VACo Commercial Paper Program to a principal amount not to exceed $120 million; and

WHEREAS, the Board desires to authorize the pledge of the university's general revenues as security for the university's payments under the VML/VACo Commercial Paper Program; and

WHEREAS, the university will need to enter into one or more loan agreements, credit agreements, commercial paper resolutions or other financing documents, or amendments to the university's existing VML/VACo Commercial Paper Program documents, to evidence and secure its obligations related to the VML/VACo Commercial Paper Program, collectively referred to as the Financing Documents.; and

WHEREAS, the Board intends (a) to reauthorize the VML/VACo Commercial Paper Program, (b) authorize the execution and delivery of the Financing Documents, (c) increase the amount of the VML/VACo Commercial Paper Program to $120 million, and (d) take such other actions as are authorized in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors of Virginia Polytechnic Institute and State University approves
Section 1, Reauthorization of Commercial Paper Program: For the purpose of financing or refinancing from time to time of costs associated with capital projects of the university approved by the Board or the Virginia General Assembly on a short-term basis, the Board reauthorizes the VML/VACo Commercial Paper Program in an aggregate principal amount of up to $120 million. The payment of principal and interest under the VML/VACo Commercial Paper Program shall be from the general revenues of the university or such other source authorized by the Act, as determined by an Authorized Officer, as defined below.

Section 2, Delegation and Execution: The Board authorizes the Vice President for Finance and the University Treasurer, collectively known as the Authorized Officers, in consultation with the Chief Business Officer, to negotiate, execute, and deliver all Financing Documents, certificates, documents, and instruments related to the VML/VACo Commercial Paper Program. The final approval of the terms and conditions of the VML/VACo Commercial Paper Program and the Financing Documents shall be evidenced by the execution and delivery of the Financing Documents 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 VML/VACo Commercial Paper Program. The Board authorizes the Authorized Officers, in consultation with the Chief Business Officer, to enter into extensions of and amendments to the Financing Documents from time to time, so long as such extensions and amendments are not inconsistent with the intent of this Resolution and the aggregate principal amount of the VML/VACo Commercial Paper Program does not exceed $120 million.

Section 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.

Section 4, Not a Debt of the Commonwealth: The Commercial Paper Program 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.

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

RECOMMENDATION:

That the above Resolution reauthorizing the use of the VML/VACo Commercial Paper Program, authorizing the pledge of university general revenues as security for the payments under the program, and increasing the borrowing capacity of the program up to $120 million be approved.

November 18, 2019
Authorization for Commercial Paper Increase

JOHN CUSIMANO, UNIVERSITY TREASURER

NOVEMBER 18, 2019
Authorization for Commercial Paper Increase

- The university issues commercial paper through the Virginia Municipal League/Virginia Association of Counties (VML/VACo) for its short-term financing needs pending the issuance of permanent long-term debt.

- The maximum issuance amount through the VML/VACo program under the current Board authorization is $50 million.

- It is necessary to increase the authorized amount that the university can issue through the program, given the size and scope of the university’s strategic initiatives in the greater Washington, D.C. metro area, Roanoke, and Blacksburg.
Authorization for Commercial Paper Increase

- The proposed Resolution reauthorizes the use of the VML/VACo Commercial Paper Program, authorizes the pledge of university general revenues as security for the payments under the program, and increases the maximum amount the university can issue through the program to $120 million.

- The Resolution authorizes the Vice President for Finance and the University Treasurer, in consultation with the Chief Business Officer, to negotiate, execute, deliver, and enter into extensions and amendments of all certificates, documents, and instruments related to the Commercial Paper Program.
Authorization for Commercial Paper Increase

RECOMMENDATION:
That the Resolution reauthorizing the use of the VML/VACo Commercial Paper Program, authorizing the pledge of university general revenues as security for the payments under the program, and increasing the amount of the program up to $120 million be approved.

November 18, 2019
University Debt Ratio and Debt Capacity

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 7, 2019

Background:

The university has provided an annual debt report to the Board of Visitors since 2006. The Restructuring Act and the university’s debt policy require that the university maintain a debt service to operations ratio of no greater than seven percent. In addition to the seven percent limitation, and based on guidelines provided by the Board of Visitors, management internally targets a five percent benchmark for planning purposes and subsequent recommendations to the Board.

The management of debt is critical to the success of the university’s capital program and to meeting one of the conditions of eligibility for restructured operational authority with the Commonwealth. The required condition is that the university maintain an unenhanced bond rating from Moody’s, Standard and Poor’s, or Fitch of at least AA- or its equivalent.

An established committee including representatives from Capital Assets and Financial Management, 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 ensure compliance with the five percent debt ratio and potential impacts to credit ratings. The Vice President for Finance and Chief Financial Officer provides oversight of these activities.

Status:

The university currently has a Aa1 rating from Moody’s and a AA rating from S&P. At the conclusion of fiscal year 2019, the university had outstanding long-term debt of $478 million with a debt ratio of 3.44 percent.

Planning for Capital Projects:

As part of the university's capital outlay planning and debt management program, the university maintains a six-year forward-looking plan of debt issuances for projects. The projected university debt ratio and debt capacity based on expected debt issuances are shown in Attachment A. This planning supports the development of capital outlay plans that advance projects within the debt policy and restructuring conditions. Each project is carefully reviewed in consideration of the university’s debt capacity before submitting project authorizations for debt to the Board. The university’s current planning projections by project and estimated debt consumption are shown in Attachment B. Based on the current placeholders and projections, debt consumption pushes the university’s debt ratio to 4.95 percent in fiscal year 2025. As part of management’s ongoing activities, the university will monitor each project and work to refine its funding plan as necessary for the overall program to remain within performance requirements.
Planning for Governmental Accounting Standards Board Statement No. 87:

The Governmental Accounting Standards Board (GASB) issued Statement No. 87 on June 28, 2017 which revises governmental lease accounting effective fiscal year 2021. Operating lease payments are currently recognized as operating expenses and not included on the balance sheet as long-term liabilities. The revision eliminates the distinction between operating and capital leases resulting in the recognition of operating lease commitments as long-term liabilities and is expected to result in higher debt ratios. Lessees will record an intangible right-of-use asset and corresponding lease liability. The standard will apply to all leases with a term limit that exceeds 12 months. The university will continue to monitor GASB 87 implementation and actively consult with rating agencies regarding potential impact on credit ratings.

Attachments:

*Attachment A* includes the outstanding long-term debt and debt ratio calculation for the current fiscal year and a summary of estimated potential issuances through fiscal year 2025, along with future debt ratios and related capacity for each year. The schedule includes a three-year trailing period through fiscal year 2028 to show the full impact of loading principal and interest payments.

*Attachment B* shows an illustration of the estimated timing of potential debt issuances for certain projects.

*Attachment C* shows a trend line of the university’s debt ratio from fiscal year 2002 to 2028. 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 five percent.

*Attachment D* shows a benchmark comparison of fiscal year 2018 debt ratios from Moody’s for Virginia Tech and 23 other peer institutions, which are calculated as debt service over operating expenditures.

*Attachment E* shows a benchmark comparison of operating leases that may be impacted by GASB Statement No. 87.

**RECOMMENDATION:**

That the report on University Debt Ratio and Debt Capacity for fiscal year 2019, including the ongoing guidance to manage debt issuances at a level that ensures that the debt ratio does not exceed five percent of operating expenditures, be accepted.

November 18, 2019
<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Actual</th>
<th>Estimated Issuances</th>
<th>Trailing Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long-Term Debt Outstanding, Start of Year</td>
<td>$484,305</td>
<td>$478,260</td>
<td>$459,898</td>
</tr>
<tr>
<td>Net New Long-Term Debt Issuance</td>
<td>28,444</td>
<td>15,724</td>
<td>160,388</td>
</tr>
<tr>
<td>Current Year Bond Premium</td>
<td>1,235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Year Refunding Bonds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Year Refunded / Defeased Bonds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Long-Term Debt Repayment</td>
<td>(35,724)</td>
<td>(34,086)</td>
<td>(32,391)</td>
</tr>
<tr>
<td>Total Long-Term Debt Outstanding, End of Year</td>
<td>$478,260 (1)</td>
<td>$459,898</td>
<td>$587,895</td>
</tr>
<tr>
<td>Total Debt Service</td>
<td>$50,529 (1)</td>
<td>$53,149</td>
<td>$55,717</td>
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<tr>
<td>Total Operating Expenditures</td>
<td>1,467,937 (1)</td>
<td>1,566,289</td>
<td>1,617,193</td>
</tr>
<tr>
<td>Debt Ratio (2)</td>
<td>3.44% (2)</td>
<td>3.39%</td>
<td>3.45%</td>
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<tr>
<td>5% of Operating Expenditures</td>
<td>$73,397</td>
<td>$78,314</td>
<td>$80,860</td>
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<tr>
<td>Additional Allowable Debt Service</td>
<td>22,886</td>
<td>25,166</td>
<td>25,142</td>
</tr>
<tr>
<td>Additional Debt Capacity (at 5%)</td>
<td>$324,132</td>
<td>$377,888</td>
<td>$365,555</td>
</tr>
</tbody>
</table>

**Assumptions:**
* Total Operating Expenditures for FY20 through FY28 are estimated based on the following growth rate: 6.7% for FY20, 3.25% for FY21-FY24, and 2.5% for FY25 and thereafter.
* Estimated Cost of Capital includes: 2.90% for FY20; 3.25% for FY21, 3.30% for FY22, 3.40% for FY23, 3.50% for FY24, and 3.55% thereafter.

**Notes:**
1. Unaudited actual.
2. Debt ratio projections for fiscal years 2021 and beyond do not include the estimated impact of revisions to GASB 87 on governmental lease accounting.
### Authorized Projects

<table>
<thead>
<tr>
<th></th>
<th></th>
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<tr>
<td>Health Sciences and Technology (HS&amp;T)</td>
<td>$3,965</td>
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<td></td>
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<tr>
<td>O'Shaughnessy Renovation</td>
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<td>11,505</td>
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<tr>
<td>Holden Hall Renovation &amp; Expansion</td>
<td>$8,750</td>
<td>$8,750</td>
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<td></td>
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<td>17,500</td>
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<td>Dietrick First Floor &amp; Plaza Renovation</td>
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<td></td>
<td></td>
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<td>3,300</td>
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<td>Falls Church Property Acquisition</td>
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<td></td>
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<td>Student Wellness Services</td>
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<td>45,238</td>
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<tr>
<td>Corps Leadership &amp; Military Science</td>
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<td>31,350</td>
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<tr>
<td>Residence Hall for Corps</td>
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<td>Creativity &amp; Innovation District Residential Community</td>
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<td>89,620</td>
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<td>Data and Decision Sciences</td>
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<td>Global Business and Analytics Residence Halls</td>
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<td>Innovation Campus - Academic Building</td>
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<td></td>
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### Capital Leases

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<tr>
<td>VTTI Intern Hub</td>
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<td></td>
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<td>2,590</td>
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<tr>
<td>Applied Projects Building</td>
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<td>10,384</td>
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<td>Ardmore Property</td>
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<td></td>
<td>6,974</td>
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<tr>
<td>Turbo Research Lab</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>Total Authorized and Placeholder Issuances</td>
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<td>$15,724</td>
<td>$70,388</td>
<td>$153,970</td>
<td>$201,000</td>
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<td>$469,526</td>
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### Placeholder Issuances for High Priority Planning Items

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</thead>
<tbody>
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<td>Building Envelope Repairs</td>
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<td></td>
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<td>30,000</td>
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<td>Intelligent Infrastructure Hitt Hall</td>
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<td></td>
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<td></td>
<td></td>
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<td></td>
<td>6,250</td>
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<td>Falls Church Redevelopment</td>
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<td></td>
<td></td>
<td></td>
<td>11,000</td>
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<tr>
<td>Veterinary Teaching Hospital Expansion</td>
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<td>12,100</td>
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**Net Capacity at five percent ratio**

- **Actual**: $324,132
- **2019-20**: $377,888
- **2020-21**: $365,555
- **2021-22**: $352,552
- **2022-23**: $268,968
- **2023-24**: $133,565
- **2024-25**: $13,398
- **2025-26**: $31,604
- **2026-27**: $57,669
- **2027-28**: $149,703
Maroon = Actual Debt Burden Ratio
Orange = Projected Debt Burden Ratio
Blue = Trailing Period Debt Burden Ratio
Bar = Actual and Planned Issuances

Projected ratios for fiscal years 2021 and beyond do not include the estimated impact of revisions to GASB 87 on governmental lease accounting.
Fiscal Year 2018 Debt Ratio Benchmarking of Peers

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 7, 2019

Based on SCHEV Peer Group and UVA

Fiscal Year 2018 Ratio of Future Operating Lease Commitments to Total Operating Expenditures of Peers

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 7, 2019

Total Future Operating Lease Commitments over Total Operating Expenditures
Based on SCHEV Peer Group and UVA
Source: Institutions Financial Reports; 2018 Data.
Annual Report on University Debt Capacity

BOB BROYNEN, ASSOCIATE VICE PRESIDENT FOR CAPITAL ASSETS AND FINANCIAL MANAGEMENT

JOHN CUSIMANO, UNIVERSITY TREASURER AND ASSOCIATE VICE PRESIDENT FOR FINANCE-VT FOUNDATION

NOVEMBER 18, 2019
# Debt Ratio & Credit Ratings

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Performance: FY19</th>
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<tbody>
<tr>
<td>Debt Ratio</td>
<td>&lt;= 5%</td>
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</table>

- **Credit Ratings**
  - AA-  S&P
  - Aa3  Moody’s
  - AA  S&P ✔
  - Aa1  Moody’s

*FY19 debt ratio is estimated, pending finalization of the university’s financial statement*
Net Capacity Projections FY2025

$773M
6 Years

Operating Expenditures

Cost Of Capital

Existing Amortization Schedules
University Debt Ratio Trend

Projected ratios for fiscal years 2021 and beyond do not include the estimated impact of revisions to GASB 87 on governmental lease accounting.
Debt Ratio Benchmarking of Peers

University of Florida (Aa2) 0.8%
University of Southern California (Aa1) 1.4%
Penn State University (Aa1) 1.7%
University of Michigan (Aaa) 1.8%
Cornell University (Aa1) 2.0%
University of Illinois (A1) 2.7%
University System of Maryland (Aa1) 2.7%
Michigan State University (Aa2) 2.7%
University of Pittsburgh (Aa1) 3.0%
University of Washington (Aaa) 3.1%
North Carolina State University (Aa1) 3.2%
University of Missouri System (Aa1) 3.3%
Virginia Tech (Aa1) 3.4%
University of Texas System (Aaa) 3.4%
University of California (Aa2) 3.4%
University of Colorado (Aa1) 3.5%
University of Virginia (Aaa) 3.6%
Rutgers University (Aa3) 3.6%
University of Minnesota (Aa1) 4.0%
Iowa State University (Aa2) 4.1%
Ohio State University (Aa1) 4.2%
Purdue University (Aaa) 4.2%
State University of New York (Aa2) 8.8%
Texas A&M University System (Aaa) 9.2%

Based on SCHEV Peer Group and UVA
Operating Lease Ratio Benchmarking of Peers

- University of Florida (Aa2): 0.03%
- Michigan State University (Aa2): 0.60%
- University of Illinois (A1): 0.80%
- University of Missouri System (Aa1): 1.21%
- Texas A&M University System (Aaa): 1.52%
- University System of Maryland (Aa1): 1.54%
- Iowa State University (Aa2): 1.92%
- University of Virginia (Aaa): 1.93%
- Purdue University (Aaa): 2.61%
- Penn State University (Aa1): 2.72%
- University of Minnesota (Aa1): 3.26%
- University of Texas System (Aaa): 3.37%
- University of Colorado (Aa1): 4.00%
- Ohio State University (Aa1): 5.19%
- Rutgers University (Aa3): 6.45%
- University of Michigan (Aaa): 8.44%
- State University of New York (Aa2): 11.66%
- University of California (Aa2): 13.06%
- North Carolina State University (Aa1): 16.74%
- Virginia Tech (Aa1): 16.74%
- University of Southern California (Aa1): 16.74%
- University of Pittsburgh (Aa1): 16.74%
- Cornell University (Aa1): 16.74%
- University of Washington (Aaa): 16.74%

Total Operating Lease Commitments over Total Operating Expenditures

Based on SCHEV Peer Group and UVA

Source: Institutions Financial Reports; 2018 Data.
RECOMMENDATION:

That the report on University Debt Ratio and Debt Capacity for fiscal year 2019, including the ongoing guidance to manage debt issuances at a level that ensures that the debt ratio does not exceed five percent of operating expenditures, be accepted.

November 18, 2019
## Authorized Projects

<table>
<thead>
<tr>
<th></th>
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## Placeholder Issuances for High Priority Planning Items

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<tr>
<td>Engineering Renewal - Randolph Hall</td>
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<td><strong>Total Authorized and Placeholder Issuances</strong></td>
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<td>$ 15,724</td>
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<td>$ 241,220</td>
<td>$ 272,000</td>
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<td>$ 45,000</td>
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</table>

## Net Capacity of five percent ratio

- $319,904
- $373,151
- $360,600
- $347,665
- $263,667
- $126,449
- $6,176
- $26,253
- $52,165
- $144,081
Summary

The university received instructions for developing the 2020-2026 Six-Year Plan on May 1, 2019. 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 1, 2019. The university received feedback from the state on August 27, 2019 and submitted its response on October 1, 2019. 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.

Changes for 2019

Tuition Predictability Plan: The revised biennial budget approved by the 2019 General Assembly requires institutions to outline the estimated cost of in-state undergraduate tuition and fees for a period of no less than three years. Institutions may submit several scenarios, for example varying the level of state General Fund support, with at least one scenario based on the assumption that the state provides no new General Fund support.

General Fund Requests: The Six-Year Plan template was revised to include a separate section for General Fund requests for the 2020-22 biennium. For example, the university could request state support to lower the aforementioned in-state undergraduate tuition and fee rate, or for support for a new academic or research initiative. The university develops these initiatives in a manner consistent with the university’s long-range plan. This information serves as the basis for the university’s Executive Budget requests submitted to the administration in the fall.
Institutional Performance Partnership Agreement: The 2019 General Assembly passed new legislation that allows institutions to submit an optional proposal for an Institutional Performance Partnership Agreement (IPPA). These agreements re-envision the traditional relationship between the university and the Commonwealth by identifying and supporting one or more targeted initiatives that leverage the unique strengths and capabilities of each party. Strategies within such an IPPA will be embedded within the Six-Year Plan, demonstrating how both the institution and the Commonwealth can contribute to the partnership. As this state initiative has evolved, the university has considered how such a partnership could support expansion and/or enhancement of university strategic goals.

Planning Assumptions

Academic and Support Service Strategies

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 in the first biennium, including non-binding placeholders of tuition rates and student financial assistance;

c) Provide an enrollment projection to assist the State Council on Higher Education for Virginia (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><strong>Academic Initiatives</strong></td>
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</tr>
<tr>
<td><strong>2020-21</strong></td>
<td><strong>2021-22</strong></td>
</tr>
<tr>
<td>Develop &quot;Destination Areas&quot; that differentiate Virginia Tech and advance regional, national, and global impact</td>
<td>$3.8</td>
</tr>
<tr>
<td>Expand access for low and middle-income Virginia families*</td>
<td>1.0</td>
</tr>
<tr>
<td>Expand degree completion, pathway opportunities, VT-shaped transdisciplinary learning, and student advising</td>
<td>0.4</td>
</tr>
<tr>
<td>Be a destination for talented faculty, staff, and students in increasingly competitive markets</td>
<td>0.8</td>
</tr>
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</table>
Support faculty startup packages*  | 0.7 | 1.5
Advance institutional excellence through organizational effectiveness and efficiency  | 1.3 | 2.5
Increase graduate enrollment in strategic areas  | 0.7 | 1.4

**Subtotal Academic Initiatives**  | $8.7 | $17.2

**Operating Initiatives**

Increase faculty salaries  | $10.9 | $22.1
Increase staff salaries  | 1.5 | 3.0
Operations & maintenance for new facilities  | 2.3 | 4.2
Additional financial aid  | 0.3 | 0.6
Nongeneral fund for current operations  | 4.2 | 8.5

**Subtotal Operating Initiatives**  | $19.2 | $38.4

*Component of Institutional Partnership Performance Agreement*

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 2019.

<table>
<thead>
<tr>
<th>University Division General Fund Requests</th>
<th>2020-21</th>
<th>2021-22</th>
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</thead>
<tbody>
<tr>
<td>Extend access for low and middle-income families by continuing to expand need-based financial aid to undergraduate students*</td>
<td>$1.0</td>
<td>$2.0</td>
</tr>
<tr>
<td>Develop and deploy Scalable Internship Program to expand experiential learning and enhance workforce development*</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Support faculty startup packages, particularly for new faculty in the STEM-H fields, including equipment and lab renovation*</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Leverage partnerships to expand research programs in Roanoke*</td>
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<td>4.0</td>
</tr>
<tr>
<td>Cultivate groundbreaking university research capabilities</td>
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<td>3.0</td>
</tr>
<tr>
<td>Increase support for Unique Military Activities</td>
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<td>0.4</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td><strong>13.4</strong></td>
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<tr>
<td>Provide inflationary increase to base E&amp;G General Fund Budget*</td>
<td>5.3</td>
<td>10.8</td>
</tr>
</tbody>
</table>
Provide incremental General Fund to moderate in-state undergraduate tuition (from 4.9% to 2.9%)*  
<table>
<thead>
<tr>
<th></th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide further incremental General Fund to freeze in-state undergraduate tuition (from 2.9% to 0.0%)*</td>
<td>6.7</td>
<td>13.7</td>
</tr>
<tr>
<td><strong>Total University Division General Fund Requests</strong></td>
<td><strong>$23.3</strong></td>
<td><strong>$47.4</strong></td>
</tr>
</tbody>
</table>

*Component of Institutional Partnership Performance Agreement

As part of the annual Six-Year Plan process, the university also submits a Six-Year Plan for the Cooperative Extension and Agricultural Experiment Station (CE/AES) Division, also known as Agency 229. This provides the opportunity for the university to advocate on behalf of the university’s land grant component. This separate state agency is primarily supported by General Funds, and has very little opportunity to generate incremental nongeneral funds. Therefore, the CE/AES Division Six-Year Plan is primarily based on incremental General Fund requests, aligned with opportunities to support shared state goals of economic growth and citizen prosperity. These opportunities, summarized in the following table, serve as the basis of the agency’s Executive Budget requests submitted in the fall of 2019.

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

<table>
<thead>
<tr>
<th>CE/AES General Fund Requests</th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand and Enhance the information technology infrastructure of the agency’s facilities across the Commonwealth</td>
<td>$3.0</td>
<td>$0.6</td>
</tr>
<tr>
<td>Advance Smart Farm Innovation Network Initiative - equipment and technology</td>
<td>4.3</td>
<td>4.5</td>
</tr>
<tr>
<td>Advance Smart Farm Innovation Network Initiative - personnel</td>
<td>2.3</td>
<td>4.6</td>
</tr>
<tr>
<td>Enhance market competitiveness of Extension Agent compensation</td>
<td>1.7</td>
<td>1.7</td>
</tr>
<tr>
<td><strong>Subtotal CE/AES General Fund Requests</strong></td>
<td><strong>$11.3</strong></td>
<td><strong>$11.4</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Initiatives</th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase faculty and staff salaries</td>
<td>$0.1</td>
<td>$0.2</td>
</tr>
<tr>
<td>Operations &amp; maintenance for new facilities</td>
<td>0.7</td>
<td>1.3</td>
</tr>
<tr>
<td>Nongeneral fund for current operations</td>
<td>0.5</td>
<td>1.1</td>
</tr>
<tr>
<td><strong>Subtotal Operating Initiatives</strong></td>
<td><strong>$1.3</strong></td>
<td><strong>$2.6</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 state maintains a codified goal of the 60th percentile of peer salary averages, and the university continues to plan progress towards this goal over a multi-year period. Based upon this long-range goal, and utilizing SCHEV’s projected peer increase of 2.8 percent per year, the university projects a needed faculty salary increase of 4.6 percent per year over six years. The university’s Six-Year Plan includes the nongeneral fund share of this target (2.8 percent, or approximately $11 million per year) in both years of the plan, with the expectation that in combination with a state compensation program, the university would make progress towards the 60th percentile of peer institutions over time.

Staff

For planning purposes, the staff compensation process envisions a 2.0 percent salary increase for university staff and a 0.0 percent salary increase for classified staff in each year of the plan. Compensation for classified staff, who represent approximately one quarter of the overall staff population, is subject to the authorization of the General Assembly.

Access and Affordability

Included in the academic initiatives above, the university’s student financial aid goals include maintaining and expanding existing need-based scholarships for undergraduates. The university envisions continued allocations to the Funds for the Future program, which provides relief from tuition increase for students from low and middle-income families and helps students and parents plan for the costs of education over multiple years. The Virginia Tech Grant initiative cohort is growing to include additional first-generation undergraduate Virginia students. Additionally, the university will seek to further reduce the net price for Virginia residents from low to middle-income families.

Enrollment

The university submitted its six-year enrollment plan to SCHEV, known as the 2B, in the spring of 2019. The 2B is the basis for the enrollment figures included in the Six-Year Plan. The university is currently undergoing a multi-year growth strategy, which will include growth in both undergraduate and graduate students. Success in achieving the annual growth targets will inform future enrollment decisions, and may require adjustments to enrollment assumptions. State support will be important for growth in Virginia undergraduates. Though the enrollment plan submitted in May of 2019 serves as the basis of this Six-Year Plan, the university expects to submit a revised enrollment plan that recognizes the impact of the fall 2019 enrollment variance and incorporates the final Tech Talent Pipeline enrollment growth initiative.
Funding and Cost Containment

The Commonwealth’s process discourages initiatives funded solely through incremental General Fund support, except in limited initiatives such as research or public service. This process is designed to focus on goals, costs, and the use of university nongeneral fund resources, allowing General Fund support to be determined later through the state budget process. This approach displays the university’s nongeneral fund support allocated to each initiative in the Six-Year Plan. However, the university assumes the traditional state share of costs consistent with long-standing and codified funding principles. The university is planning for the nongeneral fund share of these costs in accordance with state policies, as summarized in the table below:

<table>
<thead>
<tr>
<th>Fund Split Methodology</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 E&amp;G</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>Research</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Public Service</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Unique Military Activities</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Targeted Student Financial Aid</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

In addition to the deployment of incremental revenue, the university also seeks to implement efficiencies that allow the repurposing of resources. To ensure sensitivity to overall cost, the university projects some reallocation of existing resources to help advance top priorities while mitigating the pressure on tuition.

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 the Six-Year Plan 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, the state budget process, and market capacity. However, in accordance with Item 143 of Chapter 854 (2019 Acts of Assembly), the university is required to submit the estimated cost of in-state undergraduate tuition.
and fees for a period of no less than three years. Multiple scenarios are allowed within the submission.

While increases in tuition and fees for 2020-21 and beyond have not been set by the Board of Visitors, the university utilized the following placeholders to satisfy the plan requirements. A scenario of no new targeted General Fund support is utilized as the default, while additional options are offered in partnership with new targeted state General Fund support.

<table>
<thead>
<tr>
<th>In-State Undergraduate Tuition and E&amp;G Fee Increase Placeholder</th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
<th>2023-24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario 1: No new targeted General Fund</td>
<td>4.9%</td>
<td>4.9%</td>
<td>4.9%</td>
<td>4.9%</td>
</tr>
<tr>
<td>Scenario 2: General Funds mitigate increase</td>
<td>2.9%</td>
<td>2.9%</td>
<td>2.9%</td>
<td>2.9%</td>
</tr>
<tr>
<td>Scenario 3: General Funds freeze tuition</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**Institutional Partnership Performance Agreement (IPPA)**

As shared with the Board at the June 2019 meeting, a new component of the 2019 Six-Year Plan development is the opportunity to include a proposal for enhanced partnership with the state around innovative initiatives that achieve shared goals. Virginia Tech’s Six-Year Plan was developed around the foundational strategies of affordability, enrollment management, economic development, efficiency and innovation, and accountability. As such, the submission outlines opportunities for the Commonwealth to partner with the university to make measurable progress in these areas. The university will work with state officials to advance the elements of Virginia Tech’s proposed IPPA during the 2020 General Assembly Session.

**Next Steps**

The university submitted the Six-Year Plan to the Commonwealth on July 1, 2019. The submission began an iterative review process that culminated with a state review and response from the university. The Six-Year Plan served as a guide for the university’s budget submissions for the Executive Budget development process in the fall of 2019.

**RECOMMENDATION:**

That the Board of Visitors approve the revisions to the 2020-2026 Six-Year Plan.

November 18, 2019
Approval of the 2020-2026 Six-Year Plan
November 18, 2019
Background


Three components of Six-Year Plan:

1. Academic plan
   - Strategies that advance the university’s strategic plan
   - Support the state’s objectives

2. Financial Plan
   - Estimated costs
   - Potential revenues and reallocations

3. Enrollment Plan
   - SCHEV 2B enrollment plan

Six-Year Planning Process

- Board review of primary elements of plan in June 2019
- Initial Submission to state on July 1, 2019
- July/August review by:
  - Secretaries of Education and Finance
  - Directors of Department of Planning and Budget and SCHEV
  - Staff of House Appropriations and Senate Finance Committees
- September/October:
  - Suggestions from state and opportunity for university to respond
  - Plan serves as starting point for Executive Budget development
- November:
  - Board of Visitors approves final plan
Background

Changes for 2019 Submission

1) **Tuition Predictability Plan** - 2019 General Assembly requires institutions to estimate in-state undergraduate tuition and fees for a period of no less than three years.
   - Institutions may submit several scenarios with at least one scenario based on the assumption of no new General Fund support from the state.

2) **General Fund Requests** - Six-Year Plan template revised to include a separate section for General Fund request
   - These initiatives are consistent with the university’s strategic plan and serve as the basis for the university’s Executive Budget requests submitted to the administration in the fall.

3) **Institutional Performance Partnership Agreement** - The 2019 General Assembly passed new legislation allowing institutions to submit optional proposals for an Institutional Performance Partnership Agreement (IPPA).
   - These agreements re-envision the traditional relationship between the university and the Commonwealth by identifying one or more targeted initiatives that leverage the unique strengths and capabilities of each party.
2020-26 Academic Plan and Financial & Operating Plan

- Focuses initiatives to reflect university strategic priorities
- Excludes undergraduate enrollment growth: expectation of updated enrollment plan once Tech Talent Pipeline agreement is approved
- Continues the state’s traditional salary competitiveness program
  - Also seeks to support Extension Agent salary competitiveness needs
- Plans for increased affordability through additional student financial aid
- Proposes new General Fund for strategic university initiatives
- Plans for Agricultural and Natural Resources Initiative Operating Budgets
- Reflects projected state cost assignments, unavoidable cost increases, and fringe benefits
## Enrollment Plan

**Six-Year Enrollment Plan Submitted to SCHEV in May 2019**

*Headcount On/Off Campus*

<table>
<thead>
<tr>
<th>Student Group</th>
<th>Actual</th>
<th>Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2018</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>Entering In-State Undergraduates</td>
<td>4,268</td>
<td>4,165</td>
</tr>
<tr>
<td>Entering Out-of-State Undergraduates</td>
<td>1,946</td>
<td>1,976</td>
</tr>
<tr>
<td>Continuing and Transfer Undergraduates</td>
<td>21,597</td>
<td>21,884</td>
</tr>
<tr>
<td><strong>Total Undergraduate</strong></td>
<td>27,811</td>
<td>28,025</td>
</tr>
<tr>
<td>Masters and Doctoral</td>
<td>6,370</td>
<td>6,575</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>502</td>
<td>480</td>
</tr>
<tr>
<td>School of Medicine</td>
<td>167</td>
<td>168</td>
</tr>
<tr>
<td><strong>Total 2B Graduate</strong></td>
<td>7,039</td>
<td>7,223</td>
</tr>
<tr>
<td><strong>Total Enrollment</strong></td>
<td>34,850</td>
<td>35,248</td>
</tr>
</tbody>
</table>
# University Division - Nongeneral Fund Academic Strategies

(Dollars in Millions)

<table>
<thead>
<tr>
<th>Academic Initiatives</th>
<th>2020-21</th>
<th>2021-22**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop “Destination Areas” that differentiate Virginia Tech and advance regional, national, and global impact</td>
<td>$3.8</td>
<td>$7.4</td>
</tr>
<tr>
<td>Expand access for low and middle-income Virginia families*</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Expand degree completion, pathway opportunities, VT-shaped transdisciplinary learning, and student advising</td>
<td>0.4</td>
<td>0.8</td>
</tr>
<tr>
<td>Be a destination for talented faculty, staff, and students in increasingly competitive markets</td>
<td>0.8</td>
<td>1.6</td>
</tr>
<tr>
<td>Support faculty startup packages*</td>
<td>0.7</td>
<td>1.5</td>
</tr>
<tr>
<td>Advance institutional excellence/organizational effectiveness and efficiency</td>
<td>1.3</td>
<td>2.5</td>
</tr>
<tr>
<td>Increase graduate enrollment in strategic areas</td>
<td>0.7</td>
<td>1.4</td>
</tr>
<tr>
<td><strong>Subtotal Academic Initiatives</strong></td>
<td><strong>$8.7</strong></td>
<td><strong>$17.2</strong></td>
</tr>
</tbody>
</table>

*IPPA Initiative

**2021-22 is cumulative of 2020-21 costs.
## 2020-22 Nongeneral Fund Operating Costs
(Dollars in Millions)

<table>
<thead>
<tr>
<th>Operating Initiatives</th>
<th>2020-21</th>
<th>2021-22*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase Faculty Salaries</td>
<td>$10.9</td>
<td>$22.1</td>
</tr>
<tr>
<td>Increase University Staff Salaries</td>
<td>1.5</td>
<td>3.0</td>
</tr>
<tr>
<td>Operations &amp; Maintenance for New Facilities</td>
<td>2.3</td>
<td>4.2</td>
</tr>
<tr>
<td>Additional Financial Aid for Undergraduate Students</td>
<td>0.3</td>
<td>0.6</td>
</tr>
<tr>
<td>Nongeneral Fund for Current Operations</td>
<td>4.2</td>
<td>8.5</td>
</tr>
<tr>
<td><strong>Subtotal Financial and Operating Initiatives</strong></td>
<td><strong>$19.2</strong></td>
<td><strong>$38.4</strong></td>
</tr>
</tbody>
</table>

*2021-22 is cumulative of 2020-21 costs.*
## 2020-22 General Fund Requests

*(Dollars in Millions)*

<table>
<thead>
<tr>
<th>General Fund Requests</th>
<th>2020-21</th>
<th>2021-22**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extend Access for Low and Middle-Income Families *</td>
<td>$1.0</td>
<td>$2.0</td>
</tr>
<tr>
<td>Develop and Deploy Scalable Internship Program to Expand Experiential Learning *</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Support Faculty Startup Packages, Particularly for New Faculty in the STEM-H fields*</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Leverage Partnerships to Further Expand Research Programs in Roanoke Region*</td>
<td>2.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Cultivate Groundbreaking Research - Expansion of University Research Capabilities</td>
<td>1.5</td>
<td>3.0</td>
</tr>
<tr>
<td>Increase Support for Unique Military Activities</td>
<td>0.2</td>
<td>0.4</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>6.7</strong></td>
<td><strong>13.4</strong></td>
</tr>
<tr>
<td>Provide Inflationary Increase to Base E&amp;G General Fund Budget*</td>
<td>5.3</td>
<td>10.8</td>
</tr>
<tr>
<td>Provide General Fund to Moderate In-State Undergraduate Tuition (from 4.9% to 2.9%)*</td>
<td>4.6</td>
<td>9.5</td>
</tr>
<tr>
<td>Provide General Fund to Freeze In-State Undergraduate Tuition (From 2.9% to 0.0%)*</td>
<td>6.7</td>
<td>13.7</td>
</tr>
<tr>
<td><strong>Total General Fund Requests</strong></td>
<td><strong>$23.3</strong></td>
<td><strong>$47.4</strong></td>
</tr>
</tbody>
</table>

*IIPPA Initiative  
**2021-22 is cumulative of 2020-21 costs.*
University Division - Nongeneral Fund Revenue Estimate

- Key components are tuition and fee revenue estimates for first biennium of plan
- Six-Year plan does not recommend or commit to specific set of rates. Tuition and fee rates remain authority of Board of Visitors
- Tuition and Fee figures are planning placeholders that begin a discussion about how the university and commonwealth can partner to advance goals

<table>
<thead>
<tr>
<th>In-State Undergraduate Tuition and E&amp;G Fee Increase Placeholder</th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
<th>2023-24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario 1: No new targeted General Fund</td>
<td>4.9%</td>
<td>4.9%</td>
<td>4.9%</td>
<td>4.9%</td>
</tr>
<tr>
<td>Scenario 2: General Funds mitigate increase</td>
<td>2.9%</td>
<td>2.9%</td>
<td>2.9%</td>
<td>2.9%</td>
</tr>
<tr>
<td>Scenario 3: General Funds freeze tuition</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
# University Division

## Financial Plan Summary

(Dollars in Millions)

<table>
<thead>
<tr>
<th>Uses</th>
<th>2020-21</th>
<th>2021-22*</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Academic Initiatives</td>
<td>$8.7</td>
<td>$17.2</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>19.2</td>
<td>38.4</td>
</tr>
<tr>
<td>General Fund Initiatives (excl. inflation/tuition mitigation)</td>
<td>6.7</td>
<td>13.4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>34.6</td>
<td>69.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sources</th>
<th>2020-21</th>
<th>2021-22*</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Nongeneral Funds</td>
<td>26.5</td>
<td>53.0</td>
</tr>
<tr>
<td>Internal Reallocations</td>
<td>1.4</td>
<td>2.6</td>
</tr>
<tr>
<td>General Fund Request (excl. inflation/tuition mitigation)</td>
<td>6.7</td>
<td>13.4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$34.6</td>
<td>$69.0</td>
</tr>
</tbody>
</table>

*2021-22 is cumulative of 2020-21 costs.
## Virginia Cooperative Extension & Virginia Agricultural Experiment Station Station Strategies (Dollars in Millions)

<table>
<thead>
<tr>
<th>Academic Initiatives/General Fund Requests</th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand and Enhance the information technology infrastructure of the agency's facilities across the Commonwealth</td>
<td>$3.0</td>
<td>$0.6</td>
</tr>
<tr>
<td>Advance Smart Farm Innovation Network initiative - Equipment and Technology</td>
<td>4.3</td>
<td>4.5</td>
</tr>
<tr>
<td>Advance Smart Farm Innovation Network initiative - Personnel</td>
<td>2.3</td>
<td>4.6</td>
</tr>
<tr>
<td>Enhance market competitiveness of Extension Agent compensation</td>
<td>1.7</td>
<td>1.7</td>
</tr>
<tr>
<td><strong>Subtotal Academic Initiatives</strong></td>
<td><strong>$11.3</strong></td>
<td><strong>$11.4</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial and Operating Initiatives</th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase faculty and staff salaries</td>
<td>$0.1</td>
<td>$0.2</td>
</tr>
<tr>
<td>O&amp;M for new facilities</td>
<td>0.7</td>
<td>1.3</td>
</tr>
<tr>
<td>Nongeneral Fund for current operations</td>
<td>0.5</td>
<td>1.1</td>
</tr>
<tr>
<td><strong>Subtotal Financial and Operating Initiatives</strong></td>
<td><strong>$1.3</strong></td>
<td><strong>$2.6</strong></td>
</tr>
</tbody>
</table>

*2019-20 is cumulative of 2018-19 costs.*
State General Fund support needed to fully implement all envisioned strategies.

<table>
<thead>
<tr>
<th>Uses</th>
<th>2020-21</th>
<th>2021-22*</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Initiatives</td>
<td>$11.3</td>
<td>$11.4</td>
</tr>
<tr>
<td>Operating Need</td>
<td>1.3</td>
<td>2.6</td>
</tr>
<tr>
<td>Total</td>
<td>12.6</td>
<td>14.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sources</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Nongeneral Funds</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Internal Reallocations</td>
<td>1.3</td>
<td>2.6</td>
</tr>
<tr>
<td>General Fund Request</td>
<td>11.3</td>
<td>11.4</td>
</tr>
<tr>
<td>Total</td>
<td>$12.6</td>
<td>$14.0</td>
</tr>
</tbody>
</table>

*2021-22 is cumulative of 2020-21 costs.
Questions ?
Six-Year Planning Process

- Plans are required to be approved by the Boards of Visitors
  - Requirement in Code of Virginia, § 23-1-306:
    A. The governing board of each public institution of higher education shall (i) develop and adopt biennially and amend or affirm annually a six-year plan for the institution; (ii) submit such plan to the Council, the General Assembly, the Governor, and the Chairman of the House Committee on Appropriations, the House Committee on Education, the Senate Committee on Education and Health, and the Senate Committee on Finance no later than July 1 of each odd-numbered year; and (iii) submit amendments to or an affirmaton of that plan no later than July 1 of each even-numbered year or at any other time permitted by the Governor or General Assembly to the Council, the General Assembly, the Governor, and the Chairman of the House Committee on Appropriations, the House Committee on Education, the Senate Committee on Education and Health, and the Senate Committee on Finance. Each such plan and amendment to or affirmation of such plan shall include a report of the institution’s active contributions to efforts to stimulate the economic development of the Commonwealth, the area in which the institution is located, and, for those institutions subject to a management agreement set forth in Article 4 (§ 23.1-1004 et seq.) of Chapter 10, the areas that lag behind the Commonwealth in terms of income, employment, and other factors.
    B. The Secretary of Finance, the Secretary of Education, the Director of the Department of Planning and Budget, the Director of the Council, the Staff Director of the House Committee on Appropriations, and the Staff Director of the Senate Committee on Finance, or their designees, shall review each institution’s plan or amendments and provide comments to the institution on such plan or amendments by September 1 of the relevant year. Each institution shall respond to any such comments by October 1 of that year.
  - SCHEV has provided guidance that Board approval of plans should be managed at the earliest possible Fall Board meeting
University Division - Summary
(Dollars in Millions)

<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Academic Initiatives*</td>
<td>$42.1</td>
<td>$59.8</td>
</tr>
<tr>
<td>Financial and Operating</td>
<td>$11.5</td>
<td>$26.2</td>
</tr>
<tr>
<td>Initiatives</td>
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<td></td>
</tr>
<tr>
<td>Total</td>
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<td>$86.0</td>
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</tbody>
</table>

- Represents total cost of all initiatives supported by either General Fund, Nongeneral Funds, or reallocations.

*2019-20 is cumulative of 2018-19 costs.
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 2019-20 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.

**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, 2019 through September 30, 2019 and the Capital Outlay report be approved.

November 18, 2019
## Educational and General Programs

### University Division

#### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
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<td>All Other Income</td>
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<td>2,819 (2)</td>
<td>47,309</td>
<td>47,054</td>
<td>-255 (9)</td>
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<td><strong>Total Revenues</strong></td>
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<td><strong>$337,500</strong></td>
<td><strong>-3,286</strong></td>
<td><strong>$809,520</strong></td>
<td><strong>$815,748</strong></td>
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</table>

#### Expenses

<table>
<thead>
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<td><strong>Total Expenses</strong></td>
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#### NET

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### CE/AES Division

#### Revenues

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<td>Federal Appropriation</td>
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<td>15,640</td>
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<td>All Other Income</td>
<td>362</td>
<td>246</td>
<td>116</td>
<td>950</td>
<td>950</td>
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<td><strong>Total Revenues</strong></td>
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<td><strong>$28,094</strong></td>
<td><strong>304</strong></td>
<td><strong>$91,051</strong></td>
<td><strong>$90,736</strong></td>
<td><strong>-315</strong></td>
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#### Expenses

<table>
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<tr>
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<th>Change</th>
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<td>Academic Programs</td>
<td>-22,966</td>
<td>-23,558</td>
<td>592 (4)</td>
<td>-84,541</td>
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<td>Support Programs</td>
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<td>-6,510</td>
<td>-6,510</td>
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<td><strong>-25,122</strong></td>
<td><strong>587</strong></td>
<td><strong>-91,051</strong></td>
<td><strong>-90,736</strong></td>
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#### NET

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<tr>
<td><strong>NET</strong></td>
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### Auxiliary Enterprises

#### Revenues

<table>
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<tr>
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<th>Actual</th>
<th>Budget</th>
<th>Change</th>
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<tr>
<td></td>
<td>$141,399</td>
<td>$145,680</td>
<td>-4,461 (5)</td>
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<td>$369,345</td>
<td>-8,532 (5)</td>
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<tr>
<td>Expenses</td>
<td>-108,545</td>
<td>-114,300</td>
<td>5,755 (5)</td>
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<td>-379,779</td>
<td>-4,945 (5)</td>
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<td>Reserve Drawdown (Deposit)</td>
<td>-32,854</td>
<td>-31,560</td>
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<td>20,225 (6)</td>
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<tr>
<td><strong>NET</strong></td>
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<td><strong>$2,972</strong></td>
<td><strong>891</strong></td>
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<td><strong>$0</strong></td>
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### Sponsored Programs

#### Revenues

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<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
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</thead>
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<tr>
<td></td>
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<td>Expenses</td>
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<td>4,711 (6)</td>
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<td>-359,208</td>
<td>-4,350</td>
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<td>Reserve Drawdown (Deposit)</td>
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<td><strong>0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
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### Student Financial Assistance

#### Revenues

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<th>Original</th>
<th>Adjusted</th>
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<tbody>
<tr>
<td></td>
<td>$15,300</td>
<td>$16,179</td>
<td>-879</td>
<td>$33,153</td>
<td>$31,752</td>
<td>-1,401 (11)</td>
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<tr>
<td>Expenses</td>
<td>-12,702</td>
<td>-14,375</td>
<td>1,673</td>
<td>-33,153</td>
<td>-31,752</td>
<td>-1,401 (11)</td>
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<tr>
<td>Reserve Drawdown (Deposit)</td>
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<td>-1,804</td>
<td>-794</td>
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<td>0</td>
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<td><strong>$0</strong></td>
<td><strong>0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
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### All Other Programs *

#### Revenue

<table>
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<tr>
<th></th>
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<th>Budget</th>
<th>Change</th>
<th>Original</th>
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<th>Change</th>
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<tbody>
<tr>
<td></td>
<td>$2,320</td>
<td>$2,145</td>
<td>$175</td>
<td>$9,184</td>
<td>$10,800</td>
<td>$1,616 (12)</td>
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<tr>
<td>Expenses</td>
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<td>-1,600</td>
<td>227</td>
<td>-9,184</td>
<td>-11,232</td>
<td>-2,048 (12)</td>
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<tr>
<td>Reserve Drawdown (Deposit)</td>
<td>-947</td>
<td>-545</td>
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<td>0</td>
<td>432</td>
<td>432 (12)</td>
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<td><strong>NET</strong></td>
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<td><strong>$0</strong></td>
<td><strong>0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>0</strong></td>
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### Total University

#### Revenues

<table>
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<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
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<tr>
<td></td>
<td>$604,779</td>
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<td>$1,677,589</td>
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<td>Expenses</td>
<td>-463,228</td>
<td>-474,252</td>
<td>11,024</td>
<td>-1,644,843</td>
<td>-1,684,510</td>
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</tr>
<tr>
<td>Reserve Drawdown (Deposit)</td>
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<td><strong>NET</strong></td>
<td><strong>$125,510</strong></td>
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<td><strong>$0</strong></td>
<td><strong>0</strong></td>
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</tbody>
</table>

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

Presentation Date: November 18, 2019
OPERATING BUDGET

1. Tuition and Fee revenues are behind due to the timing of tuition and fee collection due to prepaid tuition normally received in September, but was received in October.

2. All Other Income activity levels are higher than projected in Continuing Education programs due to higher than projected AdvantageVT Pathways programs within the Language and Culture Institute.

3. 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/Agriculture Experiment Station Division was higher than the projected budget due to the timing of federal drawdowns.

4. Lower than projected activity in academic program expenditures due to timing of locality recovery activity in the Cooperative Extension/Agriculture Experiment Station Division.

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

6. 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 revenues and expenditures exceeded projections. The sponsored research revenues are 1.3% and expenditures 9.2% greater than September, 2018.

7. The annual budget for the University Division General Fund has been increased $0.4 million to align internal budgets with the actual central appropriation distribution.

8. The annual budget for Tuition and Fees has been decreased $0.3 million for BOV to ABD budget finalizations and technical adjustments. The budget for Tuition and Fees has been increased $6.37 million for higher than projected revenues from undergraduate enrollment, VTCSOM enrollments and savings in the student financial aid program; offset partially by lower than projected Summer Session activity, on-campus graduate enrollments, and Veterinary Medicine tuition revenues. The corresponding expenditure budgets have been adjusted accordingly.

9. The All Other Income revenue budget for the University Division has been decreased $0.25 million for budget finalizations.

10. The Cooperative Extension/Agriculture Experiment State Division General Fund revenue budget has been decreased $0.3 million to align internal budgets with the actual central appropriation distribution. The corresponding expenditure budgets have been adjusted accordingly.

11. The Student Financial Assistance revenue and expenditure budgets were decreased $1.4 million in 2019-20 for budget finalizations and a technical change in the scholarship accounting.

12. The projected annual budgets for All Other Programs were increased $1.6 million to finalize budgets and $0.4 million for outstanding 2018-19 commitments that were initiated but not completed before June 30, 2019.
### Residence and Dining Halls *

<table>
<thead>
<tr>
<th></th>
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<th>Budget</th>
<th>Change</th>
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<th>Change</th>
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<tr>
<td><strong>Revenues</strong></td>
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<td><strong>Reserve Drawdown</strong></td>
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<td>672 (1)</td>
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### Parking and Transportation

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<td>514</td>
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<td>-146,521</td>
<td>-18,944 (4,5)</td>
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<tr>
<td><strong>Reserve Drawdown</strong></td>
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<td>-475</td>
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<td>497 (5,6,7)</td>
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### Telecommunications Services

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<td><strong>Revenues</strong></td>
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<tr>
<td><strong>Reserve Drawdown</strong></td>
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<td>-536</td>
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<td>1,155 (5)</td>
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<td>$0</td>
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### University Services * **

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<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
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<tr>
<td><strong>Revenues</strong></td>
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<td>$25,706</td>
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<td>$54,303</td>
<td>$54,628</td>
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<td>-5,409 (5,6,8)</td>
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<tr>
<td><strong>Reserve Drawdown</strong></td>
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<td>-4,513</td>
<td>-1,549 (2)</td>
<td>-1,045</td>
<td>4,039</td>
<td>5,084 (5,6,8)</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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</table>

### Intercollegiate Athletics *

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$23,008</td>
<td>$25,430</td>
<td>-$2,422</td>
<td>$77,500</td>
<td>$77,500</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>-25,401</td>
<td>-25,394</td>
<td>-7</td>
<td>-74,086</td>
<td>-74,124</td>
<td>-38 (5,6)</td>
</tr>
<tr>
<td><strong>Reserve Drawdown</strong></td>
<td>2,393</td>
<td>-36</td>
<td>2,429 (3)</td>
<td>-3,414</td>
<td>-3,376</td>
<td>38 (5,6)</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>
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</tbody>
</table>

### Electric Service *

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$7,298</td>
<td>$7,334</td>
<td>-$36</td>
<td>$35,217</td>
<td>$33,870</td>
<td>$-1,347 (9)</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>-9,114</td>
<td>-9,361</td>
<td>224</td>
<td>-34,596</td>
<td>-34,562</td>
<td>34 (5,9)</td>
</tr>
<tr>
<td><strong>Reserve Drawdown</strong></td>
<td>1,816</td>
<td>2,027</td>
<td>211</td>
<td>692</td>
<td>1,313</td>
<td>1,313 (5,9)</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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### Inn at Virginia Tech/Skelton Conf. Center

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
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<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
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<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$5,083</td>
<td>$4,709</td>
<td>$374</td>
<td>$11,711</td>
<td>$11,911</td>
<td>$200 (10)</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>-4,155</td>
<td>-4,377</td>
<td>222</td>
<td>-12,287</td>
<td>-12,577</td>
<td>-290 (5,10)</td>
</tr>
<tr>
<td><strong>Reserve Drawdown</strong></td>
<td>-928</td>
<td>-332</td>
<td>-596</td>
<td>576</td>
<td>666</td>
<td>90 (5,10)</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>
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</table>

### Other Enterprise Functions ***

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$5,610</td>
<td>$5,331</td>
<td>$279</td>
<td>$11,827</td>
<td>$11,841</td>
<td>$14 (11)</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>-355</td>
<td>-850</td>
<td>495</td>
<td>-9,055</td>
<td>-11,513</td>
<td>-2,458 (5,6,11)</td>
</tr>
<tr>
<td><strong>Reserve Drawdown</strong></td>
<td>-5,255</td>
<td>-4,481</td>
<td>-774</td>
<td>-2,772</td>
<td>-3,282</td>
<td>2,444 (5,6,11)</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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### TOTAL AUXILIARIES

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Change</th>
<th>Original</th>
<th>Adjusted</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>$141,399</td>
<td>$145,860</td>
<td>-$4,461</td>
<td>$360,813</td>
<td>$369,345</td>
<td>$8,532</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>-108,545</td>
<td>-114,300</td>
<td>5,755</td>
<td>-347,077</td>
<td>-375,834</td>
<td>-28,757</td>
</tr>
<tr>
<td><strong>Reserve Drawdown</strong></td>
<td>-32,854</td>
<td>-31,560</td>
<td>-1,294</td>
<td>-13,796</td>
<td>6,489</td>
<td>20,225</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>

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* University Systems include Dormitory and Dining Hall System, Electric Service Utility System, University Services System, and Athletic Facilities 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 lien of any creditor of the university.

** University Services System includes Career Services, Center for the Arts, Health Services, Recreational Sports, Student Centers & Activities, 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, Printing Services, Software Sales, Tailor Shop and Clearing Accounts.
AUXILIARY ENTERPRISE BUDGET

1. During the first quarter, the budget was increased $9.3 million to recognize a larger freshman class. Revenues in Residence and Dining Halls are lower than the revised projection due to lower than anticipated residence hall occupancy and dining meal plan sales relative to the revised plans for increased enrollment. Expenses are lower than projected due to lower than forecasted business volume and timing of operating and project expenses. A second quarter budget adjustment is anticipated.

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

3. Revenues for Intercollegiate Athletics are lower than projected due to lower than anticipated football ticket sales. A second quarter budget adjustment is anticipated.

4. The projected annual revenue budgets for Residence and Dining Halls were increased $9.3 million for residential operations in two additional facilities and increased dining meal plan sales due to increased enrollment. Annual expense budgets were increased $5.1 million for the Inn at Virginia Tech lease, $3.7 million for Holiday Inn lease, $2.4 million for enrollment staffing and operations, $2.9 million for residence hall furniture which will be repurposed in future residence halls, $0.1 million for additional student conduct coordinator, $0.3 million dining facility projects, and $2.7 million for expanded dining facility hours, food costs, and wage support.

5. The projected annual expense budget for Auxiliary Enterprises was increased $7.4 million for outstanding 2018-19 commitments and projects that were initiated but not completed before June 30, 2019. This amount includes $1.2 million in Dining Hall commitments and projects, $1.2 million for Telecommunications, and $1.3 million for Electric Service. The remainder is spread across the other auxiliary programs.

6. The projected annual expense and reserve budgets for Auxiliary Enterprises were decreased $0.7 million to align budgets for approved university compensation actions.

7. The projected annual expense and reserve budgets for Parking and Transportation Services were decreased $0.2 million for Parking Services lease alignment.

8. The projected annual revenue budget for University Services System was increased $0.3 million to recognize additional enrollment. Annual expense budgets were increased $3.6 million for additional counseling staff, counseling space, nurse practitioner, personnel support, student affairs operating support, Recreational Sports wage support, $1.5 million field storage and venture out facility project, and $1.7 million swing space temporary structure project to assist with space needs during War Memorial closure during the capital project.

9. The projected annual revenue and expense budgets for the Electric Services auxiliary were decreased $1.3 million due to lower than projected cost of wholesale electricity.

10. The projected annual revenue, expense, and reserve budgets for the Inn at Virginia Tech and Skelton Conference Center were increased for technical accounting alignment for tipped employees and personnel support.

11. The projected annual revenue, expense, and reserve budgets for Other Enterprise Functions were increased for printing services operating expenses, $1.4 million internal financing of board approved Athletics facilities improvements project, technical accounting alignments, and Library Photocopy increased business volume and equipment replacement.
## CAPITAL OUTLAY PROJECTS
### AUTHORIZED AS OF SEPTEMBER 30, 2019

**Dollars in Thousands**

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ANNUAL INITIATED</th>
<th>YTD BUDGET</th>
<th>EXPENSES</th>
<th>STATE SUPPORT</th>
<th>NONGENERAL REVENUE</th>
<th>TOTAL BOND BUDGET</th>
<th>CUMULATIVE EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATIONAL AND GENERAL PROJECTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Design Phase</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agriculture Production Facilities</td>
<td>Oct 2016</td>
<td>$1,300</td>
<td>$136</td>
<td>$22,136</td>
<td>-</td>
<td>$22,136</td>
<td>$951 (1)</td>
</tr>
<tr>
<td>Planning: Intelligent Infrastructure and Construction Complex</td>
<td>Apr 2017</td>
<td>4,641</td>
<td>99</td>
<td>-</td>
<td>6,000</td>
<td>6,000</td>
<td>1,385 (2)</td>
</tr>
<tr>
<td>Planning: Undergraduate Science Laboratory Building</td>
<td>Jul 2017</td>
<td>1,163</td>
<td>917</td>
<td>-</td>
<td>3,084</td>
<td>3,084</td>
<td>2,838 (3)</td>
</tr>
<tr>
<td>Commonwealth Cyber Initiative</td>
<td>May 2019</td>
<td>500</td>
<td>15</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>1,000 (4)</td>
</tr>
<tr>
<td>Corps Leadership and Military Science Building</td>
<td>Jun 2019</td>
<td>2,000</td>
<td>107</td>
<td>-</td>
<td>22,808</td>
<td>29,192</td>
<td>52,000 (5)</td>
</tr>
<tr>
<td>Construct Virginia Seafood AREC</td>
<td>Jul 2019</td>
<td>2,800</td>
<td>431</td>
<td>69,000</td>
<td>10,000</td>
<td>-</td>
<td>79,000 (7)</td>
</tr>
<tr>
<td>Innovation Campus - Academic Building</td>
<td>Jul 2019</td>
<td>5,500</td>
<td>11</td>
<td>168,000</td>
<td>107,000</td>
<td>-</td>
<td>275,000 (8)</td>
</tr>
<tr>
<td><strong>Construction Phase</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Reserve</td>
<td>On-going</td>
<td>14,330</td>
<td>4,610</td>
<td>28,859</td>
<td>-</td>
<td>-</td>
<td>28,859 (9)</td>
</tr>
<tr>
<td>Improve Kentland Facilities</td>
<td>Sep 2013</td>
<td>6,500</td>
<td>1,355</td>
<td>12,463</td>
<td>-</td>
<td>-</td>
<td>12,463 (10)</td>
</tr>
<tr>
<td>Health Sciences &amp; Technology</td>
<td>Oct 2016</td>
<td>34,000</td>
<td>8,219</td>
<td>51,554</td>
<td>-</td>
<td>40,142</td>
<td>91,696 (11)</td>
</tr>
<tr>
<td>Chiller Plant Phase II</td>
<td>Oct 2016</td>
<td>10,000</td>
<td>1,029</td>
<td>32,655</td>
<td>10,312</td>
<td>-</td>
<td>42,968 (12)</td>
</tr>
<tr>
<td>Holden Hall Renovation</td>
<td>Oct 2016</td>
<td>16,000</td>
<td>68</td>
<td>54,849</td>
<td>-</td>
<td>17,500</td>
<td>72,349 (13)</td>
</tr>
<tr>
<td>Gas-Fired Boiler at the Central Steam Plant</td>
<td>Apr 2017</td>
<td>2,600</td>
<td>549</td>
<td>-</td>
<td>8,200</td>
<td>-</td>
<td>8,200 (14)</td>
</tr>
<tr>
<td><strong>Close-Out</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Buildings Renewal</td>
<td>Sep 2013</td>
<td>2,205</td>
<td>1,991</td>
<td>35,029</td>
<td>-</td>
<td>-</td>
<td>35,029 (15)</td>
</tr>
<tr>
<td>Renovate Undergraduate Science Laboratories</td>
<td>Jul 2016</td>
<td>3,100</td>
<td>2,225</td>
<td>-</td>
<td>10,000</td>
<td>-</td>
<td>10,000 (16)</td>
</tr>
<tr>
<td>Acquisition - Falls Church UVA Interest</td>
<td>Apr 2019</td>
<td>8,230</td>
<td>8,221</td>
<td>-</td>
<td>-</td>
<td>8,230</td>
<td>8,230 (17)</td>
</tr>
<tr>
<td>Acquisition - Falls Church Property</td>
<td>Apr 2019</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,850</td>
<td>2,850</td>
<td>- (18)</td>
</tr>
<tr>
<td><strong>TOTAL EDUCATIONAL AND GENERAL PROJECTS</strong></td>
<td>$117,369</td>
<td>$29,985</td>
<td>$478,045</td>
<td>$177,404</td>
<td>$97,914</td>
<td>$753,364</td>
<td>$137,298</td>
</tr>
</tbody>
</table>

**TOTAL PROJECT BUDGET**

Presentation Date: November 18, 2019
**CAPITAL OUTLAY BUDGET**

**Education and General Projects**

1. **Agriculture Production Facilities:** This project is the first of two phases to renew existing facilities for the livestock and poultry programs. The scope includes 126,000 gross square feet of facilities at the Blacksburg campus and three nearby university production and research farms. Preliminary design is underway.

2. **Planning – Intelligent Infrastructure and Construction Complex:** This planning project is for Hitt Hall to house an expansion of Myers-Lawson School of Construction, a new dining center, and other academic spaces. The overall funding plan for the project includes $25 million of private gifts for Hitt Hall, $33 million of debt for the dining program, and $10 million of debt for other academic programs. The Design-Build team has been selected and design is underway to align project budget and scope.

3. **Planning – Undergraduate Science Laboratory Building:** This planning project is for an entirely State funded 102,000 gross square foot science laboratory building adjacent to the new classroom building. The university is temporarily funding the project and will be reimbursed by the State once construction funding is appropriated. Preliminary designs are complete and pending review and approval by the Department of General Services. Working drawings are expected to be complete May 2020. The project is positioned to start construction upon State approval of construction funding, anticipated July 2020.

4. **Commonwealth Cyber Initiative:** This project makes improvements to support the Commonwealth Cyber Initiative Hub renovations, space enhancements, and equipment.

5. **Corps Leadership and Military Science Building:** The project consolidates the Corps of Cadets and ROTC programs in the northern portion of the Upper Quad. The Board authorized the full project in June 2019 and preliminary designs are being updated.

6. **Construct Virginia Seafood AREC:** Through a collaborative effort between the University, the Foundation, and the City of Hampton, the existing facility will be replaced with this new 15,000 gross square foot facility.

7. **Data and Decision Sciences:** This project will design and construct a new 120,000 gross square foot instruction building. Schematic design is underway.

8. **Innovation Campus – Academic Building:** This project is a new 300,000 gross square foot academic building as part of the Innovation Campus in Alexandria, Virginia. Procurement for A/E services is underway.

9. **Maintenance Reserve:** The total project budget reflects $1.8 million of carryforward from fiscal year 2018 and the State’s fiscal year 2019 appropriation of $13.5 million and fiscal year 2020 appropriation of $13.5 million. The annual budget amount reflects the pace necessary to meet the State’s 85 percent spending performance requirement by June 30, 2020.

10. **Improve Kentland Facilities:** This project provides a metabolism research laboratory, an applied reproduction facility, and a building for animal demonstration, handling, and holding spaces. The State approved $3.1 million of permanent supplemental funding for the project effective July 1, 2019. The project is under construction with substantial completion expected April 2020.

11. **Health Sciences & Technology:** This project is being delivered under a Public Private Partnership with Carilion Clinic and is located adjacent to the existing Virginia Tech-Carilion Research Institute facility in Roanoke, Virginia. Construction is underway and on schedule for an expected completion date of April 2020.

12. **Chiller Plant Phase II:** This project upgrades campus utility systems and addresses several strategic needs for shifting the campus to a lower resource consuming cooling service with improved redundancies. Construction is underway with completion expected July 2021.

13. **Holden Hall Renovation:** This project will renovate 20,000 gross square feet, demolish 21,000 gross square feet, and construct an 80,000 gross square foot expansion of Holden Hall to accommodate the instruction and research programs of Materials Science and Engineering, Mining and Minerals Engineering, and Computer Science Engineering. The first Guaranteed Maximum Price (GMP) contract has been received for demolition and sitework. The second GMP for the remainder of the project is in process with the Department of General Services. Substantial completion is expected November 2021.

14. **Gas-Fired Boiler at the Central Steam Plant:** This project will design, purchase, and install a new Gas-Fired Boiler within the Central Steam Plant. Installation of the boiler is underway with completion expected March 2020.

15. **Academic Buildings Renewal:** This project is complete and may be closed and financial accounts terminated when final invoices are received and paid.

16. **Renovate Undergraduate Science Laboratories:** Construction is substantially complete and the project may be closed and financial accounts terminated when final invoices are received and paid.

17. **Acquisition – Falls Church UVA Interest:** This project was established to acquire all of UVA’s right, title, and interest in the universities’ shared fee simple title ownership and shared leasehold interest in the Falls Church Center for a total cost of $8.2 million. The transaction process is complete.

18. **Acquisition – Falls Church Property:** This project was established to acquire the fee simple title to the 5.33 acres currently leased from and owned by the City of Falls Church for a net cost of $2.85 million. The exercise date is fiscal year 2021, and the university is working with the City of Falls Church to accelerate the transaction timing.
### AUXILIARY ENTERPRISE PROJECTS

#### Design Phase

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>INITIATED</th>
<th>ANNUAL BUDGET</th>
<th>YTD EXPENSES</th>
<th>STATE SUPPORT</th>
<th>NONGENERAL FUND</th>
<th>REVENUE BOND</th>
<th>TOTAL BUDGET</th>
<th>CUMULATIVE EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Wellness Improvements</td>
<td>Jun 2016</td>
<td>$8,500</td>
<td>$1,099</td>
<td>$13,310</td>
<td>$44,690</td>
<td>$58,000</td>
<td>$4,356</td>
<td>(1)</td>
</tr>
<tr>
<td>Dietrick First Floor and Plaza Renovation</td>
<td>Sept 2017</td>
<td>1,500</td>
<td>174</td>
<td>5,000</td>
<td>3,300</td>
<td>8,300</td>
<td>453</td>
<td>(2)</td>
</tr>
<tr>
<td>Planning: Slusher Replacement</td>
<td>June 2018</td>
<td>1,500</td>
<td>417</td>
<td>3,500</td>
<td>-</td>
<td>3,500</td>
<td>758</td>
<td>(3)</td>
</tr>
<tr>
<td>Planning: Athletics Weight Room Renovation &amp; Expansion</td>
<td>Aug 2018</td>
<td>625</td>
<td>141</td>
<td>700</td>
<td>-</td>
<td>700</td>
<td>216</td>
<td>(4)</td>
</tr>
<tr>
<td>Global Business &amp; Analytics Complex Residence Halls</td>
<td>Jun 2019</td>
<td>1,800</td>
<td>468</td>
<td>-</td>
<td>84,000</td>
<td>84,000</td>
<td>468</td>
<td>(5)</td>
</tr>
<tr>
<td>New Upper Quad Residence Hall</td>
<td>Jun 2019</td>
<td>800</td>
<td>14</td>
<td>-</td>
<td>33,000</td>
<td>33,000</td>
<td>14</td>
<td>(6)</td>
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#### Construction Phase

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>INITIATED</th>
<th>ANNUAL BUDGET</th>
<th>YTD EXPENSES</th>
<th>STATE SUPPORT</th>
<th>NONGENERAL FUND</th>
<th>REVENUE BOND</th>
<th>TOTAL BUDGET</th>
<th>CUMULATIVE EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Reserve</td>
<td>On-going</td>
<td>9,500</td>
<td>4,920</td>
<td>-</td>
<td>9,500</td>
<td>-</td>
<td>9,500</td>
<td>4,920 (7)</td>
</tr>
<tr>
<td>Creativity &amp; Innovation District Residence Hall</td>
<td>Oct 2016</td>
<td>20,000</td>
<td>4,971</td>
<td>-</td>
<td>15,880</td>
<td>89,620</td>
<td>105,500</td>
<td>15,603 (8)</td>
</tr>
<tr>
<td>Student-Athlete Performance Center</td>
<td>Mar 2018</td>
<td>7,000</td>
<td>971</td>
<td>-</td>
<td>20,417</td>
<td>-</td>
<td>20,417</td>
<td>2,472 (9)</td>
</tr>
</tbody>
</table>

#### Close-Out

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>INITIATED</th>
<th>ANNUAL BUDGET</th>
<th>YTD EXPENSES</th>
<th>STATE SUPPORT</th>
<th>NONGENERAL FUND</th>
<th>REVENUE BOND</th>
<th>TOTAL BUDGET</th>
<th>CUMULATIVE EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lane Substation Expansion</td>
<td>Sept 2015</td>
<td>2,380</td>
<td>32</td>
<td>-</td>
<td>2,000</td>
<td>4,500</td>
<td>6,500</td>
<td>3,534 (10)</td>
</tr>
<tr>
<td>O'Shaughness Renovation</td>
<td>Apr 2016</td>
<td>445</td>
<td>221</td>
<td>-</td>
<td>8,867</td>
<td>12,633</td>
<td>21,500</td>
<td>21,275 (11)</td>
</tr>
<tr>
<td>Athletic Facilities Improvements</td>
<td>Aug 2016</td>
<td>1,035</td>
<td>194</td>
<td>-</td>
<td>37,500</td>
<td>-</td>
<td>37,500</td>
<td>36,162 (12)</td>
</tr>
<tr>
<td>Commonwealth Ballroom Improvements</td>
<td>Mar 2018</td>
<td>499</td>
<td>282</td>
<td>-</td>
<td>3,246</td>
<td>-</td>
<td>3,246</td>
<td>3,029 (13)</td>
</tr>
<tr>
<td>ACC Network Studio</td>
<td>Mar 2018</td>
<td>900</td>
<td>271</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>7,456</td>
<td>(14)</td>
</tr>
</tbody>
</table>

#### TOTAL AUXILIARY ENTERPRISE PROJECTS

- Total Annual Budget: $56,484
- Total YTD Expenses: $14,176
- Total State Support: $119,920
- Total Nongeneral Fund: $281,743
- Total Revenue Bond: $401,663
- Total Cumulative Expenses: $100,717

#### GRAND TOTAL

- Total Project Budget: $173,853
- Total Nongeneral Fund: $478,045
- Total Revenue Bond: $379,657
- Total Cumulative Expenses: $1,155,026
- Total Grand Total: $238,015

Presentation Date: November 18, 2019
**Auxiliary Enterprise Projects**

1. **Student Wellness Improvements:** The project scope and budget includes refurbishments to War Memorial Hall and McComas Hall. Working drawings are underway with construction expected to start January 2020.

2. **Dietrick First Floor and Plaza Renovation:** This project refurbishes the first floor of Dietrick Hall, inserting a modern food service venue, enclosing a portion of the overhang, and improving the outdoor plaza. Working drawings are underway with construction expected March 2020.

3. **Planning – Slusher Replacement:** This planning project includes completing preliminary designs for the replacement of Slusher Hall. A subsequent request for full project funding may be submitted after designs are underway and a firm scope, cost, funding, and schedule for the entire project are determined.

4. **Planning – Athletics Weight Room Renovation & Expansion:** This planning project includes completing working drawings for the Athletics weight room renovation and expansion in the Merryman Center. A subsequent request for full project funding may be submitted after designs are underway and a firm scope, cost, funding, and schedule for the entire project are determined.

5. **Global Business & Analytics Complex Residence Halls:** This project provides two residence halls in the northwest corner of campus with a minimum of 700 beds. Schematic design is underway.

6. **New Upper Quad Residence Hall:** This project will provide the Corps of Cadets an additional 300 beds while replacing Femoyer Hall. Procurement for A/E services is underway.

7. **Maintenance Reserve:** Projects are scheduled and funded by the auxiliary enterprises during the annual Auxiliary Enterprise budgeting process. 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 2020. The auxiliary maintenance reserve program covers 106 assets with a total replacement value of $1.3 billion.

8. **Creativity & Innovation District Residence Hall:** This project is a new residential community with approximately 596 beds, including 176 beds for student-athletes, and academic collaborative spaces to support creativity and innovation programs. Construction is underway with completion expected August 2021.

9. **Student-Athlete Performance Center:** This project renovates the fourth floor of the Jamerson Center, constructs a balcony cantilevered from the fourth floor and a new elevator tower. Construction is underway with completion expected September 2020.

10. **Lane Substation Expansion:** The expanded Substation on Innovation Drive has been electrified and the project is substantially complete. The total cost is expected to be $6.5 million. The project may be closed and financial accounts terminated when final invoices are received and paid.

11. **O’Shaughnessy Renovation:** This project is complete. The total cost is expected to be $21.5 million. The project may be closed and financial accounts terminated when final invoices are received and paid.

12. **Athletic Facilities Improvements:** This project is complete. The total cost is expected to be $37.5 million. The project may be closed and financial accounts terminated when final invoices are received and paid.

13. **Commonwealth Ballroom Improvements:** This project is complete. The total cost is expected to be $3.3 million. The project may be closed and financial accounts terminated when final invoices are received and paid.

14. **ACC Network Studio:** The ACC Network Studio is operational and the project is substantially complete. The total cost is expected to be $10 million. The project may be closed and financial accounts terminated when final invoices are received and paid.
Annual Project Expenditures by Activity
Through First Quarter Ended September 30, 2019

Dollars in Thousands

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year to Date Expenses</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>$4,029</td>
<td>$26,693</td>
</tr>
<tr>
<td>Construction</td>
<td>$25,739</td>
<td>$139,320</td>
</tr>
<tr>
<td>Close Out</td>
<td>$18,794</td>
<td>$18,794</td>
</tr>
</tbody>
</table>

Year to Date Expenses: $44,160
Annual Budget: $173,853
Projected Design Spending Periods
(Project Initiated to Construction Start)

- STUDENT WELLNESS IMPROVEMENTS: 43 months
- PLANNING: UNDERGRADUATE SCIENCE LABORATORY BUILDING: 38 months
- AGRICULTURE PRODUCTION FACILITIES: 35 months
- PLANNING: INTELLIGENT INFRASTRUCTURE AND CONSTRUCTION COMPLEX: 35 months
- HOLDEN HALL RENOVATION: 34 months
- DIETRICK FIRST FLOOR AND PLAZA RENOVATION: 29 months
- NEW UPPER QUAD RESIDENCE HALL: 23 months
- GLOBAL BUSINESS AND ANALYTICS RESIDENCE HALLS: 23 months
- PLANNING: SLUSHER REPLACEMENT PLANNING: 21 months
- PLANNING: ATHLETICS WEIGHT ROOM RENOVATION & EXPANSION: 17 months
- STUDENT-ATHLETE PERFORMANCE CENTER: 16 months
- CORPS LEADERSHIP AND MILITARY SCIENCE BUILDING: 12 months
## Enrollment Variance
### 1st Quarter 2019-20

### Fall Enrollment Variance

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actuals</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate</td>
<td>219</td>
<td>216</td>
<td>(3)</td>
</tr>
<tr>
<td>Freshman</td>
<td>6,600</td>
<td>7,604</td>
<td>1,004</td>
</tr>
<tr>
<td>Transfers</td>
<td>1,250</td>
<td>1,116</td>
<td>(134)</td>
</tr>
<tr>
<td>Continuing UG</td>
<td>20,798</td>
<td>20,364</td>
<td>(434)</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>28,867</td>
<td>29,300</td>
<td>433</td>
</tr>
<tr>
<td>Grad, DVM, VTCSOM</td>
<td>7,037</td>
<td>7,083</td>
<td>46</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>35,904</td>
<td>36,383</td>
<td>479</td>
</tr>
</tbody>
</table>

### Annual Budget Change

*During the 1st quarter, the following budget adjustment was made to accommodate the enrollment variance:*

<table>
<thead>
<tr>
<th></th>
<th>Budget (Dollars in Millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>($0.1)</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>Freshman</td>
<td>14.8</td>
</tr>
<tr>
<td>Continuing UG, Transfers, Aid Savings</td>
<td>(8.0)</td>
</tr>
<tr>
<td>Grad On-Campus, DVM, VTCSOM</td>
<td>(0.3)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6.4</strong></td>
</tr>
</tbody>
</table>
Operating Revenue
## Auxiliary Enterprises
### 1st Quarter - 2019-20

### Annual Budget Changes

**Auxiliary Enterprises**

- $7.4 million carryover of outstanding commitments and obligations.
- Residential & Dining: $9.3 million revenues, and expense for $5.1 million Inn at VT lease, $3.7 million Holiday Inn lease, $2.4 million staffing & operational needs, and $2.9 million for furniture which will assist future residence halls.
- Recreational Sports: $1.7 million swing space structure; $1.5 million field storage & venture out programming building.
- $1.4 million internal financing of board approved Athletics facilities improvements.

### Financial Performance

**Auxiliary Enterprises**

- Residential & Dining: lower than projected occupancy and Dining business volume relative to enrollment surge planning.
- Athletics: lower than projected football ticket sales.
- A 2nd Quarter adjustment is anticipated for Residential, Dining, and Athletics.
- Other programs are on target.
Sponsored Program Expenditures

2018-19 VS. 2019-20

- 1st Qtr FY19: $19.3M Direct, $73.8M Total
- 1st Qtr FY20: $22.1M Direct, $79.5M Total
- 2nd Qtr FY19: $3.4M Direct, $169.5M Total
- 2nd Qtr FY20: $32.7M Direct, $133.4M Total
- 3rd Qtr FY19: $2.0M Direct, $197.4M Total
- 3rd Qtr FY20: $5.6M Direct, $40.4M Total
- 4th Qtr FY19: $6.9M Direct, $39.4M Total
- 4th Qtr FY20: $252.2M Total

Total:
- 2018-19: $298.5M
- 2019-20: $355.8M

*Other includes Enterprise Funds, Royalty, and Research Ancillary Activity*
Capital Outlay Performance Measures

- Project authorizations fully funded
- Planning projects are projected to be within the total project budget
- Construction spending and commitments within authorized total project budgets
First Quarter Activity

4th Quarter FY19:
Projects = 33  $883,988

Closed 6/30/2019
Projects = 4  ($100,026)

Additions and Adjustments 7/1/2019:
Projects = 3  $371,064

1st Quarter FY20:
Projects = 32  $1,155,026

Annual Budget: $173,853  Year to Date Expenses: $44,160
Key Updates

- Innovation Campus-Academic Building
- Gilbert Street Project
- Falls Church Redevelopment
Planning Activity Underway

- Athletics Weight Room Renovation & Expansion
- Student Wellness Improvements
- Intelligent Infrastructure and Construction Complex
- Dietrick First Floor and Plaza Renovation
- Agriculture Production Facilities
- Corps Leadership & Military Science Building
- New Upper Quad Residence Hall
- Undergraduate Science Laboratory Building
- Data and Decision Science
- Slusher Replacement
- Global Business & Analytics Complex Residence Halls
- Innovation Campus-Academic Building
- Replace Turbo Research Lab (capital lease)

Expected Construction

- November 2019: Athletics Weight Room Renovation & Expansion
- January 2020: Student Wellness Improvements
- April 2020: Intelligent Infrastructure and Construction Complex
- March 2020: Dietrick First Floor and Plaza Renovation
- April 2020: Agriculture Production Facilities
- May 2020: Corps Leadership & Military Science Building
- May 2020: New Upper Quad Residence Hall
- July 2020: Undergraduate Science Laboratory Building
- July 2020: Data and Decision Science
- May 2021: Slusher Replacement
- June 2021: Global Business & Analytics Complex Residence Halls
- August 2021: Innovation Campus-Academic Building
- Hold: Replace Turbo Research Lab

$397,045,000
Construction Spending

- Maintenance Reserve
- Health Sciences and Technology
- Improve Kentland Facilities
- Gas Fired Boiler
- Student Athlete Performance Center
- Chiller Plant, Phase II
- Creativity and Innovation Residence Hall
- Renovate Holden Hall

Expenditures during First Quarter: $26,693

Expected Occupancy

- On-going
- April 2020
- April 2020
- June 2020
- October 2020
- July 2021
- August 2021
- November 2021
Summary

- **Operating Budget**
  - On track

- **Capital Projects**
  - Program under watch for accelerated pricing

**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, 2019 through September 30, 2019 and the Capital Outlay report be approved.

November 18, 2019
Discussion of Future Agenda Topics and Closing Remarks
**Open Session Agenda**

**GOVERNANCE AND ADMINISTRATION COMMITTEE**

Smithfield Room, The Inn at Virginia Tech  
9:30 am – 11:00am  
November 18, 2019

**OPEN SESSION**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Reporting Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome and Opening Remarks</td>
<td>Mr. Mehul Sanghani, Chair</td>
</tr>
<tr>
<td>2. Consent Agenda</td>
<td>Mr. Mehul Sanghani</td>
</tr>
<tr>
<td>• Approval of Minutes of August 26, 2019, Meeting</td>
<td></td>
</tr>
<tr>
<td>• Approval of Revised Charter for the Compliance, Audit, and Risk Committee</td>
<td></td>
</tr>
<tr>
<td>3. InclusiveVT: Focus on the College of Architecture and Urban Studies</td>
<td>Dr. Menah Pratt-Clarke</td>
</tr>
<tr>
<td></td>
<td>Dr. Richard Blythe</td>
</tr>
<tr>
<td>4. IT Security</td>
<td>Dr. Scott Midkiff</td>
</tr>
<tr>
<td>5. Administration and Operations Transformation Initiative – Project and Timeline Identification</td>
<td>Dr. Dwayne Pinkney</td>
</tr>
<tr>
<td>6. ACC Network Update and Basketball Alcohol Sales Guidelines</td>
<td>Mr. Whit Babcock</td>
</tr>
<tr>
<td></td>
<td>Ms. Angie Littlejohn</td>
</tr>
<tr>
<td>7. Board Self-Assessment</td>
<td>Mr. Mehul Sanghani</td>
</tr>
<tr>
<td>8. Future Agenda Items and Closing Remarks</td>
<td>Mr. Mehul Sanghani</td>
</tr>
</tbody>
</table>

* Requires Full Board Approval
OPEN SESSION

1. **Welcome and Opening Remarks.** Mr. Mehul Sanghani, Chair of the Governance and Administration Committee, will welcome committee members, guests, and invited participants.

2. **Consent Agenda.** The committee will consider for acceptance and approval the items listed on the Consent Agenda
   
   a. Approval of Minutes of the August 26, 2019, Meeting.
   
   b. Approval of the Revised Charter for the Compliance, Audit, and Risk Committee

3. **InclusiveVT: Focus on the College of Architecture and Urban Studies.** Vice President for Diversity, Inclusion, and Strategic Affairs, Dr. Menah Pratt-Clarke, will provide a brief update on InclusiveVT. She will then introduce Dr. Richard Blythe, Dean of the College of Architecture and Urban Studies, who will update the committee on the college’s diversity and inclusion successes and initiatives.

4. **IT Security.** Dr. Scott Midkiff, Vice President for Information Technology and Chief Information Officer, will provide the annual update on IT security.

5. **Administration and Operations Transformation Initiative – Project and Timeline Identification.** Dr. Dwayne Pinkney, Senior Vice President and Chief Business Officer, will update the committee on the ongoing Administration and Transformation Initiative, which will include the identification of specific projects and project timelines.

6. **ACC Network Update and Basketball Alcohol Sales Guidelines.** Mr. Whit Babcock, Director of Athletics, and Ms. Angie Littlejohn, Senior Associate Athletics Director for Internal Operations, will provide an update on the ACC Network following its official launch in August 2019, as well as present the proposed guidelines for alcohol sales at home basketball games this upcoming season. Mr. Babcock will also discuss the recent legislature decision in California to provide monetary compensation for student athletes.
7. **Board Self-Assessment.** Mr. Mehul Sanghani will discuss the future Board Self-Assessment.

8. **Future Agenda Items and Closing Remarks.** Mr. Mehul Sanghani, will discuss future agenda items for the committee. He will then offer closing remarks and request a motion for adjournment.
Welcome and Opening Remarks
by Mr. Mehul Sanghani, Chair
Minutes

GOVERNANCE AND ADMINISTRATION COMMITTEE
7:30 am – 8:30 am
August 26, 2019

Committee Members: Mehul Sanghani (Chair), Dennis Treacy, Jeff Veatch

Other Board Members: Horacio Valeiras (Rector), Shelley Barlow, C.T. Hill, Preston White

Representatives to the Board: Tamarah Smith, Madelynn Todd

VPI&SU Faculty and Staff: Jeri Baker, Lori Buchanan, Cyril Clarke, Al Cooper, Karen Depauw, Bryan Garey, Dee Harris, Chris Kiwus, Sharon Kurek, Steve McKnight, April Myers, Kim O’Rourke, Patty Perillo, Dwayne Pinkney, Tim Sands, Kayla Smith, Ken Smith, Don Taylor, Tracy Vosburgh, Lisa Wilkes

OPEN SESSION

1. Welcome and Opening Remarks. Mr. Mehul Sanghani, Chair of the Governance and Administration Committee, welcomed committee members, guests, and invited participants.

2. Approval of Minutes of the June 2, 2019, Meeting. The committee approved the Minutes of the June 2, 2019, Meeting.

3. Administration and Operations Transformation Initiative. Dr. Dwayne Pinkney, Senior Vice President for Operations and Administration, provided an update on the ongoing Administration and Operations Transformation Initiative.

Deloitte consultants have met with the areas of Human Resources, Finance, Business Services, and Facilities, as well as worked closely with IT, which supports the administrative processes those areas employ. A draft report has been received from the consulting team and the next steps are to take a deeper dive into the findings, making sure that proposed solutions benefit the broader campus. Currently, we have had a head start with the HR transformation well underway, and the finance department beginning to incorporate robotic processes to increase efficiency, but there is more to be done. At the November meeting, Dr. Pinkney will provide another update on the initiative, having identified projects and timelines by that time.

Dr. Pinkney also discussed the search for the new Vice President for Finance. The consulting firm Korn Ferry was selected and the search launched in late July utilizing an “inverted process.” Dr. Pinkney has engaged with several candidates
already in order to determine their alignment with the university’s needs and goals before making his recommendations to the search committee as to who they might interview. The timeline for the search includes a first round of interviews in September and on-campus interviews in October, with the ultimate goal of having the individual in place by the first of the year.

4. **Resolution on Contract and Governance Authority.** Ms. Kay Heidbreder, University Legal Counsel, presented the Resolution on Contract and Governance Authority to the committee for consideration and approval.

   The resolution was necessitated by the upcoming retirement of Vice President for Finance and Chief Financial Officer, Dwight Shelton. Many of the authorities formerly delegated to him and others are being brought back to the President, who then can re-delegate authorities as necessary. As the resolution addresses more than the finance areas, it was brought to the Governance and Administration Committee.

5. **Resolution to Revise the By-Laws of the Virginia Tech Board of Visitors.** Mr. Sanghani and Secretary to the Board of Visitors, Ms. Kim O’Rourke, introduced a resolution proposing changes to the BOV by-laws in order to comply with legislation passed by the 2019 General Assembly requiring a public comment period whenever an increase in undergraduate tuition and mandatory fees is being proposed.

   The Virginia Tech Board of Visitors will address the public comment period requirement in two ways: 1) Revise the board by-laws to state that a public comment period will be held when increases are being considered, and 2) Develop guidelines for the public comment period that are not included in the by-laws, which allows more flexibility to change the guidelines as the board learns what works best. The Governance and Administration Committee is responsible for developing the guidelines.

   Mr. Sanghani made a motion to revise the by-laws, and after the vote, shared the guidelines that the committee will employ if the administration proposes in the spring to increase undergraduate tuition and fees for 2020-21. The guidelines, as proposed by the President’s Leadership Team, are as follows:

   - During the 30-day window between the date that the public notice is given of the range of the tuition/fee increase and the Board’s vote on tuition and fees, hold a budget workshop with a public comment period.
   - At least three BOV members would be present for the public comment period, including at a minimum the Rector or Vice Rector and members of the Finance and Resource Management Committee.
   - Begin the workshop with a PowerPoint presentation (similar to the annual presentation provided to the BOV) that gives the background and history of the university’s tuition and fees and factors considered in developing the proposed percentage change.
• Following the PowerPoint presentation, the public comment period would be held for 30 minutes. [Note: This was subsequently increased to 60 minutes.]
• Speakers must pre-register with the Board Secretary at least seven days in advance on a first-come, first-served basis. Speakers will be asked to specify their affiliation with the university, e.g. current student, parent, alum, faculty/staff, member of the public; this disclosure would be optional.
• Each speaker is limited to three minutes and must restrict their comments to tuition and fees only. Speakers wishing to have their comments entered in the public record must bring a typed copy.
• In lieu of oral comments, written comments will be accepted from the date that the public notice is issued until seven days prior to the meeting at which the BOV considers tuition and fee increases and may be submitted in hard copy, via email, or online.
• The BOV will not respond to oral or written comments.

The board expanded on these recommendations by deciding to exceed the legal requirements and hold a public comment period whenever any tuition increase is contemplated—in-state, out-of-state, graduate, undergraduate, differential tuition rates, etc. Also, the board specified that dedicated time slots should be provided for a representative from the Student Government Association and Graduate Student Assembly, but this would not preclude individual students from signing up to speak. Once all the pre-registered speakers make their comments, those who did not pre-register may be given the opportunity to speak if time remains in the 60-minute public comment period.

A copy of the guidelines can be found at https://bov.vt.edu.


In Fall 2018, a new webpage was created for the student representatives on the BOV website, and a video featuring the 2018-19 undergraduate and graduate representatives as well as the former Rector was made as an informational and recruitment tool. As a result, graduate applications remained steady, and undergrad applications increased by 25 percent. Plans for this year are to repeat the video, as well as to advertise among more groups, including graduate students in Northern Virginia and Roanoke, as well as medical and veterinary students, among others. In addition, the requirement to be in good standing with the university will remain, but the minimum GPA will be removed from the application. Former student representatives who are now employed at the university will also be asked to participate in mock interviews with both undergraduate and graduate applicants. These efforts are intended to create greater awareness of the student representative positions and increase the number of applicants from all areas of the university.
7. **Announcement from University Relations.** Ms. Tracy Vosburgh, Senior Associate Vice President for University Relations, informed the committee that the university will no longer refer to the Northern Virginia locations as the National Capital Region (NCR). We will be Virginia Tech and will refer to the area as the Greater Washington D.C. Metro Area. There will be no media release of the retirement of the term NCR, but it will no longer be utilized internally.

8. **Future Agenda Items and Closing Remarks.** Mr. Sanghani discussed future committee agenda items.

   As the Rector explained at the retreat on Saturday, one of the outcomes of the Board’s self-assessment was another look at the Board’s meeting practices. One of the changes affects the frequency of some committee meetings. Going forward, the Governance and Administration Committee will meet twice a year, in November and June, but a special meeting could always be held in March or August if there were a pressing agenda item.

   There being no further business, the meeting was adjourned at 8:39 a.m.
BOV – Diversity
November 2019
College Update

Dean Richard Blythe
SCHOOL OF ARCHITECTURE + DESIGN
- Architecture
- Industrial Design
- Landscape Architecture
- Interior Design

MYERS-LAWSON SCHOOL OF CONSTRUCTION
- Building Construction
- Construction Engineering and Management

SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS
- Public Administration and Policy
- Urban Affairs and Planning
- Government and International Affairs

SCHOOL OF VISUAL ARTS
- Graphic Design (VCD)
- Creative Technologies
- Studio Art
- Art History

EXPLORE CAUS
Choosing a degree program can be tough. Check out these undergraduate majors and minors we offer through our college, and if you have questions and want to learn more, consider scheduling a visit or get a current student’s perspective by contacting one of our college ambassadors.

BROWSE ACADEMIC PROGRAMS

FAST FACTS
2,398 students from 42 states and 35 countries
<table>
<thead>
<tr>
<th>Entity</th>
<th>Faculty</th>
<th>Staff</th>
<th>Total f+s</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAUS</td>
<td>1</td>
<td>14</td>
<td>15</td>
<td>33</td>
</tr>
<tr>
<td>MLSoC</td>
<td>20</td>
<td>3</td>
<td>23</td>
<td>640</td>
</tr>
<tr>
<td>A+D</td>
<td>85</td>
<td>16</td>
<td>101</td>
<td>1126</td>
</tr>
<tr>
<td>SPIA</td>
<td>56</td>
<td>11</td>
<td>67</td>
<td>412</td>
</tr>
<tr>
<td>SOVA</td>
<td>36</td>
<td>3</td>
<td>39</td>
<td>235</td>
</tr>
</tbody>
</table>

|                  | 198 | 47  | 245 | 2446 |
| Graduate students|     |     |     |      |
| PhD Students     | 329 |     |     |      |
|                  | 181 |     |     |      |
Diversity Structure

• Inclusive VT Faculty Diversity Committee Representatives: Associate Dean for Academic Affairs Professor Kathryn Albright, Institute for Policy and Governance Director Professor Max Stevenson

• Inclusive VT Committee reps: seven faculty and seven students

• CAUS Diversity committee: Chair Professor Kathryn Albright, thirteen faculty and staff, organised eight diversity events across the year
Diversity Initiatives

Micro Aggressions Exhibition
My cultural heritage includes a great-grandparent who was a Native American. When I was applying for funding, I had to show proof of ancestry. Native Americans are the only race required to prove their ancestry.

I'm Facebook friends with a co-worker. My co-worker joined a discussion on Facebook and criticized me for believing that gay people could be great parents. Her perspective was that being gay was a choice and that gay men were pedophiles and child molesters.

I deleted her from my friends list because I didn't want my LGBTQ friends to think I endorsed her views. A few days later, my co-worker apologized for her comments, but implied that I did something wrong.
Diversity Initiatives
Community Narratives Exhibition
"In my life, differences are not the things that make us different, but the things that bring us together."

— Stephen Hawking

"I am a black woman, and I have a child with a white man. This child is my son, and I am his mother. I love him."

— Ida B. Wells

"My family is not defined by how we look, but by the love we share."

— Miley Cyrus

"In the world of business, success is not measured by how much money you make, but by how much you give."
"With my mom being West Indian and my dad being African American, I have had a first-hand experience of diversity and what it means. Growing up, I was able to experience both cultures and what they had to offer me—whether that was food, music, or dance. I would like to think that being able to experience that from an early age made me the open-minded and well-rounded person that I am today."

Aria Hill
Diversity Initiatives

Diversity Lecture Series
Faculty Panel
Emily Sattwhite, Professor, Sociology
Ashley Shew, Professor, Science and Technology in Society
Jim Bassett, Professor, Architecture
Panel: Moderated by Sam Winn.
Hosted by CAUS Diversity Committee

Identity: Specifically in Appalachia

Intersections: Cross-Disciplinary Conversations about Social Justice and the Built Environment

Wednesday November 8th, 2017
4-5 p.m.
Ald Libbey 100 Coupleit Hall
Memorializing MLK
Identity and Representation in Cultural Heritage Design

Opening remarks by Ed Jackson Jr., Executive Architect for the Martin Luther King, Jr. Memorial Foundation

Join moderator Sam Winn, Collections Archivist, University Libraries, Virginia Tech, for a student debate examining principles, practices, and implications for the design of cultural heritage sites.

Hosted by CAUS Diversity Committee
Art + Architecture Library, Correll 100
Date: January 25, 2018 at 2 PM - 2:30 PM

Clarissa Sligh
The Path to Transforming Hate: An Artist’s Book

March 15, 2018
2 PM Hancock 100

Sponsored by CAUS Diversity Committee & Women and Minority Scholars and Artists Lecture Series & Elisabeth A. “Betsey” Flanagan Women in Leadership and Philanthropy Endowed Lecture Fund
Diversity Initiatives

Diversity Events: Willie Cole community arts collaboration
<table>
<thead>
<tr>
<th>Faculty Diversity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>URM Tenure and Tenure Track</td>
<td>19/115</td>
</tr>
<tr>
<td>Female Tenure and Tenure Track</td>
<td>40/115</td>
</tr>
<tr>
<td>URM Adjunct Faculty</td>
<td>7/43</td>
</tr>
<tr>
<td>Female Adjunct Faculty</td>
<td>16/43</td>
</tr>
<tr>
<td>URM Non Tenured Instructional</td>
<td>5/31</td>
</tr>
<tr>
<td>Female Non Tenured Instructional</td>
<td>19/31</td>
</tr>
<tr>
<td>Total URM Faculty</td>
<td>31/189</td>
</tr>
<tr>
<td>Total Female Faculty</td>
<td>75/189</td>
</tr>
</tbody>
</table>
Future Diversity Initiative

- Enhance underrepresented and minority student engagement
- Better integrate Inclusive Pedagogy into curriculum
- Increase alumni events hosted at underrepresented and minority facilities, clubs, and museums featuring underrepresented and minority speakers
- Develop a communication strategy and implementation plan
- Review intentional hiring practices and committee composition
BOV - Diversity

Questions and Discussion with

Dean Richard Blythe
IT Security and Risk Update

BOV Governance & Administration Committee

SCOTT F. MIDKIFF
VICE PRESIDENT FOR IT & CHIEF INFORMATION OFFICER

NOVEMBER 18, 2018
We must facilitate learning, collaboration, and access to knowledge and information, as appropriate. We have supported a “bring your own device” (BYOD) model since the beginning of personal computing and networks.

We invest in monitoring and quick response to threats to protect users, data, and systems.

We have long followed what is now called the “zero-trust network” model. Each computer should be appropriately secured.

We focus on protecting assets – typically data – regardless of where they physically reside. Some segments of the network need additional protection.
A TYPICAL DAY ON THE VIRGINIA TECH NETWORK

**Wireless: Wi-Fi**
- 65,830 Unique Devices
- 66.16 Terabytes of Traffic

**Wired: Ethernet**
- 36,429 Unique Devices

**External**
- 9.2 Gigabits Per Second Rate In
- 2.0 Gigabits Per Second Rate Out

*Daily averages based on Fall 2019 data through 10/31/2019.*
ENTERPRISE RISK MANAGEMENT

RISK OVERVIEW
The university faces significant risk exposure in the areas of IT security and operations from both internal and external threats. Continually evolving threats coupled with increasing regulatory and compliance requirements require significant resources and expertise to manage and mitigate.

RISK EXAMPLES
Cyber attacks leading to loss of services
Cyber attacks leading to 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
Continuous network monitoring
IT security reviews; vulnerability scans; penetration testing; computer and network forensic services
Security awareness training
Computing enclaves to ensure compliance
Minimum security standards and use of the Center for Internet Security “20 Critical Controls”
Multifactor authentication (MFA) and more
Central Logging Service (CLS)
Security aware and compliant cloud services
Distributed denial-of-service (DDOS) prevention
Compromised accounts give an indication of the level of threats to Virginia Tech users.

Wide deployment of multifactor authentication (MFA) has substantially reduced the number of compromised accounts.

But, MFA is not a panacea as evidenced by Duo phishing attack incidents in October 2018 and April 2019.
MONITORING AND CENTRAL LOGGING SERVICE

CENTRAL LOGGING SYSTEM COLLECTS NETWORK AND SYSTEM LOG DATA FROM MANY UNIVERSITY SOURCES

Augments continuous monitoring for threat identification and analysis

Enables real-time dashboards for security threats, and operational issues

Used for both enterprise IT and local IT systems

300 GB ingested per day

210 TB, 20 trillion documents searchable for one month

249,782 Alerts
Probes of known problems such as in Drupal and Wordpress servers

253 Tickets Opened
Potential compromises of servers at Virginia Tech

211 Malware Infections
42 false positives likely blocked at the server or other unsuccessful

July 2018-June 2019
SECURE RESEARCH ENVIRONMENTS

- Enables secure and compliant computing and data storage for University researchers
- Minimizes friction with on-premises storage and compute
- Reduces cost-of-entry using flexible centralized solutions

<table>
<thead>
<tr>
<th>Framework</th>
<th>CUI: Controlled Unclassified Information (NIST 800-171)</th>
<th>ePHI: Electronic Protected Health Information, including HIPAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of security controls</td>
<td>110</td>
<td>18</td>
</tr>
<tr>
<td>Using shared IT infrastructure?</td>
<td>No, restricted</td>
<td>Yes, shared</td>
</tr>
<tr>
<td>Hardware</td>
<td>384 CPUs, 4 TB RAM, 217 TB Storage</td>
<td>252 CPUs, 8 TB RAM, 127 TB Storage</td>
</tr>
</tbody>
</table>

Continuing Efforts

Hybrid and cloud solutions
Support for ePHI in current offerings such as Office 365 and Google Applications for Education
TOP-3 CHALLENGES

In-house and vendor software security
- Risk of data exposure
- Vendor questionnaires allow risk assessment (and multi-institutional collaboration)

User cybersecurity awareness
- Susceptibility to phishing attacks
- Weak device passwords
- Need to “see something, say something”

Software updates and patching to the latest versions
- Patching works – patching limited our damage from recent high-profile attacks (WannaCry, BlueKeep)
- But, we need more systematic and automated approaches
- New Unified Endpoint Management program is addressing gaps
We support 204 high schools, 21 community colleges, and 13 universities in Virginia.

Each dot represents a different Virginia high school, community college, or university.
Institutional Excellence:
Administrative & Operations Transformation

BOARD OF VISITORS
NOVEMBER 18, 2019
**Phase 1: Achieve Organizational Alignment**

- Assess organizational structures, culture, people, and processes
- Engage with executive, administrative, and academic leaders
- Meet with and listen to faculty, staff, and student leaders
- Attend town halls, employee appreciation events, and all-hands meetings
- Develop relationships with external agencies, and university partners
- Assess needs of major university initiatives

- Create more efficient operations through an effective organizational design
- Build organizational and role clarity
- Develop organizational structures around institutional needs not individuals
- Ensure that future organizations are nimble and adaptable to change
- Create sufficient capacity to provide best-in-class support services
- Develop a more satisfying and engaging work environment
- Ensure that organizational changes have minimal disruption to the organization

**Phase 2: Advance Institutional Excellence**

- Map and redesign existing processes across operations
- Build technology roadmaps
- Establish data and analytics program
- Develop new support service model to support Washington DC area, Roanoke, and Blacksburg
- Expand use of Robotic Processing Automation (RPA) tools and technologies
- Evaluate capital planning and capital project governance and operating model
- Conduct cost benefit analysis of VTES and fleet services operating models
- Implement systems to enable data driven space allocation decisions
- Evaluate opportunities to reimagine service delivery models, implement new operating frameworks, and modernize programs

**Phase 3: Optimize Continuous Improvement**

- Create a procurement center of excellence
- Develop job architecture framework
- Develop investment roadmap including risks, success factors, and decision points
- Redesign budget and financial model to be transparent
- Cultivate transformational recruitment and retention programs
- Evaluate efficiency and effectiveness of operations
- Reaffirm organizational structures are agile, nimble, and responsive
- Implement advanced systems and technology
- Expand business intelligence capabilities
November 2019 Intercollegiate Athletics Report to the Governance & Administrative Committee of the Board of Visitors
The ACC Network is a tremendous startup in every respect. The distribution has exceeded the original expectations for our first year, and we couldn't be more pleased with the talent, production and storytelling. - John Swafford, ACC Commissioner
New Era of the Fan Experience

• English Field at Atlantic Union Bank Park
• Hokie Village
• Club Areas of Lane Stadium
• Cassell Coliseum
• Tech Softball Park
• Thompson Field
• Rector Field House
Alcohol Sales Around the SELLs BEER AND WINE IN STADIUM

ALCOHOL SOLD IN PREMIUM AREAS

ALCOHOL CAN BE BROUGHT INTO PREMIUM AREAS

* SELECT DESIGNATED AREAS, NOT ALL VENUES
** ALL OTHER VENUES EXCEPT LANE STADIUM
Alcohol Sales Around the B1G

- Sells beer and wine in stadium
- Alcohol sold in premium areas
- Alcohol can be brought into premium areas
- Not at this time

Teams:
- Purdue
- Ohio State
- Michigan State
- Michigan
- Wisconsin
- Minnesota
- Penn State
- Iowa
<table>
<thead>
<tr>
<th>Big10 Schools</th>
<th>Year Before Alcohol Service</th>
<th>First Year of Alcohol Service</th>
<th>Difference</th>
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<tbody>
<tr>
<td>Alcohol Citations</td>
<td>65</td>
<td>4</td>
<td>-61</td>
</tr>
<tr>
<td>Ejections</td>
<td>85</td>
<td>25</td>
<td>-60</td>
</tr>
<tr>
<td>Alcohol Arrests</td>
<td>14</td>
<td>22</td>
<td>+8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Big12 Schools</th>
<th>Year Before Alcohol Service</th>
<th>First Year of Alcohol Service</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Calls</td>
<td>553</td>
<td>519</td>
<td>-34</td>
</tr>
<tr>
<td>Cases</td>
<td>195</td>
<td>114</td>
<td>-81</td>
</tr>
<tr>
<td>Arrests</td>
<td>117</td>
<td>79</td>
<td>-38</td>
</tr>
<tr>
<td>Charges</td>
<td>155</td>
<td>122</td>
<td>-33</td>
</tr>
</tbody>
</table>

2018 Data provided by TEAM COALITION
Dynamic Landscape of College Athletics

What Keeps You Up at Night?
TAKE AWAYS:

• ACC Network – Call Comcast
• A New Fan Experience at Virginia Tech
• Dynamic Landscape of College Athletics
NCAA Article Links Related to Name, Image, and Likeness Opportunities

https://www.ncaa.org/questions-and-answers-name-image-and-likeness

Board of Governors starts process to enhance name, image and likeness opportunities

Each NCAA division directed to immediately consider modernization of bylaws and policies

October 29, 2019 1:08pm

In the Association’s continuing efforts to support college athletes, the NCAA’s top governing board voted unanimously to permit students participating in athletics the opportunity to benefit from the use of their name, image and likeness in a manner consistent with the collegiate model.

The Board of Governors’ action directs each of the NCAA’s three divisions to immediately consider updates to relevant bylaws and policies for the 21st century, said Michael V. Drake, chair of the board and president of The Ohio State University.

“We must embrace change to provide the best possible experience for college athletes,” Drake said. “Additional flexibility in this area can and must continue to support college sports as a part of higher education. This modernization for the future is a natural extension of the numerous steps NCAA members have taken in recent years to improve support for student-athletes, including full cost of attendance and guaranteed scholarships.”

Specifically, the board said modernization should occur within the following principles and guidelines:

- Assure student-athletes are treated similarly to non-athlete students unless a compelling reason exists to differentiate.
- Maintain the priorities of education and the collegiate experience to provide opportunities for student-athlete success.
- Ensure rules are transparent, focused and enforceable and facilitate fair and balanced competition.
• Make clear the distinction between collegiate and professional opportunities.

• Make clear that compensation for athletics performance or participation is impermissible.

• Reaffirm that student-athletes are students first and not employees of the university.

• Enhance principles of diversity, inclusion and gender equity.

• Protect the recruiting environment and prohibit inducements to select, remain at, or transfer to a specific institution.

The board’s action was based on comprehensive recommendations from the NCAA Board of Governors Federal and State Legislation Working Group, which includes presidents, commissioners, athletics directors, administrators and student-athletes. The group gathered input over the past several months from numerous stakeholders, including current and former student-athletes, coaches, presidents, faculty and commissioners across all three divisions. The board also directed continued and productive engagement with legislators.

The working group will continue to gather feedback through April on how best to respond to the state and federal legislative environment and to refine its recommendations on the principles and regulatory framework. The board asked each division to create any new rules beginning immediately, but no later than January 2021.

“As a national governing body, the NCAA is uniquely positioned to modify its rules to ensure fairness and a level playing field for student-athletes,” NCAA President Mark Emmert said. “The board’s action today creates a path to enhance opportunities for student-athletes while ensuring they compete against students and not professionals.”

Media Contact
Stacey Osburn
NCAA Director of Public and Media Relations
Questions and Answers on Name, Image and Likeness

Updated October 29, 2019

Why didn’t the NCAA take immediate action on name, image and likeness rules?

The Board of Governors took a very important step forward at its meeting Oct. 29 by modernizing NCAA policy. It further directed all 1,100 members to create a structure for future name, image and likeness opportunities for student-athletes that is consistent with the college environment in each NCAA division.

Now that the NCAA Board of Governors Federal and State Legislation Working Group has provided its report to the board, what happens next?

Member schools in each division will continue to examine the issue, provide feedback to the working group and prepare for future rules changes. The working group is expected to provide updated recommendations to the Board of Governors in April.

Why was a working group formed to review this issue?

As a voluntary member-led organization with 1,100 schools in three divisions, the NCAA develops rules that create fairness and a level playing field for campuses in all 50 states, plus Canada and Puerto Rico. To represent the diversity of the NCAA membership, the working group comprised presidents, athletics directors, commissioners, faculty and student-athletes from all three divisions.

Why didn’t the NCAA address this issue before now?

NCAA members continually strive to improve the student-athlete experience, including paying thorough attention to the changing environment of the student body and within higher education. After improving academic support, providing cost of attendance, guaranteeing scholarships and strengthening health and safety, among many changes,
the NCAA membership determined that exploring this issue was an important step to support student-athletes within the context of higher education. NCAA leadership also determined that the membership must come together to respond to federal and state legislative proposals that would be harmful to a national, uniform college athletics model.

Was the Olympic model considered and, if it was rejected, why?

The working group reviewed extensive feedback and challenges and opportunities related to name, image and likeness benefits. It reviewed the Olympic model, which provides specific opportunities for athletes to secure endorsements and to accept money for athletic performance, in order to pay for training and coaching and to further their athletic careers. Although many Olympians are or were NCAA student-athletes, many other Olympians have chosen to professionalize and to compete as professionals. The recommendation from the working group, and the direction from the Board of Governors, is for NCAA members to consider future name, image and likeness opportunities for student-athletes consistent with the values of college sports within higher education. Elements of the Olympic model that are consistent with the college environment may be incorporated.

Why doesn’t the working group report mention specific name, image and likeness elements, such as autographs or jerseys?

More discussion and examination by all three NCAA divisions is needed before deciding on specific approaches to future name, image and likeness opportunities for student-athletes.

The working group says more feedback is needed. Didn’t it already collect feedback?

The working group collected extensive input over several months. But with three divisions, 1,100 member campuses and nearly 500,000 student-athletes, the issues are complex and challenging. Continued dialogue is necessary to determine the proper scope and implementation methods to include in additional recommendations.
Are the three NCAA divisions going to develop separate approaches (versus one NCAA approach for all student-athletes)?

There are many examples now where each NCAA division has differences in rules, including areas such as recruiting, financial aid, and playing and practice seasons. As a fundamental framework of the Association, member schools choose the division in which they compete and agree to follow the rules within that division. All three divisions will implement change consistent with the principles within the NCAA constitution and articulated by the Board of Governors. The working group provided overarching principles and framework that define Association-wide policy within this space.

How does the uniqueness of the college sports recruiting environment affect this issue?

Recruiting is one of the key principles that sets apart the college student model of sports from professional sports. Changes to name, image and likeness rules for student-athletes should support the integrity of the recruiting environment and not result in any undue influence on a student’s choice of where to attend college.

Why does the NCAA oppose newly enacted California Senate Bill 206 and other potential state or federal legislation on name, image and likeness of college athletes?

It is critical that college sports are regulated at a national level. This ensures the uniformity of rules and a level playing field for student-athletes. The California law and other proposed measures ultimately would lead to pay for play and turn college athletes into employees. This directly contradicts the mission of college sports within higher education — that student-athletes are students first and choose to play a sport they love against other students while earning a degree.

The NCAA said newly enacted California SB 206 may be unconstitutional. Is the NCAA challenging it in court?
The action taken by California likely is unconstitutional, and the actions proposed by other states make clear the harmful impact of disparate sets of state laws. The NCAA is closely monitoring the approaches taken by state governments and the U.S. Congress and is considering all potential next steps.
Questions for 2019 AGB Survey for Virginia Tech

Section 1: Mission and Strategy
The board . . .
1.4 Ensures the institution operates under a strategic plan that defines the institution’s strengths, challenges, and priorities.
1.8 Is actively involved in shaping and supporting institutional strategy and direction.
1.2 Uses the mission and defined priorities to guide the board’s decisions.
1.6 Is well informed about the current issues facing higher education and their impact on the institution, e.g., debt, value of college degree, technology.
1.7 Seeks out and considers diverse and competing points of view when discussing critical issues.
1.9 Uses relevant data to monitor progress on the strategic plan.
1.10 Oversees the development and implementation of campus-wide strategies to foster a culture of inclusion.

Section 2: Leadership and Shared Governance
The board . . .
2.1 Works with the chief executive and appropriate constituent groups to gain support for institutional goals.
2.2 Has policies and practices of shared governance that delineate the responsibilities of the board, chief executive, administration, and faculty.
2.3 Is well informed of the viewpoints of faculty and staff (and students, when appropriate) on major institutional issues.
2.4 Relies on dashboards, metrics, and other meaningful data to inform decisions.
2.11 Approves mutually agreed upon performance goals for the chief executive.
2.9 Annually reviews the performance of the chief executive and periodically conducts a comprehensive assessment.
2.12 Has a plan or policy that addresses an unanticipated or planned departure or absence of the current chief executive.

Section 3: Institutional Sustainability
The board . . .
3.1 Reviews the budget to ensure it reflects the institution’s priorities
3.3 Evaluates the sustainability of the institution’s current financial model
NEW Holds the administration accountable for safeguarding the university’s assets and ensuring that resources are utilized efficiently and effectively.
3.9 Holds the administration accountable for enterprise risk management
3.10 Ensures the administration involves the board on high-profile issues that present significant risk to the institution.
NEW Exercises appropriate oversight of the intercollegiate athletics program

Section 4: Quality of Educational Experience
The board . . .
4.1 Monitors educational quality, using trend and comparative data for student learning outcomes, retention and graduation rates, and the value of degrees/certificates.
4.3 Ensures that the institution maintains high-quality faculty and staff.
4.4 Ensures policies and practices are in place to protect academic freedom and institutional autonomy.

3/21/19
4.5 Reviews the institution’s accreditation reports including responses to identified concerns or deficiencies.
4.6 Ensures the institution offers a balanced, high-quality experience to students in both academics and campus life.
4.7 Is well informed about signature programs and breadth of offerings.
4.8 Monitors non-college-based or co-curricular activities, such as the Corps of Cadets, athletics, residential communities, fraternity and sorority life, etc.
4.9 Ensures the institution plays a positive social and economic role in the communities it serves.

Section 5: Board Performance
The board...
5.5 Effectively participates in coordinating the work of the board and shaping meeting agendas.
5.7 Has the right committees and uses them well.
5.8 Receives reports from committees that are succinct, frame productive discussion, and facilitate decision-making.
5.9 Adheres to a comprehensive Code of Ethics and addresses violations appropriately.
5.10 Focuses on board-level work and avoids micro-management of administrative responsibilities.

Section 6: Board Culture
The board...
6.1 Promotes trust among board members through a culture based on openness and respect.
6.2 Incorporates practices that foster inclusion at the board level.
6.5 Conducts itself in ways that inspire confidence and trust of its constituents.
6.7 Understands and respects who may speak on behalf of the board or the institution.
6.8 Speaks with one voice and stands united behind controversial decisions.
6.9 Respects confidentiality of board and committee materials and discussions.

Section 7: Satisfaction
How satisfied are you that:
7.1 My time, energy, and expertise are put to good use.
7.2 The board focuses its time on issues of greatest consequence to the institution.
7.3 The board acts in good faith with appropriate diligence, care, and skill (duty of care)
7.4 The board retains its independence from external and internal stakeholders and acts in the best interests of the institution (duty of loyalty)
7.5 The board takes reasonable care to ensure the institution is legally and ethically compliant with its mission, the law, and all institutional policies (duty of obedience)

Section 8: Setting Priorities
How important do you think it is for the board to?
8.1 Focus more of the board’s attention on issues of strategic importance to the institution.
8.2 Assess whether the information and data the board receives are adequate, timely, comprehensive, and complete (i.e., representative of all perspectives/aspects).
8.5 Increase its knowledge of the institution’s financial health and sustainability.
8.9 Improve its meeting practices
8.10 Improve the structure and function of committees
8.11 Increase its understanding of board roles and responsibilities and scope of authority.
8.13 Contribute financially to the institution.

3/21/19
Section 9: Open-ended Questions
9.2 What is the board’s most significant accomplishment over the last two years?
9.1 What change or action would most improve the board’s performance?
NEW - What are the three most important challenges facing the institution over the next several years?
   1. ______
   2. ______
   3. ______

Policies and Practices (To be answered by the Board Secretary)
Please respond to the following:
P.1 Did the full board formally approve the institution’s strategic plan?
P.4 Did the full board formally approve the institution’s annual budget?
P.6 Did the board, or a committee of the board, meet with the auditors (internal and external) without staff present?
P.7 Has there been a comprehensive review of the chief executive’s performance within the past five years?
P.8 Did the assessment of the chief executive provide for input from the full board?
P.9 Does the board periodically review executive compensation at comparable institutions?
Future Agenda and Closing Remarks
by: Mr. Mehul Sanghani