

BOARD OF VISITORS MEETING

November 7-8, 2021

Virginia Polytechnic Institute and State University

(As of 11/1/21)

Board of Visitors Meeting Schedule November 7-8, 2021

Sunday, November 7: Daylight saving time ends at 2:00 AM (Business casual attire; meetings are at The Inn.)

- 9:00 a.m. **Compliance, Audit, & Risk Committee** meets in Closed Session followed by Open Session in Latham Ballroom A/B
- 9:50 a.m. **Buildings & Grounds Committee** will assemble in the lobby of The Inn for an optional walking tour of campus. **Bus departs promptly at 10:00 a.m.** All board members are welcomed to attend.
- 11:15 a.m. **Compliance, Audit, & Risk Committee and Governance & Administration Committee** meet jointly in Closed Session in Latham Ballroom A/B
- 12:00-1:00 **Brunch** for Board Members and invited administrators in Preston's
- 1:15-2:45 **Information Session for Full Board** in Latham Ballroom A/B (Innovation Campus, Strategic Plan annual report, Enrollment Management presentation, and constituent reports)
- 3:00-5:30 **Academic, Research, and Student Affairs Committee** meets in Open Session in Latham Ballroom A/B
- 5:30-6:00 **Buildings & Grounds Committee and Finance & Resource Management Committee** meet jointly in Open Session in Latham Ballroom A/B
- 6:25 p.m. Bus departs from the front of The Inn for The Grove
- 6:30 p.m. **Dinner** for Board members, spouses/partners, and invited administrators at The Grove

Monday, November 8: (Business casual attire; all morning meetings are at The Inn. Please check out of your room at The Inn before lunch and have your luggage held at the front desk.)

- Morning Breakfast on your own
- 8:00 a.m. **Finance & Resource Management Committee** meets in Open Session in Latham Ballroom A/B
- 8:30 a.m. **Buildings & Grounds Committee** meets in Open Session in Latham Ballroom CDEF
- 10:00 a.m. **Governance & Administration Committee** meets in Open Session in Latham Ballroom CDEF
- 11:00 a.m. **Academic, Research, and Student Affairs Committee and Finance & Resource Management Committee** meet jointly in Closed Session in Latham Ballroom A/B
- 11:30 a.m. **BOV group and individuals' photos**, Holtzman Alumni Center
- 12:00 p.m. **Lunch** for Board Members and invited administrators in Preston's
- 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 adjourns. Board members depart Blacksburg.

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- Graduate Student Representative to the Board - Phil Miskovic
- Staff Representative to the Board - Serena Young
- Faculty Representative to the Board - Robert Weiss

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Tab R Closed Session Reports – (No action required)

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- 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.

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

CURRENT MEMBERS OF THE BOARD OF VISITORS:

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

Undergraduate Student Representative: Paolo Fermin
Graduate Student Representative: Phil Miskovic
Staff Senate Representative: Serena Young
Faculty Senate Representative: Robert Weiss

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

Ms. Lynsay Belshe: Vice President for Enterprise Administrative and Business Services
Dr. Lance Collins: Vice President and Executive Director for the Innovation Campus
Dr. Michael J. Friedlander: Vice President for Health Sciences and Technology
Mr. Bryan Garey: Vice President for Human Resources
Dr. Guru Ghosh: Vice President for Outreach and International Affairs
Dr. Chris Kiwus: Vice President for Campus Planning, Infrastructure, and Facilities
Dr. Steven H. McKnight: Vice President for Strategic Alliances
Dr. Scott F. Midkiff: Vice President for Information Technology & Chief Information Officer
Mr. Ken Miller: 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 Diversity, Inclusion, and Strategic Affairs
Dr. Frank Shushok: Vice President for Student Affairs
Dr. Daniel Sui: Vice President for Research and Innovation
Dr. Lisa J. Wilkes: Vice President for Strategic Initiatives and Special Assistant to the President
Mr. Christopher Yianilos: Vice President for Government and Community Relations

Ms. Kay K. Heidbreder: University Legal Counsel
Ms. Sharon M. Kurek: Executive Director of Audit, Risk, and Compliance

BOARD OF VISITORS
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Committee Assignments for 2021-22

Academic, Research, and Student Affairs Committee

Melissa Nelson, *Committee Chair*
Carrie Chenery
Anna James
Jeff Veatch

Buildings and Grounds Committee

Shelley Barlow, *Committee Chair*
Greta Harris
C. T. Hill
Chris Petersen
Mehul Sanghani
Horacio Valeiras

Compliance, Audit, and Risk Committee

Sharon Martin (rep FRM), *Committee Chair*
Greta Harris (rep B&G/G&A)
Anna James (rep ARSA)
Jeff Veatch (rep ARSA)

Finance and Resource Management Committee

Ed Baine, Vice Rector, *Committee Chair*
Carrie Chenery
Sharon Martin
Preston White

Governance and Administration Committee

Chris Petersen, *Committee Chair*
Greta Harris
Mehul Sanghani
Horacio Valeiras

Executive Committee (6 members)

Tish Long, Rector
Melissa Nelson, *Academic, Research, and Student Affairs Committee Chair*
Shelley Barlow, *Buildings & Grounds Committee Chair*
Sharon Martin, *Compliance, Audit, and Risk Committee Chair*
Ed Baine, Vice Rector, *Finance and Resource Management Committee Chair*
Chris Petersen, *Governance and Administration Committee Chair*

[The Rector is an ex officio member of all standing committees.](#)

The constituent representatives will sit in on the committee meetings of their choice:

Faculty Senate President – Robert Weiss
Staff Senate President – Serena Young
Graduate/Professional Student Representative – Phil Miskovic
Undergraduate Student Representative – Paolo Fermin

Virginia Tech Board of Visitors Meeting

Information Session

Sunday, November 7, 2021

1:15 p.m. – 2:45 p.m.

**The Inn – Latham Ballroom
Virginia Tech Campus**

Innovation Campus Update

- Dr. Lance Collins, Vice President and Executive Director for the Innovation Campus

Strategic Plan Dashboard Update

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

Enrollment Management presentation

- Dr. Luisa Havens Gerardo, Vice Provost for Enrollment & Degree Management
- Mr. Juan Espinoza, Associate Vice Provost for Enrollment Management and Director of Undergraduate Admissions

Constituent Reports

- Mr. Paolo Fermin, Undergraduate Student Representative to the Board
- Mr. Phil Miskovic, Graduate Student Representative to the Board
- Ms. Serena Young, Staff Representative to the Board
- Dr. Robert Weiss, Faculty Representative to the Board

MINUTES

August 31, 2021

The Board of Visitors of Virginia Polytechnic Institute and State University met on Tuesday, August 31, 2021, at 1:15 p.m. in Torgersen Boardroom (Room 2100), Virginia Tech Campus, Blacksburg, Virginia.

Present

Shelley Butler Barlow
Carrie H. Chenery
Greta J. Harris
C. T. Hill
Letitia A. Long (Rector)
Sharon Brickhouse Martin
Melissa Byrne Nelson
L. Chris Petersen
Horacio A. Valeiras
Preston M. White

Absent

Edward H. Baine (Vice Rector)
Anna L. James
Mehul Sanghani
Jeff Veatch

Constituent Representatives:

Paolo Fermin, Undergraduate Student Representative
Phil Miskovic, Graduate Student Representative
Robert Weiss, Faculty Representative
Serena Young, Staff Representative

Also present were the following: President Timothy Sands, Kim O'Rourke (Secretary to the Board), Mac Babb, Callan Bartel, Lynsay Belshe, Eric Brooks, Lori Buchanan, Charlene Casamento, Cyril Clarke, Al Cooper, Karen DePauw, Jon Deskins, Corey Earles, Kari Evans, Lance Franklin, Ron Fricker, Mike Friedlander, Bryan Garey, Guru Ghosh, Cathy Grimes, Rebekah Gunn, Kay Heidbreder, Chris Kiwus, Sharon Kurek, Elizabeth McClanahan, Nancy Meacham, Ken Miller, Mike Mulhare, April Myers, Mark Owczarski, Charlie Phlegar, Dwayne Pinkney, Ellen Plummer, Menah Pratt-Clarke, Robin Queen, Chris Rahmes, Frank Shushok, Don Taylor, Jon Clark Teglas, Tracy Vosburgh, Chris Yianilos, and a Roanoke Times reporter.

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There was no public comment period.

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Rector Long convened the meeting and welcomed everyone. She and President Sands congratulated Dr. Karen DePauw, Vice President and Dean for Graduate Education, on her retirement from the university and commended her for her transformational work on behalf of graduate and professional students. Rector Long welcomed Lynsay Belshe, the new Vice President for Enterprise Administrative and Business Services, and recognized other leadership changes.

Rector Long commented that it as good to see students back on campus and the resumption of activities. She thanked President Sands, the administration, faculty, staff, and students for their efforts. She acknowledged the courage that it took for President Sands to make the decision to mandate Covid-19 vaccinations for all students and employees and stated that the board stands behind his decision. She announced that 100 percent of the board is vaccinated against Covid-19.

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

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

- **Minutes from June 8, 2021, BOV Meeting**
- **Minutes from August 30, 2021, Executive Committee Meeting** - Attachment A
- **Report of Retreat on August 29, 2021** - Attachment B
- **Report of Information Session on August 30, 2021** - Attachment C
- **Academic, Research, and Student Affairs Committee General Report (8/31/21)** - Attachment D
- **Buildings and Grounds Committee General Report (8/30/21)** - Attachment E
- **Compliance, Audit, and Risk Committee General Report (8/30/21)** - Attachment F
- **Finance and Resource Management Committee General Report (8/31/21)** - Attachment G

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

- **Resolution to Ratify 2021 - 2022 Faculty Handbook** - Attachment H
- **Resolution to Approve New Appointments and Reappointments to The Virginia Coal and Energy Research and Development Advisory Board** - Attachment I

- **Resolution to Amend University Non-Discrimination Statement and University Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault - Attachment J**

From the Buildings and Grounds Committee Consent Agenda:

- **Resolution to Approve Appointment to the New River Valley Emergency Communications Regional Authority - Attachment K**

From the Finance and Resource Management Committee Consent Agenda:

- **Resolution to Approve Falls Church Property Acquisition 9(d) Debt Financing - Attachment L**

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

- **Report of Research and Development Disclosures - Attachment M**

REPORT OF THE ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

Rector Long called on Dr. Nelson for the report of the Academic, Research, and Student Affairs Committee.

REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

Rector Long called on Ms. Barlow for the report of the Buildings and Grounds Committee.

REPORT OF THE FINANCE AND RESOURCE MANAGEMENT COMMITTEE

Rector Long called on Ms. Martin for the report of the Finance and Resource Management Committee.

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

Resolution to Authorize Completion of a Capital Project for Hitt Hall

That the resolution authorizing Virginia Tech to complete the Hitt Hall project be approved. (Copy filed with the permanent minutes and marked Attachment N.)

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

Resolution to Approve General Banking Authority

That the resolution on general banking authority be approved. (Copy filed with the permanent minutes and marked Attachment O.)

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

Resolution Authorizing a Commercial Paper Program

That the resolution authorizing the university's commercial paper sale; identifying the authorized officers; and authorizing the authorized officers to negotiate, execute, and deliver all necessary documents be approved. (Copy filed with the permanent minutes and marked Attachment P.)

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As part of the Finance and Resource Management Committee report, approval of the following resolution was moved by Ms. Martin, seconded by Ms. Chenery, and approved unanimously.

**Resolution for Approval of Year-to-Date Financial Performance Report
(July 1, 2020–June 30, 2021)**

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, 2020, through June 30, 2021, and the Capital Outlay report be approved. (Copy filed with the permanent minutes and marked Attachment Q.)

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PRESIDENT'S REPORT

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

CONSTITUENT REPORTS (no action required)

Constituent reports were delivered verbally at the board's Information Session on August 30, 2021.

- Undergraduate Student Representative - Paolo Fermin
- Graduate Student Representative - Phil Miskovic
- Staff Representative - Serena Young
- Faculty Representative - Robert Weiss

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

Motion to Begin Closed Session

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

1. Appointment of faculty to emeritus status, the consideration of individual salaries of faculty, consideration of endowed professors, review of departments where specific individuals' performance will be discussed, and consideration of personnel changes including appointments, resignations, tenure, and salary adjustments of specific employees and faculty leave approvals.
2. The status of current litigation and briefing on actual or probable litigation.
3. Fundraising activities.
4. Special awards.

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

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

**CLOSED SESSION REPORT
(No Board action required)**

1. Fundraising report – Mr. Charlie Phlegar
2. Litigation report – Ms. Kay Heidbreder
3. Compliance, Audit, and Risk Committee closed session report – Ms. Sharon Martin

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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 Long asked Ms. Martin to make the motion to return to open session. Ms. Martin 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. Valeiras and passed unanimously.

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

- ***Resolutions to Approve Appointments to Emeritus/a Status (7)** - Attachment T
- ***Resolutions to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (2)** - Attachment U
- ***Resolutions to Approve Appointments with Tenure (6)** - Attachment V
- ***Resolution for Ratification of the Personnel Changes Report, as amended** - Attachment W
- **Resolutions to Approve Building Namings (3)** - Attachment X

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

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The meeting was adjourned at 2:26 p.m.

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The dates of the next regular meeting are November 7-8, 2021, in Blacksburg, VA.

Letitia A. Long, Rector

Kim O'Rourke, Secretary

Report of Information Session
Sunday, November 7, 2021

**Academic, Research, and Student Affairs
General Report
of November 7, 2021
will be presented at
Monday's meeting of the Board**

**Buildings and Grounds Committee
General Report
of November 8, 2021
will be presented at
Monday's meeting of the Board**

**Compliance, Audit, and Risk Committee
General Report
of November 7, 2021
will be presented at
Monday's meeting of the Board**

**Finance and Resource Management
Committee
General Report
of November 8, 2021
will be presented at
Monday's meeting of the Board**

Governance and Administration Committee
General Report
of November 8, 2021
will be presented at
Monday's meeting of the Board

Pratt Funds Overview

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE AND FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 5, 2021

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. Over the years, the Pratt Endowment investment pool has grown to \$48.9 million, as of June 30, 2021. 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 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 Endowment has played a significant role over the years in allowing the college to enrich its pool of students and to offer additional international study opportunities to students and faculty.

The expenditure of income funds from the Pratt 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 2020-2021 Pratt Funds Activity Statements for the College of Engineering and Animal Nutrition be approved.

November 8, 2021

PRATT FUNDS ACTIVITY STATEMENT
For the Year Ended June 30, 2021
ENGINEERING

Income

Balance, July 1, 2021	\$ 127,707	
Endowment Income for 2020-2021	<u>999,333</u>	
Total Available		\$1,127,040

Expenditures*

Undergraduate Scholarships	\$502,237	
Undergraduate International Scholarships	0	
Graduate International Scholarships	0	
Graduate Research Scholarships	119,785	
Graduate Research Fellowships	158,349	
Graduate Research Tuition Scholarships	17,149	
Graduate Recruitment for Research Programs	<u>52,023</u>	
Total Expenditures		<u>\$849,543</u>
Balance at June 30, 2021 to be carried to 2021-2022		<u>\$ 277,497</u>

**See Attachment A for Engineering programs supported by Pratt Funds.*

PRATT FUNDS ACTIVITY STATEMENT
For the Year Ended June 30, 2021
ANIMAL NUTRITION

Income

Balance, July 1, 2020	\$ 123,858	
Endowment Income for 2020-2021	<u>969,834</u>	
Total Available		\$1,093,692

Expenditures*

Graduate Student Scholars	\$ 230,456	
Undergraduate Students	115,366	
Scientific Equipment and Supplies	158,283	
Research Publications	6,025	
Visiting Scientists	50,290	
Nutrition Technicians	<u>150,251</u>	
Total Expenditures		<u>\$710,671</u>
Balance at June 30, 2021 to be carried to 2021-2022		<u>\$ 383,021</u>

**See Attachment B for Animal Nutrition Programs supported by Pratt Funds.*

PRATT FUNDS: College of Engineering

The Pratt Endowment enriches the College of Engineering in many ways, adding to Virginia Tech's reputation. In fiscal year 2020-2021, 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: \$502,237**

Pratt Funds allow the college to offer Dean's Scholar scholarships to entering freshmen. These scholarships provide a four-year, \$300 to \$8,600 per academic year continuing commitment to each recipient, provided at least a 3.5 grade point average is maintained. In fiscal year 2020-2021, Pratt Funds provided \$300 to \$8,600 to 176 students.

Undergraduate International Scholarships**Spent: \$0**

No international mobility was supported during fiscal year 2020-2021 for undergraduate students due to the COVID-19 pandemic. The budget will be carried over for use in fiscal year 2021-2022. An unspent balance of \$28,251 was carried over from fiscal year 2019-2020 and combined with the \$60,000 allocation for fiscal year 2020-2021 to pay for program deficits incurred by Engineering Education and Biomedical Engineering and Mechanics. These departments had granted full refunds to scholarship students whose travel was disrupted in summer 2020 due to the pandemic. Subsequently, in spring 2021, the College of Engineering recovered the travel program deficits from the university, restoring the \$60,000 allocated for fiscal year 2020-2021 and the unspent balance from fiscal year 2019-2020 to the Pratt Fund.

Graduate International Scholarships**Spent: \$0**

No international mobility was supported during fiscal year 2020-2021 for graduate students due to the COVID-19 pandemic. The budget will be carried over for use in fiscal year 2020-2022. An unspent balance of \$18,500 was carried over from fiscal year 2019-2020 and combined with the \$30,000 allocation for fiscal year 2020-2021 to pay for program deficits incurred by Engineering Education and Biomedical Engineering and Mechanics. These departments had granted full refunds to scholarship students whose travel was disrupted in summer 2020 due to the pandemic. Subsequently, in spring 2021, the College Engineering recovered the travel program deficits from the university, restoring the \$30,000 allocated for fiscal year 2020-2021 and the unspent balance from fiscal year 2019-2020 to the Pratt Fund.

Graduate Research Scholarships**Spent: \$119,785**

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 12 students in fiscal year 2020-2021.

Graduate Fellowships and Graduate Tuition Scholarships

Spent: \$175,498

Graduate Research Fellowships

Each engineering department receives a portion of Pratt Funds to use for graduate fellowships. In fiscal year 2020-2021, 76 students received Pratt Fellowships ranging from \$22/month to \$1,382/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: \$158,349

Graduate Research Tuition Scholarships

Engineering departments have the option of using Pratt Fellowship funding for tuition remission scholarships for graduate students. In fiscal year 2020-2021, departments provided partial or complete tuition for three graduate students from Pratt Funds.

Spent: \$17,149

Graduate Recruitment for Research Programs

Spent: \$52,023

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 2020-2021, the College of Engineering's departments were presented with a challenge due to travel limitations due to the COVID-19 pandemic. With the support of Pratt funding, the challenge was met by departments in unique and creative ways. These included holding virtual recruiting events and developing recruiting videos. Additionally, a department purchased the names and email addresses of students expressing interest in their subject area for a mass emailing.

PRATT FUNDS: Animal Nutrition

The John Lee Pratt Endowment has been instrumental in enhancing the quality of the university's animal nutrition programs at Virginia Tech. The Pratt 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 Endowment in enhancing Animal Nutrition programs and attract high quality graduate scholars, the College of Agriculture and Life Sciences Pratt 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 2021, the college funded 16 active projects. The programs of 38 faculty members located in seven different departments are supported through these 16 projects. A total of 19 graduate students are funded by these projects, of which seven began their studies in the spring of 2021.

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 2021 was \$710,672 for the continuing program. The main categories of expenditures were as follows:

Graduate Student Scholars (Ph.D. & M.S.)	32.4%
Nutrition Program Support Personnel	21.1%
Undergraduate Program Scholarships & Research	16.2%
Scientific Equipment and Supplies	22.3%
Visiting Scholars and Seminars	8.0%

Graduate Student Scholars

The Pratt program has now matured and currently 19 scholars are enrolled in the program, with seven enrolled in the spring of 2021. 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

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

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

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.

Visiting Scholars and Seminars

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 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 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 300 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.

New Pratt proposals were awarded in Fall 2020, but due to delays in identifying qualified graduate students (in part, related to impacts of COVID-19) the fiscal year 2021 funding was not able to be used as intended. Many of these proposals have been initiated for the Fall 2021 semester so this carryover, in the amount of \$383,021, will be utilized in fiscal year 2022. There will also be an assessment of needed animal nutrition related equipment that can be procured in fiscal year 2022 to ensure the carryover is fully spent.

RESOLUTION FOR EXCLUSION OF CERTAIN OFFICERS/DIRECTORS

WHEREAS, Virginia Polytechnic Institute and State University (Virginia Tech) was determined by the U.S. Department of Defense (DoD) to be a facility authorized to be eligible for access to classified information or award of classified contracts in 1960, and years following, with the most recent authorization in August of 2020; and

WHEREAS, in accordance with the National Industry Security Program Operating Manual (NISPOM), Cognizant Security Agencies (CSAs) require that certain principal officers, directors, partners, regents, or trustees, and those occupying similar positions at institutions of higher education meet the personnel security clearance requirements established for the level of the institution's facility security clearance or be formally excluded; and

WHEREAS, the NISPOM permits the exclusion from the personnel clearance requirements of said principal officers et al. on the basis that these cited individuals shall not require, shall not have, and can be effectively excluded from access to all classified information disclosed to Virginia Tech, and do not occupy positions that would enable them to affect adversely corporate policies or practices in the performance of classified contracts, as determined by a CSA;

NOW, THEREFORE, BE IT DECLARED that the Virginia Tech Board of Visitors hereby formally appoints a managerial group with the authority and responsibility for the negotiation, execution, and administration of classified contracts (Key Management Personnel), consisting of the following principal officers within Virginia Tech: President, University Legal Counsel, Chief Contracting Officer, Vice President for Research and Innovation, Senior Contracts Officer, Facility Security Officer, and Insider Threat Program Senior Official (specified by name in Attachment A); and

BE IT RESOLVED that the President, and the said managerial group, at the present time do possess the required security clearance; and

BE IT RESOLVED FURTHER that in the future, when a CSA determines that additional Virginia Tech officials must be added to said managerial group and be granted personnel clearances or excluded from classified access pursuant to the NISPOM, such requirements shall be made and approved by the Key Management Personnel, and not the Board of Visitors, unless approval by the Board of Visitors is formally required by a CSA; and

LASTLY, BE IT RESOLVED, that the appended list of all members of the Board of Visitors and certain University Principal Officers (specified by name in Attachment B) shall not require, shall not have, and can be effectively excluded from access to all classified information in the possession of Virginia Tech, and do not occupy a position that would enable them to affect adversely Virginia Tech policies or practices in the performance of classified contracts. A copy of this resolution shall be provided to CSAs as required by the NISPOM.

RECOMMENDATION:

That this resolution be adopted.

November 8, 2021

ATTACHMENT A:

Key Management Personnel who must be granted personnel clearances or excluded from classified access pursuant to the NISPOM per Board of Visitors Resolution, November 8, 2021.

President	Timothy D. Sands, Ph.D.
University Legal Counsel	Kay K. Heidbreder, Esq.
Chief Contracting Officer	Timothy D. Sands, Ph.D
Vice President for Research & Innovation	Daniel Sui, Ph.D.
Senior Contracts Officer	Trudy Riley
Facility Security Officer and Insider Threat Program Senior Official	John J. Talerico, III

ATTACHMENT B:

Members of the Virginia Tech Board of Visitors to be excluded per Board of Visitors Resolution, November 8, 2021.

Edward H. Baine (Vice Rector)
Shelley S. Barlow
Carrie Chenery
Greta J. Harris
C. T. Hill
Anna L. James
Letitia A. Long (Rector)
Sharon B. Martin
Melissa B. Nelson
L. Chris Petersen
Mehul P. Sanghani
Horacio A. Valeiras
Jeff E. Veatch
Preston M. White

List of Virginia Tech Principal Officers to be excluded per Board of Visitors Resolution, November 8, 2021

Executive Vice President and Provost

Dr. Cyril R. Clarke

**RESOLUTION TO AMEND POLICY 1026 AND STUDENT CODE OF CONDUCT
TO ALIGN WITH NEW TITLE IX REGULATIONS
ISSUED BY THE U.S. DEPARTMENT OF EDUCATION**

WHEREAS, Virginia Tech is subject to federal law under Title IX of the Education Amendments of 1972 (Title IX); and

WHEREAS, Title IX states that,

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance; and

WHEREAS, the U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX and on August 24, 2021 issued an update to Title IX regulations based on a July 28, 2021 ruling in federal district court (attached); and

WHEREAS, in the interest of compliance, the results of the ruling are best incorporated into Virginia Tech's Policy 1026: Title IX Sexual Harassment and Responsible Employee Reporting; and

WHEREAS, the revision to Policy 1026 results in necessary revisions to the university's Student Code of Conduct; and

WHEREAS, per the Code of Virginia, the Virginia Tech Board of Visitors has the responsibility for student discipline;

NOW, THEREFORE, BE IT RESOLVED that Policy 1026: Title IX Sexual Harassment and Responsible Employee Reporting revised as attached be approved effective November 9, 2021, to reflect the federal guidance issued on August 24, 2021; and

BE IT FURTHER RESOLVED that appropriate revisions to the Student Code of Conduct as attached be approved effective November 9, 2021, to reflect the August 24, 2021 federal guidance.

RECOMMENDATION:

That the resolution to approve changes to University Policy 1026 and the Student Code of Conduct be approved by the Virginia Tech Board of Visitors effective November 9, 2021.

November 8, 2021



**Letter to Students, Educators, and
other Stakeholders re
Victim Rights Law Center et al. v. Cardona
Notice of Language Assistance**

Notice of Language Assistance: If you have difficulty understanding English, you may, free of charge, request language assistance services for this Department information by calling 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), or email us at:

Ed.Language.Assistance@ed.gov.

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), o envíe un mensaje de correo electrónico a: Ed.Language.Assistance@ed.gov.

給英語能力有限人士的通知: 如果您不懂英語, 或者使用英語有困難, 您可以要求獲得向大眾提供的語言協助服務, 幫助您理解教育部資訊。這些語言協助服務均可免費提供。如果您需要有關口譯或筆譯服務的詳細資訊, 請致電 1-800-USA-LEARN (1-800-872-5327) (聽語障人士專線: 1-800-877-8339), 或電郵: Ed.Language.Assistance@ed.gov。

Thông báo dành cho những người có khả năng Anh ngữ hạn chế: Nếu quý vị gặp khó khăn trong việc hiểu Anh ngữ thì quý vị có thể yêu cầu các dịch vụ hỗ trợ ngôn ngữ cho các tin tức của Bộ dành cho công chúng. Các dịch vụ hỗ trợ ngôn ngữ này đều miễn phí. Nếu quý vị muốn biết thêm chi tiết về các dịch vụ phiên dịch hay thông dịch, xin vui lòng gọi số 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), hoặc email: Ed.Language.Assistance@ed.gov.

영어 미숙자를 위한 공고: 영어를 이해하는 데 어려움이 있으신 경우, 교육부 정보 센터에 일반인 대상 언어 지원 서비스를 요청하실 수 있습니다. 이러한 언어 지원 서비스는 무료로 제공됩니다. 통역이나 번역 서비스에 대해 자세한 정보가 필요하신 경우, 전화번호 1-800-USA-LEARN (1-800-872-5327) 또는 청각 장애인용 전화번호 1-800-877-8339 또는 이메일 주소 Ed.Language.Assistance@ed.gov 으로 연락하시기 바랍니다.

Paunawa sa mga Taong Limitado ang Kaalaman sa English: Kung nahihirapan kayong makaintindi ng English, maaari kayong humingi ng tulong ukol dito sa impormasyon ng Kagawaran mula sa nagbibigay ng serbisyo na pagtulong kaugnay ng wika. Ang serbisyo na pagtulong kaugnay ng wika ay libre. Kung kailangan ninyo ng dagdag na impormasyon tungkolsa mga serbisyo kaugnay ng pagpapaliwanag o pagsasalin, mangyari lamang tumawag sa 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), o mag-email sa: Ed.Language.Assistance@ed.gov.

Уведомление для лиц с ограниченным знанием английского языка: Если вы испытываете трудности в понимании английского языка, вы можете попросить, чтобы вам предоставили перевод информации, которую Министерство Образования доводит до всеобщего сведения. Этот перевод предоставляется бесплатно. Если вы хотите получить более подробную информацию об услугах устного и письменного перевода, звоните по телефону 1-800-USA-LEARN (1-800-872-5327) (служба для слабослышащих: 1-800-877-8339), или отправьте сообщение по адресу: Ed.Language.Assistance@ed.gov.



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE FOR CIVIL RIGHTS

THE ASSISTANT SECRETARY

August 24, 2021

Dear Students, Educators, and other Stakeholders,

I write with an important update regarding the Department of Education's regulations implementing Title IX of the Education Amendments of 1972, as amended in 2020. On July 28, 2021, a federal district court in Massachusetts issued a decision in *Victim Rights Law Center et al. v. Cardona*, No. 1:20-cv-11104, 2021 WL 3185743 (D. Mass. July 28, 2021). This case was brought by several organizations and individuals challenging the 2020 amendments to the Title IX regulations.

The court upheld most of the provisions of the 2020 amendments that the plaintiffs challenged, but it found one part of 34 C.F.R. § 106.45(b)(6)(i) (live hearing requirement for the Title IX grievance process at postsecondary institutions only) to be arbitrary and capricious, vacated that part of the provision, and remanded it to the Department for further consideration. In a subsequent order issued on August 10, 2021, the court clarified that its decision applied nationwide. The court vacated the part of 34 C.F.R. § 106.45(b)(6)(i) that prohibits a decision-maker from relying on statements that are not subject to cross-examination during the hearing: "If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility...." Please note that all other provisions in the 2020 amendments, including all other parts of 34 C.F.R. § 106.45(b)(6)(i), remain in effect. The affected provision at 34 C.F.R. § 106.45(b)(6)(i) is only applicable to postsecondary institutions and does not apply to elementary or secondary schools, which are not required to provide for a live hearing with cross-examination.

In accordance with the court's order, the Department will immediately cease enforcement of the part of § 106.45(b)(6)(i) regarding the prohibition against statements not subject to cross-examination. Postsecondary institutions are no longer subject to this portion of the provision.

In practical terms, a decision-maker at a postsecondary institution may now consider statements made by parties or witnesses that are otherwise permitted under the regulations, even if those parties or witnesses do not participate in cross-examination at the live hearing, in reaching a determination regarding responsibility in a Title IX grievance process.

For example, a decision-maker at a postsecondary institution may now consider statements made by the parties and witnesses during the investigation, emails or text exchanges between the parties leading up to the alleged sexual harassment, and statements about the alleged sexual harassment that satisfy the regulation's relevance rules, regardless of whether the parties or witnesses submit to cross-examination at the live hearing. A decision-maker at a postsecondary institution may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other

documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing.

The Office for Civil Rights is in the process of identifying all documents on our website that discuss this vacated provision and will make updates to those documents as appropriate in the coming weeks. Any statements in an OCR document about the vacated part of § 106.45(b)(6)(i) should not be relied upon.

As OCR announced in an April 6, 2021, [letter to students, educators, and other stakeholders](#), OCR is undertaking a comprehensive review of the Department's existing Title IX regulations, orders, guidance, policies, and other similar agency actions to fulfill the policy set out in President Biden's [Executive Order](#), dated March 8, 2021, on *Guaranteeing an Educational Environment Free From Discrimination on the Basis of Sex, Including Sexual Orientation or Gender Identity*. This process is ongoing, and OCR anticipates publishing a notice of proposed rulemaking to amend the Department's Title IX regulations.

OCR also recently issued a [question-and-answer resource](#) to clarify how OCR interprets schools' obligations under the 2020 amendments and a related appendix, which provides examples of Title IX procedures that schools may find helpful in implementing the 2020 amendments. The resource will be updated to reflect the court's decision in *VRLC v. Cardona*, and we hope it will continue to be a valuable tool to assist schools in carrying out their obligations under Title IX.

Thank you for your efforts to ensure equal educational opportunities for all of our nation's students.

Sincerely,

A handwritten signature in black ink, appearing to read "Suzanne B. Goldberg", with a stylized flourish at the end.

Suzanne B. Goldberg
Acting Assistant Secretary for Civil Rights



Policy on Title IX Sexual Harassment and Responsible Employee Reporting

No. 1026

Policy Effective Date:
08/13/2020

Policy Owner:
President Sands

Policy Author: *(Contact Person)*

Kelly Oakes
Kim O'Rourke

Affected Parties:

Undergraduate
Graduate
Faculty
Staff
Other

1.0 Purpose

2.0 Policy

3.0 Procedures

4.0 Definitions

5.0 References

6.0 Approval and Revisions

1.0 Purpose

The university is committed to providing a safe and non-discriminatory environment for living, learning, and working to all members of our community. To that end, the university does not discriminate, nor tolerate discrimination, on the basis of sex or gender. Pursuant to Title IX of the Education Amendments of 1972, this policy exists to eliminate, address, and prevent the recurrence of the prohibited conduct described herein, and provide for a fair and impartial process for making the determination about whether prohibited conduct occurred.

2.0 Policy

The university prohibits Title IX Sexual Harassment and Retaliation, as defined by federal regulations promulgated by the United States Department of Education. In compliance with the Department of Education's regulations, the university has adopted a grievance procedure for the resolution of formal complaints that includes notice to all parties, prompt and impartial investigations, and live hearings that include an opportunity for cross-examination by advisors. The university also requires those designated as Responsible Employees to promptly report any violation or alleged violation of this policy.

2.1 Application of Policy

This policy applies to all levels and areas of university operations and programs, to undergraduate and graduate students, professional students, administrators, faculty, staff, volunteers, vendors and contractors.

2.2 Scope

This university's jurisdiction includes any conduct that occurs within the context of a university Education Program or Activity within the United States. Education Program or Activity means any on- or off-campus locations, events, or circumstances over which the university exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and includes any building owned or controlled by a student organization officially recognized by the university. Individuals who are currently participating in, or attempting to participate in, an Educational Program or Activity of the university may file a complaint under this policy.

Virginia Tech is also committed to the free and vigorous discussion of ideas and issues. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discrimination or harassment. Offensive behavior that does not violate this policy should be addressed by the appropriate supervisor or administrator.

The university recognizes that prohibited conduct under this policy may also be prohibited by other university policies, including the university's Policy on Discrimination and Harassment (Policy 1025). In the event other policies may also apply to conduct prohibited under this policy, the procedures as outlined in this policy shall apply.



2.2 Title IX Sexual Harassment

Title IX Sexual Harassment¹ means any of the following conduct on the basis of sex:

- a university employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (i.e. *quid pro quo* harassment);
- unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it would effectively deny a person equal access to a university program or activity; or
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as each of those terms are defined below.

2.3 Retaliation

This policy incorporates the definition of Retaliation defined in Policy 1025 and prohibits any adverse action taken against a person for making a good faith report of Title IX Sexual Harassment or for participating in an investigation or grievance procedure pursuant to a report of Title IX Sexual Harassment. The prohibition does not prohibit or curtail any constitutionally protected rights.

2.4 Responsible Employee Reporting

Responsible employees include all university officials who have authority to institute corrective measures in response to a report of Title IX Sexual Harassment. A responsible employee who receives notice of behavior that might reasonably be construed as constituting Title IX Sexual Harassment must promptly report the alleged behavior to the Title IX Coordinator. A responsible employee who receives notice of an alleged Title IX Sexual Harassment and fails to report it to the Title IX Coordinator may be subject to discipline up to and including termination.

Responsible employees under this section include university administrators, supervisors, employees with instructional responsibilities (for their respective teaching obligation), academic advisors, and other university employees who have significant responsibility for student and campus activities or implementing the university's policies related to employee and student discipline.

Virginia Tech has designated several offices on campus as confidential resources. When performing their responsibilities providing services, these offices are not subject to this policy. Confidential resources include the staff at the University Ombuds Office and Graduate School Office of the Ombudsperson, Schiffert Health Center, Cook Counseling Center, and the Virginia Tech Women's Center. Disclosures made to Athletic Doctors while acting within the scope of his or her license or certification are also confidential.

¹ This definition is found in 34 CFR 106 In the event of a conflict between the definition provided in this policy and the definition as provided in 34 CFR 106, the 34 CFR 106 definition shall prevail.

3.0 Procedures

Complainants who are participating in, or attempting to participate in, Virginia Tech's programs and activities may file formal complaints alleging conduct prohibited under this policy by undergraduate students, graduate students, professional students, administrators, faculty, staff, volunteers, vendors and contractors. The procedures for investigating and resolving formal complaints depend on the Respondent's



Virginia Polytechnic Institute and State University

relationship to the university, and specifically whether the Respondent is a student or an employee. Both sets of procedures follow the same general guiding principles. At a minimum, the procedures:

- Provide for a prompt and equitable response to reports of Title IX Sexual Harassment;
- Start with a presumption of non-responsibility for the Respondent;
- Allow for and require objective evaluation of all evidence;
- Include an option for an emergency interim suspension of a student Respondent that includes the opportunity for appeal of that decision;
- Prohibit anyone who has a conflict of interest or a bias for or against a particular Complainant or Respondent, or Complainants and Respondents generally, from participating as an investigator, Title IX Coordinator, hearing officer, or appellate officer;
- Describe the range of possible disciplinary sanctions and remedies that the university may implement following a determination of responsibility;
- Describe the circumstances in which the university will convene a live hearing to resolve a Formal Complaint, as well as the circumstance in which the Title IX Coordinator will dismiss a Formal Complaint prior to the live hearing phase;
- Set forth the process for the live hearing, including by describing the roles of advisors and hearing officers, and describe the procedural rules that apply during the live hearing phase, including the opportunity for cross-examination;
- Describe the process for appealing formal decisions; and
- Do not require, allow, rely upon, or otherwise use any questions or evidence that constitute or seek disclosure of information protected by a legally recognized privilege.

The procedures used for any complaint against a university student are described in Appendix 1.

The procedures used for any complaint against a university employee are described in Appendix 2.

3.1 Title IX Coordinator

The university's Director of Title IX Compliance is designated as the Title IX Coordinator. The Title IX Coordinator is responsible for monitoring institutional compliance with Title IX and with this policy. Questions about Title IX, as well as any concerns or complaints about possible non-compliance with Title IX or with this policy, should be directed to the Title IX Coordinator:

Director of Title IX Compliance and Title IX Coordinator
Office for Equity and Accessibility
Virginia Tech
North End Center
300 Turner St.
Blacksburg, VA 24061
Phone: (540) 231-1824
equityandaccess@vt.edu

The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures; ensuring the university's prompt and equitable response to any formal complaint of Title IX Sexual Harassment; coordinating the university's internal Title IX-related training programs, and maintaining records of Title IX-related complaints and reports and any response thereto in accordance with state and federal laws.



3.2 Supplemental/Alternative Avenues for Complaints

In addition to, or in lieu of, the university's procedures, individuals may pursue remedies, as appropriate, through the Office for Civil Rights of the U.S. Department of Education.

We encourage victims of sexual violence, including rape, sexual assault, sexual battery, stalking, and dating and domestic violence, to exercise their right to file a complaint with the Virginia Tech Police Department if the crime occurs on Virginia Tech's property, regardless of the status of the complainant. For crimes occurring away from Virginia Tech's property, victims may contact the local law enforcement in the appropriate jurisdiction.

4.0 Definitions

Complainant means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

Consent means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence means felony or misdemeanor crimes of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or (e) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

Sexual Assault means misconduct that meets the definition of Rape, Fondling, Incest, or Statutory Rape, as defined below:

- **Rape** means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or mental incapacity.
- **Incest** means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.



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- **Statutory Rape** means sexual intercourse with a person who is under the statutory age of consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's individual safety or the safety of others; or (b) suffer substantial emotional distress.

5.0 References

University Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault
<https://policies.vt.edu/assets/1025.pdf>

6.0 Approval and Revisions

Policy created as a result of new regulations promulgated by the U.S. Department of Education, effective August 14, 2020.

Approved August 13, 2020, by the Executive Committee of the Board of Visitors.



Policy 1026 – Appendix 1

Adjudication Procedures for Complaints Against Students

The following procedures apply to the adjudication and potential disciplinary actions related to formal complaints against students for Title IX Sexual Harassment as defined in University Policy 1026 on Title IX Sexual Harassment and Responsible Employee Reporting. These procedures are compliant with the U.S. Department of Education's regulations found in 34 CFR 106. **Future changes to these adjudication and disciplinary procedures must receive approval from the Virginia Tech Board of Visitors.** These procedures are incorporated into the Student Code of Conduct.

Formal Title IX Adjudication Process

When the Title IX Coordinator refers a case for formal adjudication, the Office of Student Conduct will hold a live hearing with cross-examination to determine whether the respondent is responsible for the alleged conduct and to provide appropriate sanctions, as appropriate.

A. Procedural Guarantees

In formal conduct hearings for Title IX formal complaints, the complainant and respondent are entitled to the following procedural guarantees and opportunities:

- To receive a copy of the final investigation report, including any attachments and supporting documents from the Title IX Coordinator or designee at least ten (10) days in advance of the hearing.
- To receive written notice of the date, time, location, participants, and policies charged at least five (5) business days in advance of the hearing to allow the parties sufficient time to prepare for the hearing.
- To be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the Office of Student Conduct without fee or charge.
- To inspect and review, during the hearing, all evidence obtained during the investigation that is directly related to the allegations in the formal complaint.
- To present that evidence that supports or refutes the alleged conduct.*
- To present witnesses, including fact and expert witnesses.
- To have their advisor conduct live cross-examination on the other party and any witnesses.
- To remain silent or to participate as they see fit, including full, partial, or no participation; ~~however, they should carefully review the section on cross-examination, below, to understand the potential impacts should they choose to limit participation.~~
- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe they may be biased or have a conflict of interest.
- To appeal, regardless of the outcome, based on the following grounds: 1) Procedural irregularity; 2) Significant and relevant new information that was not available at the time of the hearing; 3) The Title IX Coordinator, Investigator, or hearing officer(s) had a conflict of interest or bias, which affected the outcome; 4) Unduly harsh or arbitrary findings or sanctions.

*Only evidence and information submitted prior to the final investigation report will be considered during at the hearing.



B. Advisors

At the hearing, each party may be accompanied by an advisor of their choice, at their own cost (e.g., parent, friend, attorney, etc.); if a party does not have an advisor, the university will provide one to them without fee or charge for the purposes of cross-examination. Advisors may not also serve as witnesses.

Advisors will be permitted to cross-examine (i.e., ask relevant questions and follow-up questions) the other party and any witnesses directly, orally, and in real time. The parties must use their advisors in this capacity, as they will not be permitted to ask questions personally.

Aside from cross-examination, advisors may not speak on the student's behalf or participate actively in the process. Advisors must follow the guidance of the hearing officers.

C. Cross-Examination

During the hearing, the parties' advisors will be permitted to ask relevant questions and follow-up questions, including those challenging credibility, of the other party and any witnesses. Cross-examination must be conducted directly, orally, and in real time. At no times will the parties directly conduct cross-examination.

Relevance

Questions asked during cross-examination must be relevant to the behavior and situation in question. Hearing officers will determine whether each question is relevant and, if they choose to exclude a question, explain why it is not relevant. The following topics/questions have been identified as automatic exclusions:

- Questions or information about the complainant's prior sexual behavior, unless they are used to prove someone other than the respondent committed the alleged conduct or if they concern previous sexual activity with the respondent and are used to prove consent.
- Questions or information that discloses or seeks to disclose privileged information, such as medical or psychological records.

For more information about relevant information, please refer to the [Relevant Evidence](#) section in section A, above.

Declining to Participate in Cross-Examination

If a party or witness declines to be cross-examined during the hearing ~~or is otherwise not available for cross examination~~, the hearing officers ~~may still~~ ~~will not~~ consider any statements made by that party or witness during the investigation or hearing when determining whether the respondent is responsible for the alleged conduct. ~~However, t~~ The hearing officers will also not draw conclusions regarding responsibility based solely on a party's or witness's absence from the hearing or decision to decline to answer questions from the hearing officers or during cross-examination.

D. Recording

The Office of Student Conduct audio records all formal hearings. A copy of the recording is maintained as part of the case file and will be made available to the parties, upon request.

E. Hearing Location and Virtual Participation

At the discretion of the Office of Student Conduct, a hearing may be conducted in a single physical location, with all parties present, or a hearing may be conducted virtually, with participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via video conference. Regardless of the participation method, the hearing participants will be able to simultaneously see and hear each other.



F. Determination of Responsibility

After the hearing, a determination of whether a respondent is responsible for violating any policy in the Code of Conduct will be made by the hearing officers based on the information presented in the investigation report and at the hearing.

Standard of Proof

The university uses preponderance of the evidence to determine whether or not the respondent is responsible for the alleged conduct. This determination is made based on the information available to determine if it is more likely than not that a violation occurred.

Decision Letter

The hearing officer will simultaneously provide the parties the decision in writing. The decision letter will include the following information: allegations and policies charged, procedural steps taken during the grievance procedure, information used to determine the findings and their application to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.

G. Range of Possible Sanctions

If a respondent is found responsible for the alleged conduct, the hearing officers will make a determination regarding appropriate sanctions. One or more of the following sanctions may be imposed:

- Formal warning
- Probation
- Deferred Suspension
- Suspension
- Deferred Dismissal (i.e., deferred expulsion)
- Dismissal (i.e., expulsion)
- Denial of privileges or associations
- Educational, Community, and Wellness Activities

When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student's prior conduct record. Sanctions are generally cumulative in nature.

For definitions and additional information about sanctions in the Student Conduct process, please refer to the [Student Code of Conduct](#).

Remedial Action

Following a hearing, the Director of Student Conduct shall work with the Title IX Coordinator, who will oversee any necessary remedial action to restore or preserve the complainant's equal access to the university's education programs or activities.

Appeal Process

Both parties have the opportunity to appeal the outcome of a formal hearing in a Title IX case regardless of the outcome. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.



H. Grounds for Appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

- Procedural irregularity or denial of procedural guarantees
- Significant and relevant new information that was not available at the time of the hearing
- Conflict of interest or bias by the Title IX Coordinator, Investigator, or hearing officer(s), which affected the outcome
- Unduly harsh or arbitrary findings or sanctions.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

I. Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

- Uphold the original decision and sanctions
- Uphold the original decision and either decrease or increase the sanction
- Vacate a finding
- Send the case back to the Title IX Coordinator for further investigation
- Send the case back to Student Conduct for a new partial or full hearing

J. Time Frame to Submit an Appeal

The parties have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

K. Format of Appeal

The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply, and any information the student wants considered should be included in the written document. The burden is on the appealing party to demonstrate why the finding or sanction should be altered.

L. Notification to the Other Party

When one party submits an appeal, the Office of Student Conduct will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation.

M. Appellate Officers

An appellate officer will be designated by the Assistant Vice President for Student Affairs, who serves as the university's Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct and Title IX. When they are designated to review a case, the Assistant Vice President will ensure they do not have conflicts of interest or bias and are, therefore, able to review the case objectively.

N. Appeal Decision Letter

The appellate officer will issue a decision on the appeal in writing to both parties simultaneously. This notification will include a rationale for the decision.



Policy 1026 – Appendix 2

Adjudication Procedures for Complaints Against Employees

The following procedures apply to the adjudication and potential disciplinary actions related to formal complaints against employees for Title IX Sexual Harassment as defined in University Policy 1026 on Title IX Sexual Harassment and Responsible Employee Reporting. These procedures are compliant with the U.S. Department of Education's regulations found in 34 CFR 106. **Future changes to these adjudication and disciplinary procedures must receive approval from the Virginia Tech Board of Visitors.**

Formal Adjudication Process

Upon referral of a case for formal adjudication, Office for Equity and Accessibility (OEA) will select from a pool of qualified hearing officers/appellate officers one person to serve as the Hearing Chair and a second person to serve as the Appellate Officer for the case. The designated Hearing Chair will convene and administer a live hearing in accordance with these procedures to determine whether the respondent is responsible for the alleged Title IX Sexual Harassment and, if so, to determine appropriate disciplinary sanctions.

A Procedural Guarantees

The complainant and respondent are entitled to the following procedural guarantees prior to and throughout the formal adjudication process to:

- receive a copy of the final investigation report, including any attachments and supporting documents at least ten (10) calendar days in advance of the hearing;
- receive written notice of the date, time, location, participants, and policies charged at least five (5) calendar days in advance of the hearing to allow the parties sufficient time to prepare for the hearing;
- be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the University without fee or charge;
- inspect and review, during the hearing, all evidence obtained during the investigation that is directly relevant to the allegations in the formal complaint;⁴
- present witnesses, including fact and expert witnesses;
- present evidence that supports or refutes the alleged conduct;
- have their advisor cross-examine the other party and any witnesses;
- remain silent or otherwise not participate;
- challenge the objectivity of a hearing officer, given reasonable cause to believe that they may be biased or have a conflict of interest; and
- appeal, regardless of the outcome, based on the following grounds: (1) Procedural irregularity that affected the outcome; (2) New evidence that was not reasonably available at the time of the live hearing that could have affected the outcome; and (3) Conflict of interest or bias of the Title IX Coordinator or deputy Title IX coordinator, the assigned investigator, or hearing officer(s), that affected the outcome.



B Title IX Hearing Officers

Upon referral of a case for formal adjudication, the Title IX Coordinator or a deputy Title IX coordinator will select a qualified Title IX hearing officer to serve as the Hearing Chair for that case. The Hearing Chair retains responsibility for, and authority over, the following:

- Convening and administering the live hearing;
- Communicating with participants about the date, time, and location of the hearing;
- Ensuring that the live hearing follows the process set forth in these procedures, and that parties are given the procedural protections and guarantees described above;
- Designating an advisor from the University to be present at the hearing, in case one or both parties do not bring an advisor to the hearing;
- Making determinations about the relevancy of questions posed to witnesses and opposing parties by a party through their advisor;
- Issuing the decision letter to parties; and
- Informing parties of their appeal rights

C Advisors

Parties are encouraged to bring an advisor of their choice to the hearing. The purpose of an advisor is to stand in place of their assigned party to ask questions of witnesses and opposing parties, since parties themselves cannot directly ask questions of witnesses and opposing parties. If a party does not have an advisor, the University will provide one to them without fee or charge.

Except when asking questions of witnesses and opposing parties, advisors may not speak on a party's behalf. Advisors must follow the guidance of the Hearing Chair.

D Hearing Format

Apart from the requirements of these procedures, University policy, and state and federal law, the Hearing Chair retains substantial latitude to control the format and order of the formal adjudication process, including by taking any action necessary to keep or restore decorum during any live hearing. The Hearing Chair will ensure that the chosen format allows parties to present witnesses, including fact and expert witnesses, present evidence that supports or refutes the alleged conduct, and have advisors cross-examine the other party and any witnesses.

E Witness Testimony and Cross-Examination

The Hearing Chair will ensure that both parties have an equal opportunity to present relevant evidence during the live hearing. Additionally, the Hearing Chair will permit each party's advisor to ask relevant questions and follow-up questions, including questions that challenge credibility, of the other party and any witnesses.

Cross-examination must be conducted directly, orally, and in real time. Advisors must allow the Hearing Chair to make a determination about whether a witness may proceed to answer a question before pursuing that question further. Advisors, parties, and witnesses must respect the Hearing Chair's determination with respect to any question that an advisor poses. Parties are prohibited from directly questioning each other or any witness.



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Relevance

Certain types of evidence will be excluded from consideration during a Title IX investigation or hearing. The Hearing Chair may exclude evidence that tends to suggest that the complainant's allegation is part of a pattern of conduct by the respondent, or evidence that is otherwise confidential or protected by some form of privilege. The Hearing Chair will use discretion to determine whether it is appropriate to consider these types of evidence. Determinations will be made based on the following principles:

- Pattern of Conduct by Respondent: evidence of a pattern of conduct similar in nature by the respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, may be relevant if: the previous incident was substantially similar to the present allegation; the information indicates a pattern of behavior and substantial conformity with that pattern; or the respondent was previously found responsible for a policy violation.
- Information protected by legal privilege: All information that is confidential or protected by a legal privilege is inadmissible in the investigation and hearing, and it will not be considered relevant. This includes all federally recognized legal privileges and any additional privileges recognized by the State of Virginia. These include attorney-client communications, medical and counseling records, and clergy-confessor statements.

When individuals offer their own confidential or privileged information, such as medical records, for an investigation, they will be asked to sign a release for that confidential information. Unless an individual has signed that release, the Hearing Chair will not permit witnesses to answer questions about, request, or share information that is confidential or privileged.

The Hearing Chair has authority to decide whether a witness can answer a question posed by an advisor during a hearing. If the Hearing Chair determines that a particular question is not relevant, then the Hearing Chair will tell the witness not to answer the question and provide a brief rationale for that decision to hearing participants.

The Hearing Chair will automatically prohibit a witness from answering the following kinds of questions:

- Questions that solicit information about or relating to a complainant's prior sexual behavior, unless:
 - the questions are intended to and will have the effect of proving that someone other than the respondent committed the alleged conduct; or
 - the questions are reasonably calculated to prove the existence of consent for the alleged misconduct.
- Questions or information that disclose or seek to disclose privileged information, such as questions relating to a witness's medical or psychological records.

If the Hearing Chair determines that a witness cannot answer a question for one of the reasons described above, then the Hearing Chair will instruct the witness not to answer the question and provide a brief rationale for that decision to hearing participants.

Refusal to Participate in Cross-Examination

Parties and witnesses are not required to answer questions or otherwise participate in hearings. The Hearing Chair will not draw an inference, positive or negative, from the decision of a party or witness not to participate in the formal adjudication process. ~~A party or witness who chooses not to answer a relevant question posed by a party's advisor will be considered an unresponsive party or witness. When~~



~~deliberating about the outcome of a case, the Hearing Chair will exclude from consideration all statements made by an unresponsive party or witness, regardless of the stage in the process in which the unresponsive party or witness made statements.~~

F Recording

The University will create an audio or video recording of any formal hearings. A copy of the recording will be made available to the parties for inspection and review upon request.

G Hearing Location and Virtual Participation

At the discretion of the Hearing Chair, a hearing may be conducted in a single physical location, with all parties present, or virtually, with some or all participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via video conference. Regardless of the participation method, the Hearing Chair will ensure that parties are able to see and hear each other and any witnesses in real time.

H Determination of Responsibility

The Hearing Chair is responsible for making the determination about whether there is sufficient evidence to conclude that a respondent's conduct violated the University's Title IX Sexual Harassment Policy.

I Standard of Proof

The University uses the preponderance of the evidence to determine whether or not the respondent is responsible for the alleged misconduct. In making the determination about whether there is sufficient evidence to conclude that a respondent's conduct violated the University's Title IX Policy, the Hearing Chair will determine whether it is more likely than not that a violation occurred based on the information presented during the live hearing.

J Decision Letter

The Hearing Chair will provide the parties notice of the outcome of the hearing in writing via a decision letter. The decision letter will include the following information: allegations and policies charged, a description of the process and the steps taken during the grievance procedure, information used to determine the findings and the application of the findings to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.

K Range of Possible Sanctions

The imposition of sanctions is designed to eliminate sexual harassment and prevent future recurrence while supporting the University's educational mission and legal obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, harmful to the individuals involved or so deleterious to the educational process that it requires the imposition of severe sanctions, including suspension or termination of employment from the University.

If a respondent is found responsible for the alleged misconduct, one or more of the following sanctions may be posed:

- Formal warning;
- Probation;



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- No contact directives;
- Assignment of alternative worksite;
- Reassignment of position; and
- Recommendation for the imposition of a severe sanction, including demotion, suspension, non-reappointment, and for-cause dismissal.

When assigning sanctions, the Hearing Chair will consider the type and nature of any policy violation(s), including mitigating or aggravating factors. Sanctions are generally cumulative in nature. Nothing in these procedures abrogates post-adjudication rights as provided by state and federal law (i.e., State Grievance Procedure, under Chapter 30 (§2.2-3000 et. seq.) of Title 2.2 of the Code of Virginia; the [Office for Civil Rights](#); and the [Equal Opportunity Employment Commission](#)). OEA will coordinate with the respondent's supervisor to ensure the timely implementation of any sanction.

L Remedial Action

Following any hearing that results in a finding of responsibility, the Hearing Chair will coordinate with OEA to ensure that the complainant receives any remedial action necessary to restore or preserve the complainant's equal access to the University's education programs or activities. OEA will take any steps necessary to ensure that the complainant's ability to access to the University's education programs or activities is fully restored.

Appeal Process

Both parties have an equal opportunity to appeal the outcome of a formal hearing in a Title IX case, regardless of the outcome.

A Title IX Appellate Officers

Upon referral of a case for formal adjudication, the Title IX Coordinator or a deputy Title IX coordinator will select a qualified Title IX appellate officer to serve as the Appellate Officer for that case.

The Appellate Officer retains responsibility for, and authority over, the following:

- Administering the appeals process in accordance with this section;
- Communicating with participants about the appeals process;
- Ensuring that parties are given an equal and fair opportunity to appeal in accordance with this section;
- Providing simultaneous notice to parties describing the outcome of an appeal in accordance with this section; and
- In the case of an appeal that merits a new partial or full hearing, coordinating with the Title IX Coordinator or a deputy Title IX coordinator as necessary to ensure that a new or partial hearing is convened and administered in a manner that is fair and impartial to both parties.

B Grounds for Appeal

Appeals are not re-hearings. Appeal requests must be based on one of the following grounds:

- **Procedural Irregularity:** Procedural irregularity that affected the outcome;
- **New Evidence:** New evidence that was not reasonably available at the time of the live hearing that could have affected the outcome; and



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- **Conflict of Interest:** Conflict of interest or bias of the Title IX Coordinator or deputy Title IX coordinator, the assigned investigator, or Hearing Chair, that affected the outcome.

The Appellate Officer will deny any appeal that is not sufficiently grounded in one or more of the bases described above.

C Timeframe to Submit an Appeal

Parties have seven (7) calendar days from the date of the decision to submit the appeal. The date that the Hearing Chair sends the decision letter to parties is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by the Appellate Officer.

D Format of Appeal

To appeal, a party must submit a written request using the [Appeal Form](#). The request must state the grounds on which the party seeks to appeal and include a rationale citing any information the party wants the Appellate Officer to consider and describing why the appeal should be granted. The burden is on the appealing party to demonstrate that the finding or sanction should be altered or a new partial or full hearing should be convened.

E Notification to the Other Party

When one party submits an appeal, the Appellate Officer will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation that the Appellate Officer will consider when making the determination about whether to grant or deny the appeal. The other party will have five (5) calendar days to respond to the appeal. Except in extenuating circumstances the Appellate Officer will not accept a late response.

F Potential Outcomes of an Appeal

The Appellate Officer will review all information that parties submit in support of and in opposition to the appeal. The Appellate Officer may:

- Deny the appeal and uphold the original decision and any disciplinary sanctions and remedies;
- Grant the appeal and vacate a finding or findings; or
- Grant the appeal and send the case back to the Title IX Coordinator or deputy Title IX coordinator to identify a Hearing Chair to convene and administer a new partial or full hearing.

The Appellate Officer will issue a decision on the appeal via a letter sent to both parties simultaneously. This notification will include a brief rationale for the decision using the identified appeal basis as the standard for determining the appropriate course of action. Appeals are not *de novo* reviews; instead, the Appellate Officer will rely only on the record and any information that the parties submit in support of or in opposition to the appeal.

Appendix III: Title IX Definitions and Formal Title IX Adjudication Process

Title IX Sexual Harassment means any of the following conduct on the basis of sex:

- a university employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (i.e. quid pro quo harassment);
- unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it would effectively deny a person equal access to a university program or activity; or
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as each of those terms are defined below.

The process for formal Title IX complaints, including definitions of terms and policies, reporting, investigations, and adjudication, is outlined fully in the university's [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#), under the [university policy 1026 on Title IX Sexual Harassment and Responsible Employee Reporting](#). The following excerpts include the policy definitions under Title IX, as well as the formal Title IX adjudication process for students, which is conducted by the Office of Student Conduct.

Title IX Definitions

Complainant means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

Consent means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence means felony or misdemeanor crimes of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or any other person

against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

Sexual Assault means misconduct that meets the definition of Rape, Fondling, Incest, or Statutory Rape, as defined below:

- Rape means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or mental incapacity.
- Incest means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- Statutory Rape means sexual intercourse with a person who is under the statutory age of consent.


Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's individual safety or the safety of others; or (b) suffer substantial emotional distress.

Formal Title IX Adjudication Process

When the Title IX Coordinator refers a case for formal adjudication, the Office of Student Conduct will hold a live hearing with cross examination to determine whether the respondent is responsible for the alleged conduct and to provide appropriate sanctions, as appropriate.

A. Procedural Guarantees

In formal conduct hearings for Title IX formal complaints, the complainant and respondent are entitled to the following procedural guarantees and opportunities:

- To receive a copy of the final investigation report, including any attachments and supporting documents from the Title IX Coordinator or designee at least ten (10) days in advance of the hearing.
- To receive written notice of the date, time, location, participants, and policies charged at least five (5) business days in advance of the hearing to allow the parties sufficient time to prepare for the hearing.
- To be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the Office of Student Conduct without fee or charge.
- To inspect and review, during the hearing, all evidence obtained during the investigation that is directly related to the allegations in the formal complaint.
- To present that evidence that supports or refutes the alleged conduct*
- To present witnesses, including fact and expert witnesses.
- To have their advisor conduct live cross-examination on the other party and any witnesses.
- To remain silent or to participate as they see fit, including full, partial, or no participation. 

~~however, they should carefully review the section on cross-examination, below, to understand the potential impacts should they choose to limit participation.~~

- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe they may be biased or have a conflict of interest.
- To appeal, regardless of the outcome, based on the following grounds: 1) Procedural irregularity; 2) Significant and relevant new information that was not available at the time of the hearing; 3) The Title IX Coordinator, Investigator, or hearing officer(s) had a conflict of interest or bias, which affected the outcome; 4) Unduly harsh or arbitrary findings or sanctions.

*Only evidence and information submitted prior to the final investigation report will be considered during the hearing.

B. Advisors

At the hearing, each party may be accompanied by an advisor of their choice, at their own cost (e.g., parent, friend, attorney, etc.); if a party does not have an advisor, the university will provide one to them without fee or charge for the purposes of cross-examination. Advisors may not also serve as witnesses.

Advisors will be permitted to cross-examine (i.e., ask relevant questions and follow-up questions) the other party and any witnesses directly, orally, and in real time. The parties must use their advisors in this capacity, as they will not be permitted to ask questions personally.

Aside from cross-examination, advisors may not speak on the student's behalf or participate actively in the process. Advisors must follow the guidance of the hearing officers.

C. Cross-Examination

During the hearing, the parties' advisors will be permitted to ask relevant questions and follow-up questions, including those challenging credibility, of the other party and any witnesses. Cross-examination must be conducted directly, orally, and in real time. At no times will the parties directly conduct cross-examination.

Relevance

Questions asked during cross-examination must be relevant to the behavior and situation in question. Hearing officers will determine whether each question is relevant and, if they choose to exclude a question, explain why it is not relevant. The following topics/questions have been identified as automatic exclusions:

Questions or information about the complainant's prior sexual behavior, unless they are used to prove someone other than the respondent committed the alleged conduct or if they concern previous sexual activity with the respondent and are used to prove consent.

Questions or information that disclose or seeks to disclose privileged information, such as medical or psychological records.

For more information about relevant information, please refer to the Relevant Evidence section in the [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#).

Declining to Participate in Cross-Examination

If a party or witness declines to be cross-examined during the hearing or is otherwise not available for

cross examination, the hearing officers ~~may still will not~~ consider any statements made by that party or witness during the investigation or hearing when determining whether the respondent is responsible for the alleged conduct. ~~However, t~~The hearing officers will also not draw conclusions regarding responsibility based solely on a party's or witness's absence from the hearing or decision to decline to answer questions from the hearing officers or during cross-examination.

D. Recording

The Office of Student Conduct audio records all formal hearings. A copy of the recording is maintained as part of the case file and will be made available to the parties, upon request.

E. Hearing Location and Virtual Participation

At the discretion of the Office of Student Conduct, a hearing may be conducted in a single physical location, with all parties present, or a hearing may be conducted virtually, with participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via videoconference. Regardless of the participation method, the hearing participants will be able to simultaneously see and hear each other.

F. Determination of Responsibility

After the hearing, a determination of whether a respondent is responsible for violating any policy in the *Student Code of Conduct* will be made by the hearing officers based on the information presented in the investigation report and at the hearing.

Standard of Proof

The university uses preponderance of the evidence to determine whether or not the respondent is responsible for the alleged conduct. This determination is made based on the information available to determine if it is more likely than not that a violation occurred.

Decision Letter

The hearing officer will simultaneously provide the parties the decision in writing. The decision letter will include the following information: allegations and policies charged, procedural steps taken during the grievance procedure, information used to determine the findings and their application to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.

Range of Possible Sanctions

If a respondent is found responsible for the alleged conduct, the hearing officers will make a determination regarding appropriate sanctions. One or more of the following sanctions may be imposed:

- Formal warning
- Probation
- Deferred Suspension
- Suspension
- Deferred Dismissal (i.e., deferred expulsion)
- Dismissal (i.e., expulsion)
- Denial of privileges or associations

- Educational, Community, and Wellness Activities

When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student's prior conduct record. Sanctions are generally cumulative in nature.

For definitions and additional information about sanctions in the Student Conduct process, please refer to the [relevant sections in this document](#).

Remedial Action

Following a hearing, the Director of Student Conduct shall work with the Title IX Coordinator, who will oversee any necessary remedial action to restore or preserve the complainant's equal access to the university's education programs or activities.

Appeal Process

Both parties have the opportunity to appeal the outcome of a formal hearing in a Title IX case regardless of the outcome. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.

A. Grounds for Appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

- Procedural irregularity or denial of procedural guarantees
- Significant and relevant new information that was not available at the time of the hearing
- Conflict of interest or bias by the Title IX Coordinator, Investigator, or hearing officer(s), which affected the outcome
- Unduly harsh or arbitrary findings or sanctions

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

B. Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

- Uphold the original decision and sanctions
- Uphold the original decision and either decrease or increase the sanction
- Vacate a finding
- Send the case back to the Title IX Coordinator for further investigation
- Send the case back to Student Conduct for a new partial or full hearing

C. Time Frame to Submit an Appeal

The parties have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

D. Format of Appeal

The appeal is a written request submitted by the student for a review of the original case. The student should

include which grounds for appeal they believe apply, and any information the student wants considered should be included in the written document. The burden is on the appealing party to demonstrate why the finding or sanction should be altered.

E. Notification to the Other Party

When one party submits an appeal, the Office of Student Conduct will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation.

F. Appellate Officers

An appellate officer will be designated by the Assistant Vice President for Student Affairs, who serves as the university's Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct and Title IX. When they are designated to review a case, the Assistant Vice President will ensure they do not have conflicts of interest or bias and are, therefore, able to review the case objectively.

G. Appeal Decision Letter

The appellate officer will issue a decision on the appeal in writing to both parties simultaneously. This notification will include a rationale for the decision.

SUMMARY
Degree and Academic Programs
November 8, 2021

Actions

Attached: Materials prepared for approval by the State Council of Higher Education for Virginia (SCHEV)

College of Agriculture and Life Sciences

Approve Establishment of School of Animal Sciences

College of Liberal Arts and Human Sciences

Approve Discontinuance of PhD in Educational Research and Evaluation

For Information Purposes Only – no action required

Attached: Letter from the State Council of Higher Education for Virginia (SCHEV) regarding approved department name

Virginia Tech Carilion School of Medicine

Department of Health Systems and Implementation Science

RECOMMENDATION:

That the above degree actions be approved.

November 8, 2021

**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

School of Animal Science

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RECOMMENDATION:

That the Board of Visitors approve the establishment of the School of Animal Sciences in the College of Agriculture and Life Sciences.

November 8, 2021

SCHOOL OF ANIMAL SCIENCE

COLLEGE OF AGRICULTURE AND LIFE SCIENCES

Institution

Virginia Polytechnic Institute and State University

Nature of Proposed Change

Virginia Tech proposes to reorganize the Department of Animal and Poultry Sciences and the Department of Dairy Science to establish the School of Animal Sciences within the College of Agriculture and Life Sciences.

Appendix A presents the current organizational structure.
Appendix B presents the proposed organizational structure.

Background

The College of Agriculture and Life Sciences (CALs) houses the proposed reorganizing departments of Animal and Poultry Sciences and Dairy Science. In 2016, the issue of becoming one academic unit was discussed thoroughly across the two faculties with the dean. During the summer of 2019, committees were formed with faculty and staff from each department to discuss and develop action plans for addressing issues such as promotion and tenure structure, program curricula and services, communication, marketing and branding, research laboratory support, and animal and feed production management. It was evident from these discussions that the benefits of combining these two closely aligned departments into one cohesive unit would benefit the students, college, and the institution. As a result, the university made the decision to reorganize the existing departments into a school.

Purpose of Proposed Change

The purpose of the proposed organizational change is to establish one academic unit to be responsible for the administration and oversight of the animal sciences programming in the College of Agriculture and Life Sciences.

Mission

The proposed organizational change aligns with the mission of Virginia Tech. The mission states: “Inspired by our land-grant identity and guided by our motto, Ut Prosim (That I May Serve), Virginia Tech is an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.”

The establishment of the School of Animal Sciences aligns with the institution’s mission through its focus on educating students, discovery and translational research, and applications of technology in the animal industry to “create a community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition...” The proposed new school will support students and other stakeholders to obtain the latest information on the ability of animals to sustain, enhance, and contribute to human well-being, sustainability, and security.

Institutional Nomenclature

At Virginia Tech, the term “school” is defined as an academic unit that has a special curricular/programmatic function and identity with research and outreach components.

SCHOOL OF ANIMAL SCIENCE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

Depending on the college and circumstance, schools across the university may have varying levels of budgetary, programmatic, and administrative independence. The terms “school” and “department” can refer to equivalent administrative structures. Both schools and departments are housed within colleges and are referred to collectively as academic units.

The two departments included in this reorganization will close as individual departments and collectively become the School of Animal Sciences. The proposed organizational change will not result in a School with reporting departments at this time.

Rationale for Proposed Change

The proposed change will be advantageous to the university. The school will help the university in three ways: 1) consolidate and facilitate efficient management of animal science related programs within the College of Agriculture and Life Sciences, 2) ensure collaborations in animal and life science research, education, and extension across the university, and 3) elevate the external visibility and profile of the college’s animal science programs and research.

Create Efficiencies

The proposed organizational change to create a School of Animal Sciences will provide a common location to house all animal science related programs and research in the College of Agriculture and Life Sciences. The new school will provide a structure to coordinate strategic decision-making for hiring and resource allocation among the animal science disciplines within the college. This will allow for improved efficiency and for the sharing and optimization of resources. For example, the change will enable the school to plan future faculty and staff hires that can teach and conduct research across the broader animal sciences disciplines.

The proposed school will create efficiencies through the consolidation of administrative and faculty efforts associated with undergraduate and graduate program education and advising. In addition, the current individual departmental business office personnel will merge into a coordinated business operations team and will provide important services (e.g., human resource management, research grants/projects management and coordination, and travel coordination and management) for the school. The reduction of overlap and redundancy will establish a school that is more efficient than the two individual departments. The reduced administrative responsibilities on individual faculty will allow more time for engagement in the research, teaching, and extension missions of the college.

Increase Collaboration

The combined school will also foster opportunities for interdisciplinary collaboration to enhance research, teaching, extension, and outreach in several ways. First, the combination of the individual department leadership into one school director will provide opportunities for the school to develop and implement goals and strategies for achieving those goals for the entire animal sciences faculty. The proposed school will also allow for the coordination of extension programming for the two departments and the agricultural research and extension centers associated with them. Within the proposed school structure, the School Director will be responsible for developing and maintaining collaborations with animal science faculty in the school and across the university. The director will work with the faculty and the program directors to promote and develop animal science related activities (e.g., forums to discuss

SCHOOL OF ANIMAL SCIENCE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

environmental impact of agricultural animals, food security, technology to improve farming practices) to promote interdisciplinary collaborations for faculty and students. For example, both departments currently collaborate independently with the Virginia-Maryland College of Veterinary Medicine and the integration of the departments into the proposed school will allow for more stream-lined and efficient coordination and communication among the various programs and faculty.

By providing a common structure (program directors of undergraduate/research and graduate education) to focus on students pursuing common areas of study, the proposed school will be able to effectively coordinate academic and student services, such as academic program development, enrollment, orientations, and advising. Having the programs housed within the same school will allow students to take advantage of the full breadth of the animal sciences programs offered at the institution. The proposed school will also help to eliminate departmental barriers including but not limited to how credit is assigned for various activities like team-teaching, co-investigation, sharing laboratory and teaching spaces, and indirect cost resource allocations.

Elevate External Profile

The Department of Animal and Poultry Sciences and the Department of Dairy Science were among the first departments established at the university and both departments have been long recognized by peer institutions and other stakeholders for delivering high quality and balanced teaching, research, and extension programming in the livestock, dairy, and poultry industries. The combination of these animal-based assets under one proposed school will provide greater leverage for the programs in securing external funding, recruiting high quality students, faculty, and staff, as well as providing high quality, comprehensive education for students looking for careers in the animal sciences.

Academic Programs

The proposed School of Animal Sciences will administer the undergraduate and graduate degrees currently offered by the two existing departments.

Department of Animal and Poultry Sciences

Doctorate of Philosophy (Ph.D.) in Animal and Poultry Science

Master of Science (M.S.) in Animal and Poultry Science

Bachelor of Science (B.S.) in Animal and Poultry Science

Animal and Poultry Sciences Minor

Equine Science Minor

Department of Dairy Science

Bachelor of Science (B.S.) in Dairy Science

Dairy Science Minor

All of the academic degree programs currently associated with the individual departments will be administered by the proposed School of Animal Sciences.

SCHOOL OF ANIMAL SCIENCE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

Space

The physical space currently utilized by the two departments will not change as a result of the proposed reorganization. The proximity of each department (e.g., administrative offices, faculty offices, student spaces, etc.) will support the administration, programming, and operations of the proposed School.

Resources/Budget

The proposed School of Animal Sciences budget will be comprised of all physical, financial, and personnel resources of the two existing departments and be funded through the central budget of the College of Agriculture and Life Sciences. As part of the annual budget development process, the college's resource team will allocate funding from the college budget to the proposed School of Animal Sciences. The proposed school director will oversee funding for the administration and operation of the proposed school. These include business operations (fiscal, sponsored awards, human resources, and information technology), space allocation, undergraduate and graduate support services, marketing and communications, and advancement.

Administration

The proposed School of Animal Sciences administration will replace the administrative structures in each of the two existing departments. Administrative leadership will be provided by a School Director. The director will be responsible for the overall management and oversight of the proposed school. The director will also be responsible for all academic, research, and outreach programming and for administering the academic degree programs and minors. An existing faculty member from one of the existing departments will be selected for the school director position. The anticipated salary for this position is \$247,468 with fringe benefits of \$76,442 for a total of \$323,910. The funding for this position is currently in place for an existing faculty member in the department chair position.

The proposed school will also select existing faculty members to serve in coordination roles for undergraduate education, graduate education and research, and extension and outreach programs. The faculty members will perform these duties as part of their faculty roles in addition to teaching and will not receive additional stipends.

An Executive Committee will serve in an advisory capacity to the Director and will include faculty members who lead the undergraduate education, graduate education and research, and extension and outreach programs for the new school.

Faculty

The proposed School of Animal Sciences will house a total of 50 faculty members to include 40 tenure/tenure-track faculty members and 10 full-time contract/term (instructional) faculty members. Contract/term instructional faculty member positions include full-time professor of practice, research assistant/associate professor, instructor, and lecturer positions. The 50 faculty members represent the 47 existing faculty members, 1 faculty position that is currently vacant and will be filled with a new hire, and 2 new faculty positions projected for the first three years of operation.

**SCHOOL OF ANIMAL SCIENCE
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The Department of Animal and Poultry Sciences currently consists of 39 instructional faculty member positions including 32 tenure/tenure-track faculty members including the department chairperson and 7 non-tenure-track faculty members. The Department of Dairy Science currently consists of 9 tenure/tenure-track faculty members including the department chairperson and 2 non-tenure-track faculty.

New Hire 1(Vacant Existing Faculty Position)

It is anticipated that in the second year of operation, one new faculty member will be hired to fill a currently vacant existing faculty position. It is anticipated that the faculty member will be hired at the assistant professor level in a tenure-track position. The faculty member will be expected to hold a doctorate degree in life science, animal science, or a related field. No area of specialization will be required for this position. The new faculty member will be paid an annual salary of approximately \$74,666 with fringe benefits of \$32,931 for a total of \$107,597.

New Hire 2

It is anticipated that in the second year of operation, one new faculty member will be hired to fill a new faculty position. It is anticipated that the faculty member will be hired at the assistant professor level in a tenure-track position. The faculty member will be expected to hold a doctorate degree in life science, animal science, or a related field with a specialty in companion animal welfare and behavior. The new position will be funded via a College of Agriculture and Life Sciences budget reallocation. The new faculty member will be paid an annual salary of approximately \$74,666 with fringe benefits of \$32,931 for a total of \$107,597.

New Hire 3

It is anticipated that in the second year of operation, one new faculty member will be hired to fill a new faculty position. It is anticipated that the faculty member will be hired at the assistant professor level in a tenure-track position. The faculty member will be expected to hold a doctorate degree in life science, animal science, or a related field with a specialty in animal and environmental interactions. The new position will be funded via a College of Agriculture and Life Sciences budget reallocation. The new faculty member will be paid an annual salary of approximately \$74,666 with fringe benefits of \$32,931 for a total of \$107,597.

The total salary for faculty is \$5,178,438 and fringe benefits of \$2,010,431, for a total of \$7,188,869.

Classified Staff

The proposed School of Animal Sciences will house a total of 43 full-time, classified staff positions. There are currently 30 full-time classified staff positions in the Department of Animal and Poultry Sciences. There are currently 15 classified staff members in the Department of Dairy Science. Combined, there are a total of 45 classified staff positions in the existing departments. Recent retirements have resulted in 2 full-time, classified staff positions being vacated. Those 2 positions are currently open and will not be filled during the transition to the proposed school. If approved, those 2 positions will be eliminated and will result in a net reduction in classified staff positions to a total of 43. Total salary for the 43 full-time classified staff positions for the proposed school is \$1,881,183 with fringe benefits of \$1,081,272, for a total of \$2,962,455.

SCHOOL OF ANIMAL SCIENCE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

Graduate Assistants

The proposed School of Animal Sciences will have a total of 41 graduate assistant positions. The graduate assistants include 18 graduate research assistant positions and 23 graduate teaching assistant positions. The total budget for the 41 graduate research and teaching assistants for the proposed school equals \$1,446,398 in salary costs and \$81,713 in fringe benefits for a total of \$1,528,111.

Graduate Research Assistants

There are currently 11 graduate research assistants in the Department of Animal Sciences and 4 graduate research assistants in the Department of Dairy Science for a total of 15 graduate research assistant positions. There will be 3 additional graduate research assistant positions added for the proposed School of Animal Sciences for a total of 18 graduate research assistant positions. Graduate assistant positions in the College of Agriculture and Life Sciences are distributed across the college academic units by the dean's office. The 3 new graduate research assistant positions for the proposed school will represent a reallocation of 3 existing graduate research assistant positions within the college.

Graduate Research Assistants are paid an annual salary of \$35,278 with fringe benefits of \$1,993 for a total of \$37,271. The compensation for the 18 graduate research assistant positions equals \$635,004 in salary and \$35,874 in fringe benefits for a total of \$670,878.

Graduate Teaching Assistants

There are currently 17 graduate teaching assistantship position in the Department of Animal and Poultry Sciences and 6 graduate teaching assistantship positions in the Department Dairy Science for a total of 23 graduate teaching assistantship positions. This number is expected to remain steady over the course of the first 3 years of operation.

Graduate Teaching Assistants are paid an annual salary of \$35,278 with fringe benefits of \$1,993 for a total of \$37,271. The compensation for the 23 graduate teaching assistant positions equals \$811,394 in salary and \$45,839 in fringe benefits for a total of \$857,233.

Student Workers

The proposed School of Animal Science will house 20 part-time student worker positions. There are currently 20 part-time student workers in the Department of Animal and Poultry Sciences and 1 part-time student worker in the Department of Dairy Science for a total of 21 student worker positions. If the proposed school is approved, 1 student worker position will be phased out (i.e., the position will not be refilled once vacated). Student workers perform a variety of duties (e.g., cleaning barns, feeding farm animals, building fences, plowing snow) and are paid a wide range of salary amounts and arrangements depending on the situation and need including hourly (e.g., \$10/hour), project-based (e.g., one-time limited contract), and seasonal. Student workers are not eligible for fringe benefits. The total available budget for student worker salaries for all 20 positions will be \$35,000.

Other Costs

Operating expenses for the school will include other costs such as agricultural supplies and equipment (e.g., feed and feed related supplies, equipment and supplies for cleaning and

**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

maintenance of animal enclosures, fuel for agriculture equipment, etc.) and laboratory supplies and equipment required to work with large domesticated animals (e.g., cows, sheep, pigs). Operational efficiencies that occur as the farming and research operations are brought under the administration of the proposed school will result in a savings of \$227,874 within the first three years. Total other costs for the new school are \$2,304,062.

Miscellaneous

There will be an initial expenditure of \$20,000 to be utilized for the purchase of print materials, signage, and other costs associated with the creation of the proposed School. This cost will be accommodated by existing resources in the College of Agriculture and Life Sciences.

Signage (Internal and External to the building)	\$7,000
Print Materials (Stationary, Business Cards)	\$3,000
Publicity and Promotion	\$10,000
Total Cost	\$20,000

All resources from the existing Departments of Animal and Poultry Sciences and Dairy Science will be reallocated to the proposed School of Animal Sciences. Virginia Tech and the College of Agriculture and Life Sciences have adequate and sufficient resources to establish and operate the proposed department. No new resources will be requested from the Commonwealth to establish or sustain the proposed organizational change for the proposed School of Animal Sciences.

Budget

The budget below includes all of the expenditures needed to establish and operate the proposed School of Animal Sciences. All of the costs associated with miscellaneous items have been included in the budget.

Abbreviations

The following abbreviation is used within the following budget in the order of appearance:

- APSC: Animal and Poultry Sciences

**SCHOOL OF ANIMAL SCIENCE
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Reorganization New Academic Unit - **School of Animal Sciences**

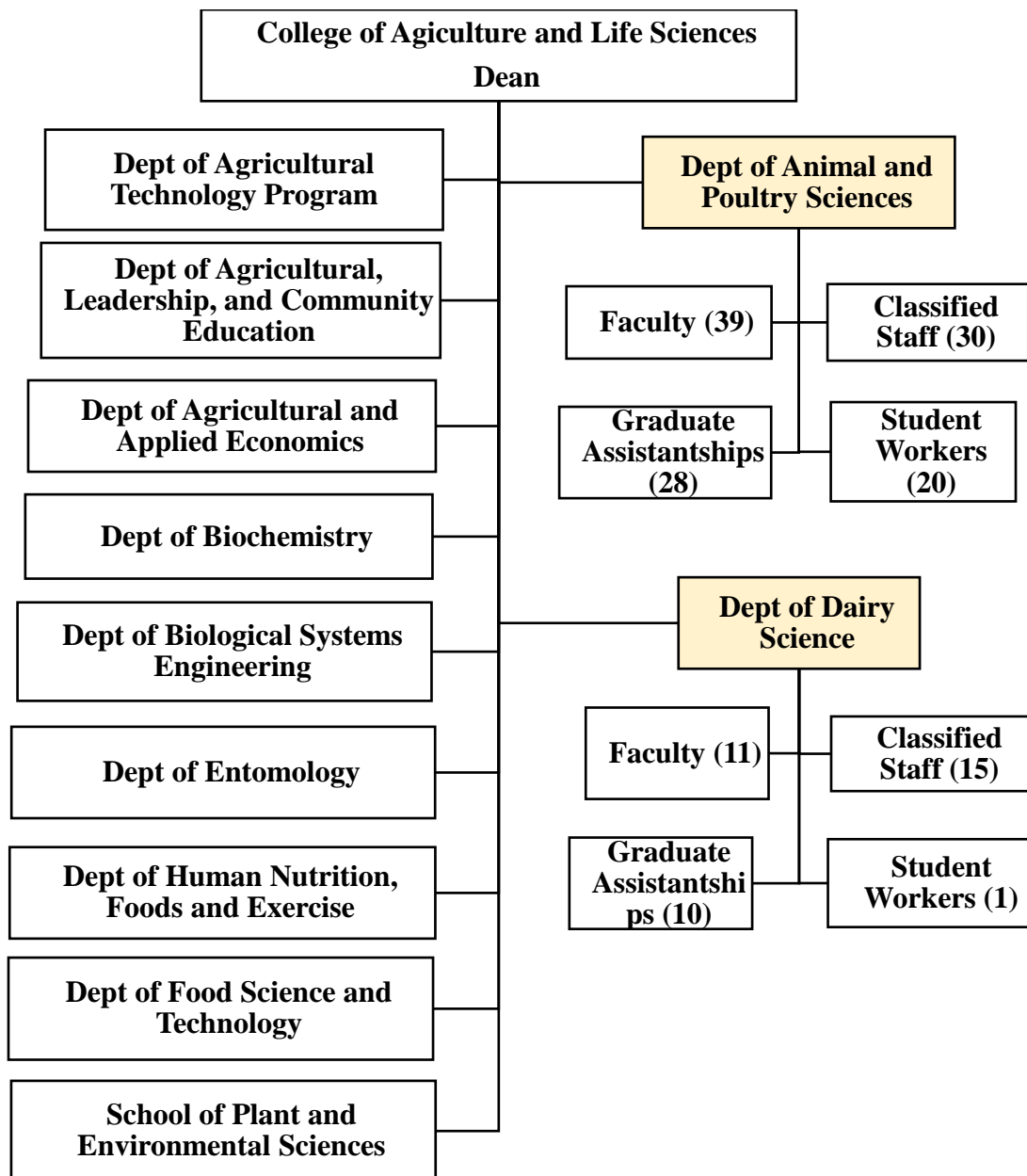
Expenditure Category	Existing Unit 1 Name		Existing Unit 2 Name		Proposed Unit	
	APSC		Dairy Science			
	Expenses	HDCT	Expenses	HDCT	Expenses	HDCT
Personnel Salary						
Department Head	\$247,468	1	\$195,000	1		
Fringe Benefits	\$76,442		\$63,231			
Director, School of Animal Sciences					\$247,468	1
Fringe Benefits					\$76,442	
Classified Staff	\$1,239,786	30	\$735,397	15	\$1,881,183	43
Fringe Benefits	\$736,078		\$397,123		\$1,081,272	
Fringe Benefits						
Faculty	\$3,966,013	38	\$988,425	10	\$5,178,438	50
Fringe Benefits	\$1,535,582		\$376,055		\$2,010,431	
Personnel Subtotal	\$7,801,369	69	\$2,755,231	26	\$10,475,234	94
Student Support						
Student Helpers/Workers	\$33,153	20	\$415	1	\$35,000	20
Graduate Teaching Assistant	\$633,607	17	\$223,626	6	\$857,233	23
Graduate Research Assistant	\$409,981	11	\$149,084	4	\$670,878	18
Student Support Subtotal	\$1,076,741	48	\$373,125	11	\$1,563,111	61
Operating Expenses						
Office Supplies	\$30,720		\$10,794		\$59,305	
Instructional Supplies	\$18,134		\$7,072		\$58,000	
Travel	\$23,927		\$13,550		\$41,641	
Marketing	\$118		\$3,175		\$10,000	
Conference/Professional Development	\$25,105		\$11,991		\$31,532	
Other Costs	\$1,084,589		\$1,447,347		\$2,304,062	
Operating Expenses Subtotal	\$1,182,593		\$1,493,929		\$2,504,540	
Total	\$10,060,703	117	\$4,622,285	37	\$14,542,885	155

**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

Appendices

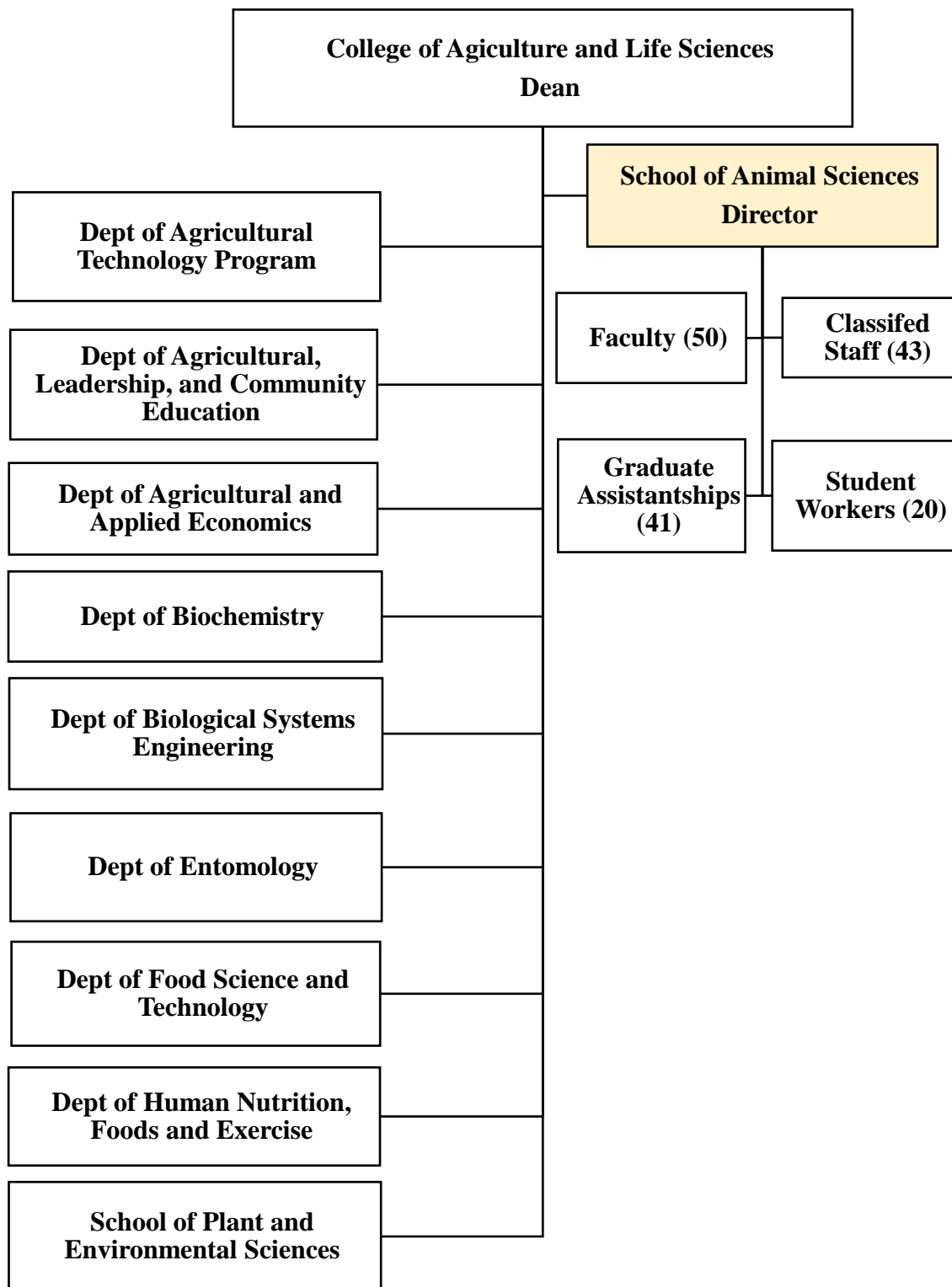
**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

Appendix A: Current Organizational Structure



**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

Appendix B: Proposed Organization Structure



**DISCONTINUANCE OF PHD IN EDUCATIONAL RESEARCH AND EVALUATION IN
THE COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES**

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Background 1

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Teach-out Plan 1

RECOMMENDATION:

That the Board of Visitors approve the discontinuance of the Ph.D. in Educational Research and Evaluation.

November 8, 2021

DISCONTINUANCE OF PHD IN EDUCATIONAL RESEARCH AND EVALUATION IN THE COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES

Virginia Polytechnic Institute and State University

Proposed Intent to Discontinue

Virginia Polytechnic Institute and State University (Virginia Tech) requests to discontinue the Doctor of Philosophy (Ph.D.) in Educational Research and Evaluation degree program (CIP code: 13.0603). The degree program is located in the School of Education in the College of Liberal Arts and Human Sciences.

Background

The Ph.D. in Educational Research and Evaluation was initiated before the establishment of the Council of Higher Education. Since 2013, enrollment in the degree program has steadily declined. During the course of the 2019/2020 State Council of Higher Education (SCHEV) productivity review process, the Ph.D. in Educational Research and Evaluation degree program was targeted as a program that was not meeting the standards set forth in the Virginia Public Higher Education Policy on Program Productivity. Based on the information contained within the productivity review process, administration within the College of Liberal Arts and Human Sciences determined that the program should be discontinued.

Rationale for Intent to Discontinue

Enrollment and degree completions for the Ph.D. in Educational Research and Evaluation program have steadily declined since 2013 and it has become increasingly difficult to recruit new students into the program. Based on the data and information contained within the productivity review process, the declining enrollment, and input from the Dean of the College of Liberal Arts and Human Sciences, the institution made the decision to close the degree program.

Critical Shortage Area

The Doctor of Philosophy (Ph.D.) in Educational Research and Evaluation degree program is not a critical shortage area.

Teach-out Plan

A total of 12 are currently enrolled in the Doctor of Philosophy (Ph.D.) in Educational Research and Evaluation degree program. Six (6) students have completed required coursework for the program, are currently in the research and dissertation phase of the program, and are expected to graduate by Spring 2023. Four (4) students will complete the required coursework for the program in the Spring 2021 semester, will then begin the research and dissertation phase of the program, and are expected to graduate by Spring 2024. The remaining two (2) students in the program are currently in the process of developing Plans of Study and will be offered the opportunity to complete the Ph.D. in Educational Research and Evaluation or switch to another program of their choosing.

Should a current student in the Ph.D. in Educational Research and Evaluation degree program leave the university and not complete the program by the Spring of 2026, the School of Education is committed to working with the students to identify a path for completion in another program within the university that meets their needs.

DISCONTINUANCE OF PHD IN EDUCATIONAL RESEARCH AND EVALUATION IN THE COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES

“Stopped Out” Students

The nine (9) students that have “stopped out” since 2010 have been considered. Seven (7) of the students have completed the required coursework for the degree program but have not completed the research and dissertation phase of the program. Two (2) students have not completed the required coursework or developed Plans of Study. There is a 5-year period in which students may return and complete the Ph.D. in Educational Research and Evaluation degree program. This group of students will be notified in writing about the discontinuation of the degree program. The School of Education faculty will assist students through the transition process.



COMMONWEALTH of VIRGINIA

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219

Peter Blake
Director

(804) 225-2600
www.schev.edu

September 20, 2021

Dr. Cyril Clarke
Executive Vice President and Provost
Virginia Polytechnic Institute and State University
800 Drillfield Drive
Blacksburg, VA 24061

Dear Dr. Clarke:

The State Council of Higher Education for Virginia (SCHEV) has evaluated Virginia Polytechnic Institute and State University's (Virginia Tech) organizational-change proposal to rename the Department of Interprofessionalism to the Department of Health Systems and Implementation Science. As stipulated by the Code of Virginia, when such requests involve units at or above the departmental level and are made "solely for the purpose of internal management and the institution's curricular offerings remain constant, the Council shall approve the proposed change." SCHEV's Academic Affairs staff concurs with Virginia Tech's determination that this proposed change meets these criteria; as such, SCHEV staff may approve this request.

In accordance with Council's policy on organizational changes—and in concurrence with the June 8, 2021, approval by the Virginia Tech Board of Visitors—SCHEV staff approves this academic reorganization as a "simple" organizational change. The State Council's records shall be amended to reflect:

*As of October 15, 2021, the Department of Interprofessionalism has been renamed the **Department of Health Systems and Implementation Science**. The Department has been renamed to reflect the "comprehensiveness of the academic programming offered by the department." The proposed name will afford the opportunity to have a "distinctly named department among Virginia Tech's SCHEV peer institutions" and indicate the faculty's expertise and areas of research. The new name will also align the department's name with that of similar departments at medical schools nationally and ensure the department is "recognized nationally for its curricular offerings in the third pillar of medical education, Health Systems Science."*

As a name change under SCHEV's organizational change policy, this action does not in itself entail or imply approval of any changes to academic departments or academic programs administered by the college. Based on the documents Virginia Tech submitted, our

Dr. Cyril Clarke
September 20, 2021
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understanding is that, as an alteration for internal management purposes, this change will not involve modifications to the institutional mission, curricular offerings, or budget. Staff further understands that Virginia Tech is not proposing to initiate new degree programs or establish new off-campus sites as a result of this action.

Please contact Dr. Monica Osei, Associate Director for Academic Programs and Instructional Sites, at MonicaOsei@schev.edu or at (804) 225-2610 if you have questions or need further assistance.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joseph DeFilippo". The signature is fluid and cursive, with the first name "Joseph" and last name "DeFilippo" clearly distinguishable.

Joseph G. DeFilippo, Ph.D.
Director of Academic Affairs and Planning

**RESOLUTION TO APPROVE THE DEMOLITION OF UNIVERSITY BUILDING –
BUILDING NO. 0185J (EQUIPMENT STORAGE BUILDING)**

The university requests approval to demolish Building No. 0185J (Equipment Storage Building). This facility is a 1,200 gross square foot metal building. It is located in the Athletics and Recreation District of Virginia Tech's Blacksburg campus in Montgomery County, Virginia.

Constructed in 1999, the building stored track and field equipment. Analysis of the low utilization rate of the structure and condition of the structure, and the need for a buildable site for a Baseball Pitching Lab in close proximity to English Field and the Weaver Baseball Center, revealed that the highest and best use of the existing building site is the Baseball Pitching Lab. Demolition of the existing storage building creates the opportunity for better utilization of the site and will enhance the baseball program's mission and support recruitment efforts. The university will obtain review from the Department of Historic Resources and the Art and Architecture Review Board, and any required approvals prior to the demolition of this structure.

**RESOLUTION TO APPROVE THE DEMOLITION OF UNIVERSITY BUILDING –
BUILDING NO. 0185J (EQUIPMENT STORAGE BUILDING)**

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. 0185J is located in the Athletics and Recreation District of Virginia Tech's Blacksburg campus in Montgomery County, Virginia, is 1,200 gross square feet, is in excess of 22 years old, is a metal building utilized for the storage of track and field equipment, and has a low utilization rate and is beyond its useful life; and

WHEREAS, the university is seeking a location to construct a Baseball Pitching Lab in close proximity to English Field and the Weaver Baseball Center and identified the highest and best use of the current site of Building No. 0185J is the Baseball Pitching Lab; and

WHEREAS, the athletics department will be enriched by construction of the Baseball Pitching Lab, which will enhance the baseball program's mission and support recruitment efforts; and

WHEREAS, the university will obtain review from the Department of Historic Resources and the Art and Architecture Review Board, and any required approvals prior to the demolition of this structure;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors approve the demolition of Building No. 0185J, located at the Blacksburg Virginia Tech Campus in Montgomery County, 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. 0185J be approved.

November 8, 2021

**RESOLUTION TO APPROVE THE DEMOLITION OF UNIVERSITY BUILDING –
BUILDING NO. 0748 (TOBACCO BARN NUMBER 3)**

The university requests approval to demolish Building No. 0748 (Tobacco Barn Number 3). This facility is a 1,296 gross square foot wood framed barn. It is located at the Southwest Virginia Agricultural Research and Extension Center, 12326 VPI Farm Road, Glade Spring, Virginia.

Constructed in 1953, the building was used for curing tobacco and housed small individual chambers for heated curing units. It has not been used for this purpose since the early 1980's, and has more recently been utilized for storage. The existing building has undergone age- and weather-related structural damage, is no longer viable for use as a storage building, and is beyond its useful life. Demolition of the existing building creates the opportunity for expanding pasture access for research programs, and improved utilization of the adjacent structures and site. The university will obtain review from the Department of Historic Resources and the Art and Architecture Review Board, and any required approvals prior to the demolition of this structure.

**RESOLUTION TO APPROVE THE DEMOLITION OF UNIVERSITY BUILDING –
BUILDING NO. 0748 (TOBACCO BARN NUMBER 3)**

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. 0748 is located at the Southwest Virginia Agricultural Research and Extension Center, 12326 VPI Farm Road, Glade Spring, Virginia, is 1,296 gross square feet, is in excess of 68 years old, is a wood framed barn originally constructed to cure tobacco, was then utilized for storage for approximately 40 years, has age- and weather-related structural damage and is beyond it's useful life; and

WHEREAS, the university seeks to expand pasture access for research programs through this site, and create opportunity for improved utilization of the adjacent structures and site; and

WHEREAS, the university will obtain review from the Department of Historic Resources and the Art and Architecture Review Board, and any required approvals prior to the demolition of this structure;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors approve the demolition of Building No. 0748, located at the Southwest Virginia Agricultural Research and Extension Center in Glade Spring, Virginia, 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. 0748 be approved.

November 8, 2021

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

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

WHEREAS, one director is appointed by each of the political subdivisions, and the other three directors are appointed jointly by the Virginia Tech Board of Visitors and the Blacksburg Town Council; and,

WHEREAS, it is necessary to appoint and reappoint members of its Board of Directors in connection therewith; and,

WHEREAS, Lucius Merritt currently serves as a joint representative for a term that expires January 1, 2022; and,

WHEREAS, the town council and Virginia Tech desire to reappoint Lucius Merritt, as a joint representative for a term expiring January 1, 2026;

NOW, THEREFORE, BE IT RESOLVED, that Lucius Merritt be named as a joint representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority effective January 1, 2022 for a term expiring January 1, 2026.

RECOMMENDATION:

That the resolution recommending that Lucius Merritt be reappointed as a joint representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors be approved.

November 8, 2021

**RESOLUTION TO REVISE POLICY 12111 ON ACCEPTANCE OF TERMS
AND CONDITIONS ASSOCIATED WITH DONATIONS, GIFTS,
AND OTHER PRIVATE PHILANTHROPIC SUPPORT**

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

November 8, 2021

WHEREAS, Policy No. 12111 on Acceptance of Terms and Conditions Associated with Donations, Gifts, and Other Private Philanthropic Support applies to acceptance of terms and conditions to comply with legislation passed by the 2020 Virginia General Assembly, as stated in the Code of Virginia § 23.1-1304.1; and,

WHEREAS, the Office of Donor Relations is responsible for maintaining a record of all terms and conditions for accepted donations, gifts, and other private philanthropic support; and,

WHEREAS, the university wishes to remove the need for a formalized committee while ensuring review of all terms and conditions by the Vice President for Advancement and the Dean or Vice President administering distributions of the gift as well as the Senior Vice President and Chief Business Officer and the Executive Vice President and Provost to confirm that such terms and conditions abide by university policies and are consistent with the University's mission of education, research, and service;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors of Virginia Polytechnic Institute and State University approves the attached revision to the Policy 12111 on Acceptance of Terms and Conditions Associated with Donations, Gifts, and Other Private Philanthropic Support to remove the formalized committee, effective immediately.

RECOMMENDATION:

To approve the attached revision to Policy 12111 on Acceptance of Terms and Conditions Associated with Donations, Gifts, and Other Private Philanthropic Support, effective immediately.

November 8, 2021



Acceptance of Terms and Conditions Associated with Donations, Gifts, & Other Private Philanthropic Support

No. 12111

Policy Effective Date:
8/25/2020

Last Revision Date:

Policy Owner:
Charles Phlegar

Policy Author: (Contact Person)
Rhonda Arsenault

Affected Parties:
Faculty
Staff

1.0 Purpose

2.0 Policy

3.0 Procedures

4.0 Definitions

5.0 References

6.0 Approval and Revisions

1.0 Purpose

To comply with legislation passed by the 2020 Virginia General Assembly, as stated in the Code of Virginia § [23.1-1304.1](#):

The governing board of each public institution of higher education shall establish a policy for the acceptance of terms and conditions associated with any donation, gift, or other private philanthropic support. Each such policy shall include an administrative process for reviewing, accepting, and documenting terms and conditions associated with (i) gifts that direct academic decision-making and (ii) gifts of \$1,000,000 or more that impose a new obligation on the institution of higher education, excluding gifts for scholarships or other financial aid. Each public institution of higher education shall retain documentation of such terms and conditions in compliance with the Virginia Public Records Act (§ [42.1-76](#) et seq.) and such documentation shall be subject to the provisions of the Virginia Freedom of Information Act (§ [2.2-3700](#) et seq.).

2.0 Policy

This policy applies to any donation, gift or other private philanthropic support:

- a. that directs academic decision-making, or
- b. is in the amount of \$ 1,000,000 or more and imposes any new obligations on Virginia Tech, excluding scholarships or other financial aid;

Such donation, gift, or other private philanthropic support shall be subject to the administrative process described in section 3.0.

~~A gift review committee shall be established and composed of the following individuals:~~

- ~~a. Vice President for Advancement, or designee;~~
- ~~b. Executive Vice President and Provost, or designee;~~
- ~~c. Senior Vice President and Chief Business Officer, or designee;~~
- ~~d. President of the Faculty Senate;~~
- ~~e. Head(s) of the relevant senior management area(s).~~



3.0 Procedures

1. All gift documentation is to be coordinated through the Office of Donor Relations, who will ensure appropriate review. The gift review committee as defined in Section 2.0 shall review all terms and conditions associated with the provisions of the gift to confirm that such terms and conditions do not violate university policies or are inconsistent with the University's mission of education, research and service.
2. Terms and conditions associated with gifts, as described in Section 2.0, shall be subject to review by the Vice President for Advancement, Dean or Vice President administering distributions of the gift, the Senior Vice President and Chief Business Officer, and the Executive Vice President and Provost, to confirm that such terms and conditions abide by university policies and are consistent with the University's mission of education, research and service. The gift review committee will make a recommendation to the President regarding the acceptance of the terms and conditions. The President may accept the committee recommendation or not. The President's decision will be final; however, if the President does not accept the committee's recommendation, the President will explain his decision in writing.
3. The University Advancement office will maintain a copy of all terms and conditions record of all terms and conditions for accepted donations, gifts, and other private philanthropic support under this policy. A copy of said documentation shall be subject to public review, if requested, in accordance with the provisions of the Virginia Freedom of Information Act. Documentation will be retained in compliance with the Virginia Public Records Act (Act (§42.1-76 et seq.) and shall be subject to the provisions of the Virginia Freedom of Information Act (§2.2-3700 et seq.).

4.0 Definitions

5.0 References

6.0 Approval and Revisions

Approved August 25, 2020, by the Virginia Tech Board of Visitors.

**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

A=Annually; Q=Quarterly; AN=As Necessary	Frequency			Planned Timing			
Q1, Q2, Q3, Q4 based on Fiscal Year (July – June)	A	Q	AN	Q1	Q2	Q3	Q4
				Aug	Nov	Mar	Jun
A. General							
1. Review and update CAR Committee charter	X				X		
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						X
2. Discuss with the external auditors their processes for identifying and responding to key audit and internal control risks			X		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	X		X	

A=Annually; Q=Quarterly; AN=As Necessary	Frequency			Planned Timing			
Q1, Q2, Q3, Q4 based on Fiscal Year (July – June)	A	Q	AN	Q1	Q2	Q3	Q4
				Aug	Nov	Mar	Jun
4. Meet with external auditors at the completion of the financial statements audit to receive and discuss the audit report(s)	X				X		
5. Review results of other significant reviews from regulatory agencies or other external entities			X				
D. Internal Auditors							
1. Review and approve the charter for the Office of Audit, Risk, and Compliance, if changes are needed	X				X		
2. Review the draft annual audit plan	X						X
3. Approve the annual audit plan	X			X			
4. Review the effectiveness of the internal audit function, including staffing resources, financial budget, training, objectivity, and reporting relationships	X			X			
5. Review the results of the QAIP, including internal and external assessments			X				
6. Review completed audit reports and progress reports on executing the approved annual audit plan		X		X	X	X	X
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		X		X	X	X	X
8. Review and concur in the appointment, replacement, reassignment, or dismissal of the Executive Director of Audit, Risk, and Compliance			X				
9. Evaluate the Executive Director of Audit, Risk, and Compliance's annual performance and make decisions regarding compensation	X			X			
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			X				
2. Review the programs and policies of the university designed to assure and monitor compliance		X		X	X	X	X
3. Monitor the university's conflict of interest policies and related procedures		X		X	X	X	X

RESOLUTION TO REVISE POLICY 4335 ON EMPLOYEE AWARDS AND RECOGNITION PROGRAMS

GOVERNANCE AND ADMINISTRATION COMMITTEE

WHEREAS, a revision to Policy 4335 on Employee Awards and Recognition Programs was approved by the Board of Visitors on August 25, 2003, and among its provisions were the delegation of authority for approval of such programs and the stipulation that award payments of \$5000 or greater for faculty must be ratified by the board and that the board be informed of awards of lesser amounts; and

WHEREAS, Policy 4335 requires proposals for award and recognition programs to include the value of any monetary awards and to be approved by the President, Provost, or Senior Vice President, depending on the reporting line; and

WHEREAS, on November 16, 2020, the Board of Visitors approved a resolution that updated its delegation of authority to the President for personnel actions by stipulating those actions that the board wished to continue to approve and setting a threshold below which the board would no longer ratify actions, thus streamlining the quarterly Personnel Changes Report and improving efficiency by enabling its production to be more automated and less labor-intensive; and

WHEREAS, on June 8, 2021, another slight modification was made to the delegation of authority but neither revision addressed the stipulation in Policy 4335 requiring ratification by the board for awards greater than \$5000 made to faculty; and

WHEREAS, the university wishes to bring Policy 4335 into alignment with the board's delegation of authority for personnel actions by removing from Policy 4335 the requirement that the board ratify or be provided a report of monetary awards made to faculty under this policy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors hereby approves the attached revision to Policy 4335 which removes the provision that the board ratify or be informed of monetary awards to faculty under that policy, effective immediately.

RECOMMENDATION:

That the attached revision to remove from Policy 4335 on Employee Awards and Recognition Programs the requirement that the Board of Visitors ratify or be informed of awards to faculty under this policy be approved, effective immediately.

November 8, 2021



Employee Awards and Recognition Programs

No. 4335

Policy Effective Date:
10/25/1996

Last Revision Date:

~~09/14/2021~~

~~11/8/2021~~

Policy Owner:

Bryan Garey

Policy Author: (*Contact Person*)

Ellen Banks

Affected Parties:

Faculty

Staff

1.0 Purpose

2.0 Policy

3.0 Scope

4.0 Procedures

5.0 Definitions

6.0 References

7.0 Approval and Revisions

1.0 Purpose

Virginia Tech supports and encourages programs to acknowledge and formally recognize the contributions, exemplary performance, and continuous service of our employees to the university. State employees may only receive compensation, whether from public or private sources, under the authority of approved policies. Whereas classified staff employees are covered by the Commonwealth's Personnel Act and policies set forth by the state's Department of Human Resource Management, the terms and conditions of employment for Teaching and Research and Administrative and Professional Faculty and University Staff are established by the university's Board of Visitors. This policy describes the process for establishing recognition programs and providing awards to faculty and staff outside of the normal salary increase process. Until such time as the university establishes new human resource policies, University Staff will be covered identically to Classified Staff, unless otherwise noted.

2.0 Policy

Recognition programs for employees may be established in accordance with this policy and the procedures established by the University's administrative offices. Such programs include annual recognition awards such as the President's Awards for Excellence. In addition, colleges and major administrative units may recommend establishment of programs to recognize employees within the college, administrative area, or departments in accordance with the established procedures.

The Board of Visitors authorizes the President, the Provost, and the Senior Vice President and Chief Business Officer to administer the university's awards and recognition policy. The state's Department of Human Resource Management (DHRM) Policy 1.15, Employee Recognition and Engagement, provides the authority for the university to establish an awards programs for staff. Proposals for recommended awards and recognition programs for both faculty and staff must be submitted by the Dean or Vice President, and approved by the President, the Provost or the Senior Vice President and Chief Business Officer, depending on the reporting relationship. The President must approve university-level award programs.

Other types of one-time payments (e.g., in-band bonuses) for staff are described in DHRM Policy 3.05, Compensation, but are not addressed as part of this policy. Bonuses for individual faculty members outside of the context of an approved award and recognition program or contractual obligation will not normally be approved. Any exceptions must be approved in advance by the President and ratified by the Board of Visitors [in accordance with the board's policies](#).

Awards programs may be established for employees to accomplish a number of objectives such as:



Virginia Polytechnic Institute and State University

- Recognition of outstanding accomplishments or performance in the areas of scholarship, research, creative achievement, teaching, or professional discipline that exceeds performance benchmarks.
- Recognition of outstanding service to the university, Commonwealth or nation where such service enhances the reputation of the university and is consistent with the instructional, research and outreach missions of the university.
- Recognition of employees or organizational units whose achievements contribute to the mission, goals, and objectives of the university, college, administrative area, or department.
- Recognition of administrative excellence, diversity, leadership, customer service, workplace safety, or other qualities that support institutional goals.

2.1 Awards and Recognition Programs

Awards and recognition programs may be established as annual programs, or may be created as a one-time program to recognize extraordinary performance under unique circumstances. Individual or team awards may be granted.

Awards made to employees under this policy may include one-time cash payments and non-monetary awards; in addition, salaried faculty and staff employees may be eligible for recognition leave as defined by DHRM Policy 1.15, Employee Recognition and Engagement. With the exception of the President's Award for Excellence, award amounts for staff employees must not exceed the limits established by state policy (up to but not greater than \$5,000 cumulative monetary or non-monetary award in a fiscal year, and/or up to 5 days of recognition leave in a calendar/leave year). ~~Award amounts for faculty may exceed \$2,000 (with Dean or Vice President approval) but amounts in excess of \$5,000 must be ratified by the Board of Visitors.~~

Awards should be appropriate to the significance or impact of the achievement or accomplishment. If non-monetary awards are part of an approved program, the administrator should select such awards with consideration given to the propriety of the award and the appropriate use of state and university resources.

This policy does not authorize the use of university funds to subsidize gifts or social gatherings, other than employee recognition events described in section 3.6 of this policy and for recognition for contributions to the university at the time of retirement.

2.1.1 Appropriate Funding Sources

State or private sources of funding may be used, but the source of funding charged for awards must be appropriate for the employee so as not to create any questionable or disallowed charges. Non-monetary awards must not be charged to a grant or contract; however, overhead accounts may be charged. Use of sponsored funds for awards must have prior approval by the Office of Sponsored Programs (OSP) and the sponsor. Because grants are restricted to specific purposes, OSP will obtain sponsor approval for any awards charges made to grants or contracts. Generally, however, grants would not be considered an appropriate funding source for this program.

2.2 Retirement Recognition

The Award and Recognition Policy can also be used to recognize past contributions to the University at the time of retirement. The value of the gift will be counted in determining if an individual has reached the \$5,000 annual spending cap for each employee. Foundation funds are available for two types of recognition for retirement.



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1. Formal recognition for retirement at a department or college level where all retirees with a minimum of 10 years of employment may be provided with a gift and/or recognition event, and;
2. One-time, isolated cases of recognition at the time of retirement to recognize outstanding service as it relates to contributions to the University, the Community, etc.

In each case, gifts up to \$500 in value only require approval from the Dean/VP and HR but will not require approval from the Provost or the Senior Vice President and Chief Business Officer. Gifts with a value exceeding \$500 require the approval of the Provost or the Senior Vice President and Chief Business Officer. (See Section 3.4 regarding taxation of awards.)

2.3 Responsibilities

University administrative offices, including Human Resources, Procurement, Office of Sponsored Programs, and the Controller's Office, are responsible for developing procedures and overseeing the implementation and administration of awards programs in accordance with state and university policies, and federal regulations.

The Vice President or Dean issuing the award is responsible for assuring that awards are administered in accordance with university policies and procedures and comply with the approved recognition program, that appropriate funding sources are used, and that reward and recognition programs are designed and administered in a non-discriminatory manner.

3.0 Procedures

Detailed procedures and forms are available on the Human Resources website (<https://www.hr.vt.edu/our-workplace/awards-recognition/awards/establishing-awards.html>). Procedures for the procurement of non-monetary awards are available at the Procurement Department website (<https://www.procurement.vt.edu/>).

3.1 Establishing an Awards and Recognition Program

Each Vice President and Dean may propose awards programs for their areas. Generally, programs for awards should be designed and administered consistently across all departments within a college or administrative area. Offices are also authorized to establish university-wide awards programs to recognize significant achievements or efforts. Examples include awards for safety, administrative excellence, or best practices.

An awards program proposal must be developed and approved prior to implementation. Program proposals for recognition events must also be approved. The program proposal must include the following:

- senior management area (college or administrative area)
- program objectives and description of program
- list of participating departments or administrative units
- type of award (monetary or non-monetary; recognition leave – staff only; recognition event); monetary value of award; description and cost of non-monetary awards
- frequency and schedule of recognition program including recognition events
- definition of eligible or participating employees



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- description of nomination and selection process to be followed, including criteria upon which award decisions will be made
- number of awards to be presented
- source(s) of funds for the awards and estimated annual budget for the awards program; donated awards must also be indicated
- description of how the award program will be communicated to employees
- required approvals.

The program proposal form (P153) is available on the Human Resources website (<https://www.hr.vt.edu/our-workplace/awards-recognition/awards/establishing-awards.html>).

3.2 Approval of Programs

Proposals for recommended programs must be submitted by the Dean or Vice President, and approved by the Provost or the Senior Vice President and Chief Business Officer, depending on the reporting relationship. University-level award programs must also be approved by the President.

The written plans for all awards programs must be reviewed by Human Resources for adherence to the state and university policies prior to implementation. Awards given to non-exempt employees may potentially increase the departments' overtime liability. Human Resources will notify the departments if their program will result in overtime liability. Each proposal that includes non-monetary awards will also be reviewed by the Controller's Office to determine the application of tax regulations to the award.

Human Resources will assign a reference number to each approved program, which will allow the Controller's Office or the Foundation to pay the bills related to the program. Human Resources will notify the office of the Dean or Vice President when the proposal has been approved. Copies of all approved recognition programs will be maintained in Human Resources, available for review by the Office of Audit, Risk, and Compliance, Procurement, and the Controller's Office.

3.3 Procedures for Payment of Monetary Awards

Certain university-level awards have been approved to be paid directly using checks issued by the Foundation. These include, but are not limited to, the Awards for Teaching and Advising, Awards for Research, Extension, Public Service, and Outreach, and President's Awards for Excellence. All other checks must be issued through the university's payroll process and taxed accordingly, regardless of source of funding. In the event that a check is issued (and taxes are not deducted) by other than the University Payroll Department, such as Foundation checks, the issuing department should inform the recipient at the time the award is issued that the monetary award is taxable. Questions concerning taxes should be directed to Payroll. Monetary awards using Foundation funds must be charged to the department and handled as an expense reimbursement. Payroll will also notify the employee that taxes will be withheld from the employee's next regular paycheck.

Award payments to faculty or staff made within a program's approved limits must be approved by the appropriate Dean or Vice President; ~~awards of \$5,000 or greater must be ratified by the Board of Visitors at the next regular meeting.~~ Award payments to staff made within a program's approved limits must be approved by the appropriate Dean or Vice President.



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The form (P154) for making award payments is provided on the Human Resources website (<https://www.hr.vt.edu/our-workplace/awards-recognition/awards/establishing-awards.html>). A form P154 must be completed for each employee that is receiving an award payment.

3.4 Taxation of Awards

All monetary awards (including gift certificates) paid to university employees are subject to taxes in accordance with Internal Revenue Service (IRS) tax regulations. Deductions for requisite taxes will be taken from the employee's next regular university paycheck. Departments may not increase the award totals to compensate for the taxes to be deducted from the employee's pay.

The University Controller is responsible for determining whether non-monetary awards are taxable in accordance with IRS regulations. Because non-monetary awards exceeding the University's established de minimis amount would usually be taxed regardless of source of funding, managers are advised not to exceed this limit because of the tax burden to the employee (see Payroll Procedure 23810 on De Minimis Awards - https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/payroll/23810.pdf). However, some non-monetary items given as recognition, such as engraved plaques or framed certificates, sometimes have a cost that exceeds the value of the award. The Controller's Office will determine whether such non-monetary awards are subject to tax when they review each program proposal. The same restrictions and requirements apply to donated awards.

3.5 Recognition Leave for Staff Employees

Under an approved awards program, salaried staff and faculty employees may be granted up to 5 days of recognition leave in a calendar (leave) year. Recognition leave lapses within 12 months from the date it is awarded, but is paid out if the employee separates before the leave lapses.

Departments must pay employees for their recognition leave balances if, at the end of the 12-month period, the department has been unable to allow the employee to use the leave. If an employee transfers to another university department, the employee's recognition leave balance must be paid, unless the employee requests to transfer the leave and the department head of the unit to which the employee is transferring approves the request.

Departments must also pay employees for their recognition leave balances when:

- the employee leaves state service by resignation, retirement, layoff, termination or death;
- the employee is transferred, promoted or demoted from one agency to another;
- the employee is placed under Long Term Disability under the Virginia Sickness and Disability Program (VSDP).

An award of recognition leave is not taxed unless an unused leave balance is paid to the employee. Payments for unused recognition leave are taxable, and will be made in the next pay period following the personnel action that initiates the payment. Payouts for recognition leave may not be charged to sponsored funds; payments must be charged to E&G or departmental overhead accounts.

Procedures for granting recognition leave are provided on the Human Resources website. Recognition leave must be recorded in the university's Leave System.



3.6 Recognition Events

Awards may be presented at recognition events as approved in the award program. Any expenses incurred for presentation of awards under this Policy shall be reasonable. If an employee receives an award at a university or department sponsored event, the value of the event (e.g., cost of the meal) is not included in the overall value of the award. For example, if a college holds an annual recognition program for employees, the value of the reward (monetary and non-monetary) will not include the cost of the meal. The Controller's *Procedure 20335c, Meals and Incidental Expenses*, must be followed. Recognition events may not be charged to a sponsored fund. The award program reference number must be cited on the appropriate accounting forms.

3.7 Procurement of Non-Monetary Awards

In order to protect the integrity of university reward programs, special care must be taken in the procurement and custody of items intended to be presented as non-monetary awards. The university has negotiated a number of agreements with vendors to provide a wide selection of acceptable non-monetary awards. Non-monetary awards must be procured from one of the approved vendors in accordance with university purchasing and accounting policies. Full compliance with university purchasing and accounting procedures is essential. The items given as rewards will be both valuable in a personal sense and transferable. Under normal circumstances, these types of items would not be procured using state funds. For this reason, special procedures (<https://www.procurement.vt.edu/>) have been established by the university's Procurement Department for the purchase of non-monetary recognition items.

Non-monetary awards using Foundation funds must be charged to the department and handled as an expense reimbursement.

Departments must maintain a record of all non-monetary awards provided to employees under this program, regardless of source of funding. The record must include name of award program, name of employee(s) receiving the non-monetary award, description and cost of the award, date issued, and program reference number provided by Human Resources. These records are auditable and must be maintained by the department or organizational unit responsible for issuing the awards, for the period of time defined by the State Library Policy, currently three (3) years.

4.0 Definitions

Monetary Awards: Monetary awards are (a) those paid by any negotiable instrument (cash, check, money order, and direct deposit), (b) any item that can be readily converted to cash, such as savings bonds, or (c) gift certificates and gift cards.

Non-monetary awards: Non-monetary recognition awards include: plaques; trophies; certificates; pencils, pens and desk items; cups and mugs; personal items of clothing such as caps, shirts, and sweatshirts; and other items such as pins and timepieces.

Virginia Tech Foundation: The Virginia Tech Foundation, Inc. is a university-related corporation whose purpose is to receive, invest and manage all private monies given in support of the University and its programs. The Foundation is recognized as a public charity by the Internal Revenue Service, entitling it to receive tax-deductible gifts to support Virginia Tech.

Staff: Defined as salaried non-faculty employees, and includes Classified Staff and University Staff. Effective July 1, 2006, the university will have two groups of salaried non-faculty employees: those covered by the Virginia



Virginia Polytechnic Institute and State University

Personnel Act and State Human Resource policies (Classified Staff) and those covered under University Human Resource policies (University Staff). All new salaried non-faculty staff, including transfers from other state agencies, hired on or after July 1, 2006, are hired as University Staff and will be covered under University Human Resource policies.

5.0 References

Virginia Department of Human Resource Management (DHRM) Policy 1.15, Employee Recognition and Engagement

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy-1-15-employee-recognition-and-engagement-2-1-19.pdf>

Virginia Tech Faculty Handbook

<https://faculty.vt.edu/faculty-handbook.html>

Payroll Procedure 23810, De Minimis Awards

https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/payroll/23810.pdf

6.0 Approval and Revisions

Approved October 25, 1996, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.

Annual review, December 28, 1998, by Director of Personnel Services, Linda Woodard. No revisions.

October 10, 2001: Technical corrections to update policy links and name change for the Commonwealth of Virginia's Department of Human Resource Management (formerly Department of Personnel and Training).

- Revision 1

Revisions to comply with changes in DHRM Policy 1.20 for classified employees; authorizes use of state funding for approved award programs; includes additional instructions for use of sponsored funding and procurement of non-monetary awards. The Board of Visitors authorizes the President, Provost, and Executive Vice President to administer this policy. The Provost and EVP have the authority to approve award programs for their respective areas; the President must approve university-level award programs. Deans, Vice Presidents, and Vice Provosts may submit award program proposals for their reporting areas. Deans and Vice Presidents may approve award payments within the parameters of the approved program; award payments of \$5000 or greater for faculty must be ratified by the Board, and lesser amounts are to be provided to the BOV for their information in a summary report. Approved by the Virginia Tech Board of Visitors August 25, 2003.

Approved August 25, 2003, by Vice President for Budget and Financial Management, M. Dwight Shelton, Jr.



Virginia Polytechnic Institute and State University

- Revision 2

Revisions to comply with changes in DHRM Policy 1.20 for classified employees; authorizes an increase in the total of non-monetary and monetary awards from \$1,000 to \$2,000. Changed references from Personnel Services to Human Resources.

Approved February 22, 2006 by Vice President for Business Affairs, Kurt J. Krause.

- Revision 3

September 1, 2006: Technical revisions to include University Staff in accordance with resolution approved by the Virginia Tech Board of Visitors June 12, 2006 to cover University Staff under policies identical to the current human resources policies until the new human resources system is developed.

April 13, 2007: Technical corrections to the definitions section of the document to reflect a recent ruling by the IRS concerning the taxability of gift certificates.

- Revision 4

August 25, 2008: Updates to position titles and/or responsibilities due to university restructuring.

Annual review June 1, 2010 by Vice President for Administrative Services, Sherwood G. Wilson. No revisions.

- Revision 5

Revised the policy on recognition leave to include faculty as well as staff.

Approved January 3, 2017 by Vice President for Administration, Sherwood G. Wilson.

- Revision 6

Revisions to replace DHRM Policy 1.20 with DHRM Policy 1.15 for classified employees; authorizes an increase in the total of non-monetary and monetary awards from \$2,000 to \$5,000.

Approved August 7, 2019 by Vice President for Human Resources, Bryan Garey.

- Revision 7

Updates authorization of the Senior Vice President and Chief Business Officer to have authority (along with the President and Provost) to administer this policy and to approve proposals for awards and recognitions programs from deans and vice presidents. The SVPCBO position is generally the current equivalent of the EVP position to which the BOV delegated authority in 2003 (see Revision 1 above).

Technical revisions to update weblinks, references, and names of departments.

Approved September 14, 2021, by Vice President for Human Resources, Bryan Garey.

- Revision 8

Revised the policy to remove the requirement that the Virginia Tech Board of Visitors ratify faculty award payments of \$5,000 or greater or be informed of smaller faculty awards. (see Revision 1 above). Approved by the Virginia Tech Board of Visitors November __, 2021.



Virginia Polytechnic Institute and State University

| Approved November __, 2021, by Vice President for Human Resources, Bryan Garey.

RESOLUTION TO REVISE THE BYLAWS OF THE VIRGINIA TECH BOARD OF VISITORS

WHEREAS, legislation passed by the 2021 Virginia General Assembly and signed into law by Governor Northam expands the circumstances under which a member of a board of visitors may participate in a board meeting electronically to include the need to provide care to a family member due to the family member's medical condition; and

WHEREAS, earlier legislation passed by the General Assembly in 2018 also provided that a board member could participate in a maximum of two meetings per year for a personal matter (distinct from a medical condition), and the 2021 General Assembly modified that limitation to a maximum of two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

NOW, THEREFORE, BE IT RESOLVED that Article I, Section 3a, paragraph 2 of the Bylaws of the Virginia Tech Board of Visitors be amended as follows, effective immediately.

Additionally, providing that a quorum is physically present in one location, electronic communication means may be employed if on or before the day of a meeting, a Board member notifies the Rector or respective committee chair and Board Secretary that the Board member is unable to attend the meeting due to ~~either~~ (a) ~~a~~ the Board member's own disability or medical condition or the Board member's need to care for a family member due to the family member's medical condition, or (b) a personal matter. The minutes must include the remote location of the Board member and the reason that the Board member was unable to attend; if the reason is a personal matter, the specific nature of the personal matter must be cited in the minutes. If a Board member's request to participate remotely due to a personal matter is disapproved, such disapproval shall be recorded in the minutes with specificity. A Board member may participate remotely due to a personal matter ~~no more than twice in a calendar year~~ in up to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

RECOMMENDATION:

That the Bylaws of the Virginia Tech Board of Visitors be amended as proposed, effective immediately.

November 8, 2021



Cristen Jandreau, Ph.D.
Director, Research Conflict of Interest Program
North End Center, Suite 4120
300 Turner Street NW
Blacksburg, Virginia 24061
P: (540) 231-4824 F: (540) 231-0959
Email: drj@vt.edu

Date: 10/8/2021

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 two contracts entered into at the time of this report (from 7/1/2021 – 9/30/2021) 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.

Contract	#1	#2
Open contract number	PLJMHJR7	PPRCJA2H
Names of parties	Virginia Tech and Kagin's Consulting	Virginia Tech and Phase AM
Date contract executed	8/27/21	9/17/21
Contract term	6/1/21-12/31/22	9/1/21-2/28/22
Subject of contract	"Assessing the economic impact of cash-based transfers in RBN Countries (Kenya, Somalia, and South Sudan)"	"Additive Manufacturing of PDMS Microfluidics"

Nature of COI	Anubhab Gupta, Assistant Professor in the Department of Agricultural and Applied Economics, has reported consulting work for Kagin's Consulting and has received compensation in excess of \$5,000. Virginia Tech has received an award from Kagin's Consulting. Anubhab Gupta is the Principal Investigator for Virginia Tech. Kagin's Consulting may also seek to participate in further research and development with Virginia Tech. The nature of this financial interest in the context of sponsored research creates a financial conflict of interest (FCOI) with state law implications that requires management in order to promote research objectivity.	Zeke Barlow, Director of Communications and Marketing with the College of Agriculture and Life Sciences, has disclosed greater than 3% equity ownership in Phase AM and serves as principal for the company. Phase AM has received an NIH SBIR Phase I award that includes a subaward to Virginia Tech. Zeke Barlow will serve as project manager for Phase AM and is not participating on the Virginia Tech scope of work. The company may also seek to participate in further research and development with Virginia Tech. As defined by state law, Zeke Barlow has a personal interest in a contract.
Institution employee responsible for administering contract	Trudy Riley, contract administration signatory Director, Virginia Tech Office of Sponsored Programs	Trudy Riley, contract administration signatory Director, Virginia Tech Office of Sponsored Programs
The institution's commitment of resources or finances for the contract	N/A	N/A
Details of how revenues are to be dispersed	N/A (no revenues will be generated)	N/A (no revenues will be generated)

Joint Closed Session Agenda

ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE and FINANCE AND RESOURCE MANAGEMENT COMMITTEE

**Inn at Virginia Tech and Skelton Conference Center
Holtzman Alumni Boardroom**

November 8, 2021

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Begin Closed Session	M. Nelson, E. Baine
* 2. Resolutions to Approve Appointments to Emeritus/a Status (6)	C. Clarke
* 3. Resolutions to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (9)	C. Clarke
* 4. Resolution to Approve Appointments with Tenure (3)	C. Clarke
* 5. Ratification of Personnel Changes Report	C. Clarke, K. Miller
6. Motion to End Closed Session	M. Nelson, E. Baine
7. Report of Closed Session Action Items	M. Nelson, E. Baine

* Requires Full Board Approval

Joint Closed Session Briefing Report
ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE
AND

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

Tuesday, November 8, 2021

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Begin Closed Session	M. Nelson
<i>Melissa Nelson, chair of the Academic, Research and Student Affairs committee, will welcome committee members and request that a member of the committee make a motion to take the committee into joint closed session with the Finance and Resource Management committee.</i>	
* 2. Resolutions to Approve Appointments to Emeritus/a Status (6)	C. Clarke
<i>The committee will consider six resolutions for appointments to emeritus or emerita status.</i>	
* 3. Resolution to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (9)	C. Clarke
<i>The committee will consider nine resolutions for appointments to endowed chairs, professorships, or fellowships.</i>	
* 4. Resolution to Approve Appointments with Tenure (3)	C. Clarke
<i>The committee will consider a resolution to approve the tenured appointments of three faculty members.</i>	
* 5. Ratification of Personnel Changes Report	C. Clarke K. Miller
<i>The Faculty Personnel Changes Report is considered at each board meeting by the Academic, Research, and Student Affairs Committee and the Finance and Resource Management Committee. The report includes new faculty appointments and adjustments in salaries for faculty from the previous quarter based on payroll period dates.</i>	

*Requires Full Board Approval

6. *Motion to End Closed Session*

**M. Nelson
E. Baine**

7. *Report of Closed Session Action Items*

**M. Nelson
E. Baine**

The joint committee will report on those actions that were voted on during closed session.

Open Session Agenda

ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE

Inn at Virginia Tech and Skelton Conference Center

3:00 – 5:30 p.m.

November 7, 2021

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Welcome	M. Nelson
2. Review and Approve Open Session Agenda	M. Nelson
3. Consent Agenda	M. Nelson
A. Approval of August 31, 2021 Meeting Minutes	
B. Report of Reappointments to Endowed Chairs, Professorships, and Fellowships	
*C. Approval of Pratt Fund Program and Expenditures Report <i>(shared with Finance and Resource Management)</i>	
*D. Resolution for Exclusion of Certain Officers/Directors	
*E. Resolution to Amend Policy 1026 and Student Code of Conduct to Align with New Title IX Regulations Issued by the U.S. Department of Education	
*F. Approve Degree and Academic Program Actions	
• Resolution to Discontinue the Doctor of Philosophy in Educational Research and Evaluation (EDRE)	
• Resolution for the Establishment of a School of Animal Sciences	
• Affirmation of SCHEV-Approved Department Name in VTCSOM	
4. Update: College of Science	R. Fricker
5. Council of College Deans Update	L. Learman
6. Provost's Update and Discussion	C. Clarke
7. Panel Discussion: National Security Institute	D. Sui, E. Paterson, L. Freeman, JB Persons
8. Agenda Items for March 2022 Committee Meeting	M. Nelson
9. Adjourn Committee Meeting	M. Nelson

* Requires Full Board Approval

Open Session Briefing Report

ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE

November 7, 2021

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
<p>1. Welcome <i>Melissa Nelson, chair of the committee, will welcome committee members and others to the committee open session.</i></p>	M. Nelson
<p>2. Review and Approve Open Session Agenda <i>M. Nelson will review and ask for acceptance of the Open Session Agenda and items as listed on the Open Session Consent Agenda.</i></p>	M. Nelson
<p>3. Consent Agenda <i>The committee will consider approval of items on the consent agenda including: August 31, 2021 meeting minutes, a report on reappointments to endowed chairs, professorships, or fellowships, approval of the Pratt Fund Program and Expenditures Report, a resolution for exclusion of certain officers/directors, a resolution to amend Policy 1026 and the Student Code of Conduct to align with new Title IX regulations Issued by the U.S. Department of Education, and approval of degree and academic program actions including a resolution to Discontinue the Doctor of Philosophy in Educational Research and Evaluation (EDRE), a resolution establishing a School of Animal Sciences, and an affirmation of a SCHEV-approved department name in the Virginia Tech Carilion School of Medicine.</i></p>	M. Nelson
<p>4. Update: College of Science <i>Ron Fricker, interim dean of the College of Science (COS) will offer the committee on update on the college including the various ways in which the college meets the university's strategic goals.</i></p>	R. Fricker
<p>5. Council of College Deans Update <i>Lee Learman, dean of the Virginia Tech Carilion School of Medicine and representative from the university's Council of College Deans, will provide the committee with an update from the perspective of the college deans.</i></p>	L. Learman
<p>6. Provost's Update and Discussion <i>Cyril Clarke will update the committee on the university's academic initiatives.</i></p>	C. Clarke

7. **Discussion: National Security Institute** D. Sui
Dan Sui, vice president for research and innovation, Eric Paterson, E. Paterson executive director of the National Security Institute, Laura Freeman, L. Freeman director of the Hume Center, and JB Persons, National Security JB Persons Institute doctoral student will participate in a discussion of the university's National Security Institute, a research institute at the nexus of interdisciplinary research, technology, policy, and talent development to advance national security.
8. **Agenda Items for March 2022 Committee Meeting** M. Nelson
The committee chair will request that committee members consider topics for upcoming meetings of the committee.
9. **Adjourn Committee Meeting** M. Nelson

Open Session Agenda

BUILDINGS AND GROUNDS COMMITTEE

Sunday, November 7, 2021

Bus departs for Undergraduate Admissions Campus Walking Tour at 10:00 a.m. from the Lobby of the Inn at Virginia Tech and Skelton Conference Center.

Agenda Item

1. Undergraduate Admissions Campus Walking Tour

Reporting

Responsibility

Luisa Havens Gerardo
Juan Espinoza

Monday, November 8, 2021

Open session meeting begins at 8:30 a.m. in Latham Ballroom CDEF of the Inn at Virginia Tech and Skelton Conference Center.

Agenda Item

2. Welcome
3. Consent Agenda
 - a. Approval of the Minutes from the August 30, 2021 Meeting
 - * b. Resolution to Approve the Demolition of University Building No. 0185J (Equipment Storage Building)
 - * c. Resolution to Approve the Demolition of University Building No. 0748 (Tobacco Barn Number 3)
 - * d. Resolution to Approve an Appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority
 - e. Acceptance of the Sustainability Annual Report
 - f. Acceptance of the Capital Project Status Report
- * 4. Resolution to Approve an Easement to Suffolk CSG LLC in Support of Developing a Community Solar Project on Property Adjacent to the Tidewater Agricultural Research and Extension Center
5. Overview of Properties Outside Montgomery County
6. Update on Agricultural Facilities
- ♦ 7. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act Report
8. Design Preview for the Life, Health, Safety, Accessibility, and Code Compliance Project
9. Future Agenda Items and Closing Remarks
- ♦ Discusses Enterprise Risk Management topic(s).
- * Requires full Board approval.

Reporting

Responsibility

Shelley Butler Barlow,
Chair

Shelley Butler Barlow,
Chair

Bob Broyden
Heidi Myers

Bob Broyden
Heidi Myers

Alan Grant

Mac Babb

Liza Morris

Shelley Butler Barlow,
Chair

Open Session Briefing Report

BUILDINGS AND GROUNDS COMMITTEE

Sunday, November 7, 2021

Bus departs for Undergraduate Admissions Campus Walking Tour at 10:00 a.m. from the Lobby of the Inn at Virginia Tech and Skelton Conference Center.

Open Session Tour

1. **Undergraduate Admissions Campus Walking Tour:** The Committee will assemble in the lobby of The Inn for a walking tour of campus led by Luisa Havens Gerardo, Vice Provost for Enrollment Management, and Juan Espinoza, Associate Vice Provost for Enrollment and Degree Management and Director of Undergraduate Admissions.

Monday, November 8, 2021

Open session meeting begins at 8:30 a.m. in Latham Ballroom CDEF of the Inn at Virginia Tech and Skelton Conference Center.

Open Session Meeting

2. **Welcome:** The Committee Chair will convene the meeting and provide welcoming remarks.
3. **Consent Agenda:** The Committee will consider for approval the items listed on the Consent Agenda.
 - a. **Approval of the Minutes from the August 30, 2021 Meeting:** The Committee will review for approval the minutes from the August 30, 2021 meeting.
 - * b. **Resolution to Approve the Demolition of University Building No. 0185J (Equipment Storage Building):** The Committee will review for approval a resolution to demolish University Building No. 0185J (Equipment Storage Building). This facility is a 1,200 gross square foot metal building. It is located in the Athletics and Recreation District of Virginia Tech's Blacksburg campus in Montgomery County, Virginia. Constructed in 1999, the building stored track and field equipment. Analysis of the low utilization rate of the structure and condition of the structure, and the need for a buildable site for a Baseball Pitching Lab in close proximity to English Field and the Weaver Baseball Center, revealed that the highest and best use of the existing building site is the Baseball Pitching Lab. Demolition of the existing storage building creates the opportunity for better utilization of the site and will enhance the baseball program's mission and support recruitment efforts. The university will obtain review from the Department of Historic Resources and the Art and Architecture

♦ **Discusses Enterprise Risk Management topic(s).**

* **Requires full Board approval.**

Review Board, and any required approvals prior to the demolition of this structure.

- * c. **Resolution to Approve the Demolition of University Building No. 0748 (Tobacco Barn Number 3):** The Committee will review for approval a resolution to demolish University Building No. 0748 (Tobacco Barn Number 3). This facility is a 1,296 gross square foot wood framed barn. It is located at the Southwest Virginia Agricultural Research and Extension Center, 12326 VPI Farm Road, Glade Spring, Virginia. Constructed in 1953, the building was used for curing tobacco and housed small individual chambers for heated curing units. It has not been used for this purpose since the early 1980's, and has more recently been utilized for storage. The existing building has undergone age- and weather-related structural damage, is no longer viable for use as a storage building, and is beyond its useful life. Demolition of the existing building creates the opportunity for expanding pasture access for research programs, and improved utilization of the adjacent structures and site. The university will obtain review from the Department of Historic Resources and the Art and Architecture Review Board, and any required approvals prior to the demolition of this structure.

- * d. **Resolution to Approve an Appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority:** The Committee will review for approval a resolution to reappoint Lucius Merritt as a joint representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors.

- e. **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).

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

- * 4. **Resolution to Approve an Easement to Suffolk CSG LLC in Support of Developing a Community Solar Project on Property Adjacent to the Tidewater Agricultural Research and Extension Center:** The Committee will review for approval an access easement to Suffolk CSG LLC in support of developing a community solar project on property adjacent to the Tidewater Agricultural Research and Extension Center. The university desires to grant the approximately 10,650 square feet access easement in support of the City of Suffolk's project to increase the availability of renewable solar energy.

♦ **Discusses Enterprise Risk Management topic(s).**

* **Requires full Board approval.**

5. **Overview of Properties Outside Montgomery County:** The Committee will receive a briefing from Bob Broyden, Associate Vice President for Campus Planning and Capital Financing, and Heidi Myers, Executive Director of Real Estate Management, on the university's properties outside Montgomery County.
6. **Update on Agricultural Facilities:** The Committee will receive an update from Alan Grant, Dean of the College of Agriculture and Life Sciences, on agricultural facilities planning and construction.
- ♦ 7. **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.
8. **Design Preview for the Life, Health, Safety, Accessibility, and Code Compliance Project:** Ensuring the safety, health, and accessibility of the campus environment is critical to the long-term success of the university and its service to the Commonwealth. This project is the first priority of three high priority accessibility initiatives identified by the university in the Life, Health, Safety, Accessibility, and Code Compliance category of the 2018-2024 Capital Outlay Plan. The project is scoped to create a new accessible route on an existing primary pedestrian corridor which will support equal access to key Education and General funded facilities in the North Academic District. The project is in the preliminary design phase with construction anticipated to begin June of 2022 and attain substantial completion June of 2023. The university received \$3.1 million in life, health, safety, accessibility, and code compliance funding from the state towards the project.
9. **Future Agenda Items and Closing Remarks:** The Committee will discuss potential topics for inclusion on future meeting agendas.

♦ Discusses Enterprise Risk Management topic(s).

* Requires full Board approval.

Open Joint Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

Latham A/B, The Inn at Virginia Tech

5:30 p.m.

November 7, 2021

Agenda Item

Reporting Responsibility

- * 1. Ratification of the 2022 – 2028 Capital Outlay Plan
- * 2. Approval of Resolution to Amend a Long-term Lease for the Virginia Tech Research Center - Arlington

Ken Miller
Chris Kiwus
Bob Broyden

Ken Miller
Chris Kiwus
Bob Broyden

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

Briefing Report

JOINT FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

November 7, 2021

Joint Open Session

- * **1. Ratification of the 2022-2028 Capital Outlay Plan:** The Committees will review for ratification the 2022-2028 Capital Outlay Plan, as amended.

This is a proposed ratification of the 2022-2028 Capital Outlay Plan approved at the March 2021 meeting, where the Committees approved the university's list of potential projects for inclusion in the 2022-2028 Capital Outlay Plan and authorized the university to develop and submit a final plan in accordance with future guidance from the state and based on the projects in the approved list.

In response to the instructions and guidance from the state, adjustments to the plan included the insertion of a planning project for the Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute Expansion. This project was added to the General Fund priorities to provide opportunities to further explore discussions with Carilion Clinic, the City of Roanoke, and the commonwealth for this initiative. The other changes were technical in nature. As required by the instructions, only a portion of the projects were submitted in the funding request to the state.

The General Fund projects submitted may be used by the state to update its capital outlay plan and to make funding decisions in the 2022 budget session. Under the university's Management Agreement for Capital Projects, projects funded entirely with nongeneral funds may be approved by the Board on an as-needed basis.

- * **2. Approval of Resolution to Amend a Long-term Lease for the Virginia Tech Research Center – Arlington (VTRC-A):** The Committees will review for approval a resolution to amend a long-term lease for the Virginia Tech Research Center – Arlington.

The VTRC-A building, located at 900 Glebe Road in Arlington, Virginia, was constructed by the Virginia Tech Foundation (Foundation) on behalf of the university to expand research and development in the Greater Washington D.C. Metro area. The university currently leases levels two through six of the building, approximately 104,800 square feet, from the Foundation. The Virginia Tech Applied Research Corporation (VT-ARC), an affiliated university-related corporation with a highly active and diverse research portfolio, currently leases the entire seventh level of the

* **Requires full Board approval.**

building, approximately 21,300 square feet, from the Foundation. The seventh level includes a mix of offices, meeting rooms, and other spaces for VT-ARC's research and robust technology portfolio.

The university, VT-ARC, and the Foundation desire to streamline and simplify the business agreements regarding the lease structures, providing greater flexibility for the university and VT-ARC to efficiently manage operations that service research activity on the seventh level. The plan calls for the university to amend its existing lease to assume the lease of the seventh level of the VTRC-A, and for VT-ARC to lease space as needed from the university. Under this arrangement, the university would provide and maintain required IT security services for the seventh level.

The university has developed an entirely nongeneral fund resource plan to support the \$1.54 million annual lease for the additional 21,300 square feet and VT-ARC's outstanding loan balance due to the Foundation. The lease will reflect the standard break-even arrangement between the Foundation and the university. The terms for the lease would provide for up to ten years of occupancy, the present value of which would be approximately \$11 million and would exceed the capital project threshold of \$3 million.

This request is for authorization to amend the university's existing lease with the Foundation to include the seventh level space.

*** Requires full Board approval.**

Ratification of the Capital Outlay Plan for 2022-2028

JOINT FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

October 22, 2021

Background:

At the March 2021 meeting, the Board of Visitors reviewed a resolution requesting approval of the university's 2022-2028 Capital Outlay Plan (Plan) and authorization to submit an updated Capital Plan to the state, in accordance with future guidance from the state and based on the projects on the approved list. The resolution was approved, and the university has proceeded accordingly.

On September 2, 2021, the state issued instructions for the preparation and submission of the 2022-2028 Capital Outlay Plan. The deadline for submission of the Six-Year Capital Outlay Plan to the state was September 23, 2021, and the university prepared and submitted the plan by the due date. The state instructions, consultation with the Department of Planning and Budget, and consultation with state budget policy makers resulted in adjustments to the Plan approved in March. The list below covers the main points of guidance provided to the university:

- i. the submission to the state is limited to projects requesting some portion of General Fund resources in their budget and projects requesting to participate in the state's nongeneral fund bond pools,
- ii. each agency may submit only a subset of its highest priorities,
- iii. supplement funding for projects previously approved for construction will be considered top budget priorities,
- iv. because capital funding may be limited, institutions should include small sized projects along with the traditional medium and large size projects,
- v. the prescribed cost escalation rate is adjusted to 4.25 percent from 3.0 percent, and
- vi. State policy makers encouraged exploration of a project to plan the expansion of the Virginia Tech-Carilion School of Medicine and the Fralin Biomedical Research Institute in Roanoke, Virginia.

In response to the instructions and guidance, Virginia Tech made the following adjustments to the Plan (Attachment A and Attachment B) approved in March.

Attachment A:

- i. Updated cost estimates to use the state's adjusted prescribed cost escalation rate of 4.25 percent,
- ii. Retitled two projects to better align with state budget priorities,
- iii. Included a planning project to explore discussions for an expansion of the Virginia Tech-Carilion School of Medicine and the Fralin Biomedical Research Institute,
- iv. Separated the Center Woods Complex Improvements and System-wide AREC Improvements subprojects of the Improve Research Facilities project to two individual projects to align with funding projections,

Attachment B:

- v. Removed Hitt Hall Academic and Dining Center following its authorization at the August Board of Visitors Meeting.

The insertion of the planning project for the Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute Expansion into Attachment A is a new item in the plan. This planning item is added to the General Fund list to provide opportunities to further explore discussions with Carilion Clinic, the City of Roanoke, and the commonwealth for this initiative. The other changes are technical in nature.

In recognition of the adjustments in accordance with the instructions and guidance from policy makers, the university is requesting ratification of an amended Capital Outlay Plan for 2022-2028. Attachment A shows the amended list of projects with General Fund support. Attachment B shows the amended list of nongeneral fund projects.

The instructions limited full-blown budget requests for the 2022-2024 biennium to a subset of the institution's highest priorities in the Plan and supplement funding for projects previously authorized for construction. The table below summarizes the subset of projects submitted with full-blown budget requests for the 2022-2024 biennium.

	Dollars in Thousands		
	General Fund	Nongeneral Fund	Total
University Division			
1. Randolph Hall Replacement	\$ 223,400	\$ 24,600	\$ 248,000
2. Planning for the Expansion of VT-Carilion School of Medicine & Fralin Biomedical Research Institute	133,400	-	133,400
3. Chemistry/Physics Facilities Renovation & Expansion (Formerly titled Renovate and Expand Hahn Hall)	76,800	30,300	107,100
4. Digital & Performance Media Facilities (Formerly titled Academic Renewal Package)	83,700	-	83,700
5. Supplement Life, Health, Safety, Code Compliance	7,300	-	7,300
Total University Division Projects	\$ 524,600	\$ 54,900	\$ 579,500
Cooperative Extension / Agriculture Experiment Station Division (CE/AES)			
1. Center Woods Complex Improvements	\$ 13,400	\$ -	\$ 13,400
2. System-wide AREC Improvements	16,850	-	16,850
3. Supplement Livestock and Poultry Research Facilities, Phase I	5,800	-	5,800
Total CE/AES Division Projects	\$ 36,050	\$ -	\$ 36,050
GRAND TOTAL	\$ 560,650	\$ 54,900	\$ 615,550

State Capital Budget Review and Approval Process:

The next steps for the state's 2021 budget session include at least five major phases as summarized below:

- 1) A state appointed Six-Year Capital Outlay Plan Advisory Committee (staffed by several central agencies and offices) will review all 2022-2028 capital plans submitted by agencies and institutions over the summer of 2021. This phase will include ongoing interactions by the university to position its projects.
- 2) By November 1, 2021, the Advisory Committee will provide a set of recommendations to the Governor, Chairman of the Senate Finance Committee, and Chairman of House Appropriations Committee to update the state's capital outlay plan for the 2022-2028 period.

- 3) On December 16, 2021, the Governor is scheduled to present to the General Assembly a bill proposing the state's updated capital outlay plan and a budget bill including planning funds or full funding for high priority items in the plan.
- 4) The legislature may amend the proposed plan and the proposed funding program in the Executive Budget Bill during the 2022 General Assembly. Depending on the overall size of the capital program and the amount of General Fund support for its projects, the university may submit legislative amendments for projects. This phase includes ongoing interactions by the university until a budget bill is passed.
- 5) July 1, 2022, the state's updated 2022-2028 plan, capital funding program, and list of projects for the 2022-2024 biennium becomes effective.

Recommendation:

That the Six-Year Capital Outlay Plan listing of projects shown on Attachment A for the period 2022 through 2028 be ratified for budget consideration with the state.

Further, that the list of projects shown on Attachment B be approved as the university's Six-Year Capital Outlay Plan of entirely nongeneral fund capital projects for the 2022-2028 planning period, with projects individually approved by the Board of Visitors prior to implementation.

November 8, 2021

Attachment A

General Fund Six-Year Capital Outlay Plan for 2022-2028

as of September 23, 2021

		Dollars in Thousands		
		<u>General Fund</u>	<u>Nongeneral Fund</u>	<u>Total</u>
University Division				
1	Randolph Hall Replacement	\$ 223,400	\$ 24,600	\$ 248,000
2	Planning for the Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute	133,400	-	133,400
3	Chemistry/Physics Facilities Renovation and Expansion	76,800	30,300	107,100
4	Digital and Performance Media Facilities	83,700	-	83,700
	Digital and Performance Media Center			
	Renovate Media Building			
	Student Advising and Academic Services Center			
	Classroom Renovations			
	Lane Hall Renovation			
5	Robeson Hall Renovation	38,700	7,600	46,300
6	Newman Library Renovation	73,500	-	73,500
7	Derring Hall Renovation	98,200	8,000	106,200
8	Life, Health, Safety, Code Compliance Package	7,300	-	7,300
	Total University Division Projects	<u>\$ 735,000</u>	<u>\$ 70,500</u>	<u>\$ 805,500</u>
Cooperative Extension / Agriculture Experiment Station Division (CE/AES)				
1	Center Woods Complex Improvements	\$ 13,400	\$ -	\$ 13,400
2	System-wide Agricultural Research and Extension Centers Improvements, Phase I	16,850	-	16,850
3	Replace Animal Based Facilities at Glade Road	27,500	-	27,500
4	Animal Production and Livestock Facilities, Phase II	28,300	-	28,300
5	Plant and Environmental Sciences Research Facility (HABB-II)	71,300	-	71,300
	Total CE/AES Division Projects	<u>\$ 157,350</u>	<u>\$ -</u>	<u>\$ 157,350</u>
Total General Fund Capital Plan for 2022-2028		<u>\$ 892,350</u>	<u>\$ 70,500</u>	<u>\$ 962,850</u>

Attachment B
Nongeneral Fund Six-Year Capital Outlay Plan for 2022-2028
as of September 23, 2021

Dollars in Thousands			
	<u>General Fund</u>	<u>Nongeneral Fund</u>	<u>Total</u>
Blacksburg Academic			
Gilbert Street Building (long-term lease)	\$ -	\$ 71,000	\$ 71,000
New Building for Pamplin College of Business	-	80,800	80,800
Research Swing Space (long-term lease)	-	20,000	20,000
Veterinary Teaching Hospital Expansion	-	30,000	30,000
	<u>-</u>	<u>201,800</u>	<u>201,800</u>
Blacksburg Auxiliaries			
Food Processing Center and Warehouse	-	10,000	10,000
Tennis Center Improvements	-	4,000	4,000
	<u>-</u>	<u>14,000</u>	<u>14,000</u>
Greater Washington D.C., Metro Area			
Ballston: Renovate Research Space	-	5,000	5,000
	<u>-</u>	<u>5,000</u>	<u>5,000</u>
Total Nongeneral Fund Capital Plan for 2022-2028	<u>\$ -</u>	<u>\$ 220,800</u>	<u>\$ 220,800</u>
 GRAND TOTAL SIX-YEAR CAPITAL OUTLAY PLAN	 <u>\$ 892,350</u>	 <u>\$ 291,300</u>	 <u>\$ 1,183,650</u>

**Resolution to Amend the Long-Term Lease for the Virginia Tech Research Center
- Arlington**

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 26, 2021

The Virginia Tech Research Center – Arlington (VTRC-A) located at 900 Glebe Road in Arlington, Virginia is a seven-floor facility constructed in 2011 by the Virginia Tech Foundation (Foundation). The building was constructed on behalf of the university to expand research and development in the Greater Washington D.C. Metro area. The university currently leases levels two through six of the building, approximately 104,800 square feet, from the Foundation. The university space houses 17 programs.

The Virginia Tech Applied Research Corporation, Inc. (VT-ARC) is an affiliated university-related corporation with a highly active and diverse research portfolio that encompasses cyber, autonomous systems, data science, wireless communications, and advanced manufacturing. VT-ARC currently leases the entire seventh level of the building, approximately 21,300 square feet, from the Foundation. The seventh level includes a mix of offices, meeting rooms, and other spaces for VT-ARC's research and robust technology portfolio.

The university, VT-ARC, and the Foundation desire to streamline and simplify the business agreements regarding the lease structures. A streamlined lease structure will provide greater flexibility for the university and VT-ARC to efficiently manage operations that service research activity on the seventh floor. The plan calls for the university to amend its existing lease to assume the lease of the seventh floor of the VTRC-A. The VT-ARC would then lease space as needed from the university. Under this arrangement, the university would provide and maintain required IT security services for the seventh floor.

The university has developed an entirely nongeneral fund resource plan to support the \$1.54 million annual lease for the additional 21,300 square feet and VT-ARC's outstanding loan balance due to the Foundation. The lease will reflect the standard break-even arrangement between the Foundation and the university. The terms of the lease would provide for up to ten years of occupancy, the present value of which would be approximately \$11 million and would exceed the capital project threshold of \$3 million.

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 funding of nongeneral fund capital outlay projects, including long-term leases. This request is for authorization to amend the university's existing lease with the Foundation to include the seventh floor space.

**RESOLUTION FOR A LONG-TERM LEASE FOR
THE VIRGINIA TECH RESEARCH CENTER - ARLINGTON**

WHEREAS, the Virginia Tech Research Center - Arlington (VTRC-A) located at 900 Glebe Road in Arlington, Virginia is a seven-floor facility constructed in 2011 by the Virginia Tech Foundation (Foundation) to expand research and development in the Greater Washington D.C. Metro area; and,

WHEREAS, the university currently leases levels two through six of the building, approximately 104,800 square feet, from the Foundation; and,

WHEREAS, the university desires to assume the lease of the seventh floor of the VTRC-A; and,

WHEREAS, the university is prepared to amend the existing long-term lease with the Foundation to add the entire seventh level; and,

WHEREAS, the university has a funding plan that calls for entering a long-term lease with the Foundation at a rate sufficient to retire the facility costs, normal property carrying costs, operating expenses, and the outstanding balance of VT-ARC's loan agreement due to the Foundation; and,

WHEREAS, the lease rate between the university and the Foundation will be based on a break-even arrangement; and,

WHEREAS, Virginia Tech has developed a nongeneral fund resource plan sufficient to cover the estimated \$1.54 million annual lease cost plus executory and other property carrying costs; and,

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and Virginia Tech, the Board of Visitors has authority to approve the budget, size, scope, debt issuance, and overall funding of nongeneral funded major capital outlay projects, including long-term leases.

NOW, THEREFORE, BE IT RESOLVED, that Virginia Tech be authorized to amend the long-term lease with the Foundation for the Virginia Tech Research Center – Arlington to include the entire seventh floor and associated costs.

RECOMMENDATION:

That the resolution authorizing Virginia Tech to amend the long-term lease with the Virginia Tech Foundation for the Virginia Tech Research Center - Arlington be approved.

November 8, 2021

**RESOLUTION TO APPROVE AN EASEMENT TO
SUFFOLK CSG, LLC
IN SUPPORT OF DEVELOPING A COMMUNITY SOLAR PROJECT ON PROPERTY
ADJACENT TO THE TIDEWATER AGRICULTURAL RESEARCH AND EXTENSION
CENTER**

Suffolk CSG, LLC has requested Virginia Polytechnic Institute and State University grant a public access easement to Suffolk CSG, LLC for the installation of a solar project in the area of the Tidewater Agricultural Research and Extension Center located in the City of Suffolk, Virginia. This would support a sustainability development in the surrounding community.

Attachments:

Attachment A – Deed of Easement

Exhibit A – Property Map

Exhibit B – Memorandum of Lease (Glover and Suffolk CSG, LLC)

Exhibit C – Easement Access Area Drawing

**RESOLUTION TO APPROVE AN EASEMENT TO
SUFFOLK CSG LLC
IN SUPPORT OF DEVELOPING A COMMUNITY SOLAR PROJECT ON PROPERTY
ADJACENT TO THE TIDEWATER AGRICULTURAL RESEARCH AND EXTENSION
CENTER**

WHEREAS, Suffolk CSG LLC and the City of Suffolk have identified a need for a community solar project to increase the availability of renewable solar energy; and

WHEREAS, Suffolk CSG LLC has requested Virginia Polytechnic Institute and State University ("Virginia Tech") grant an easement on Virginia Tech land near the area of the Tidewater Agricultural Research and Extension Center which easement area would contain approximately 10,650 square feet as more particularly shown and described on the attached drawing entitled "Exhibit C"; and

WHEREAS, Virginia Tech desires to grant the approximately 10,650 square feet access easement in support of the City of Suffolk's project to increase the availability of renewable solar energy;

NOW, THEREFORE BE IT RESOLVED, that the Senior Vice President and Chief Business Officer, his successors and/or assigns, be authorized to execute a Deed of Easement to Suffolk CSG LLC as described herein, in accordance with applicable Virginia Tech policies and procedures as permitted by the Higher Education Restructuring Act and the Management Agreement with the Commonwealth of Virginia, and the Code of Virginia (1950), as amended.

RECOMMENDATION:

That the above resolution authorizing the Senior Vice President and Chief Business Officer to execute an easement to Suffolk CSG LLC for the purposes stated and described herein be approved.

November 8, 2021

Closed Session Agenda

COMPLIANCE, AUDIT, AND RISK COMMITTEE

The Inn at Virginia Tech – Latham Ballroom A/B

November 7, 2021

9:00 a.m.

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion for Closed Session	Ms. James
2. Internal Audit Reports	Mr. Noble
a. Student-Athlete Academic Success	
3. Update on Fraud, Waste, and Abuse Cases	Ms. Kurek
4. Update on the External Quality Assessment of the Audit, Risk, and Compliance Function	Ms. Deihr
5. Discussion with the Executive Director of Audit, Risk, and Compliance	Ms. Kurek

Closed Session Briefing Report

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 7, 2021

Compliance, Audit, and Risk Closed Session

1. **Motion for Closed Session:** Motion to begin closed session.
2. **Internal Audit Reports:** The following confidential internal audit report was issued by the Office of Audit, Risk, and Compliance (OARC) since the June 7, 2021 meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. OARC conducts follow-up on management's implementation of agreed upon improvements for previously issued audit recommendations.
 - a. **Student-Athlete Academic Success:** The audit received a rating of improvements are recommended. An observation was noted regarding the need to improve information technology controls. Additionally, appendices provided a comparative review of student-athlete academic trends to the general student population and an update on recommendations made in a previous advisory report.
3. **Update on Fraud, Waste, and Abuse Cases:** The Committee will receive an update on outstanding fraud, waste, and abuse cases.
4. **Update on the External Quality Assessment of the Audit, Risk, and Compliance Function:** The Committee will receive an update on the ongoing external assessment of the audit, enterprise risk management, and institutional compliance programs.
5. **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 – Latham Ballroom A/B

November 7, 2021

10:00 a.m.

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Reconvene in Open Session	Mr. Veatch
2. Welcome and Introductory Remarks	Ms. Brickhouse Martin
3. Consent Agenda	Ms. Brickhouse Martin
a. Minutes from the June and August Meetings	
i. Minutes from the June 7, 2021 Meeting	
ii. Minutes from the August 30, 2021 Meeting	
b. Update of Responses to Open Internal Audit Comments	
c. Audit Plan Status Report	
d. Internal Audit Reports	
i. Athletics	
ii. Fralin Life Sciences Institute	
iii. IT: External Interfaces and Wire Transfers	
iv. Principal Investigator Research Management	
v. Procurement and Accounts Payable	
vi. Research: Biosafety	
vii. Student Fees	
viii. Virginia Tech Carilion School of Medicine Policy Compliance Review	
e. Review and Approval of Charters	
i. Compliance, Audit, and Risk Committee Charter	
ii. Charter for the Office of Audit, Risk, and Compliance	

- | | | |
|------|--|--------------------------|
| 4. | Auditor of Public Accounts Financial Statement Audit and Management Letter | Mr. Savoy
Mr. South |
| 5. | Statewide Reviews and Special Reports | Ms. Kurek
Ms. West |
| 6. | OARC Annual Report | Ms. Kurek |
| 7. | Internal Audit Reports | Mr. Noble |
| | a. Equine Medical Center | |
| | b. Veterinary Teaching Hospital | |
| ◆ 8. | Academic Enterprise Risk Discussion | Dr. Taylor
Dr. Ghosh |
| 9. | Discussion of Future Topics | Ms. Brickhouse
Martin |

◆ **Discusses Enterprise Risk Management topic(s).**

Open Session Briefing Report

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 7, 2021

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 June 7, 2021 and August 30, 2021 Meetings:** The Committee will review and approve the minutes of the June 7, 2021 and August 30, 2021 meetings.
 - 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 March 31, 2021, the university had five open recommendations. Thirteen audit comments were issued during the fourth quarter of the fiscal year. As of September 30, 2021, the university had addressed eight comments, leaving 10 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 28 percent of its audit plan, and 50 percent is underway, in accordance with the fiscal year 2021-22 annual audit plan.
 - d. **Internal Audit Reports:** The following internal audit reports were issued by OARC since the June 7, 2021 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. 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 transfer evaluation timeliness and interdepartmental communication and collaboration.
 - ii. Fralin Life Sciences Institute: The audit received a rating of improvements are recommended. Observations were noted on the need to improve governance of distributed funds and completion of chemical registrations. Additionally, a low-priority recommendation of a less significant nature was noted regarding physical security.
 - iii. IT: External Interfaces and Wire Transfers: The audit received an effective rating. A low priority recommendation related to server configuration was identified and reported to management.
 - iv. Principal Investigator Research Management: The audit received a rating of improvements are recommended. An audit recommendation was issued to management where opportunities for further improvements were noted regarding one principal investigator's compliance with sponsor requirements. A low-priority recommendation of a less significant nature was noted regarding enhancing Office of Sponsored Programs training and tools
 - v. Procurement and Accounts Payable: The audit received an effective rating.
 - vi. Research: Biosafety: The audit received a rating of improvements are recommended. A low-priority recommendation of a less significant nature was noted regarding the annual review process. Opportunities include broadening coverage of onsite reviews and ensuring annual reviews are monitored for completion.
 - vii. Student Fees: The audit received an effective rating. One observation with university-wide impact was noted regarding the processes used to account for expenses paid by course fees.
 - viii. Virginia Tech Carilion School of Medicine Policy Compliance Review: The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for further improvement were noted in the areas of wage payroll, leave reporting, P14 appointments, and information technology.
- e. **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.

4. **Auditor of Public Accounts Financial Statement Audit and Management Letter:** The Committee will receive a report from Mr. Kevin Savoy, Audit Director for the Auditor of Public Accounts, on the results of the university's financial statement audit and management letter for the fiscal year ended June 30, 2020.
5. **Statewide Reviews and Special Reports:** The Committee will receive a report on additional reviews and special reports that have occurred at the university.
6. **OARC Annual Report:** The Committee will review the Annual Report for OARC. Acceptance of this report documents the Committee's review of the effectiveness of the internal audit function, including staffing resources, financial budget, training, objectivity, and reporting relationships as required by the Committee's Charter. 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. Fifteen audit projects, or 65 percent of the audits on the fiscal year 2020-21 amended audit plan, have been completed. Nine audit projects were underway at June 30th and carried forward into fiscal year 2021-22.

In addition to operating the audit function, OARC continued implementation of the Enterprise Risk Management (ERM) program and Institutional Compliance Program (ICP). OARC deployed an updated risk landscape with a comprehensive evaluation of the "top ten risks" and increased the visibility of ERM across the CAR Committee and other Board of Visitors committees. 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 managing the anonymous hotline.

7. **Internal Audit Reports:** The following internal audit report was issued by the Office of Audit, Risk, and Compliance (OARC) since the June 7, 2021 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. **Equine Medical Center:** The audit received a rating of significant improvements are needed. Audit recommendations were issued to management where opportunities for further improvements were noted related to dispensary inventory, delinquent accounts, compliance with financial policies, and supplies

inventory. A low-priority recommendation of a less significant nature was noted regarding invoice adjustments.

- b. Veterinary Teaching Hospital: The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for further improvements were noted related to supplies inventory management. A low-priority recommendation of a less significant nature was noted regarding controls over adjustments to supplies inventory.
- 8. **Academic Enterprise Risk Discussion:** The committee will receive an update on certain academic enterprise risks. Management will lead a discussion on the following enterprise risks: evolving pedagogy and delivery, faculty and staff recruitment and retention, and global engagement.
 - 9. **Discussion of Future Topics:** The Committee will discuss topics to be covered in future committee meetings.

Joint Closed Session Agenda

COMPLIANCE, AUDIT, AND RISK COMMITTEE and GOVERNANCE AND ADMINISTRATION COMMITTEE

**The Inn at Virginia Tech – Latham Ballroom A/B
November 7, 2021
11:15 a.m.**

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Begin Joint Closed Session	Ms. Harris
2. Internal Audit Reports	Mr. Noble
a. IT: Data Privacy	
b. University Libraries Policy Compliance Review	
◆ 3. Update on Information Technology Security Review	Dr. Pinkney
4. Motion to End Joint Closed Session	Ms. James
◆ Discusses Enterprise Risk Management topic(s).	

Joint Closed Session Briefing Report

COMPLIANCE, AUDIT, AND RISK COMMITTEE and GOVERNANCE AND ADMINISTRATION COMMITTEE

November 7, 2021

Joint Compliance, Audit, and Risk Committee and Governance and Administration Committee Closed Session

1. **Motion to Begin Joint Closed Session:** Motion to begin joint closed session.
2. **Internal Audit Reports:** The following confidential internal audit report was issued by the Office of Audit, Risk, and Compliance (OARC) since the June 7, 2021 meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. OARC conducts follow-up on management's implementation of agreed upon improvements for previously issued audit recommendations.
 - a. **IT: Data Privacy:** While the review found no evidence that the university's current privacy structure results in non-compliance with privacy regulations, immediate improvements are needed to position the institution to keep pace with future data privacy developments. Additionally, the review noted opportunities currently deployed by peer institutions that could assist in furthering the institution's data privacy efforts.
 - b. **University Libraries Policy Compliance Review:** 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, P14 appointments, expenditures, fixed assets, funds handling, and information technology. Additionally, an observation for central administration was noted in the area of P-14A forms for the Division of Human Resources.
3. **Update on Information Technology Security Review:** The Committee will receive an update on the current reviews being conducted by an outside firm on information technology security and organizational governance.
4. **Motion to End Joint Closed Session:** Motion to end joint closed session.

Joint Closed Session Agenda

ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE and FINANCE AND RESOURCE MANAGEMENT COMMITTEE

**Inn at Virginia Tech and Skelton Conference Center
Holtzman Alumni Boardroom**

November 8, 2021

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Begin Closed Session	M. Nelson, E. Baine
* 2. Resolutions to Approve Appointments to Emeritus/a Status (6)	C. Clarke
* 3. Resolutions to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (9)	C. Clarke
* 4. Resolution to Approve Appointments with Tenure (3)	C. Clarke
* 5. Ratification of Personnel Changes Report	C. Clarke, K. Miller
6. Motion to End Closed Session	M. Nelson, E. Baine
7. Report of Closed Session Action Items	M. Nelson, E. Baine

* Requires Full Board Approval

Joint Closed Session Briefing Report
ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE
AND

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

Tuesday, November 8, 2021

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Begin Closed Session	M. Nelson
<i>Melissa Nelson, chair of the Academic, Research and Student Affairs committee, will welcome committee members and request that a member of the committee make a motion to take the committee into joint closed session with the Finance and Resource Management committee.</i>	
* 2. Resolutions to Approve Appointments to Emeritus/a Status (6)	C. Clarke
<i>The committee will consider six resolutions for appointments to emeritus or emerita status.</i>	
* 3. Resolution to Approve Appointments to Endowed Chairs, Professorships, or Fellowships (9)	C. Clarke
<i>The committee will consider nine resolutions for appointments to endowed chairs, professorships, or fellowships.</i>	
* 4. Resolution to Approve Appointments with Tenure (3)	C. Clarke
<i>The committee will consider a resolution to approve the tenured appointments of three faculty members.</i>	
* 5. Ratification of Personnel Changes Report	C. Clarke K. Miller
<i>The Faculty Personnel Changes Report is considered at each board meeting by the Academic, Research, and Student Affairs Committee and the Finance and Resource Management Committee. The report includes new faculty appointments and adjustments in salaries for faculty from the previous quarter based on payroll period dates.</i>	

*Requires Full Board Approval

6. *Motion to End Closed Session*

**M. Nelson
E. Baine**

7. *Report of Closed Session Action Items*

**M. Nelson
E. Baine**

The joint committee will report on those actions that were voted on during closed session.

Open Session Agenda
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
Latham A/B, The Inn at Virginia Tech
8:00 a.m.
November 8, 2021

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Welcome and Opening Remarks	Ed Baine
2. Consent Agenda	Ed Baine
a. Approval of Minutes of the August 30-31, 2021 Meeting	
b. Annual Write-off of Delinquent Accounts	
* c. Approval of Pratt Fund Program and Expenditures Report	
d. Report on Actions Taken Under the Delegation of Authority and Policy 4240 and the Corresponding Financial and Programmatic Impacts	
* e. Approval of Resolution Updating Policy 12111, Acceptance of Terms and Conditions Associated with Donations, Gifts, & Other Philanthropic Support	
3. Update on Advancement	Charlie Phlegar
◆ 4. Annual Report on Research Finances and Resources	Dan Sui
* 5. Approval of Board Rates for Spring 2022	Dwayne Pinkney
6. Annual Report on the University's Student Financial Aid Resources	Tim Hodge Luisa Havens Gerardo
◆ 7. Discussion on Resource Development	Dwayne Pinkney
* 8. Review and Approval of the 2022-2028 Six-Year Plan	Dwayne Pinkney Ken Miller Tim Hodge
9. Annual Report on Investments and Quasi-Endowments	Ken Miller John Cusimano Tim Hodge
10. Review and Acceptance of the Annual Report on University Debt Ratio and Debt Capacity	Ken Miller Bob Broyden John Cusimano
* 11. Approval of Year-to-Date Financial Performance Report (July 1, 2021 – September 30, 2021)	Tim Hodge Bob Broyden
12. Discussion of Future Agenda Topics and Closing Remarks	Ed Baine

* **Requires full Board approval.**

◆ **Discusses Enterprise Risk Management topic(s).**

Briefing Report
FINANCE AND RESOURCE MANAGEMENT COMMITTEE

November 8, 2021

Open Session

1. Welcome and Opening Remarks

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

a. **Approval of Minutes of the August 30-31, 2021 Meeting:** The Committee will review and approve the minutes of the August 30-31, 2021 meeting.

b. **Annual Write-off of Delinquent Accounts:** As of June 30, 2021, the amount of write-offs of delinquent accounts totaled \$341,139 which represents 0.03 percent of the 2020 annual operating revenues of \$1.19 billion. The current year write-off is consistent with the total write-off amounts in recent years.

* c. **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 2020-2021, the College of Engineering had total expenditures of \$849,543 and the Department of Animal Nutrition had total expenditures of \$710,671.

d. **Report on Actions Taken Under the Delegation of Authority and Policy 4240 and the Corresponding Financial and Programmatic Impacts:** The Committee will receive an update on the actions taken under the delegation of authority and policy 4240 and the corresponding financial and programmatic impacts. There have been no actions taken since the quarterly update provided at the March 2021 Finance and Resource Management open session meeting.

* e. **Approval of Resolution Updating Policy 12111, Acceptance of Terms and Conditions Associated with Donations, Gifts, & Other Private Philanthropic Support:** The Committee will review for approval a resolution updating Policy 12111, Acceptance of Terms and Conditions Associated with Donations, Gifts, & Other Private Philanthropic Support.

* **Requires full Board approval.**

◆ **Discusses Enterprise Risk Management topic(s).**

3. **Update on Advancement:** University Advancement will provide a report on their fundraising efforts including a campaign update, the most recent numbers for New Gifts and Commitments (NG&C) and Cash, and an overview of the progress made to reach the 22 percent participation rate by 2022 goal.
- ◆ 4. **Annual Report on Research Finances and Resources:** The Committee will receive a comprehensive annual report on research finances and resources highlighting university research development and expenditures, proposal trends, and an overview of Link, License, and Launch. This report will also include an overview of the Enterprise Risk landscape and mitigation strategies.
- * 5. **Approval of Board Rates for Spring 2022:** The Committee will review for approval the proposed board rates for the Spring 2022 semester. The Board of Visitors set Board rates for the 2021-2022 academic year in March 2021. In September 2021, the university approved an increase to entry wage levels for Dining Services employees to \$15 per hour for hourly wage employees and \$15.25 per hour for salaried employees. These significant and unanticipated cost increases require revisions to menu prices in the university's dining halls. A 9.1 percent increase is proposed for board fees, effective for the spring 2022 semester, to cover the market adjustment for compensation rates.
6. **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 \$537.9 million to \$541.4 million in fiscal year 2021.
- ◆ 7. **Discussion on Resource Development:** The Committee will receive a presentation on resource development and will have an opportunity for discussion. The presentation includes resource management strategies, cost drivers, tuition considerations, initiative planning, philanthropy, and enterprise risk.
- * 8. **Review and Approval of the 2022-2028 Six-Year Plan:** The Committee will review for approval the 2022-2028 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 2022-2028 Six-Year Plan on

* **Requires full Board approval.**

◆ **Discusses Enterprise Risk Management topic(s).**

April 30, 2021 and an initial submission was provided to the state on July 1, 2021. After a review and response period, the university and state finalized the plan on October 1, 2021. 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 2022-2024. 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.

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.

9. **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 2022, 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, 2021, the market value of university funds invested in the short to intermediate-term pool was \$501.8 million and in the Foundation was \$500.8 million. The short-term university investment income for fiscal year 2022 is estimated to be approximately \$2.4 million and the long-term investment income for fiscal year 2022 is estimated to be approximately \$19.7 million. The university's investment income is budgeted for restricted and unrestricted purposes to support scholarships, professorships, graduate student assistantships, auxiliary enterprises, the Virginia Tech Carilion School of Medicine, one-time or limited recurring commitments for strategic institutional goals and initiatives, and building adequate operating reserves. This includes the strategic milestone of growing net assets by \$20 million per year.

10. **Review and Acceptance of the Annual Report on University Debt Ratio and Debt Capacity:** The Committee will receive for acceptance a report on the university's debt ratio and

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

debt capacity. At the conclusion of fiscal year 2020-21, outstanding long-term debt of the university totaled \$511.5 million with a debt ratio of 3.29 percent of operating expenditures. The university requests amended guidance to manage debt issuances at a level that ensures the debt ratio does not exceed six percent of operating expenditures.

- * **11. Approval of Year-to-Date Financial Performance Report (July 1, 2021 – September 30, 2021):** The Committee will review for approval the Year-to-Date Financial Performance Report for July 1, 2021 to September 30, 2021. For the first quarter, budget adjustments were made to reflect revisions to projected revenues and expenditures. To accomplish work that was delayed by the pandemic, the university authorized a one-time expenditure budget increases of \$8.5 million for the University Division and \$2.9 million for the Cooperative Extension and Agriculture Experiment Station. The annual expense budget for Auxiliary Enterprises was increased by \$12.6 million for outstanding prior year commitments and projects that were initiated but not completed before June 30, 2021.

Tuition and Fee revenues are ahead of projections due to higher than projected summer session enrollments and higher than projected nonresident graduate enrollment. Revenues in the Residential and Dining Hall Auxiliary Enterprise are lower than projected due to lower than anticipated residence hall occupancy; this was partially offset by higher than budgeted meal plan sales.

For the quarter ending September 30, 2021, \$32.2 million was expended for Educational and General capital projects, and \$12.8 million was expended on Auxiliary Enterprises capital projects. Cumulative capital outlay expenditures for the quarter ending September 30, 2021 totaled \$45 million.

- 12. 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.

◆ Discusses Enterprise Risk Management topic(s).

Open Joint Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

Latham A/B, The Inn at Virginia Tech

5:30 p.m.

November 7, 2021

Agenda Item

Reporting Responsibility

- * 1. Ratification of the 2022 – 2028 Capital Outlay Plan
- * 2. Approval of Resolution to Amend a Long-term Lease for the Virginia Tech Research Center - Arlington

Ken Miller
Chris Kiwus
Bob Broyden

Ken Miller
Chris Kiwus
Bob Broyden

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

Briefing Report

JOINT FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

November 7, 2021

Joint Open Session

- * **1. Ratification of the 2022-2028 Capital Outlay Plan:** The Committees will review for ratification the 2022-2028 Capital Outlay Plan, as amended.

This is a proposed ratification of the 2022-2028 Capital Outlay Plan approved at the March 2021 meeting, where the Committees approved the university's list of potential projects for inclusion in the 2022-2028 Capital Outlay Plan and authorized the university to develop and submit a final plan in accordance with future guidance from the state and based on the projects in the approved list.

In response to the instructions and guidance from the state, adjustments to the plan included the insertion of a planning project for the Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute Expansion. This project was added to the General Fund priorities to provide opportunities to further explore discussions with Carilion Clinic, the City of Roanoke, and the commonwealth for this initiative. The other changes were technical in nature. As required by the instructions, only a portion of the projects were submitted in the funding request to the state.

The General Fund projects submitted may be used by the state to update its capital outlay plan and to make funding decisions in the 2022 budget session. Under the university's Management Agreement for Capital Projects, projects funded entirely with nongeneral funds may be approved by the Board on an as-needed basis.

- * **2. Approval of Resolution to Amend a Long-term Lease for the Virginia Tech Research Center – Arlington (VTRC-A):** The Committees will review for approval a resolution to amend a long-term lease for the Virginia Tech Research Center – Arlington.

The VTRC-A building, located at 900 Glebe Road in Arlington, Virginia, was constructed by the Virginia Tech Foundation (Foundation) on behalf of the university to expand research and development in the Greater Washington D.C. Metro area. The university currently leases levels two through six of the building, approximately 104,800 square feet, from the Foundation. The Virginia Tech Applied Research Corporation (VT-ARC), an affiliated university-related corporation with a highly active and diverse research portfolio, currently leases the entire seventh level of the

* **Requires full Board approval.**

building, approximately 21,300 square feet, from the Foundation. The seventh level includes a mix of offices, meeting rooms, and other spaces for VT-ARC's research and robust technology portfolio.

The university, VT-ARC, and the Foundation desire to streamline and simplify the business agreements regarding the lease structures, providing greater flexibility for the university and VT-ARC to efficiently manage operations that service research activity on the seventh level. The plan calls for the university to amend its existing lease to assume the lease of the seventh level of the VTRC-A, and for VT-ARC to lease space as needed from the university. Under this arrangement, the university would provide and maintain required IT security services for the seventh level.

The university has developed an entirely nongeneral fund resource plan to support the \$1.54 million annual lease for the additional 21,300 square feet and VT-ARC's outstanding loan balance due to the Foundation. The lease will reflect the standard break-even arrangement between the Foundation and the university. The terms for the lease would provide for up to ten years of occupancy, the present value of which would be approximately \$11 million and would exceed the capital project threshold of \$3 million.

This request is for authorization to amend the university's existing lease with the Foundation to include the seventh level space.

*** Requires full Board approval.**

Ratification of the Capital Outlay Plan for 2022-2028

JOINT FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

October 22, 2021

Background:

At the March 2021 meeting, the Board of Visitors reviewed a resolution requesting approval of the university's 2022-2028 Capital Outlay Plan (Plan) and authorization to submit an updated Capital Plan to the state, in accordance with future guidance from the state and based on the projects on the approved list. The resolution was approved, and the university has proceeded accordingly.

On September 2, 2021, the state issued instructions for the preparation and submission of the 2022-2028 Capital Outlay Plan. The deadline for submission of the Six-Year Capital Outlay Plan to the state was September 23, 2021, and the university prepared and submitted the plan by the due date. The state instructions, consultation with the Department of Planning and Budget, and consultation with state budget policy makers resulted in adjustments to the Plan approved in March. The list below covers the main points of guidance provided to the university:

- i. the submission to the state is limited to projects requesting some portion of General Fund resources in their budget and projects requesting to participate in the state's nongeneral fund bond pools,
- ii. each agency may submit only a subset of its highest priorities,
- iii. supplement funding for projects previously approved for construction will be considered top budget priorities,
- iv. because capital funding may be limited, institutions should include small sized projects along with the traditional medium and large size projects,
- v. the prescribed cost escalation rate is adjusted to 4.25 percent from 3.0 percent, and
- vi. State policy makers encouraged exploration of a project to plan the expansion of the Virginia Tech-Carilion School of Medicine and the Fralin Biomedical Research Institute in Roanoke, Virginia.

In response to the instructions and guidance, Virginia Tech made the following adjustments to the Plan (Attachment A and Attachment B) approved in March.

Attachment A:

- i. Updated cost estimates to use the state's adjusted prescribed cost escalation rate of 4.25 percent,
- ii. Retitled two projects to better align with state budget priorities,
- iii. Included a planning project to explore discussions for an expansion of the Virginia Tech-Carilion School of Medicine and the Fralin Biomedical Research Institute,
- iv. Separated the Center Woods Complex Improvements and System-wide AREC Improvements subprojects of the Improve Research Facilities project to two individual projects to align with funding projections,

Attachment B:

- v. Removed Hitt Hall Academic and Dining Center following its authorization at the August Board of Visitors Meeting.

The insertion of the planning project for the Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute Expansion into Attachment A is a new item in the plan. This planning item is added to the General Fund list to provide opportunities to further explore discussions with Carilion Clinic, the City of Roanoke, and the commonwealth for this initiative. The other changes are technical in nature.

In recognition of the adjustments in accordance with the instructions and guidance from policy makers, the university is requesting ratification of an amended Capital Outlay Plan for 2022-2028. Attachment A shows the amended list of projects with General Fund support. Attachment B shows the amended list of nongeneral fund projects.

The instructions limited full-blown budget requests for the 2022-2024 biennium to a subset of the institution's highest priorities in the Plan and supplement funding for projects previously authorized for construction. The table below summarizes the subset of projects submitted with full-blown budget requests for the 2022-2024 biennium.

	Dollars in Thousands		
	General Fund	Nongeneral Fund	Total
University Division			
1. Randolph Hall Replacement	\$ 223,400	\$ 24,600	\$ 248,000
2. Planning for the Expansion of VT-Carilion School of Medicine & Fralin Biomedical Research Institute	133,400	-	133,400
3. Chemistry/Physics Facilities Renovation & Expansion (Formerly titled Renovate and Expand Hahn Hall)	76,800	30,300	107,100
4. Digital & Performance Media Facilities (Formerly titled Academic Renewal Package)	83,700	-	83,700
5. Supplement Life, Health, Safety, Code Compliance	7,300	-	7,300
Total University Division Projects	\$ 524,600	\$ 54,900	\$ 579,500
Cooperative Extension / Agriculture Experiment Station Division (CE/AES)			
1. Center Woods Complex Improvements	\$ 13,400	\$ -	\$ 13,400
2. System-wide AREC Improvements	16,850	-	16,850
3. Supplement Livestock and Poultry Research Facilities, Phase I	5,800	-	5,800
Total CE/AES Division Projects	\$ 36,050	\$ -	\$ 36,050
GRAND TOTAL	\$ 560,650	\$ 54,900	\$ 615,550

State Capital Budget Review and Approval Process:

The next steps for the state's 2021 budget session include at least five major phases as summarized below:

- 1) A state appointed Six-Year Capital Outlay Plan Advisory Committee (staffed by several central agencies and offices) will review all 2022-2028 capital plans submitted by agencies and institutions over the summer of 2021. This phase will include ongoing interactions by the university to position its projects.
- 2) By November 1, 2021, the Advisory Committee will provide a set of recommendations to the Governor, Chairman of the Senate Finance Committee, and Chairman of House Appropriations Committee to update the state's capital outlay plan for the 2022-2028 period.

- 3) On December 16, 2021, the Governor is scheduled to present to the General Assembly a bill proposing the state's updated capital outlay plan and a budget bill including planning funds or full funding for high priority items in the plan.
- 4) The legislature may amend the proposed plan and the proposed funding program in the Executive Budget Bill during the 2022 General Assembly. Depending on the overall size of the capital program and the amount of General Fund support for its projects, the university may submit legislative amendments for projects. This phase includes ongoing interactions by the university until a budget bill is passed.
- 5) July 1, 2022, the state's updated 2022-2028 plan, capital funding program, and list of projects for the 2022-2024 biennium becomes effective.

Recommendation:

That the Six-Year Capital Outlay Plan listing of projects shown on Attachment A for the period 2022 through 2028 be ratified for budget consideration with the state.

Further, that the list of projects shown on Attachment B be approved as the university's Six-Year Capital Outlay Plan of entirely nongeneral fund capital projects for the 2022-2028 planning period, with projects individually approved by the Board of Visitors prior to implementation.

November 8, 2021

Attachment A

General Fund Six-Year Capital Outlay Plan for 2022-2028

as of September 23, 2021

		Dollars in Thousands		
		<u>General Fund</u>	<u>Nongeneral Fund</u>	<u>Total</u>
University Division				
1	Randolph Hall Replacement	\$ 223,400	\$ 24,600	\$ 248,000
2	Planning for the Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute	133,400	-	133,400
3	Chemistry/Physics Facilities Renovation and Expansion	76,800	30,300	107,100
4	Digital and Performance Media Facilities	83,700	-	83,700
	Digital and Performance Media Center			
	Renovate Media Building			
	Student Advising and Academic Services Center			
	Classroom Renovations			
	Lane Hall Renovation			
5	Robeson Hall Renovation	38,700	7,600	46,300
6	Newman Library Renovation	73,500	-	73,500
7	Derring Hall Renovation	98,200	8,000	106,200
8	Life, Health, Safety, Code Compliance Package	7,300	-	7,300
	Total University Division Projects	<u>\$ 735,000</u>	<u>\$ 70,500</u>	<u>\$ 805,500</u>
Cooperative Extension / Agriculture Experiment Station Division (CE/AES)				
1	Center Woods Complex Improvements	\$ 13,400	\$ -	\$ 13,400
2	System-wide Agricultural Research and Extension Centers Improvements, Phase I	16,850	-	16,850
3	Replace Animal Based Facilities at Glade Road	27,500	-	27,500
4	Animal Production and Livestock Facilities, Phase II	28,300	-	28,300
5	Plant and Environmental Sciences Research Facility (HABB-II)	71,300	-	71,300
	Total CE/AES Division Projects	<u>\$ 157,350</u>	<u>\$ -</u>	<u>\$ 157,350</u>
Total General Fund Capital Plan for 2022-2028		<u>\$ 892,350</u>	<u>\$ 70,500</u>	<u>\$ 962,850</u>

Attachment B
Nongeneral Fund Six-Year Capital Outlay Plan for 2022-2028
as of September 23, 2021

Dollars in Thousands			
	<u>General Fund</u>	<u>Nongeneral Fund</u>	<u>Total</u>
Blacksburg Academic			
Gilbert Street Building (long-term lease)	\$ -	\$ 71,000	\$ 71,000
New Building for Pamplin College of Business	-	80,800	80,800
Research Swing Space (long-term lease)	-	20,000	20,000
Veterinary Teaching Hospital Expansion	-	30,000	30,000
	<u>-</u>	<u>201,800</u>	<u>201,800</u>
Blacksburg Auxiliaries			
Food Processing Center and Warehouse	-	10,000	10,000
Tennis Center Improvements	-	4,000	4,000
	<u>-</u>	<u>14,000</u>	<u>14,000</u>
Greater Washington D.C., Metro Area			
Ballston: Renovate Research Space	-	5,000	5,000
	<u>-</u>	<u>5,000</u>	<u>5,000</u>
Total Nongeneral Fund Capital Plan for 2022-2028	<u>\$ -</u>	<u>\$ 220,800</u>	<u>\$ 220,800</u>
 GRAND TOTAL SIX-YEAR CAPITAL OUTLAY PLAN	 <u>\$ 892,350</u>	 <u>\$ 291,300</u>	 <u>\$ 1,183,650</u>

Resolution to Amend the Long-Term Lease for the Virginia Tech Research Center - Arlington

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 26, 2021

The Virginia Tech Research Center – Arlington (VTRC-A) located at 900 Glebe Road in Arlington, Virginia is a seven-floor facility constructed in 2011 by the Virginia Tech Foundation (Foundation). The building was constructed on behalf of the university to expand research and development in the Greater Washington D.C. Metro area. The university currently leases levels two through six of the building, approximately 104,800 square feet, from the Foundation. The university space houses 17 programs.

The Virginia Tech Applied Research Corporation, Inc. (VT-ARC) is an affiliated university-related corporation with a highly active and diverse research portfolio that encompasses cyber, autonomous systems, data science, wireless communications, and advanced manufacturing. VT-ARC currently leases the entire seventh level of the building, approximately 21,300 square feet, from the Foundation. The seventh level includes a mix of offices, meeting rooms, and other spaces for VT-ARC's research and robust technology portfolio.

The university, VT-ARC, and the Foundation desire to streamline and simplify the business agreements regarding the lease structures. A streamlined lease structure will provide greater flexibility for the university and VT-ARC to efficiently manage operations that service research activity on the seventh floor. The plan calls for the university to amend its existing lease to assume the lease of the seventh floor of the VTRC-A. The VT-ARC would then lease space as needed from the university. Under this arrangement, the university would provide and maintain required IT security services for the seventh floor.

The university has developed an entirely nongeneral fund resource plan to support the \$1.54 million annual lease for the additional 21,300 square feet and VT-ARC's outstanding loan balance due to the Foundation. The lease will reflect the standard break-even arrangement between the Foundation and the university. The terms of the lease would provide for up to ten years of occupancy, the present value of which would be approximately \$11 million and would exceed the capital project threshold of \$3 million.

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 funding of nongeneral fund capital outlay projects, including long-term leases. This request is for authorization to amend the university's existing lease with the Foundation to include the seventh floor space.

**RESOLUTION FOR A LONG-TERM LEASE FOR
THE VIRGINIA TECH RESEARCH CENTER - ARLINGTON**

WHEREAS, the Virginia Tech Research Center - Arlington (VTRC-A) located at 900 Glebe Road in Arlington, Virginia is a seven-floor facility constructed in 2011 by the Virginia Tech Foundation (Foundation) to expand research and development in the Greater Washington D.C. Metro area; and,

WHEREAS, the university currently leases levels two through six of the building, approximately 104,800 square feet, from the Foundation; and,

WHEREAS, the university desires to assume the lease of the seventh floor of the VTRC-A; and,

WHEREAS, the university is prepared to amend the existing long-term lease with the Foundation to add the entire seventh level; and,

WHEREAS, the university has a funding plan that calls for entering a long-term lease with the Foundation at a rate sufficient to retire the facility costs, normal property carrying costs, operating expenses, and the outstanding balance of VT-ARC's loan agreement due to the Foundation; and,

WHEREAS, the lease rate between the university and the Foundation will be based on a break-even arrangement; and,

WHEREAS, Virginia Tech has developed a nongeneral fund resource plan sufficient to cover the estimated \$1.54 million annual lease cost plus executory and other property carrying costs; and,

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and Virginia Tech, the Board of Visitors has authority to approve the budget, size, scope, debt issuance, and overall funding of nongeneral funded major capital outlay projects, including long-term leases.

NOW, THEREFORE, BE IT RESOLVED, that Virginia Tech be authorized to amend the long-term lease with the Foundation for the Virginia Tech Research Center – Arlington to include the entire seventh floor and associated costs.

RECOMMENDATION:

That the resolution authorizing Virginia Tech to amend the long-term lease with the Virginia Tech Foundation for the Virginia Tech Research Center - Arlington be approved.

November 8, 2021

RESOLUTION FOR APPROVAL OF BOARD RATES FOR SPRING 2022

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

September 31, 2021

Background

Traditionally, the Board of Visitors approves of the upcoming academic year's tuition and fee rates at the spring Board meeting. This includes the setting of Board (dining) plan rates. The initial rates for the 2021-22 academic year were approved in March 2021.

Since the passage of these initial rates, market pressure on wages impacting the workforce of the university, the region, and the nation have become acute, resulting in significant difficulty in recruiting and retaining employees in entry-level positions across campus, especially in dining services. These jobs are essential to the continued operation of campus dining programs which the university is contractually obligated to provide to meal plan holders. Dining has the largest number of impacted positions.

In early September, the university approved an increase to entry wage levels for Dining Service employees from \$10.50 to \$15.00 per hour for hourly wage and an increase from \$11.25 to \$15.25 per hour for salaried employees. These significant and unanticipated cost increases of \$5.4 million require revisions to menu prices in the university's dining halls. In order to maintain the purchasing power of students' meal plans and ensure a structurally aligned budget, an increase to the spring semester Board rates is recommended.

Proposed Board Rate Adjustment

Students living on-campus currently have a choice of three types of flexible meal plans. The Flex Plan operates like a debit account with a designated amount for the purchase of food in the dining facilities. Students may deposit cash to their Flex accounts to increase their balance during the year. Consistent with the purchasing power of traditional meal plans, the intent of annual rate changes for the Flex Plans is to hold overall purchasing power constant from year to year.

A 9.1 percent increase is proposed for board fees, effective starting with the spring 2022 semester, to cover the market adjustment for compensation rates. The proposed spring board rates by meal plan program are listed below, and will serve as the basis for the annual base rates moving forward:

	Spring 2021-2022			
	Board Rates		Change	
	Approved	Proposed	\$	%
Major Flex Plan	\$2,063	\$2,250	\$187	9.1%
Mega Flex Plan	2,213	2,414	201	9.1%
Premium Flex Plan	2,368	2,583	215	9.1%

RECOMMENDATION:

That the Board of Visitors approve the recommended meal plan rates effective Spring 2022.

November 8, 2021

Review and Approval of the 2022-2028 Six-Year Plan
FINANCE AND RESOURCE MANAGEMENT COMMITTEE

September 30, 2021

Summary

The university received instructions for developing the 2022-2028 Six-Year Plan on April 30, 2021. 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, 2021 and discussed with state officials on August 6, 2021. The university received feedback from the state on September 1, 2021 and submitted its response on October 1, 2021. The final Six-Year Plan, consistent with the elements presented to the Board in June, is now offered for approval.

Background

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

Planning Assumptions

Academic and Support Service Strategies

The Six-Year Plan focuses on the institutional priorities of the upcoming biennium (fiscal years 2023 and 2024). 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 the projection of tuition rates and student financial assistance; and
- c) Provide an enrollment projection to assist the SCHEV in its planning and reporting responsibilities.

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

University Division

Nongeneral Fund	Dollars in Millions	
	2022-23	2023-24
Academic Initiatives		
Advance regional, national, and global impact	\$4.0	\$5.2
Elevate the Ut Prosim difference	3.0	5.5
Be a destination for talent	2.3	2.8
Ensure institutional excellence	1.3	1.8
Reallocate existing resources to support critical needs	(1.3)	(2.7)
Subtotal Academic Initiatives	\$9.3	\$12.6
Operating Initiatives		
Increase faculty salaries	\$12.1	\$24.6
Increase staff salaries	1.5	3.0
Operations & maintenance for new facilities	2.2	6.0
Additional financial aid	2.1	4.2
Nongeneral fund for current operations	2.0	3.8
Subtotal Operating Initiatives	\$19.9	\$41.6

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.

University Division General Fund Requests	2022-23	2023-24
Moderate in-state tuition increases	\$ 4.6	\$ 9.5
Advance research frontiers	3.8	7.5
Increase need-based student financial aid for Virginia undergraduates	1.0	2.0
Equalize support for Unique Military Activities	0.4	0.8
Total University Division General Fund Requests	\$ 9.8	\$ 19.8

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

As part of the annual Six-Year Plan process, the university also submits a Six-Year Plan for the Virginia Cooperative Extension and Agricultural Experiment Station (CE/AES) Division, also known as Agency 229. 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. The following opportunities will serve as the basis of the agency's Executive Budget requests submitted in the fall of 2021.

CE/AES General Fund Requests	2022-23	2023-24
Building Resilience: Extension Specialists	\$ 0.4	\$ 0.7
Building Resilience: Extension Agent Salary Competitiveness	0.3	0.6
Building Resilience: Research Equipment (one-time support)	1.3	-
Reduce need for internal reallocations	0.9	1.2
Subtotal CE/AES General Fund Requests	\$ 2.9	\$ 2.5
Operating Initiatives	2022-23	2023-24
Increase faculty and staff salaries	\$ 0.1	\$ 0.2
Operations & maintenance for new facilities	0.7	0.8
Nongeneral fund for current operations	0.3	0.7
Subtotal Operating Initiatives	\$ 1.1	\$ 1.7

Compensation

Faculty

A strategic goal of the university is to recruit and retain world-class faculty by ensuring faculty salary competitiveness with peer institutions. The university maintains a multi-year goal of achieving competitive salaries as compared to peers. Based upon this long-range goal, the university projects a needed faculty salary increase of 4.2 percent per year over six years. The university's Six-Year Plan includes the nongeneral fund share of this target (2.6 percent, or approximately \$12 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 against peer institutions over time.

Staff

For planning purposes, the staff compensation process envisions a 3.0 percent salary increase for university staff and no salary increase for classified staff in each year of the plan due to state limitations. Compensation for classified staff, who represent less than 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 center around reducing the net price for Virginians in low- to middle-income families. Strategies include maintaining and expanding existing need-based scholarships for undergraduates including the Funds for the Future program to mitigate tuition increases and the Virginia Tech Grant to reduce unmet need. Expanding programs geared towards attracting and retaining underrepresented and first generation Virginia undergraduates including the Presidential Scholarship Initiative will contribute to the aforementioned goals while also promoting talent and diversity. The university plans to address these needs through a combination of E&G revenue, state General Funds, and philanthropic support.

Enrollment

The university submitted its six-year enrollment plan to SCHEV, known as the 2B, in the spring of 2021. The 2B is the basis for the enrollment figures included in the Six-Year Plan. The university is currently reviewing the recent multi-year growth strategy and assessing potential future enrollment levels. Therefore, undergraduate enrollment is relatively flat in this projection. Annual enrollment levels 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 2021 serves as the basis of this Six-Year Plan, the university will adjust future submissions as enrollment decisions evolve.

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:

<i>Fund Split Methodology</i>	State Share (GF)	University Share (NGF)
University Division E&G	38%	62%
Cooperative Extension E&G	95%	5%
Research	100%	0%
Public Service	100%	0%
Unique Military Activities	100%	0%

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 neither recommending nor committing to a specific set of tuition rates through this submission. Establishment of tuition and fee rates for future years remains under the purview of the Board of Visitors and will be informed through an annual discussion of needs, the state budget process, and market capacity.

While increases in tuition and fees for 2022-23 and beyond have not been set by the Board of Visitors, the university utilized the following placeholders to satisfy the plan

requirements. An assumption of no new targeted General Fund support serves as the basis of these placeholders in accordance with SCHEV's instructions for this submission.

Tuition and Fee Increase Placeholders		
	2022-23	2023-24
Tuition & E&G Fees		
In-state Undergraduate	4.9%	4.9%
Out-of-state Undergraduate	2.9%	2.9%
In-state Graduate	2.9%	2.9%
Out-of-state Graduate	2.9%	2.9%
Mandatory Non-E&G Fees (Comprehensive Fee)	3.9%	3.9%

Next Steps

The university submitted the Six-Year Plan to the commonwealth on July 1, 2021. 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 2021.

RECOMMENDATION:

That the Board of Visitors approve the 2022-2028 Six-Year Plan.

November 8, 2021

Financial Performance Report – Operating and Capital
FINANCE AND RESOURCE MANAGEMENT COMMITTEE

July 1, 2021 to September 30, 2021

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 2021-22 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, 2021 through September 30, 2021 and the Capital Outlay report be approved.

November 8, 2021

OPERATING BUDGET

2021-22

Dollars in Thousands

	July 1, 2021 to September 30, 2021			Annual Budget for 2021-22		
	Actual	Budget	Change	Original	Adjusted	Change
Educational and General Programs						
<u>University Division</u>						
<u>Revenues</u>						
General Fund	\$52,585	\$52,585	\$0	\$214,721	\$214,716	\$-5 (8)
Tuition and Fees	302,497	299,646	2,851 (1)	619,620	620,456	836 (9)
All Other Income	12,378	12,056	322	44,090	44,462	372 (10)
Total Revenues	\$367,460	\$364,287	\$3,173	\$878,432	\$879,635	\$1,203
<u>Expenses</u>						
Academic Programs	\$-154,741	\$-158,083	\$3,342	\$-559,541	\$-568,823	\$-9,282
Support Programs	-45,690	-46,748	1,059	-318,891	-319,397	-506
Reserve Drawdown/(Deposit)	0	0	0	0	8,585	8,585 (11)
Total Expenses	\$-200,431	\$-204,831	\$4,400 (2)	\$-878,432	\$-879,635	\$-1,203 (8,9,10)
NET	\$167,029	\$159,456	\$7,573	\$0	\$0	\$0
<u>CE/AES Division</u>						
<u>Revenues</u>						
General Fund	\$22,115	\$22,115	\$0	\$79,216	\$79,216	\$0
Federal Appropriation	4,196	4,613	-416 (3)	15,647	15,647	0
All Other Income	322	245	77	750	750	0
Total Revenues	\$26,634	\$26,973	\$-339	\$95,613	\$95,613	\$0
<u>Expenses</u>						
Academic Programs	\$-24,049	\$-25,540	\$1,491	\$-88,315	\$-91,220	\$-2,905
Support Programs	-4,763	-4,763	0	-7,298	-7,298	0
Reserve Drawdown/(Deposit)			0	0	2,905	2,905 (12)
Total Expenses	\$-28,812	\$-30,303	\$1,491 (3,4)	\$-95,613	\$-95,613	\$0
NET	\$-2,178	\$-3,330	\$1,152	\$0	\$0	\$0
Auxiliary Enterprises						
Revenues	\$144,109	\$143,457	\$652 (5)	\$355,918	\$357,032	\$1,114 (5)
Expenses	-99,630	-105,941	6,311 (5)	-350,771	-369,114	-18,343 (5)
Reserve Drawdown/(Deposit)	-44,479	-37,516	-6,963 (5)	-5,147	12,082	17,229 (5)
NET	\$0	\$0	\$0	\$0	\$0	\$0
Sponsored Programs						
Revenues	\$88,634	\$94,261	\$-5,627 (6)	\$355,706	\$355,706	\$0
Expenses	-103,939	-112,090	8,151 (6)	-355,706	-355,706	0
Reserve Drawdown/(Deposit)	15,305	17,829	-2,524	0	0	0
NET	\$0	\$0	\$0	\$0	\$0	\$0
Student Financial Assistance						
Revenues	\$17,890	\$18,530	\$-640	\$38,340	\$37,837	\$-503 (13)
Expenses	-15,799	-16,298	499	-38,340	-37,837	503 (13)
Reserve Drawdown/(Deposit)	0	0	0	0	0	0
NET	\$2,091	\$2,232	\$-141	\$0	\$0	\$0
All Other Programs *						
Revenue	\$4,164	\$4,159	\$5	\$13,923	\$13,923	\$0
Expenses	-1,730	-4,015	2,285 (7)	-13,923	-14,807	-884 (14)
Reserve Drawdown/(Deposit)	-2,434	-144	-2,290	0	884	884 (14)
NET	\$0	\$0	\$0	\$0	\$0	\$0
Total University						
Revenues	\$648,891	\$651,667	\$-2,776	\$1,737,932	\$1,739,746	\$1,814
Expenses	-450,341	-473,478	23,137	-1,732,785	-1,752,712	-19,927
Reserve Drawdown/(Deposit)	-31,608	-19,831	-11,777	-5,147	12,966	18,113
NET	\$166,942	\$158,358	\$8,584	\$0	\$0	\$0

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

OPERATING BUDGET

1. Tuition and Fee revenues are ahead of projections due to higher than projected summer session enrollments and higher than projected nonresident graduate enrollment.
2. University Division E&G Academic and Support program expenditures are lower than projected due to timing of academic and support expenditures.
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 and Agriculture Experiment Station Division is lower than projected due to the timing of federal expense.
4. Cooperative Extension and Agriculture Experiment Station Division academic program expenditures are lower than historical projections due to timing of expenses and locality recovery activity.
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 are lower than projected. The grant and contract expenditures are 13.7% higher than September 30, 2020.
7. Expenses for All Other Programs was lower than projected due to timing of expenditures and lower than projected Surplus Property activity.
8. The annual budget for the University Division General Fund was decreased \$5 thousand for adjustments to state course redesign transfers.
9. In June, the budget for Tuition and Fees was increased \$0.8 million for finalization of the scholarship budget and planned Fall 2021 Graduate enrollment. The corresponding expenditure budgets have been adjusted accordingly.
10. The All Other Income revenue budget was increased \$0.4 million for self-generated earmarked revenues. The corresponding expenditure budgets have been adjusted accordingly.
11. The University Division had a cash balance of \$8.5 million at the end of the fiscal year 2020-21. The university authorized a one-time expenditure budget increase of \$8.5 million to accomplish work which was previously delayed by the pandemic.
12. The Cooperative Extension and Agriculture Experiment Station division had a state E&G cash balance of \$2.9 million at the end of fiscal year 2020-21. The university authorized a one-time expenditure budget increase of \$2.9 million to accomplish work which was previously delayed by the pandemic.
13. The Student Financial Assistance revenue and expenditure budgets were decreased \$0.7 million for the finalization of the scholarship budget and technical accounting changes and increased \$0.2 million for the SCHEV GEAR Up scholarship program.
14. The projected annual budgets for All Other Programs were increased \$0.9 million for outstanding 2020-21 commitments that were initiated but not completed before June 30, 2021.

**UNIVERSITY DIVISION
AUXILIARY ENTERPRISES**

Dollars in Thousands

	July 1, 2021 to September 30, 2021			Annual Budget for 2021-22		
	Actual	Budget	Change	Original	Adjusted	Change
Residence and Dining Halls *						
Revenues	\$61,004	\$62,032	\$-1,028 (1)	\$132,387	\$132,387	\$0
Expenses	-37,184	-40,480	3,296 (1)	-128,747	-137,624	-8,877 (5,6)
Reserve Drawdown/(Deposit)	-23,820	-21,552	-2,268 (1)	-3,640	5,237	8,877 (5,6)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Parking and Transportation						
Revenues	\$8,555	\$7,919	\$636	\$15,722	\$15,722	\$0
Expenses	-4,257	-5,429	1,172	-16,912	-17,645	-733 (5)
Reserve Drawdown/(Deposit)	-4,298	-2,490	-1,808	1,190	1,923	733 (5)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications Services						
Revenues	\$7,776	\$7,663	\$113	\$21,594	\$21,671	\$77 (4)
Expenses	-5,418	-5,907	489	-21,856	-23,146	-1,290 (4,5)
Reserve Drawdown/(Deposit)	-2,358	-1,756	-602	262	1,475	1,213 (4)
Net	\$0	\$0	\$0	\$0	\$0	\$0
University Services * **						
Revenues	\$27,092	\$27,513	\$-421	\$55,967	\$55,951	\$-16 (4)
Expenses	-17,827	-18,685	858	-55,493	-57,937	-2,444 (4,5,6)
Reserve Drawdown/(Deposit)	-9,265	-8,828	-437	-474	1,986	2,460 (4,5,6)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Intercollegiate Athletics *						
Revenues	\$25,996	\$24,597	\$1,399 (2)	\$78,327	\$79,119	\$792 (7)
Expenses	-25,610	-25,759	149	-77,596	-79,454	-1,858 (5)
Reserve Drawdown/(Deposit)	-386	1,162	-1,548	-731	335	1,066 (5,7)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Electric Service *						
Revenues	\$6,954	\$7,417	\$-463	\$34,775	\$34,198	\$-577 (4)
Expenses	-10,179	-10,251	72	\$-34,197	-35,320	-1,123 (4,5)
Reserve Drawdown/(Deposit)	3,225	2,834	391	-578	1,122	1,700 (5)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Inn at VT/Skelton Conf. Center						
Revenues	\$2,670	\$3,035	\$-365	\$9,056	\$9,229	\$173 (4)
Expenses	-2,531	-2,588	57	-10,354	-10,694	-340 (4,5)
Reserve Drawdown/(Deposit)	-139	-447	308	1,298	1,465	167 (4,5)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Other Enterprise Functions ***						
Revenues	\$4,062	\$3,281	\$781 (3)	\$8,090	\$8,755	\$665 (4,8)
Expenses	3,376	3,158	218	-5,616	-7,294	-1,678 (4,5,8)
Reserve Drawdown/(Deposit)	-7,438	-6,439	-999	-2,474	-1,461	1,013 (4,5,8)
Net	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL AUXILIARIES						
Revenues	\$144,109	\$143,457	\$652	\$355,918	\$357,032	\$1,114
Expenses	-99,630	-105,941	6,311	-350,771	-369,114	-18,343
Reserve Drawdown/(Deposit)	-44,479	-37,516	-6,963	-5,147	12,082	17,229
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

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

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

AUXILIARY ENTERPRISE BUDGET

1. Revenues in Residence and Dining Halls are lower than projected due to lower than anticipated residence hall occupancy, partially offset by higher than budgeted meal plan sales. Expenses are lower than projected due to timing of operating and project expenses. A second quarter budget adjustment is in development to align with the revised level of business activity.
2. Revenues for Intercollegiate Athletics are higher than projected due to higher than anticipated football revenue.
3. Revenues for Other Enterprise Functions are higher than projected due to increased business volume in New Student Programs and Software Sales.
4. In June 2021, the annual revenue, expense, and reserve budgets for Auxiliary Enterprises were adjusted for technical alignments and finalization of fixed cost estimates.
5. The annual expense budget for Auxiliary Enterprises was increased \$12.6 million for outstanding 2020-21 commitments and projects that were initiated but not completed before June 30, 2021.

Auxiliary Enterprise	Outstanding Commitments
Residence and Dining Halls	\$3,449,416
Parking and Transportation	732,928
Telecommunication Services	1,213,341
University Services System	2,308,486
Intercollegiate Athletics	1,857,700
Electric Service	2,299,715
Inn at Virginia Tech	149,749
Other Enterprise Functions	614,948
Total	\$12,626,283

6. The annual expense budgets for Residence and Dining Halls were increased \$5.4 million and University Services System increased \$0.2 million to increase entry level compensation to respond to the market.
7. The annual revenue and reserve budgets for Intercollegiate Athletics were increased \$0.7 million for the repayment of the football lounge advance by private funds.
8. The annual revenue, expense, and reserve budgets for Other Enterprise Functions were increased for sustainability projects and the cost of winding down operations in Printing Services.

CAPITAL OUTLAY PROJECTS
AUTHORIZED AS OF SEPTEMBER 30, 2021
Dollars in Thousands

PROJECT INITIATED	FISCAL YEAR ACTIVITY		TOTAL PROJECT BUDGET					
	ANNUAL BUDGET	YTD EXPENDITURES	STATE SUPPORT	NONGENERAL FUND	REVENUE BOND	TOTAL BUDGET	CUMULATIVE EXPENDITURES	
EDUCATIONAL AND GENERAL PROJECTS								
<u>Design Phase</u>								
Hitt Hall	Apr 2017	\$ 900	\$ 317	\$ -	\$ 14,113	\$ 70,887	\$ 85,000	\$ 5,213 (1)
Undergraduate Science Laboratory Building	Jul 2017	8,000	42	86,378	-	-	86,378	4,718 (2)
Planning: Randolph Hall Replacement	Jul 2020	2,500	59	-	-	11,000	11,000	92 (3)
Life, Health, Safety, Accessibility, & Code Compliance	Jul 2020	155	51	3,100	-	-	3,100	106 (4)
<u>Construction Phase</u>								
Maintenance Reserve	On-going	14,300	2,561	29,824	-	-	29,824	13,033 (5)
Chiller Plant Phase II	Oct 2016	5,000	2,120	32,655	10,312	-	42,968	36,278 (6)
Holden Hall Renovation	Oct 2016	18,500	6,234	57,215	212	17,500	74,927	48,242 (7)
Livestock & Poultry Research Facilities, Phase I	Oct 2016	10,000	3,779	25,274	-	-	25,274	6,463 (8)
Construct Virginia Seafood AREC	Jul 2018	1,224	-	2,500	-	-	2,500	1,276 (9)
Corps Leadership and Military Science Building	Jun 2019	10,000	2,562	-	20,650	31,350	52,000	7,681 (10)
Data and Decision Science Building	Jul 2019	20,000	9,814	69,000	-	10,000	79,000	22,052 (11)
Innovation Campus - Academic Building	Jul 2019	22,000	4,204	168,000	-	134,136	302,136	19,067 (12)
<u>Equipment and Special Initiatives</u>								
Commonwealth Cyber Initiative	May 2019	230	21	1,500	-	-	1,500	1,291 (13)
Fralin Biomedical Research Institute Equipment	Jul 2020	8,633	83	18,133	-	-	18,133	7,623 (14)
Equipment for Workforce Development	May 2021	5,075	-	15,778	-	-	15,778	5,200 (15)
<u>Close-Out</u>								
Improve Kentland Facilities	Sep 2013	363	103	12,463	-	-	12,463	12,015 (16)
Gas-Fired Boiler at the Central Steam Plant	Apr 2017	400	259	-	8,200	-	8,200	7,797 (17)
Acquisition: Falls Church Property	Apr 2019	2,850	-	-	-	2,850	2,850	- (18)
TOTAL EDUCATIONAL AND GENERAL PROJECTS		\$ 130,130	\$ 32,209	\$ 521,820	\$ 53,487	\$ 277,723	\$ 853,031	\$ 198,145

CAPITAL OUTLAY BUDGET

Education and General Projects

1. Hitt Hall: This project houses an expansion of Myers-Lawson School of Construction, a new dining center, and other academic spaces. Working drawings are underway and market pricing for an early site and steel package is expected to be received November 2021. Pricing for the building package is expected to be received December 2021.
2. Undergraduate Science Laboratory Building: This project will construct a 102,000 gross square foot science instruction laboratory building. Working drawings are complete and market pricing is expected to be received January 2022.
3. Planning: Randolph Hall Replacement: This state authorized planning project will design the replacement of Randolph Hall with an approximately 284,000 gross square foot building to accommodate engineering instruction and research. Schematic design is underway. In accordance with the state capital budget program, the university will temporarily fund the planning costs and be reimbursed through a request for construction funding as part of the fiscal year 2023 state budget call.
4. Life, Health, Safety, Accessibility, & Code Compliance: This project improves pedestrian connectors to ensure accessible service in the North Academic District. Preliminary Design is underway.
5. Maintenance Reserve: The total project budget reflects \$2.73 million of carryforward from fiscal year 2020, and the State's fiscal year 2021 and fiscal year 2022 appropriations totaling \$27.46 million. The annual budget amount reflects the pace necessary to meet the state's 85 percent spending performance requirement by June 30, 2022.
6. Chiller Plant Phase II: This project upgrades campus utility systems and addresses several strategic priorities by shifting the campus to a lower resource consuming cooling service with improved redundancies. Substantial completion expected November 2021.
7. 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. Construction is underway with substantial completion expected January 2022.
8. Livestock & Poultry Research Facilities, Phase I: This project is the first of two phases to renew existing facilities for the livestock and poultry programs. Construction is underway for the swine, poultry, beef, and equine packages. Packages for three hay barns and demolition are under development. Construction funding for those packages was requested in the state's 2022 capital budget call.
9. 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 a new 15,000 gross square foot facility. The project is being implemented by the Foundation and substantial completion is expected November 2021.
10. Corps Leadership and Military Science Building: The project consolidates the Corps of Cadets and ROTC programs in the northern portion of the Upper Quad project. Construction is underway with substantial completion expected July 2023.
11. Data and Decision Sciences Building: Construction of the new 120,000 gross square foot building is underway with substantial completion expected April 2023.
12. Innovation Campus – Academic Building: This project will construct a new 300,000 gross square foot academic building with below grade parking as part of the Innovation Campus in Alexandria Virginia. The university received a Guaranteed Maximum Price (GMP) construction contract for the foundations and steel package on June 30, 2021 with construction starting October 2021. Working drawings for the building package are underway with market pricing expected to be received February 2022.
13. Commonwealth Cyber Initiative: This project makes improvements to support the Commonwealth Cyber Initiative Hub renovations, space enhancements, and equipment. The Virginia Innovation Partnership Authority (VIPA) approves spending requests which are then allocated to Virginia Tech for procurement. The maximum appropriation from the Commonwealth is \$3.5 million.
14. Fralin Biomedical Research Institute Equipment: This funding supports the procurement and installation of specialized research equipment for the Fralin Biomedical Research Institute.
15. Equipment for Workforce Development: This project supports space and equipment purchases for the instructional programs associated with the Tech Talent Investment Program.
16. Improve Kentland Facilities: The project is substantially complete and the total cost is expected to be \$12.46 million. The project may be closed and financial accounts terminated when final invoices are received and paid.
17. Gas-Fired Boiler at the Central Steam Plant: This project is substantially complete and the total cost is expected to be \$8.2 million. The project may be closed and financial accounts terminated when final invoices are received and paid.
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 calendar year 2021, and the university is working with the City of Falls Church on this transaction.

Capital Outlay Projects Authorized as of September 30, 2021 (Continued)

Dollars in Thousands

	PROJECT INITIATED	FISCAL YEAR ACTIVITY		STATE SUPPORT	TOTAL PROJECT BUDGET			
		ANNUAL BUDGET	YTD EXPENDITURES		NONGENERAL FUND	REVENUE BOND	TOTAL BUDGET	CUMULATIVE EXPENDITURES
AUXILIARY ENTERPRISE PROJECTS								
<u>Design Phase</u>								
Student Wellness Improvements	Jun 2016	\$ 2,500	\$ 16	\$ -	\$ 13,310	\$ 44,690	\$ 58,000	\$ 5,081 (1)
Dietrick First Floor and Plaza Renovation	Sept 2017	1,200	19	-	8,300	-	8,300	967 (2)
Global Business & Analytics Complex Residence Halls	Jun 2019	-	-	-	-	84,000	84,000	1,269 (3)
<u>Construction Phase</u>								
Maintenance Reserve	On-going	8,000	4,253	-	8,000	-	8,000	4,253 (4)
New Upper Quad Residence Hall	Jun 2019	6,500	1,775	-	2,000	40,000	42,000	4,263 (5)
<u>Close-Out</u>								
Student-Athlete Performance Center	Mar 2018	417	6	-	20,417	-	20,417	19,715 (6)
Creativity & Innovation District LLC	Oct 2016	9,000	6,598	-	15,880	89,620	105,500	94,534 (7)
Planning: Tennis Center Improvements	Aug 2016	384	80	-	809	-	809	464 (8)
TOTAL AUXILIARY ENTERPRISE PROJECTS		\$ 28,001	\$ 12,747	\$ -	\$ 68,715	\$ 258,310	\$ 327,025	\$ 130,546
GRAND TOTAL		\$ 158,131	\$ 44,956	\$ 521,820	\$ 122,203	\$ 536,033	\$ 1,180,056	\$ 328,691

Auxiliary Enterprise Projects

1. Student Wellness Improvements: The project scope and budget include refurbishments to War Memorial Hall and McComas Hall. The university is redesigning the scope to fit within the authorized budget with results of market pricing expected to be received April 2022.
2. Dietrick First Floor and Plaza Renovation: This project includes refurbishing the first floor of Dietrick Hall, inserting a modern food service venue, enclosing a portion of the overhang, and improvements to the outdoor plaza. Improvements to Dietrick Hall will be implemented within the approved budget and improvements to the outdoor plaza will be implemented as a non-capital activity supported with private gift receipts. Working drawings are being finalized and market pricing is expected to be received November 2021.
3. Global Business & Analytics Complex Residence Halls: This project calls for two residence halls in the northwest area of campus with a minimum of 700 beds. Because of excessive costs to deliver the program under traditional campus design standards in this area of campus, the university is exploring alternatives for project implementation.
4. Maintenance Reserve: The auxiliary maintenance reserve program covers 106 assets with a total replacement value of \$1.4 billion. Projects are scheduled and funded by the auxiliary enterprises. The units prepare five-year plans that outline their highest priority deferred maintenance needs. The annual budget and total project budget reflect the spending plans of the auxiliary units on maintenance reserve work scheduled for fiscal year 2022.
5. New Upper Quad Residence Hall: The project provides a residence hall in the upper quad section of campus with a minimum of 300 beds. The project is under construction with substantial completion expected August 2023.
6. Student-Athlete Performance Center: The project is substantially complete and the total cost is expected to be \$20.42 million. The project may be closed and financial accounts terminated when final invoices are received and paid.
7. Creativity & Innovation District Living Learning Community (LLC): The project is substantially complete and the total cost is expected to be \$105.5 million. The project may be closed and financial accounts terminated when final invoices are received and paid.
8. Planning: Tennis Center Improvements: The project is complete and the total cost is expected to be \$809 thousand. The project may be closed and financial accounts terminated when final invoices are received and paid.

Joint Closed Session Agenda

COMPLIANCE, AUDIT, AND RISK COMMITTEE and GOVERNANCE AND ADMINISTRATION COMMITTEE

**The Inn at Virginia Tech – Latham Ballroom A/B
November 7, 2021
11:15 a.m.**

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Begin Joint Closed Session	Ms. Harris
2. Internal Audit Reports	Mr. Noble
a. IT: Data Privacy	
b. University Libraries Policy Compliance Review	
◆ 3. Update on Information Technology Security Review	Dr. Pinkney
4. Motion to End Joint Closed Session	Ms. James
◆ Discusses Enterprise Risk Management topic(s).	

Joint Closed Session Briefing Report

COMPLIANCE, AUDIT, AND RISK COMMITTEE and GOVERNANCE AND ADMINISTRATION COMMITTEE

November 7, 2021

Joint Compliance, Audit, and Risk Committee and Governance and Administration Committee Closed Session

1. **Motion to Begin Joint Closed Session:** Motion to begin joint closed session.
2. **Internal Audit Reports:** The following confidential internal audit report was issued by the Office of Audit, Risk, and Compliance (OARC) since the June 7, 2021 meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. OARC conducts follow-up on management's implementation of agreed upon improvements for previously issued audit recommendations.
 - a. **IT: Data Privacy:** While the review found no evidence that the university's current privacy structure results in non-compliance with privacy regulations, immediate improvements are needed to position the institution to keep pace with future data privacy developments. Additionally, the review noted opportunities currently deployed by peer institutions that could assist in furthering the institution's data privacy efforts.
 - b. **University Libraries Policy Compliance Review:** 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, P14 appointments, expenditures, fixed assets, funds handling, and information technology. Additionally, an observation for central administration was noted in the area of P-14A forms for the Division of Human Resources.
3. **Update on Information Technology Security Review:** The Committee will receive an update on the current reviews being conducted by an outside firm on information technology security and organizational governance.
4. **Motion to End Joint Closed Session:** Motion to end joint closed session.

Open Session Agenda
GOVERNANCE AND ADMINISTRATION COMMITTEE

Latham Ballroom CDEF, The Inn at Virginia Tech
10:00 am – 11:30 am

November 8, 2021

OPEN SESSION

Agenda Item

Reporting Responsibility

- | | |
|---|--|
| 1. Welcome and Opening Remarks | Chris Petersen |
| 2. Consent Agenda | Chris Petersen |
| a. Approval of Minutes of June 7, 2021, Meeting | |
| * b. Compliance, Audit, and Risk Committee Charter | |
| * c. Resolution to Revise Policy 4335: Employee Awards and Recognition Programs | |
| * d. Resolution to Revise Bylaws of the Virginia Tech Board of Visitors | |
| ◆ 3. Name, Image, and Likeness and Competitive Success | Whit Babcock
Derek Gwinn |
| 4. Inclusive VT Update: Student Diversity | Menah Pratt-Clarke
Ellington Graves |
| 5. Climate Survey and HR Update | Bryan Garey |
| 6. Introduction to Governance Video | Kim O'Rourke |
| * 7. Resolution to Establish an Administrative and Professional Faculty Representative to the Board of Visitors | Holli Drewry
Janice Austin |
| 8. Discussion on Committee Structure Review | Chris Petersen |
| 9. Discussion on Board Self-Assessment Criteria | Chris Petersen |
| 10. Future Agenda Items and Closing Remarks | Chris Petersen |

* Requires Full Board Approval

◆ Denotes ERM Topic

Briefing Report

GOVERNANCE AND ADMINISTRATION COMMITTEE

November 8, 2021

OPEN SESSION

1. **Welcome and Opening Remarks.** Chris Petersen, Chair of the Governance and Administration Committee, will welcome committee members, guests and invited participants.
2. **Consent Agenda.** The Committee will consider for approval the items listed on the consent agenda:
 - a. Approval of Minutes of June 7, 2021, Meeting
 - b. Compliance, Audit, and Risk Committee Charter*
 - c. Resolution to Revise Policy 4335: Employee Awards and Recognition Programs*
 - d. Resolution to Revise Bylaws of the Virginia Tech Board of Visitors*
3. **Name, Image, and Likeness and Competitive Success.** Athletics Director, Whit Babcock, and Assistant Athletics Director of Compliance, Derek Gwinn, will update the committee on name, image, and likeness legislation, as well as present on the university's competitive success.
4. **Inclusive VT Update: Student Diversity.** Vice President for Diversity, Inclusion, and Strategic Affairs, Menah Pratt-Clarke, and Assistant Provost for Inclusion and Diversity, Ellington Graves, will update the committee on student diversity initiatives.
5. **Climate Survey and HR Update.** Vice President for Human Resources, Bryan Garey, will report to the committee on the most recent climate survey, as well as provide an update on ongoing HR initiatives.
6. **Introduction to Governance Video.** Vice President for Policy and Governance, Kim O'Rourke, will introduce a video in which current commission chairs of shared governance report on their goals for the year.
7. **Resolution to Establish an Administrative and Professional Faculty Representative to the Board of Visitors*.** President of the Administrative and Professional (A/P) Faculty Senate, Holli Drewry, will present a resolution for committee review and approval proposing the addition of an A/P Faculty Representative to the Board of Visitors.

8. **Discussion on Committee Structure Review.** Chris Petersen will lead a discussion on Board Committee Structure Review, specifically in relation to reports regarding university research, as assigned by the Board in the Spring.
9. **Future Agenda Items and Closing Remarks.** Chris Petersen will discuss future agenda items and offer closing remarks.

Resolution to Establish an Administrative and Professional Faculty Representative to the Board of Visitors

WHEREAS, CAPFA Resolution 2020-21A *Resolution to Approve the Constitution and Bylaws for the Administrative and Professional (A/P) Faculty Senate* was approved by University Council on February 15, 2021 and approved by the Board of Visitors on March 22, 2021; and

WHEREAS, CAPFA Resolution 2020-21B *Joint Resolution to Revise Shared Governance at Virginia Tech* was approved by University Council on February 15, 2021; and

WHEREAS, the A/P Faculty Senate Constitution and Bylaws outline the leadership, membership, and role of the A/P Faculty Senate; and

WHEREAS, there is wide recognition of the complexity of the university's governance and general acknowledgement of the need for administration, faculty, staff, and student participation in the conduct of university affairs; and

WHEREAS, at this time, there is a mechanism for representatives from the faculty, staff, and student body to meet regularly with the Board of Visitors, but there is no such structured opportunity for communication between the Administrative and Professional Faculty and the Board of Visitors;

NOW, THEREFORE, BE IT RESOLVED that the President of the Administrative and Professional Faculty Senate be invited to sit with the Board of Visitors in open session and, when recognized by the Rector of the Board, to speak on matters of which they may be able to make contribution;

BE IT FURTHER RESOLVED, that the President of the Administrative and Professional Faculty Senate be invited to sit with any committee of the Board of Visitors in open session and to provide information and advice as deemed appropriate by the chair of that committee; and

BE IT FURTHER RESOLVED, that this resolution will be effective immediately and that the By-laws of the Board of Visitors be updated accordingly.

Recommendation:

That the Resolution to Establish an Administrative and Professional Faculty Representative to the Board of Visitors be approved.

November 8, 2021

**RESOLUTION TO REVISE UNIVERSITY POLICY #12015
ON EXTERNAL AWARDS**

WHEREAS, the Board of Visitors of Virginia Polytechnic and State University is responsible for the conferral of university-level honors to individuals external to the university; and

WHEREAS, in 1976, the Board of Visitors authorized the William H. Ruffner Medal as the university's highest award; and

WHEREAS, the Board of Visitors has authority to reauthorize awards, as occurred on March 22, 1982, when the Board of Visitors reauthorized the University Distinguished Achievement Award, formerly known as the University Distinguished Alumni Citation; and

WHEREAS, a review of Policy #12015 on External Awards was recently undertaken, resulting in the recommendation to sunset the William H. Ruffner Medal and introduce the Ut Prosim Medal as the university's highest honor; and

WHEREAS, the Ut Prosim Medal is distinctively Virginia Tech, representing the university's motto, *That I may serve*, and indisputably connecting the award to the institution; and

WHEREAS, the first Ut Prosim Medal would be conferred in 2022 to align with the university's sesquicentennial observance and 150th anniversary of Virginia Tech's founding;

NOW, THEREFORE, BE IT RESOLVED, that in acknowledgement of the university's sesquicentennial observance and in recognition of those who serve and represent Virginia Tech in the most distinguished manner, the Board of Visitors hereby approves Revision 1 of Policy #12015 on External Awards.

RECOMMENDATION:

That the above resolution approving Revision 1 of Policy #12015 on External Awards as attached be approved.

November 8, 2021



Virginia Polytechnic Institute and State University

Policy on External Awards

No. 12015

Policy Effective Date:
1976

Last Revision Date:
11/5/2018

Policy Owner:
Charles Phlegar

Policy Author:
Angela Hayes
(Contact Person)

Affected Parties:
Faculty
Staff

1.0 Purpose

2.0 Policy

3.0 Procedures

4.0 Definitions

5.0 References

6.0 Approval and Revisions

1.0 Purpose

The following policy and procedures apply to the conferral of university-level honors to individuals external to the university as described in sections 2.2 and 2.3. The University External Awards Committee will take under consideration nominations for the Ut Prosim Medal and the University Distinguished Achievement Award. In contrast, commemorative namings of physical spaces and specific academic units, such as departments, schools, colleges, institutes, or centers, and the hanging of plaques, portraits or other permanent memorials honoring individuals or organizations on the campus or outlying properties of the university are the purview of the Commemorative Tributes Committee (university policy #12005) and not subject to this policy. Moreover, the policy and process for the conferral of honorary degrees are described in Presidential Policy Memorandum #70.

2.0 Policy

The university will approve the conferral of university-level honors to individuals external to the university in appropriate instances where the university has significantly benefited from the relationship with the person and such recognition brings no adverse reflection on the university. The process is as follows:

1. The university External Awards Committee is responsible for receiving nominations for and recommending to the President the annual recipients of the Ut Prosim Medal (considered the university's highest award) and the University Distinguished Achievement Award to ensure that conferral of the recognition to the individual recommended will reflect honor on the university as well as upon the person recommended.*
2. After review, the President will submit his/her selections for the Ut Prosim Medal and the University Distinguished Achievement (UDA) Award recipients to the Board of Visitors.
3. The Board of Visitors will act on those recommendations made by the President. Final approval rests with the Board of Visitors.
4. Under circumstances in which the timing of the selection does not align with the Board of Visitors' meeting schedule, the Board delegates to the President of the university, after consultation with the Rector, the authority to approve the recipients of these awards, contingent upon subsequent ratification by the full Board of Visitors.

*In extraordinary circumstances, the External Awards Committee may recommend the conferral of a Special Citation or Award or the conferral of more than one Ut Prosim Medal or University Distinguished Achievement Award in a given year.

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Virginia Polytechnic Institute and State University

2.1 External Awards Committee

On October 16, 1981, Charles O. Gordon, Sr., then-Rector of the Board of Visitors, appointed a committee representative of the faculty, administration, students, emeritus faculty, and alumni to consider individuals to whom the William H. Ruffner Medal might be presented. The committee was asked to make an annual recommendation to the Board, through the President, of one of more individuals for consideration for such an award. The Board later expanded the responsibilities of the committee to include recommendations of individuals of such national recognized achievements that they would be deserving of the University Distinguished Achievement Award.

The External Awards Committee currently consists of the following:

1. Vice President for Advancement, Chair
2. Executive Vice President and Provost
3. Senior Vice President and Chief Business Officer
4. Vice President for Strategic Affairs and Diversity**
5. President of the Faculty Senate (or designee)
6. President of the Undergraduate Student Senate (or designee)
7. One Alumni Distinguished Professor*
8. One University Distinguished Professor*
9. Two emeritus faculty*

*Selected by the President upon the recommendation of the Vice President for Advancement

**In the event that the role of Vice President for Strategic Affairs and Diversity is no longer held by one person and divided into two individual holders of the aforementioned positions, then the committee membership would be realigned to the senior administration role designated for the leadership of Inclusion and Diversity.

(As the university's organizational structure evolves, the President is authorized by the Board of Visitors to adjust the titles of the committee's membership to reflect those organizational changes; significant changes require approval of the Board of Visitors.)

2.2 History and Criteria for the Ut Prosim Medal

In 1976, the Virginia Tech Board of Visitors authorized the William H. Ruffner Medal to provide appropriate public recognition to individuals who have performed notable and distinguished service to the university. The William H. Ruffner medal was named for a member of the university's first board who was instrumental in shaping the curricula of the fledgling college, then known as Virginia Agricultural and Mechanical College. Ruffner was also Virginia's first state superintendent of public instruction. In the university's sesquicentennial year, the William H. Ruffner Medal was sunset to introduce the Ut Prosim Medal as the university's highest award. The Ut Prosim Medal is designated for recognition of those who embody the values and principles of Ut Prosim at the highest levels of service, sacrifice, generosity, and esteemed accomplishment that reflect honor on both the individual and the university.

Although the criteria were drawn purposely broad to provide the board with freedom in considering "notable and distinguished" service of a proposed recipient, examples of such service would include the following:

- Outstanding achievement in efforts devoted to the promotion, improvement, and development of the university's mission as a land-grant university.

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Virginia Polytechnic Institute and State University

- Significant service on one or more of the official, informal, university-related, or otherwise designated advisory, counseling, volunteer, or other action groups serving the university.
- Extraordinary interest in and support—including material support—of the well-being of the university and its students, faculty, and staff in efforts to provide educational opportunities and research and public service programs on behalf of the citizens of the commonwealth and the nation.

No individual affiliated with Virginia Tech as a student, faculty, or staff member, administrator, or trustee, or anyone in a similar capacity would be eligible for the [Ut Prosim](#) Medal; individuals affiliated with the university in any of these capacities would remain ineligible for at least 12 months after ending such affiliation. Exceptions may be granted in extraordinary situations. The [Ut Prosim](#) Medal is not restricted to alumni, although an appropriate relationship with the university is desirable.

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2.3 History and Criteria for the University Distinguished Achievement Award

The Virginia Tech Board of Visitors reauthorized the University Distinguished Achievement Award under that designation on March 22, 1982. The award previously had been identified as the University Distinguished Alumni Citation. In reauthorizing the award (a specially designed medal), the Board stipulated that nominees should meet the following criteria:

- Nationally distinguished achievement, personal and/or professional, in any field of endeavor of enduring significance and value to society.
- An identifiable and appropriate relationship with this university so that presentation of the award would reflect favorably both on the award recipient and the institution.

No individual affiliated with Virginia Tech as a student, faculty, or staff member, administrator, or trustee, or anyone in a similar capacity would be eligible for the University Distinguished Achievement Award; individuals affiliated with the university in any of these capacities would remain ineligible for at least 12 months after ending such affiliation. Exceptions may be granted in extraordinary situations.

While it would appear that most persons selected for the award should be alumni or alumnae or previously would have had some faculty, staff, or trustee relationship with the university, presentation of the award to a commencement speaker, visiting scholar, public official or individuals with other such relationships is not precluded. The potential recipients of the University Distinguished Achievement Award would not necessarily have had the same close association with the institution as is required for the [Ut Prosim](#) Medal. Although the award is not restricted to alumni, an appropriate relationship with the university is desirable.

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3.0 Procedures

As chair of the university's External Awards Committee, the Vice President for Advancement will solicit nominations for the [Ut Prosim](#) Medal and University Distinguished Achievement Award from the university's deans and vice presidents. The committee will also entertain nominations from other members of the university community. Contact the Office of the Vice President for Advancement for detailed procedures.

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4.0 Definitions

5.0 References

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Virginia Polytechnic Institute and State University

Policy 12005: Policy on Commemorative Tributes

<http://www.policies.vt.edu/12005.pdf>

Presidential Policy Memorandum #70: Awarding of Honorary Degrees

<http://policies.vt.edu/assets/ppm-70.pdf>

6.0 Approval and Revisions

William H. Ruffner Medal authorized by the Board of Visitors in 1976.

University Distinguished Achievement Award reauthorized by the Board of Visitors on March 22, 1982.

University Policy #12015 on External Awards formalizing the criteria and selection process for the Ruffner Medal and University Distinguished Achievement Award established by the Board of Visitors on November 5, 2018.

Approved by the Vice President for Advancement, Charles Phlegar on November 5, 2018.

- [Revision 1](#)

William H. Ruffner Medal sunset and Ut Prosim Medal introduced, aligned with the sesquicentennial observance on November 8, 2021. [Updated titles of committee members.](#)

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**Constituent Report by
Undergraduate Student Representative
to the Board, Paolo Fermin,
will be presented at Sunday's
Information Session**

**Constituent Report by
Graduate Student Representative to the
Board, Phil Miskovic,
will be presented at Sunday's
Information Session**

**Constituent Report by
President of Staff Senate,
Serena Young,
will be presented at Sunday's
Information Session**

**Constituent Report by
President of Faculty Senate,
Robert Weiss,
will be presented at Sunday's
Information Session**

MOTION TO BEGIN CLOSED MEETING

November 8, 2021

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.

MOTION TO RETURN TO OPEN SESSION

November 8, 2021

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.

Open Session Agenda

ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE

Inn at Virginia Tech and Skelton Conference Center

3:00 – 5:30 p.m.

November 7, 2021

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Welcome	M. Nelson
2. Review and Approve Open Session Agenda	M. Nelson
3. Consent Agenda	M. Nelson
A. Approval of August 31, 2021 Meeting Minutes	
B. Report of Reappointments to Endowed Chairs, Professorships, and Fellowships	
*C. Approval of Pratt Fund Program and Expenditures Report <i>(shared with Finance and Resource Management)</i>	
*D. Resolution for Exclusion of Certain Officers/Directors	
*E. Resolution to Amend Policy 1026 and Student Code of Conduct to Align with New Title IX Regulations Issued by the U.S. Department of Education	
*F. Approve Degree and Academic Program Actions	
• Resolution to Discontinue the Doctor of Philosophy in Educational Research and Evaluation (EDRE)	
• Resolution for the Establishment of a School of Animal Sciences	
• Affirmation of SCHEV-Approved Department Name in VTCSOM	
4. Update: College of Science	R. Fricker
5. Council of College Deans Update	L. Learman
6. Provost's Update and Discussion	C. Clarke
7. Panel Discussion: National Security Institute	D. Sui, E. Paterson, L. Freeman, JB Persons
8. Agenda Items for March 2022 Committee Meeting	M. Nelson
9. Adjourn Committee Meeting	M. Nelson

* Requires Full Board Approval

Open Session Briefing Report

ACADEMIC, RESEARCH AND STUDENT AFFAIRS COMMITTEE

November 7, 2021

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Welcome <i>Melissa Nelson, chair of the committee, will welcome committee members and others to the committee open session.</i>	M. Nelson
2. Review and Approve Open Session Agenda <i>M. Nelson will review and ask for acceptance of the Open Session Agenda and items as listed on the Open Session Consent Agenda.</i>	M. Nelson
3. Consent Agenda <i>The committee will consider approval of items on the consent agenda including: August 31, 2021 meeting minutes, a report on reappointments to endowed chairs, professorships, or fellowships, approval of the Pratt Fund Program and Expenditures Report, a resolution for exclusion of certain officers/directors, a resolution to amend Policy 1026 and the Student Code of Conduct to align with new Title IX regulations Issued by the U.S. Department of Education, and approval of degree and academic program actions including a resolution to Discontinue the Doctor of Philosophy in Educational Research and Evaluation (EDRE), a resolution establishing a School of Animal Sciences, and an affirmation of a SCHEV-approved department name in the Virginia Tech Carilion School of Medicine.</i>	M. Nelson
4. Update: College of Science <i>Ron Fricker, interim dean of the College of Science (COS) will offer the committee on update on the college including the various ways in which the college meets the university's strategic goals.</i>	R. Fricker
5. Council of College Deans Update <i>Lee Learman, dean of the Virginia Tech Carilion School of Medicine and representative from the university's Council of College Deans, will provide the committee with an update from the perspective of the college deans.</i>	L. Learman
6. Provost's Update and Discussion <i>Cyril Clarke will update the committee on the university's academic initiatives.</i>	C. Clarke

7. **Discussion: National Security Institute** D. Sui
Dan Sui, vice president for research and innovation, Eric Paterson, E. Paterson executive director of the National Security Institute, Laura Freeman, L. Freeman director of the Hume Center, and JB Persons, National Security JB Persons Institute doctoral student will participate in a discussion of the university's National Security Institute, a research institute at the nexus of interdisciplinary research, technology, policy, and talent development to advance national security.
8. **Agenda Items for March 2022 Committee Meeting** M. Nelson
The committee chair will request that committee members consider topics for upcoming meetings of the committee.
9. **Adjourn Committee Meeting** M. Nelson

Welcome

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

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

Acceptance of Agenda

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

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

Open Session Consent Agenda
ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE
November 7, 2021

- A. Approval of August 31, 2021 Meeting Minutes
- B. Report of Reappointments to Endowed Chairs, Professorships, and Fellowships
- *C. Approval of Pratt Fund Program and Expenditures Report
(shared with Finance and Resource Management)
- *D. Resolution for Exclusion of Certain Officers/Directors
- *E. Resolution to Amend Policy 1026 and Student Code of Conduct to Align with New Title IX Regulations Issued by the U.S. Department of Education
- *F. Approve Degree and Academic Program Actions
 - Resolution to Discontinue the Doctor of Philosophy in Educational Research and Evaluation (EDRE)
 - Resolution for the Establishment of a School of Animal Sciences
 - Affirmation of SCHEV-Approved Department Name in VTCSOM

Committee Minutes

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

Inn at Virginia Tech, Latham Ballroom CDEF

8:00 a.m. to 9:30 a.m.

August 31, 2021

Committee Members Present: Melissa Nelson (chair), Carrie Chenery

Board Members Present: Tish Long, Shelley Butler Barlow, Greta Harris, C.T. Hill, Sharon Brickhouse Martin, Horacio Valeiras, Preston White; Paolo Fermin (undergraduate student representative), Phil Miskovic (graduate and professional student representative), Robert Weiss (faculty representative), Serena Young (staff representative).

Guests: Callan Bartel, Laura Belmonte, Lynsay Belshe, Rosemary Blieszner, Gregory Carter, Charlene Casamento, Cyril Clarke, Jon Deskins, Karen DePauw, Corey Earles, Jeff Earley, Jack Finney, Ron Fricker, Amy Friedenberger, Mike Friedlander, Rachel Gabriele, Martha Glass, Cathy Grimes, Dave Guerin, Rebekah Gunn, Kristina Hartman, Luisa Havens-Gerardo, Kay Heidbreder, Rachel Holloway, Byron Hughes, Chris Kiwus, Kaylah Inge, Eric Kaufman, Frances Keene, Sharon Kurek, Lee Learman, Nancy Meacham, Ken Miller, Benito Nieves, Justin Noble, Kelly Oaks, Kim O'Rourke, Mark Owczarski, Catherine Piche, Ellen Plummer, Menah Pratt-Clarke, Robin Queen, Julie Ross, Tim Sands, Frank Shushok, Kimberly Smith, Rick Sparks, Daniel Sui, Susan Sumner, Judy Taylor, Tracy Vosburgh, Chris Wise.

OPEN SESSION

1. Welcome. M. Nelson, chair of the committee welcomed board and committee members.

2. Review and Approve Open Session Agenda.

The committee voted unanimously to accept the agenda as presented including all items on the Consent Agenda.

3. Consent Agenda. Approval of June 8, 2021 Meeting Minutes; Report of Reappointments to Endowed Chairs, Professorships, and Fellowships; Ratification of 2021 - 2022 Faculty Handbook; Resolution to Approve New Appointments and Reappointments to The Virginia Coal and Energy Research and Development Advisory Board; Resolution to Amend University Non-Discrimination Statement and University Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault.

4. Update: College of Engineering. J. Ross, dean of the College of Engineering, provided the committee with an update. The college includes 246 staff members and 371 tenured and tenure-track faculty members. The college enrolls 9,358 undergraduate and

2,172 graduate students. The college has \$258.2M in research expenditures placing ninth nationally in the National Science Foundation's Higher Education Research and Development Survey. Strategic directions include research, teaching excellence, work-life balance, and initiatives in experiential education, inclusive excellence, and graduate education. Several projects are dedicated to creating and improving infrastructure to support the missions of the university and college. In collaboration with five institutions in the commonwealth, The Tech Talent Pipeline Partnership Program undergraduate students can be prepared for early admission to Virginia Tech's MEng degree in computer science and applications or computer engineering.

5. Council of College Deans Update. L. Learman, dean of the Virginia Tech Carilion School of Medicine and representative to the committee from the Council of College Deans, offered remarks. The Council of College Deans welcome Rosemary Blieszner in her interim role in the College of Architecture and Urban Studies and Aimée Surprenant, newly appointed dean of the Graduate School. The deans are engaged in supporting the continued work of the governance committee and the continued evolution of the Partnership for and Incentive Based Budget (PIBB). The deans recognize and support the emphasis on experiential learning as a hallmark of a Virginia Tech education and look forward to the recommendations of the task force working on enrollment growth. Evolving workforce expectations have been heightened by work arrangements during the pandemic, and to outperform other universities and retain talent, the university will need to show flexibility. The deans rely on the continued success of diversity, equity, and inclusion efforts at multiple levels of the university. Deans are excited for the 18-month observance of the Virginia Tech sesquicentennial and the special events that occur at university and college levels for our alumni.

6. Provost's Update. C. Clarke, executive vice president and provost, updated the committee on the start of the fall semester. Delivery of classes is 81% fully in-person, compared to 6% for fall of 2020, 5% of classes are being delivered in a hybrid fashion, and the rest are synchronous and asynchronous. The university's ability to launch the fall semester successfully is due to an effective COVID management system led by President Sands, built on quality emergency management systems with input from constituent groups. A highlight has been high-volume, accurate testing services, commitment to face coverings, and the willingness of the university community to make it work. Student well-being continues to be a university-wide priority. The Division of Student Affairs is leading organizational changes that will result in supporting approximately 10,000 on-campus students in residential well-being units. Each unit will be supported by live-in professionals that will provide support for counseling, well-being, experiential learning, and case management. Provost Clarke acknowledged the service of several university leaders. Karen DePauw has served as dean of graduate education and her successor, Aimée Surprenant, will join the university on September 1st. The search for a dean of the College of Science is progressing. Rosemary Blieszner is serving as interim dean of the College of Architecture and Urban Studies and a search for a permanent dean will be launched in early 2022. Robert Sumichrast has announced his retirement at the end of the current academic year and a search will be launched this fall. Jack Finney is retiring in December and a search for his successor as vice provost for faculty affairs is underway. A full report

covering enrollment management will occur during the committee's meeting in November.

7. Discussion: Academic and Extracurricular Undergraduate Student Wellness and Success. R. Holloway, vice provost for undergraduate academic affairs, and F. Shushok, vice president for student affairs, introduced and led a discussion that included panelists S. Sumner, associate dean for academic affairs in the College of Agriculture and Life Sciences; K. Smith, Associate Vice Provost, Student Success Initiatives; B. Hughes, dean of students; and Kylah Inge, undergraduate student. The framework for student success is a student-centered culture that provides a relationship-rich environment. Transfer students receive specially designed support and advising that includes integrated communication from contact through matriculation, a targeted orientation, a living learning community, transfer courses, and a transfer community. Administrative and academic areas that support students include Career and Professional Development, Undergraduate Student Financial Aid, academic advising, faculty, Dean of Students, and student success coaches.

8. Agenda Items for November ARSA committee meeting. Committee members will submit agenda topics for consideration at future meetings. The agenda will include an update on the College of Science and a discussion about enrollment management.

9. Adjournment.

REPORT

Reappointments to Endowed Chairs, Professorships, or Fellowships (4)

November 7, 2021

The president and executive vice president and provost have confirmed the reappointment of the following faculty to an endowed chair, professorship, or fellowship with a salary and/or operating supplement provided by the endowment and, if available, with funds from the eminent scholars match program.

College of Engineering (4)

Rakesh Kapania

Norris and Laura Mitchell Professorship
of Aerospace Engineering

Brian Kleiner

Ralph H. Bogle, Jr. Professorship

Mark Psiaki

Kevin Crofton Faculty Chair
in Aerospace and Ocean Engineering

Konstantinos Triantis

John L. Lawrence Professorship

Pratt Funds Overview

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE AND FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 5, 2021

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. Over the years, the Pratt Endowment investment pool has grown to \$48.9 million, as of June 30, 2021. 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 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 Endowment has played a significant role over the years in allowing the college to enrich its pool of students and to offer additional international study opportunities to students and faculty.

The expenditure of income funds from the Pratt 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 2020-2021 Pratt Funds Activity Statements for the College of Engineering and Animal Nutrition be approved.

November 8, 2021

PRATT FUNDS ACTIVITY STATEMENT
For the Year Ended June 30, 2021
ENGINEERING

Income

Balance, July 1, 2021	\$ 127,707	
Endowment Income for 2020-2021	<u>999,333</u>	
Total Available		\$1,127,040

Expenditures*

Undergraduate Scholarships	\$502,237	
Undergraduate International Scholarships	0	
Graduate International Scholarships	0	
Graduate Research Scholarships	119,785	
Graduate Research Fellowships	158,349	
Graduate Research Tuition Scholarships	17,149	
Graduate Recruitment for Research Programs	<u>52,023</u>	
Total Expenditures		<u>\$849,543</u>
Balance at June 30, 2021 to be carried to 2021-2022		<u>\$ 277,497</u>

**See Attachment A for Engineering programs supported by Pratt Funds.*

PRATT FUNDS ACTIVITY STATEMENT
For the Year Ended June 30, 2021
ANIMAL NUTRITION

Income

Balance, July 1, 2020	\$ 123,858	
Endowment Income for 2020-2021	<u>969,834</u>	
Total Available		\$1,093,692

Expenditures*

Graduate Student Scholars	\$ 230,456	
Undergraduate Students	115,366	
Scientific Equipment and Supplies	158,283	
Research Publications	6,025	
Visiting Scientists	50,290	
Nutrition Technicians	<u>150,251</u>	
Total Expenditures		<u>\$710,671</u>
Balance at June 30, 2021 to be carried to 2021-2022		<u>\$ 383,021</u>

**See Attachment B for Animal Nutrition Programs supported by Pratt Funds.*

PRATT FUNDS: College of Engineering

The Pratt Endowment enriches the College of Engineering in many ways, adding to Virginia Tech's reputation. In fiscal year 2020-2021, 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: \$502,237**

Pratt Funds allow the college to offer Dean's Scholar scholarships to entering freshmen. These scholarships provide a four-year, \$300 to \$8,600 per academic year continuing commitment to each recipient, provided at least a 3.5 grade point average is maintained. In fiscal year 2020-2021, Pratt Funds provided \$300 to \$8,600 to 176 students.

Undergraduate International Scholarships**Spent: \$0**

No international mobility was supported during fiscal year 2020-2021 for undergraduate students due to the COVID-19 pandemic. The budget will be carried over for use in fiscal year 2021-2022. An unspent balance of \$28,251 was carried over from fiscal year 2019-2020 and combined with the \$60,000 allocation for fiscal year 2020-2021 to pay for program deficits incurred by Engineering Education and Biomedical Engineering and Mechanics. These departments had granted full refunds to scholarship students whose travel was disrupted in summer 2020 due to the pandemic. Subsequently, in spring 2021, the College of Engineering recovered the travel program deficits from the university, restoring the \$60,000 allocated for fiscal year 2020-2021 and the unspent balance from fiscal year 2019-2020 to the Pratt Fund.

Graduate International Scholarships**Spent: \$0**

No international mobility was supported during fiscal year 2020-2021 for graduate students due to the COVID-19 pandemic. The budget will be carried over for use in fiscal year 2020-2022. An unspent balance of \$18,500 was carried over from fiscal year 2019-2020 and combined with the \$30,000 allocation for fiscal year 2020-2021 to pay for program deficits incurred by Engineering Education and Biomedical Engineering and Mechanics. These departments had granted full refunds to scholarship students whose travel was disrupted in summer 2020 due to the pandemic. Subsequently, in spring 2021, the College Engineering recovered the travel program deficits from the university, restoring the \$30,000 allocated for fiscal year 2020-2021 and the unspent balance from fiscal year 2019-2020 to the Pratt Fund.

Graduate Research Scholarships**Spent: \$119,785**

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 12 students in fiscal year 2020-2021.

Graduate Fellowships and Graduate Tuition Scholarships

Spent: \$175,498

Graduate Research Fellowships

Each engineering department receives a portion of Pratt Funds to use for graduate fellowships. In fiscal year 2020-2021, 76 students received Pratt Fellowships ranging from \$22/month to \$1,382/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: \$158,349

Graduate Research Tuition Scholarships

Engineering departments have the option of using Pratt Fellowship funding for tuition remission scholarships for graduate students. In fiscal year 2020-2021, departments provided partial or complete tuition for three graduate students from Pratt Funds.

Spent: \$17,149

Graduate Recruitment for Research Programs

Spent: \$52,023

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 2020-2021, the College of Engineering's departments were presented with a challenge due to travel limitations due to the COVID-19 pandemic. With the support of Pratt funding, the challenge was met by departments in unique and creative ways. These included holding virtual recruiting events and developing recruiting videos. Additionally, a department purchased the names and email addresses of students expressing interest in their subject area for a mass emailing.

PRATT FUNDS: Animal Nutrition

The John Lee Pratt Endowment has been instrumental in enhancing the quality of the university's animal nutrition programs at Virginia Tech. The Pratt 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 Endowment in enhancing Animal Nutrition programs and attract high quality graduate scholars, the College of Agriculture and Life Sciences Pratt 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 2021, the college funded 16 active projects. The programs of 38 faculty members located in seven different departments are supported through these 16 projects. A total of 19 graduate students are funded by these projects, of which seven began their studies in the spring of 2021.

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 2021 was \$710,672 for the continuing program. The main categories of expenditures were as follows:

Graduate Student Scholars (Ph.D. & M.S.)	32.4%
Nutrition Program Support Personnel	21.1%
Undergraduate Program Scholarships & Research	16.2%
Scientific Equipment and Supplies	22.3%
Visiting Scholars and Seminars	8.0%

Graduate Student Scholars

The Pratt program has now matured and currently 19 scholars are enrolled in the program, with seven enrolled in the spring of 2021. 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

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

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

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.

Visiting Scholars and Seminars

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 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 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 300 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.

New Pratt proposals were awarded in Fall 2020, but due to delays in identifying qualified graduate students (in part, related to impacts of COVID-19) the fiscal year 2021 funding was not able to be used as intended. Many of these proposals have been initiated for the Fall 2021 semester so this carryover, in the amount of \$383,021, will be utilized in fiscal year 2022. There will also be an assessment of needed animal nutrition related equipment that can be procured in fiscal year 2022 to ensure the carryover is fully spent.

RESOLUTION FOR EXCLUSION OF CERTAIN OFFICERS/DIRECTORS

WHEREAS, Virginia Polytechnic Institute and State University (Virginia Tech) was determined by the U.S. Department of Defense (DoD) to be a facility authorized to be eligible for access to classified information or award of classified contracts in 1960, and years following, with the most recent authorization in August of 2020; and

WHEREAS, in accordance with the National Industry Security Program Operating Manual (NISPOM), Cognizant Security Agencies (CSAs) require that certain principal officers, directors, partners, regents, or trustees, and those occupying similar positions at institutions of higher education meet the personnel security clearance requirements established for the level of the institution's facility security clearance or be formally excluded; and

WHEREAS, the NISPOM permits the exclusion from the personnel clearance requirements of said principal officers et al. on the basis that these cited individuals shall not require, shall not have, and can be effectively excluded from access to all classified information disclosed to Virginia Tech, and do not occupy positions that would enable them to affect adversely corporate policies or practices in the performance of classified contracts, as determined by a CSA;

NOW, THEREFORE, BE IT DECLARED that the Virginia Tech Board of Visitors hereby formally appoints a managerial group with the authority and responsibility for the negotiation, execution, and administration of classified contracts (Key Management Personnel), consisting of the following principal officers within Virginia Tech: President, University Legal Counsel, Chief Contracting Officer, Vice President for Research and Innovation, Senior Contracts Officer, Facility Security Officer, and Insider Threat Program Senior Official (specified by name in Attachment A); and

BE IT RESOLVED that the President, and the said managerial group, at the present time do possess the required security clearance; and

BE IT RESOLVED FURTHER that in the future, when a CSA determines that additional Virginia Tech officials must be added to said managerial group and be granted personnel clearances or excluded from classified access pursuant to the NISPOM, such requirements shall be made and approved by the Key Management Personnel, and not the Board of Visitors, unless approval by the Board of Visitors is formally required by a CSA; and

LASTLY, BE IT RESOLVED, that the appended list of all members of the Board of Visitors and certain University Principal Officers (specified by name in Attachment B) shall not require, shall not have, and can be effectively excluded from access to all classified information in the possession of Virginia Tech, and do not occupy a position that would enable them to affect adversely Virginia Tech policies or practices in the performance of classified contracts. A copy of this resolution shall be provided to CSAs as required by the NISPOM.

RECOMMENDATION:

That this resolution be adopted.

November 8, 2021

ATTACHMENT A:

Key Management Personnel who must be granted personnel clearances or excluded from classified access pursuant to the NISPOM per Board of Visitors Resolution, November 8, 2021.

President	Timothy D. Sands, Ph.D.
University Legal Counsel	Kay K. Heidbreder, Esq.
Chief Contracting Officer	Timothy D. Sands, Ph.D
Vice President for Research & Innovation	Daniel Sui, Ph.D.
Senior Contracts Officer	Trudy Riley
Facility Security Officer and Insider Threat Program Senior Official	John J. Talerico, III

ATTACHMENT B:

Members of the Virginia Tech Board of Visitors to be excluded per Board of Visitors Resolution, November 8, 2021.

Edward H. Baine (Vice Rector)
Shelley S. Barlow
Carrie Chenery
Greta J. Harris
C. T. Hill
Anna L. James
Letitia A. Long (Rector)
Sharon B. Martin
Melissa B. Nelson
L. Chris Petersen
Mehul P. Sanghani
Horacio A. Valeiras
Jeff E. Veatch
Preston M. White

List of Virginia Tech Principal Officers to be excluded per Board of Visitors Resolution, November 8, 2021

Executive Vice President and Provost

Dr. Cyril R. Clarke

**RESOLUTION TO AMEND POLICY 1026 AND STUDENT CODE OF CONDUCT
TO ALIGN WITH NEW TITLE IX REGULATIONS
ISSUED BY THE U.S. DEPARTMENT OF EDUCATION**

WHEREAS, Virginia Tech is subject to federal law under Title IX of the Education Amendments of 1972 (Title IX); and

WHEREAS, Title IX states that,

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance; and

WHEREAS, the U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX and on August 24, 2021 issued an update to Title IX regulations based on a July 28, 2021 ruling in federal district court (attached); and

WHEREAS, in the interest of compliance, the results of the ruling are best incorporated into Virginia Tech's Policy 1026: Title IX Sexual Harassment and Responsible Employee Reporting; and

WHEREAS, the revision to Policy 1026 results in necessary revisions to the university's Student Code of Conduct; and

WHEREAS, per the Code of Virginia, the Virginia Tech Board of Visitors has the responsibility for student discipline;

NOW, THEREFORE, BE IT RESOLVED that Policy 1026: Title IX Sexual Harassment and Responsible Employee Reporting revised as attached be approved effective November 9, 2021, to reflect the federal guidance issued on August 24, 2021; and

BE IT FURTHER RESOLVED that appropriate revisions to the Student Code of Conduct as attached be approved effective November 9, 2021, to reflect the August 24, 2021 federal guidance.

RECOMMENDATION:

That the resolution to approve changes to University Policy 1026 and the Student Code of Conduct be approved by the Virginia Tech Board of Visitors effective November 9, 2021.

November 8, 2021



**Letter to Students, Educators, and
other Stakeholders re
Victim Rights Law Center et al. v. Cardona
Notice of Language Assistance**

Notice of Language Assistance: If you have difficulty understanding English, you may, free of charge, request language assistance services for this Department information by calling 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), or email us at:

Ed.Language.Assistance@ed.gov.

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UNITED STATES DEPARTMENT OF EDUCATION
OFFICE FOR CIVIL RIGHTS

THE ASSISTANT SECRETARY

August 24, 2021

Dear Students, Educators, and other Stakeholders,

I write with an important update regarding the Department of Education's regulations implementing Title IX of the Education Amendments of 1972, as amended in 2020. On July 28, 2021, a federal district court in Massachusetts issued a decision in *Victim Rights Law Center et al. v. Cardona*, No. 1:20-cv-11104, 2021 WL 3185743 (D. Mass. July 28, 2021). This case was brought by several organizations and individuals challenging the 2020 amendments to the Title IX regulations.

The court upheld most of the provisions of the 2020 amendments that the plaintiffs challenged, but it found one part of 34 C.F.R. § 106.45(b)(6)(i) (live hearing requirement for the Title IX grievance process at postsecondary institutions only) to be arbitrary and capricious, vacated that part of the provision, and remanded it to the Department for further consideration. In a subsequent order issued on August 10, 2021, the court clarified that its decision applied nationwide. The court vacated the part of 34 C.F.R. § 106.45(b)(6)(i) that prohibits a decision-maker from relying on statements that are not subject to cross-examination during the hearing: "If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility...." Please note that all other provisions in the 2020 amendments, including all other parts of 34 C.F.R. § 106.45(b)(6)(i), remain in effect. The affected provision at 34 C.F.R. § 106.45(b)(6)(i) is only applicable to postsecondary institutions and does not apply to elementary or secondary schools, which are not required to provide for a live hearing with cross-examination.

In accordance with the court's order, the Department will immediately cease enforcement of the part of § 106.45(b)(6)(i) regarding the prohibition against statements not subject to cross-examination. Postsecondary institutions are no longer subject to this portion of the provision.

In practical terms, a decision-maker at a postsecondary institution may now consider statements made by parties or witnesses that are otherwise permitted under the regulations, even if those parties or witnesses do not participate in cross-examination at the live hearing, in reaching a determination regarding responsibility in a Title IX grievance process.

For example, a decision-maker at a postsecondary institution may now consider statements made by the parties and witnesses during the investigation, emails or text exchanges between the parties leading up to the alleged sexual harassment, and statements about the alleged sexual harassment that satisfy the regulation's relevance rules, regardless of whether the parties or witnesses submit to cross-examination at the live hearing. A decision-maker at a postsecondary institution may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other

documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing.

The Office for Civil Rights is in the process of identifying all documents on our website that discuss this vacated provision and will make updates to those documents as appropriate in the coming weeks. Any statements in an OCR document about the vacated part of § 106.45(b)(6)(i) should not be relied upon.

As OCR announced in an April 6, 2021, [letter to students, educators, and other stakeholders](#), OCR is undertaking a comprehensive review of the Department's existing Title IX regulations, orders, guidance, policies, and other similar agency actions to fulfill the policy set out in President Biden's [Executive Order](#), dated March 8, 2021, on *Guaranteeing an Educational Environment Free From Discrimination on the Basis of Sex, Including Sexual Orientation or Gender Identity*. This process is ongoing, and OCR anticipates publishing a notice of proposed rulemaking to amend the Department's Title IX regulations.

OCR also recently issued a [question-and-answer resource](#) to clarify how OCR interprets schools' obligations under the 2020 amendments and a related appendix, which provides examples of Title IX procedures that schools may find helpful in implementing the 2020 amendments. The resource will be updated to reflect the court's decision in *VRLC v. Cardona*, and we hope it will continue to be a valuable tool to assist schools in carrying out their obligations under Title IX.

Thank you for your efforts to ensure equal educational opportunities for all of our nation's students.

Sincerely,

A handwritten signature in black ink, appearing to read "Suzanne B. Goldberg", with a stylized flourish at the end.

Suzanne B. Goldberg
Acting Assistant Secretary for Civil Rights



Policy on Title IX Sexual Harassment and Responsible Employee Reporting

No. 1026

Policy Effective Date:
08/13/2020

Policy Owner:
President Sands

Policy Author: *(Contact Person)*
Kelly Oakes
Kim O'Rourke

Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

1.0 Purpose
2.0 Policy
3.0 Procedures
4.0 Definitions
5.0 References
6.0 Approval and Revisions

1.0 Purpose

The university is committed to providing a safe and non-discriminatory environment for living, learning, and working to all members of our community. To that end, the university does not discriminate, nor tolerate discrimination, on the basis of sex or gender. Pursuant to Title IX of the Education Amendments of 1972, this policy exists to eliminate, address, and prevent the recurrence of the prohibited conduct described herein, and provide for a fair and impartial process for making the determination about whether prohibited conduct occurred.

2.0 Policy

The university prohibits Title IX Sexual Harassment and Retaliation, as defined by federal regulations promulgated by the United States Department of Education. In compliance with the Department of Education's regulations, the university has adopted a grievance procedure for the resolution of formal complaints that includes notice to all parties, prompt and impartial investigations, and live hearings that include an opportunity for cross-examination by advisors. The university also requires those designated as Responsible Employees to promptly report any violation or alleged violation of this policy.

2.1 Application of Policy

This policy applies to all levels and areas of university operations and programs, to undergraduate and graduate students, professional students, administrators, faculty, staff, volunteers, vendors and contractors.

2.2 Scope

This university's jurisdiction includes any conduct that occurs within the context of a university Education Program or Activity within the United States. Education Program or Activity means any on- or off-campus locations, events, or circumstances over which the university exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and includes any building owned or controlled by a student organization officially recognized by the university. Individuals who are currently participating in, or attempting to participate in, an Educational Program or Activity of the university may file a complaint under this policy.

Virginia Tech is also committed to the free and vigorous discussion of ideas and issues. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discrimination or harassment. Offensive behavior that does not violate this policy should be addressed by the appropriate supervisor or administrator.

The university recognizes that prohibited conduct under this policy may also be prohibited by other university policies, including the university's Policy on Discrimination and Harassment (Policy 1025). In the event other policies may also apply to conduct prohibited under this policy, the procedures as outlined in this policy shall apply.



2.2 Title IX Sexual Harassment

Title IX Sexual Harassment¹ means any of the following conduct on the basis of sex:

- a university employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (i.e. *quid pro quo* harassment);
- unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it would effectively deny a person equal access to a university program or activity; or
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as each of those terms are defined below.

2.3 Retaliation

This policy incorporates the definition of Retaliation defined in Policy 1025 and prohibits any adverse action taken against a person for making a good faith report of Title IX Sexual Harassment or for participating in an investigation or grievance procedure pursuant to a report of Title IX Sexual Harassment. The prohibition does not prohibit or curtail any constitutionally protected rights.

2.4 Responsible Employee Reporting

Responsible employees include all university officials who have authority to institute corrective measures in response to a report of Title IX Sexual Harassment. A responsible employee who receives notice of behavior that might reasonably be construed as constituting Title IX Sexual Harassment must promptly report the alleged behavior to the Title IX Coordinator. A responsible employee who receives notice of an alleged Title IX Sexual Harassment and fails to report it to the Title IX Coordinator may be subject to discipline up to and including termination.

Responsible employees under this section include university administrators, supervisors, employees with instructional responsibilities (for their respective teaching obligation), academic advisors, and other university employees who have significant responsibility for student and campus activities or implementing the university's policies related to employee and student discipline.

Virginia Tech has designated several offices on campus as confidential resources. When performing their responsibilities providing services, these offices are not subject to this policy. Confidential resources include the staff at the University Ombuds Office and Graduate School Office of the Ombudsperson, Schiffert Health Center, Cook Counseling Center, and the Virginia Tech Women's Center. Disclosures made to Athletic Doctors while acting within the scope of his or her license or certification are also confidential.

¹ This definition is found in 34 CFR 106. In the event of a conflict between the definition provided in this policy and the definition as provided in 34 CFR 106, the 34 CFR 106 definition shall prevail.

3.0 Procedures

Complainants who are participating in, or attempting to participate in, Virginia Tech's programs and activities may file formal complaints alleging conduct prohibited under this policy by undergraduate students, graduate students, professional students, administrators, faculty, staff, volunteers, vendors and contractors. The procedures for investigating and resolving formal complaints depend on the Respondent's



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relationship to the university, and specifically whether the Respondent is a student or an employee. Both sets of procedures follow the same general guiding principles. At a minimum, the procedures:

- Provide for a prompt and equitable response to reports of Title IX Sexual Harassment;
- Start with a presumption of non-responsibility for the Respondent;
- Allow for and require objective evaluation of all evidence;
- Include an option for an emergency interim suspension of a student Respondent that includes the opportunity for appeal of that decision;
- Prohibit anyone who has a conflict of interest or a bias for or against a particular Complainant or Respondent, or Complainants and Respondents generally, from participating as an investigator, Title IX Coordinator, hearing officer, or appellate officer;
- Describe the range of possible disciplinary sanctions and remedies that the university may implement following a determination of responsibility;
- Describe the circumstances in which the university will convene a live hearing to resolve a Formal Complaint, as well as the circumstance in which the Title IX Coordinator will dismiss a Formal Complaint prior to the live hearing phase;
- Set forth the process for the live hearing, including by describing the roles of advisors and hearing officers, and describe the procedural rules that apply during the live hearing phase, including the opportunity for cross-examination;
- Describe the process for appealing formal decisions; and
- Do not require, allow, rely upon, or otherwise use any questions or evidence that constitute or seek disclosure of information protected by a legally recognized privilege.

The procedures used for any complaint against a university student are described in Appendix 1.

The procedures used for any complaint against a university employee are described in Appendix 2.

3.1 Title IX Coordinator

The university's Director of Title IX Compliance is designated as the Title IX Coordinator. The Title IX Coordinator is responsible for monitoring institutional compliance with Title IX and with this policy. Questions about Title IX, as well as any concerns or complaints about possible non-compliance with Title IX or with this policy, should be directed to the Title IX Coordinator:

Director of Title IX Compliance and Title IX Coordinator
Office for Equity and Accessibility
Virginia Tech
North End Center
300 Turner St.
Blacksburg, VA 24061
Phone: (540) 231-1824
equityandaccess@vt.edu

The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures; ensuring the university's prompt and equitable response to any formal complaint of Title IX Sexual Harassment; coordinating the university's internal Title IX-related training programs, and maintaining records of Title IX-related complaints and reports and any response thereto in accordance with state and federal laws.



3.2 Supplemental/Alternative Avenues for Complaints

In addition to, or in lieu of, the university's procedures, individuals may pursue remedies, as appropriate, through the Office for Civil Rights of the U.S. Department of Education.

We encourage victims of sexual violence, including rape, sexual assault, sexual battery, stalking, and dating and domestic violence, to exercise their right to file a complaint with the Virginia Tech Police Department if the crime occurs on Virginia Tech's property, regardless of the status of the complainant. For crimes occurring away from Virginia Tech's property, victims may contact the local law enforcement in the appropriate jurisdiction.

4.0 Definitions

Complainant means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

Consent means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence means felony or misdemeanor crimes of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or (e) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

Sexual Assault means misconduct that meets the definition of Rape, Fondling, Incest, or Statutory Rape, as defined below:

- **Rape** means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or mental incapacity.
- **Incest** means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.



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- **Statutory Rape** means sexual intercourse with a person who is under the statutory age of consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's individual safety or the safety of others; or (b) suffer substantial emotional distress.

5.0 References

University Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault
<https://policies.vt.edu/assets/1025.pdf>

6.0 Approval and Revisions

Policy created as a result of new regulations promulgated by the U.S. Department of Education, effective August 14, 2020.

Approved August 13, 2020, by the Executive Committee of the Board of Visitors.



Policy 1026 – Appendix 1

Adjudication Procedures for Complaints Against Students

The following procedures apply to the adjudication and potential disciplinary actions related to formal complaints against students for Title IX Sexual Harassment as defined in University Policy 1026 on Title IX Sexual Harassment and Responsible Employee Reporting. These procedures are compliant with the U.S. Department of Education's regulations found in 34 CFR 106. **Future changes to these adjudication and disciplinary procedures must receive approval from the Virginia Tech Board of Visitors.** These procedures are incorporated into the Student Code of Conduct.

Formal Title IX Adjudication Process

When the Title IX Coordinator refers a case for formal adjudication, the Office of Student Conduct will hold a live hearing with cross-examination to determine whether the respondent is responsible for the alleged conduct and to provide appropriate sanctions, as appropriate.

A. Procedural Guarantees

In formal conduct hearings for Title IX formal complaints, the complainant and respondent are entitled to the following procedural guarantees and opportunities:

- To receive a copy of the final investigation report, including any attachments and supporting documents from the Title IX Coordinator or designee at least ten (10) days in advance of the hearing.
- To receive written notice of the date, time, location, participants, and policies charged at least five (5) business days in advance of the hearing to allow the parties sufficient time to prepare for the hearing.
- To be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the Office of Student Conduct without fee or charge.
- To inspect and review, during the hearing, all evidence obtained during the investigation that is directly related to the allegations in the formal complaint.
- To present that evidence that supports or refutes the alleged conduct.*
- To present witnesses, including fact and expert witnesses.
- To have their advisor conduct live cross-examination on the other party and any witnesses.
- To remain silent or to participate as they see fit, including full, partial, or no participation; ~~however, they should carefully review the section on cross-examination, below, to understand the potential impacts should they choose to limit participation.~~
- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe they may be biased or have a conflict of interest.
- To appeal, regardless of the outcome, based on the following grounds: 1) Procedural irregularity; 2) Significant and relevant new information that was not available at the time of the hearing; 3) The Title IX Coordinator, Investigator, or hearing officer(s) had a conflict of interest or bias, which affected the outcome; 4) Unduly harsh or arbitrary findings or sanctions.

*Only evidence and information submitted prior to the final investigation report will be considered during at the hearing.



B. Advisors

At the hearing, each party may be accompanied by an advisor of their choice, at their own cost (e.g., parent, friend, attorney, etc.); if a party does not have an advisor, the university will provide one to them without fee or charge for the purposes of cross-examination. Advisors may not also serve as witnesses.

Advisors will be permitted to cross-examine (i.e., ask relevant questions and follow-up questions) the other party and any witnesses directly, orally, and in real time. The parties must use their advisors in this capacity, as they will not be permitted to ask questions personally.

Aside from cross-examination, advisors may not speak on the student's behalf or participate actively in the process. Advisors must follow the guidance of the hearing officers.

C. Cross-Examination

During the hearing, the parties' advisors will be permitted to ask relevant questions and follow-up questions, including those challenging credibility, of the other party and any witnesses. Cross-examination must be conducted directly, orally, and in real time. At no times will the parties directly conduct cross-examination.

Relevance

Questions asked during cross-examination must be relevant to the behavior and situation in question. Hearing officers will determine whether each question is relevant and, if they choose to exclude a question, explain why it is not relevant. The following topics/questions have been identified as automatic exclusions:

- Questions or information about the complainant's prior sexual behavior, unless they are used to prove someone other than the respondent committed the alleged conduct or if they concern previous sexual activity with the respondent and are used to prove consent.
- Questions or information that discloses or seeks to disclose privileged information, such as medical or psychological records.

For more information about relevant information, please refer to the [Relevant Evidence](#) section in section A, above.

Declining to Participate in Cross-Examination

If a party or witness declines to be cross-examined during the hearing ~~or is otherwise not available for cross examination~~, the hearing officers ~~may still~~ ~~will not~~ consider any statements made by that party or witness during the investigation or hearing when determining whether the respondent is responsible for the alleged conduct. ~~However, the~~ The hearing officers will also not draw conclusions regarding responsibility based solely on a party's or witness's absence from the hearing or decision to decline to answer questions from the hearing officers or during cross-examination.

D. Recording

The Office of Student Conduct audio records all formal hearings. A copy of the recording is maintained as part of the case file and will be made available to the parties, upon request.

E. Hearing Location and Virtual Participation

At the discretion of the Office of Student Conduct, a hearing may be conducted in a single physical location, with all parties present, or a hearing may be conducted virtually, with participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via video conference. Regardless of the participation method, the hearing participants will be able to simultaneously see and hear each other.



F. Determination of Responsibility

After the hearing, a determination of whether a respondent is responsible for violating any policy in the Code of Conduct will be made by the hearing officers based on the information presented in the investigation report and at the hearing.

Standard of Proof

The university uses preponderance of the evidence to determine whether or not the respondent is responsible for the alleged conduct. This determination is made based on the information available to determine if it is more likely than not that a violation occurred.

Decision Letter

The hearing officer will simultaneously provide the parties the decision in writing. The decision letter will include the following information: allegations and policies charged, procedural steps taken during the grievance procedure, information used to determine the findings and their application to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.

G. Range of Possible Sanctions

If a respondent is found responsible for the alleged conduct, the hearing officers will make a determination regarding appropriate sanctions. One or more of the following sanctions may be imposed:

- Formal warning
- Probation
- Deferred Suspension
- Suspension
- Deferred Dismissal (i.e., deferred expulsion)
- Dismissal (i.e., expulsion)
- Denial of privileges or associations
- Educational, Community, and Wellness Activities

When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student's prior conduct record. Sanctions are generally cumulative in nature.

For definitions and additional information about sanctions in the Student Conduct process, please refer to the [Student Code of Conduct](#).

Remedial Action

Following a hearing, the Director of Student Conduct shall work with the Title IX Coordinator, who will oversee any necessary remedial action to restore or preserve the complainant's equal access to the university's education programs or activities.

Appeal Process

Both parties have the opportunity to appeal the outcome of a formal hearing in a Title IX case regardless of the outcome. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.



H. Grounds for Appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

- Procedural irregularity or denial of procedural guarantees
- Significant and relevant new information that was not available at the time of the hearing
- Conflict of interest or bias by the Title IX Coordinator, Investigator, or hearing officer(s), which affected the outcome
- Unduly harsh or arbitrary findings or sanctions.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

I. Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

- Uphold the original decision and sanctions
- Uphold the original decision and either decrease or increase the sanction
- Vacate a finding
- Send the case back to the Title IX Coordinator for further investigation
- Send the case back to Student Conduct for a new partial or full hearing

J. Time Frame to Submit an Appeal

The parties have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

K. Format of Appeal

The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply, and any information the student wants considered should be included in the written document. The burden is on the appealing party to demonstrate why the finding or sanction should be altered.

L. Notification to the Other Party

When one party submits an appeal, the Office of Student Conduct will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation.

M. Appellate Officers

An appellate officer will be designated by the Assistant Vice President for Student Affairs, who serves as the university's Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct and Title IX. When they are designated to review a case, the Assistant Vice President will ensure they do not have conflicts of interest or bias and are, therefore, able to review the case objectively.

N. Appeal Decision Letter

The appellate officer will issue a decision on the appeal in writing to both parties simultaneously. This notification will include a rationale for the decision.



Policy 1026 – Appendix 2

Adjudication Procedures for Complaints Against Employees

The following procedures apply to the adjudication and potential disciplinary actions related to formal complaints against employees for Title IX Sexual Harassment as defined in University Policy 1026 on Title IX Sexual Harassment and Responsible Employee Reporting. These procedures are compliant with the U.S. Department of Education's regulations found in 34 CFR 106. **Future changes to these adjudication and disciplinary procedures must receive approval from the Virginia Tech Board of Visitors.**

Formal Adjudication Process

Upon referral of a case for formal adjudication, Office for Equity and Accessibility (OEA) will select from a pool of qualified hearing officers/appellate officers one person to serve as the Hearing Chair and a second person to serve as the Appellate Officer for the case. The designated Hearing Chair will convene and administer a live hearing in accordance with these procedures to determine whether the respondent is responsible for the alleged Title IX Sexual Harassment and, if so, to determine appropriate disciplinary sanctions.

A Procedural Guarantees

The complainant and respondent are entitled to the following procedural guarantees prior to and throughout the formal adjudication process to:

- receive a copy of the final investigation report, including any attachments and supporting documents at least ten (10) calendar days in advance of the hearing;
- receive written notice of the date, time, location, participants, and policies charged at least five (5) calendar days in advance of the hearing to allow the parties sufficient time to prepare for the hearing;
- be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the University without fee or charge;
- inspect and review, during the hearing, all evidence obtained during the investigation that is directly relevant to the allegations in the formal complaint;⁴
- present witnesses, including fact and expert witnesses;
- present evidence that supports or refutes the alleged conduct;
- have their advisor cross-examine the other party and any witnesses;
- remain silent or otherwise not participate;
- challenge the objectivity of a hearing officer, given reasonable cause to believe that they may be biased or have a conflict of interest; and
- appeal, regardless of the outcome, based on the following grounds: (1) Procedural irregularity that affected the outcome; (2) New evidence that was not reasonably available at the time of the live hearing that could have affected the outcome; and (3) Conflict of interest or bias of the Title IX Coordinator or deputy Title IX coordinator, the assigned investigator, or hearing officer(s), that affected the outcome.



B Title IX Hearing Officers

Upon referral of a case for formal adjudication, the Title IX Coordinator or a deputy Title IX coordinator will select a qualified Title IX hearing officer to serve as the Hearing Chair for that case. The Hearing Chair retains responsibility for, and authority over, the following:

- Convening and administering the live hearing;
- Communicating with participants about the date, time, and location of the hearing;
- Ensuring that the live hearing follows the process set forth in these procedures, and that parties are given the procedural protections and guarantees described above;
- Designating an advisor from the University to be present at the hearing, in case one or both parties do not bring an advisor to the hearing;
- Making determinations about the relevancy of questions posed to witnesses and opposing parties by a party through their advisor;
- Issuing the decision letter to parties; and
- Informing parties of their appeal rights

C Advisors

Parties are encouraged to bring an advisor of their choice to the hearing. The purpose of an advisor is to stand in place of their assigned party to ask questions of witnesses and opposing parties, since parties themselves cannot directly ask questions of witnesses and opposing parties. If a party does not have an advisor, the University will provide one to them without fee or charge.

Except when asking questions of witnesses and opposing parties, advisors may not speak on a party's behalf. Advisors must follow the guidance of the Hearing Chair.

D Hearing Format

Apart from the requirements of these procedures, University policy, and state and federal law, the Hearing Chair retains substantial latitude to control the format and order of the formal adjudication process, including by taking any action necessary to keep or restore decorum during any live hearing. The Hearing Chair will ensure that the chosen format allows parties to present witnesses, including fact and expert witnesses, present evidence that supports or refutes the alleged conduct, and have advisors cross-examine the other party and any witnesses.

E Witness Testimony and Cross-Examination

The Hearing Chair will ensure that both parties have an equal opportunity to present relevant evidence during the live hearing. Additionally, the Hearing Chair will permit each party's advisor to ask relevant questions and follow-up questions, including questions that challenge credibility, of the other party and any witnesses.

Cross-examination must be conducted directly, orally, and in real time. Advisors must allow the Hearing Chair to make a determination about whether a witness may proceed to answer a question before pursuing that question further. Advisors, parties, and witnesses must respect the Hearing Chair's determination with respect to any question that an advisor poses. Parties are prohibited from directly questioning each other or any witness.



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Relevance

Certain types of evidence will be excluded from consideration during a Title IX investigation or hearing. The Hearing Chair may exclude evidence that tends to suggest that the complainant's allegation is part of a pattern of conduct by the respondent, or evidence that is otherwise confidential or protected by some form of privilege. The Hearing Chair will use discretion to determine whether it is appropriate to consider these types of evidence. Determinations will be made based on the following principles:

- Pattern of Conduct by Respondent: evidence of a pattern of conduct similar in nature by the respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, may be relevant if: the previous incident was substantially similar to the present allegation; the information indicates a pattern of behavior and substantial conformity with that pattern; or the respondent was previously found responsible for a policy violation.
- Information protected by legal privilege: All information that is confidential or protected by a legal privilege is inadmissible in the investigation and hearing, and it will not be considered relevant. This includes all federally recognized legal privileges and any additional privileges recognized by the State of Virginia. These include attorney-client communications, medical and counseling records, and clergy-confessor statements.

When individuals offer their own confidential or privileged information, such as medical records, for an investigation, they will be asked to sign a release for that confidential information. Unless an individual has signed that release, the Hearing Chair will not permit witnesses to answer questions about, request, or share information that is confidential or privileged.

The Hearing Chair has authority to decide whether a witness can answer a question posed by an advisor during a hearing. If the Hearing Chair determines that a particular question is not relevant, then the Hearing Chair will tell the witness not to answer the question and provide a brief rationale for that decision to hearing participants.

The Hearing Chair will automatically prohibit a witness from answering the following kinds of questions:

- Questions that solicit information about or relating to a complainant's prior sexual behavior, unless:
 - the questions are intended to and will have the effect of proving that someone other than the respondent committed the alleged conduct; or
 - the questions are reasonably calculated to prove the existence of consent for the alleged misconduct.
- Questions or information that disclose or seek to disclose privileged information, such as questions relating to a witness's medical or psychological records.

If the Hearing Chair determines that a witness cannot answer a question for one of the reasons described above, then the Hearing Chair will instruct the witness not to answer the question and provide a brief rationale for that decision to hearing participants.

Refusal to Participate in Cross-Examination

Parties and witnesses are not required to answer questions or otherwise participate in hearings. The Hearing Chair will not draw an inference, positive or negative, from the decision of a party or witness not to participate in the formal adjudication process. ~~A party or witness who chooses not to answer a relevant question posed by a party's advisor will be considered an unresponsive party or witness. When~~



~~deliberating about the outcome of a case, the Hearing Chair will exclude from consideration all statements made by an unresponsive party or witness, regardless of the stage in the process in which the unresponsive party or witness made statements.~~

F Recording

The University will create an audio or video recording of any formal hearings. A copy of the recording will be made available to the parties for inspection and review upon request.

G Hearing Location and Virtual Participation

At the discretion of the Hearing Chair, a hearing may be conducted in a single physical location, with all parties present, or virtually, with some or all participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via video conference. Regardless of the participation method, the Hearing Chair will ensure that parties are able to see and hear each other and any witnesses in real time.

H Determination of Responsibility

The Hearing Chair is responsible for making the determination about whether there is sufficient evidence to conclude that a respondent's conduct violated the University's Title IX Sexual Harassment Policy.

I Standard of Proof

The University uses the preponderance of the evidence to determine whether or not the respondent is responsible for the alleged misconduct. In making the determination about whether there is sufficient evidence to conclude that a respondent's conduct violated the University's Title IX Policy, the Hearing Chair will determine whether it is more likely than not that a violation occurred based on the information presented during the live hearing.

J Decision Letter

The Hearing Chair will provide the parties notice of the outcome of the hearing in writing via a decision letter. The decision letter will include the following information: allegations and policies charged, a description of the process and the steps taken during the grievance procedure, information used to determine the findings and the application of the findings to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.

K Range of Possible Sanctions

The imposition of sanctions is designed to eliminate sexual harassment and prevent future recurrence while supporting the University's educational mission and legal obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, harmful to the individuals involved or so deleterious to the educational process that it requires the imposition of severe sanctions, including suspension or termination of employment from the University.

If a respondent is found responsible for the alleged misconduct, one or more of the following sanctions may be posed:

- Formal warning;
- Probation;



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- No contact directives;
- Assignment of alternative worksite;
- Reassignment of position; and
- Recommendation for the imposition of a severe sanction, including demotion, suspension, non-reappointment, and for-cause dismissal.

When assigning sanctions, the Hearing Chair will consider the type and nature of any policy violation(s), including mitigating or aggravating factors. Sanctions are generally cumulative in nature. Nothing in these procedures abrogates post-adjudication rights as provided by state and federal law (i.e., State Grievance Procedure, under Chapter 30 (§2.2-3000 et. seq.) of Title 2.2 of the Code of Virginia; the [Office for Civil Rights](#); and the [Equal Opportunity Employment Commission](#)). OEA will coordinate with the respondent's supervisor to ensure the timely implementation of any sanction.

L Remedial Action

Following any hearing that results in a finding of responsibility, the Hearing Chair will coordinate with OEA to ensure that the complainant receives any remedial action necessary to restore or preserve the complainant's equal access to the University's education programs or activities. OEA will take any steps necessary to ensure that the complainant's ability to access to the University's education programs or activities is fully restored.

Appeal Process

Both parties have an equal opportunity to appeal the outcome of a formal hearing in a Title IX case, regardless of the outcome.

A Title IX Appellate Officers

Upon referral of a case for formal adjudication, the Title IX Coordinator or a deputy Title IX coordinator will select a qualified Title IX appellate officer to serve as the Appellate Officer for that case.

The Appellate Officer retains responsibility for, and authority over, the following:

- Administering the appeals process in accordance with this section;
- Communicating with participants about the appeals process;
- Ensuring that parties are given an equal and fair opportunity to appeal in accordance with this section;
- Providing simultaneous notice to parties describing the outcome of an appeal in accordance with this section; and
- In the case of an appeal that merits a new partial or full hearing, coordinating with the Title IX Coordinator or a deputy Title IX coordinator as necessary to ensure that a new or partial hearing is convened and administered in a manner that is fair and impartial to both parties.

B Grounds for Appeal

Appeals are not re-hearings. Appeal requests must be based on one of the following grounds:

- **Procedural Irregularity:** Procedural irregularity that affected the outcome;
- **New Evidence:** New evidence that was not reasonably available at the time of the live hearing that could have affected the outcome; and



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- **Conflict of Interest:** Conflict of interest or bias of the Title IX Coordinator or deputy Title IX coordinator, the assigned investigator, or Hearing Chair, that affected the outcome.

The Appellate Officer will deny any appeal that is not sufficiently grounded in one or more of the bases described above.

C Timeframe to Submit an Appeal

Parties have seven (7) calendar days from the date of the decision to submit the appeal. The date that the Hearing Chair sends the decision letter to parties is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by the Appellate Officer.

D Format of Appeal

To appeal, a party must submit a written request using the [Appeal Form](#). The request must state the grounds on which the party seeks to appeal and include a rationale citing any information the party wants the Appellate Officer to consider and describing why the appeal should be granted. The burden is on the appealing party to demonstrate that the finding or sanction should be altered or a new partial or full hearing should be convened.

E Notification to the Other Party

When one party submits an appeal, the Appellate Officer will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation that the Appellate Officer will consider when making the determination about whether to grant or deny the appeal. The other party will have five (5) calendar days to respond to the appeal. Except in extenuating circumstances the Appellate Officer will not accept a late response.

F Potential Outcomes of an Appeal

The Appellate Officer will review all information that parties submit in support of and in opposition to the appeal. The Appellate Officer may:

- Deny the appeal and uphold the original decision and any disciplinary sanctions and remedies;
- Grant the appeal and vacate a finding or findings; or
- Grant the appeal and send the case back to the Title IX Coordinator or deputy Title IX coordinator to identify a Hearing Chair to convene and administer a new partial or full hearing.

The Appellate Officer will issue a decision on the appeal via a letter sent to both parties simultaneously. This notification will include a brief rationale for the decision using the identified appeal basis as the standard for determining the appropriate course of action. Appeals are not *de novo* reviews; instead, the Appellate Officer will rely only on the record and any information that the parties submit in support of or in opposition to the appeal.

Appendix III: Title IX Definitions and Formal Title IX Adjudication Process

Title IX Sexual Harassment means any of the following conduct on the basis of sex:

- a university employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (i.e. quid pro quo harassment);
- unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it would effectively deny a person equal access to a university program or activity; or
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as each of those terms are defined below.

The process for formal Title IX complaints, including definitions of terms and policies, reporting, investigations, and adjudication, is outlined fully in the university's [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#), under the [university policy 1026 on Title IX Sexual Harassment and Responsible Employee Reporting](#). The following excerpts include the policy definitions under Title IX, as well as the formal Title IX adjudication process for students, which is conducted by the Office of Student Conduct.

Title IX Definitions

Complainant means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

Consent means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence means felony or misdemeanor crimes of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or any other person

against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

Sexual Assault means misconduct that meets the definition of Rape, Fondling, Incest, or Statutory Rape, as defined below:

- Rape means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or mental incapacity.
- Incest means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- Statutory Rape means sexual intercourse with a person who is under the statutory age of consent.


Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's individual safety or the safety of others; or (b) suffer substantial emotional distress.

Formal Title IX Adjudication Process

When the Title IX Coordinator refers a case for formal adjudication, the Office of Student Conduct will hold a live hearing with cross examination to determine whether the respondent is responsible for the alleged conduct and to provide appropriate sanctions, as appropriate.

A. Procedural Guarantees

In formal conduct hearings for Title IX formal complaints, the complainant and respondent are entitled to the following procedural guarantees and opportunities:

- To receive a copy of the final investigation report, including any attachments and supporting documents from the Title IX Coordinator or designee at least ten (10) days in advance of the hearing.
- To receive written notice of the date, time, location, participants, and policies charged at least five (5) business days in advance of the hearing to allow the parties sufficient time to prepare for the hearing.
- To be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the Office of Student Conduct without fee or charge.
- To inspect and review, during the hearing, all evidence obtained during the investigation that is directly related to the allegations in the formal complaint.
- To present that evidence that supports or refutes the alleged conduct*
- To present witnesses, including fact and expert witnesses.
- To have their advisor conduct live cross-examination on the other party and any witnesses.
- To remain silent or to participate as they see fit, including full, partial, or no participation. 

~~however, they should carefully review the section on cross-examination, below, to understand the potential impacts should they choose to limit participation.~~

- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe they may be biased or have a conflict of interest.
- To appeal, regardless of the outcome, based on the following grounds: 1) Procedural irregularity; 2) Significant and relevant new information that was not available at the time of the hearing; 3) The Title IX Coordinator, Investigator, or hearing officer(s) had a conflict of interest or bias, which affected the outcome; 4) Unduly harsh or arbitrary findings or sanctions.

*Only evidence and information submitted prior to the final investigation report will be considered during the hearing.

B. Advisors

At the hearing, each party may be accompanied by an advisor of their choice, at their own cost (e.g., parent, friend, attorney, etc.); if a party does not have an advisor, the university will provide one to them without fee or charge for the purposes of cross-examination. Advisors may not also serve as witnesses.

Advisors will be permitted to cross-examine (i.e., ask relevant questions and follow-up questions) the other party and any witnesses directly, orally, and in real time. The parties must use their advisors in this capacity, as they will not be permitted to ask questions personally.

Aside from cross-examination, advisors may not speak on the student's behalf or participate actively in the process. Advisors must follow the guidance of the hearing officers.

C. Cross-Examination

During the hearing, the parties' advisors will be permitted to ask relevant questions and follow-up questions, including those challenging credibility, of the other party and any witnesses. Cross-examination must be conducted directly, orally, and in real time. At no times will the parties directly conduct cross-examination.

Relevance

Questions asked during cross-examination must be relevant to the behavior and situation in question. Hearing officers will determine whether each question is relevant and, if they choose to exclude a question, explain why it is not relevant. The following topics/questions have been identified as automatic exclusions:

Questions or information about the complainant's prior sexual behavior, unless they are used to prove someone other than the respondent committed the alleged conduct or if they concern previous sexual activity with the respondent and are used to prove consent.

Questions or information that disclose or seeks to disclose privileged information, such as medical or psychological records.

For more information about relevant information, please refer to the Relevant Evidence section in the [Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence](#).

Declining to Participate in Cross-Examination

If a party or witness declines to be cross-examined during the hearing or is otherwise not available for

cross examination, the hearing officers ~~may still will not~~ consider any statements made by that party or witness during the investigation or hearing when determining whether the respondent is responsible for the alleged conduct. ~~However, t~~The hearing officers will also not draw conclusions regarding responsibility based solely on a party's or witness's absence from the hearing or decision to decline to answer questions from the hearing officers or during cross-examination.

D. Recording

The Office of Student Conduct audio records all formal hearings. A copy of the recording is maintained as part of the case file and will be made available to the parties, upon request.

E. Hearing Location and Virtual Participation

At the discretion of the Office of Student Conduct, a hearing may be conducted in a single physical location, with all parties present, or a hearing may be conducted virtually, with participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via videoconference. Regardless of the participation method, the hearing participants will be able to simultaneously see and hear each other.

F. Determination of Responsibility

After the hearing, a determination of whether a respondent is responsible for violating any policy in the *Student Code of Conduct* will be made by the hearing officers based on the information presented in the investigation report and at the hearing.

Standard of Proof

The university uses preponderance of the evidence to determine whether or not the respondent is responsible for the alleged conduct. This determination is made based on the information available to determine if it is more likely than not that a violation occurred.

Decision Letter

The hearing officer will simultaneously provide the parties the decision in writing. The decision letter will include the following information: allegations and policies charged, procedural steps taken during the grievance procedure, information used to determine the findings and their application to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.

Range of Possible Sanctions

If a respondent is found responsible for the alleged conduct, the hearing officers will make a determination regarding appropriate sanctions. One or more of the following sanctions may be imposed:

- Formal warning
- Probation
- Deferred Suspension
- Suspension
- Deferred Dismissal (i.e., deferred expulsion)
- Dismissal (i.e., expulsion)
- Denial of privileges or associations

- Educational, Community, and Wellness Activities

When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student's prior conduct record. Sanctions are generally cumulative in nature.

For definitions and additional information about sanctions in the Student Conduct process, please refer to the [relevant sections in this document](#).

Remedial Action

Following a hearing, the Director of Student Conduct shall work with the Title IX Coordinator, who will oversee any necessary remedial action to restore or preserve the complainant's equal access to the university's education programs or activities.

Appeal Process

Both parties have the opportunity to appeal the outcome of a formal hearing in a Title IX case regardless of the outcome. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.

A. Grounds for Appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

- Procedural irregularity or denial of procedural guarantees
- Significant and relevant new information that was not available at the time of the hearing
- Conflict of interest or bias by the Title IX Coordinator, Investigator, or hearing officer(s), which affected the outcome
- Unduly harsh or arbitrary findings or sanctions

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

B. Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

- Uphold the original decision and sanctions
- Uphold the original decision and either decrease or increase the sanction
- Vacate a finding
- Send the case back to the Title IX Coordinator for further investigation
- Send the case back to Student Conduct for a new partial or full hearing

C. Time Frame to Submit an Appeal

The parties have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

D. Format of Appeal

The appeal is a written request submitted by the student for a review of the original case. The student should

include which grounds for appeal they believe apply, and any information the student wants considered should be included in the written document. The burden is on the appealing party to demonstrate why the finding or sanction should be altered.

E. Notification to the Other Party

When one party submits an appeal, the Office of Student Conduct will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation.

F. Appellate Officers

An appellate officer will be designated by the Assistant Vice President for Student Affairs, who serves as the university's Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct and Title IX. When they are designated to review a case, the Assistant Vice President will ensure they do not have conflicts of interest or bias and are, therefore, able to review the case objectively.

G. Appeal Decision Letter

The appellate officer will issue a decision on the appeal in writing to both parties simultaneously. This notification will include a rationale for the decision.

SUMMARY
Degree and Academic Programs
November 8, 2021

Actions

Attached: Materials prepared for approval by the State Council of Higher Education for Virginia (SCHEV)

College of Agriculture and Life Sciences

Approve Establishment of School of Animal Sciences

College of Liberal Arts and Human Sciences

Approve Discontinuance of PhD in Educational Research and Evaluation

For Information Purposes Only – no action required

Attached: Letter from the State Council of Higher Education for Virginia (SCHEV) regarding approved department name

Virginia Tech Carilion School of Medicine

Department of Health Systems and Implementation Science

RECOMMENDATION:

That the above degree actions be approved.

November 8, 2021

**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

School of Animal Science

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RECOMMENDATION:

That the Board of Visitors approve the establishment of the School of Animal Sciences in the College of Agriculture and Life Sciences.

November 8, 2021

SCHOOL OF ANIMAL SCIENCE

COLLEGE OF AGRICULTURE AND LIFE SCIENCES

Institution

Virginia Polytechnic Institute and State University

Nature of Proposed Change

Virginia Tech proposes to reorganize the Department of Animal and Poultry Sciences and the Department of Dairy Science to establish the School of Animal Sciences within the College of Agriculture and Life Sciences.

Appendix A presents the current organizational structure.
Appendix B presents the proposed organizational structure.

Background

The College of Agriculture and Life Sciences (CALs) houses the proposed reorganizing departments of Animal and Poultry Sciences and Dairy Science. In 2016, the issue of becoming one academic unit was discussed thoroughly across the two faculties with the dean. During the summer of 2019, committees were formed with faculty and staff from each department to discuss and develop action plans for addressing issues such as promotion and tenure structure, program curricula and services, communication, marketing and branding, research laboratory support, and animal and feed production management. It was evident from these discussions that the benefits of combining these two closely aligned departments into one cohesive unit would benefit the students, college, and the institution. As a result, the university made the decision to reorganize the existing departments into a school.

Purpose of Proposed Change

The purpose of the proposed organizational change is to establish one academic unit to be responsible for the administration and oversight of the animal sciences programming in the College of Agriculture and Life Sciences.

Mission

The proposed organizational change aligns with the mission of Virginia Tech. The mission states: “Inspired by our land-grant identity and guided by our motto, Ut Prosim (That I May Serve), Virginia Tech is an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.”

The establishment of the School of Animal Sciences aligns with the institution’s mission through its focus on educating students, discovery and translational research, and applications of technology in the animal industry to “create a community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition...” The proposed new school will support students and other stakeholders to obtain the latest information on the ability of animals to sustain, enhance, and contribute to human well-being, sustainability, and security.

Institutional Nomenclature

At Virginia Tech, the term “school” is defined as an academic unit that has a special curricular/programmatic function and identity with research and outreach components.

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Depending on the college and circumstance, schools across the university may have varying levels of budgetary, programmatic, and administrative independence. The terms “school” and “department” can refer to equivalent administrative structures. Both schools and departments are housed within colleges and are referred to collectively as academic units.

The two departments included in this reorganization will close as individual departments and collectively become the School of Animal Sciences. The proposed organizational change will not result in a School with reporting departments at this time.

Rationale for Proposed Change

The proposed change will be advantageous to the university. The school will help the university in three ways: 1) consolidate and facilitate efficient management of animal science related programs within the College of Agriculture and Life Sciences, 2) ensure collaborations in animal and life science research, education, and extension across the university, and 3) elevate the external visibility and profile of the college’s animal science programs and research.

Create Efficiencies

The proposed organizational change to create a School of Animal Sciences will provide a common location to house all animal science related programs and research in the College of Agriculture and Life Sciences. The new school will provide a structure to coordinate strategic decision-making for hiring and resource allocation among the animal science disciplines within the college. This will allow for improved efficiency and for the sharing and optimization of resources. For example, the change will enable the school to plan future faculty and staff hires that can teach and conduct research across the broader animal sciences disciplines.

The proposed school will create efficiencies through the consolidation of administrative and faculty efforts associated with undergraduate and graduate program education and advising. In addition, the current individual departmental business office personnel will merge into a coordinated business operations team and will provide important services (e.g., human resource management, research grants/projects management and coordination, and travel coordination and management) for the school. The reduction of overlap and redundancy will establish a school that is more efficient than the two individual departments. The reduced administrative responsibilities on individual faculty will allow more time for engagement in the research, teaching, and extension missions of the college.

Increase Collaboration

The combined school will also foster opportunities for interdisciplinary collaboration to enhance research, teaching, extension, and outreach in several ways. First, the combination of the individual department leadership into one school director will provide opportunities for the school to develop and implement goals and strategies for achieving those goals for the entire animal sciences faculty. The proposed school will also allow for the coordination of extension programming for the two departments and the agricultural research and extension centers associated with them. Within the proposed school structure, the School Director will be responsible for developing and maintaining collaborations with animal science faculty in the school and across the university. The director will work with the faculty and the program directors to promote and develop animal science related activities (e.g., forums to discuss

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environmental impact of agricultural animals, food security, technology to improve farming practices) to promote interdisciplinary collaborations for faculty and students. For example, both departments currently collaborate independently with the Virginia-Maryland College of Veterinary Medicine and the integration of the departments into the proposed school will allow for more stream-lined and efficient coordination and communication among the various programs and faculty.

By providing a common structure (program directors of undergraduate/research and graduate education) to focus on students pursuing common areas of study, the proposed school will be able to effectively coordinate academic and student services, such as academic program development, enrollment, orientations, and advising. Having the programs housed within the same school will allow students to take advantage of the full breadth of the animal sciences programs offered at the institution. The proposed school will also help to eliminate departmental barriers including but not limited to how credit is assigned for various activities like team-teaching, co-investigation, sharing laboratory and teaching spaces, and indirect cost resource allocations.

Elevate External Profile

The Department of Animal and Poultry Sciences and the Department of Dairy Science were among the first departments established at the university and both departments have been long recognized by peer institutions and other stakeholders for delivering high quality and balanced teaching, research, and extension programming in the livestock, dairy, and poultry industries. The combination of these animal-based assets under one proposed school will provide greater leverage for the programs in securing external funding, recruiting high quality students, faculty, and staff, as well as providing high quality, comprehensive education for students looking for careers in the animal sciences.

Academic Programs

The proposed School of Animal Sciences will administer the undergraduate and graduate degrees currently offered by the two existing departments.

Department of Animal and Poultry Sciences

Doctorate of Philosophy (Ph.D.) in Animal and Poultry Science

Master of Science (M.S.) in Animal and Poultry Science

Bachelor of Science (B.S.) in Animal and Poultry Science

Animal and Poultry Sciences Minor

Equine Science Minor

Department of Dairy Science

Bachelor of Science (B.S.) in Dairy Science

Dairy Science Minor

All of the academic degree programs currently associated with the individual departments will be administered by the proposed School of Animal Sciences.

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Space

The physical space currently utilized by the two departments will not change as a result of the proposed reorganization. The proximity of each department (e.g., administrative offices, faculty offices, student spaces, etc.) will support the administration, programming, and operations of the proposed School.

Resources/Budget

The proposed School of Animal Sciences budget will be comprised of all physical, financial, and personnel resources of the two existing departments and be funded through the central budget of the College of Agriculture and Life Sciences. As part of the annual budget development process, the college's resource team will allocate funding from the college budget to the proposed School of Animal Sciences. The proposed school director will oversee funding for the administration and operation of the proposed school. These include business operations (fiscal, sponsored awards, human resources, and information technology), space allocation, undergraduate and graduate support services, marketing and communications, and advancement.

Administration

The proposed School of Animal Sciences administration will replace the administrative structures in each of the two existing departments. Administrative leadership will be provided by a School Director. The director will be responsible for the overall management and oversight of the proposed school. The director will also be responsible for all academic, research, and outreach programming and for administering the academic degree programs and minors. An existing faculty member from one of the existing departments will be selected for the school director position. The anticipated salary for this position is \$247,468 with fringe benefits of \$76,442 for a total of \$323,910. The funding for this position is currently in place for an existing faculty member in the department chair position.

The proposed school will also select existing faculty members to serve in coordination roles for undergraduate education, graduate education and research, and extension and outreach programs. The faculty members will perform these duties as part of their faculty roles in addition to teaching and will not receive additional stipends.

An Executive Committee will serve in an advisory capacity to the Director and will include faculty members who lead the undergraduate education, graduate education and research, and extension and outreach programs for the new school.

Faculty

The proposed School of Animal Sciences will house a total of 50 faculty members to include 40 tenure/tenure-track faculty members and 10 full-time contract/term (instructional) faculty members. Contract/term instructional faculty member positions include full-time professor of practice, research assistant/associate professor, instructor, and lecturer positions. The 50 faculty members represent the 47 existing faculty members, 1 faculty position that is currently vacant and will be filled with a new hire, and 2 new faculty positions projected for the first three years of operation.

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The Department of Animal and Poultry Sciences currently consists of 39 instructional faculty member positions including 32 tenure/tenure-track faculty members including the department chairperson and 7 non-tenure-track faculty members. The Department of Dairy Science currently consists of 9 tenure/tenure-track faculty members including the department chairperson and 2 non-tenure-track faculty.

New Hire 1(Vacant Existing Faculty Position)

It is anticipated that in the second year of operation, one new faculty member will be hired to fill a currently vacant existing faculty position. It is anticipated that the faculty member will be hired at the assistant professor level in a tenure-track position. The faculty member will be expected to hold a doctorate degree in life science, animal science, or a related field. No area of specialization will be required for this position. The new faculty member will be paid an annual salary of approximately \$74,666 with fringe benefits of \$32,931 for a total of \$107,597.

New Hire 2

It is anticipated that in the second year of operation, one new faculty member will be hired to fill a new faculty position. It is anticipated that the faculty member will be hired at the assistant professor level in a tenure-track position. The faculty member will be expected to hold a doctorate degree in life science, animal science, or a related field with a specialty in companion animal welfare and behavior. The new position will be funded via a College of Agriculture and Life Sciences budget reallocation. The new faculty member will be paid an annual salary of approximately \$74,666 with fringe benefits of \$32,931 for a total of \$107,597.

New Hire 3

It is anticipated that in the second year of operation, one new faculty member will be hired to fill a new faculty position. It is anticipated that the faculty member will be hired at the assistant professor level in a tenure-track position. The faculty member will be expected to hold a doctorate degree in life science, animal science, or a related field with a specialty in animal and environmental interactions. The new position will be funded via a College of Agriculture and Life Sciences budget reallocation. The new faculty member will be paid an annual salary of approximately \$74,666 with fringe benefits of \$32,931 for a total of \$107,597.

The total salary for faculty is \$5,178,438 and fringe benefits of \$2,010,431, for a total of \$7,188,869.

Classified Staff

The proposed School of Animal Sciences will house a total of 43 full-time, classified staff positions. There are currently 30 full-time classified staff positions in the Department of Animal and Poultry Sciences. There are currently 15 classified staff members in the Department of Dairy Science. Combined, there are a total of 45 classified staff positions in the existing departments. Recent retirements have resulted in 2 full-time, classified staff positions being vacated. Those 2 positions are currently open and will not be filled during the transition to the proposed school. If approved, those 2 positions will be eliminated and will result in a net reduction in classified staff positions to a total of 43. Total salary for the 43 full-time classified staff positions for the proposed school is \$1,881,183 with fringe benefits of \$1,081,272, for a total of \$2,962,455.

SCHOOL OF ANIMAL SCIENCE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

Graduate Assistants

The proposed School of Animal Sciences will have a total of 41 graduate assistant positions. The graduate assistants include 18 graduate research assistant positions and 23 graduate teaching assistant positions. The total budget for the 41 graduate research and teaching assistants for the proposed school equals \$1,446,398 in salary costs and \$81,713 in fringe benefits for a total of \$1,528,111.

Graduate Research Assistants

There are currently 11 graduate research assistants in the Department of Animal Sciences and 4 graduate research assistants in the Department of Dairy Science for a total of 15 graduate research assistant positions. There will be 3 additional graduate research assistant positions added for the proposed School of Animal Sciences for a total of 18 graduate research assistant positions. Graduate assistant positions in the College of Agriculture and Life Sciences are distributed across the college academic units by the dean's office. The 3 new graduate research assistant positions for the proposed school will represent a reallocation of 3 existing graduate research assistant positions within the college.

Graduate Research Assistants are paid an annual salary of \$35,278 with fringe benefits of \$1,993 for a total of \$37,271. The compensation for the 18 graduate research assistant positions equals \$635,004 in salary and \$35,874 in fringe benefits for a total of \$670,878.

Graduate Teaching Assistants

There are currently 17 graduate teaching assistantship position in the Department of Animal and Poultry Sciences and 6 graduate teaching assistantship positions in the Department Dairy Science for a total of 23 graduate teaching assistantship positions. This number is expected to remain steady over the course of the first 3 years of operation.

Graduate Teaching Assistants are paid an annual salary of \$35,278 with fringe benefits of \$1,993 for a total of \$37,271. The compensation for the 23 graduate teaching assistant positions equals \$811,394 in salary and \$45,839 in fringe benefits for a total of \$857,233.

Student Workers

The proposed School of Animal Science will house 20 part-time student worker positions. There are currently 20 part-time student workers in the Department of Animal and Poultry Sciences and 1 part-time student worker in the Department of Dairy Science for a total of 21 student worker positions. If the proposed school is approved, 1 student worker position will be phased out (i.e., the position will not be refilled once vacated). Student workers perform a variety of duties (e.g., cleaning barns, feeding farm animals, building fences, plowing snow) and are paid a wide range of salary amounts and arrangements depending on the situation and need including hourly (e.g., \$10/hour), project-based (e.g., one-time limited contract), and seasonal. Student workers are not eligible for fringe benefits. The total available budget for student worker salaries for all 20 positions will be \$35,000.

Other Costs

Operating expenses for the school will include other costs such as agricultural supplies and equipment (e.g., feed and feed related supplies, equipment and supplies for cleaning and

**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

maintenance of animal enclosures, fuel for agriculture equipment, etc.) and laboratory supplies and equipment required to work with large domesticated animals (e.g., cows, sheep, pigs). Operational efficiencies that occur as the farming and research operations are brought under the administration of the proposed school will result in a savings of \$227,874 within the first three years. Total other costs for the new school are \$2,304,062.

Miscellaneous

There will be an initial expenditure of \$20,000 to be utilized for the purchase of print materials, signage, and other costs associated with the creation of the proposed School. This cost will be accommodated by existing resources in the College of Agriculture and Life Sciences.

Signage (Internal and External to the building)	\$7,000
Print Materials (Stationary, Business Cards)	\$3,000
Publicity and Promotion	\$10,000
Total Cost	\$20,000

All resources from the existing Departments of Animal and Poultry Sciences and Dairy Science will be reallocated to the proposed School of Animal Sciences. Virginia Tech and the College of Agriculture and Life Sciences have adequate and sufficient resources to establish and operate the proposed department. No new resources will be requested from the Commonwealth to establish or sustain the proposed organizational change for the proposed School of Animal Sciences.

Budget

The budget below includes all of the expenditures needed to establish and operate the proposed School of Animal Sciences. All of the costs associated with miscellaneous items have been included in the budget.

Abbreviations

The following abbreviation is used within the following budget in the order of appearance:

- APSC: Animal and Poultry Sciences

**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

Reorganization New Academic Unit - **School of Animal Sciences**

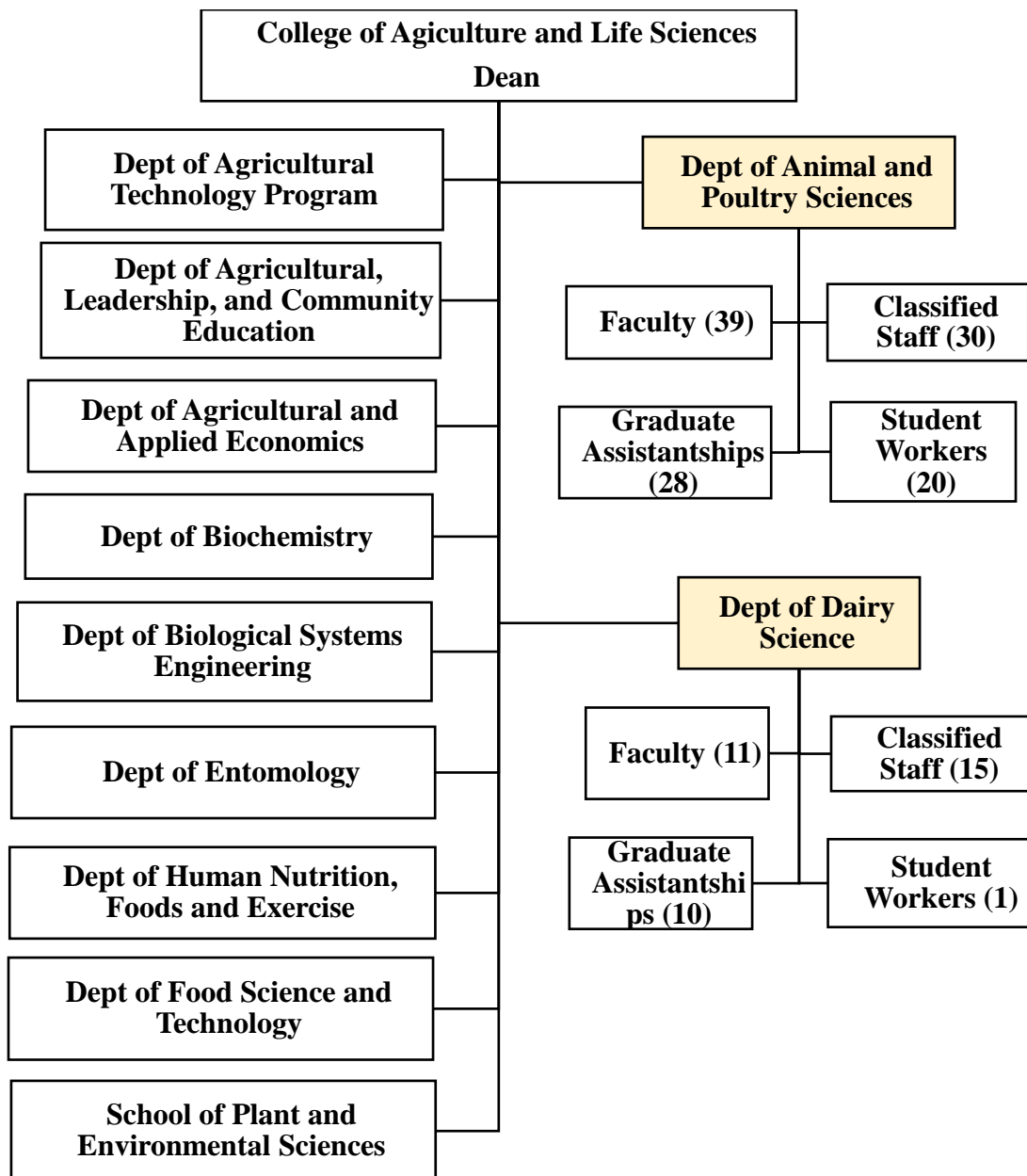
Expenditure Category	Existing Unit 1 Name		Existing Unit 2 Name		Proposed Unit	
	APSC		Dairy Science			
	Expenses	HDCT	Expenses	HDCT	Expenses	HDCT
Personnel Salary						
Department Head	\$247,468	1	\$195,000	1		
Fringe Benefits	\$76,442		\$63,231			
Director, School of Animal Sciences					\$247,468	1
Fringe Benefits					\$76,442	
Classified Staff	\$1,239,786	30	\$735,397	15	\$1,881,183	43
Fringe Benefits	\$736,078		\$397,123		\$1,081,272	
Fringe Benefits						
Faculty	\$3,966,013	38	\$988,425	10	\$5,178,438	50
Fringe Benefits	\$1,535,582		\$376,055		\$2,010,431	
Personnel Subtotal	\$7,801,369	69	\$2,755,231	26	\$10,475,234	94
Student Support						
Student Helpers/Workers	\$33,153	20	\$415	1	\$35,000	20
Graduate Teaching Assistant	\$633,607	17	\$223,626	6	\$857,233	23
Graduate Research Assistant	\$409,981	11	\$149,084	4	\$670,878	18
Student Support Subtotal	\$1,076,741	48	\$373,125	11	\$1,563,111	61
Operating Expenses						
Office Supplies	\$30,720		\$10,794		\$59,305	
Instructional Supplies	\$18,134		\$7,072		\$58,000	
Travel	\$23,927		\$13,550		\$41,641	
Marketing	\$118		\$3,175		\$10,000	
Conference/Professional Development	\$25,105		\$11,991		\$31,532	
Other Costs	\$1,084,589		\$1,447,347		\$2,304,062	
Operating Expenses Subtotal	\$1,182,593		\$1,493,929		\$2,504,540	
Total	\$10,060,703	117	\$4,622,285	37	\$14,542,885	155

**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

Appendices

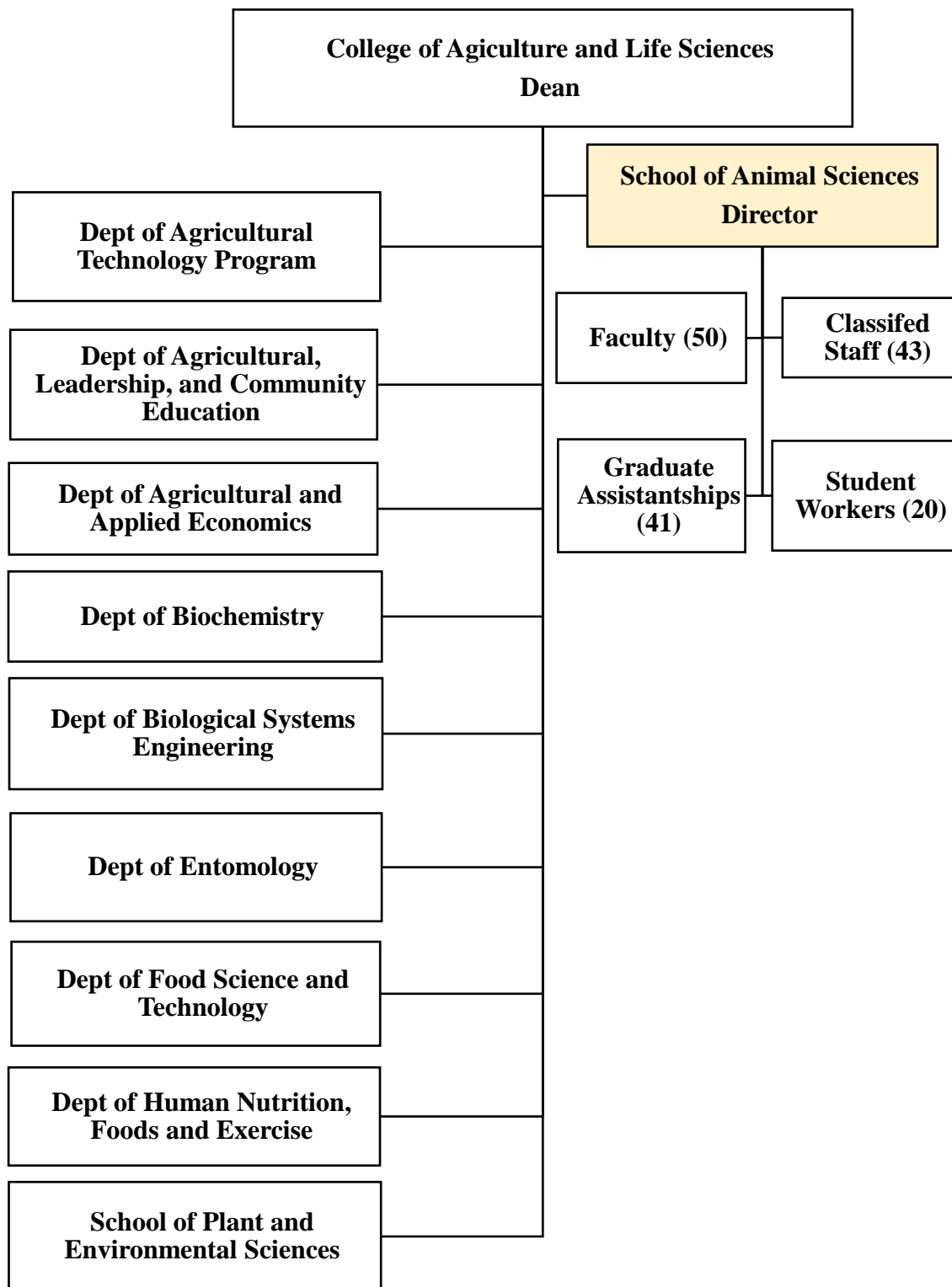
**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

Appendix A: Current Organizational Structure



**SCHOOL OF ANIMAL SCIENCE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

Appendix B: Proposed Organization Structure



**DISCONTINUANCE OF PHD IN EDUCATIONAL RESEARCH AND EVALUATION IN
THE COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES**

Table of Contents

Proposed Intent to Discontinue 1

Background 1

Critical Shortage Area..... 1

Teach-out Plan 1

RECOMMENDATION:

That the Board of Visitors approve the discontinuance of the Ph.D. in Educational Research and Evaluation.

November 8, 2021

DISCONTINUANCE OF PHD IN EDUCATIONAL RESEARCH AND EVALUATION IN THE COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES

Virginia Polytechnic Institute and State University

Proposed Intent to Discontinue

Virginia Polytechnic Institute and State University (Virginia Tech) requests to discontinue the Doctor of Philosophy (Ph.D.) in Educational Research and Evaluation degree program (CIP code: 13.0603). The degree program is located in the School of Education in the College of Liberal Arts and Human Sciences.

Background

The Ph.D. in Educational Research and Evaluation was initiated before the establishment of the Council of Higher Education. Since 2013, enrollment in the degree program has steadily declined. During the course of the 2019/2020 State Council of Higher Education (SCHEV) productivity review process, the Ph.D. in Educational Research and Evaluation degree program was targeted as a program that was not meeting the standards set forth in the Virginia Public Higher Education Policy on Program Productivity. Based on the information contained within the productivity review process, administration within the College of Liberal Arts and Human Sciences determined that the program should be discontinued.

Rationale for Intent to Discontinue

Enrollment and degree completions for the Ph.D. in Educational Research and Evaluation program have steadily declined since 2013 and it has become increasingly difficult to recruit new students into the program. Based on the data and information contained within the productivity review process, the declining enrollment, and input from the Dean of the College of Liberal Arts and Human Sciences, the institution made the decision to close the degree program.

Critical Shortage Area

The Doctor of Philosophy (Ph.D.) in Educational Research and Evaluation degree program is not a critical shortage area.

Teach-out Plan

A total of 12 are currently enrolled in the Doctor of Philosophy (Ph.D.) in Educational Research and Evaluation degree program. Six (6) students have completed required coursework for the program, are currently in the research and dissertation phase of the program, and are expected to graduate by Spring 2023. Four (4) students will complete the required coursework for the program in the Spring 2021 semester, will then begin the research and dissertation phase of the program, and are expected to graduate by Spring 2024. The remaining two (2) students in the program are currently in the process of developing Plans of Study and will be offered the opportunity to complete the Ph.D. in Educational Research and Evaluation or switch to another program of their choosing.

Should a current student in the Ph.D. in Educational Research and Evaluation degree program leave the university and not complete the program by the Spring of 2026, the School of Education is committed to working with the students to identify a path for completion in another program within the university that meets their needs.

DISCONTINUANCE OF PHD IN EDUCATIONAL RESEARCH AND EVALUATION IN THE COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES

“Stopped Out” Students

The nine (9) students that have “stopped out” since 2010 have been considered. Seven (7) of the students have completed the required coursework for the degree program but have not completed the research and dissertation phase of the program. Two (2) students have not completed the required coursework or developed Plans of Study. There is a 5-year period in which students may return and complete the Ph.D. in Educational Research and Evaluation degree program. This group of students will be notified in writing about the discontinuation of the degree program. The School of Education faculty will assist students through the transition process.



COMMONWEALTH of VIRGINIA

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219

Peter Blake
Director

(804) 225-2600
www.schev.edu

September 20, 2021

Dr. Cyril Clarke
Executive Vice President and Provost
Virginia Polytechnic Institute and State University
800 Drillfield Drive
Blacksburg, VA 24061

Dear Dr. Clarke:

The State Council of Higher Education for Virginia (SCHEV) has evaluated Virginia Polytechnic Institute and State University's (Virginia Tech) organizational-change proposal to rename the Department of Interprofessionalism to the Department of Health Systems and Implementation Science. As stipulated by the Code of Virginia, when such requests involve units at or above the departmental level and are made "solely for the purpose of internal management and the institution's curricular offerings remain constant, the Council shall approve the proposed change." SCHEV's Academic Affairs staff concurs with Virginia Tech's determination that this proposed change meets these criteria; as such, SCHEV staff may approve this request.

In accordance with Council's policy on organizational changes—and in concurrence with the June 8, 2021, approval by the Virginia Tech Board of Visitors—SCHEV staff approves this academic reorganization as a "simple" organizational change. The State Council's records shall be amended to reflect:

*As of October 15, 2021, the Department of Interprofessionalism has been renamed the **Department of Health Systems and Implementation Science**. The Department has been renamed to reflect the "comprehensiveness of the academic programming offered by the department." The proposed name will afford the opportunity to have a "distinctly named department among Virginia Tech's SCHEV peer institutions" and indicate the faculty's expertise and areas of research. The new name will also align the department's name with that of similar departments at medical schools nationally and ensure the department is "recognized nationally for its curricular offerings in the third pillar of medical education, Health Systems Science."*

As a name change under SCHEV's organizational change policy, this action does not in itself entail or imply approval of any changes to academic departments or academic programs administered by the college. Based on the documents Virginia Tech submitted, our

Dr. Cyril Clarke
September 20, 2021
Page 2

understanding is that, as an alteration for internal management purposes, this change will not involve modifications to the institutional mission, curricular offerings, or budget. Staff further understands that Virginia Tech is not proposing to initiate new degree programs or establish new off-campus sites as a result of this action.

Please contact Dr. Monica Osei, Associate Director for Academic Programs and Instructional Sites, at MonicaOsei@schev.edu or at (804) 225-2610 if you have questions or need further assistance.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joseph DeFilippo". The signature is fluid and cursive, with the first name "Joseph" and last name "DeFilippo" clearly distinguishable.

Joseph G. DeFilippo, Ph.D.
Director of Academic Affairs and Planning

STUDY SCIENCE. DO SCIENCE.

RON FRICKER, INTERIM DEAN

NOVEMBER 7, 2021



The College of Science's "deep commitment to world class scholarship, fundamental research, pedagogical excellence, innovation, and outreach positions us as *the college* with the ability to significantly 'move the needle' on Virginia Tech's rankings" as a global land-grant university.

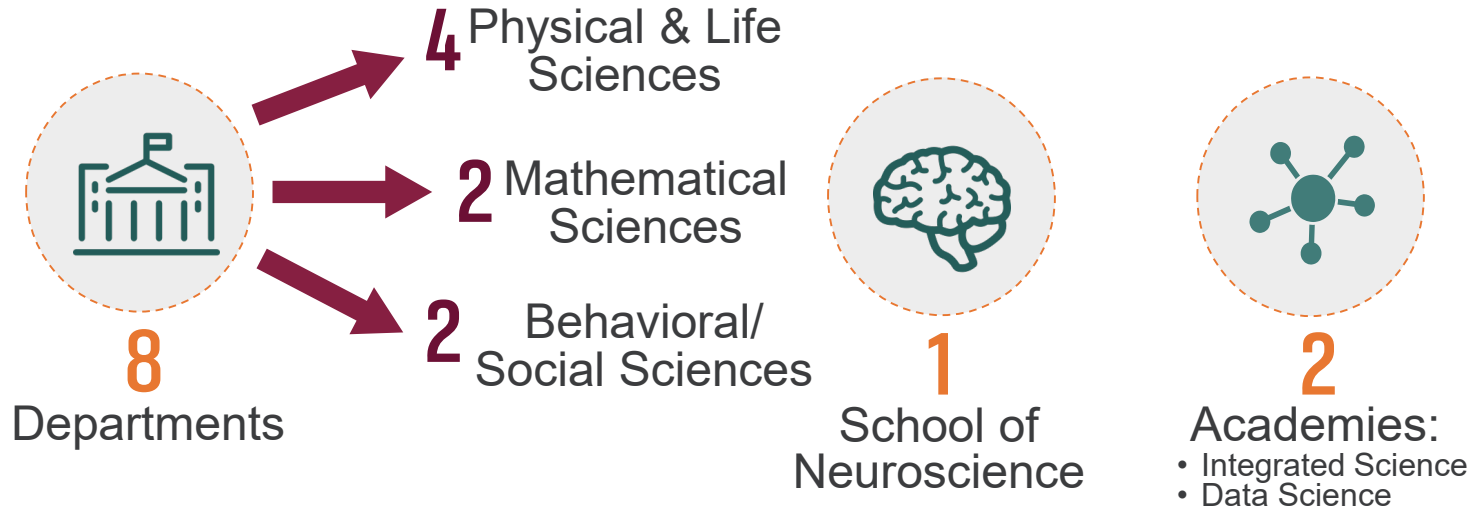
– COS 2020 Annual Report



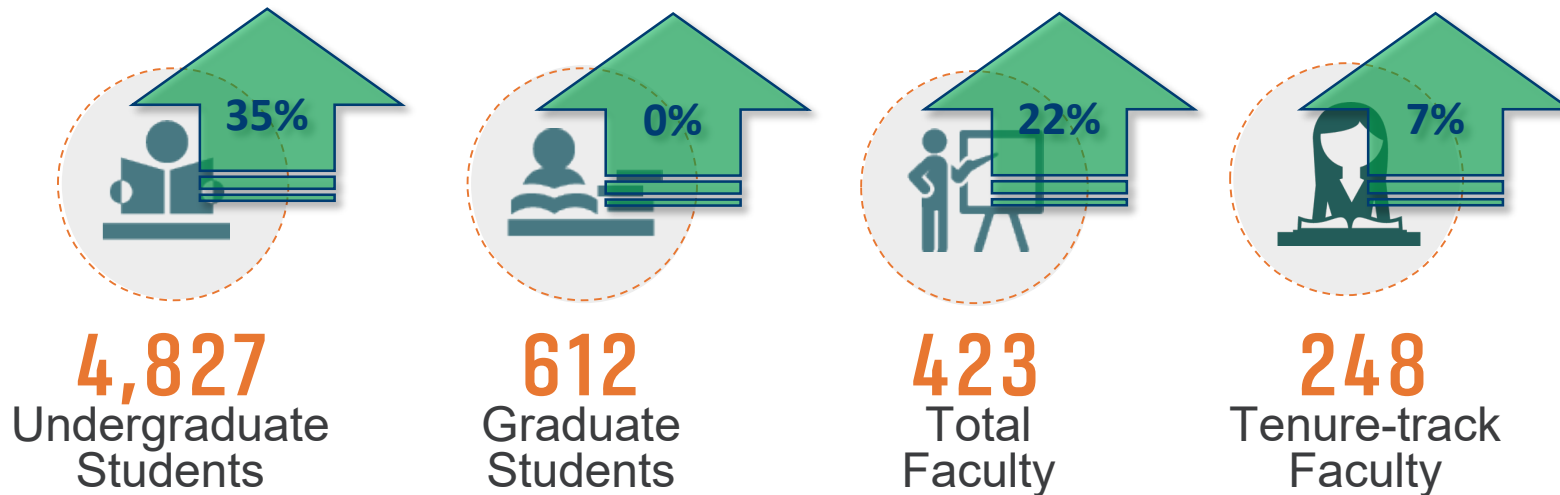
ACCELERATING SCIENCE

Who We Are and How We're Organized

STRUCTURE



PEOPLE



 – change since academic year 2017

150
years
1872-2022



VT COLLEGE OF
SCIENCE
VIRGINIA TECH.

98.4%

Percentage of VT undergrads who take at least one COS course.

1 in 4

The ratio of undergrad student credit hours taught in COS to the entire university.

260,894

Number of undergrad student credit hours COS taught in AY21.

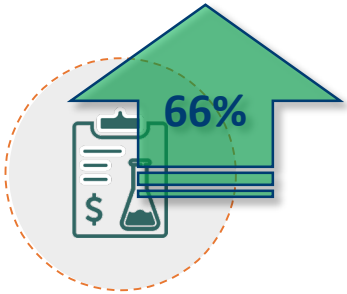
94%

Percentage of COS undergrad courses taught in-person this semester.

ACCELERATING SCIENCE

We Are "Moving the Needle" on Research and Philanthropy

RESEARCH



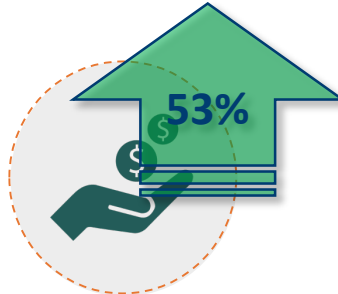
\$47.5M

Total
Research
Awards



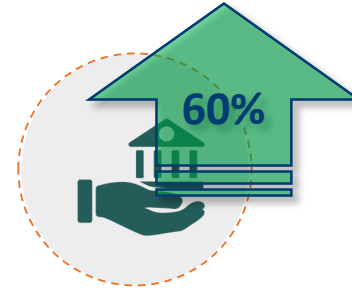
286

Number of
Research
Awards



\$36.1M

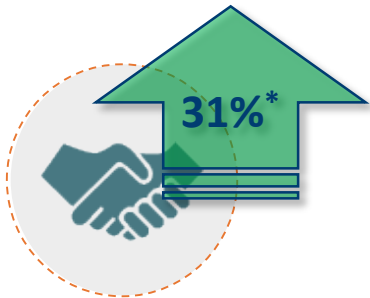
Total
Research
Expenditures



\$32.6M

Federal
Research
Expenditures

ADVANCEMENT



\$9.4M

Total
Commitments



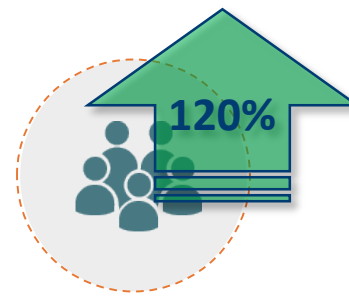
18.4%

Alumni
Participation



\$948K

Annual
Funds



4,851

Donor
Count

150
years
1872-2022



VT COLLEGE OF
SCIENCE
VIRGINIA TECH.

 – change since academic year 2017

* – change compared to average total commitments from 2017 to 2020

103,967

Number of Google Scholar citations by COS faculty in 2020.

11.5

Average number of papers per tenure track faculty member per year from 2015-18.

5

Early career faculty awards in 2020 (3 NSF CAREER, 1 DOE, 1 NIH).

10X

ROI of Dean's Discovery Funds invested in College of Science faculty.

SELECT STRATEGIC PRIORITIES

> Academy of Data Science



> Women in Science Leadership program



Supporting University Goals

ADVANCE REGIONAL, NATIONAL, AND GLOBAL IMPACT

College of Science: Be a global leader in scientific research, discovery, scholarship, and education.

BE A DESTINATION FOR TALENT

College of Science: Continue to build a robust, diverse, inclusive, scientific community.

ELEVATE THE UT PROSIM (THAT I MAY SERVE) DIFFERENCE

College of Science: Excel in outreach, engagement, and economic development.

INSURE INSTITUTIONAL EXCELLENCE

College of Science: Invest in people & infrastructure to support teaching, research, and service.

BUILDING FOR THE FUTURE

We Are Focused on Advancing Science in Support of Virginia Tech

> Infrastructure Projects

- Data and Decisions Bldg
- Undergraduate Science Lab Building

> Capital Projects

- Hahn
- Robeson
- Derring

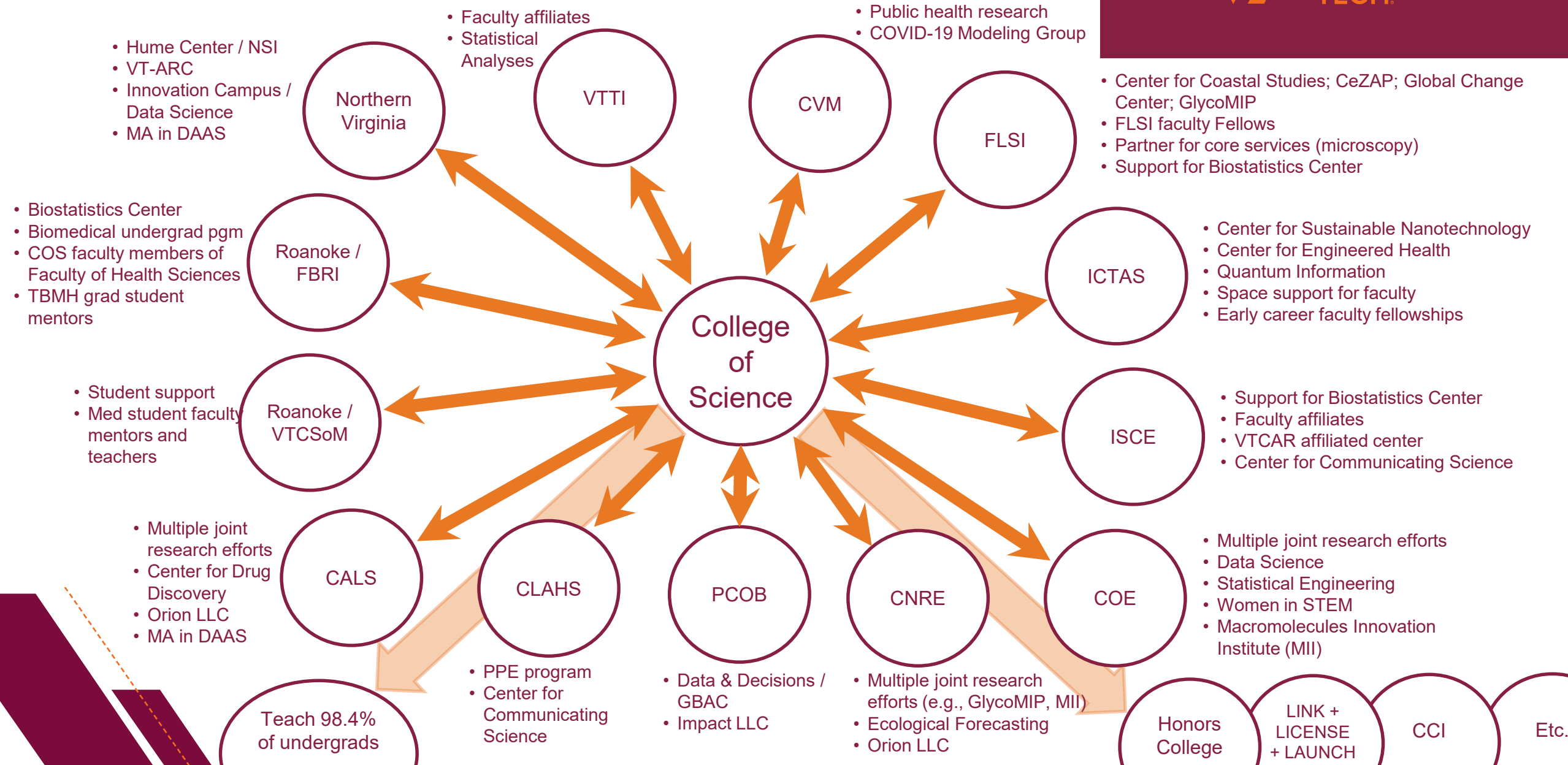
> Opportunities & Challenges

- Further diversifying faculty & grad student populations
- Increasing our graduate student population
- Space for future growth



IMPACT

College of Science Collaborates Across the Entire University



Council of College Deans Update
ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

November 7, 2021

Lee Learman, dean of the Virginia Tech Carilion School of Medicine, serving as a liaison with the council of college deans will update the committee on behalf of the council.

Provost's Update

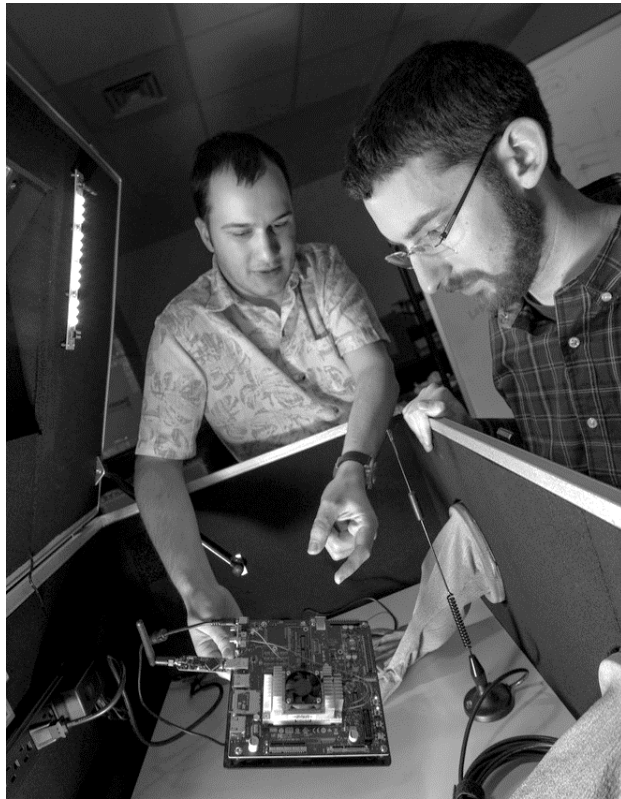
ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

November 7, 2021

Cyril Clarke, executive vice president and provost, will provide an update.



VIRGINIA TECH NATIONAL SECURITY INSTITUTE



ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE

Eric Paterson | Executive Director

November 07, 2021



NATIONAL SECURITY INSTITUTE
VIRGINIA TECH.

MOTIVATION

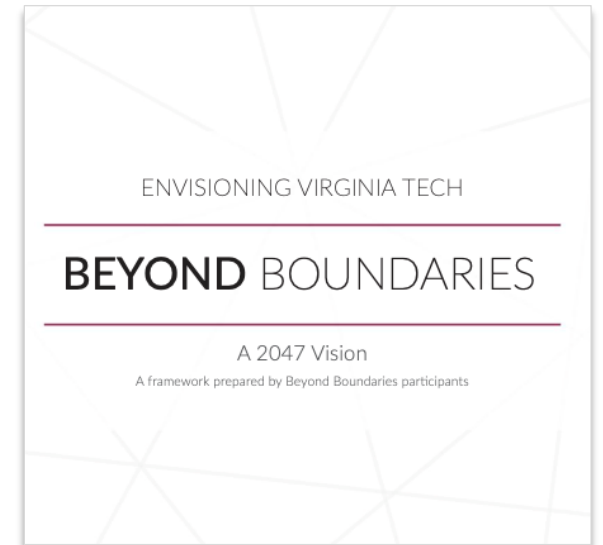
FOUNDATION



LOCATION



STRATEGY



VIRGINIA TECH NATIONAL SECURITY INSTITUTE

MISSION

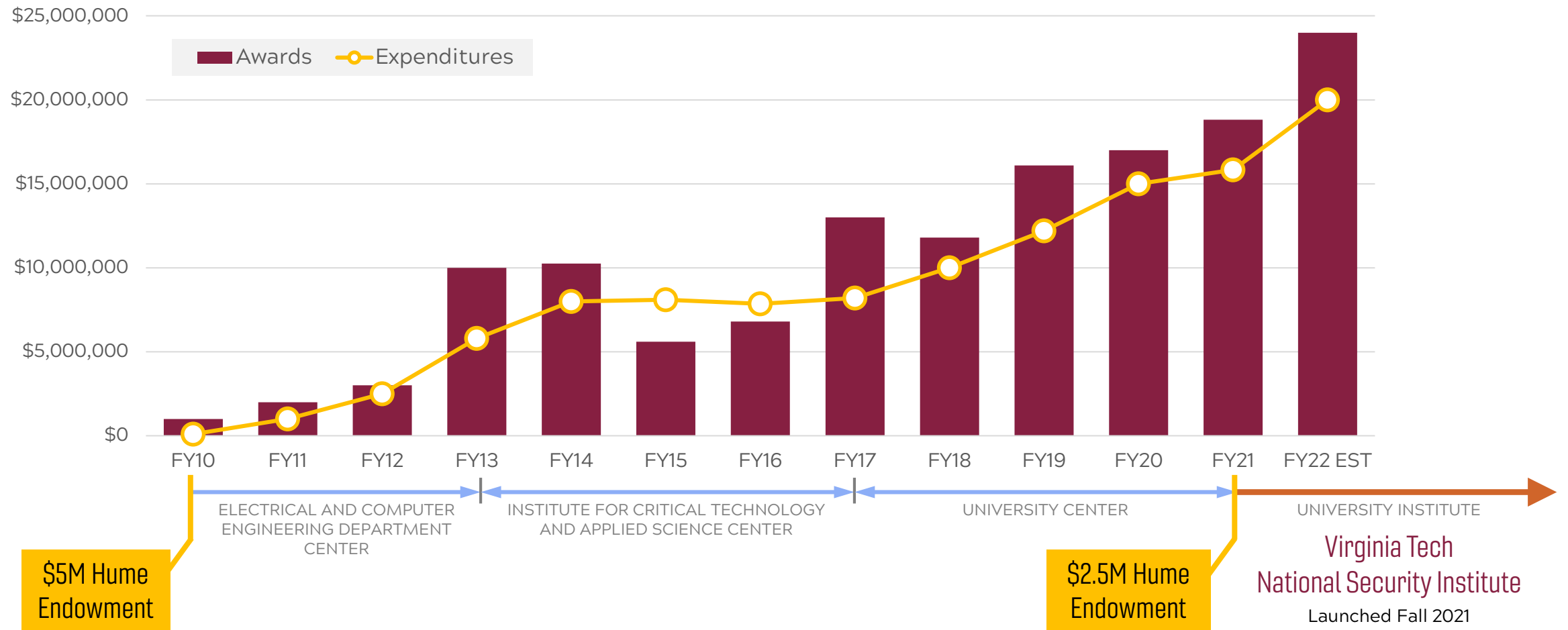
The National Security Institute will perform interdisciplinary research and development, provide experiential learning and education, solve challenges in national security by strengthening technology, standards, public policy, and the national security workforce.

VISION

The National Security Institute aspires to become the nation's preeminent academic organization for integrated research and development, and experiential learning to advance national security.



RESEARCH AWARDS AND EXPENDITURES



NATIONAL SECURITY INSTITUTE
VIRGINIA TECH.

STRUCTURE AND ASSETS

TECHNICAL DIVISIONS



Spectrum
Dominance



Aerospace and
Ocean Systems



Intelligent
Systems

MAJOR PROGRAMS



Ted and Karyn Hume
Center for National
Security and Technology



Secure Futures Lab



Beyond Technology

FACILITIES

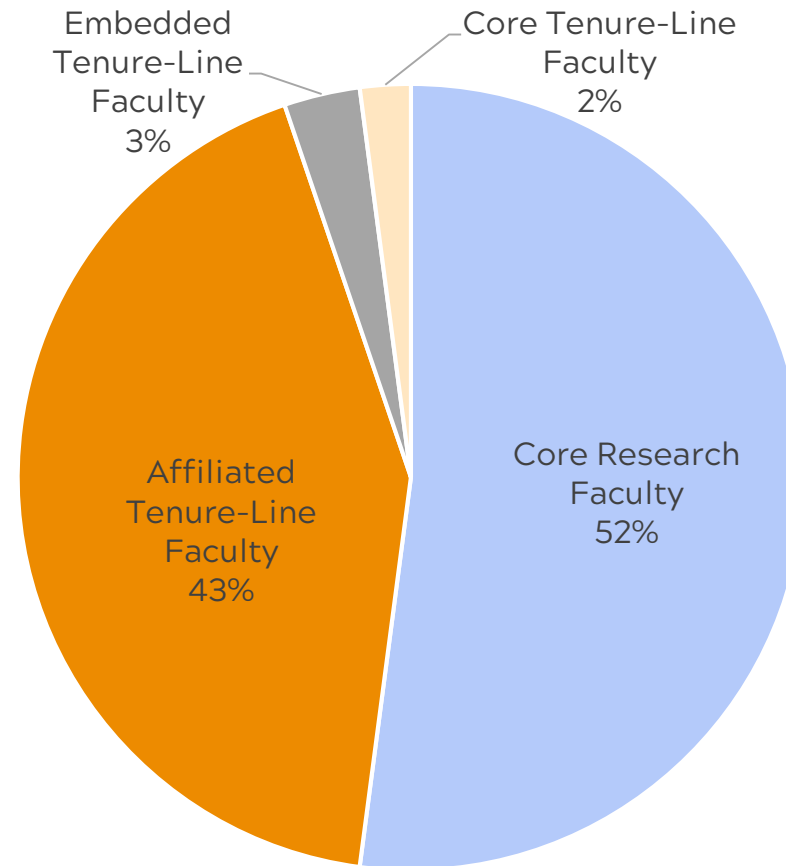


NATIONAL SECURITY INSTITUTE
VIRGINIA TECH.

TRANSDISCIPLINARY EXPERT ENGAGEMENT

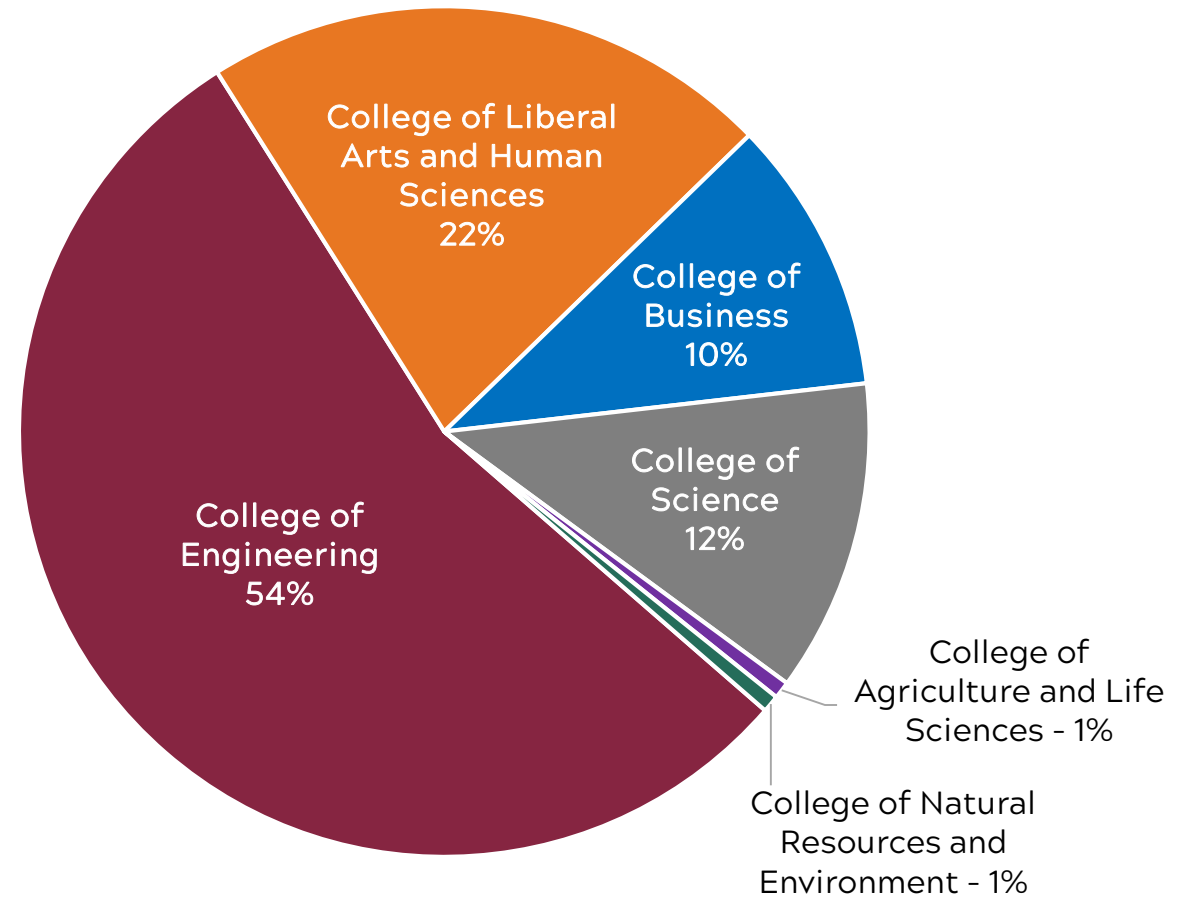
EXPAND TENURE-TRACK FACULTY ACROSS COLLEGES

- College of Agriculture and Life Sciences
- College of Architecture and Urban Studies
- Pamplin College of Business
- College of Engineering
- College of Liberal Arts and Human Sciences
- College of Natural Resources and Environment
- College of Science
- Virginia-Maryland College of Veterinary Medicine

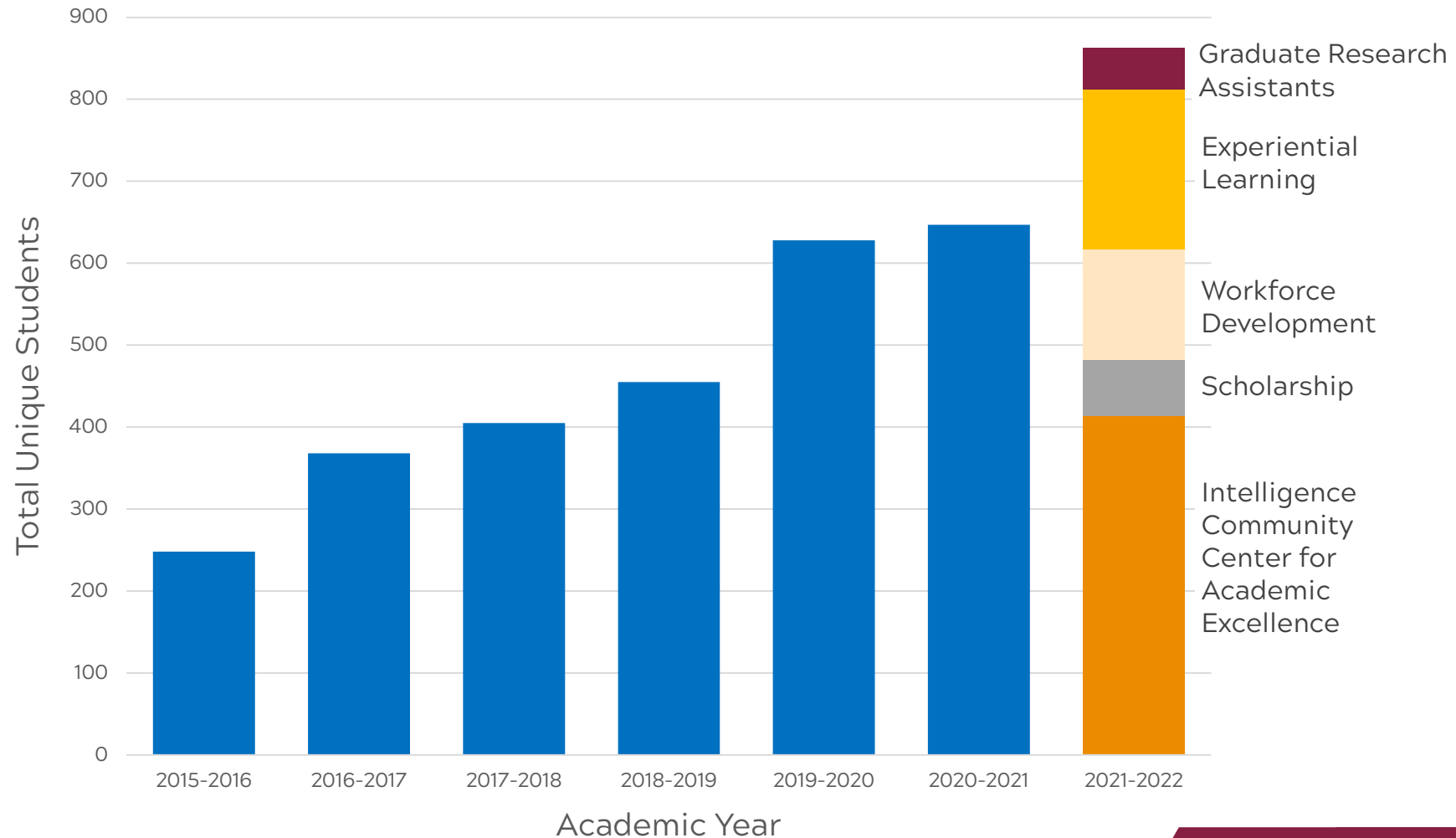


49 EXPERIENTIAL LEARNING PROJECTS

- Materials & Advanced Manufacturing in Applied Electromagnetics
- Quantum Cryptography Algorithm Development
- Hypersonic Simulation
- Augmented Reality-Enhanced Situational Awareness
- Space Domain Awareness Telescope
- Autonomous Drone Racing
- Russian Disinformation
- Diplomacy Lab
- Natural Language Processing Research
- Development of a space camera for UV spectroscopy
- Security in Coastal Zones



STUDENT ENGAGEMENT



PANEL DISCUSSION



ERIC PATERSON

- Executive Director, National Security Institute
- Rolls-Royce Commonwealth Professor of Marine Propulsion



LAURA FREEMAN

- Director, Intelligent Systems Lab, National Security Institute
- Director, Information Science and Analytics, VT-ARC
- Assistant Dean for Research, College of Science



JEFFREY 'JB' PERSONS

- Ph.D. candidate, Computer Engineering



**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

Sunday, November 7, 2021

Bus departs for Undergraduate Admissions Campus Walking Tour at 10:00 a.m. from the Lobby of the Inn at Virginia Tech and Skelton Conference Center.

Agenda Item

1. Undergraduate Admissions Campus Walking Tour

Reporting

Responsibility

Luisa Havens Gerardo
Juan Espinoza

Monday, November 8, 2021

Open session meeting begins at 8:30 a.m. in Latham Ballroom CDEF of the Inn at Virginia Tech and Skelton Conference Center.

Agenda Item

2. Welcome
3. Consent Agenda
 - a. Approval of the Minutes from the August 30, 2021 Meeting
 - * b. Resolution to Approve the Demolition of University Building No. 0185J (Equipment Storage Building)
 - * c. Resolution to Approve the Demolition of University Building No. 0748 (Tobacco Barn Number 3)
 - * d. Resolution to Approve an Appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority
 - e. Acceptance of the Sustainability Annual Report
 - f. Acceptance of the Capital Project Status Report
- * 4. Resolution to Approve an Easement to Suffolk CSG LLC in Support of Developing a Community Solar Project on Property Adjacent to the Tidewater Agricultural Research and Extension Center
5. Overview of Properties Outside Montgomery County
6. Update on Agricultural Facilities
- ♦ 7. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act Report
8. Design Preview for the Life, Health, Safety, Accessibility, and Code Compliance Project
9. Future Agenda Items and Closing Remarks
- ♦ Discusses Enterprise Risk Management topic(s).
- * Requires full Board approval.

Reporting

Responsibility

Shelley Butler Barlow,
Chair

Shelley Butler Barlow,
Chair

Bob Broyden
Heidi Myers

Bob Broyden
Heidi Myers

Alan Grant

Mac Babb

Liza Morris

Shelley Butler Barlow,
Chair

Open Session Briefing Report

BUILDINGS AND GROUNDS COMMITTEE

Sunday, November 7, 2021

Bus departs for Undergraduate Admissions Campus Walking Tour at 10:00 a.m. from the Lobby of the Inn at Virginia Tech and Skelton Conference Center.

Open Session Tour

1. **Undergraduate Admissions Campus Walking Tour:** The Committee will assemble in the lobby of The Inn for a walking tour of campus led by Luisa Havens Gerardo, Vice Provost for Enrollment Management, and Juan Espinoza, Associate Vice Provost for Enrollment and Degree Management and Director of Undergraduate Admissions.

Monday, November 8, 2021

Open session meeting begins at 8:30 a.m. in Latham Ballroom CDEF of the Inn at Virginia Tech and Skelton Conference Center.

Open Session Meeting

2. **Welcome:** The Committee Chair will convene the meeting and provide welcoming remarks.
3. **Consent Agenda:** The Committee will consider for approval the items listed on the Consent Agenda.
 - a. **Approval of the Minutes from the August 30, 2021 Meeting:** The Committee will review for approval the minutes from the August 30, 2021 meeting.
 - * b. **Resolution to Approve the Demolition of University Building No. 0185J (Equipment Storage Building):** The Committee will review for approval a resolution to demolish University Building No. 0185J (Equipment Storage Building). This facility is a 1,200 gross square foot metal building. It is located in the Athletics and Recreation District of Virginia Tech's Blacksburg campus in Montgomery County, Virginia. Constructed in 1999, the building stored track and field equipment. Analysis of the low utilization rate of the structure and condition of the structure, and the need for a buildable site for a Baseball Pitching Lab in close proximity to English Field and the Weaver Baseball Center, revealed that the highest and best use of the existing building site is the Baseball Pitching Lab. Demolition of the existing storage building creates the opportunity for better utilization of the site and will enhance the baseball program's mission and support recruitment efforts. The university will obtain review from the Department of Historic Resources and the Art and Architecture

♦ **Discusses Enterprise Risk Management topic(s).**

* **Requires full Board approval.**

Review Board, and any required approvals prior to the demolition of this structure.

- * c. **Resolution to Approve the Demolition of University Building No. 0748 (Tobacco Barn Number 3):** The Committee will review for approval a resolution to demolish University Building No. 0748 (Tobacco Barn Number 3). This facility is a 1,296 gross square foot wood framed barn. It is located at the Southwest Virginia Agricultural Research and Extension Center, 12326 VPI Farm Road, Glade Spring, Virginia. Constructed in 1953, the building was used for curing tobacco and housed small individual chambers for heated curing units. It has not been used for this purpose since the early 1980's, and has more recently been utilized for storage. The existing building has undergone age- and weather-related structural damage, is no longer viable for use as a storage building, and is beyond its useful life. Demolition of the existing building creates the opportunity for expanding pasture access for research programs, and improved utilization of the adjacent structures and site. The university will obtain review from the Department of Historic Resources and the Art and Architecture Review Board, and any required approvals prior to the demolition of this structure.

- * d. **Resolution to Approve an Appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority:** The Committee will review for approval a resolution to reappoint Lucius Merritt as a joint representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors.

- e. **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).

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

- * 4. **Resolution to Approve an Easement to Suffolk CSG LLC in Support of Developing a Community Solar Project on Property Adjacent to the Tidewater Agricultural Research and Extension Center:** The Committee will review for approval an access easement to Suffolk CSG LLC in support of developing a community solar project on property adjacent to the Tidewater Agricultural Research and Extension Center. The university desires to grant the approximately 10,650 square feet access easement in support of the City of Suffolk's project to increase the availability of renewable solar energy.

♦ **Discusses Enterprise Risk Management topic(s).**

* **Requires full Board approval.**

5. **Overview of Properties Outside Montgomery County:** The Committee will receive a briefing from Bob Broyden, Associate Vice President for Campus Planning and Capital Financing, and Heidi Myers, Executive Director of Real Estate Management, on the university's properties outside Montgomery County.
6. **Update on Agricultural Facilities:** The Committee will receive an update from Alan Grant, Dean of the College of Agriculture and Life Sciences, on agricultural facilities planning and construction.
- ♦ 7. **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.
8. **Design Preview for the Life, Health, Safety, Accessibility, and Code Compliance Project:** Ensuring the safety, health, and accessibility of the campus environment is critical to the long-term success of the university and its service to the Commonwealth. This project is the first priority of three high priority accessibility initiatives identified by the university in the Life, Health, Safety, Accessibility, and Code Compliance category of the 2018-2024 Capital Outlay Plan. The project is scoped to create a new accessible route on an existing primary pedestrian corridor which will support equal access to key Education and General funded facilities in the North Academic District. The project is in the preliminary design phase with construction anticipated to begin June of 2022 and attain substantial completion June of 2023. The university received \$3.1 million in life, health, safety, accessibility, and code compliance funding from the state towards the project.
9. **Future Agenda Items and Closing Remarks:** The Committee will discuss potential topics for inclusion on future meeting agendas.

♦ Discusses Enterprise Risk Management topic(s).

* Requires full Board approval.

Undergraduate Admissions Campus Walking Tour

BUILDINGS AND GROUNDS COMMITTEE

November 7, 2021

The Committee will assemble in the lobby of The Inn for a walking tour of campus led by Luisa Havens Gerardo, Vice Provost for Enrollment Management, and Juan Espinoza, Associate Vice Provost for Enrollment and Degree Management and Director of Undergraduate Admissions.

Welcome

BUILDINGS AND GROUNDS COMMITTEE

November 8, 2021

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

Consent Agenda
BUILDINGS AND GROUNDS COMMITTEE

November 8, 2021

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 30, 2021 Meeting
- * b. Resolution to Approve the Demolition of University Building No. 0185J (Equipment Storage Building)
- * c. Resolution to Approve the Demolition of University Building No. 0748 (Tobacco Barn No. 3)
- * d. Resolution to Approve an Appointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority
- e. Acceptance of the Sustainability Annual Report
- f. Acceptance of the Capital Project Status Report

* Requires full Board approval.

**BOARD OF VISITORS BUILDINGS AND GROUNDS COMMITTEE
MINUTES**

August 30, 2021

The Buildings and Grounds Committee of the Board of Visitors of Virginia Polytechnic Institute and State University met on Monday, August 30, 2021 at 9:30 a.m. to tour the President's Suite renovation project in Lane Stadium (185 Beamer Way, Blacksburg). A quorum of the Buildings and Grounds Committee was present.

Board of Visitors Members

Present:

Tish Long (Rector)
Shelly Butler Barlow (Committee Chair)
Carrie Chenery
Greta Harris
C.T. Hill
Sharon Brickhouse Martin
Melissa Nelson
Chris Petersen
Horacio A. Valeiras
Preston M. White

Absent:

Ed Baine
Anna James
Mehul Sanghani
Jeff Veatch

Constituent Representatives Present:

Robert Weiss (Faculty Representative)
Serena Young (Staff Representative)
Paolo Fermin (Undergraduate Student Representative)
Phil Miskovic (Graduate Student Representative)

Also present were the following Virginia Tech staff members:

President Timothy Sands, Ms. Kim O'Rourke (Secretary to the Board), Ms. Lynsay Belshe, Dr. Cyril Clarke, Mr. Tom Gabbard, Ms. Kay Heidbreder, Mr. Chris Kiel, Dr. Chris Kiwus, Ms. Sharon Kurek, Ms. Jamie Lau, Ms. Joy Manning, Ms. Meghan Marsh, Mr. Ken Miller, Mr. Mark Owczarski, Dr. Dwayne Pinkney, Mr. John Tarter, Mr. Dwyn Taylor, Mr. Jon Clark Teglas, Ms. Tracy Vosburgh

Tour of President's Suite Renovation Project in Lane Stadium

Hosted by the Department of Intercollegiate Athletics, the Committee toured the President's Suite renovation project in Lane Stadium. The university has partnered with a third-party to re-imagine this venue. It is designed to enhance the game-day experience and beyond. Scheduled to open fully later in fall 2021, the venue will now offer dining, event, and meeting spaces in addition to game-day events.

The tour concluded at 10:15 a.m.

The Buildings and Grounds Committee of the Board of Visitors of Virginia Polytechnic Institute and State University reconvened on Monday, August 30, 2021 at 1:15 p.m. to tour Randolph Hall (460 Old Turner Street, Blacksburg) and the Holden Hall construction site (445 Old Turner Street, Blacksburg). A quorum of the Buildings and Grounds Committee was present.

Board of Visitors Members

Present:

Tish Long (Rector)
Shelly Butler Barlow (Committee Chair)
Carrie Chenery
Greta Harris
C.T. Hill
Sharon Brickhouse Martin
Melissa Nelson
Horacio A. Valeiras
Preston M. White

Absent:

Ed Baine
Anna James
Chris Petersen
Mehul Sanghani
Jeff Veatch

Constituent Representatives Present:

Robert Weiss (Faculty Representative)
Paolo Fermin (Undergraduate Student Representative)
Phil Miskovic (Graduate Student Representative)

Also present were the following Virginia Tech staff members:

President Timothy Sands, Ms. Kim O'Rourke (Secretary to the Board), Ms. Lynsay Belshe, Mr. Bob Broyden, Dr. Robert Canfield, Dr. Cyril Clarke, Dr. Sean Corcoran, Dr. William Devenport, Dr. Azim Eskandarian, Ms. Kari Evans, Ms. Kay Heidbreder, Dr. Frances Keene, Mr. Chris Kiel, Dr. Chris Kiwus, Ms. Sharon Kurek, Ms. Jamie Lau, Mr. Jack Leff, Dr. Alexander Leonessa, Dr. Kramer Luxbacher, Ms. Meghan Marsh, Mr. Ken Miller, Ms. Liza Morris, Dr. Ed Nelson, Mr. Mark Owczarski, Dr. Eric Paterson, Dr. Dwayne Pinkney, Dr. Julia Ross, Dr. Frank Shushok, Mr. Ken Smith, Mr. John Tarter, Mr. Dwyn Taylor, Mr. Jon Clark Teglas, Mr. Johnny Underwood, Ms. Tracy Vosburgh

Tour of Randolph Hall and the Holden Hall Construction Site

Hosted by the College of Engineering, the Committee toured Randolph Hall and the Holden Hall construction site. Randolph Hall is the largest engineering building on campus. The existing building requires updating to help advance the university's strategic mission, enhance the future tech-talent pipeline, sustain existing engineering enrollment, meet new building code and accessibility requirements, include top-notch sustainability features, and modernize building systems. Replacement of the facility is at the top of the university's current Capital Outlay Plan and envisions razing the entire existing building

and constructing a new, larger building at the same site. This project is in preliminary design. Holden Hall was originally built in 1940. The extensive renovation project underway includes a new Autonomous Mining and Robotics Center where students will engage in autonomous mining, working with material that is three to four feet deep. A two-story mock mine includes a glassed-in area where students can learn and observe advanced automation methods. New computational and lab spaces will allow for faster, more-efficient development of new materials, all while using cutting-edge technology.

The tour concluded at 2:20 p.m.

The Buildings and Grounds Committee of the Board of Visitors of Virginia Polytechnic Institute and State University reconvened on Monday, August 30, 2021 at 2:30 p.m. to tour the Creativity and Innovation District Living-Learning Community (185 Kent Street, Blacksburg). A quorum of the Buildings and Grounds Committee was present.

Board of Visitors Members

Present:

Tish Long (Rector)
Shelly Butler Barlow (Committee Chair)
Carrie Chenery
Greta Harris
C.T. Hill
Sharon Brickhouse Martin
Melissa Nelson
Horacio A. Valeiras
Preston M. White

Absent:

Ed Baine
Anna James
Chris Petersen
Mehul Sanghani
Jeff Veatch

Constituent Representatives Present:

Robert Weiss (Faculty Representative)
Paolo Fermin (Undergraduate Student Representative)
Phil Miskovic (Graduate Student Representative)

Also present were the following Virginia Tech staff members:

President Timothy Sands, Ms. Kim O'Rourke (Secretary to the Board), Dr. Tim Baird, Ms. Lynsay Belshe, Mr. Bob Broyden, Dr. Cyril Clarke, Ms. Kari Evans, Ms. Kay Heidbreder, Mr. Travis Jessee, Dr. Frances Keene, Mr. Chris Kiel, Dr. Chris Kiwus, Ms. Sharon Kurek, Ms. Jamie Lau, Mr. Jack Leff, Ms. Meghan Marsh, Mr. Ken Miller, Ms. Liza Morris, Mr. Paul O'Keef, Mr. Mark Owczarski, Dr. Dwayne Pinkney, Dr. Frank Shushok, Mr. Ken Smith, Mr. John Tarter, Mr. Dwyn Taylor, Mr. Jon Clark Teglas, Ms. Tracy Vosburgh

Tour of the Creativity and Innovation District Living-Learning Community

Hosted by Student Affairs, the Committee toured the recently completed Creativity and Innovation District Living-Learning Community. This residence hall is now home to nearly

600 Hokies, including participants in the Studio 72, Innovate, and Rhizome living-learning communities; student-athletes; and a resident faculty principal (Dr. Tim Baird and his family). The Student Affairs leadership team described the space as a one-of-a-kind facility, a national model for how the boundaries of academic and student life can be blurred to facilitate a holistic and integrated student experience.

The tour concluded at 3:11 p.m.

The Buildings and Grounds Committee of the Board of Visitors of Virginia Polytechnic Institute and State University reconvened on Monday, August 30, 2021 at 3:30 p.m. in open session in Latham Ballroom A and B of the Inn at Virginia Tech and Skelton Conference Center (901 Prices Fork Road, Blacksburg). A quorum of the Buildings and Grounds Committee was present.

Board of Visitors Members

Present:

Tish Long (Rector)
Shelly Butler Barlow (Committee Chair)
Carrie Chenery
Greta Harris
C.T. Hill
Sharon Brickhouse Martin
Melissa Nelson
Chris Petersen
Horacio A. Valeiras
Preston M. White

Absent:

Ed Baine
Anna James
Mehul Sanghani
Jeff Veatch

Constituent Representatives Present:

Robert Weiss (Faculty Representative)
Serena Young (Staff Representative)
Paolo Fermin (Undergraduate Student Representative)
Phil Miskovic (Graduate Student Representative)

Also present were the following Virginia Tech staff members:

President Timothy Sands, Ms. Kim O'Rourke (Secretary to the Board), Mr. Mac Babb, Ms. Lynsay Belshe, Mr. Eric Brooks, Mr. Bob Broyden, Ms. Charlene Casamento, Dr. Cyril Clarke, Mr. Van Coble, Mr. Al Cooper, Mr. John Cusimano, Mr. Corey Earles, Mr. Jeff Earley, Ms. Alisha Ebert, Ms. Kari Evans, Dr. Michael Evans, Dr. Lance Franklin, Dr. Ron Fricker, Mr. Bryan Garey, Mr. Mark Gess, Dr. Alan Grant, Mr. Tony Haga, Ms. Wendy Halsey, Ms. Mary Helmick, Ms. Kay Heidbreder, Mr. Jim Hillman, Mr. Patrick Hilt, Ms. Elizabeth Hooper, Ms. Mary-Ann Ibeziako, Dr. Frances Keene, Mr. Chris Kiel, Dr. Chris Kiwus, Ms. Sharon Kurek, Ms. Jamie Lau, Mr. Jack Leff, Mr. Rob Mann, Ms. Meghan Marsh, Ms. Elizabeth McClanahan, Ms. Nancy Meacham, Mr. Ken Miller, Ms. Liza Morris, Dr. Saied Mostaghimi, Mr. Mike Mulhare, Mr. Justin Noble, Mr. Mark Owczarski, Dr.

Dwayne Pinkney, Dr. Ellen Plummer, Dr. John Randolph, Dr. Frank Shushok, Mr. Adam Smith, Mr. Ken Smith, Dr. Don Taylor, Mr. Dwyn Taylor, Mr. Jon Clark Teglas, Ms. Tracy Vosburgh, Mr. Chris Yianilos

Open Session

1. **Welcome:** The Committee Chair convened the meeting and provide welcoming remarks. Dr. Dwayne Pinkney recognized the newly appointed Vice President for Enterprise Administrative and Business Services, Lynsay Belshe; newly promoted Chief Sustainability Officer, Mary-Ann Ibeziako, who also maintains her prior role of Assistant Vice President for Infrastructure; and the newly appointed Associate Vice President for Enterprise Administrative Operations, Charlene Casamento.
2. **Consent Agenda:** The Committee approved the items listed on the Consent Agenda.
 - a. **Approval of the Minutes from the June 8, 2021 Meeting:** The Committee approved the minutes from the June 8, 2021 meeting.
 - * b. **Resolution on Appointment to the New River Valley Emergency Communications Regional Authority:** The Committee reviewed for approval an appointment to the New River Valley Emergency Communications Regional Authority. The Committee recommended the Resolution to the full Board for approval.
3. **Capital Process and Capital Project Status Report:** The Committee received a briefing on the university's capital process and accepted the capital project status report from Bob Broyden, Associate Vice President for Campus Planning and Capital Financing, and Dwyn Taylor, Assistant Vice President for Capital Construction.
4. **Update on Residential Facilities:** The Committee received a briefing on the university's re-imagining of the residential experience from Frank Shushok, Vice President for Student Affairs, and Bob Broyden, Associate Vice President for Campus Planning and Capital Financing. Student Affairs is laying the groundwork for an innovative residential life model that promotes well-being, student success, and inclusion – transforming on-campus living and making higher education a catalyst for cultural change.
5. **Update on Climate Action, Sustainability, and Energy Initiatives:** The Committee received an update from Mary-Ann Ibeziako on ongoing climate action, sustainability, and energy initiatives. Mary-Ann was joined by John Randolph, Professor Emeritus and Senior Fellow for Climate Action, and Jack Leff, President of the Graduate and Professional Student Senate and a Graduate Assistant in the Office of Climate Action, Sustainability, and Energy to supplement her remarks.
6. **Update on Agricultural Facilities:** The Committee received an update from Alan Grant, Dean of the College of Agriculture and Life Sciences, on agricultural facilities

planning and construction. Dean Grant was joined by Michael Evans, Director and Professor in the School of Plant and Environmental Sciences, to discuss innovative agriculture centers. Dean Grant offered a tour of various Agricultural Research and Extension Centers, possibly in spring 2022.

- 7. Design Preview and Review for Hitt Hall:** The Committee approved the combined design preview and review for Hitt Hall from Liza Morris, Assistant Vice President for Planning and University Architect. The 98,985 gross square feet, three-story facility is organized in two wings around a central circulation link and collaboration space. Hitt Hall will provide an expansion of the Myers-Lawson School of Construction, add critical dining capacity, and include general assignment academic spaces in a new combined program facility for Virginia Tech. The \$85 million project is split funded with \$25 million in gifts, \$13 million in internal lease funding, and \$47 million in auxiliaries. This project was first proposed on the 2018-2024 Capital Outlay Plan.
- 8. Future Agenda Items and Closing Remarks:** The Committee discussed potential topics for inclusion on future meeting agendas.

The meeting concluded at 4:58 p.m.

The Buildings and Grounds Committee and the Finance and Resource Management Committee of the Board of Visitors of Virginia Polytechnic Institute and State University convened on Monday, August 30, 2021 at 4:58 p.m. in joint open session in Latham Ballroom A and B of the Inn at Virginia Tech and Skelton Conference Center (901 Prices Fork Road, Blacksburg). A quorum of the Joint Committee was present.

Board of Visitors Members

Present:

Tish Long (Rector)
Shelly Butler Barlow
Carrie Chenery
Greta Harris
C.T. Hill
Sharon Brickhouse Martin
Melissa Nelson
Chris Petersen
Horacio A. Valeiras
Preston M. White

Absent:

Ed Baine (Vice Rector)
Anna James
Mehul Sanghani
Jeff Veatch

Constituent Representatives Present:

Robert Weiss (Faculty Representative)
Serena Young (Staff Representative)
Paolo Fermin (Undergraduate Student Representative)
Phil Miskovic (Graduate Student Representative)

Also present were the following Virginia Tech staff members:

President Timothy Sands, Ms. Kim O'Rourke (Secretary to the Board), Mr. Mac Babb, Ms. Lynsay Belshe, Mr. Eric Brooks, Mr. Bob Broyden, Ms. Charlene Casamento, Dr. Cyril Clarke, Mr. Van Coble, Mr. Al Cooper, Mr. John Cusimano, Mr. Corey Earles, Mr. Jeff Earley, Ms. Alisha Ebert, Ms. Kari Evans, Dr. Michael Evans, Dr. Lance Franklin, Dr. Ron Fricker, Mr. Bryan Garey, Mr. Mark Gess, Dr. Alan Grant, Mr. Tony Haga, Ms. Wendy Halsey, Ms. Mary Helmick, Ms. Kay Heidebreder, Mr. Jim Hillman, Mr. Patrick Hilt, Ms. Elizabeth Hooper, Ms. Mary-Ann Ibeziako, Dr. Frances Keene, Mr. Chris Kiel, Dr. Chris Kiwus, Ms. Sharon Kurek, Ms. Jamie Lau, Mr. Jack Leff, Mr. Rob Mann, Ms. Meghan Marsh, Ms. Elizabeth McClanahan, Ms. Nancy Meacham, Mr. Ken Miller, Ms. Liza Morris, Dr. Saied Mostaghimi, Mr. Mike Mulhare, Mr. Justin Noble, Mr. Mark Owczarski, Dr. Dwayne Pinkney, Dr. Ellen Plummer, Dr. John Randolph, Dr. Frank Shushok, Mr. Adam Smith, Mr. Ken Smith, Dr. Don Taylor, Mr. Dwyn Taylor, Mr. Jon Clark Teglas, Ms. Tracy Vosburgh, Mr. Chris Yianilos

Joint Open Session

- * 1. Approval of Resolution for a Capital Project for Hitt Hall:** The Committees reviewed for approval the resolution for a capital project for Hitt Hall.

In 2017, the Board of Visitors approved a \$6 million planning authorization to design a multi-purpose facility to support doubling the size of the Building Construction academic program, increasing dining services, and increasing general assignment instruction space. The project design for the approximately 100,000 gross square foot facility is 65 percent complete, with an early site package expected to begin in October 2021 and the building construction package slated to start in January 2022.

The university estimates that the total project cost will be \$85 million, inclusive of all hard and soft costs. The funding plan for this project calls for \$25 million of private support, \$47 million of dining services revenues, and \$13 million of internal lease funding for the academic space. The timing of revenues results in the use of cash and approximately \$73 million of debt. Any cash designated for the project accumulated prior to the issuance of permanent debt may be used directly for project costs and to lower the total debt service issuance.

This request is for approval of a \$79 million supplement to the existing \$6 million authorization for an adjusted \$85 million authorization to complete the construction of the Hitt Hall project.

The Committees recommended the Resolution for a Capital Project for Hitt Hall to the full Board for approval.

There being no further business, the meeting adjourned at 5:16 p.m.

**RESOLUTION TO APPROVE THE DEMOLITION OF UNIVERSITY BUILDING –
BUILDING NO. 0185J (EQUIPMENT STORAGE BUILDING)**

The university requests approval to demolish Building No. 0185J (Equipment Storage Building). This facility is a 1,200 gross square foot metal building. It is located in the Athletics and Recreation District of Virginia Tech's Blacksburg campus in Montgomery County, Virginia.

Constructed in 1999, the building stored track and field equipment. Analysis of the low utilization rate of the structure and condition of the structure, and the need for a buildable site for a Baseball Pitching Lab in close proximity to English Field and the Weaver Baseball Center, revealed that the highest and best use of the existing building site is the Baseball Pitching Lab. Demolition of the existing storage building creates the opportunity for better utilization of the site and will enhance the baseball program's mission and support recruitment efforts. The university will obtain review from the Department of Historic Resources and the Art and Architecture Review Board, and any required approvals prior to the demolition of this structure.

**RESOLUTION TO APPROVE THE DEMOLITION OF UNIVERSITY BUILDING –
BUILDING NO. 0185J (EQUIPMENT STORAGE BUILDING)**

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. 0185J is located in the Athletics and Recreation District of Virginia Tech's Blacksburg campus in Montgomery County, Virginia, is 1,200 gross square feet, is in excess of 22 years old, is a metal building utilized for the storage of track and field equipment, and has a low utilization rate and is beyond its useful life; and

WHEREAS, the university is seeking a location to construct a Baseball Pitching Lab in close proximity to English Field and the Weaver Baseball Center and identified the highest and best use of the current site of Building No. 0185J is the Baseball Pitching Lab; and

WHEREAS, the athletics department will be enriched by construction of the Baseball Pitching Lab, which will enhance the baseball program's mission and support recruitment efforts; and

WHEREAS, the university will obtain review from the Department of Historic Resources and the Art and Architecture Review Board, and any required approvals prior to the demolition of this structure;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors approve the demolition of Building No. 0185J, located at the Blacksburg Virginia Tech Campus in Montgomery County, 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. 0185J be approved.

November 8, 2021



Demolition of University Building - Building No. 0185J (Equipment Storage Building)

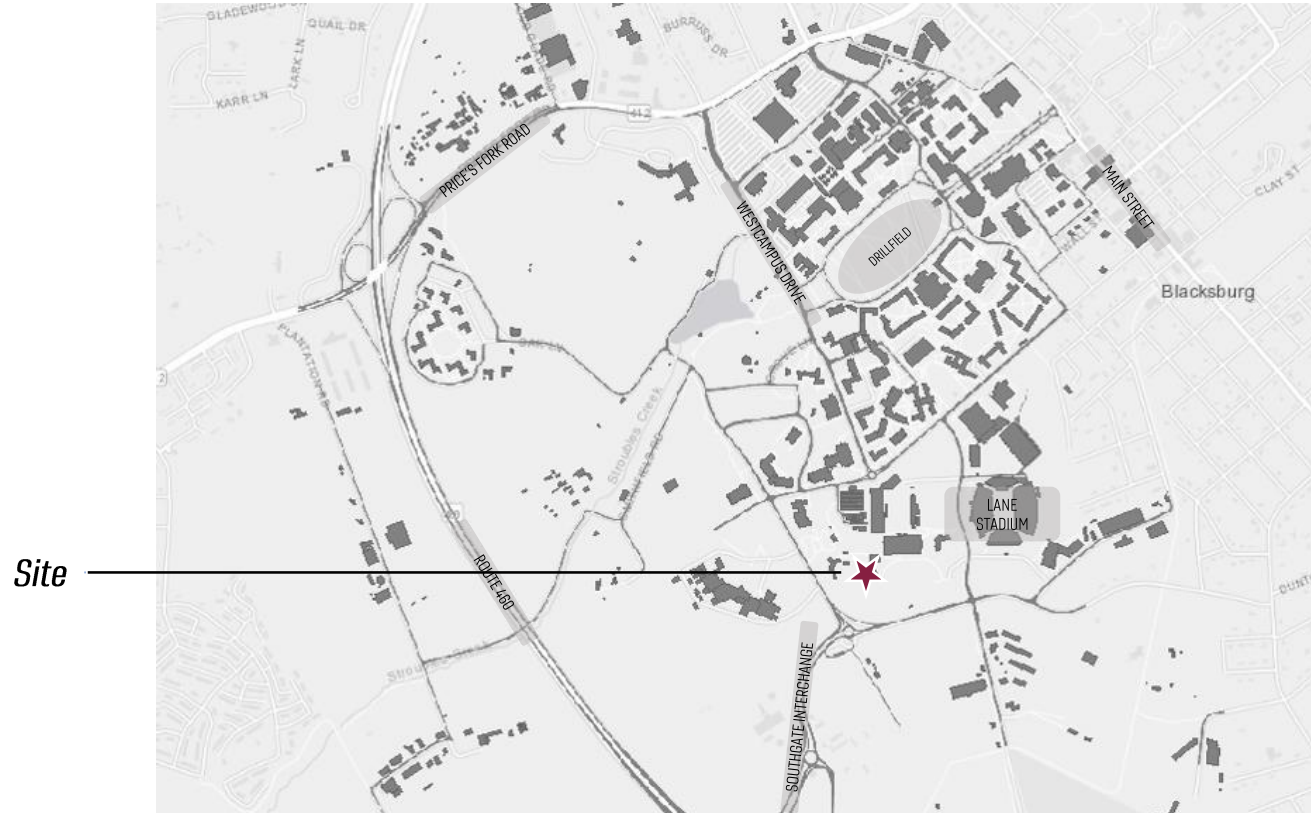
Board of Visitors Resolution for Demolition

Liza L.C. Morris, NCARB
Assistant Vice President for Planning and University Architect

November 8, 2021



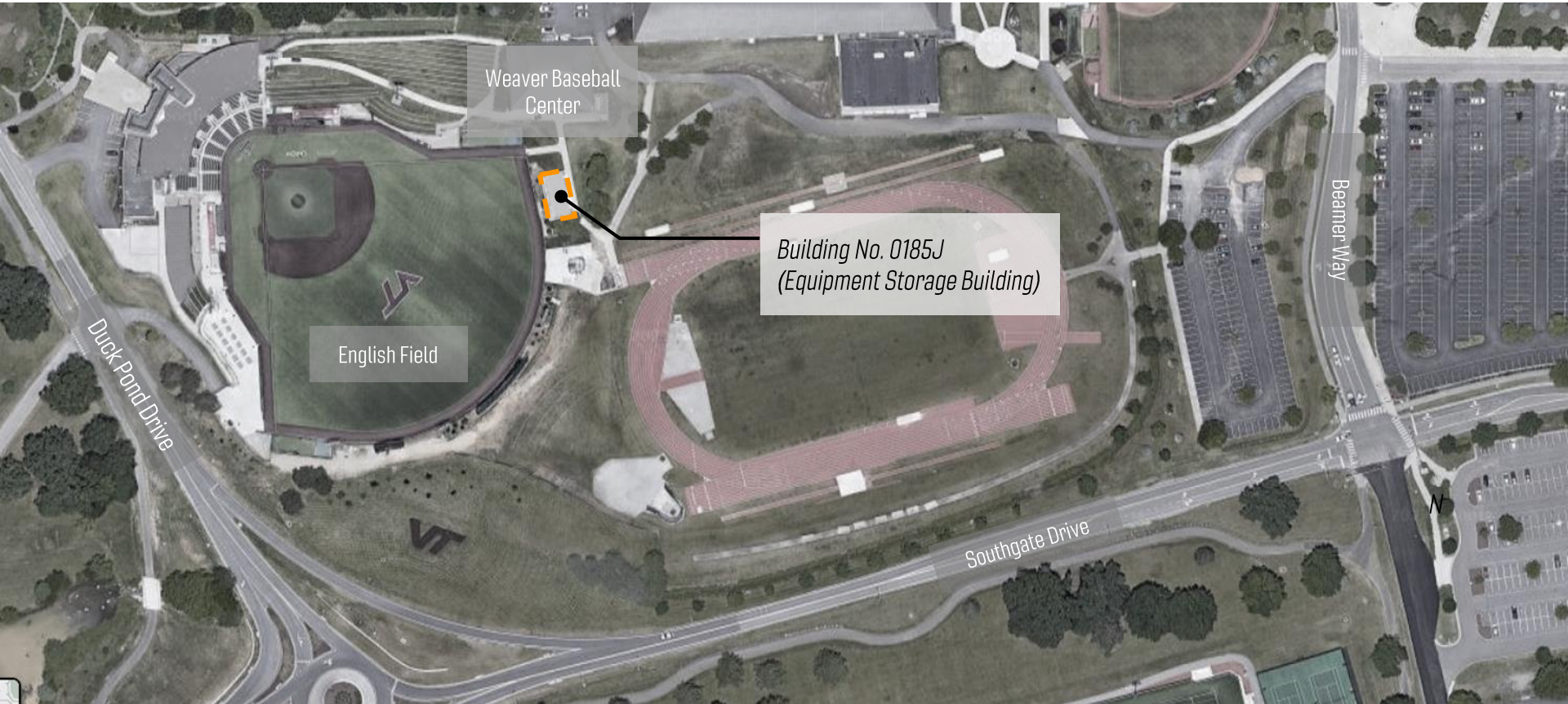
PROJECT LOCATION



/ BUILDING NO. 0185J (EQUIPMENT STORAGE BUILDING)



SITE



EXISTING CONDITIONS



View to the west

EXISTING CONDITIONS



/ BUILDING NO. 0185J (EQUIPMENT STORAGE BUILDING)

RECOMMENDATION

That the resolution authorizing the demolition of university building no. 0185J (Equipment Storage Building) be approved.

**RESOLUTION TO APPROVE THE DEMOLITION OF UNIVERSITY BUILDING –
BUILDING NO. 0748 (TOBACCO BARN NUMBER 3)**

The university requests approval to demolish Building No. 0748 (Tobacco Barn Number 3). This facility is a 1,296 gross square foot wood framed barn. It is located at the Southwest Virginia Agricultural Research and Extension Center, 12326 VPI Farm Road, Glade Spring, Virginia.

Constructed in 1953, the building was used for curing tobacco and housed small individual chambers for heated curing units. It has not been used for this purpose since the early 1980's, and has more recently been utilized for storage. The existing building has undergone age- and weather-related structural damage, is no longer viable for use as a storage building, and is beyond its useful life. Demolition of the existing building creates the opportunity for expanding pasture access for research programs, and improved utilization of the adjacent structures and site. The university will obtain review from the Department of Historic Resources and the Art and Architecture Review Board, and any required approvals prior to the demolition of this structure.

**RESOLUTION TO APPROVE THE DEMOLITION OF UNIVERSITY BUILDING –
BUILDING NO. 0748 (TOBACCO BARN NUMBER 3)**

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. 0748 is located at the Southwest Virginia Agricultural Research and Extension Center, 12326 VPI Farm Road, Glade Spring, Virginia, is 1,296 gross square feet, is in excess of 68 years old, is a wood framed barn originally constructed to cure tobacco, was then utilized for storage for approximately 40 years, has age- and weather-related structural damage and is beyond it's useful life; and

WHEREAS, the university seeks to expand pasture access for research programs through this site, and create opportunity for improved utilization of the adjacent structures and site; and


WHEREAS, the university will obtain review from the Department of Historic Resources and the Art and Architecture Review Board, and any required approvals prior to the demolition of this structure;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors approve the demolition of Building No. 0748, located at the Southwest Virginia Agricultural Research and Extension Center in Glade Spring, Virginia, 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. 0748 be approved.

November 8, 2021



Demolition of University Building - Building No. 0748 (Tobacco Barn Number 3)

Board of Visitors Resolution for Demolition

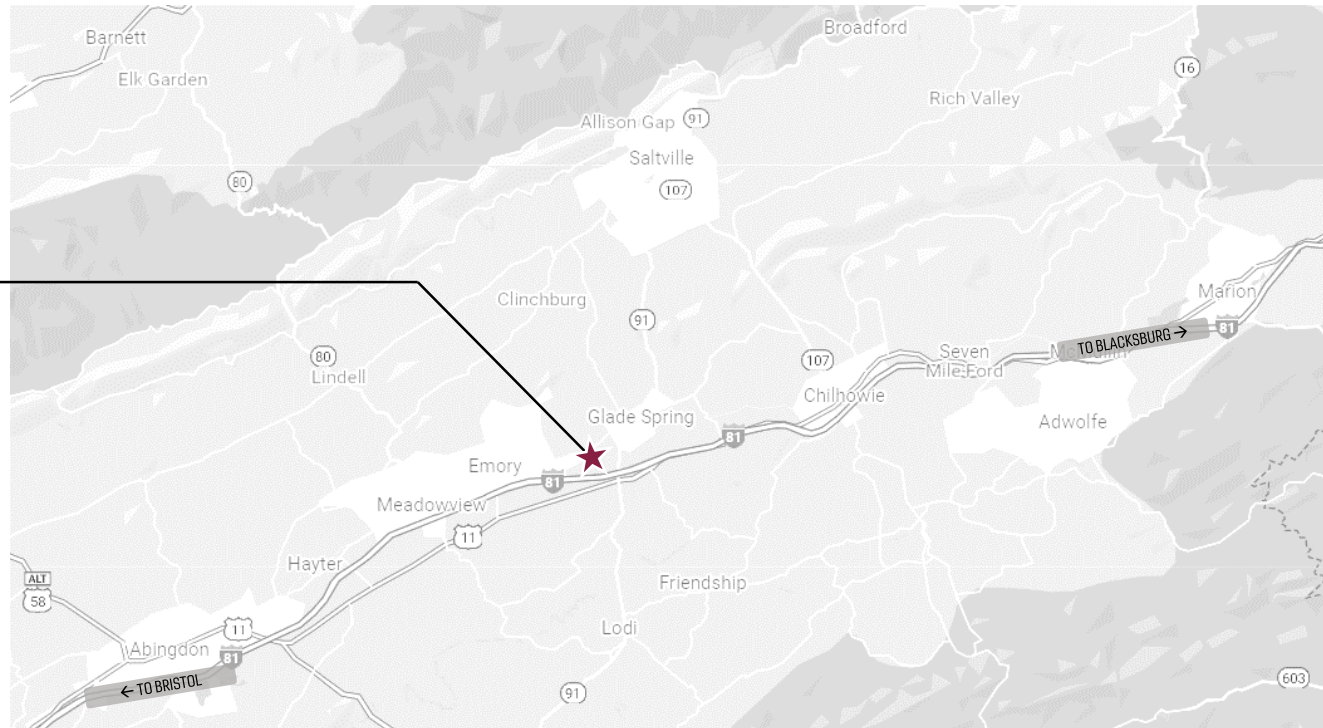
Liza L.C. Morris, NCARB
Assistant Vice President for Planning and University Architect

November 8, 2021



PROJECT LOCATION

*Southwest Virginia
Agricultural
Research and
Extension Center*



/ BUILDING NO. 0748 (TOBACCO BARN NUMBER 3)



SITE

***Building No. 0748
(Tobacco Barn
Number 3)***



/ BUILDING NO. 0748 (TOBACCO BARN NUMBER 3)

EXISTING CONDITIONS



/ BUILDING NO. 0748 (TOBACCO BARN NUMBER 3)

EXISTING CONDITIONS



RECOMMENDATION

That the resolution authorizing the demolition of university Building No. 0748 (Tobacco Barn Number 3) be approved.

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

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

WHEREAS, one director is appointed by each of the political subdivisions, and the other three directors are appointed jointly by the Virginia Tech Board of Visitors and the Blacksburg Town Council; and,

WHEREAS, it is necessary to appoint and reappoint members of its Board of Directors in connection therewith; and,

WHEREAS, Lucius Merritt currently serves as a joint representative for a term that expires January 1, 2022; and,

WHEREAS, the town council and Virginia Tech desire to reappoint Lucius Merritt, as a joint representative for a term expiring January 1, 2026;

NOW, THEREFORE, BE IT RESOLVED, that Lucius Merritt be named as a joint representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority effective January 1, 2022 for a term expiring January 1, 2026.

RECOMMENDATION:

That the resolution recommending that Lucius Merritt be reappointed as a joint representative and member on the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors be approved.

November 8, 2021



SUSTAINABILITY

2020-21 ANNUAL REPORT



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EXECUTIVE SUMMARY

For 11 years, Virginia Tech made considerable progress towards implementing the 2009 Climate Action Commitment and Sustainability Plan. The 2009 Virginia Tech Climate Action Commitment was unanimously approved by the Virginia Tech Board of Visitors on June 1, 2009, and on May 9, 2013, the University Council approved Revision 1 which made adjustments based on four years of implementation.

While the 2009 Climate Action Commitment was ahead of its time, the Virginia Tech community came together and decided that Virginia Tech needed to continue to be ahead of the norm. After all, the first goal of the original commitment was to be a leader in campus sustainability. To be that leader, Virginia Tech created the 2020 Climate Action Commitment. This new commitment was approved by the Board of Visitors in March of 2021 and outlines stricter, more ambitious goals which will yield impressive and impactful results.

Today, Virginia Tech is recognized as a state and regional leader in sustainability with a Sustainability Tracking, Assessment, and Rating System (STARS) Gold rating that is highest among Virginia and ACC peer institutions. Virginia Tech has won numerous awards and recognitions since 2010, including Princeton Review's top 50 green colleges (#34 in 2020); Best Workplaces for Commuters (Gold); Bicycle Friendly University (Silver); Tree Campus Higher Education recertification (every year); Times Higher Education Impact Rating (top 25 globally); and many others.

The university has continued to reduce greenhouse gas emissions and released its first ever Greenhouse Gas Inventory and Assessment Report to share the data publicly. Additionally, Virginia Tech now has 34 LEED-registered buildings totaling over 2.8 million gross square feet. Twenty-one of those buildings are certified, five are pending certification, five are under construction, and three are 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, or the renovation of such buildings, shall conform to LEED Silver standards or better.

Virginia Tech has done much to develop alternative transportation choices: installing bike racks and dual use trails; creating bike share, rideshare, and car share programs; increasing ridership on partner Blacksburg Transit; and implementing innovative plans to boost campus mobility. One of the most notable innovative plans to boost mobility is the Multi-Modal Transit Facility, which is currently under construction.

For Calendar Year 2020, Virginia Tech achieved an 85.2 percent waste diversion rate (waste diverted from the landfill) and a 38.1 percent recycling rate. In February, the Division of Campus Planning, Infrastructure, and Facilities produced the new Comprehensive Waste Management Plan which outlines pathways for achieving university waste management and recycling goals.

There is an enviable array of sustainability-related academic programs, majors, coursework, and research in green engineering, natural resources, energy systems, environmental policy, and many sustainability-related fields. In the STARS rating system, Virginia Tech earns 92 percent of possible points in academic categories. It also scores 86 percent of possible points in campus engagement. Virginia Tech has a rich campus life for students with a wide array of opportunities, including strong environmental student organizations. These student groups have pushed the university to move forward on climate action, and were a leading cause for the call to revise the Climate Action Commitment back in 2019.

The Division of Campus Planning, Infrastructure, and Facilities has embraced sustainability and climate action as part of its mission. The division has undergone organizational restructuring to better support the implementation of programs related to climate action, sustainability, and energy and multiple new positions have been created to better support the new Climate Action Commitment.

The Virginia Tech 2020-21 Sustainability Annual Report begins with a broad overview of the university's sustainability program, presents the 15 goals contained in the 2020 Virginia Tech Climate Action Commitment, and showcases sustainability highlights and progress for each point. This is the first year that the Sustainability Annual Report is being structured after the new 2020 Climate Action Commitment bit.ly/VTCACExecReport20 and it serves as a checkpoint to show how much progress the university has made towards its new goals in just one year.



Power plant at Virginia Tech.

OVERVIEW

Introduction

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 be a leader in climate action in service to our community, the Commonwealth, and the world.

Virginia Tech's sustainability mission is to achieve carbon neutrality by 2030 through changes to the university's physical infrastructure, collective and individual behaviors, and educational mission; to engage everyone in creating a culture of sustainability; and to accomplish these objectives through just and equitable means.

Energy and Sustainability Committee

The university established the Energy and Sustainability Committee on April 30, 2007. It is one of 16 committees within the university governance system. The Energy and Sustainability Committee's 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 Energy and Sustainability Committee reports to the Commission on University Support who reports to the University Council. The Energy and Sustainability Committee has 20 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 undergraduate students and two graduate students). The other committees have a total of two student representatives. Please refer to governance.vt.edu/assets/esc-roster.pdf for more information.



Learn more about the university governance system at governance.vt.edu/cc.html.

Virginia Tech Climate Action Commitment

During Earth Week in April 2008, former university President Charles W. Steger charged the Energy and Sustainability Committee to develop a climate commitment and accompanying sustainability plan that was unique to Virginia Tech, and to have the commitment placed in resolution format for review and action by the University Council in the 2009 spring semester. The Energy and Sustainability Committee developed the draft Virginia Tech Climate Action Commitment and Sustainability Plan 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 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 commitment included sustainability goals, objectives, and aspirations. In academic year 2012-13, the Energy and Sustainability Committee revised the commitment and added a Sustainability Definition, Vision, and Mission. On May 6, 2013, the University Council approved the revision.

On November 8, 2019, Virginia Tech President Timothy D. Sands released a statement found at vtx.vt.edu/articles/2019/11/president-climate-commitment, in response to a climate strike held by students on campus. President Sands states, “I encourage everyone in the Virginia Tech community to learn more about our Climate Action Commitment and the positive work we can accomplish when students, faculty and administrators unite under a common goal. Sustainability is part of the fabric of this university as we pursue environmental quality and stewardship, economic stability and affordability, diversity and inclusion, expansion of knowledge, and the education of future leaders. The university’s new strategic plan reflects these values. When we come together as a community to address common concerns, we can find a path to a bright and sustainable future.” Within President Sands’ statement was a charge to Dr. Dwayne Pinkney, senior vice president and chief business officer at Virginia Tech, to update the Virginia Tech Climate Action Commitment.

The Virginia Tech 2020 Climate Action Commitment Working Group was established on Nov. 16, 2020, consisting of students, faculty, staff, and community members. It had 15 subcommittees comprised of over 150 stakeholders from across all sectors of the university and surrounding community. The group worked tirelessly through 2020, in spite of all the challenges posed by COVID-19, to produce the Virginia Tech 2020 Climate Action Commitment Working Group Final Report Executive Summary and Overview (appendix). This report was presented to Dr. Pinkney in July 2020. Following that presentation, the university governance review process kicked in at the start of the 2020 fall semester.

The Commission on University Support Resolution 2020-21A was successfully reviewed by the Energy and Sustainability Committee, the Commission on University Support, and the University Council during the semester. President Sands is the Chair of the University Council and both he and Dr. Pinkney participated in the University Council discussions, demonstrating the senior level involvement, excitement, and support for this effort.

Professor Emeritus John Randolph presented the revised Climate Action Commitment to the Board of Visitors on Nov. 15, 2020. Over the next 3 months, a dozen key operations and finance personnel at the university conducted a high-level review of the costs to implement the Virginia Tech 2020 Climate Action Commitment. This financial analysis and review was requested by the Board of Visitors to help ensure the successful long-term implementation of the new Climate Action Commitment.

The financial review was presented to the Virginia Tech Board of Visitors on March 21 where the review, and the commitment as a whole, were approved. The 2020 Climate Action Commitment includes 15 goals for advancing the long-term university sustainability over the next 10 years. The Sustainability Annual Report will provide a yearly update on the university’s progress on each of the goals.

The actualization of the 15 goals depends on comprehensive planning, unparalleled collaboration, and a shared pledge to advancing sustainability. Fortunately, Virginia Tech already has a running start in all of these areas. More than a decade of campus sustainability achievements contribute to a strong foundation for implementation. For instance, extensive groundwork has been laid in bolstering energy efficiency and reducing energy usage in university buildings. The Virginia Tech Office of Sustainability continues to expand hands-on sustainability experiential learning opportunities for students through its internship and Green RFP programs. Integration of sustainability into policymaking related to campus operations is also helping to foster a culture of environmental stewardship at Virginia Tech.

A Virginia Tech Climate Action Commitment Implementation Group has been formed and meeting regularly since the approval of the 2020 Climate Action Commitment.

Sustainability Plan

Virginia Tech has adopted the Association for the Advancement of Sustainability in Higher Education’s (AASHE) (aashe.org) Sustainability Tracking, Assessment, and Rating System (STARS) (stars.aashe.org) 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 of Bronze, Silver, Gold, or Platinum.

Virginia Tech has received 5 STARS ratings (2011: Silver; 2013: Silver; 2014: Gold; 2017: Gold; and 2021: Gold). For the 2021 Gold rating, Virginia Tech earned 72.78 points, the highest achieved score 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 and the Office of Sustainability will be looking to begin preparing for their 2024 submission in the near future.

Office of Sustainability

On June 1, 2009, following the approval of the original Virginia Tech Climate Action Commitment 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:

- ▶ Coordinate programs for campus sustainability;
- ▶ Oversee implementation of the Virginia Tech Climate Action Commitment and Sustainability Plan;
- ▶ Monitor annual electricity and other energy use and GHG emissions;
- ▶ Work with faculty and departments, to develop programs that utilize the campus as a sustainability laboratory; and
- ▶ 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 the 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 Virginia-Maryland College of Veterinary Medicine.

STUDENT GROUPS

The Office of Sustainability works with many students 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 Kitchens at Virginia Tech, The Green Program - Study Abroad at Virginia Tech, Veg Club, United Feminist Movement, Citizens Climate Lobby, Outdoor Club, and Virginia Tech for Climate Justice.



COMMUNITY GROUPS

The Office of Sustainability collaborates often with the Town of Blacksburg, the local citizens group and nonprofit Sustainable Blacksburg, the Blacksburg Farmers Market, the YMCA, and Blacksburg Parks and Recreation.

Awards and Recognition

Virginia Tech has consistently demonstrated its commitment to being a leader in campus sustainability and has received awards and recognition both at the state and national levels.

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. Learn more at dining.vt.edu/about/awards_honors.

2020

BEST CAMPUS FOOD

for colleges in the US
thetravel.com

GOLD ADDY® AWARD

for Shiki Food Photography
aafroanoke.org

#2 BEST CAMPUS FOOD

Niche.com

GOLD LOYAL E. HORTON AWARD

"Shiki," Residential Dining - Special Event
NACUFS.org

GOLD ADDY® AWARD

for Shiki Special Event Menu
aafroanoke.org

#5 BEST CAMPUS FOOD

of 382 colleges: 2020 edition

princetonreview.com

SILVER LOYAL E. HORTON AWARD

"Curate," Catering - Special Event
NACUFS.org

SILVER ADDY® AWARD

for chili challenge video series
aafroanoke.org

2021

GOLD ADDY® AWARD

for Behind the Mask Social Media Campaign
aafroanoke.org

GOLD ADDY® AWARD

Best of Electronic for Chili Challenge Animation
aafroanoke.org

#1 TOP COLLEGES WITH BEST DINING OPTIONS

collegemagazine.com

GOLD ADDY® AWARD

for Curate Still Photography
aafroanoke.org

SILVER ADDY® AWARD

for Advertising Industry Self-Promotion
aafroanoke.org

#2 BEST CAMPUS FOOD

Niche.com

SILVER ADDY® AWARD

for Breadcrumbs Webisode
aafroanoke.org

SILVER ADDY® AWARD

for Blend Logo Design
aafroanoke.org

#6 2021 COLLEGE POWER PLAYERS

foodmanagement.com

#8 BEST CAMPUS FOOD

of 384 colleges: 2021 edition

princetonreview.com

VIRGINIA TECH ALTERNATIVE TRANSPORTATION AWARDS

The Alternative Transportation Department seeks to meet all the travel needs of students, faculty, and staff in healthy and environmentally friendly ways.

Virginia Tech has been named one of the 2021 Best Workplaces for Commuters.

Virginia Tech was awarded a Silver ranking as a Bicycle Friendly University through the League of American Bicyclists for the period of 2019-23. This is an improvement from our previous Bronze rating. Virginia Tech has been recognized as a Bicycle Friendly University since 2013.



2021 TREE CAMPUS HIGHER EDUCATION REACCREDITATION

For the thirteenth consecutive year, Virginia Tech has been recognized for its best practices in campus community forestry through the Arbor Day Foundation's Tree Campus Higher Education program. Launched in 2008, Tree Campus Higher Education is a national program that honors colleges and universities for effective campus forest management and for engaging students, faculty, and staff in conservation goals. Virginia Tech achieved Tree Campus Higher Education recognition by meeting five national standards, which include maintaining a tree advisory committee, operating a campus tree-care plan, dedicating annual expenditures toward trees, organizing an Arbor Day observance, and executing student service-learning projects. More than 700 trees have been planted across campus since 2008. Trees are among the most visible representations of Virginia Tech's commitment to environmental stewardship.

Other Awards and Recognition

STARS GOLD RATING



72.78 POINTS

vtx.vt.edu/articles/2020/12/sustainability-greencolleges20

TOP 15% OF STARS REGISTERED INSTITUTIONS

GOLD STARS RATING
reports.aashe.org

Virginia Tech has received five Sustainability Tracking, Assessment, and Rating System (STARS) awards through the Association for the Advancement of Sustainability in Higher Education (AASHE). Most recently, in spring 2021 Virginia Tech earned a Gold STARS rating with a score of 72.78 points, our highest yet. With this rating, we continue to hold the highest active STARS rating in both the Atlantic Coast Conference and the Commonwealth of Virginia. As of July 2021, Virginia Tech is positioned in the top 15% of STARS registered institutions.

This is Virginia Tech's fifth STARS submission and third time earning a Gold rating. This submission took about a year and half to complete from start to finish and involved over 60 subject matter experts from across the campus community as well as at the local, state, and national level. At the heart of our submission are all of the efforts by Virginia Tech students. This article, found at vtx.vt.edu/articles/2021/04/sustainability-stars, covers some of the ways that students are featured in our report, including the Office of Sustainability student intern program and the Green RFP program. With the implementation of the 2020 Climate Action Commitment, we expect to consistently improve our score with each submission and continue being a leader in sustainability amongst our peers.

AASHE CONFERENCE

Nathan King, Virginia Tech's campus sustainability manager, and Josh Nease, Radford's sustainability manager, gave a presentation at AASHE's Global Conference



for Sustainability in Higher Education titled, “We need the leaders to make it happen” in October. The presentation focused on their continuing partnership through the annual winter SELU Leadership Workshop that brings both sustainability offices together. The workshop is intended to develop their interns’ leadership, communication, collaboration, and project management skills as they prepare to face future global challenges. Their presentation gave other sustainability students and professionals the information and resources necessary to implement a similar program at their universities.

THE PRINCETON REVIEW GUIDE TO GREEN COLLEGES, 2021 EDITION

For the eleventh consecutive year, Virginia Tech ranked among the most environmentally responsible universities in the US, Canada, and Europe, according to the Princeton Review. The Princeton Review Guide to Green Colleges: 2021 Edition, profiles institutions of higher education that demonstrate a commitment to sustainability across campus infrastructure, academics, career preparation, and more.

Virginia Tech earned a green rating of 97 out of 99 (same rating as last year), with the guide highlighting our Climate Action Commitment efforts, LEED certification of buildings, Dining Services efforts at Kentland Farm, and the intentional integration of sustainability concepts into nearly 750 courses and 33 majors. Even better, Virginia Tech was named to the Top 50 Green Colleges List, ranking at number 34.

MOST INNOVATIVE SCHOOLS

Virginia Tech rose in its Most Innovative Schools ranking from forty second in 2020 to thirty fifth in 2021. US News & World Report compiles its Most Innovative Schools ranking by asking college presidents, provosts, and admissions deans to nominate up to 15 colleges or universities that are making the most innovative improvements in terms of curriculum, faculty, student, campus life, technology, or facilities.

TIMES HIGHER EDUCATION IMPACT RANKINGS

Virginia Tech was one of more than a thousand universities across the world to be recognized in the annual Times Higher Education (THE) Impact Rankings. The Impact Rankings assess institutions against the 17 goals for sustainable development by the United Nations. Approximately 1,117 universities spanning 94 countries participated in these rankings, comparing institutions across three categories: research, stewardship, and outreach.

In its first year as part of the Impact Rankings, Virginia Tech scored above the median in eight goals. They are: good health and well-being, quality education, gender equity, clean water and sanitation, decent work and economic growth, reduced inequalities, sustainable cities and communities, and responsible consumption and production.

2021 Princeton Review Guide to Green Colleges Edition:
princetonreview.com/college-rankings/green-guide

97 OUT OF 99
GREEN RATING

Princeton Review Guide to Green Colleges

#34 OF TOP
GREEN
COLLEGES

Princeton Review Top 50 Green Colleges
bit.ly/VT21GreenCollegeRank

#35 MOST INNOVATIVE
SCHOOLS IN THE U.S.

US News & World Report 2021 Ranking
bit.ly/VT21InnovativeSchool

#23 OF 503
INSTITUTIONS

Globally for responsible consumption
and production

#56 OF 669
INSTITUTIONS

Globally for reduced inequalities.

Learn more about the Impact Ranking at
vtx.vt.edu/articles/2021/05/unirel-rankings.

AMY PRUDEN NAMED 2020 INTERNATIONAL ENVIRONMENTAL AWARD WINNER



Recipharm, a global contract development and manufacturing organization in the pharmaceutical industry, has named Amy Pruden, the W. Thomas Rice Professor in the Department of Civil and Environmental Engineering, as its 2020 International Environmental Award winner.

The award, which recognizes global innovators of environmental practice in the pharmacy and health care industries as well as academia, supports Recipharm's long-standing commitment to sustainable development. Recipients are identified as individuals who have made highly recognized and important contributions in the environmental field in the pursuit of sustainability.

Read more about Amy Pruden's accomplishments at vtx.vt.edu/articles/2021/03/ce-Pruden.

Other News Stories

Doctoral Student Shines a New Light on Materials for Sustainable Energy
bit.ly/VT21MiiNovy

Wave Drinker Team Wins a Spot in Waves to Water Prize
bit.ly/VT20WaveDrinker

Turning Trash into Treasure
bit.ly/VT21RareEarthsWaste

National Science Foundation Awards Grant for Studying Species Movement Due to Climate Change
bit.ly/VT21StudyingSpeciesMovement

Recent Graduates Help Sustainably Restore Olive Orchards in Afghanistan
bit.ly/VT21OliveTrees

Virginia Tech Team Tracks Invasive Weeds, Climate Change Impacts from Space
bit.ly/VT21InvasiveWeedsOutreach



2020-2021 SUSTAINABILITY PROGRESS

Goal 1. Carbon Neutrality

“Achieve a carbon neutral Virginia Tech campus by 2030.”

Carbon neutral is defined as net-zero emissions of CO₂, CH₄, and N₂O by Virginia Tech operations on the Blacksburg campus based on the geographic and GHG scope of the 2020 Climate Action Commitment. The initial scope of the 2020 Climate Action Commitment includes all Virginia Tech owned lands and buildings on the main campus, buildings leased by university departments in Blacksburg, and agricultural/forestry operations and lands in the Blacksburg region. The GHG scope includes:

- ▶ Scope 1 emissions from campus direct fuel use,
- ▶ Scope 2 emissions related to purchased electricity (generation CO₂ and N₂O, transmission/distribution losses), and
- ▶ Some Scope 3 emissions related to campus behavior (commuter driving, transit bus fuel, waste/recycling/compost, water/wastewater, aviation fuel, and commercial business travel).

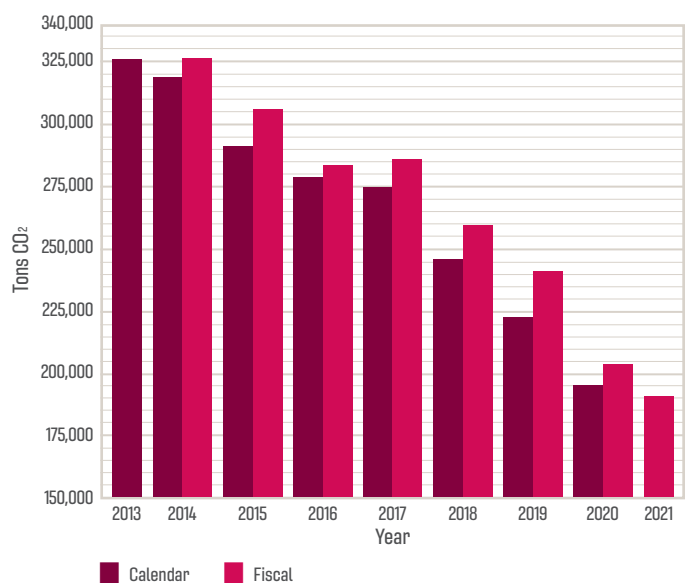
ANNUAL CO₂ EMISSIONS

The following figures show the decline in GHGs both from a calendar year and a fiscal year perspective. FY2021 shows a 6.06 percent decrease in total emissions compared to FY2020.

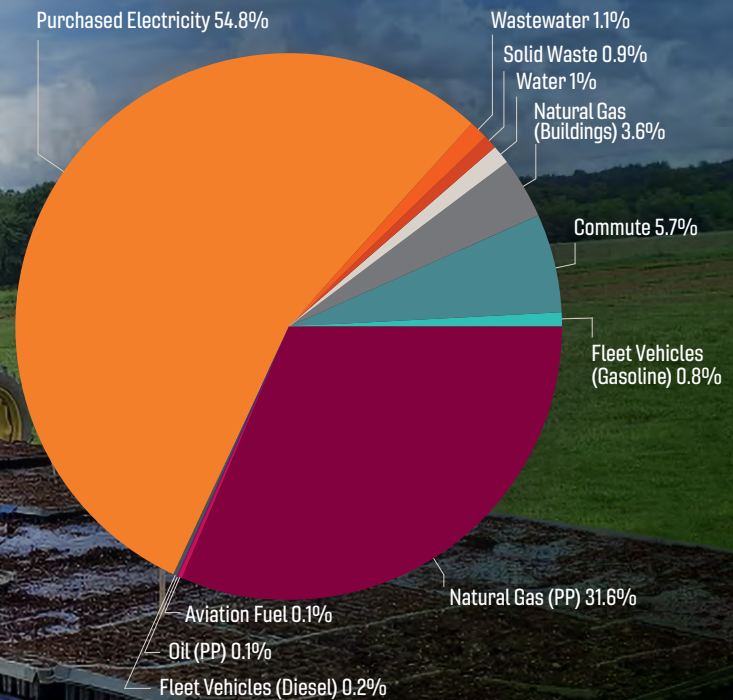
There were two main reasons for this decrease in total emissions:

1. The COVID-19 pandemic caused an abrupt shift to online learning during spring 2020. Most campus buildings were limited to certain personnel and students stopped coming to campus. This resulted in less electricity use, along with a reduced heating and cooling load during the spring and summer months. In addition to the reduction of other sources of emissions such as commuting and air travel, emissions fell sharply in FY2020 Q4 compared to previous years. For the 2020-21 academic year, many buildings remained closed or under limited operations, continuing this trend of decreased electricity use.
2. For the past two years, the campus steam plant has almost wholly converted to natural gas production. After continuing a pattern of declining coal and oil usage, there was a negligible amount of those commodities used in FY2021. The shift to natural gas provided more GHG savings compared to previous years due to cleaner emissions provided by its usage. The new natural gas-fired boiler installed last year is operational yet still in the commissioning process. The natural gas utility line size was increased to accommodate natural gas for current winter peak loadings. Backup fuel sources to replace coal are being investigated. An overhaul of the steam turbine will extend its life thus providing continuing and reliable co-generation (heat and power). Other projects include a new reverse osmosis (RO) water treatment system that eliminates the disposal of two treatment chemicals; and the installation of new, more efficient compressed air system dryers. To further reduce the plant’s electrical energy usage, a lighting efficiency project is planned for FY2022.

ANNUAL CO₂ EMISSIONS: VIRGINIA TECH



GHG EMISSIONS BREAKOUT FY2021



The pie chart above shows the distribution of GHG emissions by source for the 2021 fiscal year. The largest sources of GHG emissions are purchased electricity (54.8 percent) followed by natural gas (31.6 percent) used in the co-generation steam plant.

GREENHOUSE GAS INVENTORY AND ASSESSMENT REPORT

Since 2007, Virginia Tech has been monitoring greenhouse gas (GHG) emissions from direct and indirect sources in order to assess its carbon footprint. In general terms, it is the amount of carbon dioxide (and other gases) that are produced or emitted during normal campus operations. It is often associated with the burning of fossil fuels for energy or transportation, but GHG emissions can result from many other sources. The Greenhouse Gas Inventory and Assessment Report is a quantitative analysis, critical for driving planning, policies, and operations that will continue to result in emissions reductions across the university. As state, national, and worldwide leaders seek to limit or reduce GHG emissions by 2030, Virginia Tech is well positioned to do its part.

The Greenhouse Gas Inventory and Assessment Report also serves as a great resource for students, faculty, and staff to learn more about their associated impacts on the environment. Scope 3 emissions correspond to activities that many of us can influence through our choices, such as commuting, purchasing, and waste management. The university will need dedicated action and support from the entire campus community in order to meet our goal of carbon neutrality by 2030.

The GHG Assessment uses SIMAP, the Sustainability Indicator Management and Analysis Platform, developed by the University of New Hampshire. The GHG emissions scope for this assessment includes:

- ▶ Scope 1 - Emissions from campus direct fuel use,
- ▶ Scope 2 - Emissions related to purchased electricity, and
- ▶ Some Scope 3 - Emissions related to campus behavior.

Reported Scope 3 emissions include commuter miles, transit bus fuel, waste/recycling/compost, water/wastewater, aviation fuel, commercial business travel miles, and more.



Solar panel array on top of Perry Street Garage.

Goal 2. 100 Percent Renewable Electricity

“Achieve 100 percent renewable electricity by 2030.”

Renewable electricity comes from energy sources that are derived from natural processes that are replenished constantly. This includes electricity and heat generated from solar, wind, biomass, hydropower, and geothermal. A carbon free electricity supply will support Goal 1 of the Climate Action Commitment. Virginia Tech can achieve 100% renewable electricity through a combination of:

- ▶ Solar energy projects on campus building rooftops and Virginia Tech lands up to 2.35 MW by 2022 and 15 MW by 2030. These can be Virginia Tech-owned or third party-owned with a Virginia Tech power purchase agreement.
- ▶ Power purchase agreements (PPA) with utility or third party-owned projects with Southwest Virginia, up to 100 MW by 2030.
- ▶ Other PPAs or virtual PPAs.
- ▶ Appalachian Power will be increasing its renewable portfolio, which is now at 10 percent and by new state law must be 14 percent by 2025 and 30 percent by 2030.
- ▶ Renewable energy credits (RECs) or purchased MWh credits from utility or third parties.

SOLAR PROJECT DEVELOPMENT

Virginia Tech is actively pursuing solar development agreements on campus. The Sterrett Facilities Complex is preparing an RFP for a 340 kW Virginia Tech owned rooftop system to be completed by 2022. There are also negotiations with prospective third-party solar developers for 2 MW on campus buildings/grounds under a power purchase agreement (PPA) in the near future.

Goal 3. Energy System Efficiency and Total Steam Plant Conversion to Natural Gas

“Complete the total conversion of steam plant fuel to natural gas by 2025, plan for full transition to renewable steam plant fuel after 2025, and continue to improve efficiency of campus energy systems.”

CENTRAL STEAM PLANT

The Central Steam Plant is a co-generation asset that produces centralized steam and simultaneously uses some of the steam as a by-product to generate up to 6.25 MW of electricity. That electricity production offsets the electricity purchased by the university for distribution across campus and within Blacksburg. Co-generation helps to increase thermal efficiency of the Central Steam Plant, reduces greenhouse gases and other harmful emissions, consumes no cooling water in the generation of electricity, and refocuses infrastructure investments on distributed generation and smart energy options. The university recently completed the installation of a nearly \$7 million, 100,000 pound-per-hour gas fired boiler in place of the decommissioned coal boiler. This new boiler is in operation. Beyond the long-term financial benefits, the new gas boiler will result in a reduction of carbon dioxide emissions and increase the plant’s overall capacity to meet future campus growth.



COMPRESSED AIR PLANT

The central campus compressed air plant, located within the central steam plant facility, includes a total of eight air compressors and three desiccant air dryers. It serves processes in the power plant, in addition to labs and shops across campus. Reduced airflow and pressure while delivering the same amount of air enables a more efficient system while meeting end user needs. Recent projects will improve plant efficiency in these ways, including the addition of a new variable speed compressor, compressed air piping improvements, the addition of a pressure flow controller (PFC), and the replacement of existing inefficient air dryers with newer, more efficient technology.

CAMPUS CHILLED WATER INFRASTRUCTURE

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 currently underway along with a project for a standalone chiller.

DEMAND SIDE MANAGEMENT

The Office of Energy Management with the Department of Campus Planning, Infrastructure, and Facilities 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. While DSM is primarily concerned with reducing on-site energy consumption and related costs, it also supports the university's commitment to sustainability. The benefits gained from the program include carbon footprint reduction, improvement of indoor air quality, and conservation of resources. The DSM program will help the university to be less vulnerable to sudden changes in the energy market and helps set the way towards a net zero energy future.

VIRGINIA TECH GUIDELINES FOR ENERGY EFFICIENT DESIGN

The Division of Campus Planning, Infrastructure, and Facilities updated their Design and Construction Standards Manual (DCSM) in May 2020 to ensure that the design and construction of buildings at Virginia Tech comply with the Virginia Energy Conservation code as well as ASHRAE 90.1. The purpose of the Virginia Tech Guidelines for Energy Efficient Design is to formulate additional requirements that go beyond the applicable Energy Code and are specific to the university. The DCSM presents recommended design elements in ten sections, each representing a vital interrelated component of an energy-efficient design 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.

Learn more about Virginia Tech Guidelines for Energy Efficient Design at bit.ly/VTEnergyEfficiencyDesignGuidelines.

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 combination of a central energy management platform and building-level spreadsheets to monitor energy usage in real-time. New buildings are added to the energy management platform during each project phase and help to visualize real-time parameters of energy use. Building spreadsheets enable detailed analysis in performance of buildings, especially with regard to project savings achieved.

Through newly-installed smart meter and sub-meter infrastructure, energy data is stored in various campus systems that enable the Office of Energy Management and other users to identify potential projects and track energy usage per building. Practitioners can then identify energy consumption patterns to optimize lighting, ventilation, heating, and air based on demand. Data visualization can also help detect irregular spikes in energy usage.

The Office of Energy Management is currently working with other departments to develop a Master Metering Plan to provide enhanced metering capabilities on campus. This will ultimately enable more detailed and accurate cost accounting and budgeting for campus building users, along with providing even more energy data that can be analyzed. There are plans to upgrade metering, controls, and data management. Operations Data Warehouse software has been acquired.

VIRGINIA TECH ELECTRIC SERVICE

Few universities serve the electrical needs of their surrounding communities - and none to the extent of Virginia Tech and the Virginia Tech Electric Service. VTES 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 7,000 residential and commercial customers in the Town of Blacksburg.

POWER PLANT FUEL CONSUMPTION

The figures below show power plant fuel consumption, usage, and GHG emissions between FY2014 and FY2021. 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 8 years due to this change in fuel source.

Virginia Tech has continued to achieve steady progress in reducing GHGs despite continued growth. Much of that reduction is attributed to the increased use of natural gas as the university's primary fuel source, the introduction of Boiler Pollution Reduction initiatives, and many energy conservation measures. Discussions are underway on studies of potential steam plant fuel options, including looking at the use of biomass pyrolysis/gas/biochar and geothermal.

Goal 4. Existing Building Energy Efficiency

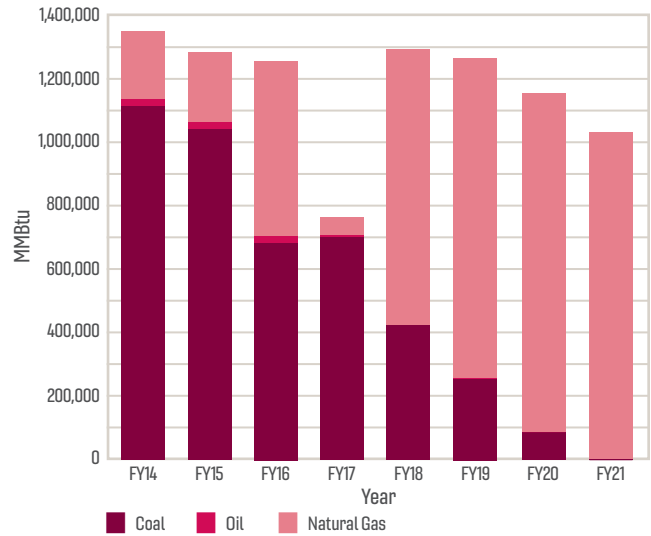
"Reduce existing building energy consumption to enable carbon neutrality by 2030."

TEN-YEAR ENERGY MANAGEMENT PLAN AND BUILDING AUTOMATION

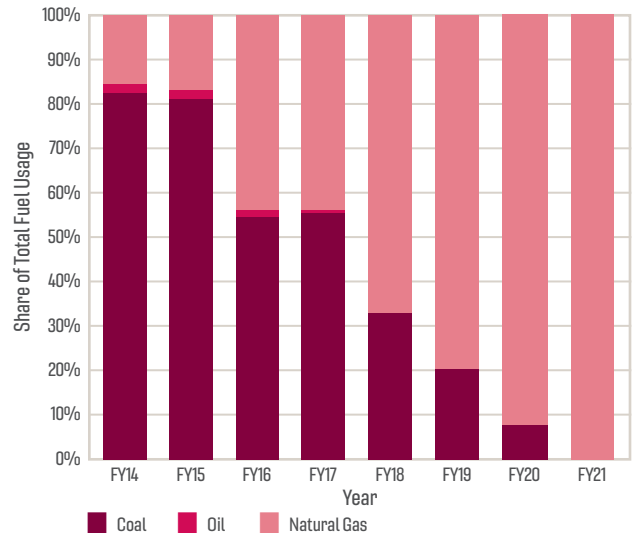
As part of a 10-year Energy Management Plan (EMP), contracting has begun for a campus-wide lighting audit to develop a strategy for LED lamps and controls. Additionally, the EMP has called for a retro-commissioning program for existing buildings. VTES is executing ongoing conversion of aging outdoor lighting systems to LED.

Virginia Tech also contracted CMTA Inc., for a Building Automation Assessment to assess Building Automation Systems (BAS) to enhance building and system operations and energy efficiency.

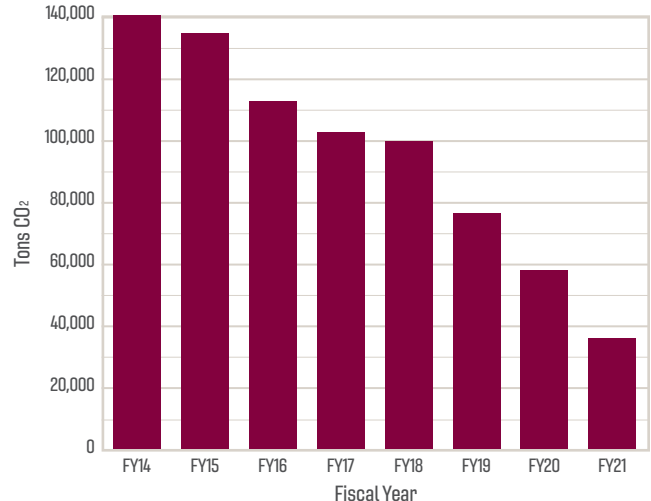
POWER PLANT FUEL CONSUMPTION



POWER PLANT FUEL USAGE BY FUEL TYPE



POWER PLANT GHG EMISSIONS



Virginia Tech is developing a LEED Operations and Maintenance (O&M) Recertification pilot project to inform development of campus-wide LEED O&M recertification for all LEED buildings in 2022.

Additionally, work is being done to develop financing strategies for energy management of auxiliary buildings, including Dining and Resident and Athletics. Meetings and discussion are underway with the Virginia Tech Foundation on revenue-neutral energy efficiency improvements on Virginia Tech Foundation-owned buildings used by the Virginia Tech departments.

RETRO-COMMISSIONING EFFORTS

Retro-commissioning (RCx) is a systematic process applied to existing buildings for identifying and implementing operations and maintenance improvements to ensure their continued performance over time. Beginning in 2018, the Office of Energy Management increased this effort significantly as part of the Five-Year Energy Action Plan (2015-20). Current FY21 RCx efforts have saved an estimated \$20,000 per year at essentially zero investment. Internal resources and commitment to RCx were limited in FY2021 resulting in lower than estimated values; yet, those measures addressed were done predominantly with in-house labor resulting in low, simple payback. These types of savings, when combined with other larger payback projects (i.e. solar), will help maintain overall energy fund simple paybacks within target values. Over 1000 individual RCx measures have been evaluated or proposed since the program began in 2018. Of those, 500 have been implemented with over 500 still to be addressed. Hundreds of other RCx measures are in study or development; or awaiting approval for implementation. RCx will continue to be a major contributor to reducing energy consumption on campus and will be instrumental in Virginia Tech meeting its energy efficiency goals in the updated Climate Action Commitment.

THREE HISTORIC VIRGINIA TECH BUILDINGS AWARDED LEED CERTIFICATION

This spring, three of Virginia Tech's historic buildings surrounding the Drillfield - Davidson Hall, Sandy Hall, and the College of Liberal Arts and Human Sciences Building - were awarded Leadership in Energy and Environmental Design (LEED) certifications from the US Green Building Council.

The three historic buildings underwent capital renovations to improve their functionality, address maintenance issues, and reduce space deficiencies. Environmentally friendly upgrades to the buildings included energy-efficient HVAC systems and windows as well as water-efficient plumbing. The building materials were also secured through sustainable procurement practices. Read more about the process at vtx.vt.edu/articles/2021/05/historic-buildings-leed-certified.

Davidson Hall earned a Silver certification. Both Sandy Hall and the College of Liberal Arts and Human Sciences Building received a Certified LEED rating. These three buildings join 18 other LEED certified buildings on Virginia Tech's Blacksburg campus. The full list of LEED buildings on campus can be found at facilities.vt.edu/sustainability/sustainability-programs/leed-certification-and-green-building-initiatives.



Sandy Hall

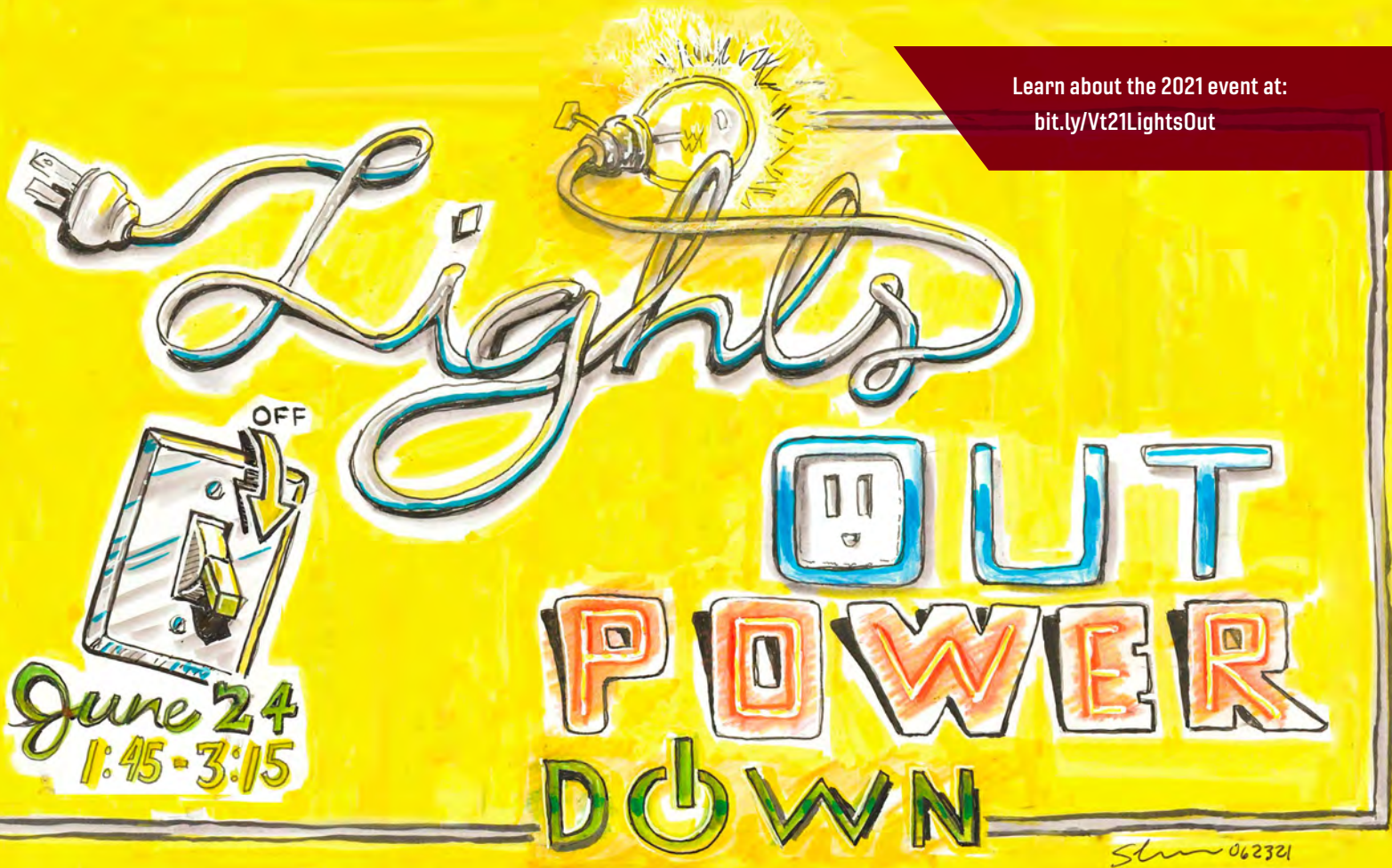


Davidson Hall



College of Liberal Arts and Human Sciences Building

Learn about the 2021 event at:
bit.ly/Vt21LightsOut



Doodle by Steven White for Virginia Tech.

LIGHTS OUT/POWER DOWN

Since 2010, Virginia Tech has participated in the Interruptible Load Reliability energy reduction program. The program is part of Virginia Tech's agreement with PJM Interconnection, Virginia's regional electric transmission grid operator, and is managed by the Virginia Department of Mines, Minerals, and Energy and administered by CPower.

As a large consumer of electricity in the region, Virginia Tech's participation helps mitigate the loss of power in the broader community during times of peak energy usage, such as hot, humid summer afternoons and early evenings. This program, nicknamed Lights Out/Power Down, allows the university to test its ability to meet that demand should those conditions occur.

For the twelfth year in a row, the Virginia Tech community exceeded its goal during the annual Lights Out/Power Down event held on June 24 on the Blacksburg campus. During the designated 90-minute time period (1:45-3:15 p.m.), the university reduced its campus electrical power demand to an average of 19,300 kilowatts from 22,300 kilowatts peak earlier in the day, a 3,000 kilowatt reduction. The demand goal for the 2021 event was 20,800 kilowatts for the hour.

Goal 5. New Building Energy Efficiency

"New buildings initiated by 2030 will operate carbon neutral."

Designing for high energy efficiency in new buildings is necessary to achieve and maintain carbon neutrality and sustainable operations.

LEED STANDARDS

New Construction, Major Renovations, and Existing Buildings

The US 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, Virginia Tech has 34 LEED-Registered buildings totaling over 2.8 million gross square feet (21 certified, five pending certification, five under construction, and three 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 or better.

For a complete list of LEED-certified buildings separated by LEED Gold, Silver, and Certified along with gross square footage and completion status, see the table to the right. Please note that this table was updated June 2021. The full table is available in the Appendix.

BUILDING AUTOMATION SYSTEMS

The Building Automation Systems (BAS) Assessment performed by CMTA, Inc. (mentioned in Goal 4) will not only help improve the energy efficiency of existing buildings, it will also inform decisions surrounding new buildings. Intentionally designing and constructing new buildings with functioning automation systems will ensure energy and operations efficiency.

DESIGN AND CONSTRUCTION STANDARDS

The university's Design and Construction Standards Manual (DCSM) outlines the philosophy, standards, recommendations, and requirements for the design and construction of campus buildings. As a component of the DCSM, Guidelines for Energy Efficient Design address the energy efficiency and on-campus renewable energy utilization requirements. These standards apply to all new construction, additions, and renovation projects on campus.

LEED GOLD PROJECTS		Gross ² Ft
▶ Ambler Johnston Hall		269,463
▶ Moss Arts Center		147,382
▶ Goodwin Hall		154,935
▶ Human and Agricultural Biosciences Building I (HABBI)		93,860
▶ O'Shaughnessy Hall Renovations		69,200
▶ Institute for Critical Technology and Applied Science Ph II (ICTAS II)		42,190
▶ Henderson Hall Renovation and Theatre 101 Addition		38,750
		815,780
LEED SILVER PROJECTS		
▶ Virginia Tech Carillon Biomedical Research Expansion		139,586
▶ Pearson Hall East		111,191
▶ Pearson Hall West		108,765
▶ Holden Hall Renovation		101,240
▶ Indoor Athletic Training Facility		91,600
▶ Lavery Hall		77,301
▶ Classroom Building		72,275
▶ Baseball Facilities Improvements		49,872
▶ Rector Field House		43,949
▶ Football Locker Room Addition		42,145
▶ Student Athletic Performance Center		25,800
▶ Davidson Hall (RRAB)		25,151
▶ Vet Med Instructional Addition		24,600
▶ Oak Lane Phase IV		20,508
▶ Chiller Plant Phase I (Southwest Chiller Plant)		16,655
▶ Undergrad Science Labs - Renovation (Derring Hall)*		13,127
* Creativity and Innovation District Living Learning Community		224,500
* Data and Decision Sciences Building		120,000
* Corps Leadership and Military Science Building		60,500
* Multi-Modal Transit Facility		13,606
● Hitt Hall and New Dining Facility		112,000
● Innovation Campus Academic Building		300,000
● Undergrad Science Labs - New Construction		102,000
		1,883,610
LEED-CERTIFIED PROJECTS		
▶ Davidson Hall		44,845
▶ Sandy Hall (RRAB)		19,889
▶ Visitors and Undergrad Admissions Center		18,155
▶ Liberal Arts Building (RRAB)		15,394
		98,283
Status: ▶ Complete * Construction ● Design		

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.

Goal 6. Agricultural, Forestry, and Land Use Operations will be Carbon Neutral by 2030.

AGRICULTURE

Homefield Farm

Homefield Farm is a combination of 12 acres of land nestled inside Kentland Farm, a high tunnel at the Urban Horticulture Center (UHC), and rented greenhouse space on the Virginia Tech campus. Homefield represents an informal relationship between Dining Services and the College of Agriculture and Life Sciences.

Within the Homefield area at Kentland, we've had success reducing the amount of mowing from four acres to two acres and have a plan to reduce two more acres of mowing. The mowed areas are being converted into cover crops and vegetable production and will increase the total productive land by four acres, resulting in a significant reduction in fossil fuels and time spent maintaining agricultural land. The farm grows vegetables and herbs for Virginia Tech Dining Services and serves as a site of experiential student learning, interdisciplinary research, and community outreach.

In 2021, a class analyzed soil organic matter contents and moisture levels using drone imagery and traditional loss on ignition testing techniques to determine the accuracy of using drones to analyze soil organic matter. Read more at vtx.vt.edu/articles/2021/07/cals-soil-moisture-project. Research is also underway analyzing different cover crop mixes between plastic mulch beds for weed and insect suppression. As of June 23, 2021, Homefield has three out of four acres planted with vegetables and herbs used for dining services and a campus farm stand which sells the produce to students. One half acre of one acre total of research crops has been planted. Harvest totals as of June 23 for the 2021 season includes 1,617 pounds of collards, 142 pounds of lettuce mix, 346 pounds of cilantro, and 209 pounds of parsley with a total projected harvest of 50,000 pounds for the year.

Virginia Tech Dining Services and the College of Agriculture and Life Sciences welcomed Shawn Jadrnicek as the new manager for Homefield Farm in spring 2021. The position oversees the student-run, six-acre organic operation eight miles west of the Blacksburg campus.



Learn more about Shawn Jadrnicek and Homefield Farm at bit.ly/VTShawnJadenicek.

Management of Crop Lands

Virginia Tech's crop and farm lands cover approximately 1,800 acres. All 1,800 acres are maintained in accordance with a four-tiered Integrated Pest Management (IPM) Plan as follows:

1. **Action Thresholds:** Each of our crops (corn, alfalfa, barley, grass hay, pasture) is grown over numerous fields through the College of Agriculture and Life Sciences farm system. Each field is treated separately in the IPM plan so we never treat an entire crop as one unit when making applications; instead, it's handled one field at a time. A manager is regularly scouting fields to determine what, if any, course of action is required. Applications are only made if the manager thinks crop losses will outweigh application expenses.
2. **Monitor and Identify Pests:** Managers regularly monitor crop needs, identifying pests and pest damage. Managers only take actions when warranted, not as a standard practice.
3. **Prevention:** The goal is to use the lowest pesticide rates possible to control pests. Concentrated pesticides are purchased in bulk containers to reduce plastic container waste.



Virginia Gov. Ralph Northam visits Catawba Sustainability Center on Dec. 10, 2020.

More information:

vtnews.vt.edu/articles/2020/12/outreach-catawba-medicinal-herbs
vtnews.vt.edu/articles/2021/06/cals-ramps

Catawba Sustainability Center

Virginia Tech's Catawba Sustainability Center (vtcr.vt.edu/catawba) is a 377-acre farm property situated in the beautiful Catawba Valley of Virginia. The Center serves as a living laboratory to advance environmental stewardship and community engagement to provide a learning environment for research, teaching, and demonstration of sustainable practices in agriculture, forestry, and land management.

As a member of Virginia Tech's Outreach and International Affairs, the work at the Catawba Sustainability Center exemplifies the notion that learning is interdisciplinary and occurs in both the classroom and on the farm.

The Catawba Sustainability Center offers a space for faculty, students of all ages, community members, and visitors just passing through to learn about sustainable agriculture production, agroforestry, water quality monitoring, wetland restoration, and much more.

In December 2020, Governor Ralph Northam announced \$40,000 in funding for a program at Virginia Tech's Catawba Sustainability Center

to help forest farmers produce and market medicinal herbs. The money will be used to establish and maintain a propagation center for goldenseal, ramps, and black cohosh at the 377-acre farm property 20 miles east of Blacksburg. The Catawba Sustainability Center will provide technical support, training for growers, plant stock, workshops and demonstrations, processing facilities, and help with the marketing of forest-grown botanicals.

"This partnership provides an environment for learning and developing sustainability practices," said Roanoke County Director of Economic Development Jill Loope. The sustainable production of medicinal herbs can provide additional or supplemental income for many farmers and is an efficient way to use steep or marginal agricultural land and maturing woodlots.

Partnership with Hardywood Park Craft Brewery

Virginia Tech's roots in agricultural research have sparked a new partnership with Hardywood Park Craft Brewery in Richmond, Va. This partnership has resulted in a licensed Virginia Tech beer - Fightin' Hokies Lager. The research was developed on Virginia Tech soil and sales will be fueling Virginia's local economy.

Not only are there economic benefits provided to the Commonwealth due to this partnership, but there are environmental benefits as well. Virginia Tech received interest from several top brewing firms in the country while looking for a partner to bring the product to the market. Hardywood's commitment to serving the commonwealth through implementing sustainable practices and sourcing ingredients locally made them an ideal partner for Virginia Tech. Hardywood's credo "Brew with Purpose" encompasses core values that include technical quality, environmental stewardship, sourcing local, and giving back to the community.

Hardywood was named Virginia Green Brewery of the Year in 2015 and was the first brewery in Virginia powered entirely by renewable energy, including solar, biomass, and wind through the Dominion Virginia Green Power Program. The Hardywood team works with local farms to reuse spent grain as compost and feed. Several of their beers are brewed in support of organizations dedicated to environmental awareness and protection.



Read more about this partnership at

vtx.vt.edu/articles/2020/12/research-virginia-tech-hardwood-partnership.



Arbor Day 2021 planting event at Virginia Tech.



FORESTRY

Virginia Tech takes a holistic approach to campus urban forestry and management of university lands. This approach, rooted in planning, collaboration, education, and community engagement, helped the university earn Tree Campus Higher Education recognition for the 13th consecutive year in 2021.

Leading Virginia Tech's urban forestry efforts is Urban Forest Manager and University Arborist Jamie King, who joined the Division of Campus Planning, Infrastructure, and Facilities in 2019. "Trees play an integral part in maintaining a sustainable campus. They help support air purification, erosion control, and stormwater management, all while creating spaces on campus that improve human health and productivity" said King. Trees are among the most visible representations of Virginia Tech's commitment to environmental stewardship and tree preservation, reforestation, and education are prescribed throughout a number of key university frameworks, including the Campus Master Plan, the 2020 Virginia Tech Climate Action Commitment, and the Virginia Tech Blacksburg Campus Urban Forest Master Plan (UFMP), which is currently in development and under community review.

Since 2008, more than a thousand canopy and ornamental trees have been planted on the Blacksburg campus and many thousands more have been planted in riparian areas on Virginia Tech lands. Many of these trees were planted with support from partners in the Office of Sustainability, the College of Natural Resources and Environment (CNRE), and the Virginia Department of Forestry offering students immersive learning experiences and public service opportunities, all centered around urban forest management and environmental stewardship on campus. These programs include hands-on academic sessions at campus trees, tree planting events throughout the year, and urban forestry student internships.

A complete field inventory of trees on the Blacksburg campus was completed in 2018 and the report can be obtained on the Virginia Tech website. A collaboration among the Division of Campus Planning, Infrastructure, and Facilities and CNRE, the inventory includes location, species, measurements,

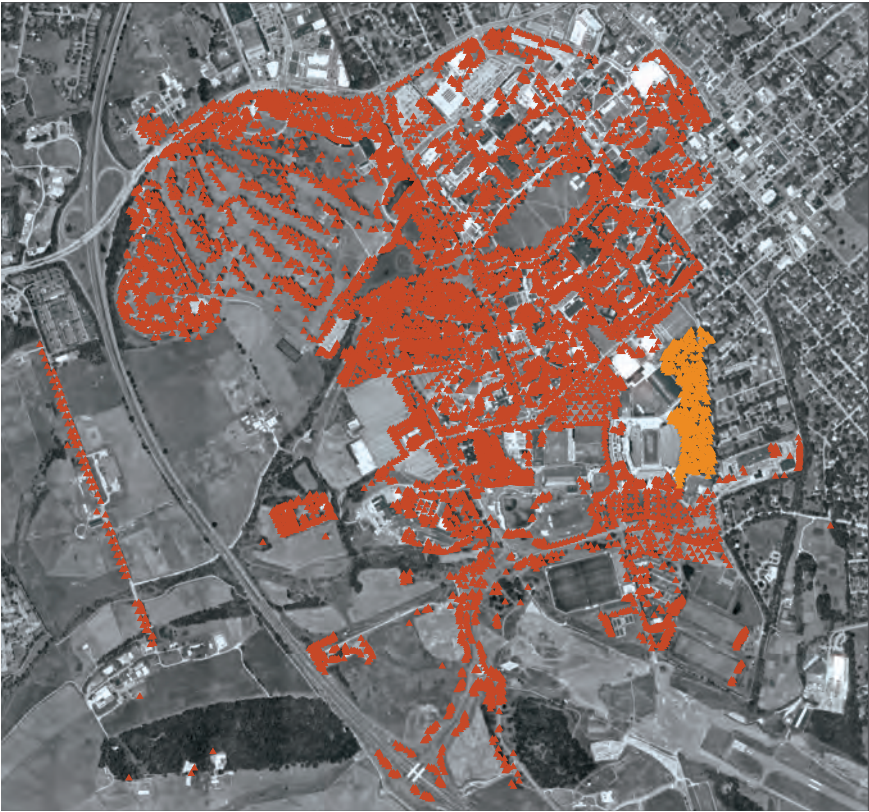
health, and condition details for trees all over campus. As of May 4, 2021, the Blacksburg Core Campus is home to approximately 9,849 living trees and a total of 11,931 records are logged in the Core Campus Tree Inventory.

The graphical representation on the Campus Tree Inventory is seen in the following figure. Dark orange dots indicate general campus trees and light orange dots indicate trees in the Old Growth Forest near Lane Stadium. Some urban trees and various larger forests are not included and will require inventory and assessment in the future. This resource helps guide tree preservation and maintenance as well as promoting education and awareness as the Campus Tree Inventory and Interactive Tree Map is available for public access at facilities.vt.edu/buildings-space/facilities-treeinventory.

The total value of the structural and environmental benefits provided by the trees on the Blacksburg campus was included in the 2018 inventory and analysis. The data collected as part of this project was analyzed with software developed by the United States Forest Service called i-Tree Eco. This tool models the structure of an urban forest and how trees influence the world around them. The software then analyzes the results and quantifies the environmental benefits provided by the inventoried trees to the community.

Virginia Tech's trees sequester and store enough carbon every year to offset approximately 3 percent of the carbon produced through total university operations (see Ecosystem Services graphic). As trees are removed through management operations, the wood may be utilized in construction and woodcraft, continuing the storage of carbon, sometimes for many generations. These trees also slow the runoff of stormwater on campus, resulting in less severe flooding events and cleaner streams. The leaves on campus trees filter particulates and pollution from the air; this cleaner air allows the community to experience fewer respiratory health problems.

CAMPUS TREE INVENTORY



ECOSYSTEM SERVICES

<p>Carbon stored in campus trees:</p> <p>4,573 TONS = \$566,214</p> <p>When we utilize urban wood resources from campus, we store this carbon for much longer.</p>	<p>Carbon sequestered every year:</p> <p>59.75 TONS = \$7,751</p> <p>Campus trees and other VT forests offset university carbon emissions by ~3%</p>
<p>Stormwater mitigated every year:</p> <p>257,072 FT³ = \$17,184</p> <p>Slower runoff = Healthier VT Streams</p>	<p>Air pollution removed every year:</p> <p>2.7 TONS = \$6,459</p> <p>Cleaner air = Healthier VT community</p>

If Virginia Tech were to replace every tree recorded in the Blacksburg Campus Tree Inventory with the largest commonly available planting stock, the expense would amount to almost \$31 million (see Replacement Value graphic). This analysis does not account for the generations required for trees to mature and provide the benefits the Virginia Tech community enjoys today. These assets require continued investment in maintenance and protection to maximize tree benefits, including carbon capture and storage, for generations to come.

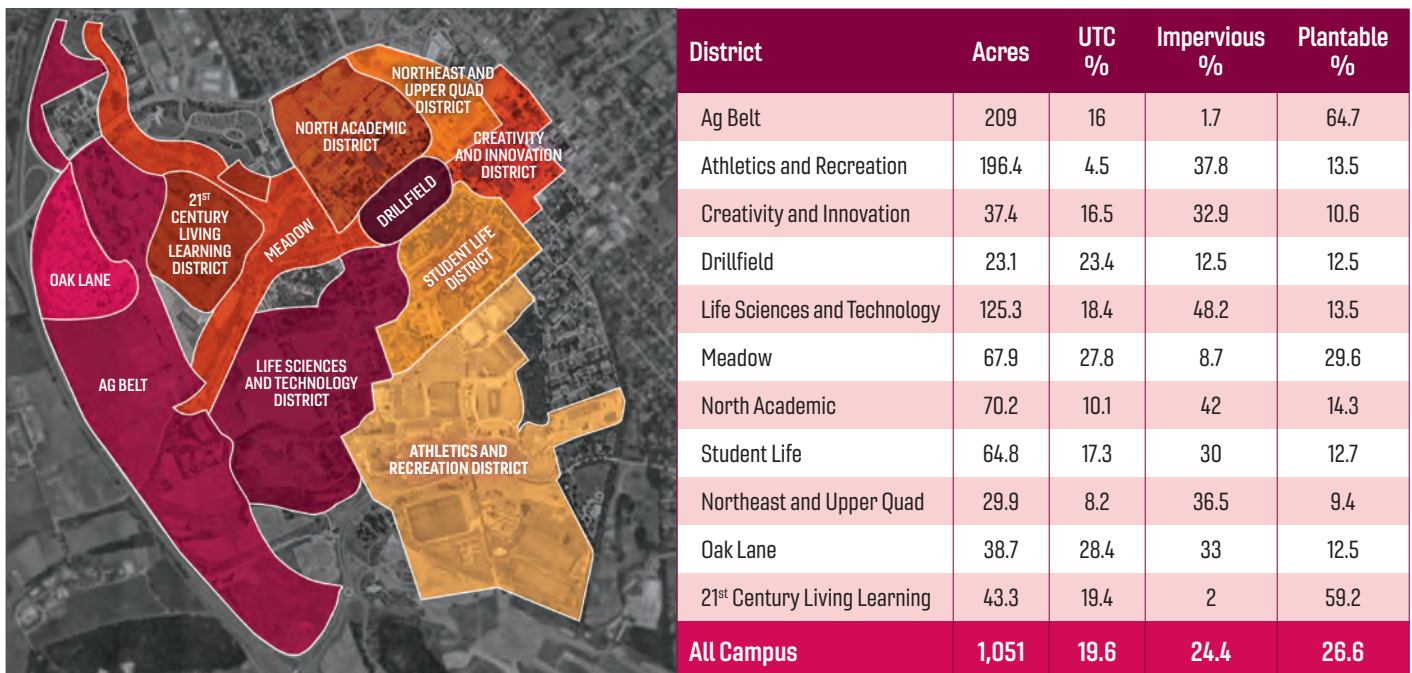
URBAN FOREST STRUCTURAL REPLACEMENT VALUE

THE EXPENSE TO REPLACE VIRGINIA TECH'S TREES

\$30,622,817

Currently the urban tree canopy (UTC), the percentage of surface area covered with tree leaves during the growing season, at Virginia Tech is 14.7 percent. This means that nearly 15 percent of campus is under the shade of the tree canopy during the spring and summer months. In 2019, 20.9 percent of colleges and universities in the US reported having a campus tree cover goal (8.7 percent) or were currently developing one (12.2 percent). The UFMP proposes a Virginia Tech Tree Policy that establishes an UTC goal of 25 percent, an increase of tree leaf area equivalent to 108 acres, by 2050. This goal supports carbon capture and storage on campus and will contribute significantly towards campus carbon neutrality.

Another assessment, conducted in 2019-20 by students in the Urban and Community Forestry course at CNRE, focused a sample-based photo interpretation method to determine UTC of specific campus districts. The students utilized i-Tree Canopy, a software developed by the United States Forest Service, that combines aerial photographs with ecosystem models to estimate land cover types and the ecosystem services provided by UTC cover at specific locations. This land cover data is created through a process called sample-based photo interpretation where analysts classify land cover types through statistical point sampling, allowing fast and inexpensive UTC reports. The i-Tree results report 16.9 percent UTC campus wide, allowing comparison of UTC and ground cover data between districts across the campus. The results only differ slightly from the earlier study (14.7 percent campus wide) due to differences in imagery dates and analysis methods. The final report illustrates the UTC relative to other ground covers in each zone on campus and the results of the primary campus districts are illustrated below.



Districts with high UTC include Oak Lane (28.4 percent or 10.9 acres), Meadow (27.8 percent or 18.9 acres), and Drillfield (23.4 percent or 5.4 acres). The Drillfield district tree canopy is relatively high when considering the canopy is restricted to the edges of the Drillfield district. These districts show great contrast when compared to districts with low UTC like Athletics and Recreation (4.5 percent or 8.3 acres), North Academic (10.1 percent or 7 acres), and Northeast and Upper Quad (8.2 percent or 2.4 acres). This assessment informs tree planting and preservation priorities across the campus so tree benefits, including carbon capture and storage, are maximized as more complete tree planting and preservation plans are developed.

Recently, University Arborist Jamie King conducted an assessment of the safety and health of the Old Growth Forest by Lane Stadium (bit.ly/VTTreelInventoryGrowth), commonly called Stadium Woods. The risk assessment was conducted as a means to continue the preservation of campus trees and help ensure the safety of the campus community. The proactive assessment focused on trees adjacent to pathways and campus thoroughfares. Ongoing inspections, tree risk assessments, and maintenance activities are critical tools in advancing Virginia Tech's tree preservation commitment and natural resource management. The assessment was conducted in close alignment with the University Arboretum Committee.

Branching Out, a new university arborist engagement video series, provides viewers with an inside look into urban forestry on campus, informative hands-on demonstrations, and other original content. In the spring 2021 Branching Out feature, King explores campus trees, discusses the Urban Forestry Program, demonstrates the do's and don'ts of urban tree mulching, and shows off one of the secret trees of Virginia Tech. King also spoke at a College of Natural Resources Lunch and Learn in May 2021 titled "This is Home: Exploring the Trees of Virginia Tech" to educate members of the community on the history of many of the famous trees of Virginia Tech while also answering questions about the future of these trees and many others on campus.

For Arbor Day 2021, Jamie King partnered with Students for Sustainable Practice to hold a tree planting at the Old Growth Forest. The group planted 15 white oak trees grown from old growth white oak acorns by Professor John Seiler in the College of Natural Resources and Environment. A video from the tree planting is available at bit.ly/VTStadiumTreePlanting.



Read more about the 2021 Arbor Day tree planting event and Virginia Tech's environmental preservation efforts at vtx.vt.edu/articles/2021/06/campusplanning-treecampus21



LAND USE

Management of Lawns and Grounds

Virginia Tech's lawns and grounds cover approximately 300 acres. Although lawns and grounds do not adhere to a prescribed IPM plan, they are maintained with herbicides for broadleaf weeds and invasive plant material.

All lawn mowers utilize mulching blades for normal mowing operations. This allows the grass clippings to be used as mulch for the lawns. Virginia Tech no longer vacuums areas of lawn that have clippings built up but rather use high velocity blowers to distribute the clippings evenly across the lawn. Additionally, in the fall, the mulching mowers are used to chop leaves to avoid the need to collect leaves and transport them off of the main campus. All tree limbs less than four inches in diameter are also chipped and used on campus to mulch areas under large canopy trees and stormwater management facilities.

Design and Construction Standards Manual

The Virginia Tech Design and Construction Standards Manual states that "native plants will be used to the maximum extent possible." See Section 4.6.6.1.7. The DCSM also considers energy-efficient landscape design strategies and states, "A landscape of predominantly long-lived shade trees with accents of flowering and evergreen trees is preferred. To simplify maintenance, shrubs should be planted in masses, avoiding complicated multi-species arrangements while serving a specific function (screening, traffic control, unmowable slope cover, etc.)." More details can be found at bit.ly/VTFacilitiesDCSM20.

Goal 7. Zero-Waste Campus

"Virginia Tech to become a Zero-Waste Campus by 2030."

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 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 and Disposal Solutions (RDS) in Roanoke. RDS serves as the recycling hub for the region, receiving materials from both the New River and Roanoke Valleys. Solid waste materials are transported from the university to MRSWA, weighed, and further transported to the local landfill operated by the New River Resource Authority (NRRRA) in Pulaski County in Dublin, Virginia.

2020 RECYCLE RATE REPORT

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. Reporting is done on a calendar year basis.

The Office of Sustainability has monitored recycling rates for over 15 years. In compliance with Virginia's Department of Environmental Quality, Virginia Tech completes an annual calendar year recycling rate report. These reports provide details on what specific materials make up the recyclable materials collected on campus, what types of materials were diverted from the landfill for reuse purposes, and the details of specific materials collected on campus. The 2020 Recycle Rate Report can be found at facilities.vt.edu/sustainability/recycling/recycling-totals.

For calendar year 2020, Virginia Tech reported 1,291 tons of principal recyclable materials which included 138 tons of food waste, 141 tons fiber (paper and cardboard), and 365 tons of commingled material (single-stream recycling). Virginia Tech reported 2,604 tons of municipal solid waste (trash). The university's recycling rate was 38.1 percent and the waste diversion rate (waste kept out of the local landfill) was 85.2 percent.

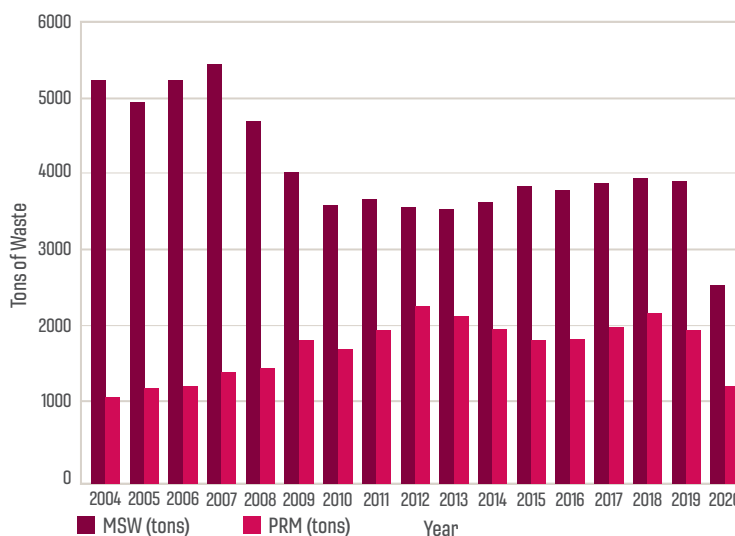
EXECUTIVE ORDER 77

Virginia Governor Ralph Northam signed Executive Order 77: Virginia Leading by Example to Reduce Plastic Pollution and Solid Waste (bit.ly/VAExecutiveOrder77) into effect in March 2021.

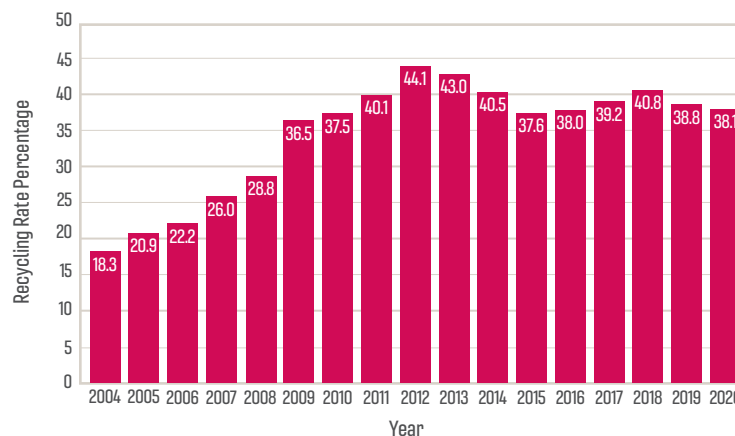
Executive Order 77 requires state agencies, including Virginia Tech, to:

1. cease buying, selling, and distributing plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single-use plastic water bottles; and
2. develop a long-term Plastic Pollution Reduction and Waste Diversion Plan.

MUNICIPAL SOLID WASTE (MSW) VS. PRINCIPAL RECYCLED MATERIALS (PRM)



RECYCLING RATES



Virginia Tech has established a cross-functional university working group to develop a coordinated response to Executive Order 77. The goal of the working group is to gather more details and guidance on the order, assess and consider the potential impacts to university operations, and develop an implementation plan. The group is collaborating closely with the Virginia Department of Environmental Quality, which is overseeing the order's statewide implementation, and with other Virginia colleges and universities impacted by the order.

While Virginia Tech's self-operating dining services ceased the purchase and use of polystyrene food service containers in 2014/2015, a few areas of the university still use polystyrene food service containers. The working group has made the decision to immediately cease the purchase and distribution of polystyrene food service containers. Extensions have been requested on the cessation for plastic cutlery and plastic straws/stirrers until Dec. 31, 2022 to allow completion of pilot programs testing new alternatives. The working group will also be implementing an overall 25 percent reduction program annually for paper bags, plastic food containers, and single use plastic water bottles as part of the university's overall implementation plan for EO 77. More information is available at vtx.vt.edu/notices/svpcho-eo77-update.

Enacting sustainable procurement policies and procedures is a key tenet in the 2020 Virginia Tech Climate Action Commitment. See Goal 8 for more information on Sustainable Procurement.

COMPREHENSIVE WASTE MANAGEMENT PLAN

In commitment to implementing the most stringent recycling and waste management standards, the Division of Campus Planning, Infrastructure, and Facilities published a new Comprehensive Waste Management Plan that chronicles how Virginia Tech will manage its waste streams most efficiently, safely, and sustainably.

Virginia Tech handles roughly 6,000 tons of materials from various waste streams each year. Waste streams include municipal solid waste, construction and demolition waste, recyclable materials, compostable materials, reusable materials, electronic waste, universal waste, hazardous waste, and more.

The newest waste management plan highlights the current state of university waste management, goals of the waste management program, documented waste handling policies and procedures, and campus waste management contacts. The Comprehensive Waste Management Plan is available at bit.ly/VT20CWMP.



Dining Services has begun to pilot dining unit waste audits to better understand pre-consumer food waste totals. The goal is to use the data to help chefs and their teams make informed decisions when preparing food and discarding food waste. Food waste audits will continue during the fall semester and methods will be explored on how our composting operations play a role in this operation as well.

One audit was conducted randomly during each month of the semester at Owens Hall. Dining Services worked with the Office of Sustainability Student Interns to benchmark food waste data from the FoodPro data system against the on-site food waste audit. This helped to measure and analyze cost per capita on a per month basis.

Green To-Go Containers

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 355,000 meals have been served in reusable to-go containers since 2014. This program has also kept 5,000 pounds of packaging out of the landfill since its inception.

Dining Services was committed to providing additional reusable to-go containers collection points to students during move-out. Y-Toss PODS also served as an additional return station for reusable to go containers. Six return locations were added and over 200 reusable containers were collected at the PODS.

Campus Kitchen

The Campus Kitchen (CKVT) is a partnership between VT Engage and Virginia Tech Dining Services. Campus Kitchen works to increase food access and to reduce food waste by redirecting unserved food from on-campus dining centers to hunger relief agencies in the New River Valley. Since launching in the fall of 2015, Campus Kitchen has:

- ▶ Diverted 239,000 pounds (and counting) of quality, unserved food from campus to community.
- ▶ In the community, CKVT has worked with six hunger relief agencies and other nonprofits: Radford-Fairlawn Daily Bread, the Giving Tree Food Pantry, Plenty! Farm and Food Bank, New River Valley Agency on Aging, Warm Hearth Village, and the YMCA after-school program.
- ▶ On campus, CKVT has partnered with nine dining centers: D2, Deet's Place, West End Market, Owens Food Court, Hokie Grill, Au Bon Pain, Southgate, Burger '37, and Turner Place.

Campus Kitchen continued redirecting unserved food even during COVID. Since March 2020, 59,720 pounds of food have been donated with 34,041 pounds of that being donated during the 2020-21 academic year.



Goal 8. Establish the Sustainable Procurement Policy and Procedures by 2022.

SUSTAINABLE PROCUREMENT POLICY

In accordance with the Virginia Tech Climate Action Commitment and Sustainability Plan, the Virginia Tech Procurement Department recognizes its responsibility to support the university in its efforts to minimize negative impacts on health and the environment while supporting a vibrant campus community and local economy. The Procurement Department recognizes that products and services have inherent social, health, environmental, and economic impacts, and that the Department should make procurement decisions that embody the university's commitment to sustainability whenever possible.

The full Virginia Tech Sustainable Procurement Policy is available at bit.ly/VTsustainableProcurementPolicy.

UNIVERSITY POLICY 5505: CAMPUS ENERGY, WATER, AND WASTE REDUCTION

The University Policy 5505 (policies.vt.edu/5505.pdf) is an integral part of Virginia Tech's procurement process. This ensures that the university follows the 3 R's of waste reduction (reduce, reuse, and recycle) by minimizing waste on the front end as opposed to just recycling on the back-end.

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, Division of Engineering and Buildings, Virginia Energy Conservation and Environmental Standards for energy performance and water conservation. All such buildings shall conform to US Green Building Council LEED Silver standards.

DESIGN AND CONSTRUCTION STANDARDS MANUAL

Virginia Tech's Design and Construction Standards Manual (DCSM) outlines the philosophy, standards, recommendations, and requirements for the design and construction of campus buildings. The DCSM requires that Life Cycle Cost and Energy Analyses are done throughout a project and the results of such analyses should inform purchasing decisions for materials used within projects. The goal of this is to have more sustainably minded design practices throughout the building process. The Design and Construction Standards can be found at facilities.vt.edu/planning-construction/design-and-construction-standards.

Goal 9. Transportation GHG Emission Reduction

"Reduce single-occupancy vehicle commuting to campus by 20 percent by 2025 and reduce transportation-related GHG emissions by 40 percent by 2030."

THE BLACKSBURG TRANSIT MULTI-MODAL TRANSIT FACILITY

The product of decades of planning led by the Town of Blacksburg in close coordination with Virginia Tech, the Blacksburg Transit Multi-Modal Transit Facility project will deliver a central transportation hub and alternative transportation facilities in the vicinity of Perry Street, embedded within the North Academic District.

Centralization of bus stops and routes throughout the region at the Blacksburg Transit Multi-Modal Transit Facility will help improve safety and convenience for riders and pedestrians, as well as efficiency of the Blacksburg Transit (BT) system.



Construction of the Multi-Modal Transit Facility began during this past academic year and will continue to progress over the next two years. The latest updates on the project will be available at bit.ly/BTMultiModalTransitFacility.

ELECTRIC BUSES JOIN BLACKSBURG TRANSIT FLEET

Blacksburg Transit launched its first ever group of electric buses on Earth Day (April 22, 2021), marking the first step in the town's long-term plans to convert to an all-electric fleet. The five electric buses replaced five conventional diesel-powered buses. BT Director Tom Fox states, "Our goal is that in three to four years, half of the entire fleet will be electric, and we will be 100 percent electric in about 10 years depending on funding. This is a large step towards reducing our carbon footprint while also reducing our dependence on fossil fuels." Read the full Roanoke Times article at bit.ly/RoanokeTimesElectricBusTransit.

During Summer 2021, Blacksburg Transit was awarded additional funding for 17 more electric buses. These buses will be manufactured and introduced to the fleet over the next year and a half.



BIKE SHARE

In June 2021, a new fleet of pedal-assist e-bikes replaced the orange Roam NRV bicycles previously found across the region. 75 teal e-bikes are now available through a partnership with Bolt Mobility, a micromobility company offering Hokies an environmentally friendly way to travel across the region, improve their health and wellness, and enjoy outdoor recreation. After pedaling for just a couple of rotations, a little motor kicks in and helps you get up to 20 miles per hour. Prior to the start of the fall 2021 semester, the size of the fleet will double to 150 e-bikes which will include seven new hubs on campus and some additional hubs in Blacksburg, Christiansburg, and in Montgomery County.

How it works

01



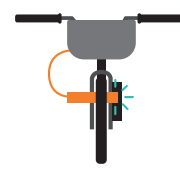
Create an account with your email and phone number

02



Use the app to scan the QR code on the e-bike to unlock

03



When lock pops, pull cable out and push it into the basket

04



Start peddling to engage electrical assist

05



Park at designated hubs and manually lock bike to rack using cable located in basket

06



End your ride in the app

Note: It can take a couple pedal rotations for the motor to kick in, giving you that extra boost of speed. That motor will assist you up to 20 miles per hour when travelling on roads and up to 15 miles per hour when travelling on the Huckleberry Trail.

More information about this transition can be found at vtx.vt.edu/videos/k/2021/06/1_ax3leao7 and bit.ly/VTE-Bikes.

COMMUTE CHALLENGE

For the month of October, the Alternative Transportation Department launched the Virginia Tech Commute Challenge, a new initiative to get more of the campus community engaged in alternative transportation. The month-long event encouraged people to bike, walk, carpool, take transit, or telework instead of driving alone for trips and commutes. Every trip or telework day recorded in the RIDE Solutions platform earned participants points they could use to redeem rewards in the app. Nearly 50 people participated in the event. Cumulatively, they prevented 5.53 tons of greenhouse gas emissions!

Here are some other statistics from the challenge:

- ▶ Reduced trips: 763
- ▶ Money saved: \$6,885
- ▶ Reduced miles driven: 11,969
- ▶ Gas saved: 559 gallons
- ▶ Calories burned: 21,680

Quick Stats	ROAM NRV July 2018 - May 2021	E-Bikes June 2021
Members	6,175	608
Number of trips taken	16,305	590
Distance travelled (miles)	46,820.9	2,483
Hours spent on bikes	10,820	418.2
Pounds of carbon reduced	41,287.52	2,190
Calories burned	1,872,836	N/A
Money saved vs. driving	\$27,156	N/A



E-bikes on the Blacksburg campus.

BEST WORKPLACES FOR COMMUTERS FOR 2021

Virginia Tech was recognized as one of the Best Workplaces for Commuters for 2021 (vtx.vt.edu/articles/2021/02/transpo-commuterworkplace) for providing exceptional commuter benefits and progressive programs. Best Workplaces for Commuters (bit.ly/VT21BestCommuter) is an innovative membership program that provides qualified workplaces, universities, and sites with national recognition for their alternative commuting programs. Virginia Tech is one of the 41 universities to receive the honor in 2021. The full list can be viewed at bestworkplaces.org/list/members-2021.



The Virginia Tech Alternative Transportation Department proudly offers the campus community a range of commuter benefit options and programs:

- ▶ Free Access to the award-winning Blacksburg Transit bus system with a Virginia Tech ID.
- ▶ The Hokie Bike Hub - a free, self-service bike repair and maintenance facility for students, faculty, and staff.
- ▶ Ride matching and a Guaranteed Ride Home program through RIDE Solutions.
- ▶ Free bus service between the Blacksburg campus and the Virginia Tech Carilion School of Medicine and Research Institute on the Roanoke campus.
- ▶ Opportunities to log alternative transportation and telework to earn rewards and prizes in the Commute Challenge in October.

Additionally, during FY 2021, the Alternative Transportation department installed 30 new bicycle racks with a net capacity increase of 123 bicycles.

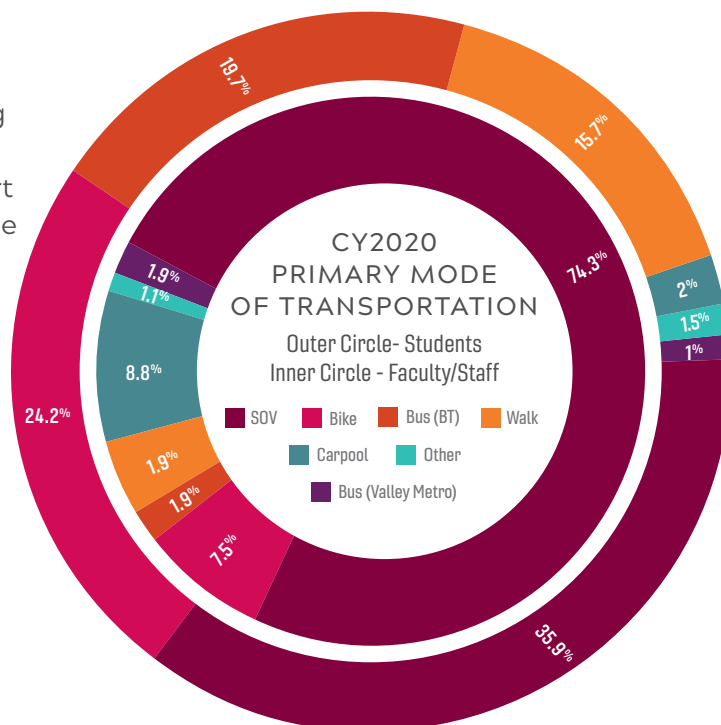
Thanks to these efforts and many others by the Alternative Transportation Department, Virginia Tech is also recognized by the League of American Bicyclists as a silver level Bicycle Friendly University.

2020 COMMUTER SURVEY

Virginia Tech's biennial Commuter Survey provides insights into Blacksburg campus affiliates' travel behaviors. The fourth version of this survey, administered by the Alternative Transportation Department, launched on January 2, 2020 and remained open until Dec. 18, 2020.

On March 13, 2020, shortly after the survey was launched, nearly all of campus closed down and transitioned to virtual instruction and remote working in response to COVID-19. The university remained in this state until early August 2020, just before the start of the fall semester. While the survey was still available for responses during this time, very few responses were collected. Transportation modes of all affiliates drastically changed or were eliminated altogether. Students were sent home, most faculty and staff began teleworking, and all affiliates stopped commuting as they normally would. Since the survey asked questions in present tense, responses received after March 13 were vastly different than they likely otherwise would have been. This altered both the survey response rate and data collected.

As a result, data from this survey show a different trend from previous surveys. There was a dramatic decrease in the number of responses when compared to previous



versions. The 2018 Commuter Survey had 1,452 participants, while the 2020 version only garnered 629 participants who provided valid responses.

At least 3,100 faculty and staff had a telework agreement in place for the 2020 fall semester. This compares to just 113 telework agreements in early 2020. Furthermore, data from Blacksburg Transit shows that their ridership is down roughly 83 percent when compared to the previous year.

Both on and off campus students showed similar tendencies with their chosen primary mode of transportation by relying on single-occupancy vehicles (SOVs) over all other modes of transportation (35.9 percent). Bicycling, riding BT, and walking round out the top four. Faculty and staff overwhelmingly chose SOVs as their primary mode of transportation (74.3 percent). They are nearly twice as likely to use an SOV as students.

2019 GREENHOUSE GAS INVENTORY AND ASSESSMENT REPORT

Director of the Virginia Tech Green Engineering program, Professor Sean McGinnis, prepared a Greenhouse Gas Inventory and Assessment Report to provide a quantitative analysis of campus emissions. Within this report, Scope 3 emissions from transportation were examined. Full information is available in the report, but the estimated miles travelled by commuters to campus are available below.

VIRGINIA TECH COMMUTER SURVEY ANALYSIS

Commuting Category	Number of Permits	Average Commuter Weeks/Year	One Way Trips per Week	Vehicle Miles per Trip	Survey Responses Used	Estimated Miles
Faculty/Staff/Wage Workers	6,897	39.5	12.0	11.9	481	38,903,218
Graduate Students	1,835	31.8	9.9	4.5	40	2,575,101
Undergraduate Commuters	5,072	23.1	17.0	2.1	374	7,938,145
Undergraduate Residents	3,219	22.4	9.0	1.5	73	
No Permit Undergraduate Commuters	6,378	32	8.5	1.6	486	
Weighted Undergraduates (for SIMAP)	14,669	26.8	11.6	1.74	933	7,921,613

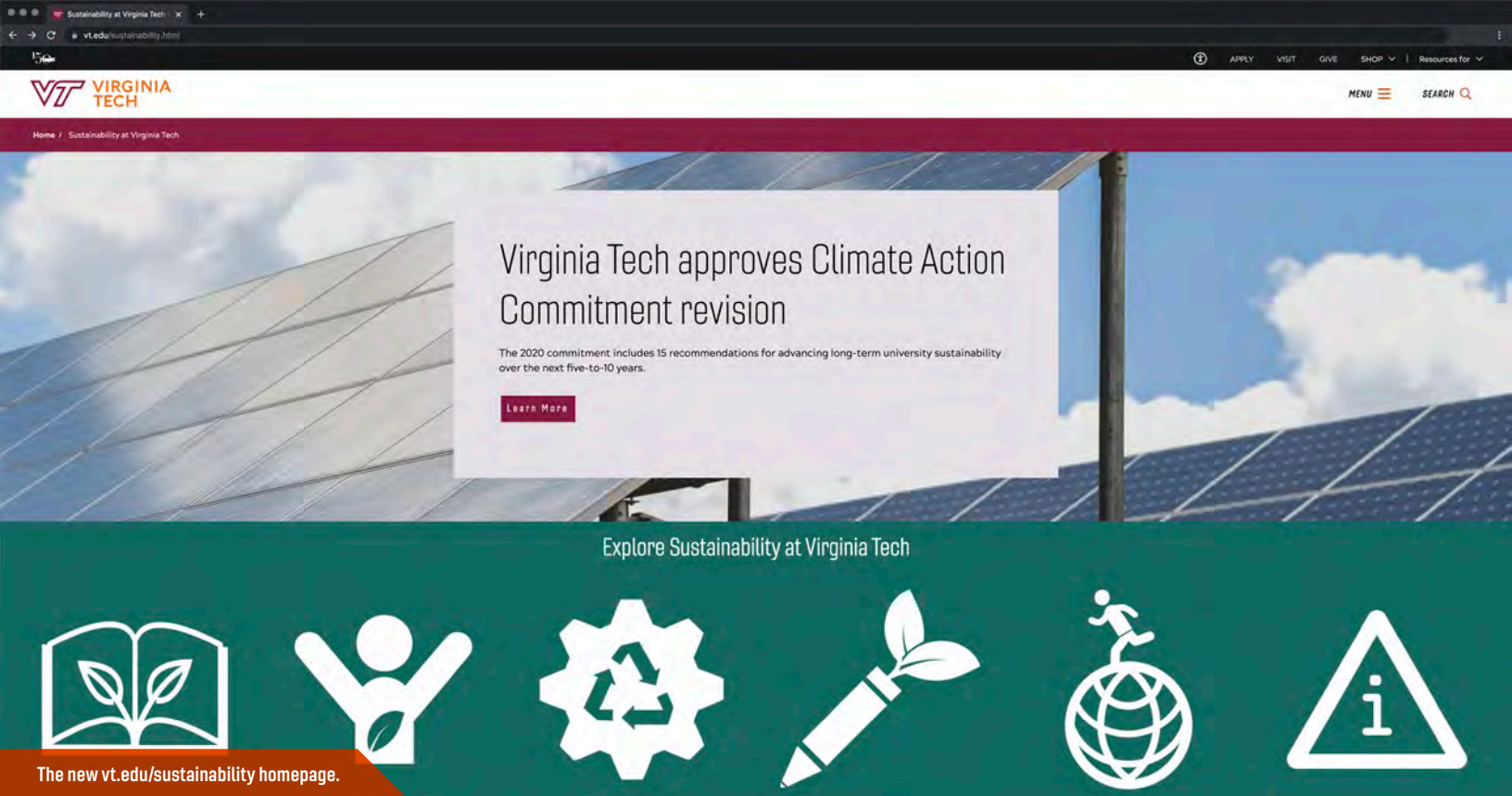
Goal 10. Climate Action Living Laboratory (CALL)

“Integrate the Climate Action Commitment into Virginia Tech’s educational mission through the Climate Action Living Laboratory beginning in 2021.”

FACULTY SURVEY

A survey was distributed to determine faculty interest in participating and collaborating in the development of the Climate Action Living Laboratory (CALL). As a result of this survey, the Climate Action Commitment Implementation Team now has a working list of about 50 faculty members from eight colleges as potential collaborators. This is one of the first steps in making progress towards achieving the three objectives of the CALL, laid out in the Climate Action Commitment:

1. Alter norms and incentives to overcome traditional barriers and nurture cooperation between academic units (research and teaching) and operations units.
2. Engage the university’s land grant extension and outreach programs to reflect the principles of the Climate Action Commitment and help implement them throughout the Commonwealth.
3. Integrate the physical infrastructure elements of the Climate Action Commitment into the fabric of the university’s educational and research programs to expand funding opportunities for campus innovation from state and federal sources as well as foundations.



SUSTAINABILITY WEBSITE

A new, updated Sustainability at Virginia Tech website, vt.edu/sustainability, is being developed to serve as the portal to all things Climate Action, Sustainability, and Energy. The new website is organized by STARS categories (Academics, Engagement, Operations, and Planning and Administration). The Academics category will present all sustainability and climate action-relevant majors, minors, courses, as well as relevant research and outreach/extension programs. The Engagement category will list all programs that students, employees, and community members can get involved in with relevant links for people to learn more about each option. The Operations category will link to data dashboard sites as they become available so the public can view progress being made towards Climate Action Commitment goals. The Administration category will be home to all sustainability reports, plans, and policies.

Other features of the website include an Events page, an About category where people can learn about the history of sustainability at Virginia Tech as well as the current Climate Action Commitment, and there will be resources for people to view such as recently released sustainability videos and news articles.

BUILDING ON EXISTING PROGRAMS

There are many existing programs that already support climate action and sustainability at Virginia Tech. Planning is underway to build upon these existing programs and expand these initiatives to not only better serve our Climate Action Commitment but also our students. Meetings, discussions, and follow-ups have occurred during the spring 2021 semester with Provost and Associate Provosts about the development of the Climate Action Living Lab and its potential to be incorporated into existing programs. There are also conversations underway about using the existing Pathways Minors, other minors, or a new minor to enhance and promote climate change and climate action related instruction. Additionally, the Climate Action Commitment supports research proposals in the Power and Energy Center and the Center for Energy and the Global Environment.

MGT 2354: LEADERSHIP FOR MANAGERS AND ENTREPRENEURS

One pre-existing example of using campus as a Climate Action Living Lab is the Virginia Tech Office of Sustainability's partnership with Dr. Kimberly Carlson, Associate Professor and Director of the Business Leadership Center in the Pamplin College of Business. The two groups have been working collaboratively throughout the 2020-21 academic year to provide meaningful, semester-long projects with a sustainability focus to students enrolled in MGT 2354: Leadership for Managers and Entrepreneurs.

This partnership serves as an example of how the Virginia Tech 2020 Climate Action Commitment can be implemented by integrating climate action projects into the curriculum.

The official course description for MGT 2354 is as follows: "Explore a broad range of concepts and theories important for a basic understanding of leadership skills for managers and entrepreneurs, including team leadership, motivation, conflict management, and community leadership. Practical assignments and case analyses are used to examine the ethical challenges leaders face in a global context."

Traditionally, this course would entail a semester-long collaboration with a local nonprofit in order to teach students teamwork and leadership skills while also allowing them to gain real world experience by working directly with clients to create a final product that meets the needs of all involved stakeholders. This course also has a designated service-learning component to it that commits all students to 15 hours of community service aligned with the course's learning objectives. Given the transition to a virtual format due to COVID-19, Dr. Carlson began thinking of ways to adapt the course to form a partnership internally within the university and reached out to the Office of Sustainability in August 2020. She worked with Campus Sustainability Manager, Nathan King, and Sustainability Coordinator, Emily Vollmer, to design a project that allowed students to develop their professional skills while promoting sustainability on campus.

During the fall 2020 semester, the course was focused on the promotion of the recently relaunched Green Office Certification (GOC) program. Groups of students were assigned to different departments on campus and were tasked with developing an enticing marketing pitch, delivering that pitch to their assigned department, and getting three offices from within that department to commit to participating in the Green Office Certification program. This assignment required students to gain a deep understanding of the Green Office Certification program in order to accurately advertise it and answer any questions that employees had about their potential participation. From this course and the hard work of Dr. Carlson's students, 12 different office units signed up to receive more information and updates on the GOC program with the intent of earning certification in the near future.

Due to the success of this partnership, the Office of Sustainability and Dr. Carlson continued working together. During the spring 2021 semester, the partnership focused on the creation of training materials for use in a digital badge program designed to educate faculty and staff on four major themes within sustainability: transportation, energy, waste management, and water. The students had to create a written training module on their assigned topic, either focusing on general education of why the topic is important and the impact it has on the environment, economy, and society; or focusing on the behavioral aspects of the topic, going into further details on actions that individuals can take to live more sustainability within each topic area. Throughout the semester, students worked with assigned subject matter experts to help develop accurate and thoughtful training materials that reflect the policies and programs of the university. The students' final products will be used as the basis of a Canvas course that will be developed over summer 2021 and launched the following fall.

THE LEARNING FACTORY

The Learning Factory, located in Durham Hall (rooms 197 and 297), serves as a hands-on engineering laboratory available to undergraduates, graduates, senior design teams, and various other research students. Looking ahead, the Learning Factory is being built around the ideology of serving as a testbed for Industry 4.0 in the ISE department.



Students in ISE Sr Design Team 46 developed and executed a project during the 2020-21 academic year to make the Learning Factory 100 percent renewable. The goal of their project was to implement a renewable energy generation system that will offset the power demands of the Learning Factory in its current state, as well as its future state once new equipment is added to the space. Achieving a net zero-electricity space is also a project goal in the hopes of being able to produce an equivalent, or higher, amount of electricity for use in the Learning Factory that would offset, and eventually replace, its reliance on fossil fuel electricity.

A solar array on the roof of Durham Hall was determined to be the most economic and efficient solution for powering the Learning Factory. The solar array system consists of 9 solar panels that are fixed to a south-facing rack on the roof of Durham Hall, directly above the Learning Factory. Because of the work by the student design team to fund these panels and move this project forward, the Learning Factory has a net-zero carbon footprint.

Goal 11. Climate Justice

“Establish climate justice as a core value of the Virginia Tech Climate Action Commitment.”

The Virginia Tech Climate Action Commitment uses the following definition of climate justice from Harlan, et al. (2015) ([researchgate.net/publication/299916194_Climate_Justice_and_Inequality](https://www.researchgate.net/publication/299916194_Climate_Justice_and_Inequality)) which contains four parts:

1. Sharing benefits and burdens of climate action equitably
2. Engaging marginalized groups as participants in the climate action process
3. Maximizing opportunities in climate action for marginalized groups to survive and thrive
4. Repairing historic harms against marginalized groups in developing climate action

As the commitment is implemented, Virginia Tech plans on continuing to bring in different stakeholders to shape the infrastructural changes necessary for implementation. Climate justice, when implemented well, is both the first and last considerations of any project. As the Energy and Sustainability Committee expands in the coming year, it will include a subcommittee specifically dedicated to forwarding climate justice. We want to pay special attention to those community members most affected by climate change and ensure their ability to shape our sustainability policies and have the material resources they need through cooperative extension programs. Moving forward, it is crucial to support our community and value their participation in shaping policy so that we can reach our goal of carbon neutrality by 2030 in an equitable and just manner.

The Virginia Governor’s Executive Order 43 (bit.ly/VAAccessibleEnergy) and the 2020 Clean Economy Act (bit.ly/CleanEconomyAct) require clean energy and climate goals be achieved in a just manner that advances energy, social-equity, and environmental justice.

CENTER FOR FOOD SYSTEMS AND COMMUNITY TRANSFORMATION

In late 2019, the Center for Food Systems and Community Transformation at Virginia Tech (foodsystems.centers.vt.edu) was created. The Center aims to build capacity to address food system issues across the rural-urban community divide and to cultivate more resilient, socially just, and economically viable food and farming systems in Virginia and beyond. Kim Niewolny, associate professor in the Department Agricultural, Leadership, and Community Education and director of the center, which is in the College of Agriculture and Life Sciences, stated in a May 2021 article, found at vtx.vt.edu/articles/2021/04/cals-food-systems, that, “As a land-grant institution, we have a responsibility to dig deep to better understand how and why racial disparities occur so that we may be part of the solution to dismantle the attitudes, practices, and structures that hold racism in place as a step toward creating a more just and sustainable food system that works for everyone.” The center is working hard to improve collaboration among a diverse group of stakeholders to address the complexity of food system issues with an emphasis on social equity and community sustainability.

Goal 12. Sustainable Choices and Behavior

“Diminish barriers to sustainable behaviors through institutional change, education and social marketing.”

THE GREEN OFFICE CERTIFICATION PROGRAM

The Green Office Certification Program gives faculty, staff, and students the tools they need to become greener Hokies working in more sustainable office areas. The goal of the program is to help employees reduce their footprint and improve the overall wellbeing of our planet. Virginia Tech’s Climate Action Commitment outlines goals surrounding energy efficiency, waste minimization, and greenhouse gas reductions. By participating, employees are able to directly help the university achieve its climate action goals while saving money and resources for their office.

This program was redeveloped and relaunched in fall 2020. Office can participate by identifying a Green Representative who completes a training session through the Office of Sustainability. In this training, they gain the skills and knowledge needed to create a greener workplace. Once the Green Representative completes training, they will unlock the Green Office Certification checksheet, where they will work with their colleagues to complete tasks and become more sustainable. Offices are scored in the following categories: Recycling and Events, Energy, Purchasing, Waste Reduction, Transportation, and Innovation. Offices will then be awarded either Bronze, Silver, Gold, or Platinum Green Office Certification.

During the 2020-21 academic year, the following offices completed their certification:

- ▶ Alternative Transportation Department - Gold
- ▶ Department of Religion and Culture - Gold
- ▶ Lab Support and Sterilization Services at the Center for One Health Research - Gold
- ▶ Lab Support and Sterilization Services at the Integrated Life Sciences Building - Gold
- ▶ Lab Support and Sterilization Services at Phase II - Gold
- ▶ Services for Students with Disabilities - Gold
- ▶ Translational Biology, Medicine, and Health (Roanoke Office) - Gold
- ▶ Student Affairs Project Management Department - Silver
- ▶ Women's Center at Virginia Tech - Silver

You can find out more about the Green Office Certification Program at facilities.vt.edu/sustainability/sustainability-programs/green-office-program.

GREEN GRADUATES

The Green Graduates of Virginia Tech program asks graduating students to take a personal sustainability pledge 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.

Thanks to tabling efforts during Earth Week by the Office of Sustainability Graduate Assistant, Michael Bell, over 110 graduates participated in the program for the 2020-21 academic year. The Virginia Tech Green Graduates program has been running for six years straight now.



Green Graduate Program at Virginia Tech.

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. The Green Team educates tailgaters on what can and can't be recycled, and how to green their game day experience.

The Game Day Green Team is led and organized by students who manage supplies, recruit volunteers, work with the Division of Campus Planning, Infrastructure, and Facilities on waste collection, and execute the program on each home game day. The program was on hold this year due to COVID. However, the Office of Sustainability shared tips on social media on how individuals can green their gameday from home.



Office of Sustainability student interns hosting an engagement event.

OFFICE OF SUSTAINABILITY STUDENT INTERNSHIP PROGRAM

The mission of the Student Internship Program is to provide students with valuable opportunities to create lasting, sustainable change at Virginia Tech while developing their professional skills and expanding their knowledge of the inner workings of the university. The program encourages ownership, creativity, and collaboration to solve some of the toughest sustainability 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.

The projects the students complete, paired with professional development classes and other training, allow students to sharpen and expand their environmental and professional skill sets. Intern teams work on a variety of tasks, including:

- ▶ **Partner Projects:** Teams will partner with various departments such as Energy Management, Stormwater Management, Sustainable Dining, and Housing and Residence Life to complete technical projects.
- ▶ **Education and Outreach:** Teams will 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, America Recycles Day, and World Water Day.

The internship maintained normal operations despite COVID-19, meeting regularly over Zoom with each other, their university partners, and with our counterparts at Radford University.



Intern teams work alongside Site and Infrastructure employees.

The projects that our intern teams worked on during the 2020-21 academic year include:

- ▶ Drafting a proposal for a Green Room Certification Program in collaboration with Dining Services, Housing, and Residence Life Sustainability Manager Blake Bensman for Housing and Residence Life. The program would serve as a pathway for students to learn more about sustainable living, including reducing energy usage, returning green reusable containers to the dining centers, utilizing alternative transportation, and recycling;
- ▶ Using the FoodPro database to catalog items as locally sourced, recyclable, and/or compostable within Dining Services' inventory database in collaboration with Dining Services and Blake Bensman;
- ▶ Performing research and analysis in support of waste reduction efforts within Dining Services. Student Interns focused on data analysis of each dining center's end-of-day pre-consumer food waste log recording; and
- ▶ Creating a training/educational video on macroinvertebrate stream sampling along with supplementary educational materials in partnership with Katelyn Muldoon from Site and Infrastructure Development. Their video is available at youtube.com/watch?v=rzVnKlFjo7E.

The student interns also helped host 2021 Earth Week events including a food drive, educational trail walk, tabling at dining halls, and social media activities.

More information on the student internship program and the work that the interns completed throughout the academic year is available at vtx.vt.edu/articles/2021/06/sustainability-interns-2021.

Two students involved in the Student Internship Program were highlighted in the VTx for their exceptional efforts both in our program and across campus in their courses, student organizations, and extracurricular activities. Taylor Bush, a two-time intern and 2021 graduate, is featured in this article, found at liberalarts.vt.edu/news/articles/2021/05/taylor-bush, which goes into further detail about her research and work to support waste reduction efforts in the dining halls on campus. Natalie Koppiier, another 2021 graduate, is featured in this VTx article at vtx.vt.edu/articles/2021/06/cals-aaec-koppiier-sustainability for her efforts in the student internship program and for being a member of the Climate Action Commitment Working Group.

SUSTAINABILITY WEEK/SUSTAINABILITY THROUGH THE SEASONS

Sustainability Week 2020 served as the kickoff for a new, year-long program called Sustainability Through The Seasons which will be replacing Sustainability Week in the future. There was a mix of virtual and in-person events, including a trail work service day at Poverty Creek with the Trails Coalition, a cycling commuter clinic, and Virginia Tech Dining bike tour, the Blacksburg Farmers Market, a virtual panel on changes to local recycling, the Blacksburg Bike Parade, and much more.

Sustainability Through the Seasons (STTS) has been developed to promote sustainability and events throughout the whole year, rather than just during one week. As a part of STTS, a series of virtual meetings were held called New Year/New Ideas where members of the community were able to share ideas for events and programs and the leadership team behind STTS made plans to make those events happen.

Another part of STTS is Sustainable Blacksburg's 21 Actions for 2021. Each week for 21 weeks, Sustainable Blacksburg shared an article and resources on different actions anyone can take to live more sustainably every day. Some examples include choosing reusables, donating or giving away items you no longer need, reducing food waste, sustainable gift giving, and more. You can find all of the actions on the Sustainable Blacksburg website sustainableblacksburgva.org.

HOKIE BIKE HUB

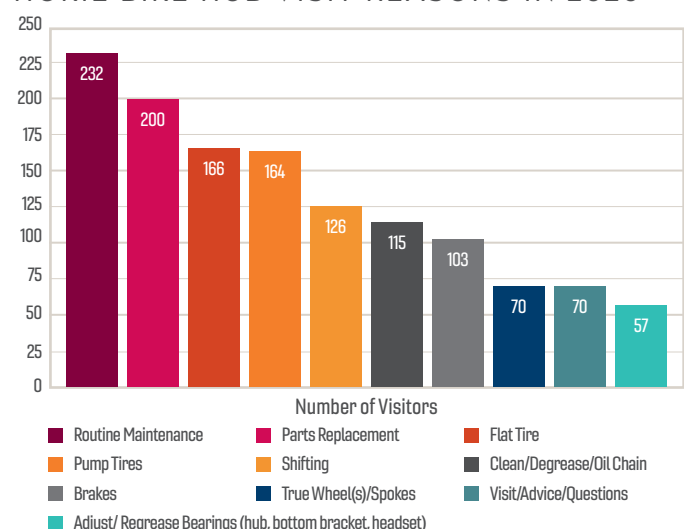
The Hokie Bike Hub is a free bike repair and maintenance workshop for Virginia Tech affiliates. Cyclists have access to tools and one-on-one help for self-service bike repair. They can also attend bike maintenance workshops and Smart Cycling classes. The Hokie Bike Hub has become the home of bicycling on campus and serves as a social space for cyclists to interact and learn from one another. Having a space like this available for free on campus helps encourage and support the use of bicycles as a mode of alternative transportation.

The graph to the right shows the number of visitors to the Hokie Bike Hub for each given primary reason. As you can see, people come to the bike hub for all sorts of reasons including routine maintenance, fixing flat tires, general advice and questions, parts replacement, and more.

SUSTAINABLE EATS BIKE TOUR

On Sept. 22, 2020, a dozen students and staff rode across campus for the second annual Sustainable Eats Bike Tour. The event was powered by ROAM, a campus bikeshare program, and Virginia Tech Alternative Transportation. The tour stopped at dining centers to taste dishes made with local and campus-raised ingredients. The bike tour concluded at a farm stand stocked with produce from Homefield Farm.

HOKIE BIKE HUB VISIT REASONS IN 2020



Menu items included:

- ▶ Sweet potato sofritas taco with pico, cilantro lime crema, and super slaw
- ▶ Bruschetta with rosemary bread toast points
- ▶ Red Rooster Coffee and farms featured items
- ▶ Homestead Creamery ice cream and milkshakes
- ▶ Homefield Farm soup with bread and sliced produce from Farm Stand



EARTH WEEK 2021

at Virginia Tech

Scan to view
lineup of
awesome events
on each day



Sunday 4/18:	Monday 4/19:	Tuesday 4/20:	Wednesday 4/21:	Thursday 4/22:	Friday 4/23:	Saturday 4/24:
Environmental Justice and Community	Energy Reduction	Water and Food	Waste	Education and Behavioral Change	Transportation	Habitats and Biodiversity

EARTH WEEK

Virginia Tech's annual Earth Week events are led by The Environmental Coalition at Virginia Tech and the Office of Sustainability with support from over twenty other student, university, and community groups. Earth Week 2021 was held Sunday, April 18 through Saturday, April 24. Each day of Earth Week is themed around an important sustainability topic, like environmental justice and community, energy reduction, water and food, waste, education and behavior change, transportation, and habitats and biodiversity. The particular events held during Earth Week change year to year, but the basic mission to celebrate and take action for a sustainable campus is carried from year to year.

This year, Earth Week had a mix of virtual and in-person events in order to safely accommodate appropriate COVID-19 protocols while also providing a valuable and engaging experience for participants. Our 30 different partners held 43 total events throughout the week. Of those events, 21 were in person and 22 were virtual. Some noteworthy events included an Arbor Day celebration and

2021 EARTH WEEK EVENTS

April 18: Environmental Justice and Community
3 p.m. Making Your Voice Heard: How CCL uses Grassroots Lobbying to Affect Policy Change and How You Can Help
4 p.m. Pipelines to Nowhere: Frontlines in the Climate Fight
6 p.m. Youth Climate Organizing Panel

April 19: Energy Reduction
9 a.m. Green Grads tabling
11 a.m. EC Tabling
12 p.m. I Can Make That With My Old T-shirt!
3 p.m. Lunch and Learn: Food Insecurity Discussion Series
5 p.m. Green Engineering Panel
6 p.m. Documentary Screening

April 20: Water and Food
10:30 a.m. EC Nature Walk
11:30 a.m. EC Tabling
3 p.m. Stadium Woods Service Trip
3:30 p.m. Ecological Restoration with Dr. Jeff Kirwan
5:30 p.m. Yoga in the Garden
6:30 p.m. Common Invasive Plants in Virginia: Identification, Control, and Native Alternatives

April 21: Waste
All day: YMCA pop up thrift store
9 a.m. Green Grads tabling
1 p.m. Wait Don't Throw That Away! Reducing Food Waste
2 p.m. Blacksburg Farmers Market
6 p.m. Humans and Nature: A Roundtable Discussion on Environmental Justice, Ecofeminism, and Political Ecologies
6 p.m. Sustainability Trivia

April 22: Education and Behavior Change
All day: ROAM NIRV bike rentals
10 a.m. Exploring Your Role in Social Change
12 p.m. An Inside Look at Virginia Tech's New Climate Action Commitment: Process Goals, and Next Steps
2 p.m. Let's Talk About Sustainability
3 p.m. What is Service Learning?
5:30 p.m. Earth Day yoga on the Drillfield
5:30 p.m. Science on Tap
6 p.m. Thomas Goodman from Plant Dining Partnership virtual discussion and Q&A
7 p.m. The Art of Leave no Trace: How to Have Fun in the Outdoors Without Destroying it

April 23: Transportation
9 a.m. Green Grads Tabling
12 p.m. Huckleberry Campus Bike Tour
1 p.m. Educational Walking Trail
2 p.m. McAfee Knob panel discussion

April 24: Habitats and Biodiversity
8 a.m. Blacksburg Farmers Market
8 a.m. Broomin' and Bloomin' Litter Cleanup
9 a.m. Town of Blacksburg Arbor Day Tree Planting
10 a.m. Library Book Sale
10 a.m. Stadium Woods Tree Planting
1 p.m. Water Monitoring Demonstration





tree planting at Stadium Woods; Green Grads tabling; a green engineering panel discussion; yoga in Hahn Horticulture Garden; a YMCA pop up thrift shop on the Drillfield; a roundtable discussion on environmental justice, ecofeminism, and political ecologies; tabling at the Blacksburg Farmers Market; bike rides and walking events along the Huckleberry Trail; a water monitoring demonstration; and much more. The full calendar of events can be found at facilities.vt.edu/sustainability/sustainability-programs/earth-week.

Dining Services packed Earth Week 2021 with amazing opportunities for students to showcase their Dining Services related sustainability Projects.

- ▶ Plant-forward education: Plant-forward menus were featured throughout the week at various dining facilities. In addition, a tabling event was held to help students learn more about plant-forward.
- ▶ Hydroponic wall and water conservation: Dining Services partnered with students from the School of Plant and Environmental Sciences to focus on hydroponics research and the creation of a green wall.
- ▶ Waste reduction: The Office of Sustainability Waste Interns showcased their waste reduction project focused on food waste diversion and helpful tips for students to reduce their waste on campus.
- ▶ Local and sustainable foods: The Food Interns from the Office of Sustainability presented their sustainable supply chain research of Deet's Place and provided solutions to increase sustainable purchasing.
- ▶ Choose to reuse: This year, Dining Services teamed up with the Virginia Tech Living Learning Community "Studio 72". Together, they highlighted the impact of Dining Services' reusable containers through a one-of-a-kind art piece.



During Earth Week, the Office of Sustainability held a week-long food drive for The Giving Tree Food Pantry in Christiansburg. Throughout the week, collection points were made available for people to donate food. At these collection points, members and interns of our office not only collected food, but educated students, faculty, staff, and community members on topics of food insecurity and



Campus Kitchen food drive.



sustainability. In total, we were able to donate 362 total items weighing in at 339 pounds. Our office partnered with the Campus Kitchen program to get all of the donated goods delivered alongside their regularly scheduled delivery of redirected unserved food.

Tyler Harris, a student in the Multimedia Journalism program at Virginia Tech, created this video on the food drive [youtube.com/watch?v=hWIGo90S4Tw](https://www.youtube.com/watch?v=hWIGo90S4Tw).

VT ENGAGE

On top of running the Campus Kitchens program (see Goal 7), VT Engage also hosted several local service projects during spring 2021 with the Master Naturalists to help with the removal of invasive plants from Stadium Woods. VT Engage also hosted multiple offerings of a virtual workshop titled “Wait, Don’t Throw that Away!” These workshops were open to anyone interested in attending and provided tips on how to reduce waste in unique ways. Additionally, VT Engage participated heavily in Earth Week by providing even more workshops and service opportunities with an environmental focus.



LIGHTS OUT/POWER DOWN

Since 2010, Virginia Tech has participated in the Interruptible Load Reliability energy reduction program. The program is part of Virginia Tech’s agreement with PJM Interconnection, Virginia’s regional electric transmission grid operator, and is managed by the Virginia Department of Mines, Minerals, and Energy and administered by CPower.

As a large consumer of electricity in the region, Virginia Tech’s participation helps mitigate the loss of power in the broader community during times of peak energy usage, such as hot, humid summer afternoons and early evenings. This program, nicknamed Lights Out/Power Down (vtx.vt.edu/articles/2021/07/campusplanning-lightsout21), allows the university to test its ability to meet that demand should those conditions occur.

For the twelfth year in a row, the Virginia Tech community exceeded its goal during the annual Lights Out/Power Down event held on June 24 on the Blacksburg campus. During the designated 90-minute time period (1:45–3:15 p.m.), the university reduced its campus electrical power demand to an average of 19,300 kilowatts from 22,300 kilowatts peak earlier in the day, a 3,000 kilowatt reduction. The demand goal for the 2021 event was 20,800 kilowatts for the hour.

This program challenges employees to alter their habits in the workplace to reduce their energy consumption. Requiring simple behavior changes during Lights Out/Power Down, such as turning off the lights or unplugging appliances that are not in use, brings awareness to the big effects small actions can have. By having this event on an annual basis, employees are consistently reminded of the impact their actions in the workplace have on campus energy use.

Goal 13. Climate Action Commitment Implementation and Engagement

“Implement the Virginia Tech Climate Action Commitment at a high level of university administration and governance; by integrating goals for facilities, education, and campus culture; and with stakeholder engagement for evaluation of goals and progress.”

COMMITMENT IMPLEMENTATION WORKING GROUP

The Climate Action Commitment Implementation Working Group is the primary force in developing plans of action and guidelines for the implementation of the 2020 Climate Action Commitment. The commitment Implementation Working Groups consists of employees from across the Division of Campus Planning, Infrastructure, and Facilities (CPIF) and a few key faculty members. The group meets on a weekly basis to document progress and set achievable goals to continuously make progress towards achieving the goals laid out in the commitment.

Goal 13 aims to engage the entire university in climate action and sustainability. Programs cited above in Goal 12 provide such opportunities, but the Climate Action Commitment Implementation Working Group has identified two particularly successful programs in the Office of Sustainability that can be built upon to further achieve commitment implementation and engagement: the Student Sustainability Internship Program and the Student Green RFP Program.

CAMPUS PLANNING, INFRASTRUCTURE, AND FACILITIES ORGANIZATIONAL CHANGES

During the summer of 2021, positive organizational changes are taking place within the Division of Campus Planning, Infrastructure, and Facilities (CPIF) which will help elevate commitment implementation in the university, especially for the physical changes required to achieve GHG emission reduction. The commitment aims for a broader, university-wide commitment including academic instruction, research, and outreach; campus culture and behavior; and climate justice. Therefore, CPIF's efforts must be complemented by positive leadership related to academics, campus life, and student affairs. The current short-term Senior Fellow for Climate Action is intended to fill this role, and plans are being developed to provide for more permanent leadership.

NEW OFFICE OF SUSTAINABILITY WEBSITE

Development is well underway for a new sustainability website (vt.edu/sustainability) that will serve as the portal to all things sustainability and climate action, organized by STARS categories (academics, operations, engagement, administration). The academics category will present all sustainability/climate action-related majors, minors, courses, as well as relevant research and outreach/extension programs. The operations category will link to data dashboard sites as they become available. The engagement category will link to relevant programs and opportunities for the campus community to participate in climate action.

“AN INSIDE LOOK AT VIRGINIA TECH’S NEW CLIMATE ACTION COMMITMENT” EARTH DAY WEBINAR

On April 22, 2021 (Earth Day), the Office of Sustainability hosted Professor Emeritus John Randolph for a webinar titled “An Inside Look at Virginia Tech’s New Climate Action Commitment.” The new commitment had just been approved a month prior and this event served as an introduction of the commitment to the Virginia Tech community.

Denny Cochrane, the Director of the Office of Sustainability, provided an historical overview of Virginia Tech’s sustainability efforts and our previous Climate Action Commitment. Then, Dr. John Randolph went through the 15 goals of the new Climate Action Commitment and laid out some potential pathways for achieving those goals. There was a Q&A from the audience as well, allowing students, faculty, staff, and members of the Town of Blacksburg to ask any questions they had.

The webinar was recorded and is available at youtube.com/watch?v=7z0019022rk&t=1s.

SUSTAINABILITY TRACKING, ASSESSMENT, AND RATING SYSTEM (STARS)

Virginia Tech was awarded a Gold STARS rating on March 18, 2021 with a score of 72.78. This is an improvement from our previous score, despite even stricter standards in the reporting system than previous years. With this rating, we continue to hold the highest active STARS rating in both the Atlantic Coast Conference and the Commonwealth of Virginia.

Maintaining a STARS Gold rating or above through 2030 is an important aspect of Goal 13 as it allows us to continuously evaluate our sustainability goals and progress. We can use our score as a way to measure our improvement in areas of academics, engagement, planning and administration, and operations and develop strategies to improve upon them.

This is our fifth STARS submission and our third time earning Gold. This submission took about a year and half to complete from start to finish and involved over 60 subject matter experts from across the campus community as well as at the local, state, and national level. At the heart of our submission are all of the efforts by Virginia Tech students. The VTx article found at vtx.vt.edu/articles/2021/04/sustainability-stars covers some of the ways that students are featured in our report, including the Office of Sustainability student intern program and the Green RFP program.

2020-21 STARS STANDINGS

Atlantic Coast Conference

Institution	Score	Rating
Virginia Tech	72.78	Gold
North Carolina	69.57	Gold
Miami	66.97	Gold
Virginia	66.30	Gold
Louisville	66.24	Gold
Florida State	65.91	Gold
Wake Forest	65.53	Gold
Notre Dame	63.29	Silver
Boston College	54.99	Silver
Clemson	53.85	Silver
Syracuse	53.65	Silver
Pitt	49.76	Silver
NC State	—	—
Georgia Tech	—	—
Duke	—	—

Commonwealth of Virginia

Institution	Score	Rating
Virginia Tech	72.78	Gold
University of Virginia	66.30	Gold
James Madison University	65.92	Gold
University of Richmond	65.64	Gold
George Mason University	65.155	Gold
Virginia Commonwealth University	60.83	Silver
Washington and Lee University	55.10	Silver
Radford University	50.18	Silver
Bridgewater College	—	—
Christopher Newport University	—	—
College of William & Mary	—	—
Eastern Mennonite University	—	—
Ferrum College	—	—
Hollins University	—	—
Longwood University	—	—
Lynchburg College	—	—
Mary Baldwin University	—	—
Old Dominion University	—	—
Randolph College	—	—
Roanoke College	—	—
Shenandoah University	—	—
Sweet Briar College	—	—

Goal 14. Innovative Financing

“Develop innovative budgeting and financing mechanisms to generate funding and staffing to achieve Climate Action Commitment goals.”

GREEN RFP PROGRAM

Student engagement is an important factor in advancing sustainability at Virginia Tech. The Green Request for Proposal (RFP) Program gives students the opportunity each year to submit a proposal for a sustainable idea that they would like to see implemented on the university’s Blacksburg campus. Proposed ideas must clearly support the Climate Action Commitment in order to receive funding consideration. Since its initiation in academic year 2010-11, the Green RFP program has provided funds in excess of \$1.5 million for 110 student sustainability proposals.

The Office of Sustainability received 57 proposals during the 2019-2020 academic year. Of those proposals, 19 were selected to be reviewed by the Office of Budget and Financial Planning. However, due to COVID-19, the review and funding of these proposals was put on hold.

Despite the pandemic, the Office of Sustainability still opened up submissions for Green RFPs during the 2020-21 academic year. We received a total of 65 proposals, 18 of which moved through the Energy and Sustainability Committee to be presented to the Office of Budget and Financial Planning alongside the 2019-20 RFPs.

On June 1, 2021, 14 proposals were funded from the 2019-20 batch of proposals for a total of \$217,750 and 13 proposals from the 2020-21 batch were funded for a total of \$155,048. These 27 approved proposals with funding at nearly \$373,000 are currently being implemented. Some examples of funded projects include replacing water fountains with water bottle refill stations, LED lighting upgrades in multiple buildings and in lamp posts along sidewalks, an HVAC upgrade to the Moss Arts Center, creation of a monarch butterfly habitat in Hahn Horticulture Garden, installation of three electric vehicle charging stations in the Squires parking lot, and much more. The full list of approved proposals is available at facilities.vt.edu/sustainability/sustainability-programs/green-rfp-program.

CLIMATE ACTION COMMITMENT BUDGET REQUEST

The Climate Action Commitment Implementation Group worked to create a budget request for the 2021-22 fiscal year to support the advancement of the commitment. The group is currently awaiting final results of that request. This budget request included funding for additional staffing to help carry out implementation of the Climate Action Commitment.

GREEN REVOLVING INVESTMENT TRACKING SYSTEM (GRITS)

Virginia Tech is now a member of the GRITS online platform. GRITS allows users to track the energy, financial, waste, water, and carbon savings data from sustainability projects. GRITS also features a library of more than 2,500 projects completed by other GRITS users across the United States.

GRITS is currently being used by the Office of Energy Management and discussions are underway to determine the best projects to track in GRITS so that benefits can be better quantified, tracked, and shared with the public. Understanding the financial and environmental impacts of projects that happen on campus and being able to back those up with data is the first step in developing support for innovative financing options for future projects.

Goal 15. Toward 2050 Fossil Fuel Free

“Develop Pathways after 2030 to eliminate fossil fuels and carbon offsets by 2050.”

Virginia Tech is laying the groundwork for being fossil fuel free by 2050. A Utilities Master Plan is being developed which will be used to steer the design and development of infrastructure in a way that will be

conductive to reaching carbon neutrality. One avenue that will be explored in the creation of the UMP is the total electrification of campus. Additionally, our plans to transition to renewable energy sources by 2030 will be instrumental in moving towards this long-term goal, as will technological innovations and reductions in our coal and natural gas usage at the steam plant. When the commitment is revisited in 2025 there will be more substantial discussion on the pathway toward this goal.

CONCLUSION

Virginia Tech continues to demonstrate its commitment to being a leader in campus sustainability. The greatest showcase of this commitment is the passing of the new 2020 Climate Action Commitment by the Virginia Tech Board of Visitors in March 2021. The new commitment, which framed this report, presents a clear commitment to institutional change and progress. The goal of carbon neutrality by 2030 is not being taken lightly and the entire university community is on board to make the necessary improvements and changes happen. This commitment to progress is seen in the major strides the university has made in just a short time since the Commitment's approval.

Virginia Tech's efforts towards practicing sustainability are being recognized on a national and global level. During the 2020-21 academic year, Virginia Tech received its highest-ever Gold STARS rating, improving upon its score despite stricter standards. The latest STARS rating keeps Virginia Tech at the top of not only all universities in the Commonwealth of Virginia, but also in the Atlantic Coast Conference. The Times Higher Education Impact Rating, guided by the United Nations Sustainable Development Goals, puts Virginia Tech in the top 25 globally for Responsible Consumption and Production (12). Additionally, the Impact Ranking places Virginia Tech in the top 200 globally for Clean Water and Sanitation (SDG 6) and Sustainable Cities and Communities (SDG 11). The university has also maintained its Tree Campus Higher Education accreditation for the thirteenth straight year.

Major strides have been made in the realm of energy use and efficiency on campus. This year's campus-wide lighting audit and Building Automation System Assessment gives Virginia Tech the background information needed to develop an ambitious and achievable Ten-Year Energy Action Plan in the near future. These efforts, combined with the current discussions on increasing the presence of solar on campus, will put Virginia Tech in a good position to achieve carbon neutrality by 2030.

Virginia Tech's campus proudly displays 34 LEED-Registered buildings totaling over 2.8 million gross square feet. Twenty-one of those buildings are certified, five are pending certification, five are under construction, and three are 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, or the renovation of such buildings, shall conform to LEED Silver standards or better.

Waste management and recycling at Virginia Tech is continuing to hold strong. The release of the new Comprehensive Waste Management Plan will ensure that waste is managed properly across campus. The current recycling rate is 38.1% and the diversion rate is 85.2 percent, putting us well on our way to a zero-waste campus by 2030.

Sustainability at Virginia Tech is a partnership between its colleges, departments, units, students, employees, and the Blacksburg community. It represents a town-gown model for the Commonwealth of Virginia and the U.S. At the end of the day, all Hokies are sustainability champions with the goal of making Blacksburg a Special Sustainable Place.

The Office of Sustainability has been producing Sustainability Annual Reports since 2010. For access to all prior reports, visit facilities.vt.edu/sustainability/sustainability-reports/virginia-tech-sustainability-annual-reports.

Acknowledgments

2020-21 Sustainability Annual Report Prepared by the Office of Sustainability:

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With Special Thanks To:

John Randolph | Professor Emeritus and Senior Fellow for Climate Action

The Virginia Tech and Blacksburg Community

DENNY COCHRANE

The Director of Sustainability, Denny Cochrane, retired from Virginia Tech on July 1, 2021. For the past 55 years, Denny has been a proud Hokie - as an undergraduate in the Corps of Cadets, a cadet leader in the U.S. Army, a campus administrator, and as a sustainability champion.

In September 2007, Cochrane was tasked with starting and leading a new unit to Virginia Tech: the Office of Sustainability. One month later, the new office led Virginia Tech's first sustainability collaboration with the Town of Blacksburg and local citizens group, Sustainable Blacksburg, that launched Sustainability Week. This annual event was recognized at the state level as a model for a town-gown sustainability partnership and received a Governor's Environmental Excellence Award. Denny was also instrumental in the creation of Virginia Tech's first Climate Action Commitment in 2009.



Over the past 14 years under Cochrane's leadership, the Office of Sustainability has advanced environmental stewardship at Virginia Tech in countless ways. Delivering sustainability engagement opportunities for students, including the award-winning internship program, and the Green RFP program, which has provided university funding for the implementation of 110 student-generated campus sustainability projects over the past decade, are just a couple of highlights.

The university's continued recognition as a national leader in sustainability can be attributed in large part to the office's and Cochrane's efforts. Virginia Tech's Sustainability Tracking, Assessment, and Rating System (STARS) Gold rating, Tree Campus Higher Education certification (13 consecutive years), and Princeton Review top 50 Green Colleges reflect Virginia Tech's dedication to the environment.

Virginia Tech would not be the leader in sustainability that it is today without the hard work and dedication from Denny Cochrane.

From the Office of Sustainability and the Virginia Tech community, we wish Denny Cochrane well in his retirement and thank him for his many years of service to this university, community, and nation. His impact on all of us has been profound and will not be forgotten.

Read about Cochrane and his accomplishments vtx.vt.edu/articles/2021/06/Denny-Cochrane-Retirement.

APPENDIX

2020 Climate Action Commitment

Greenhouse Gas Inventory and Assessment Report

LEED Summary Table

Design and Construction Standards Manual

Calendar Year 2020 Recycle Rate Report

Comprehensive Waste Management Plan

Sustainable Procurement Policy

2020-21 Student Green RFP Memorandum



RESOLUTION TO APPROVE THE VIRGINIA TECH 2020 CLIMATE ACTION COMMITMENT

WHEREAS, Virginia Tech recognizes that 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; and

WHEREAS, Virginia Tech has long been recognized as a leader in campus sustainability, with the highest scores for the Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking, Assessment, and Rating System (STARS) for institutions in the Commonwealth of Virginia and the Atlantic Coast Conference, numerous Governor's Environmental Excellence Awards, prominent standing in Princeton Review's top 50 Green Colleges, and many other accolades; and

WHEREAS, the 2009 Virginia Tech Climate Action Commitment and Sustainability Plan, as revised in 2013, was a cutting-edge effort for its time, but now fails to prescribe what climate scientists recognize as necessary actions and also falls short of many peer universities' recent initiatives; and

WHEREAS, the campus community has pushed for more aggressive climate action as represented by demands of student environmental organizations and resolutions by the Faculty Senate and Staff Senate, the Student Government Association, and the Graduate Student Assembly; and

WHEREAS, Virginia Tech President Timothy D. Sands stated in November 2019 that "climate change presents one of the world's most pressing problems...and Virginia Tech has a duty to respond," and called for a new working group to evaluate the university's progress in climate action and to update its climate action commitment; and

WHEREAS, a 26-member Virginia Tech Climate Action Commitment Working Group met weekly for six months from January through June 2020; led 12 subcommittees involving 125 faculty, staff, student, and community participants; and engaged hundreds of university community members in online surveys and virtual convening sessions, to produce a comprehensive evaluation of progress and develop a new Virginia Tech 2020 Climate Action Commitment; and

WHEREAS, the Virginia Tech 2020 Climate Action Commitment contains an aggressive yet pragmatic set of 15 goals - and pathways to achieve those goals - that involve necessary upgrades to the campus physical infrastructure and operations to reduce greenhouse gas emissions (GHG), integrate these improvements into the university's educational and research mission, engage everyone to enhance the campus culture of sustainability, and consider these actions' financial, environmental, reputational, and social equity impacts and benefits; and

WHEREAS, the Virginia Tech 2020 Climate Action Commitment sets the stage for Virginia Tech to shine as an exemplar and leader in higher education climate action by not only aiming to become a carbon neutral and zero-waste campus by 2030, but also utilizing the university's unique Virginia Tech Electric Service to partner and develop a way to 100 percent renewable electricity by 2030; using considerable land resources to manage agricultural impacts, sequester carbon, and develop renewable energy; accounting for behavior-related GHG emissions from waste and transport; integrating climate action into education; and specifically addressing community engagement, sustainable behaviors, and social equity;

WHEREAS, in developing innovative budgeting and financing mechanisms to achieve the Virginia Tech 2020 Climate Action Commitment goals, the university shall recognize that all financial needs compete for resources, consider the impact on tuition and fee constraints as well as university debt capacity, and incorporate funding requests into established annual operating and/or capital budgeting processes as appropriate.

NOW, THEREFORE, BE IT RESOLVED, that the Virginia Tech Board of Visitors approve the Virginia Tech 2020 Climate Action Commitment, including the following vision and mission statements, and 15 goals:

Vision of the Virginia Tech 2020 Climate Action Commitment:

In the spirit of Ut Prosim, Virginia Tech will be a leader in climate action in service to our community, the Commonwealth, and the world.

Mission of the Virginia Tech 2020 Climate Action Commitment:

The mission of the Virginia Tech 2020 Climate Action Commitment is to achieve carbon neutrality by changing our physical infrastructure, collective and individual behaviors, and educational mission; to engage everyone in creating a culture of sustainability; and to achieve these objectives through just and equitable means.

The Virginia Tech 2020 Climate Action Commitment Goals

1. Carbon neutral Virginia Tech campus by 2030
2. 100 percent renewable electricity by 2030
3. Complete the total conversion of steam plant fuel to natural gas by 2025, plan for a full transition to renewable steam plant fuel after 2025, and continue to improve the efficiency of campus energy systems
4. Reduce building energy consumption to enable carbon neutrality by 2030
5. Operations of new buildings initiated by 2030 will be carbon neutral
6. Agricultural, forestry, and land use operations will be carbon neutral by 2030
7. Virginia Tech to become a Zero-Waste Campus by 2030
8. Establish sustainable procurement policy and procedures by 2022
9. Reduce single-occupancy-vehicle commuting to campus by 20 percent by 2025 and reduce transportation-related GHG emissions by 40 percent by 2030
10. Integrate the Virginia Tech 2020 Climate Action Commitment into the university's educational mission through a new Climate Action Living Laboratory beginning in 2021
11. Establish climate justice as a core value of the Virginia Tech 2020 Climate Action Commitment
12. Diminish barriers to sustainable behaviors through institutional change, education and social marketing
13. Implement the Virginia Tech 2020 Climate Action Commitment at a high level of university administration and governance; by integrating goals for facilities, education, and campus culture; and with stakeholder engagement in the ongoing evaluation of goals and progress
14. Develop innovative budgeting and financing mechanisms to generate funding and staffing to achieve the Virginia Tech 2020 Climate Action Commitment goals
15. Develop pathways after 2030 to eliminate fossil fuels and carbon offsets by 2050

Recommendation:

That the Virginia Tech 2020 Climate Action Commitment be approved.

2019 Greenhouse Gas Inventory and Assessment Report

Professor Sean McGinnis - Director VT Green Engineering
Kaitlin Hur (CHEN), Tyler Leaser (BSE), Grace McCarthy (CHEN)
Danny McKillop (CEE), Natalie Romero (CEE), Sydney VandeMeulebroecke (SBIO)

FEBRUARY 12, 2021



Introduction

Virginia Tech has completed a Greenhouse Gas (GHG) Inventory and Assessment Report since 2007 as part of its Climate Action Commitment. GHGs are chemicals that absorb heat in the upper atmosphere and lead to global warming. The dominant GHG is carbon dioxide (CO₂) which is emitted from the combustion of fossil fuels. Other important GHG emissions include methane (CH₄) and nitrous oxide (N₂O). These chemicals are compiled in a GHG Assessment, often called a carbon footprint, which is a critical component of the commitment because it provides a quantitative analysis of campus emissions and goals. It also provides a means to quantify the various sources of emissions so that detailed plans can be developed for future emissions reductions. Without an accurate GHG Assessment, campus GHG plans and goals may not reduce emissions effectively and there can be a lack of accountability. Claims of carbon neutrality, in which all included GHG emissions are reduced to zero or offset, require a GHG assessment to confirm compliance.

The current Climate Action Commitment, approved in 2013, states in point 13 that:

“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 2019 GHG assessment also supports the spring 2020 Climate Action Committee (CAC) recommendation of a carbon-neutral Virginia Tech campus by 2030. In this context, carbon neutral is defined as net-zero emissions of CO₂, CH₄, and N₂O by Virginia Tech operations at the Blacksburg campus based on geographic and GHG scope of 2020 commitment. The commitment resolution was approved by the University Council in November 2020 and will be voted on by the Board of Visitors in spring 2021.

This GHG assessment uses SIMAP, the *Sustainability Indicator Management and Analysis Platform* (SIMAP) developed by the University of New Hampshire. This is the most common GHG analysis platform used by universities around the US. Previous GHG assessments at Virginia Tech used an internal excel spreadsheet compiled and analyzed by the Facilities department. Moving to a formal GHG platform will standardize this process and allow for more accurate and consistent analyses from year-to-year.

Results and Discussion

Scope	Source	CO ₂ (kg)	CO ₂ (mt CO _{2e})	CH ₄ (kg)	CH ₄ (mt CO _{2e})	N ₂ O (kg)	N ₂ O (mt CO _{2e})	GHG (mt CO _{2e})	GHG (%)
2	Purchased Electricity	123,257,006	123,257	11,898	333	2,172	576	124,166	44.2
1	VT Power Plant Steam	52,475,485	52,475	5,372	150	283	75	52,701	18.8
1	VT Power Plant Electricity	17,321,708	17,322	1,773	50	93	25	17,396	6.2
3	Upstream Methane Leakage	0	0	620	17,366	0	0	17,366	6.2
3	Faculty Commuting	13,873,467	13,873	749	21	486	129	14,023	5.0
3	Electricity T&D Losses	13,705,818	13,706	1,323	37	242	64	13,807	4.9
1	Fertilizer & Animals	0	0	384,544	10,767	6,104	1,618	12,385	4.4
3	Business Air Travel	9,155,116	9,155	15	0	107	28	9,184	3.3
1	Building Natural Gas	8,207,390	8,207	817	23	16	4	8,235	2.9
1	Fleet and Aviation Fuels	4,595,961	4,596	120	3	98	26	4,625	1.6
3	BT Bus System	3,025,873	3,026	9	0	9	2	3,029	1.1
3	Undergraduate Student Commuting	2,829,711	2,830	153	4	99	26	2,860	1.0
3	Graduate Student Commuting	927,065	927	50	1	33	9	937	0.3
3	Wastewater	0	0	0	0	752	199	199	0.1
3	Solid Waste	0	0	-4,724	-132	0	0	-132	0.0
		249,375		28,625		2,781		280,781	100%
88.8% CO ₂ + 10.2% CH ₄ + 1.0% N ₂ O = 100% Virginia Tech GHG Emissions									

Table 12. SIMAP GHG Emissions Results

All GHG emissions results were calculated by SIMAP based on the inventory data and emissions factors detailed in the previous sections. The resulting emissions are shown in Table 12, 13, and Figure 3.

The total estimated GHG emissions for this assessment are 280,781 metric tons carbon dioxide equivalent (mt CO_{2e}). The scope 2 utility electricity is the largest emission category at 44 percent. The direct university emissions in scope 1 account for 34 percent. The indirect emissions of scope 3 are 22 percent of the total carbon footprint. 70 percent of these scope 3 emissions are due to the expanded scope elements of electricity T&D losses, upstream methane leakage, business air travel, and the BT bus system.

Breaking this down by GHG chemical, 89 percent of these emissions are due to CO₂, 10 percent due to CH₄, and 1 percent due to N₂O. From a source perspective, 70% of the emissions results from

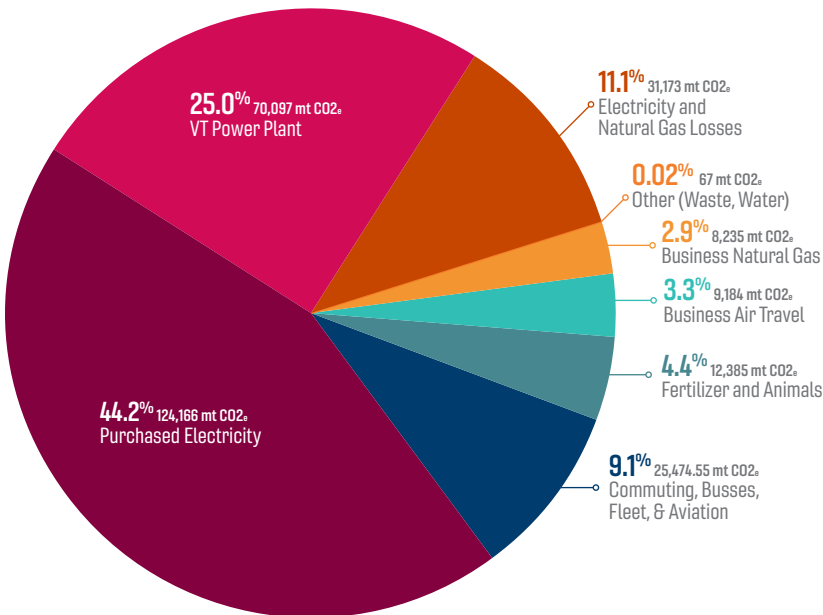


Figure 3. SIMAP GHG results by category

Scope	GHG (mt CO ₂ e)	GHG (%)
1	95,342	34.0
2	124,166	44.2
3	61,273	21.8
	280,781	100%

Table 13.

Past Calendar Year GHG Assessments

297,488 MT CO₂ in 2013

284,489 MT CO₂ in 2014

269,874 MT CO₂ in 2015

257,244 MT CO₂ in 2016

250,867 MT CO₂ in 2017

232,260 MT CO₂ 2018

operations and building energy from the utilities and the Virginia Tech power plant. The emissions associated with losses due to electricity and natural gas distribution are 11% and not under the control of the university, though these values scale down linearly as energy use is reduced. Transportation fuels account for 13% of emissions, with half of these attributed to faculty/staff/student commuting, and can be reduced most easily and cost effectively through reduced use of vehicles, but also through more efficient vehicles. The expected transition in the future to more electric vehicles will mainly move these emissions from the fuels to the electricity category, but emissions are expected to continue to drop due to higher electric vehicle efficiencies and more renewable energy in the electrical grid.

For context, previous Virginia Tech GHG assessment results are shown to the left, but the 2019 results shouldn't be directly compared given the significant changes in the method and expanded scope of this assessment. The main changes are adding leased building space, the BT Bus system, RECs, business air travel, electricity T&D losses, and methane leakage to the assessment scope. CH₄ and N₂O GHG emissions were also not considered in past assessments. Despite these scope additions, the total GHG emissions are only approximately 20 percent higher than estimated in 2018, mainly due to the hydropower RECs which reduced the overall electricity emissions.

Conclusions

The 2019 GHG Emissions Assessment was completed during fall semester 2020 using the expanded scope and methods recommended by the GHG Subcommittee of the spring 2020 Climate Action Committee. All recommended scope elements are included in this assessment except for Dining/Food Emissions and carbon sequestration by Virginia Tech agricultural/forestry lands and the campus tree canopy. This report is a critical piece of the Climate Action Plan since it provides detailed data for future decisions and plans to reduce carbon emissions associated with Virginia Tech.

This was the first year using Sustainability Indicator Management and Analysis Platform (SIMAP) software instead of the Facilities Master Spreadsheet. The Master Spreadsheet is still one of the main ways that Facilities compiles utility electricity and natural gas and Central Steam plants fuels and data.

Data review and analysis was done by an Independent Study course advised by Dr. Sean McGinnis, Director of the Green Engineering Program, with help from Virginia Tech staff, faculty, and students. As noted, in some areas like fleet fuels and business travel, data collection would be easier and more accurate with updated operational procedures.

A future project is also recommended to determine the best way to handle and analyze the large amount of dining/food data which is available from Dining Services to include estimates of upstream food emissions.



VIRGINIA TECH LEED PROGRAM SUMMARY

Status	Number of Buildings	Gross Sq. Ft. (GSF)
Projects Completed: LEED Certification Attained	21	1,504,254
Projects Completed: LEED Certification Pending	4	259,207
Projects Under Construction: LEED Registered	5	519,846
Projects Under Design: LEED Registered	3	514,366
Projects Under Design: LEED Registration Pending	1	58,000
Total	34	2,855,673



Goodwin Hall - LEED Gold - Academic Building
154,935 GSF



Ambler Johnston Hall - LEED Gold - Residence Hall
269,463 GSF



Moss Art Center - LEED Gold - Center for the Arts
147,382 GSF



Human & Agricultural Biosciences Building I
LEED Gold - Research Building
93,860 GSF

VIRGINIA TECH LEED BUILDINGS STATUS - 2021.06.29

Projects Completed - LEED Certification Attained

Project	Project #	Budget	GSF	Construction Start	Occupancy Date	LEED Certification	Date of Certification
Henderson Hall Renovation & Theater 101 Addition	208-16758-001	15,838,792	38,750	02/18/2008	8/14/2009	Gold	02/01/2010
Football Locker Room Addition	208-L00016-000	14,004,621	42,145	07/08/2009	06/21/2011	Silver	10/01/2011
Institute for Critical Technology & Applied Science - Phase II	208-17291-000	34,587,710	42,190	04/08/2009	04/06/2011	Gold	11/01/2011
Visitors & Undergraduate Admissions Center	208-L00012-000	10,338,192	18,155	03/23/2010	08/29/2011	Certified	08/01/2012
Lavery Hall	208-17859-000	44,302,610	77,301	07/29/2010	09/05/2012	Silver	04/01/2013
Vet Med Instructional Addition	208-199791-000	12,343,316	24,600	07/26/2011	11/05/2012	Silver	06/01/2013
Ambler Johnston Hall	208-17557-000	66,968,679	269,463	05/26/2009	06/25/2012	Gold	11/01/2013
Chiller Plant Phase I (Southwest Chiller Plant)	208-17657-000	20,097,729	16,655	03/22/2012	06/14/2013	Silver	11/01/2013
Moss Arts Center	208-16758-002	\$100,087,000	147,382	08/10/2010	08/21/2013	Gold	05/01/2014
Human & Agricultural Biosciences Building I	229-17861-000	53,759,344	93,860	12/22/2011	03/10/2014	Gold	04/17/2015
Indoor Athletic Training Facility	208-17296-000	21,300,000	91,600	04/23/2014	06/25/2015	Silver	10/05/2015
Goodwin Hall	208-17658-000	95,218,249	154,935	09/13/2011	05/29/2014	Gold	10/28/2015
Davidson Hall	208-17662-000	32,003,099	44,845	02/17/2012	06/08/2014	Certified	03/11/2016
Pearson Hall East	208-L00031-000	45,500,000	111,191	10/14/2013	11/11/2015	Silver	12/16/2016
Oak Lane Phase IV	208-L00021-002	5,132,300	20,508	08/29/2011	01/04/2013	Silver	10/04/2017
Pearson Hall West	208-L00031-000	45,000,000	108,765	07/27/2015	04/28/2017	Silver	06/11/2018
Classroom Building	208-17995-000	40,851,740	72,275	01/26/2015	08/17/2016	Silver	08/12/2020
O'Shaughnessy Hall Renovations	208-L00044+000	21,593,211	69,200	05/17/2017	08/01/2018	Gold	01/28/2021
Sandy Hall (RRAB)	208-18065-000	30,563,000	19,889	01/04/2017	05/01/2019	Certified	02/11/2021
Liberal Arts Building (RRAB)	208-18065-000	30,563,000	15,394	01/04/2017	05/01/2019	Certified	02/11/2021
Davidson Hall (RRAB)	208-18065-000	30,563,000	25,151	01/04/2017	05/01/2019	Silver	02/11/2021
Total GSF	—	—	1,504,254	—	—	—	—

VIRGINIA TECH LEED BUILDINGS STATUS - 2021.06.29

Projects Completed - LEED Certification Pending

Project	Project #	Budget	GSF	Construction Start	Occupancy Date	LEED Certification
Rector Field House	208-L00037-001	18,595,000	43,949	12/01/2016	02/03/2018	Silver
Baseball Facilities Improvements	208-L00037-002	18,496,000	49,872	02/01/2017	02/03/2018	Silver
VT Carilion Biomedical Research Expansion	208-18269-000	85,574,000	139,586	02/05/2018	04/20/2020	Silver
Student Athlete Performance Center	208-L00056-000	16,681,500	25,800	08/08/2019	01/31/2021	Silver
Total GSF	—	—	259,207	—	—	—

Projects Under Construction - LEED Registered

Project	Project #	Budget	GSF	Construction Start	Occupancy Date	LEED Certification
Creativity & Innovation District Living Learning Community	208-L00060-000	105,500,000	224,500	03/04/2019	06/15/2021	Silver
Holden Hall Renovation	208-18267-000	73,500,000	101,240	08/15/2019	10/29/2021	Silver
Multi-Modal Transit Facility	CP-2029	38,000,000	13,606	05/18/2020	05/23/2022	Silver
Data & Decisions Sciences	208-18427-000	79,000,000	120,000	07/31/2020	07/28/2022	Silver
Corps Leadership & Military Science Building	208-L00043-000	40,000,000	60,500	08/02/2021	07/03/2023	Silver
Total GSF	—	—	519,846	—	—	—

VIRGINIA TECH LEED BUILDINGS STATUS - 2021.06.29

Projects Under Design - LEED Registered

Project	Project #	Budget	GSF	Construction Start	Occupancy Date	LEED Certification
Undergraduate Science Laboratories - New Construction	208-18332-000	85,705,631	102,366	TBD	TBD	Silver
Hitt Hall & New Dining Facility	208-L 00049-000	68,000,000	112,000	07/01/2020	07/01/2022	Silver
Innovation Campus Academic Building	208-184,12-000	275,000,000	300,000	08/01/2021	02/01/2024	Silver
Total GSF	—	—	514,366	—	—	—

Projects Under Design - LEED Registration Pending

Project	Project #	Budget	GSF	Construction Start	Occupancy Date	LEED Certification
New Upper Quad Residence Hall - Fernoyer Replacement	208-L00064-000	40,000,000	58,000	06/14/2021	06/23/2023	Silver (Pending)
Total GSF	—	—	58,000	—	—	—

Projects Under Design - LEED Registration Pending: PROJECTS ON HOLD

Project	Project #	Budget	GSF	Construction Start	Occupancy Date	LEED Certification
Global Business & Analytics Complex Residence Halls	208-L00063-000	84,000,000	60,500	N/A	N/A	Silver (Pending)
Slusher Hall Replacement/.Planning	208-L00058-000	3,500,000	187,848	N/A	N/A	Silver (Pending)
Student Wellness Improvements	208-18357-000	58,000,000	263,000	N/A	N/A	Silver (Pending)
Total GSF	—	—	511,348	—	—	—

1.2.5 Sustainability

Per the latest revision of the Presidential Policy Memorandum No. 262, the Virginia Tech Climate Action Commitment (VT CAC), Virginia Tech will be a leader in campus sustainability and programs to achieve sustainability goals will be represented in the University's Strategic Plan. Innovations in construction and building design have raised the benchmark for certification standards for buildings since 2013. The VT Facilities Department will strive to incorporate a maximum amount of sustainability improvements to honor the VT CAC to the limits of affordability for each design project.

The University is committed to the principles of energy conservation. All designs shall strive to maximize energy efficiency, and comply with the energy conservation requirements contained in these standards and Campus Energy, Water, and Waste Reduction Policy – No. 5505.

1.2.5.1 Sustainable Design

In order to incorporate sustainable design solutions in new construction and renovation projects, Virginia Tech has joined the U.S. Green Building Council (USGBC) and fully supports the principles of the LEED (Leadership in Energy and Environmental Design) Building Rating System. The pursuit of high performance green buildings that are energy efficient and environmentally sensitive will help to lower operating and energy costs, improve employee productivity, promote improved learning, and enhance the health, and well-being of the students, faculty and staff at Virginia Tech. All projects shall address sustainability as it relates to site issues, water, energy efficiency, materials and resources, and indoor air quality in accordance with the VT CAC.

In the early stages of design, the A/E shall strive to meet or exceed the minimum number of points needed for LEED certification under the rating system appropriate for the project in accordance with the VT CAC. The A/E shall determine the most cost effective means of achieving these points, and shall take full credit for points achieved through compliance with other University standards that address sustainability issues, such as building commissioning. The A/E shall submit for the University's review and approval a LEED Project Checklist, identifying the specific measures proposed to be incorporated into the project to achieve the target number of points. The A/E should consider the ParkSmart certification for projects involving parking garages.



Commonwealth of Virginia Locality Recycling Rate Report For Calendar Year 2020

Reporting Solid Waste Planning Unit: Virginia Tech

Contact Person: Dennis C. Cochrane

Title: Director, Office of Sustainability, Campus Planning, Infrastructure & Facilities

Address: Virginia Tech, Sterrett Center, 230 Sterrett Drive, Blacksburg, VA 24061

Office Phone Number: (540) 231-5184 **Email Address:** denniscc@vt.edu

Summary: Virginia Tech, the Town of Blacksburg, the Town of Christiansburg, and Montgomery County represent the four jurisdictional members of the Montgomery Regional Solid Waste Authority (MRSWA). Located in Christiansburg, MRSWA operates a transfer facility that collects the majority of our principal recyclable materials (PRMs), and all of our municipal solid waste (MSW). Our region uses a "single stream recycling system" with Recycling & Disposal Solutions (RDS) in nearby Salem, Virginia serving as the "hub." Food waste is collected at all on campus dining facilities and stored, transported and processed into composting material by Royal Oak Farm (ROF) at their facility in Evington, Virginia. The New River Resource Authority (NRRA) located in Dublin, Virginia operates the local landfill. Virginia Tech owns and operates a Quarry that produces our famous "Hokie Stone," the Limestone-Dolomite stone for the exterior of most campus buildings. Calendar Year 2020 was dominated by the COVID-19 pandemic which had a significant impact with recycling and trash collection operations at all levels. In mid-march 2020 the university pivoted to mostly online classes, and this continued through the 2020 Fall Semester. The result was a significant decrease in on campus student and employee population for most of the year, which led to a significant decrease in our recycling and trash tonnage. For example, our food waste collection was reduced from 566 tons in 2019 to 138 tons in 2020 (a 75% reduction).

Virginia Tech achieved a 38.1% Recycling Rate and a 85.2% Waste Diversion Rate (percentage of waste kept out of the local landfill) for Calendar Year 2020 (page 2).

Data in this report was collected from our recycling and solid waste facilities and other campus stakeholders. I certify that I have personally examined, and am familiar with, the information submitted in this form, and that based on my inquiry of the individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

A handwritten signature in black ink that reads "Dennis C. Cochrane".

Authorized Signature

Director, Office of Sustainability

Title

March 26, 2021

Date

Locality Recycling Rate Report

For Calendar Year 2020

PART A: Recycling Rate Calculations – Using the formulae provided below and the information reported on Pages 3, 4, and 5 to calculate your recycling rates.

Step 1: [(PRMs)/(PRMs+MSW Disposed)] X 100 = Base Recycling Rate %

$$\begin{array}{ccccccc} \boxed{1,291} & / & \boxed{1,291} & + & \boxed{2,604} & \times 100 = & \boxed{33.1} \% \\ \text{TONS} & & \text{TONS} & & \text{TONS} & & \text{Basic Recycle Rate} \end{array}$$

Step 2: CREDITS calculation

a. Total Recycling Residue	<u>0</u> tons
b. Total Solid Waste Reused	<u>30</u> tons
c. Total Non-MSW Recycled	<u>13,627</u> tons
CREDITS	<u>13,657</u> tons

Step 3: [(PRMs + CREDITS) / (PRMs + CREDITS + MSW Disposed)] X 100 = Adjusted Recycling Rate #1*

$$\begin{array}{ccccccc} \boxed{1,291} & + & \boxed{13,657} & / & \boxed{1,291} & + & \boxed{13,657} & + & \boxed{2,604} & \times 100 = & \boxed{85.2} \% \\ \text{TONS} & & \text{TONS} & & \text{TONS} & & \text{TONS} & & \text{TONS} & & \text{Waste Diversion Rate} \end{array}$$

Step 4: ☐ Source Reduction Credit does not apply; or

☐ Adjusted Recycling Rate #1 + 2% SRP Credit = Adjusted Recycling Rate #2*

$$\boxed{85.2} \% + 2\% = \boxed{87.2} \%$$

Step 5: Final Recycling Rate* for Solid Waste Planning Unit =

$$\boxed{38.1} \%$$

Final Recycle Rate

***Total credits resulting from Steps 3 and 4 may not exceed 5 percentage points above the Base Recycle Rate (step 1) achieved by the Solid Waste Planning Unit.**

Locality Recycling Rate Report

For Calendar Year 2020

Part B: DATA

Part I: Principal Recyclable Materials (PRMs): Report only PRM material generated within the reporting SWPU and recycled, NOT imported PRMs for recycling.

PRM TYPE	RECYCLED AMOUNT (TONS)
Paper	141
Metal	172
Plastic	3
Glass	0
Commingled (also known as Single Stream)	365
Yard Waste (composted or mulched)	250
Waste Wood (chipped or mulched)	15
White Goods	6
Tires	6
Used Oil	9
Used Oil Filters	1
Batteries	6
Electronics	4
Fluorescent Bulbs & Ballasts	15
Food Waste Organic - Composting	138
Waste Cooking Oil	25
TOTAL PRMS	1,291 (PRMs)
(Enter Total on Page 2, Step 1)	

Listing of sources for PRM data

- Solid waste facilities from Virginia Tech which MSW disposed/recycled data was collected:
 - Office of Sustainability — Campus Planning, Infrastructure, & Facilities (CPIF) Division
 - Facilities Operations (Buildings & Grounds) — CPIF Division
 - Capital Construction & Renovation — CPIF Division
 - Dining Services — Division of Student Affairs
 - Housing & Residence Live — Division of Student Affairs
 - Environmental Health & Safety Department
 - Fleet Services — Parking & Transportation Department
 - Athletic Department
 - Human Resources Department
- Other facilities/operations (not included in #1 above) from which MSW disposed/recycled data was collected:
 - Montgomery Regional Solid Waste Authority (MRSWA) — Christiansburg, VA
 - YMCA at Virginia Tech — Blacksburg, VA
 - Campus Kitchens Food Donation Program — VT Engage — Blacksburg, VA
 -
 -
 -
 -
 -
 -
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Locality Recycling Rate Report**For Calendar Year 2020****Part II: Credits by Category (see Credits Worksheet, Page 5)**

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)

MATERIAL DESCRIPTION	FACILITY/OPERATION	TONS OF MATERIAL
_____ from _____	_____	_____
_____ from _____	_____	_____
_____ from _____	_____	_____
TOTAL RECYCLING RESIDUE		0

(Enter Total on Page 2, Step 2 a)

B. Solid Waste Re-Used

MATERIAL DESCRIPTION	REUSE METHOD	TONS OF MATERIAL
<u>Furniture/Appliances</u>	<u>YToss? Program (Collected – Student Move-Out)</u>	<u>3</u>
<u>Food Donation Prgm</u>	<u>Partnership w/Dining Services & VT Engage Grp</u>	<u>27</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL SOLID WASTE REUSED		30

(Enter Total on Page 2, Step 2 b)

C. Non-Municipal Solid Waste (MSW) Recycled

MATERIAL DESCRIPTION	RECYCLING METHOD	TONS OF MATERIAL
<u>“Hokie Stone” Gravel</u>	<u>Overburden (Cuttings) from VT Quarry Ops</u>	<u>11,804</u>
<u>Asphalt Milling</u>	<u>Asphalt Milled from VDOT Campus Roadwork</u>	<u>850</u>
<u>Masonry, Concrete</u>	<u>Construction Projects (CID-LLC, Holden Hall)</u>	<u>932</u>
<u>Masonry, Concrete</u>	<u>Construction Project (Student Athletic Perf Ctr.)</u>	<u>36</u>
<u>Roofing Membrane</u>	<u>EPDM from various Roofing Renovation Projects</u>	<u>5</u>
TOTAL NON-MSW RECYCLED		13,627

(Enter Total on Page 2, Step 2 c)

D: A credit of two (2) percentage points may be added to the Adjusted Recycling Rate #1 if the Solid Waste Planning Unit has implemented a Source Reduction Program (SRP). Examples of SRPs include Grass-cycling, Home Composting, Clothing Reuse, Office Paper Reduction (duplexing), Multi-Use Pallets, or Paper Towel Reduction. The SRP must be included in the Solid Waste Management Plan on file with the Department:

SRP description: Campus Kitchens Program is a partnership with VT Engage & Dining Svcs (Division of Student Affairs) to donate excess food to local community.

SRP description: YMCA at Virginia Tech's YToss Program collects reusable items from our students in residence halls during Spring Move Out for sale in the Fall 2021.

SRP description: The Procurement Department's Sustainable Procurement Policy introduced in Spring 2020 and focuses on waste reduction at the front of the waste stream.

(Certify on Page 2, Step 4)

Exclusions: For the purposes of this report, the following materials are not considered solid wastes, and should not be included in any of the data categories utilized in calculating the recycling rate.

1. Biosolids – industrial sludge, animal manures; or, sewage sludge (unless composted)
2. Automobiles – unless part of the Inoperable Vehicle Program (DMV)
3. Leachate
4. Soils – contaminated soils, soil material from road maintenance
5. Household hazardous waste
6. Hazardous waste
7. Medical waste
8. Rocks or stone
9. Woody waste derived from land clearing for development, VDOT or easement tree trimming/clearing.

Part III: Total Municipal Solid Waste (MSW) Disposed** - Report only MSW generated within the reporting jurisdiction(s), NOT imported wastes or industrial wastes.

<u>MSW TYPE</u>	<u>TOTAL AMOUNT of MSW DISPOSED (TONS)</u>
Household	_____
Commercial	_____
Institutional	<u>2,604</u>
Other (DO NOT INCLUDE INDUSTRIAL WASTES)	_____
TOTAL MSW DISPOSED	<u>2,604</u>
	(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 2020

Credits Worksheet

I. Reuse of any Solid Waste

✓	Material description	Tons
___	PRM	___
___	PRM	___
___	PRM	___
___	Industrial	___
___	Construction	___
___	Demolition	___
___	Debris	___
___	Other	___
<u>X</u>	YToss? Program Reusable Residence Hall Items	<u>3</u>
<u>X</u>	Campus Kitchen Food Donation w/ Dining Svcs	<u>27</u>
	TOTAL TONS	<u>30</u>

(enter data on Page 4,
Solid Waste Re-Used)

II. Recycling of any Non-Municipal Solid Waste

✓	Material description	Tons
<u>X</u>	Roadwork Asphalt Milling (VDOT)	<u>850</u>
<u>X</u>	Construction Holden Hall	<u>180</u>
<u>X</u>	Construction CID-Living Learning Ctr (Res Hall)	<u>752</u>
<u>X</u>	Construction Student Athlete Performance Ctr	<u>36</u>
<u>X</u>	Quarry Ops Hokie Stone "Overburden"	<u>11,804</u>
<u>X</u>	Roofing EPDM - various Roof Renovations	<u>5</u>
___	Other	___
	TOTAL TONS	<u>13,627</u>

(enter data on Page 4,
Non-MSW Recycled)

III. Inoperable Vehicles Removed and Demolished – include number of vehicles that the localities received reimbursement from DMV under §46.2-1207 of the Code of Virginia.

of vehicles removed/reimbursement received 0
Average tonnage per vehicle X 1 Ton each

Total Tons 0

(enter data on Page 3,
PRMs, as Inoperative
Motor Vehicle
Program)

NOTE: Check "Exclusions" on Page 5 to avoid listing of those materials on this worksheet and/or in the data fields of this report.

Locality Recycling Rate Report

For Calendar Year 2020

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)**. If actual weights are not known, volumes can be converted to weight estimates. To assist you with these estimates, a standardized volume-to-weight conversion table is attached.

Contact Information Section: Please provide information on the Reporting SWPU and information on the individual completing this form. Under Member Governments, please list the local governments identified in the applicable solid waste management plan.

Calculated Recycling Rate Section: Using the formulae provided, calculate your recycling rates for the reporting period from information identified in the Recycling Rate Calculations Section.

Signature Block Section: Please provide an authorized signature prior to submitting the completed form. Authorized signatories include Executive Officer, Administrator, or other legally designated representative of the SWPU reporting entity.

Recycling Rate Calculations Section: Please provide the requested information:

Part I: Principal Recyclable Material (PRM) - Report the amount in tons of each PRM collected for recycling in the named jurisdiction(s) during the reporting period. PRMs include paper, metal, plastic, container glass, commingled, yard waste, waste wood, textiles, tires, used oil, used oil filters, used antifreeze, batteries, electronics, and other materials approved by the Director taken from the Municipal Solid Waste (MSW) generation. A one ton credit may also be entered for each inoperable motor vehicle for which a locality receives reimbursement from the Virginia Department of Motor Vehicles under §46.2-1207 of the *Code of Virginia*. The total weight in **TONS** of all PRMs collected for recycling is represented as **PRMs** in the Recycling Rate Calculation. **New for CY 2015: Provide source information for the PRMs reported on the report (permitted and unpermitted facilities).**

Part II: Credits - Report the amount in **TONS** of each material for which recycling credit is authorized in §10.1-1411.C of the *Code of Virginia*: (i) one ton for each ton of recycling residue generated in Virginia and deposited in a landfill permitted under §10.1-1408.1 of the *Code of Virginia*; (ii) one ton for each ton of any solid waste material that is reused; and, (iii) one ton for each ton of any non-municipal solid waste that is recycled. The total weight in **TONS** of all material for which credits are authorized is represented as **CREDITS** in the Recycling Rate Calculation. A credit of two percentage points of the minimum recycling rate mandated for the Solid Waste Planning Unit (SWPU) may be taken for a source reduction program that is implemented and identified in its Solid Waste Management Plan. Total credits may not exceed five percentage points above the Base Recycling Rate achieved by the SWPU.

Part III: Total Municipal Solid Waste (MSW) Disposed: Report the total amount in **TONS** of MSW that was disposed of by the Solid Waste Planning Unit (SWPU) during the reporting period for each of the source categories (Household, Commercial, Institutional, and Other). For the purpose of this report, "disposed," means delivery to a permitted sanitary landfill or waste incinerator for disposal, and excludes industrial wastes. Industrial waste and by-products should not be included in the MSW or Recycling calculation. The total weight in tons of MSW disposed is represented as **MSW Disposed** in the Recycling Rate Calculation.

Locality Recycling Rate Report Volume to Weight Conversion Table

Material	Volume	Weight in Pounds
Metal		
Aluminum Cans, Whole	Once cubic yard	50-74
Aluminum Cans, Flattened	One cubic yard	250
Aluminum Cans	One full grocery bag	1.5
Ferrous Cans, Whole	One cubic yard	150
Ferrous Cans, Flattened	One cubic yard	850
Automobile Bodies	One vehicle	2,000
Paper		
Newsprint, Loose	One cubic yard	360-800
Newsprint, Compacted	One cubic yard	720-1,000
Newsprint	12" stack	35
Corrugated Cardboard, Loose	One cubic yard	75-100
Corrugated Cardboard, Baled	One cubic yard	1,000-2,000
Plastic		
PETE, Whole, Loose	One cubic yard	30-40
PETE, Whole, Loose	Gaylord	40-53
PETE, Whole, Baled	30"x62"	500
Film, Baled	30"x42"x48"	1,100
Film, Baled	Semi-Load	44,000
Film, Loose	Standard grocery bag	15
HDPE (Dairy Only), Whole, Loose	One cubic yard	24
HDPE (Dairy Only), Baled	32" x 60"	400-500
HDPE (Mixed), Baled	32" x 60"	900
Mixed PET & Dairy, Whole, Loose	One cubic yard	32
Mixed PET, Dairy & Other Rigid (Whole, Loose)	One cubic yard	38
Mixed Rigid, No Film	One cubic yard	49
Glass		
Glass, Whole Bottles	One cubic yard	600-1,000
Glass, Semi-Crushed	One cubic yard	1,000-1,800
Glass, Crushed (Mechanically)	One cubic yard	800-2,700
Glass, Whole Bottles	One full grocery bag	16
Glass, Uncrushed to Manually Broken	55 gallon drum	125-500
Arboreal		
Leaves, Uncompacted	One cubic yard	200-250
Leaves, Compacted	One cubic yard	300-450
Leaves, Vacuumed	One cubic yard	350
Wood Chips	One cubic yard	500
Grass Clippings	One cubic yard	400-1,500
Other		
Battery (Heavy Equipment)	One	60
Battery (Auto)	One	35.9
Used Motor Oil	One gallon	7.4
Used Oil Filters (Uncrushed)	55 gallon drum	66 Lbs./Used Oil+ 110 Lbs./Ferrous Metal
Used oil Filters (Crushed)	55 gallon drum	16.5 Lbs./Used Oil + 368 Lbs./Ferrous Metal
Tire - Passenger Car	One	20
Tire - Truck, Light	One	35
Tire - Semi	One	105
Antifreeze	One gallon	8.42
Food Waste, Solid & Liquid Fats	55 gallon drum	412
Electronics: CRT/CPU/Laptop/TV	Each (avg wt from NCER)	38/26/8/49 respectively
This Table For General Guidance Only.		

Comprehensive Waste Management Plan

Virginia Tech is committed to being a leader in campus sustainability.

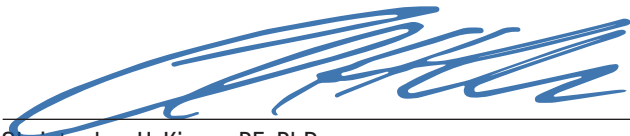
Approved initially in 2009 by the Virginia Tech Board of Visitors, and revised in 2013, the Virginia Tech Climate Action Commitment serves as the university's guiding framework around sustainability and energy efficiency in campus operations, facilities, curriculum, and research. As part of that commitment, goal eight states, "Virginia Tech will minimize waste and achieve a 50 percent recycle rate by 2020." In 2019, President Sands called for renewal and revision of the commitment to ensure the most stringent climate and sustainability standards are implemented as Virginia Tech continues to grow and seeks to be a leader in environmental stewardship. Proposed revisions were presented to the Virginia Tech Board of Visitors in November 2020. A comprehensive financial review of the proposed revisions is currently underway. The seventh goal of the proposed renewal positions Virginia Tech to become a zero-waste campus by 2030. Zero-waste is defined by the waste management industry as keeping 90% of our solid waste out of the landfill.

Further, university policy 5505, Campus Energy, Water, and Waste Reduction provides that the Division of Campus Planning, Infrastructure, and Facilities has overall responsibility for recycling and trash collection on campus and is charged with developing and implementing a comprehensive waste management plan.

The comprehensive waste management plan will serve to both fulfill the aforementioned policy requirement and serve as a driving factor in helping campus operations align toward prescribed aspirations.

The Office of Sustainability spearheaded the creation of this plan and numerous campus stakeholders participated. Virginia Tech is one of four jurisdictional members of the Montgomery Regional Solid Waste Authority (MRSWA), and their Executive Director, Alan Cummins, participated in the review process. This team approach produced an outstanding document that captures current procedures and provides recommendations to enhance future operations.

The comprehensive waste management plan for Virginia Tech dated January 1, 2021 is hereby approved:



Christopher H. Kiwus, PE, PhD

01/07/2021

Date

Vice President for Campus Planning, Infrastructure, and Facilities

Executive Summary

The Comprehensive Waste Management Plan for Virginia Tech (CWMP-VT) was developed by the Division of Campus Planning, Infrastructure and Facilities (DCPIF) in order to ensure Virginia Tech maintains compliance with all regulations and that the university pursues methods and procedures to improve stewardship to the community. Input was received from relevant parties and stakeholders to develop a campus-wide waste disposal guide. This plan describes current waste management operations and responsibilities for the management of campus waste. The plan will be reviewed annually and revised when appropriate.

While the CWMP-VT provides an overall view of campus waste management processes, the ultimate goal is decreasing all waste streams for both financial and environmental benefits. It furthermore notes broad recommendations for improving all campus waste management procedures that will have the least environmental impact. Campus waste streams include: Municipal Solid Waste (MSW); Construction and Demolition Waste (C&D); Recyclable Materials; Compostable Materials; Reusable Materials; Electronic Waste; Universal Waste and Hazardous Waste.

1.0 Purpose

Waste management practices affect all areas of campus. The purpose of this plan is to catalog the current state of waste management on campus and the responsible parties who carry out the day-to-day tasks to achieve the removal of such wastes. This plan shall serve as a guide for all waste generating units on the Blacksburg Campus outlining current procedures for various types of waste disposal. The CWMP-VT will be reviewed annually and updated as appropriate.

2.0 Policies

Virginia Tech Climate Action Commitment (Presidential Policy Memorandum No. 262, Rev 1.)

On June 1, 2009, the Virginia Tech Board of Visitors approved “The Virginia Tech Climate Action Commitment” and it became Presidential Policy Memorandum No. 262. This Virginia Tech Climate Action C established goals and objectives guide the university in a variety of sustainability endeavors to include recycling and waste minimization. The Climate Action Commitment was revised on May 6, 2013 to reflect numerous sustainability accomplishments and lessons learned. See Presidential Policy Memorandum 262, Revision 1: it.vpas.vt.edu/docs/sust/op18/PPM262rev1.pdf, and Appendix 7.6. Point #8 states “Virginia Tech shall minimize waste and achieve a recycle rate of 50% by 2020.” While the university has made progress in increasing our recycling rate, much work is needed to achieve the 50% goal. The university has made progress with increasing the recycling rate from 18% in 2004, to 44% in 2012. Several factors have impacted our waste and recycling numbers which has led to our percentage leveling off to a 40% average recycling rate.

University Policy 5505, Campus Energy, Water and Waste Reduction

The purpose of this policy is to guide operations of the university to achieve the highest standards in energy and water usage and waste reduction with the consideration of the impact of environmental quality and economic performance. The university has established procedures to consider waste reduction in the design and operation of university facilities in the most economically and environmentally sensitive manner possible. The university shall strive to reduce the consumption of paper products and disposable supplies, and increase our recycling rate consistent with the commitment. This policy states the Facilities Department (now called the Division of Campus Planning, Infrastructure, and Facilities) has overall responsibility for recycling and trash collection and charged it to develop and implement a comprehensive waste management plan. See policies.vt.edu/5505.pdf.

3.0 Waste Management Overview

In general, the Division of Campus Planning, Infrastructure and Facilities and its Virginia Tech Waste and Recycling unit have the overall responsibility for trash and recycling operations at Virginia Tech. Day-to-day operations are managed by the Director of Building and Grounds and the Grounds Manager while funding is provided through a university waste management central fund. Funded separately to provide food waste composting, Dining Services contracts with Royal Oak Farm (ROF), located in Evington, Virginia. Specialized waste disposal, such as electronic and universal waste, is provided by appropriate university units as described in this document.

All MSW and the majority of recyclable materials from Virginia Tech, the Town of Blacksburg, the Town of Christiansburg, and Montgomery County are taken to the Montgomery Regional Solid Waste Authority (MRSWA) per an agreement signed by the four jurisdictions that serve as members of the Authority. Located in Christiansburg, Virginia, MRSWA operates a transfer station and a materials processing facility for segregated corrugated cardboard. Municipal Solid Waste (trash) is transported from campus, to MRSWA, where it is weighed, and further transported to the local landfill operated by the New River Resource Authority (NRRA) in Pulaski County, near Dublin, Va.

Recyclable materials are transported from the campus, to MRSWA, weighed, and with the exception of corrugated

cardboard, further transported to Recycling and Disposal Solutions (RDS), located in Roanoke, Va. MRSWA processes and sells the corrugated cardboard to various paper mills. RDS serves as the recycling “hub” for our region, receiving recyclable materials from both the New River and Roanoke Valleys. RDS separates the single stream recycling material for sale to vendors.

Food waste is collected from our eleven, on-campus, dining facilities, transported to the Prices Fork Closed Landfill, and placed in a 10-ton “sledge” container. When the container is full, Royal Oak Farm (ROF) transports the waste to their composting facility located in Evington, Va., near Lynchburg. This approximates to once every ten days during the academic fall and spring semesters.

The Commonwealth of Virginia Department of Environmental Quality requires each region of the state to prepare and submit an annual recycling rate report. The report is for the previous calendar year (January 1 to December 31). MRSWA prepares a collective report for its four jurisdictional members and other activities within the region. Virginia Tech uses the DEQ format to calculate our base recycling rate, our waste diversion rate, and our final recycling rate.

Waste management activities across campus differ depending on stream (trash, recycling, composting, reusable materials electronic, universal and hazardous) and building type, therefore various units are responsible for the management of campus waste. The Buildings and Grounds unit has the primary responsibility for trash and recycling as coordinated by the DCPIF, along with campus wide campus waste management planning and policy development.

The management of every material stream on campus has an associated cost. The disposal of trash has been and will continue to be the most expensive method of waste disposal. Diverting waste to other streams such as recycling and reuse will decrease waste management costs for the university. The least expensive method for waste disposal is, however, avoiding the creation of waste whenever and wherever possible. Virginia Tech has implemented several methods to reduce the creation of waste to include reusable mug discounts, refillable water bottle stations, reusable to-go containers and waste reduction measures for student move in and move out.

The collection process for MSW and recycling materials begins with the occupants of each building. Building occupants are responsible for taking their recyclable materials from their offices, rooms, or work stations to a central collection location. The Housekeeping staff for the administrative and academic buildings is typically responsible for transferring these materials from the central collection location in the building, to a designated pick-up location outside the building. The Director of Buildings and Grounds for the Division of Campus Planning, Infrastructure, and Facilities, has the overall responsibility for trash and recyclable materials collection outside the buildings, and for delivery to the MRSWA facilities, or to another location if deemed applicable.

The auxiliary units (dining, housing and residential life) for the Division of Student Affairs and all other auxiliary units will continue implementing and maintaining internal procedures for moving trash and recycling to a central location outside the buildings. The Building and Grounds unit utilizes a combination of waste and recycling crews and contracted services to manage MSW and recyclable materials. Specialized wastes are referred to the office of Environmental Health & Safety. In-house crews provide daily collection of single-stream recycling and trash from several hundred small outside collection receptacles. Contracted services employees provide daily and weekly trash collection of our large trash containers including the trash compactors at designated dining facilities locations. Recycling containers are located in the Overflow Parking Lot located near the Duck Pond for volunteer recycling of corrugated cardboard and single-stream recycling.

Additional contracted support is utilized for special events such as student move-in, home football games and student move-out. Experience shows student move-in generates nearly 30 tons of corrugated cardboard. The university adds temporary receptacles to ensure this waste stream is captured and processed appropriately. Virginia Tech normally hosts six or seven home football games which results in increases with both recycling materials and trash. During student move-out provisions are made for the collection of usable discards through the very popular “Y-Toss” program. The YMCA at Virginia Tech and Virginia Tech Buildings and Grounds staff co-sponsor “Y-Toss” and includes participation from students, staff, faculty and local volunteers. Reusable items are collected, inspected and stored by the YMCA Thrift Store during the summer, and offered for sale prior to the start of the fall semester. The “YToss” program provides students with leadership opportunities for planning and execution, and it is the recipient of a Governor’s Environmental Excellence Award.

4.0 Campus Waste Streams -Operations and Responsibilities

As previously mentioned the Virginia Tech Division of Division of Campus Planning, Infrastructure, and Facilities has the overall responsibility for trash and recycling operations. This is accomplished through the Buildings and Grounds unit handling the day to day operations. Funding is provided through the university waste management central fund. Three major financial costs are associated with the disposal of Virginia Tech’s MSW: rental fees for outdoor receptacles, fees charged for the removal of each ton of waste produced on campus (hauling fees), and

fees charged for disposing of material at the transfer station (tipping fees). Food waste composting is funded separately through a contract established by Dining Services with Royal Oak Farm located in Evington, Virginia. Specialized waste, such as electronic waste, is provided by appropriate university units and disposal fees are paid through a central fund managed by the Office of Environmental Health & Safety. The same fund is used to pay for proper disposal of chemical, radiological, and biological wastes.

Below is a listing of waste collected, the responsible party for collection and removal, and contact information. Should you have questions about topics not included in the information below, please contact Nathan King in the Sustainability Office at 540-231-5184 or by email, naking@vt.edu.

4.1 | Trash (Windell Jones - 540-231-9916, jonesjw@vt.edu)

- Republic Services (Outdoor large bins, Athletic Facilities).
- Meridian Waste (Some outdoor large bins).
- Virginia Tech Waste Management & Recycling (Big Belly Solar Trash Compactors, Parking Lot Cans, and Special Pick-ups).
- University Facilities Housekeeping and Residential Services Housing Unit each play a distinctive roll in waste removal from campus buildings.
- Montgomery Regional Solid Waste Authority (MRSWA) in Christiansburg, VA, receives our trash in their transfer station and then sends trash to the New River Resource Authority (NRRA) Landfill in Dublin, VA.

4.2 | Recycling (Windell Jones - 540-231-9916, jonesjw@vt.edu)

- Meridian Waste (Outdoor large bins, Athletic Facilities, Tailgate Recycling).
- VT Waste Management & Recycling (Yard and Wood Waste, Big Belly Recycling Containers and Special One-Time Pick-ups).
- University Facilities Housekeeping and Residential Services Housing Unit each play a distinctive roll in recycling operations for campus buildings.
- Montgomery Regional Solid Waste Authority (MRSWA) in Christiansburg, VA, receives the majority of our Principal Recyclable Materials (PRMs) and transports our single stream recycling material to Recycling & Disposal Solutions (RDS) located in Roanoke, VA. RDS further processes single stream material and sells it to various markets. MRSWA processes our cardboard and sells it to Virginia paper mills.

4.3 | Food Waste Composting (Blake Bensman - 540-231-3064, bensman@vt.edu)

- Meridian Waste collects food waste from all campus dining facilities for transport to the Prices Fork Closed Landfill and placement in 10-ton Sledge Containers. Food waste from the Athletic Department or The Inn at Virginia Tech and Skelton Conference Center is currently not composted.
- Royal Oak Farm (ROF) owns the Sledge Containers. When full, ROF swaps out the full container for an empty one and transports the full container about 77 miles to their composting facility at Evington, Virginia (near Lynchburg) and are the only DEQ permitted composting facility in Southwest Virginia.

4.4 | Electronic Waste (Kenny Osborne - 540-231-2509, kosborne@vt.edu)

- Environmental Health and Safety collects and recycles electronic waste (e-waste) and consists of computer monitors, computers, computer cables, and other electronic devices.

4.5 | Universal Waste (Kenny Osborne - 540-231-2509, kosborne@vt.edu)

- Environmental Health and Safety (EHS) collects and recycles universal wastes which includes batteries, fluorescent tubes and lamp ballasts.

4.6 | Hazardous Waste (Kenny Osborne - 540-231-2509, kosborne@vt.edu)

- Environmental Health and Safety collects and manages the disposal of all hazardous waste from the university. Approximately 70 percent of this comes from laboratory operations and 30 percent from facilities operations.

4.7 | Lab Waste (Kenny Osborne - 540-231-2509, kosborne@vt.edu)

- Environmental Health and Safety (EHS) collects and manages the disposal of all hazardous and non-hazardous laboratory waste from the university.

4.8 | Waste Cooking Oil - (Blake Bensman - 540-231-3064, bensman@vt.edu)

- Valley Protein collects waste cooking oil in barrels from Dining Services and at The Inn at Virginia Tech and Skelton Conference Center.

4.9 | Motor Vehicles (John Falck - 540-231-4955, jwfalck@vt.edu)

- Fleet Services (used tires, waste oil and oil filters, used batteries)
- Environmental Health and Safety (waste oil and oil filters, used batteries)

4.10 | Yard Waste & Wood Waste (Bo Frazier - 540-231-6450, frazierj@vt.edu)

- The Division of Campus Planning, Infrastructure and Facilities Department transports, stores and grinds yard waste (brush and trees) in a designated area at the Prices Fork Landfill.

4.11 | Hokie Stone (Anthony Watson - 540-231-6852, anwatson@vt.edu)

- Virginia Tech owns and operates a 40-acre limestone Quarry in Blacksburg, and uses the stone for the exterior façade of the majority of our on-campus buildings. It is our signature building material called “Hokie Stone.”
- Hokie Stone is cut at the Quarry. Stone scrap that cannot be used (called overburden) is ground into gravel for fill material at various project sites.
- On average, the Quarry produces between 1,000 to 2,000 tons of overburden per month, and it is included in our waste diversion rate calculations.
- All About Hokie Stone: vt.edu/about/traditions/hokie-stone
- Video: facilities.vt.edu/department-services/quarry

4.12 | Trash and Recycling for New Construction and Major Renovation Projects (Denny Cochrane - 540-231-5184, denniscc@vt.edu)

- General Contractor responsible for selecting trash and recycling vendors, the placement of collection containers, the disposal of waste and for recording data for our LEED (Leadership in Energy and Environmental Design)

4.13 | Trash and Recycling for Minor Renovation Projects (Denny Cochrane - 540-231-5184, denniscc@vt.edu)

- Contractor is responsible for providing trash and recycling services

4.14 | Virginia Tech Owned Facilities (Windell Jones - 540-231-9916, jonesjw@vt.edu) and Leased Properties in Blacksburg:

- Virginia Tech is responsible for providing trash and recycling services for our owned facilities.
- For properties Virginia Tech leases in Blacksburg, trash and recycling services are in accordance with the lease agreement.
- For properties at the Corporate Research Center leased by Virginia Tech, trash and recycling services are in accordance with the lease agreements.

4.15 | Reoccurring Special Events (Nathan King - 540-231-7358, naking@vt.edu)

- Virginia Tech Waste Management & Recycling Coordinates Services
 - Gobblerfest,
 - Relay for Life,
 - April 16 3.2 Mile Run for 32.
- Dining Services’ Hokie Hi Picnic

4.16 | Surplus Property (Ronald Barrett II - 540-231-2177, ronald@vt.edu)

- The Surplus Property Department, located at 1425 South Main Street in Blacksburg, Va., is responsible for receiving and disposing of surplus Virginia Tech property.
- The majority of the items received are repurposed either by re-utilizing them with other university activities, or selling them at their in-person auctions or through govdeal.com. Some scrap pieces are recycled and the remainder go to the landfill.
- Policy 3955: Management of Surplus Property - policies.vt.edu/3955.pdf

4.17 | Y-toss Program (Enrique Rebolledo - outreach@vtymca.org)

- Coordinated by the YMCA at Virginia Tech, Y-toss is one of the largest sustainability events on Virginia Tech’s campus. Each year, the program collects gently used items, such as furniture and clothing, from the residence halls during student move out.

- Those items are then made available to students during a fall move-in sale at Cassell Coliseum at Virginia Tech and all of the profits support the YMCA Student Programs.
- See housing.vt.edu/experience/sustainability/Y-toss

4.18 | Education and Outreach (Sarah Myers - 540-525-6167, midnight@vt.edu)

- The Outreach and Engagement Unit of the Division of Campus Planning, Infrastructure, and Facilities works on outreach and education which includes compiling information and using Virginia Tech sources to reach students and the public regarding any updates within the respective units of Division of Campus Planning, Infrastructure, and Facilities.
- The outreach team additionally provides information, tours and presentations to our partners and others within the campus and off-campus community.

4.19 | Regulatory Communication and Reporting by MRSWA (Alan Cummins - 540-998-5704, acummins@mrswa.com and Sherry Frederick - 540-381-2820 ext. 305, sfrederick@mrswa.com)

- MRSWA provides the region with the assurance of a fully integrated solid waste management plan, which includes closed landfill management, a transfer station, and recycling. mrswa.com. The MRSWA Solid Waste Management Plan includes sections detailing the process of collecting and moving trash, principle recyclable material, and compostable material from campus to MRSWA or other designated facilities. The plan also details waste reduction activities, the recycling of construction and demolition waste, and the disposal of special materials.
- Material types are tracked for regional waste and recycling tonnages that are reported to the Department of Environmental Quality.

5.0 Long Term Goal

During Academic Year 2019-2020 the university took a fresh look at the current Climate Action Commitment. Among a list of 15 goals is the long-term goal for the development of a comprehensive strategy to become a Zero Waste Campus thereby, further reducing waste streams in all campus units. The industry definition of Zero-Waste is keeping 90% or more of our generated waste out of the landfill.

6.0 Conclusion and Recommendations

Continuous improvement in managing waste on our Virginia Tech campus is a priority for the Division of Campus Planning, Infrastructure, and Facilities. Great strides have been made to remove waste and recycling from campus in an efficient, economic and an environmentally conscience manner. As Virginia Tech experiences growth within the campus community, the university will continue to explore opportunities to provide resources and maintain exceptional service to our students, faculty and staff.

Tech aspires to be the best steward of our campus and make available the best methods for disposal of all waste materials without compromising the environment. An evaluation will be completed to determine waste and recycling initiatives for the coming year, along with action items and responsible personnel to perform the tasks needed to achieve approved goals and objectives. Future CWMP-VT revisions will support the Virginia Tech Climate Action Commitment and serve as the necessary documentation for the Sustainability Tracking, Assessment and Rating System (STARS) Rating, the Department of Environmental Quality Annual Recycling Rate Report, and the MRSWA Solid Waste Management Plan.

Virginia Tech Sustainable Procurement Policy

1. Background

In accordance with the Virginia Tech Climate Action Commitment and Sustainability Plan, the Virginia Tech Procurement Department [the Department] recognizes its responsibility to support the university in its efforts to minimize negative impacts on health and the environment while supporting a vibrant campus community and local economy. The Department recognizes that the types of products and services procured have inherent social, health, environmental and economic impacts, and that the Department should make procurement decisions that embody the university's commitment to sustainability whenever possible.

2. Purpose

This Sustainable Procurement Policy will complement and strengthen our commitment to sustainability and intends to:

- Identify those sustainability factors that shall be incorporated into procurement decisions;
- Provide implementation guidance;
- Empower employees to be innovative and demonstrate leadership by incorporating sustainability factors into procurement decisions;
- Complement university wide and department-specific sustainability goals and related policies; and communicate the Department's commitment to sustainable procurement.
- Encourage vendors to promote products and services that they offer which are most suited to the university's sustainability principles;
- Reduce the spectrum of environmental impacts from the university's use of products, including greenhouse gas emissions, landfill waste, health and safety risks, and resource consumption;
- Communicate the Department's commitment to sustainable procurement, by modeling the best product and services choices to the campus community, and other institutions of higher education;
- Reduce the environmental impacts of materials acquired for use in the operation, maintenance and upgrades of buildings, new building construction; and,
- Facilitate the reduction of waste generated by building occupants that is hauled to and disposed of in landfills or incineration facilities.

3. Policy

3.1 General Policy Statement

Procurement Department employees and those with delegated procurement authority will procure materials, products or services in a manner that integrates fiscal responsibility and environmental stewardship whenever possible within the guidelines of the Purchasing Manual for Institutes of Higher Education. Each university department shall comply with this policy and actively encourage procurement decisions that reflect the policy objectives. The Procurement Department shall actively promote and encourage product and service acquisitions compliant to the policies and guidelines adopted herein.

3.2 Sustainability Factors

Procurement Department employees shall incorporate whenever possible the following factors when writing specifications for, or procuring materials, products, or services.

Environmental factors which may be considered include, but are not limited to, the life cycle assessment of:

- Pollutant releases
- Toxicity
- Waste generation
- Water efficiency
- Greenhouse gas emissions
- Energy efficiency
- Packaging and shipping impacts
- Depletion of natural resources
- Recyclability
- Use of recycled content

Fiscal factors to be considered may include, but are not limited to:

- Product efficiency which minimizes need
- Product performance, quality, and durability
- Upfront cost
- Life-cycle cost
- Leveraging of buying power through the utilization of cooperative, group purchasing and consortium contracts
- Impact on staff time and labor, including operational and maintenance requirements

While not all factors will be incorporated into every purchase, it is the intent of this policy that Procurement Department employees will make a good faith effort to incorporate and balance these factors to the maximum extent possible.

4. Use of Best Practices

Procurement Department employees will utilize best practices in sustainable procurement as they evolve whenever possible. As it applies to this policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable. The Procurement Department will promote and encourage strategies to reduce consumption due to the societal and community costs, such as landfill waste handling, toxin exposures, resource depletion, and greenhouse gas emissions.

The following guidelines and best practices are provided and required to the extent practical:

General

- Always look for environmental labeling, including recycling symbols and qualifying assertions such as ENERGY STAR, WaterSense, EPEAT, and/or Green Seal certified.
- When purchasing materials, supplies or equipment, purchases must meet sustainability requirements as may be specified in the solicitation documentation.
- Waste stream management within the buildings and among the grounds must be compliant with specified requirements, specifically for consumable goods and facilities alterations and additions.

4.1 Applicable Codes and Laws

It is the intent of this policy to complement existing codes and laws. Nothing in this policy shall be construed to conflict or be inconsistent with applicable federal, state, or local procurement codes or laws.

5. Environmental Standards and Product and Certifications

5.1 Standards: The standard for all acquisitions shall be compliant at least to:

- The U.S. Environmental Protection Agency (EPA) standards whenever published for a product or services; and
- The Virginia Department of Environmental Quality (DEQ)

5.2 Third-Party Certifications: The Procurement Department shall apply the most stringent third-party label standard available for a product or service being acquired. The Department shall use independent, third-party social and/or environmental (eco) product or service label certifications when writing specifications for procuring materials, products, or services, whenever a responsible label standard is available. Qualifying labels shall be:

- Developed and awarded by an impartial third-party (examples include: Green Seal, ENERGY STAR, EPEAT, Environmental Choice and Forest Stewardship Foundation);
- Developed in a public, transparent, and broad stakeholder process; and
- Represent specific and meaningful leadership criteria for that product or service category.

In addition, whenever possible, label standards used in product or service specifications should represent standards that consider multiple attributes and life-cycle considerations, with claims verified by an independent third party.

5.3 Specifications and Contracts

The Director of Procurement shall be responsible for:

- Ensuring that specifications written by the Department comply with this policy and incorporate sustainable procurement best practices.
- Ensuring procurement manuals and other internal procedures reference this policy and incorporate best practices for specifying products and services that meet the intent of this policy; and,
- Developing and integrating sustainable procurement boilerplate language into solicitation document templates.

6. Implementation and Responsibilities

6.1 Acquisition Responsibilities

Leadership of those areas with delegated procurement authority shall:

- Serve on specification or best practice teams, to collaborate with other university staff and the Procurement Department in standards, strategies and specifications;
- Ensure internal policies and procedures that reference this policy and incorporate the use of sustainable products and services that meet the intent of this policy; and,
- Encourage pilot testing for environmentally preferable/sustainable products.

The Procurement Department shall:

- Promote and ensure that bid and contract strategies incorporate the most favorable standards and best practices in sustainable procurement;
- Stay current and informed on advances in sustainable procurement specifications and strategies; and,
- Consult with experts as needed when reviewing or designing specifications, to ensure progressive and emerging specifications for the product or service being solicited.

7. Education

Leadership of those areas with delegated procurement authority shall be responsible for:

- Building awareness of this policy through information dissemination and incorporation into routine employee trainings;
- Encouraging employee attendance at internal and external trainings related to sustainability; and
- Encouraging the use of environmentally preferable/sustainable products and services through information dissemination, development of internal procedures, pilot testing, and leading by example.

The Purchasing Department shall be responsible for:

- Developing employee sustainable procurement resources such as, but not limited to, standards, specifications, tools, and best practices;
- Developing buyer-specific training on sustainable procurement best practices that meet the intent of this policy;
- Developing buyer competency in communicating to other university departments about this policy and opportunities for incorporating sustainable procurement best practices into solicitations and contracts;
- Developing communication among higher education procurement professionals about sustainable procurement best practices; and
- Taking the lead in communicating to existing and potential vendors about this policy and related requirements.

8. Policy Review

The Director of Procurement shall be responsible for periodically bringing together internal stakeholders to review this policy for updates or to otherwise determine whether this policy is in alignment with other university sustainability efforts and policies. The policy review shall be completed at least every five years but may be done on a more frequent basis as needed.

9. Explanation of Sustainable Terms

Following are routine terms related to sustainability as they apply to this policy.

Alternative/Hybrid Fuel Vehicle - vehicles that are powered by fuels that reduce air pollution, reduce fossil fuel consumption, solid waste and/or hazardous waste that result from their manufacture, use, service, and maintenance. The term is used to refer to various types of vehicles, including compressed natural gas, biodiesel, ethanol, electric and hybrid electric, propane, liquefied natural gas, and hydrogen fuel cell.

Biodegradable - capable of readily decomposing under natural conditions.

Durable Goods - goods which do not quickly wear out, or more specifically, it yields services or utility over time rather than being completely used up when used once.

Energy Efficiency - refers to products that meet or exceed the U.S. Department of Energy (DOE) federal energy management program's energy efficiency recommendations or that meet the energy efficiency criteria of the U.S. Environmental Protection Agency (EPA) ENERGY STAR program.

ENERGY STAR - A voluntary partnership among DOE, EPA, product manufacturers, local utilities and retailers. Partners help promote efficient products by labeling with the ENERGY STAR logo and educating consumers about the benefits of energy efficiency.

Environmentally Preferable - products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or service that serve the same purpose. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal.

EPEAT- the Electronic Product Environmental Assessment Tool {epeat.net}

Integrated Pest Management- the coordinated use of pest information, environmental information, and available pest control methods to prevent unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Ongoing Consumables - Goods that may be depleted or worn out by use and must therefore be regularly replenished.

Post-Consumer Material - refers to a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Post-consumer material" is part of the broader category of "recovered material."

Practicable - means sufficient in performance and reasonably available at a competitive cost.

Reconditioned/Remanufactured - the process of restoring used durable products to meet original performance standards. Remanufacturing has many other names, including: rebuilding, retreading, reconditioning, and refurbishing.

Recycled Content - materials that have been recovered from the solid waste stream, either during the manufacturing process (pre-consumer), or after consumer use (post-consumer).

Recycling- placing used materials into channels that reuse them.

Waste Stream - The total flow of solid waste from homes, businesses, institutions, and manufacturing plants that is recycled, burned, or disposed of in landfills.

Xeriscaping/Sustainable Landscaping - an ecologically sound landscaping approach that is water conscious.

10. Additional Resources

This section provides university staff, vendors, and potential vendors resources for identifying suppliers of sustainable products as well as best practices which may be useful in the successful application of this sustainable procurement policy. The following lists of organizations and sites may be consulted when purchasing products and services.

The Association for the Advancement of Sustainability in Higher Education: aashe.org
AASHE empowers higher education faculty, administrators, staff and students to be effective change agents and drivers of sustainability innovation.

ENERGY STAR: energystar.gov

Develops energy efficiency guidelines and helps promote the utilization of efficient products through the ENERGY STAR logo.

EPA Green Resources: epa.gov/greenerproducts

Allows users to search for EPA programs related to greener products based on the type of user and their specific product interests.

EPEAT - The Electronic Product Environmental Assessment Tool: epeat.net

Consists of a set of voluntary environmental criteria for identifying energy efficient and environmentally preferable computers and other electronic components.

Green Seal: greenseal.org

Establishes environmental standards and awards its “green seal of approval” to products meeting its standards. Green Seal has created environmental standards for more than 30 product categories and regularly publishes its Choose Green Reports, which evaluate the environmental impacts of products.

My Green Lab: mygreenlab.org

Formed to unify and lead scientists, vendors, designers, energy providers, and others in a common drive toward a world in which all research reflects the highest standards of social and environmental responsibility.

New American Dream: newdream.org

Provides extensive information on purchasing energy efficiency and environmentally preferable products via its Responsible Purchasing Network.

US EPA WaterSense: epa.gov/watersense

Provides labeling, certification, information regarding water efficient products, contractors, and programs.

Virginia Department of Environmental Quality: deq.virginia.gov


The Department of Environmental Quality protects and enhances Virginia’s environment, and promotes the health and well-being of the citizens of the Commonwealth.

Virginia Tech Office of Sustainability: facilities.vt.edu/sustainability

The Office of Sustainability acts as a central hub to connect the many sustainability champions and efforts taking place all across campus.

MEMORANDUM

TO: Student Organizations

FROM: Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer 

DATE: September 21, 2020

SUBJECT: Academic Year 2020-21 Request for Proposal for Sustainability Initiatives by Student Organizations Program (Green RFP Program)

Student engagement is an important factor in advancing sustainability at Virginia Tech. The university has created the Request for Proposal for Sustainability Initiatives from Student Organizations Program (called the "Green RFP Program") to solicit proposals from recognized student organizations that supports the goals of the Virginia Tech Climate Action Commitment and Sustainability Plan. Since its initiation in academic year 2010-11, the Green RFP Program has provided funds in excess of \$1.2 million for 83 approved student sustainability proposals.

The purpose of this memorandum is to present the proposal submission process, timeline, format, contacts, and the review criteria. Recognized student organizations should identify sustainability initiatives that are directly targeted to specific projects and therefore limited in size and scope. The university is especially interested in projects focused on energy reduction and conservation that produce achievable savings. Requests for one-time support are generally preferred over those requiring ongoing support.

The process and key dates for proposal submission and are shown in Attachment 1. The process begins with this memorandum and continues through the current academic year. Approved proposals will be formally announced during Spring Semester 2021.

Student organizations will submit a proposal(s) using the form titled "Sustainability Initiatives by Student Organizations Funding Proposal" shown in Attachment 2. All four parts of the form must be completed in detail. Part III, "Supporting Information" should be completed prior to addressing Part II, "Project Cost Information." As shown in Part IV, all proposals must have an appropriate university official's participation and concurrence prior to submission. The participation of the appropriate university official is essential, particularly if a proposal involves the purchase and installation of new equipment, a modification to an existing facility or grounds, or a new program.

The completed form must be signed and electronically submitted to Dennis C. Cochrane in the Office of Sustainability at denniscc@vt.edu by 4 p.m. on November 20, 2020. If students have questions, need assistance in completing the form, or need assistance with identifying the appropriate university official for their proposal, please contact Mr. Cochrane via email or office telephone 540-231-5184. If technical assistance is needed in preparing a proposal, please see our subject matter contact list in Attachment 3. For a list of previously approved Green RFPs, please visit the Office of Sustainability website:

facilities.vt.edu/sustainability/sustainability-programs/green-rfp-program.

The Office of Sustainability will present select proposals to the university's Energy and Sustainability Committee for review and prioritization. This committee is a part of our university governance system and is comprised of faculty, staff, graduate students, and undergraduate students. The committee will consider and evaluate proposals based on the following criteria:

- Does the proposal help to achieve the goals of the Virginia Tech Climate Action Commitment and Sustainability Plan? See: Presidential Policy Memorandum No. 262 Revision 1 "Update to the Virginia Tech Climate Action Commitment" dated May 8, 2013. facilities.vt.edu/content/dam/facilities_vt.edu/sustainability/climate-action-commitment.pdf
- Does the proposal generate savings that exceed the cost of implementation?
- Does the proposal pertain to energy reduction/conservation that produces cost savings?
- Does the funding request address a one-time or an ongoing need?
- Does the proposal leverage other sources of funding or volunteer effort?

Select proposals meeting these criteria will be prioritized and submitted by the Energy and Sustainability Committee to the Office of Budget and Financial Planning (OBFP) for further consideration. OBFP will assemble a budget committee to review proposals and determine potential funding strategies for those recommended for approval. The Vice President for Finance will announce the list of approved proposals and funding sources. The Office of Sustainability will oversee implementation.

Thank you for your interest in the university's sustainability efforts. I encourage your participation in this very popular student program.

c: Dennis C. Cochrane
James S. Hillman
Timothy L. Hodge
Travis W. Hundley
Kenneth E. Miller
Angela S. Page
Frank X. Shushok Jr.
Jonathan C. Teglas

STUDENT ORGANIZATIONS SUSTAINABILITY INITIATIVE PROPOSAL FORM

Part I — General Information:

Name of Student Organization

Contact/Responsible Person

Contact Office Held/Title

Contact Email Address

Contact Telephone Number

Part II — Project Cost Information

Estimated Cost of this Proposal

See III.C. Below

Estimated Savings -

See III.D. below

Net Cost of this Proposal =

Part III — Supporting Information

A. Please describe your sustainability initiative and attach supporting documentation.

B. How does this initiative help to achieve the goals of the Virginia Tech Climate Action Commitment Resolution and Sustainability Plan?

C. What is the cost of your proposal? Please describe in adequate detail the basis for your cost estimate.

D. Will your proposal produce cost savings for the University? If so, how much? Please describe in adequate detail the basis for your savings estimate.

E. Is this funding request for a One-Time need or an Ongoing need (please check one)?

☐ One-time☐ Ongoing

F. Is funding available for this request from another source? If yes, describe the funding (source, amount, etc.)

STUDENT ORGANIZATION SUSTAINABILITY INITIATIVE PROPOSAL FORM
(Continued)

Part IV- Requestors/Reviewers

Prepared By (Name of Contact for Student Organization)

Date

Reviewed By (Name of Appropriate University Official)

Date

Reviewed By (Name of Office of Sustainability Representative)

Date

STUDENT ORGANIZATIONS SUSTAINABILITY INITIATIVE PROPOSAL PROCESS AND TIMELINE

Date	Activity
Sep 21, 2020	Associate Vice President and Chief Facilities Officer announces the 2019-20 Green RFP Program and the Office of Sustainability (OS) notifies student organizations.
Nov 20, 2020	Proposal submission deadline to OS.
Dec 1, 2020	OS coordinates a proposal review for feasibility and completeness.
Jan 25, 2021	Energy and Sustainability Committee receives select proposals, and appoints Subcommittee to review and recommend a priority order.
Feb 22, 2021	Subcommittee presents proposed priority recommendations to the Energy and Sustainability Committee for approval.
Mar 5, 2021 (estimated)	Energy and Sustainability Committee presents proposals to the Office of Budget and Financial Planning for review and funding consideration.
Mar 2021 (estimated)	Office of Budget and Financial Planning, in coordination with other university offices, determines potential funding options for proposals and seeks the appropriate approvals.
Apr 2021 (estimated)	Vice President for Finance and Chief Financial Officer announces the approved proposals and funding sources.
May 2021 (estimated)	The Office of Budget and Financial Planning transfers funds to the appropriate Green RFP funding codes for proposal implementation.
May 2021 (estimated)	OS initiates Green RFP implementation.

STUDENT ORGANIZATION SUSTAINABILITY INITIATIVE FUNDING PROPOSAL CONTACT LIST

In the preparation of your Green RFP form, student organizations are encouraged to seek input and guidance from the following list of university employees. These individuals are familiar with the form and the process. They can address the feasibility of your proposal, provide a technical review, and evaluate the cost & potential savings.

Area of Expertise	Name	Title	Email
Engineering & Operations, Energy Management	Kim Briele	Director Engineering & Assessment	sbriele@vt.edu
Facilities: Housing & Residence Life	Todd Pignataro	Associate Director of Facilities	ptodd@vt.edu
Facilities: Buildings & Grounds (Small Renovations)	Jim McDaniel	Project Coordinator	jmcdani@vt.edu
Exterior Lighting	Rob Glenn	Director VT Electric Service	robglen@vt.edu
Student Engagement & Campus Life	Spencer Stidd	Associate Director for Events Services	sstidd@vt.edu
Dining Services & Housing (student Affairs)	Blake Bensman	Sustainability Manager	bensman@vt.edu
Alternative Transportation (Bus, Bike, & Walk/Electric Vehicles)	Nick Quint	Transportation Network Manager	nquint@vt.edu
Landscape Architecture	Melissa Philen	Site Planner	mnphilen@vt.edu
Hahn Horticulture Garden	Scott Douglas	Director/Instructor	dsd1@vt.edu
Recycling and Waste Management	Denny Cochrane	Director Office of Sustainability	denniss@vt.edu
Other Sustainability Topics	Nathan King	Sustainability Manager Office of Sustainability	naking@vt.edu



CAPITAL PROJECTS UPDATE

PREPARED FOR THE BUILDINGS AND GROUNDS COMMITTEE OF THE BOARD OF VISITORS
NOVEMBER 2021



Project Portfolio

- 20 projects (active and completed/1-year warranty phase)
- Total value of ~\$1B
- Adds 1.7M gross square feet (GSF) of new construction
- Renovates nearly 300K GSF of existing space



Capital Construction Executive Summary (Progressive)

Date Prepared: 10 OCT 2021

Legend:		Schematic Design Phase		Preliminary Design Phase		Working Drawings Phase		Construction Phase
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Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021					CY 2022					CY 2023					CY 2024				
					JAN-MAR	APR-JUN	JUL-SEP	OCT	DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC		JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC		JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22			FY23		FY24			FY25									
					Q3	Q4	Q1	Q2		Q3	Q4	Q1	Q2		Q3	Q4	Q1	Q2		Q3	Q4	Q1	Q2	
Student Athlete Performance Center (Jameson Hall)	\$20.1	\$16.5	8,280	18,765	WARRANTY																			
Improve Kentland Facilities (Phase II) -- Various Locations	\$12.5	\$10.1	28,403		WARRANTY																			
Creativity & Innovation District Living Learning Community	\$105.5	\$85.3	232,000					WARRANTY																
Gas-Fired Boiler at Central Steam Plant	\$8.2	\$3.8	N/A																					
Chiller Plant Phase II	\$42.9	\$32.7	N/A																					
Holden Hall Renovations	\$74.9	\$58.5	82,905	20,240																				
Data & Decision Sciences Building (D&DS)	\$79.0	\$58.9	120,000																					
Livestock & Poultry Research Facilities (Ph I) -- Various Locations	\$22.5	\$18.2	129,100																					
Multi-Modal Transit Facility (Note 1)	N/A	N/A	13,606																					
Corps Leadership & Military Science Building	\$52.0	\$37.9	65,428	8,449																				
New Upper Quad Residence Hall	\$40.0	\$32.0	67,876																					
Innovation Campus - Academic Building (Note 2)	\$275.0	\$223.5	299,733																					
Dietrick Renovation	\$8.3	\$6.0	6,298	11,960																				
HITT Hall (Note 2)	\$6.0	\$60.0	101,000																					
Undergraduate Science Laboratory Building	\$90.5	\$68.3	102,000																					
Student Wellness Improvements (War Memorial Gym & McComas Hall)	\$58.0	\$44.0		217,708																				
Life, Health, Safety, Accessibility and Code Compliance	\$3.1	\$2.2																						
Planning: Tennis Center Improvements (Design Only) (Note 3)	\$0.5	\$3.0	7,000	500																				
Planning: Randolph Hall Replacement (Design Only) (Note 3)	\$11.0	\$170.0	284,000																					
Global Business & Analytics Complex Residence Halls	\$84.0	\$66.0	160,000		ON HOLD																			
TOTALS	\$994.0		1,707,629	277,622																				

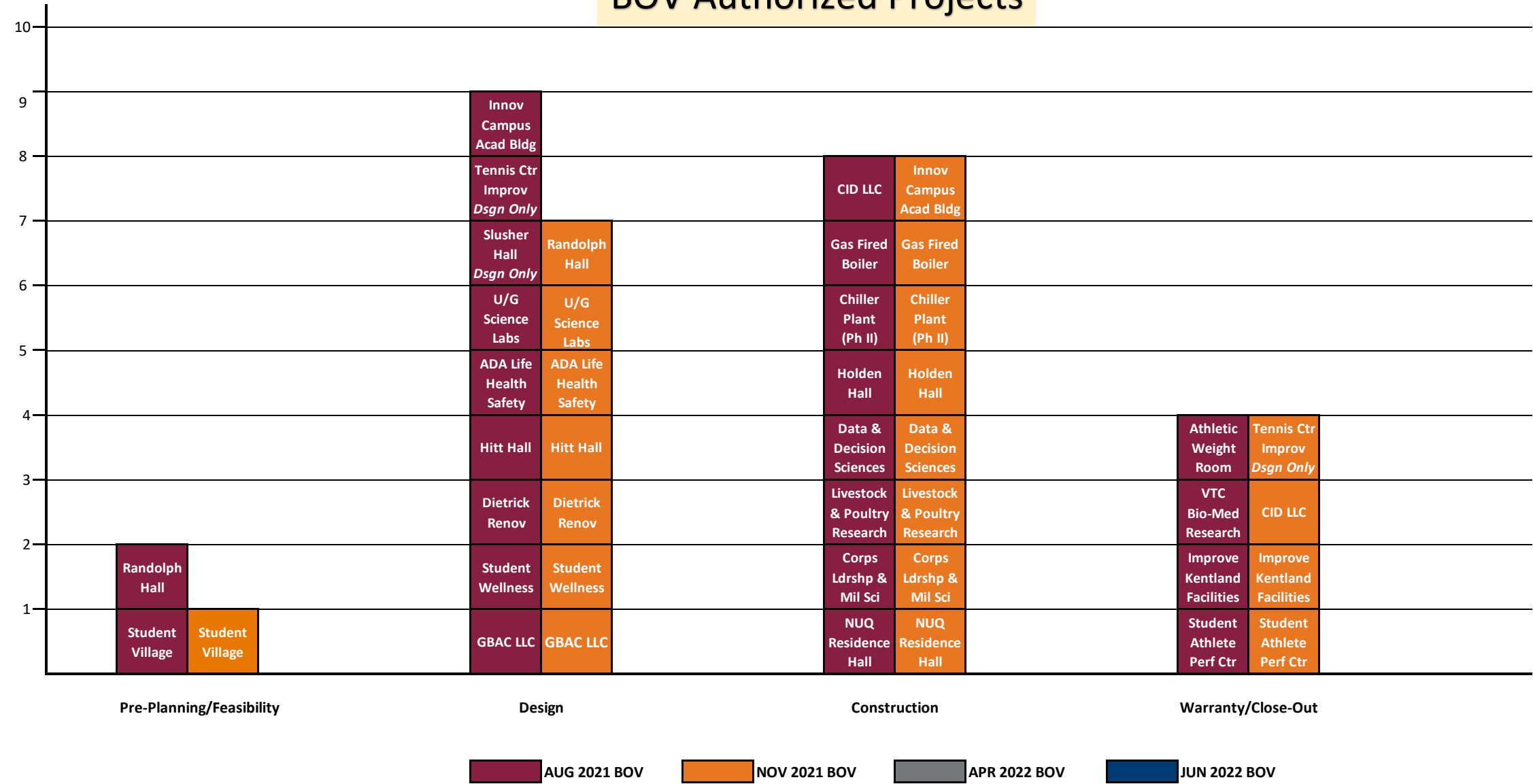
Note 1: Non-VT project

Note 2: Multiple GMPs results in design/construction overlap (fast track)

Note 3: Construction not yet authorized; construction dates (where shown) are "earliest possible"

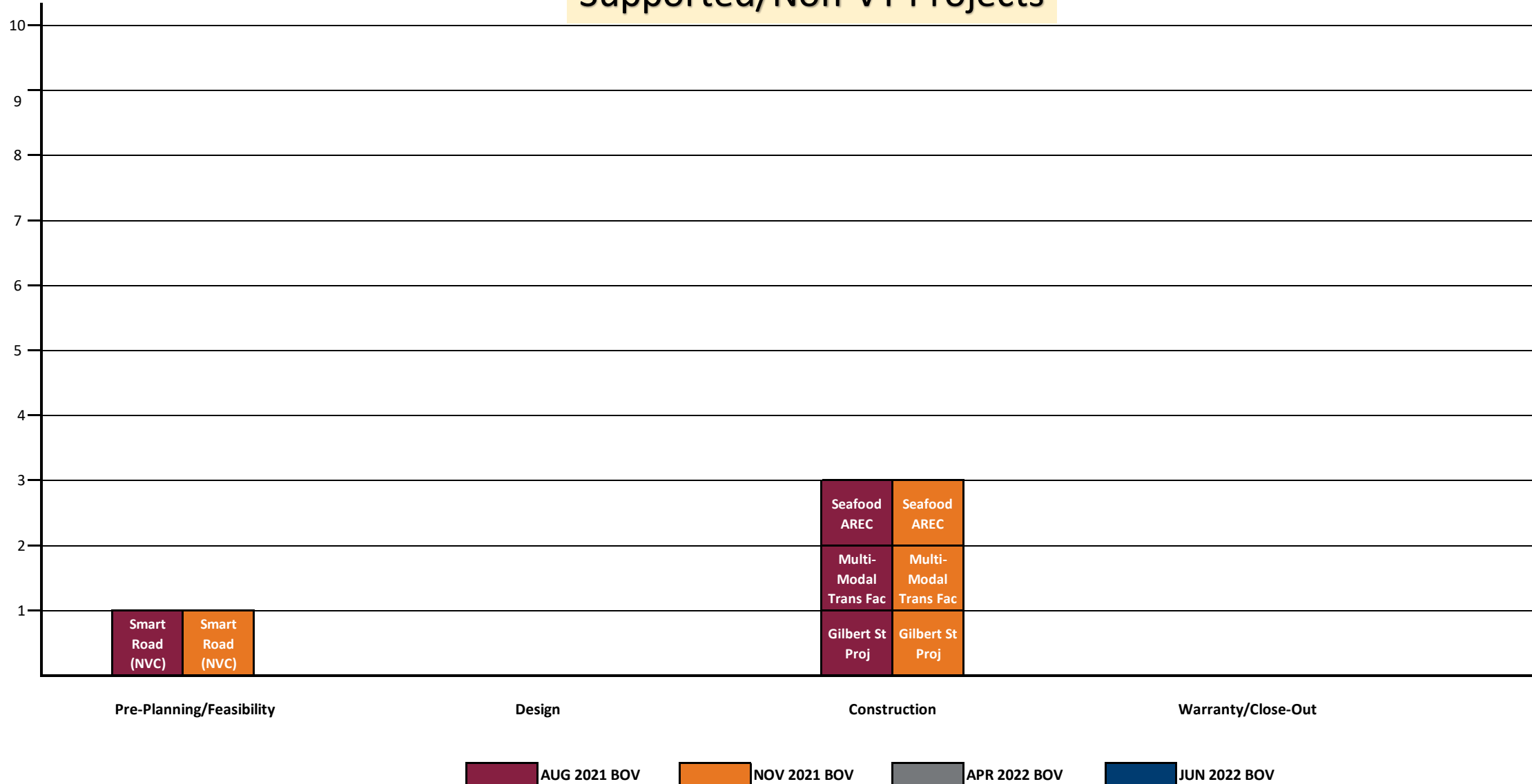
Project Portfolio Distribution

BOV Authorized Projects

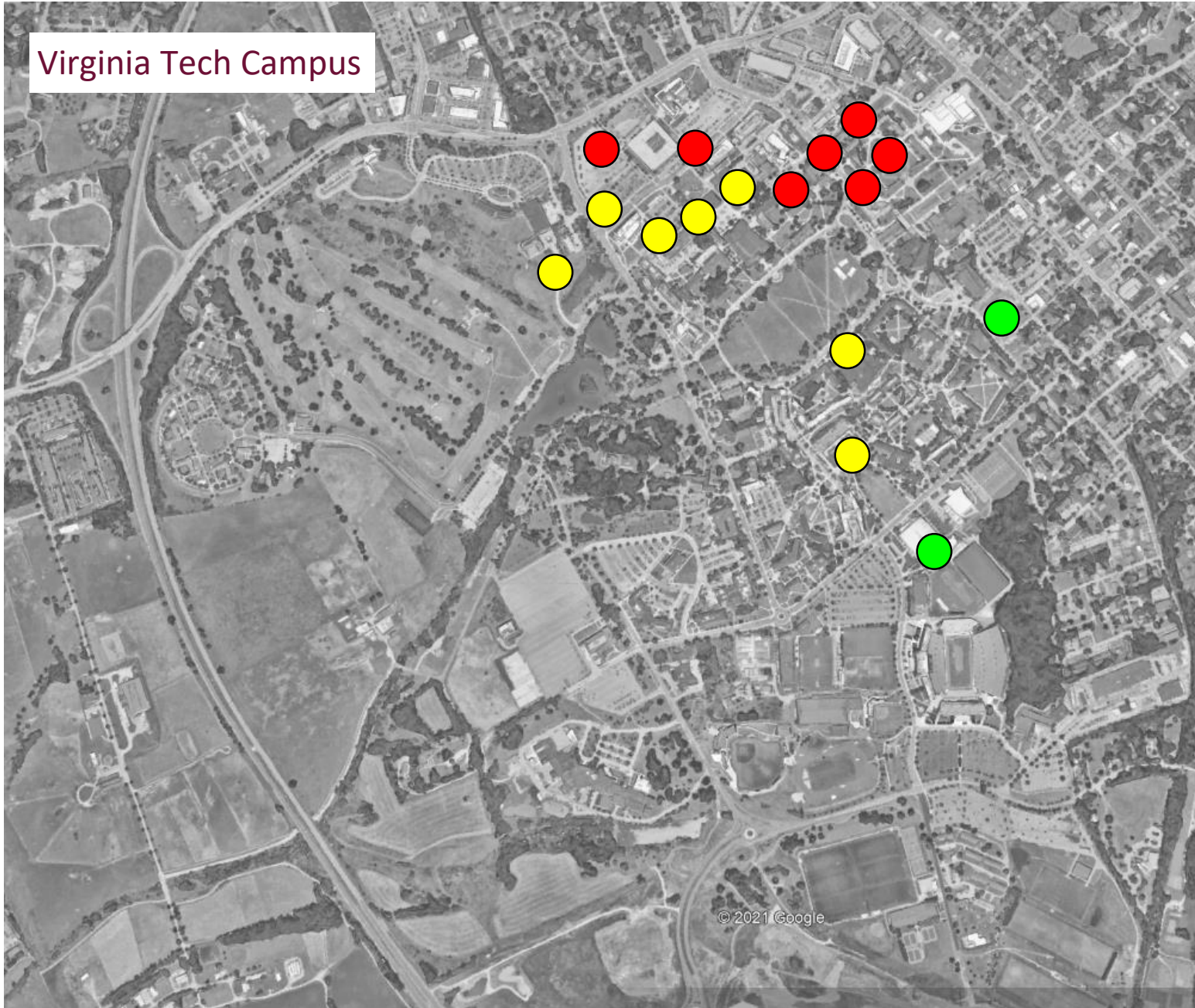


Project Portfolio Distribution

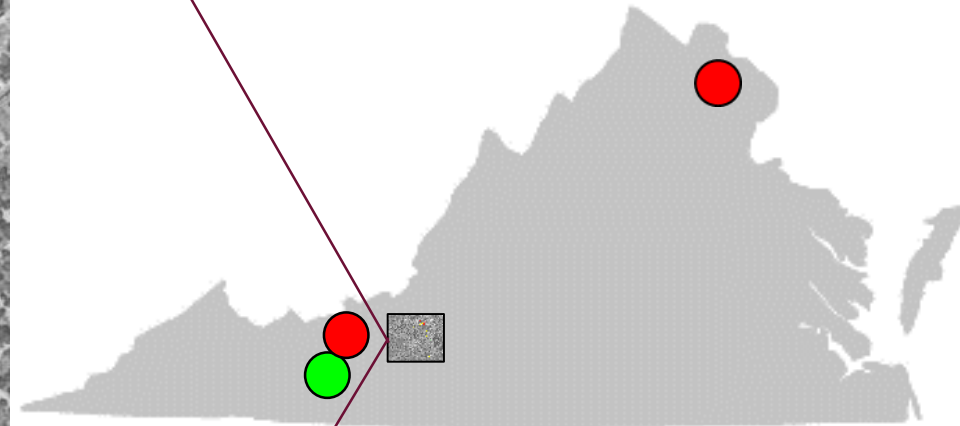
Supported/Non-VT Projects



Virginia Tech Campus



Capital Project Portfolio



Legend

● = In Design

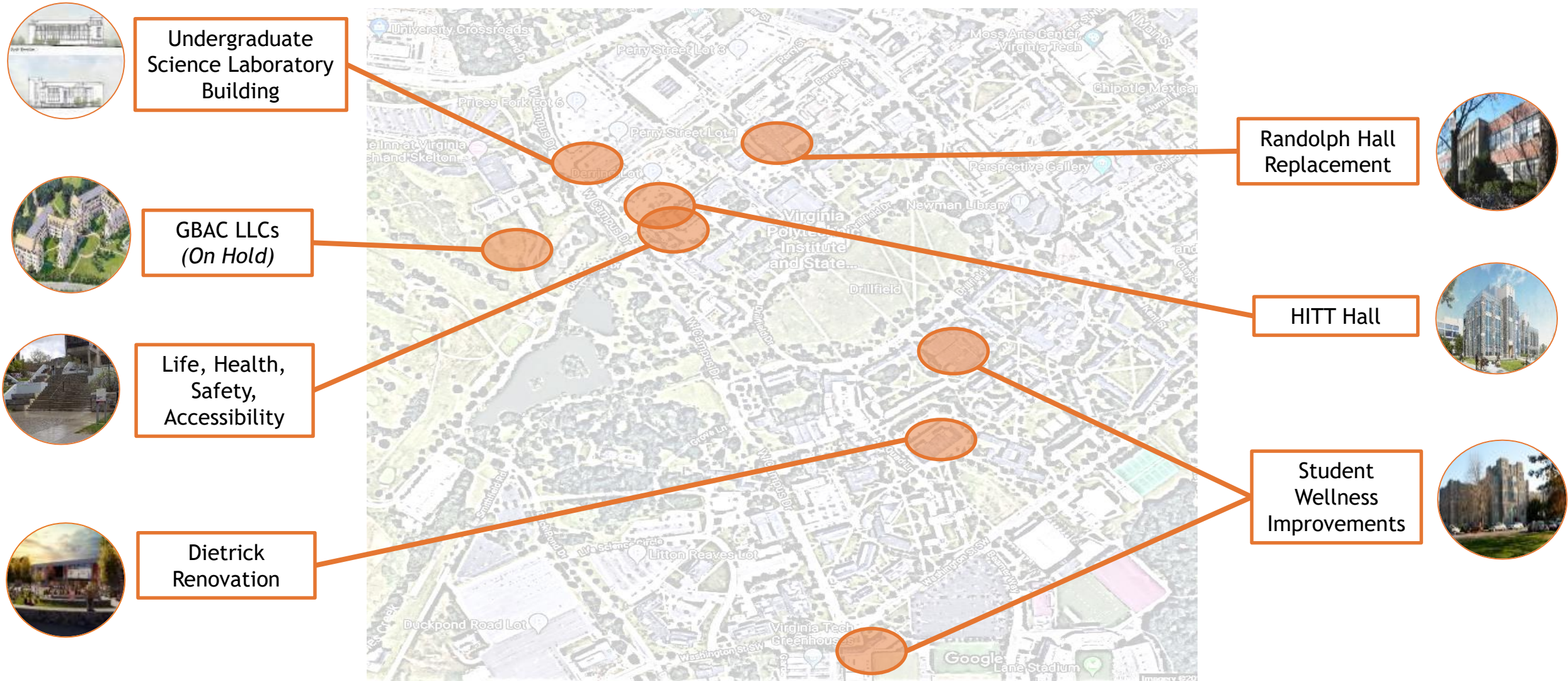
● = Under Construction

● = Warranty

In Design



Projects In Design



Hitt Hall



CM at Risk
BOV Authorized

Status:

- Working Drawings will complete in November
- Market pricing underway for GMP-1 (site work & steel procurement package)

Next Actions:

- Market pricing for GMP-2 (building) commences in November
- Site work construction targeted to begin during Thanksgiving break

Legend: <div><div></div> Schematic Design Phase</div> <div><div></div> Preliminary Design Phase</div> <div><div></div> Working Drawings Phase</div> <div><div></div> Construction Phase</div>																					
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021					CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22		FY23		FY24		FY25								
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
HITT Hall	(Note 2)	\$6.0	\$60.0	101,000																	

Designer: Cooper Cary

Builder: W M Jordan

Dietrick Renovation

Design-Bid-Build
BOV Authorized



- Status:
- Implementing improvements to Dietrick Hall within approved budget and outdoor plaza through private support as a non-capital project
 - Both components to be executed under a single construction contract
 - Invitation For Bids issued October 13th

- Next Actions:
- Bid opening scheduled for November 17th
 - Construction contract award targeted for mid-December to align with Christmas break

<div> <div>Legend:</div> <div> <div>Schematic Design Phase</div> <div>Preliminary Design Phase</div> <div>Working Drawings Phase</div> <div>Construction Phase</div> </div> </div>																				
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY21		FY22		FY23				FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Dietrick Renovation	\$8.3	\$6.0	6,298	11,960																

Designer: Hanbury

Builder: TBD

Undergraduate Science Laboratory Building

CMAR
State Authorized



- Status:
- Design is complete
 - General Assembly approved full construction authorization

- Next Actions:
- Market pricing for full GMP begins in December
 - Construction contract award targeted for February 2022

Legend: <div><div>Schematic Design Phase</div><div>Preliminary Design Phase</div><div>Working Drawings Phase</div><div>Construction Phase</div></div>																						
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021					CY 2022				CY 2023				CY 2024				
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC		
					FY21		FY22		FY23		FY24		FY25									
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		
Undergraduate Science Laboratory Building	\$90.5	\$68.3	102,000																			

Designer: ZGF

Builder: Skanska

Student Wellness Improvements

CM at Risk
BOV Authorized



Status:

- Redesigning scope to fit within authorized budget

Next Actions:

- Market pricing for full GMP targeted to commence in February 2022

Legend: <div>Schematic Design Phase</div> <div>Preliminary Design Phase</div> <div>Working Drawings Phase</div> <div>Construction Phase</div>																				
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY21		FY22		FY23				FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Student Wellness Improvements (War Memorial Gym & McComas Hall)	\$58.0	\$44.0		217,708																

Designer: Cannon Design

Builder: Whiting-Turner

Planning: Randolph Hall Replacement

CMaR

State Authorized



Status:

- Project authorized through Preliminary Design only
- Schematic Design is underway
- CMaR pre-construction contract awarded

Next Actions:

- Advance Schematic Design phase and develop cost estimates

Legend: <div><div>Schematic Design Phase</div><div>Preliminary Design Phase</div><div>Working Drawings Phase</div><div>Construction Phase</div></div>																					
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021					CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22			FY23			FY24			FY25					
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Planning: Randolph Hall Replacement (Design Only)	(Note 3)	\$11.0	\$170.0	284,000																	
Note 3: Construction not yet authorized; construction dates (where shown) are "earliest possible"																					

Designer: Perkins & Will

Builder: Skanska

Life, Health, Safety, Accessibility & Code Compliance

Design-Bid-Build
State Authorized



- Status:
- Project scope addresses accessibility issues at Derring Steps through creation of elevator towers
 - Preliminary Design underway

- Next Actions:
- Complete Preliminary Design and update cost estimates

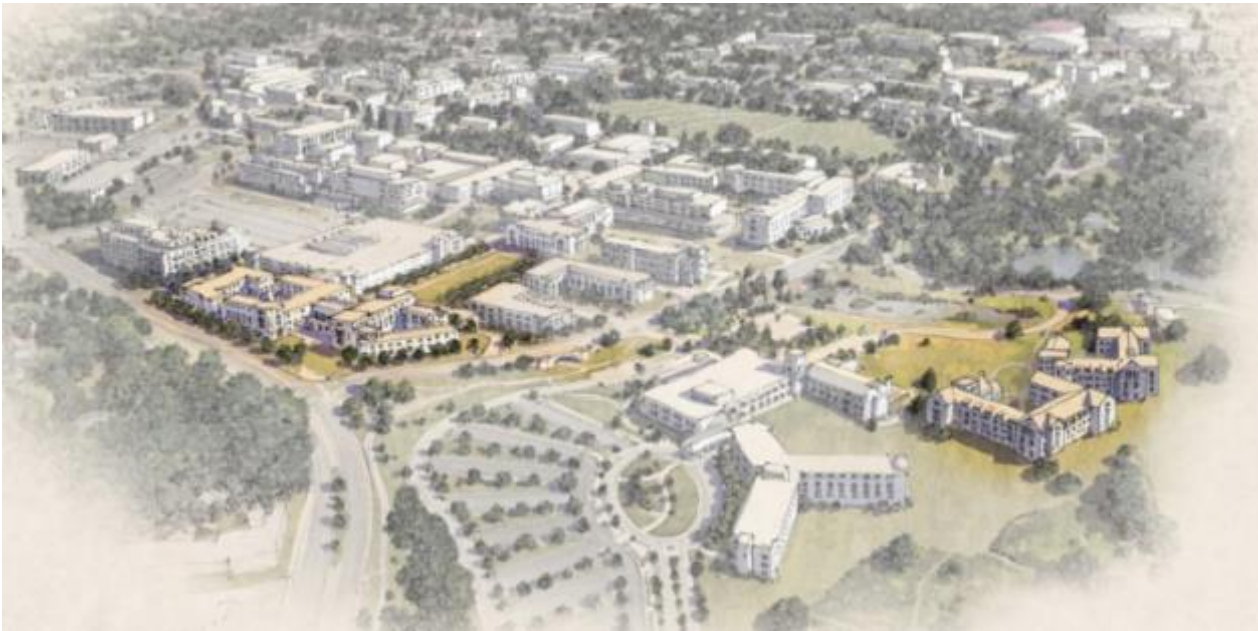
Legend: <div>Schematic Design Phase</div> <div>Preliminary Design Phase</div> <div>Working Drawings Phase</div> <div>Construction Phase</div>																					
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024				
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22		FY23				FY24				FY25				
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Life, Health, Safety, Accessibility and Code Compliance	\$3.1	\$2.2																			

Designer: Quinn Evans

Builder: TBD

Global Business & Analytics Complex Residence Halls

Design-Bid-Build
BOV Authorized



Status:

- Exploring alternatives for project implementation

Next Actions:

- Determine appropriate course of action

Legend: <div> Schematic Design Phase Preliminary Design Phase Working Drawings Phase Construction Phase </div>																				
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY21		FY22		FY23				FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Global Business & Analytics Complex Residence Halls	\$84.0	\$66.0	160,000		ON HOLD															

Designer: TBD

Builder: TBD

Planning: Tennis Center Improvements

Design-Bid-Build
BOV Authorized



- Status:
- Working Drawings complete
 - Project in close-out pending completion of private fund raising campaign and BOV construction authorization

- Next Actions:
- Complete project close-out

Legend: <div><div></div> Schematic Design Phase</div> <div><div></div> Preliminary Design Phase</div> <div><div></div> Working Drawings Phase</div> <div><div></div> Construction Phase</div>																						
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024					
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC		
					FY21		FY22		FY23				FY24				FY25					
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		
Planning: Tennis Center Improvements (Design Only)	(Note 3)	\$0.5	\$3.0	7,000	500																	
Note 3: Construction not yet authorized; construction dates (where shown) are "earliest possible"																						

Designer: Tymoff & Moss

Builder: TBD

Under Construction



Active Construction Projects



Innovation Campus-Academic Building

CM at Risk
State Authorized



Status:

- Construction underway for GMP-1 for foundations/parking garage
- Steel package procurement awarded
- Working Drawings for building/structure completed in September
- Market pricing for GMP-2 (building) commenced in October

Next Actions:

- Market pricing for GMP-2 (building) expected in December
- GMP-2 (building) contract award targeted for February 2022

Legend:																					
Schematic Design Phase				Preliminary Design Phase				Working Drawings Phase				Construction Phase									
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) (Construction contract value)	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024				
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22		FY23				FY24				FY25				
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Innovation Campus - Academic Building (Note 2)	\$275.0	\$223.5	299,733																		
Note 2: Multiple GMPs results in design/construction overlap (fast track)																					

Note 2: Multiple GMPs results in design/construction overlap (fast track)

New Upper Quad Residence Hall



CM at Risk
BOV Authorized

- Status:
- Demolition of Femoyer Hall underway

- Next Actions:
- Anticipated completion in August 2023

Legend: <div><div>Schematic Design Phase</div><div>Preliminary Design Phase</div><div>Working Drawings Phase</div><div>Construction Phase</div></div>																				
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY21		FY22		FY23		FY24		FY25							
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
New Upper Quad Residence Hall	\$40.0	\$32.0	67,876																	

Designer: Clark - Nexsen

Builder: Vannoy

Corps Leadership & Military Science Building

CM at Risk
 BOV Authorized



Status:

- Project on track (15% complete)

Next Actions:

- Anticipated completion in July 2023

Legend: <div> Schematic Design Phase Preliminary Design Phase Working Drawings Phase Construction Phase </div>																				
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY21		FY22		FY23				FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Corps Leadership & Military Science Building	\$52.0	\$37.9	65,428	8,449																

Designer: Clark - Nexsen

Builder: Vannoy

Livestock & Poultry Research Facilities (Phase I)



Poultry Facility



Swine Facility

**Design-Bid-Build
State Authorized**



Equine Facility



Beef Facility

Status:

- Construction underway on 4 of 6 bid packages:
 - Poultry: 17% complete
 - Swine: 12% complete
 - Equine: 18% complete
 - Beef: 13% complete

Next Actions:

- Construction funding for 3 hay barns and demolition requested in State's 2022 capital budget call

Legend: <div>Schematic Design Phase</div> <div>Preliminary Design Phase</div> <div>Working Drawings Phase</div> <div>Construction Phase</div>																					
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024				
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22		FY23		FY24		FY25								
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Livestock & Poultry Research Facilities (Ph I) -- Various Locations	\$22.5	\$18.2	129,100																		

Designer: Spectrum Design

Builder: (Various)

Data & Decisions Sciences Building

CM at Risk

State Authorized



Status:

- Project on track (33% complete)

Next Actions:

- Anticipated completion in April 2023

Legend: <div>Schematic Design Phase</div> <div>Preliminary Design Phase</div> <div>Working Drawings Phase</div> <div>Construction Phase</div>																					
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021					CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22		FY23				FY24				FY25				
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Data & Decision Sciences Building (D&DS)	\$79.0	\$58.9	120,000																		

Designer: Moseley

Builder: Kjellstrom & Lee

Holden Hall Renovation



CM at Risk
State Authorized

Status:

- Project on track (80% complete)

Next Actions:

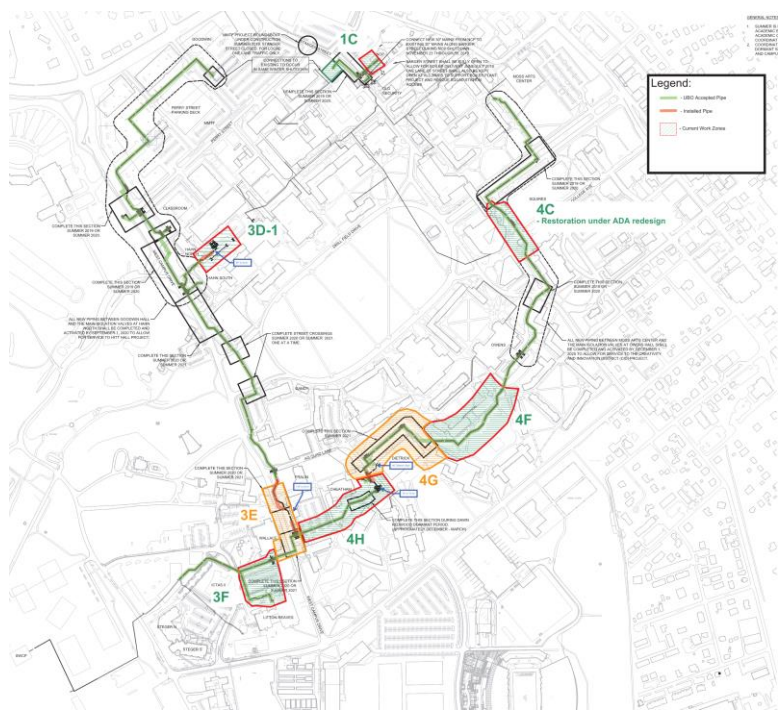
- Anticipated completion in January 2022

Legend: <div><div>Schematic Design Phase</div><div>Preliminary Design Phase</div><div>Working Drawings Phase</div><div>Construction Phase</div></div>																					
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024				
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22		FY23		FY24		FY25								
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Holden Hall Renovations	\$74.9	\$58.5	82,905	20,240																	

Designer: Moseley

Builder: WM Jordan

Chiller Plant (Phase II)



Design-Bid-Build
State Authorized



Status:

- Project on track (95% complete)

Next Actions:

- Anticipated completion in November/December 2021

Legend: <div>Schematic Design Phase</div> <div>Preliminary Design Phase</div> <div>Working Drawings Phase</div> <div>Construction Phase</div>																					
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024				
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22		FY23				FY24				FY25				
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Chiller Plant Phase II	\$42.9	\$32.7	N/A																		
Boiler Plant Phase I	\$25.1	\$18.5	12,500	8,200																	

Designer: AEI

Builder: Faulconer

Gas-Fired Boiler at Central Steam Plant



Design-Bid-Build
BOV Authorized

Status:

- Project essentially complete

Next Actions:

- Resolve DEQ boiler permit for alternative fuel source (fuel oil)

Legend: <div> Schematic Design Phase Preliminary Design Phase Working Drawings Phase Construction Phase </div>																				
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY21		FY22		FY23		FY24		FY25							
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Gas-Fired Boiler at Central Steam Plant	\$8.2	\$3.8	N/A																	

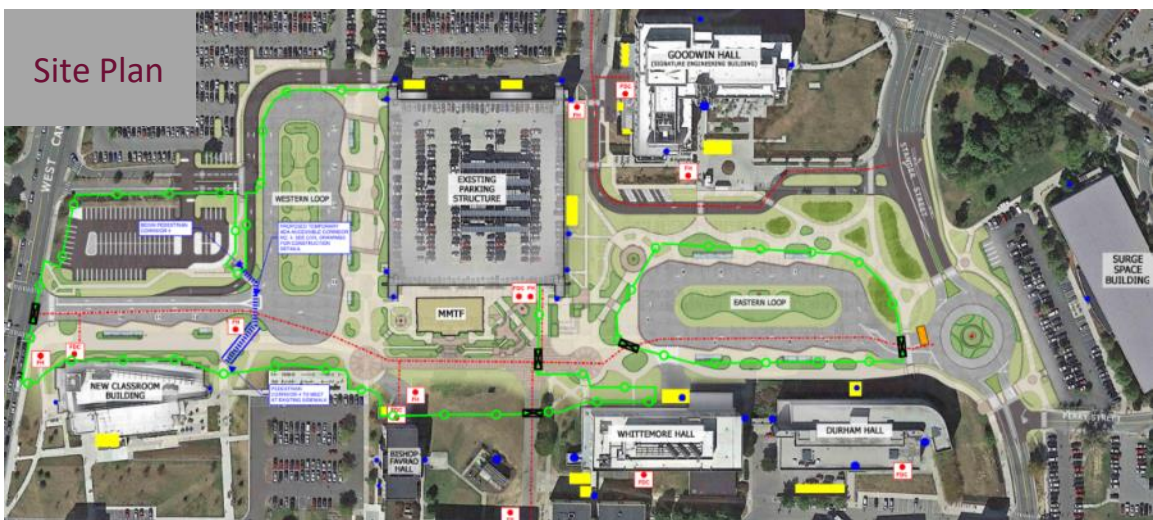
Designer: AEI

Builder: Southern Air

Multi-Modal Transit Facility

Design-Bid-Build

Town of Blacksburg (ToB) Project



Status:

- Construction underway 15% complete)

Next Actions:

- Anticipated completion in April 2023

Legend: <div>Schematic Design Phase</div> <div>Preliminary Design Phase</div> <div>Working Drawings Phase</div> <div>Construction Phase</div>																				
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY21		FY22		FY23		FY24		FY25							
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Multi-Modal Transit Facility (Note 1)	N/A	N/A	13,606																	
Note 1: Non-VT project																				

Designer: Wendel (ToB contract)

Builder: WM Schlosser (ToB contract)

Creativity & Innovation District LLC

Design-Build

BOV Authorized



Status:

- Project complete



Next Actions:

- Address punch list items and close out contract

Complete

Legend: <div>Schematic Design Phase</div> <div>Preliminary Design Phase</div> <div>Working Drawings Phase</div> <div>Construction Phase</div>																					
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024				
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22		FY23				FY24				FY25				
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Creativity & Innovation District Living Learning Community	\$105.5	\$85.3	232,000				WARRANTY														

Designer: Hanbury

Builder: WM Jordan

Student Athlete Performance Center

Design-Bid-Build
BOV Authorized



Status:

- Construction complete

Next Actions:

- Conclude warranty period and close-out contract

Legend: <div>Schematic Design Phase</div> <div>Preliminary Design Phase</div> <div>Working Drawings Phase</div> <div>Construction Phase</div>																				
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021				CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
					FY21		FY22		FY23				FY24				FY25			
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Student Athlete Performance Center (Jameson Hall)	\$20.1	\$16.5	8,280	18,765	WARRANTY															

Designer: Hanbury

Builder: Branch Builds

Improve Kentland Facilities (Phase II)

Design-Bid-Build
State
Authorized

APR Building



Complete

MRL Building



Complete

BETR Building



Complete

Status:

- APR Building construction complete
- BETR Building construction complete
- MRL Building construction complete

Next Actions:

- APR Building: Close out contract (warranty period complete)
- BETR Building: Close-out contract (warranty period complete)
- MRL Building: Conclude warranty period and close-out contract

Legend: <div>Schematic Design Phase</div> <div>Preliminary Design Phase</div> <div>Working Drawings Phase</div> <div>Construction Phase</div>																					
Project Title	Total Project Budget (\$M)	Construction Budget (\$M) <i>(Construction contract value)</i>	New Const (GSF)	Renovation (GSF)	CY 2021					CY 2022				CY 2023				CY 2024			
					JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
					FY21		FY22		FY23				FY24				FY25				
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Improve Kentland Facilities (Phase II) -- Various Locations	\$12.5	\$10.1	28,403			WARRANTY															

Designer: Spectrum Design

Builder(s): APR = Snyder; MRL & BETR = CPPI

Definitions

- **State Authorized:** Authorized and funded (whole or in part) by the Virginia General Assembly
- **BOV Authorized:** Authorized and funded by the Virginia Tech Board of Visitors
- **Schematic Design Phase** = 0% to approx 20% design complete
- **Preliminary Design Phase** = Approx 20% to approx 50% design complete
- **Working Drawing Phase** = Approx 50% to 100% design complete
- **GMP** = Guaranteed Maximum Price

Construction Methods

Design-Bid-Build (DBB):

- A/E completes full design
- Invitation For Bid (IFB) issued...contract awarded to lowest bidder

Construction Manager at Risk (CMaR):

- A/E completes full design
- CMaR's compete for project during early stage of design
- CMaR hired during schematic design phase
- When final designs are complete, CMaR develops Guaranteed Maximum Price (GMP)

Design-Build (D/B):

- A/E completes partial design ("criteria docs")
- D/B teams (builder + A/E) compete for project and propose full price for project delivery
- Selection based upon "best value"
- D/B team completes design and executes construction

**RESOLUTION TO APPROVE AN EASEMENT TO
SUFFOLK CSG, LLC
IN SUPPORT OF DEVELOPING A COMMUNITY SOLAR PROJECT ON PROPERTY
ADJACENT TO THE TIDEWATER AGRICULTURAL RESEARCH AND EXTENSION
CENTER**

Suffolk CSG, LLC has requested Virginia Polytechnic Institute and State University grant a public access easement to Suffolk CSG, LLC for the installation of a solar project in the area of the Tidewater Agricultural Research and Extension Center located in the City of Suffolk, Virginia. This would support a sustainability development in the surrounding community.

Attachments:

Attachment A – Deed of Easement

Exhibit A – Property Map

Exhibit B – Memorandum of Lease (Glover and Suffolk CSG, LLC)

Exhibit C – Easement Access Area Drawing

**RESOLUTION TO APPROVE AN EASEMENT TO
SUFFOLK CSG LLC
IN SUPPORT OF DEVELOPING A COMMUNITY SOLAR PROJECT ON PROPERTY
ADJACENT TO THE TIDEWATER AGRICULTURAL RESEARCH AND EXTENSION
CENTER**

WHEREAS, Suffolk CSG LLC and the City of Suffolk have identified a need for a community solar project to increase the availability of renewable solar energy; and

WHEREAS, Suffolk CSG LLC has requested Virginia Polytechnic Institute and State University ("Virginia Tech") grant an easement on Virginia Tech land near the area of the Tidewater Agricultural Research and Extension Center which easement area would contain approximately 10,650 square feet as more particularly shown and described on the attached drawing entitled "Exhibit C"; and

WHEREAS, Virginia Tech desires to grant the approximately 10,650 square feet access easement in support of the City of Suffolk's project to increase the availability of renewable solar energy;

NOW, THEREFORE BE IT RESOLVED, that the Senior Vice President and Chief Business Officer, his successors and/or assigns, be authorized to execute a Deed of Easement to Suffolk CSG LLC as described herein, in accordance with applicable Virginia Tech policies and procedures as permitted by the Higher Education Restructuring Act and the Management Agreement with the Commonwealth of Virginia, and the Code of Virginia (1950), as amended.

RECOMMENDATION:

That the above resolution authorizing the Senior Vice President and Chief Business Officer to execute an easement to Suffolk CSG LLC for the purposes stated and described herein be approved.

November 8, 2021

Account No. 153640900Tax Map No. 40-41B

PREPARED BY: Virginia Polytechnic Institute and State University
Real Estate Management (MC0163)
230 Sterrett Drive
Blacksburg, VA 24061

RETURN TO: Dimension VA 1 LLC
Attn: Dimension Renewable Energy
3280 Peachtree Road, 7th Floor
Atlanta, GA 30305
Attn: Real Estate

Exempted from recordation taxes and fees
under Sections 58.1-811(A)(3),
58.1-811(C)(3), 17.1-266 and 17.1-279(E)
of the Code of Virginia (1950), as amended

DEED OF EASEMENT

This Deed of Easement is dated the ____ day of _____, 20__, by and between VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY, an institution of higher education and agency of the Commonwealth of Virginia, hereinafter called Grantor, and SUFFOLK CSG LLC, a Virginia limited liability company, hereinafter called Grantee.

WITNESSETH

WHEREAS, Grantor is the owner of that certain real property located in the City of Suffolk, Commonwealth of Virginia described in Exhibit A to this Easement (the "Grantor Property"); and

WHEREAS, Grantee currently has the right to lease certain real property located in the City of Suffolk, Commonwealth of Virginia as described in Exhibit B to this Easement (the "Grantee Property") pursuant to that certain Deed of Ground Lease dated as of July 28, 2020 (the "Lease") by and between Grantee, as successor-in-interest to Dimension VA 1 LLC, as tenant, and Morris H. Glover and Frances A. Glover, as evidenced by that certain Memorandum of Ground Lease dated September 3, 2021, recorded on September 27, 2021 in the property Records of Suffolk City, Virginia as Instrument No. 210017600.

WHEREAS, Grantee is developing a solar project on the Grantee Property (the "Project"), and in connection with developing such Project, Grantee will require, and Grantor has agreed to grant to Grantee, an access in, over and through the Access Area (defined below). The "Access Area" is a portion of the Grantor Property as more particularly described in Exhibit C, attached hereto and incorporated herein.

NOW, THEREFORE, That for the sum of One Dollar (\$1.00) and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in accordance with Section 23.1-1002 of the Code of Virginia (1950), as amended, Grantor grants unto Grantee, its successors and assigns, the right, privilege, and easement of right-of-way, three hundred fifty-five feet (355') in length, thirty feet (30') in width, fifteen

feet (15') on each side of the centerline, for the purpose of ingress and egress over, through and across the Access Area for the purpose of providing vehicular and pedestrian access, ingress and egress to and from the adjoining public right of way, namely Holland Road (State Route 58), to and from the Grantee Property by Grantee and the Grantee Users. For purposes of this Easement, "Grantee Users" shall mean Grantee and its agents, employees, invitees, licensees, service providers, contractors, subcontractors, agents, affiliates, lenders and any other party permitted to have access to the Grantee Property pursuant to the Lease. The Access Area may be used by the Grantee and the Grantee Users no charge, over and upon the lands of the Grantor situated in the Holly Neck, Borough of the City of Suffolk, Virginia, said right-of-way being shown on a plat entitled "Boundary Survey Showing Property for Southern Sales, Inc./Michael Davis Located on Highway 58 Holy Neck Borough Suffolk, Virginia Scale 1" = 100' January 31, 2008, said plat recorded in the Clerk's Office of the Circuit Court of the City of Suffolk, Virginia as Instrument Number 20080415000053950." The Grantees use of the Access Area shall coincide with the term of the Lease. Grantee shall cease use of the Access Area if the Lease expires, is terminated, or otherwise is of no further effect, or if the Project facilities are removed from the Grantee Property.

This easement is subject to all existing easements, rights-of-way, covenants, encumbrances and restrictions of record, and is further subject to the following conditions:

- A. The roadway facilities constructed shall remain the property of Grantee. Grantee shall have the right to inspect, rebuild, remove, repair, improve, and make such changes, alterations, additions to or extensions of its facilities within the boundaries of said right-of-way as are consistent with the purpose expressed herein. All construction, maintenance, equipment and facilities shall comply with all applicable laws, ordinances, codes and regulations. Grantee will improve the road within the Access Area to Holland Road from existing mostly-grass road to at least a gravel road that is stable and able to support the construction traffic, which access is shown on Exhibit C. Grantee will be responsible for any and all costs associated with the road improvements. All work will be scheduled with Karl Jones (kajones2@vt.edu or (757) 635-8422). The improvements will be completed in a good workmanlike manner and limited to the areas shown on Exhibit C.
- B. Upon completion of any activity by Grantee upon the right-of-way, Grantee shall restore the right-of-way as nearly to its original condition as practicable, including backfilling of trenches, reseeding or resodding of lands, replacement of equipment and facilities of Grantor, removal of trash and debris, and removal of any of Grantee's equipment, accessories or appurtenances not consistent with the construction, maintenance or operation of said facilities or the exercise of any rights or privileges expressed herein. Grantee shall maintain said right-of-way and facilities in such repair as not to endanger or otherwise limit the enjoyment or use of Grantor's property and adjacent properties.
- C. Grantor will not (and will not grant any other party the right to) construct buildings or structures, initiate or conduct activities or plant trees or vegetation of any type in the Access Area. Grantee expressly acknowledges and agrees that Grantee's use of the Access Area shall not limit or interfere with Grantor's access to or use of Grantor's land. Grantee

shall not block the existing farm road or prohibit free and continuous access. Grantee shall not prohibit Grantor's access to or from the railroad crossing. Grantee shall relocate, at Grantee's sole cost and in compliance with any and all reviews, permits, and approvals that may be required by Grantor, Grantor's gate in the Access Area from its current location to the location designated in Exhibit C of this Easement. Grantee shall also install a new fence along the western edge of the access road from the location of the existing gate to the location of the relocated gate to maintain a secure perimeter for Grantor's research fields. The new fence shall be of the same kind and type of construction as the existing post-and-cable style at Grantor's entrance.

- D. Grantee shall have the right of ingress to and egress from said right-of-way over the lands of Grantor as may be necessary to exercise Grantee's rights herein. Grantee shall exercise such right in such manner as shall not occasion injury or inconvenience to Grantor. Grantee shall at Grantor's election pay for or repair any injury to any of Grantor's land, structures, roads, fences, and other improvements caused by Grantee, its employees, agents or contractors. Grantee shall notify Grantor immediately of any such injury and shall make said payment or repair within thirty (30) days after such election by Grantor; provided, however, that if such injury results in an on-going hazardous condition or a material loss of use of Grantor's property (such as, by way of illustration and not by limitation, a disruption of any utilities or loss of access to Grantor's property) then Grantee shall immediately remedy the hazardous condition or material loss of use.
- E. Grantor, its successors and assigns, may use said right-of-way for any purpose not inconsistent with the rights hereby granted, provided such use does not interfere with the safe and efficient construction, operation or maintenance of said facilities (including, without limitation, the Project), and further provided that such use is not inconsistent with any laws, ordinances or codes pertaining to the construction, operation or maintenance of said facilities and to which the Grantor is subject.
- F. Grantee shall indemnify and hold harmless Grantor from and against any and all claims and/or actions asserted by or on behalf of any third-party person, firm, corporation or other entity for liability for damages arising out of bodily injury or death to persons or loss or damage to property suffered in connection with the use of the Access Area by Grantee or any Grantee Users, provided such bodily injury or death to persons or loss or damage to property is not caused by the negligent acts or willful misconduct of Grantor.
- G. The term of this Easement shall coincide with the term of the Lease as described in Exhibit B, and this Easement shall expire automatically (A) if the Lease expires, is terminated, or otherwise is of no further effect, provided, however, that the term of this Easement shall continue in full force and effect until the earlier to occur of either (i) Grantee's removal of the Project facilities from the Grantee Property, or (ii) one hundred eighty (180) days after the expiration or termination of the Lease, or (B) if Grantee at any time discontinues use of all or any portion of the easement herein conveyed for a period of one year after October 1, 2023, and all of the Grantee's rights and interest in said easement or portion thereof shall

immediately terminate and revert to Grantor, its successors and assigns, and Grantee shall at its expense remove any facilities and restore Grantor's property as nearly to its original condition as practicable and, on written request by Grantor, Grantee shall quitclaim and release same.

- H. This easement of right-of-way, and the use thereof, is intended to be used solely for the benefit of the lands of Grantor. No other use shall be permitted without the express written consent of Grantor, which consent Grantor shall be under no obligation to give. Consent shall be evidenced by an amendment to this Deed of Easement, approved and executed with the same formality as this Deed of Easement, and shall be subject to all conditions therein set out.
- I. If Grantor at any time deems it necessary or advisable to relocate for Grantor's convenience any of Grantee's facilities installed and used pursuant to this Deed of Easement, Grantee shall relocate such facilities to a route or place acceptable to Grantor, provided Grantor for no additional consideration shall grant unto Grantee such easement as may be necessary to effect such relocation, subject to the same rights, privileges and conditions, as herein set forth, and Grantor shall reimburse Grantee the reasonable, direct costs of such relocation. Upon relocation of any of the facilities from any portion of the easement hereby granted, the easement for or over that portion of the land no longer used by Grantee shall automatically terminate and all rights, title and interest therein shall revert to Grantor.

WITNESS the following signatures and seals.

Grantor:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE
UNIVERSITY

By _____
Dwayne L. Pinkney
Senior Vice President and Chief Business Officer

Grantee:

SUFFOLK CSG LLC, A VIRGINIA LIMITED LIABILITY
COMPANY

By _____
Rafael Dobrzynski
Authorized Person

Commonwealth of Virginia,
County of Montgomery, to-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the foregoing instrument was acknowledged before me this ____ day of _____, 2021, by Dwayne L. Pinkney, Senior Vice President and Chief Business Officer, Virginia Polytechnic Institute and State University, on behalf of the institution.

Notary Public

My commission expires: _____

Commonwealth of Virginia,
City/County of _____, to-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the foregoing instrument was acknowledged before me this ____ day of _____, 2021, by Rafael Dobrzynski, Authorized Person, on behalf of the limited liability company.

Notary Public

My commission expires: _____

Office of the Attorney General
Approved as to form and legal sufficiency:

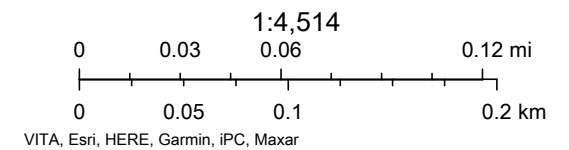
Special Assistant Attorney General



10/8/2021, 9:37:05 AM

Parcels

 Parcel



DOCUMENT PREPARED BY AND
AFTER RECORDING, PLEASE RETURN TO:

c/o Dimension Renewable Energy
3280 Peachtree Road, 7th Floor
Atlanta, GA 30305
Attn: Real Estate

AFTER RECORDING, RETURN TO:
FIDELITY NATIONAL TITLE
1901 Pennsylvania Ave., NW, #201
Washington DC 20006

Tax ID 152497000

MEMORANDUM OF LEASE

This MEMORANDUM OF LEASE is made and entered into as of ~~August~~ ^{September 3}, 2021, by and between MORRIS H. GLOVER and FRANCES A. GLOVER, each an individual (jointly, severally and collectively, "Landlord" and "Grantor" for indexing purposes), and SUFFOLK CSG LLC, a Virginia limited liability company ("Tenant" and "Grantee" for indexing purposes).

WITNESSETH

WHEREAS, pursuant to that certain Deed of Ground Lease (the "Lease") dated as of July 28, 2020 (the "Effective Date") by and between Landlord and Tenant (as successor in interest to Dimension VA 1 LLC, a Delaware limited liability company), Tenant leases from Landlord the land identified as Tax ID No. 152497000 and more particularly described in Exhibit A attached hereto and made a part hereof, together with all appurtenances thereto (collectively, the "Property").

WHEREAS, the parties hereto desire to enter into this Memorandum of Lease for the purpose of recording a document in the Property Records of the City of Suffolk, Virginia that will provide public notice of the existence of the Lease and certain of its terms and conditions.

NOW, THEREFORE, the parties hereto do hereby certify and agree as follows:

1. Lease of Property. Landlord leases to Tenant, and Tenant leases from Landlord, for the Term and subject to the provisions of the Lease, to each of which Landlord and Tenant mutually agree, the Property.
2. Term. The term of the Lease shall consist of a Development Term and an Operating Term. The Development Term commenced on the Effective Date, and shall, subject to Tenant's right to extend the Development Term, expire on the earlier to occur of either (a) the first day of the Operating Term, or (b) the third (3rd) anniversary of the Effective Date. In the event that Tenant does not elect to terminate the Lease during the Development Term, the Operating Term shall be for a period of twenty-five (25) years. The Lease contains Tenant's option to extend the Operating Term by two (2) periods of five (5) years each.
3. Successors and Assigns. The Lease provides that the provisions of the Lease are binding upon and inure to the benefit of Landlord and Tenant and each of their respective representatives, successors and assigns, subject to certain limitations.

4. Purpose of Memorandum of Lease. This Memorandum of Lease, when recorded in the Land Records of the City of Suffolk, Virginia, is intended to serve as public notice of the existence of the Lease and of certain of its terms and conditions. This Memorandum of Lease does not describe or refer to all of the terms or conditions contained in the Lease, nor is this Memorandum of Lease intended to modify, amend or vary any of the terms or conditions set forth in the Lease.

[Signature Pages to Follow]

IN WITNESS WHEREOF, the parties have caused this Memorandum of Lease to be duly executed under seal and delivered as of the date first written above.

LANDLORD:

Morris H. Glover
MORRIS H. GLOVER

Frances A. Glover
FRANCES A. GLOVER

TENANT:

SUFFOLK CSG LLC,
a Virginia limited liability company

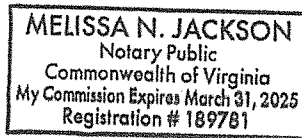
By: 

Name: Rafael Dobrzynski

Its: Authorized Person

COMMONWEALTH OF Virginia }
 CITY OF Franklin } ss.

On the 3rd day of September in the year 2021, before me, the undersigned, personally appeared Morris H. Glover and Frances A. Glover, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.



Melissa N. Jackson
 Notary Public

STATE OF Georgia }
COUNTY OF Fulton } ss.

On the 14 day of September in the year 2021, before me, the undersigned, personally appeared Rafael Dobrzynski, Authorized Person, of SUFFOLK CSG LLC, a Virginia limited liability company, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Gianna Guenther
Notary Public

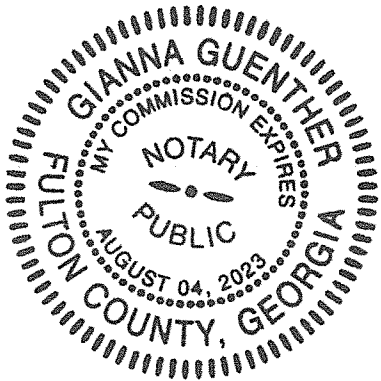


EXHIBIT ALEGAL DESCRIPTION OF THE PROPERTY

THE LAND DESCRIBED HEREIN IS SITUATED IN THE COMMONWEALTH OF VIRGINIA, CITY OF SUFFOLK, AND IS DESCRIBED AS FOLLOWS:

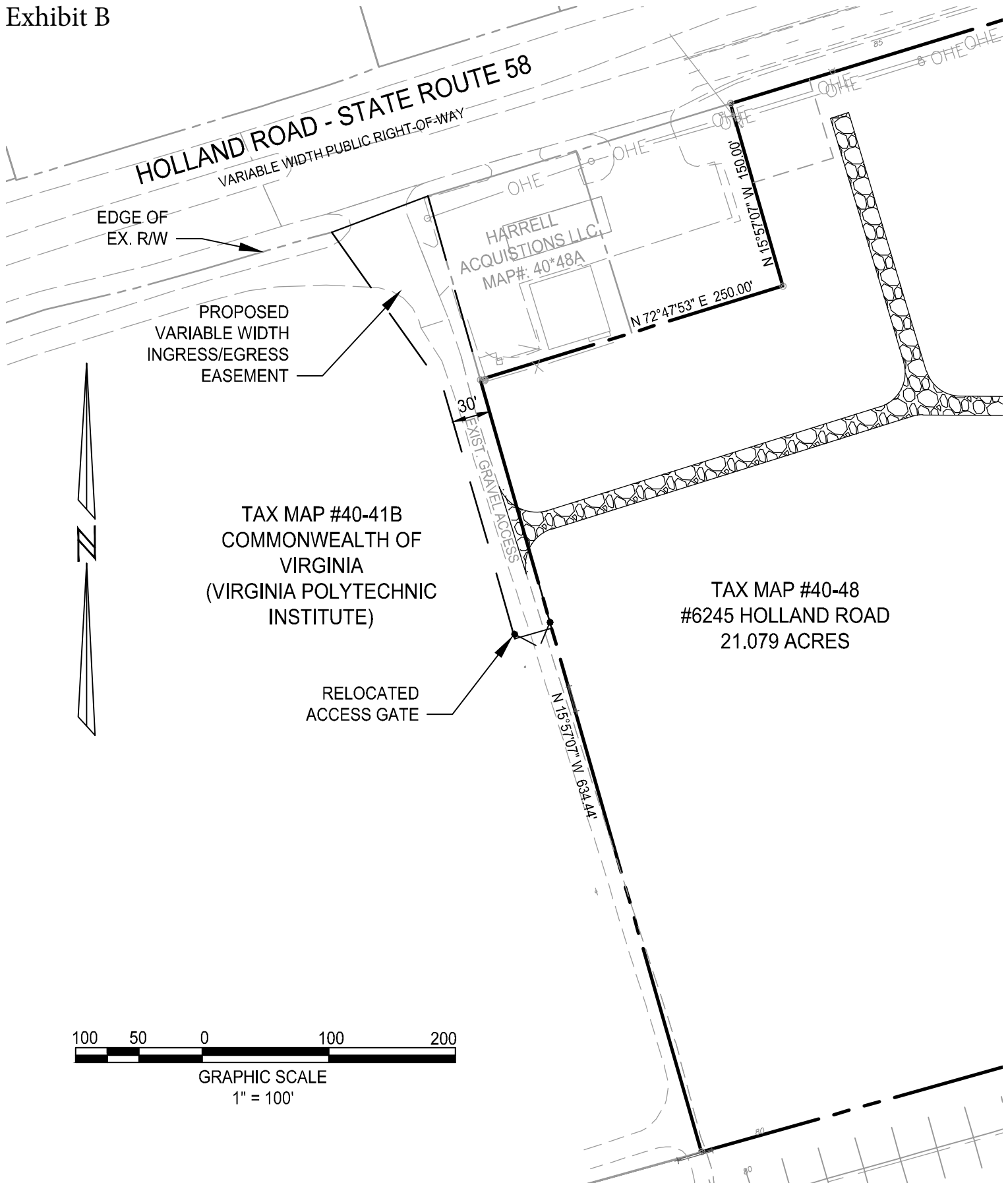
All that certain Tract, Piece or Parcel of Land lying and situate and being the Holy Neck Borough in the City of Suffolk, Virginia, designated as "T.P. 40-48 area = 21.079 AC" on that certain survey made by J.D. Vann, Land Surveyor entitled "Boundary Survey Showing Property for Southern Sales, Inc./ Michael Davis Located on Highway 58 Holy Neck Borough Suffolk, Virginia Scale 1" = 100' January 31, 2008, said plat recorded in the Clerk's Office of the Circuit Court of the City of Suffolk, Virginia as Instrument Number 20080415000053950. Referenced to said Plat is hereby made for a more particular description of the property conveyed.

Being Tax ID No.: 152497000


INSTRUMENT # 210017600
E-RECORDED IN THE CLERK'S OFFICE OF
SUFFOLK ON
SEPTEMBER 27, 2021 AT 01:42PM

W. RANDOLPH CARTER, JR, CLERK
RECORDED BY: HRB

Exhibit B



 <p>christopher consultants 11551 nuckols road p 804.800.6923 suite Z-1 glen allen, va 23059 engineering • surveying • land planning</p>	<p>SUFFOLK CSG LLC PRELIMINARY INGRESS/EGRESS EASEMENT EXHIBIT CITY OF SUFFOLK, VIRGINIA</p>		DESIGN: —	SCALE: 1" = 100'
			DRAWN: SW	
	<p>DATE: 09/29/2021</p>		CHECKED: —	SHEET: 1 OF 1



Easement in Support of Developing a Community Solar Project on Property Adjacent to the Tidewater AREC


Robert R. Broyden
Associate Vice President for Campus Planning and Capital Financing

Heidi E. Myers
Executive Director of Real Estate


November 8, 2021



SUMMARY



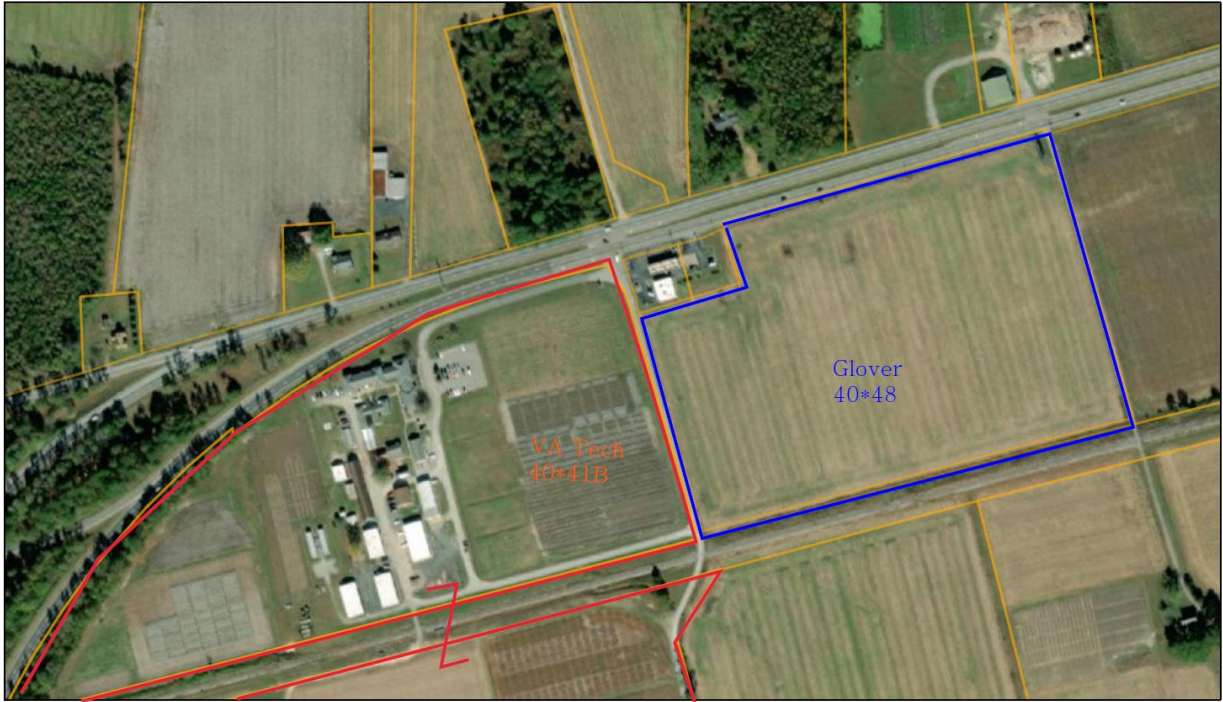
Suffolk CSG LLC has requested the university grant a public access easement for the installation of a solar project in the area of the Tidewater Agricultural Research and Extension Center located in the City of Suffolk, Virginia. This would support a sustainability energy development in the surrounding community.



SITE


Exhibit "A"

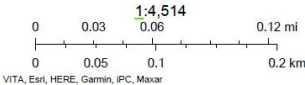
Suffolk VA Property Map



10/8/2021, 9:37:05 AM

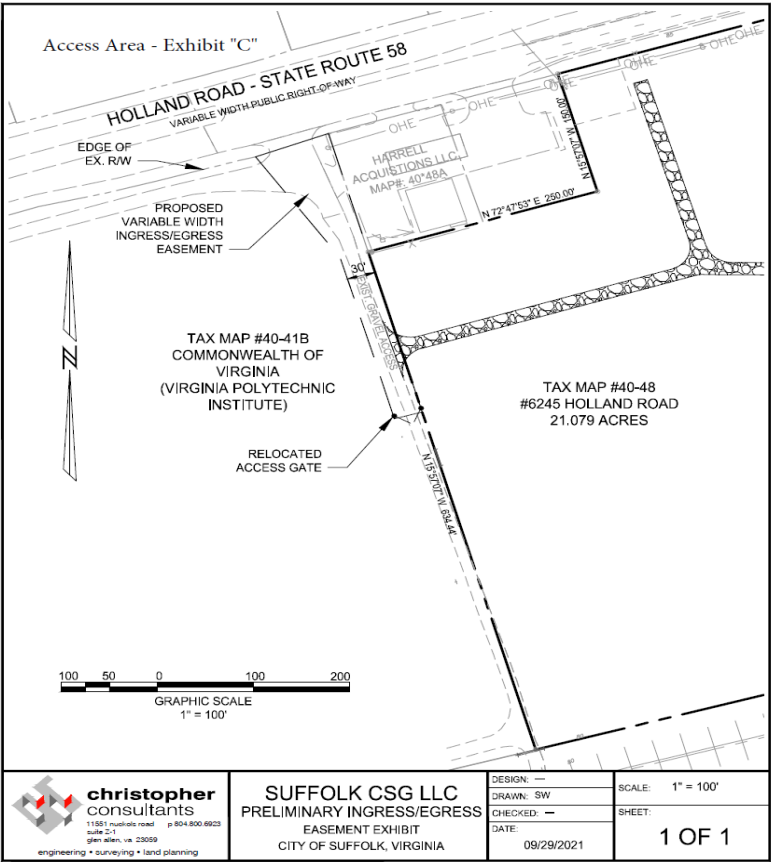
Parcels

 Parcel



ACCESS AREA

❖ Easement area would contain approximately 10,650 square feet



RECOMMENDATION

That the resolution authorizing the Senior Vice President and Chief Business Officer to execute an easement to Suffolk CSG LLC for the purposes stated and described be approved.

Overview of Properties Outside Montgomery County

BUILDINGS AND GROUNDS COMMITTEE

October 22, 2021

Virginia Tech physical facilities include a wide range of assets within and without Montgomery County, Va. Within the county, Virginia Tech has approximately 12 million square feet of space on the main campus and surrounding communities. The main campus land area is 2,600 acres, and the university owns an 1,800-acre agriculture farm near the campus, Kentland Farm.

Beyond Montgomery County, the university's 85 property holdings include approximately 1.622 million square feet of space and approximately 4,778 acres of land. These properties are spread across two countries, multiple states, and the Commonwealth of Virginia. The table below summarizes these properties by major location.

SUMMARY OF PROPERTIES

	<u>Properties</u>	<u>Square Feet</u>	<u>Acres</u>
International	9	26,312	-
National	3	13,629	22.0
Commonwealth of VA			
Washington, DC Metro Area	16	517,986	853.0
Roanoke	15	431,952	379.5
Hampton	12	235,983	479.0
Other Locations	<u>30</u>	<u>396,778</u>	<u>3,045.0</u>
	73	1,582,699	4,756.5
TOTAL	<u>85</u>	<u>1,622,640</u>	<u>4,778.5</u>

The following report provides an overview of the properties outside Montgomery County. The information is organized by major location: international, national, and Commonwealth of Virginia. Within those categories, a listing is provided that summarizes the properties by local area, program use, amount of space or acres, and type of

agreement. The type of agreement is designated in the following manner: leased from the Virginia Tech Foundation is “Leased – VTF”, leased from other entities is “Leased – OE”, or owned by Virginia Tech is “Owned”.

I. International

The university has 9 separate agreements totaling 26,312 square feet of property in Senegal and Switzerland. The Senegal space houses agriculture research, education, and extension activities. Switzerland houses the Steger Center for International Scholarship in Riva San Vitale. This location has served as the university’s main international center since the early 1990s with multiple expansions and renovations. These property agreements are summarized in the table below.

Country	Program	Agreement	Properties	Square Footage or Acres
Senegal, Dakar	Agriculture outreach	Leased - OE	1	1,000-SF
Switzerland, Riva San Vitale	Academic programs	Leased - VTF	1	19,258-SF
Switzerland, Riva San Vitale	Residential	Leased - OE	7	6,054-SF
Totals			9	26,312-SF

II. National

The university has three ongoing leases for land and space as shown below in the table. In addition to the long-term project in Florida, the College of Natural Resources and Environment leases short-term, temporary residential housing between March and August every year. The locations vary from New York to North Carolina. During the past year, Virginia Tech executed six residential leases for these purposes. These residential agreements are not included in the table because of their irregular and short-term arrangements.

State	Program	Agreement	Properties	Square Footage or Acres
Florida	Natural Resources and Environment	Leased - OE	1	1,279-SF
Kansas	Engineering	Leased - OE	1	22-acres
Washington, D.C.	Health Sciences	Leased - OE	1	12,350-SF
Totals			3	13,629-SF 22-acres

III. Commonwealth of Virginia

Virginia Tech has 73 properties totaling 1,582,699 square feet and 4,756.5 acres in Virginia. This includes 16 properties in Greater Washington DC Metro Area, 15 properties in Roanoke, 12 properties in Hampton Roads, and 30 properties in other locations. The properties and the nature of the agreements are summarized below in four sections.

Beyond the properties covered in the tables, the Cooperative Extension provides a Virginia Tech presence in every county of the Commonwealth through its extension offices, including 4-H educational centers. These programs work in local facilities under operating agreements with the localities, but not leases or equivalent. Thus, those properties are not included in this report.

III. A. Washington DC Metro Area:

Virginia Tech's presence in the region began with offering graduate education in 1969. The Greater Washington DC Metro Area campuses today include the Northern Virginia Center (NVC) in Falls Church, the Washington Alexandria Architecture Center (WAAC) in Old Town Alexandria, the Research Center in Arlington, and the future Innovation Campus in Alexandria's Potomac Yard District. The table below summarizes the university's 16 separate property agreements totaling 517,986 square feet and 853 acres of land in this region.

Locality	Program	Agreement	Properties	Square Footage or Acres
Alexandria	Architecture and Urban Studies	Leased - VTF	3	57,805-SF
Alexandria	Innovation Campus HQ	Leased - VTF	1	6,488-SF
Arlington	Research Institute	Leased - VTF	2	105,031-SF
Ashburn	Engineering	Leased - OE	1	1,000-SF

Fairfax	Architecture and Urban Studies	Leased - OE	1	1,360-SF
Falls Church	Northern Virginia Center	Owned	1	2-acres
Falls Church	Northern Virginia Center	Leased - OE	1	5-acres
Falls Church	Northern Virginia Center	Owned	1	101,154-SF
Front Royal	4-H Educational Center	Owned	1	111,114-SF 229 acres
Leesburg	Equine Medical Center	Leased - VTF	1	29,750-SF 198-acres
Leesburg	Equine Medical Center	Leased – OE	1	1,072-SF
Manassas	Engineering	Leased - OE	1	10,513-SF
Middleburg	Agriculture and Life Sciences	Owned	1	92,699-SF 419-acres
Total			16	517,986-SF 853-acres

III. B. Roanoke:

The university's health sciences instruction and research programs are the largest presence in Roanoke, covering 393,000 square feet or 90 percent of all the properties in Roanoke. The table below summarizes the university's 15 separate property agreements totaling 431,952 square feet and 379.5 acres of land in this region.

Location	Program	Agreement	Properties	Square Footage or Acres
Catawba	Sustainability Center	Owned	1	25,783-SF 378-acres
Health Sciences and Technology Campus	Research Institute	Leased - OE	5	18,882-SF
Health Sciences and Technology Campus	Research Institute	Owned	1	139,586-SF 1.5-acres
Health Sciences and Technology Campus	School of Medicine	Leased - OE	5	23,593-SF
Health Sciences and Technology Campus	Research Institute, School of Medicine, Parking	Owned	1	211,126-SF
Hotel Roanoke	Outreach and International Affairs	Leased - VTF	1	394-SF
Roanoke Higher Education Center	Graduate programs and professional development	Leased - OE	1	12,588-SF
Totals			15	431,952-SF 379.5-acres

III. C. Hampton Roads:

Virginia Tech has several properties in the Hampton Roads region of the Commonwealth to support professional development and continuing education opportunities, graduate level courses, agricultural research, and customized opportunities for corporations and organizations. The table below summarizes the university's 12 separate property agreements totaling 235,983 square feet and 479 acres of land in this region.

Locality	Program	Agreement	Properties	Square Footage or Acres
Hampton	Agriculture and Life Sciences	Leased - VTF	2	10,841-SF
Hampton	National Institute of Aerospace	Owned	1	58,400-SF 5-acres
Newport News	Outreach	Leased - VTF	1	4,186-SF

Norfolk	Virginia Cooperative Extension	Leased - OE	1	3,248-SF
Suffolk	Agriculture and Life Sciences	Leased - VTF	2	59 acres
Suffolk	Agriculture and Life Sciences	Owned	2	92,188-SF 358-acres
Virginia Beach	Agriculture and Life Sciences	Leased - OE	1	65,620-SF 57-acres
Williamsburg	Virginia Cooperative Extension	Leased - OE	2	1,500-SF
Totals			12	235,983-SF 479-acres

III. D. Other Virginia Locations:

In addition to the three regions described above, Virginia Tech leases or owns 30 properties totaling 396,778 square feet and 3,045 acres in locations throughout the state. The table below summarizes these 30 property agreements: the majority of the properties support agriculture research and extension centers.

Location	Program	Agreement	Properties	Square Footage or Acres
Abingdon	Southwest Virginia Higher Education Center	Leased - OE	3	4,598-SF
Blackstone	Southern Piedmont AREC	Owned	1	111,495-SF 1,184-acres
Blackstone	Southern Piedmont AREC	Leased - VTF	1	10,000-SF 7-acres
Buena Vista	Agriculture and Life Sciences	Leased - VTF	1	143-acres
Critz	Reynolds Homestead	Leased - VTF	1	11,905-SF
Critz	Reynolds Homestead	Owned	1	26,639-SF
Danville	Agriculture and Life Sciences	Leased - OE	1	1,016-SF
Glade Spring	Southwest Virginia AREC	Owned	1	31,976-SF 208-acres
Harrisonburg	Northwest District Extension Office	Leased - OE	1	4,799-SF
Mechanicsville	Agriculture and Life Sciences	Leased - OE	1	1,000-SF

Orange	Northern Piedmont AREC	Owned	1	11,787-SF 43-acres
Painter	Eastern Shore AREC	Owned	1	47,596-SF 226-acres
Richmond	Richmond Office	Leased - OE	1	4,279-SF
Richmond	Graduate programs and professional development	Leased – OE	1	7,256-SF
Richmond	Architecture and Urban Studies	Leased - OE	1	11,191-SF
Salem	Research Institute	Leased – OE	1	350-SF
Saltville	Museum of the Middle Appalachians	Owned	1	64-acres
Spottswood	Shenandoah Valley AREC	Leased - OE	1	68-acres
Steeles Tavern	Shenandoah Valley AREC	Owned	1	46,230-SF 640-acres
Steeles Tavern	Shenandoah Valley AREC	Leased - VTF	1	102-acres
Steeles Tavern	Shenandoah Valley AREC	Leased - OE	1	22-acres
Stuart	Reynold's Homestead	Leased – OE	1	3,900-SF
Warsaw	Eastern Virginia AREC	Owned	1	12,396-SF 55-acres
Warsaw	Eastern Virginia AREC	Leased - VTF	1	6,539-SF 26-acres
Warsaw	Eastern Virginia AREC	Leased - OE	3	137-acres
Winchester	Alson H. Smith, Jr. AREC	Owned	1	41,826-SF 120-acres
Totals			30	396,778-SF 3,045-acres

A man wearing a blue t-shirt and a baseball cap is standing in a field, holding a drone controller. A white drone is flying in the air behind him. The background is a field of tall grass or crops. The entire image has a semi-transparent purple overlay.

Overview of Properties Outside Montgomery County

Robert R. Broyden
Associate Vice President for Campus Planning and Capital Financing

Heidi E. Myers
Executive Director of Real Estate

November 8, 2021

1.62 Million Square Feet + 4,778 Acres



INTERNATIONAL
Two countries



NATIONAL
Multiple states



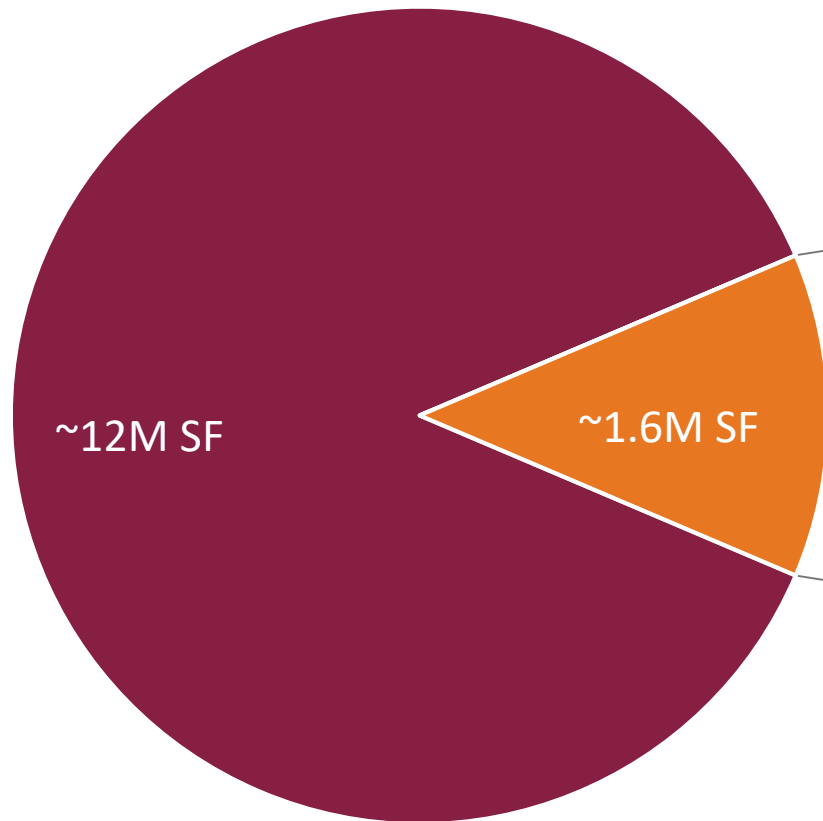
COMMONWEALTH
Over 30
different counties

SUMMARY OF PROPERTIES

	<u>Properties</u>	<u>Square Feet</u>	<u>Acres</u>
International	9	26,312	-
National	3	13,629	22.0
Commonwealth of VA			
Washington, DC Metro Area	16	517,986	853.0
Roanoke	15	431,952	379.5
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Other Locations	30	396,778	3,045.0
	<u>73</u>	<u>1,582,699</u>	<u>4,756.5</u>
TOTAL	<u>85</u>	<u>1,622,640</u>	<u>4,778.5</u>

SQUARE FEET PORTFOLIO

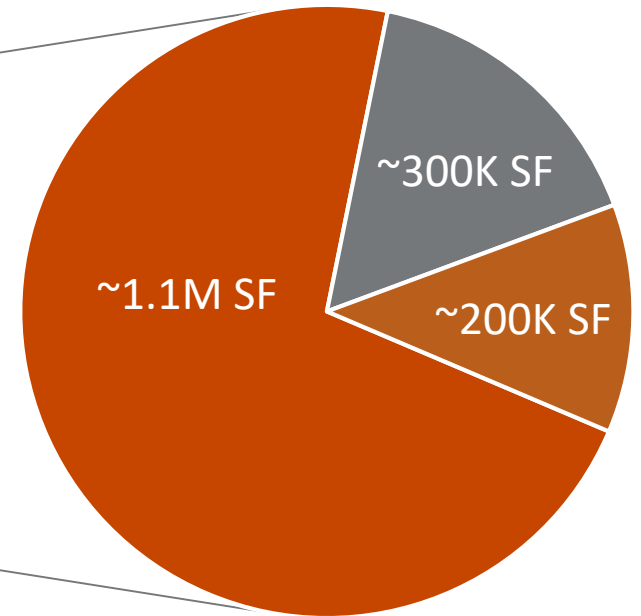
13.6M Total Square Feet



■ *Montgomery County*

■ *Outside Montgomery County*

1.6M Square Feet



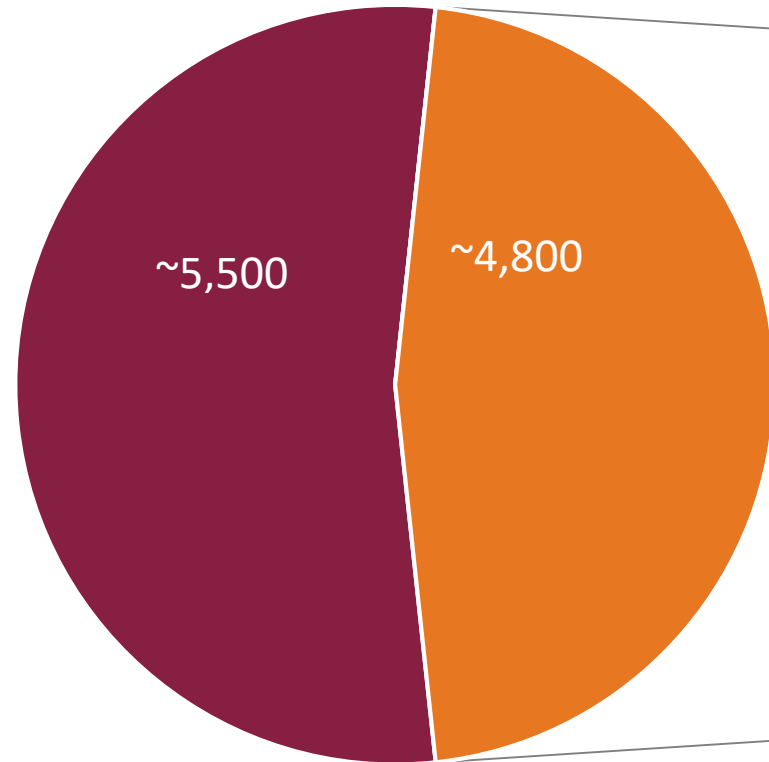
■ *University Owned*

■ *VTF Owned*

■ *Other Entity*

ACREAGE PORTFOLIO

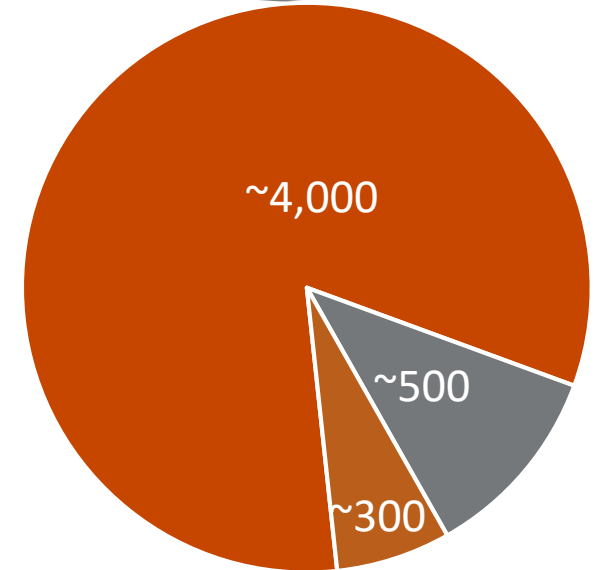
~10,300 Total Acres



■ *Montgomery County*

■ *Outside Montgomery County*

~4,800 Acres



■ *University Owned*

■ *VTF Owned*

■ *Other Entity*

DISCUSSION



Update on Agricultural Facilities

Alan L. Grant, Ph.D.
Dean of the College of Agriculture and Life Sciences

November 8, 2021



CAPITAL PROJECT UPDATES

In Progress

- Virginia Seafood AREC
 - On schedule for completion prior to winter break. Furniture and equipment procurement underway.
- Livestock and Poultry Research Facilities, Ph. 1
 - Projects are on schedule for completion summer 2022. Furniture and equipment procurement planning underway. Funding supplement requested.

A wide-angle photograph of a construction site under a clear blue sky with scattered white clouds. In the foreground, a white pickup truck is parked on a dirt path, towing a black enclosed trailer. A worker in a bright yellow safety vest stands near the trailer. To the left, a large concrete pump truck with a long, articulated boom is positioned, its arm extended over a series of concrete foundation walls. In the background, a concrete mixer truck, a yellow loader, and other construction equipment are visible on a large, excavated area of reddish-brown earth. Several workers in high-visibility vests are scattered across the site. The background is filled with a dense line of green trees.

Bid Package 1: New Swine Center

Bid Package 2: Beef Nutrition Facility and Kentland Hay Shed



Bid Package 3



New
Turkey
Grow-Out
Facility



New
Broiler
Grow-Out
Facility



New
Equitation
Barn



Bid Package 4



New Equipment
Storage
Building





CAPITAL PROJECT UPDATES

2022 Agency 229 Capital Budget Requests

- Improve Center Woods Complex
 - \$13,400,000
- System-Wide AREC Improvements, Ph. 1
 - 16,850,000
- Supplement Livestock and Poultry Research Facilities, Ph. 1
 - \$5,800,000



NON-CAPITAL PROJECT HIGHLIGHTS

Recently completed or in construction:

- Smithfield Horse Center Classroom Renovation
- Turkey Research Farm Service Building and Feed Mill Renovations
- LED lighting upgrades at Beef Reproduction Center, Urban Horticulture Center, Kentland Dairy Complex
- Southwest AREC Exterior building repairs, 4 buildings
- Beef Barn Repairs and Improvements
- Several small upgrades at Alson H. Smith Jr. AREC



TECHNOLOGY AND CONNECTIVITY

- Upgrading internet service at:
 - 7 ARECs for an additional cost of \$103,000 annually
 - 46 Virginia Cooperative Extension offices for an additional \$100,000 annually
- Ordering additional network equipment for all ARECs, including interior Wi-Fi expansion.
- Installing RTK at six locations at an expected cost of \$20k per site.
- Requested internet service through local provider for Turfgrass Research Center and tenant houses



AREC EXTERNAL REVIEW

- October 24-29, 2022
- External Review Committee:
 - **David White**, Associate Dean & Professor / AgResearch Administration, University of Tennessee
 - **Rebecca McCulley**, Chair and Professor, Department of Plant and Soil Sciences, University of Kentucky
 - **Jerry Fankhauser**, Associate Director of the Florida Agricultural Experiment Station, University of Florida/IFAS
 - **Loren Fisher**, Assistant Director of North Carolina Cooperative Extension Service, North Carolina State University
 - **Mark Isaacs**, Associate Professor and Director of the Carvel Research and Education Center, University of Delaware
 - **Rick Rhodes**, Executive Director, Northeastern Regional Association of State Agricultural Experiment Station Directors (Committee Chair)

THANK YOU



College of Agriculture Life Sciences (CALS) Projects Status Report
BUILDINGS AND GROUNDS COMMITTEE
November 8, 2021

PROJECT NAME		PROJECT DESCRIPTION	ESTIMATED TOTAL PROJECT COST	FUND SOURCE	PROJECT TEAMS	CONTRACT COMPLETION DATE	PROJECT STATUS
CAPITAL PROJECTS							
Updates through October 31, 2021							
PROJECTS IN CONSTRUCTION							
Improve Kentland Facilities, Phase II	Applied Reproduction Facility (APR): 4,510 SF barn at Vet-Med for palpation and breeding instruction. Bovine Extension, Teaching and Research (BETR) Facility: 3,500 SF classroom building and 5,100 SF demonstration arena at livestock center on Plantation Road. Metabolic Research Laboratory (MRL): 11,330 SF animal laboratory at the Dairy Center at Kentland Farm.	\$12,463,000	Capital Outlay	Spectrum	Fall 2020	All projects have reached substantial completion and have certificate of occupancy. Minor corrective work is ongoing and owner furnished equipoment installation is in progress.	
				Snyder, CPPI			
New Virginia Seafood AREC Building	21,698 SF, 3-story bulding to replace existing aging and structurally unsound facility in Hampton, Virginia with state-of-the-art aquaculture research and extension facilities. Facility owned and developed by Virginia Tech Foundation.	\$9,260,000	Various	RRMM	November 2021	Project is about 3 weeks behind schedule. VTF construction manager working to improve this. Evaluating options to fund furniture and equipment purchases.	
				E.T. Gresham			
Livestock and Poultry Research Facilities, Phase I	Pkg 1: New Swine Center at Kentland Farm. Pkg 2: New Beef Nutrition Facility & Hay Shed at Kentland Farm Pkg 3: New Broiler &Turkey Grow-out facilities at the Turkey Research Center (Glade Rd.) Pkg 4: New Equitation Barn & Equipment Storage Building at Livestock Center (Plantation Rd.) Pkg 5: 3 New Hay Sheds at Smithfield Horse Center, Fields west of US 460, and Heth Farm Pkg 6: Final Demolition of remaining facilities	\$31,074,000	Capital Outlay	Spectrum	Packages 1-4: Summer 2022	Packages 1-4 are under construction and making good progress. Packages 5-6: Design on hold pending funding appeal	
				Pkg 1: SIMCON Pkg 2: CPPI Pkg 3: CPPI Pkg 4: Clark Nexsen Pkg 5: TBD Pkg 6: TBD			
PROJECTS IN DESIGN							
(none)							
PROJECT INITIATION / PLANNING STAGE							
System-Wide AREC Improvements, Phase I	Renew and expand 50,660 GSF of aging and deteriorating AREC facilities - 12,160 SF of renovations and 38,500 SF of new construction storage, greenhouse, housing, research and outreach facilities - to update condition and expand capacity. 13 projects identified at 10 ARECs.	\$16,850,000	Capital Outlay	TBD	TBD	Capital budget request submitted to state for consideration in 2022 budget.	
				TBD			
6-Year Capital Outlay Plan for the 2022-24 biennium	Capital budget requests for six projects: CNRE Center Woods, System-Wide AREC Improvements Phase I, Glade Road Relocation, Livestock and Poultry Research Facilities Phase II, Human and Agricultural Biosciences Building II, and System-Wide AREC Improvements Phase II.	TBD	TBD	TBD	TBD	Scope and budget development.	
				TBD			
NON-CAPITAL PROJECTS							
Updates through October 31, 2021							
PROJECTS COMPLETED SINCE LAST REPORT							
Beef Cattle Reproduction Center LED Upgrade	Conversion of existing lighting in Beef Reproduction Barn and Beef Reproducion Shed to LED for enhanced visibility and energy performance.	\$15,000	Energy Management	-	September 2021	Project is complete.	
				Shively			
Smithfield Equine Classrom Renovations	Buiding envelope repairs and HVAC upgrade to add cooling, classroom interior enhancements	\$283,000	Maintenance Reserve, various	5 Design	August 2021	Project is substantially complete. Punch list and extra work items being addressed.	
				Simcon			
Tidewater AREC - Batten Hall waterproofing	Batten Hall (portion of Building 0771) is subject to chronic flooding in basement requiring assessement of waterproofing and mitigation measures.	\$235,000	Maintenance Reserve	WDP Associates	TBD	Project cancelled after installation of sump pump. Overall plan of action to be determined in conjunction with funding of AREC System-wide Improvements capital project.	
				TBD			
Ag Engineering Building, Bldg 0545 Roof and Drainage Repairs	Mitigate flooding into workshop areas and repair roof leaks.	n/a	CALS / VAES	-	Summer 2021	Work completed using in-house forces.	
				-			
PROJECTS IN CONSTRUCTION							
<u>Minor Projects (<\$25,000 each):</u> Alson H. Smith Jr. AREC New Hoophouse Alson H. Smith Jr. AREC Greenhouse Controls Upgrade Alson H. Smith Jr. AREC Office and Lab Electrical Upgrade Eastern Shore AREC Headhouse Boiler Replacement Eastern Shore AREC Fiber Optic Installation Hampton Roads AREC Fiber Optic Installation Shenandoah Valley AREC Exterior Building Maintenance	Construct a 20' x 48' gable high tunnel hoophouse for horticultural research projects. Replacement and modernization of greenhouse environmental controls Replacement of elec. panel and installation of add'l emergency circuits for new lab equipment Replace leaking boiler in Headhouse Install underground fiber optic lines to extend network service to additional buildings (2 residences) Install underground fiber optic lines to extend network service to additional buildings (2 res., 1 office) Exterior painting of 3 farm buildings	\$104,000	CALS / VAES	-	Ongoing	In Progress	
				Multiple			

College of Agriculture Life Sciences (CALS) Projects Status Report
BUILDINGS AND GROUNDS COMMITTEE
November 8, 2021

PROJECT NAME		PROJECT DESCRIPTION	ESTIMATED TOTAL PROJECT COST	FUND SOURCE	PROJECT TEAMS	CONTRACT COMPLETION DATE	PROJECT STATUS
	AREC Exterior Signage Upgrades	Installation of 2 new exterior signs at each AREC with refreshed design to match current branding.	\$81,000	CALS / VAES	-	TBD	Signage instation complete at Tidewater, Southwest Virginia, Alson H. Smith Jr., Eastern Virginia, Middleburg, and Shenandoah Valley ARECs. Final design and fabrication pending at others.
					Westview		
	Turkey Center Service Building 603 Roof and Misc. Repairs	After leaks were discovered in the roof above new restroom renovation project, building condition assessment determined more extensive work was necessary to preserve building including new roof, gutters, windows, doors, and other misc. repairs	\$151,000	Maintenance Reserve	HDH	November 2021	Roof replacement in progress and on schedule.
					SRC		
	Hampton Roads AREC Repair Bulkhead & Pump House	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.	\$68,000	Maintenance Reserve	Mattern and Craig	Winter 2021	Construction underway.
					Colin Marine		
	Beef Barn Repairs	Exterior and interior demolition followed by the installation of new roofing, hay loft flooring, doors, windows and lighting. This work was originally included in LPRF Phase 1, but removed due to scope concerns.	\$1,064,000	Maintenance Reserve	HDH, FEA	Winter 2021	Construction in progress. Interior structural repairs to begin in November.
					Thor, SRC		
	Southwest Virginia AREC - Exterior Building Repairs	Repair roof, siding and door damage on Tobacco Barns 1 (0749) and 2 (0747), Cattle Barn #5 (0741) and Workshop/Machinery Shed (0742).	\$583,000	Maintenance Reserve	5 Design	Sprin2 2021	Construction to begin November 2021.
					Lily Construction		
PROJECTS IN DESIGN							
	<u>Minor Projects (<\$25,000) each:</u> Tidewater AREC Peanut Storage Shed Middleburg AREC Clinic Modifications Middleburg AREC Horse Exerciser Installation Southwest Virginia AREC Tobacco Barn #3 Demolition	960 square foot prefabricated structure for field storage of harvested peanuts. Modifications to room 110 to allow installation of larger lab equipment. Site prep and electrical hookup for horse exerciser. Demolition of existing barn no longer needed.	\$37,000	CALS / VAES	-	Various	In Progress
					Multiple		
	Judging Pavilion Repairs	Exterior and interior demolition followed by installation of new flooring, 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.	\$362,000	Maintenance Reserve	TBD	TBD	Scope review with University Building Official (UBO) is necessary to resolve code requirements and funding eligibility. Project deferred to 2023.
					TBD		
	Eastern Virginia AREC - Experiment Building Renovation	Renovation and upgrade of existing under-utilized office, workshop and meeting space. Building HVAC system has failed and is not working. Electrical and plumbing are outdated. Building is not ADA accessible. General condition is deteriorating.	\$180,000	Maintenance Reserve	Structures Group	TBD	Design is in progress. Will proceed with maintenance reserve work at this time. Future upgrades to be funded by System-wide AREC capital project.
					TBD		
	Eastern Shore AREC - Exterior Building Repairs	Multiple buildings are in need of exterior repairs. Head house (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 Insectary (1220) need exterior waterproofing, door repair, pointing repairs and gutters.	\$439,000	Maintenance Reserve	Structures Group	TBD	Design is in progress.
					TBD		
	Southern Piedmont AREC - Pavement repairs	Existing main parking lots (3) and primary internal roadways are deteriorating and in need of repair. Approximately 1,300 square feet of milling and 8,400 square yards of 2-inch asphalt overlay required.	\$126,000	CALS / VAES	-	TBD	Contractor quote received. Funding options being evaluated.
					TBD		
	Tidewater AREC - Water system repair	Water line from well to main office complex is failing in multiple locations and requires frequent repairs, creating water quality concerns. Project is to connect to public water system with 1.5-inch water line.	TBD	TBD	TBD	TBD	City tap fee received. Obtaining quote for water line installation on private side of meter.
					TBD		
	Alphin-Stuart Arena Roof Drain repair	Repair failing roof drains.	TBD	Maintenance Reserve	TBD	TBD	Purchase orders being issued.
					TBD		
	Urban Horticulture Center LED Lighting Retrofit	Replace failing fixtures to restore operational effectiveness and realize energy savings (2 buildings)	TBD	Energy Management	In house	TBD	Lighting inventory and analysis underway
					TBD		
	Kentland Farm Dairy Complex LED Lighting Retrofit	Replace failing fixtures to restore operational effectiveness and realize energy savings (5 buildings).	TBD	Energy Management	In house	TBD	Lighting inventory and analysis underway
					TBD		
Heth Farm Shed and Silo Demolition	Demolish two structures that are currently unsafe and operationally unnecessary	TBD	CALS	TBD	TBD	Determining permitting requirements.	
				TBD			

College of Agriculture Life Sciences (CALS) Projects Status Report
BUILDINGS AND GROUNDS COMMITTEE
November 8, 2021

PROJECT NAME		PROJECT DESCRIPTION	ESTIMATED TOTAL PROJECT COST	FUND SOURCE	PROJECT TEAMS	CONTRACT COMPLETION DATE	PROJECT STATUS
PROJECT INITIATION / PLANNING STAGE							
Washington Street Greenhouse Complex Renovations	Repairs and upgrades to modernize aging controlled growth environments.	TBD	CALS / VAES / Maintenance Reserve	TBD	TBD	Overall scope and budget development. LED Lighting upgrade completed in one room (pilot project).	
				TBD			
Compost Facility (to support main campus & surrounding farms)	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 228-2 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.	\$1,823,000	TBD	Coker Composting & Consulting	TBD	Capital and operational costs for project under review internally.	
				TBD			
Turkey Farm Processing Building Repair	Interior Demolition followed by the installation of new cold-formed steel stud interior partitions, new doors and a window, fiberglass reinforced plastic paneling and epoxy painted floors. This work was originally included in LPRF Phase 1, but removed due to scope concerns.	\$140,000	Maintenance Reserve	TBD	TBD	Scope and budget development.	
				TBD			
Campbell Arena Repairs	New enclosure of the existing open-air steel structure constructed of metal panel siding over steel girts and posts. This work was originally included in LPRF Phase 1, but removed due to scope concerns.	\$93,000	Maintenance Reserve	TBD	TBD	Scope and budget development.	
				TBD			
Moore Farm Barn 0501 Repairs	This highly visible and prominent barn is for many purposes such as lambing of sheep, loafing facility, hay bale storage, emergency storage for weather-affected 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.	TBD	Maintenance Reserve	TBD	TBD	Scope and budget development.	
				TBD			
Moore Farm Shed 0508 Repairs	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.	TBD	Maintenance Reserve	TBD	TBD	Scope and budget development.	
				TBD			
Alson H. Smith AREC - Repair paving and parking	Existing asphalt parking lot and drives are deteriorating and in need of repaving.	\$56,000	Maintenance Reserve	TBD	TBD	Scope and budget development. Construction planned in FY 2023.	
				TBD			
Middleburg AREC - Exterior Repairs	Siding on several buildings is in need of repair/replacement due to advanced age: Annex (0812), Frame Beef Barn (0807), Milking 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. Corn House and Machinery Shed (0803) is in need or structural repairs. Basement of Annex (0812) floods and needs drainage corrections.	\$158,000	Maintenance Reserve	TBD	TBD	Scope and budget development. Construction planned in FY 2022.	
				TBD			
Reynolds Homestead FRRC - Exterior Repairs	Main Building (1030) needs window replacement, repairs of rotting soffit/fascia/flashing, deck repair and bathroom upgrade. Lath House (1030C) roof and trusses need repair.	\$30,000	Maintenance Reserve	TBD	TBD	Scope and budget development. Construction planned in FY 2023.	
				TBD			
Shenandoah Valley AREC - Repair/Replace Sheep Barn	Sheep Barn (0854) has rotten posts at ground level and leaking roof. The building should be evaluated for repair or replacement.	\$76,000	Maintenance Reserve	TBD	TBD	Scope and budget development.	
				TBD			
Shenandoah Valley AREC - Renovate Carriage House	Renovate Carriage House to add two single-user public restrooms and welcome center area for visitors to the McCormick Farm.	TBD	CALS / VAES	TBD	TBD	Scope and budget development underway. Study will be necessary to address development within historic property for Department of Historic Resources.	
				TBD			
Southern Piedmont AREC - Building Repairs	Packhouse (0897) restroom is in need of plumping repairs and upgrade to be reconfigured for ADA access. Packhouse roof is leaking and needs repair. Repair/replace siding and five deteriorated lean-to equipment storage sheds attached to four tobacco curing barns (0893A, 0893B, 0893C, 0893D)	\$122,000	Maintenance Reserve	TBD	TBD	Scope and budget development. Construction planned in FY 2022.	
				TBD			
Smithfield Equine Complex	Develop new facilities for Equine Complex on Plantation Road including covering outdoor arena, add bleachers, restrooms, announcer stand, fencing, quarantine facility.	TBD	Private	TBD	TBD	Scope and budget development.	
				TBD			

PROJECT NAME	PROJECT DESCRIPTION	ESTIMATED TOTAL PROJECT COST	FUND SOURCE	PROJECT TEAMS	CONTRACT COMPLETION DATE	PROJECT STATUS
INFORMATION TECHNOLOGY (IT) EVALUTATION & PROJECTS						
Updates through October 31, 2021. New information is in bold.						
PROJECTS COMPLETED						
AREC A/V Upgrades, Phase 1	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.	\$34,000	CALS / VAES	CALS IT	Fall 2019	Phase 1 (five ARECs) is complete. Scope and schedule for Phase 2 project (remaining ARECs) to be evaluated upon completion of Phase 1.
				Lee Hartman and Sons		
PROJECTS IN PROGRESS						
Bandwidth and Internet Connectivity	<p><u>ARECs:</u> All ARECs have 200 Mb service except Shenandoah Valley (50 Mb), Southwest Virginia (10 Mb), Reynolds Homestead (2 Mb), Hampton Roads (50 Mb), Eastern Shore (30 Mb) and Virginia Seafood (30 Mb). Northern Piedmont Center has a 50 Mb cable connection. Goal is to upgrade all to at least 200 Mb. 200 Mb service for Hampton Roads has been ordered. Eastern Shore has been upgraded to 100 Mb service. Reynolds Homestead is in the process of having an order placed for 100 Mb service. A quote has been recieved for 100 Mb service at Southwest Virginia. 1 Gbps service has been ordered for Alson H Smith, Southern Piedmont, Tidewater, and Hampton Roads ARECs. A 1 Gbps direct fiber to campus order has also been placed for Kentland Farm. Eastern Shore AREC will be upgraded to 200 Mbps.</p> <p><u>Campus Farm locations:</u> 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. Prices Fork Research Center has a 50 Mb fiber connection. Turkey Farm cable service is being upgraded from 50 Mb to 200 Mb during LPRF phase 1, no additional cost. 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. No complaints have been received about service to facilities in the Livestock Center along Plantation Road, but service levels and coverage is being reviewed.</p>	\$245,000 Annually	CALS / VAES	CALS IT	Ongoing	Alternative service providers are being sought for turfgrass center and local tenant houses. Reviewing service levels and needs at Livestock Facilities on Plantation Road. Ordered and partially installed fiber to extend internet service to employee housing at Eastern Shore, Hampton Roads, Shenandoah Valley and Middleburg.
AREC Voice-Over Internet Protocol (VOIP) Conversion	Conversion of legacy voice telephone system at all ARECs to unified VOIP system matching voice service on campus.	\$75,000	CALS / VAES	CALS IT	Ongoing	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 has funded the conversion project at Middleburg, and the service has been completed.
PROJECT INITIATION / PLANNING STAGE						
SmartFarm Projects	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 new 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. Project has expanded to include faculty from the School of Plant and Environtmental Sciences, and now includes work at Kentland Farm and Eastern Virginia AREC.	TBD	TBD	TBD	TBD	Funding needs and sources are being resolved.
Network Equipment Upgrades and Expansion	A project to upgrade routers and switches as well as expand in-building wireless and some external wireless has been started. This project will replace LAN gear as well as enhance wireless connectivity within AREC buildings and expand wi-fi and the AREC network to additional buildings and some exterior spaces.	\$431,000	CALS/VAES	CALS IT	TBD	Orders for equipment have been placed.
Real Time Kinematic (RTK)	A project to install RTK systems at select ARECs has been started. RTK enables the ARECs to implement precision agriculture research practices. RTK increases the accuracy over and above standard GPS from an accuracy of 2-4 meters to ~1 centimeter.	\$120,000	CALS/VAES	CALS IT	TBD	Orders for equipment have been placed.

THE CLERY ACT AND ANNUAL SECURITY REPORT

CHIEF MAC BABB

VIRGINIA TECH POLICE

NOVEMBER 2021

OVERVIEW: VIRGINIA TECH POLICE



TEAM:

- 51 sworn officers
- 8 security officers
- 6 Security Center representatives
- 2 civilian employees

DUAL ACCREDITATION:

- Commission on Accreditation for Law Enforcement Agencies (CALEA)
- International Association of Campus Law Enforcement Administrators (IACLEA)

TEAMWORK:

- Campus community
- Virginia Tech Rescue Squad
- Regional partnerships

COMMUNITY OUTREACH:

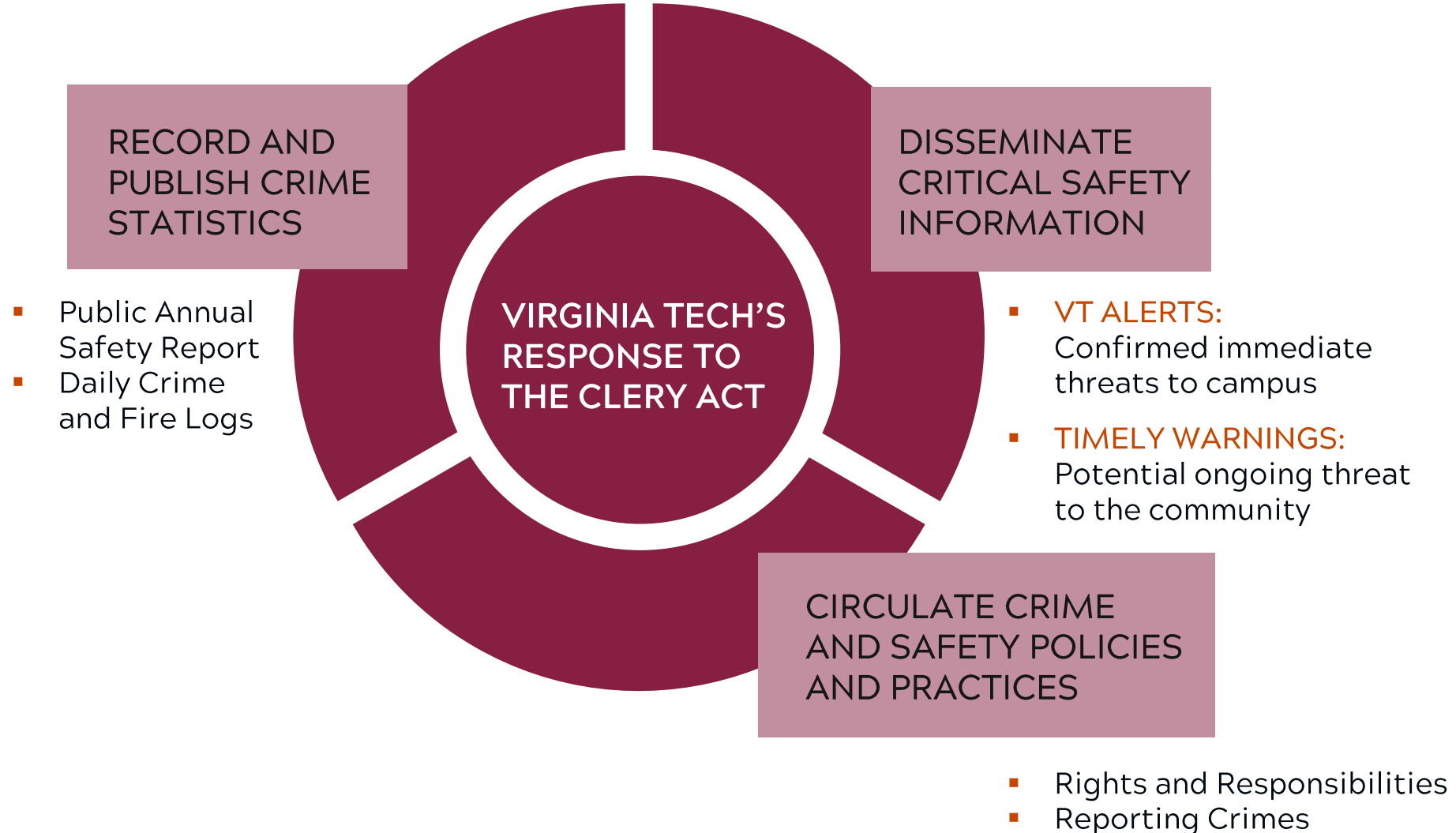
- Extensive educational programming: RAD for Men; RAD for Women; OneLove Workshops; Student and Faculty/Staff Police Academies
- Residence Life Resource Officer Program (RLRO)
- Ongoing participation in informational sessions

CLERY ACT: WHAT IS IT?

Federal law requiring all higher education institutions that participate in federal financial aid programs.



JEANNE CLERY





CLERY REPORTABLE CRIMES AND INFORMATION

FOUR GENERAL CATEGORIES:

1. Criminal Offenses
2. Violence Against Women Offences (VAWA)
3. Hate Crimes
4. Arrests and Referrals for Disciplinary Actions

NOTE: Statistics for 2020 impacted by COVID-19 and changes to marijuana laws in Virginia.

CATEGORY BREAKDOWN

CRIMINAL OFFENSES:

- Murder, non-negligent manslaughter, negligent manslaughter
- Aggravated assault, arson, sexual assault, burglary, robbery
- Motor vehicle theft
- Sexual assault includes: Rape, fondling, incest, and statutory rape

VAWA OFFENSES:

- Sexual assault, stalking, dating violence, domestic violence

HATE CRIMES:

- Every crime that is committed against a victim that is bias motivated

DRUG, WEAPON AND ALCOHOL ARREST AND REFERRALS:

- Every no longer counts referrals for non-criminal drug offenses

2020 CLERY ACT CRIME STATISTICS: BLACKSBURG CAMPUS

	On-Campus			Non-Campus			Public Property			Year Total			Residential		
Offense Type	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	12	8	7	1	2	0	0	0	0	13	10	7	11	8	7
Fondling	3	2	6	0	0	0	0	0	0	3	2	6	3	2	5
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0
Aggravated Assault	4	8	2	0	0	0	0	0	0	4	8	2	1	6	1
Burglary	20	9	9	0	0	0	0	0	0	20	9	9	16	4	4
Motor Vehicle Theft	4	2	2	0	0	0	0	0	0	4	2	2	0	0	0

2020 CLERY ACT CRIME STATISTICS: BLACKSBURG CAMPUS

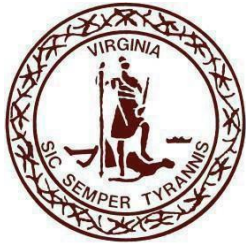
	On-Campus			Non-Campus			Public Property			Year Total			Residential		
Offense Type	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Liquor Law Referred	530	532	373	0	0	0	4	5	0	534	537	373	487	486	350
Liquor Law Arrests	19	40	12	0	0	0	2	11	0	21	51	12	8	8	10
Drug Law Violations Referred	74	139	60	0	0	0	0	1	0	74	140	60	39	76	40
Drug Law Arrests	104	74	15	0	0	0	1	1	3	105	75	18	71	45	7
Illegal Weapons Possession Referred	1	0	1	0	0	0	0	0	0	1	0	1	1	0	1
Illegal Weapons Possession Arrests	1	1	1	0	0	0	0	0	0	1	1	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	1	3	0	0	0	0	1	0	0	2	3	0	0	0	0
Dating Violence	2	10	1	0	0	0	0	1	0	2	11	1	2	7	1
Stalking	1	4	0	0	0	0	0	0	0	1	4	0	0	0	0



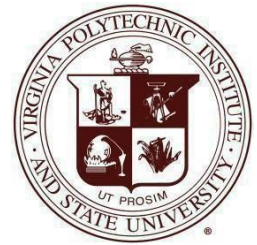
VIRGINIA TECH POLICE MISSION STATEMENT

The Virginia Tech Police Department strives to enhance the safety and quality of life for students, faculty, staff, and visitors through effective law enforcement and proactive crime prevention in partnership with the university community.





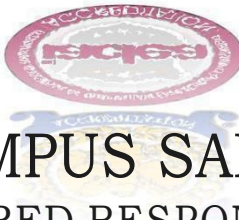
VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY



2020 JEANNE CLERY ACT REPORT

*THE ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT FOR
ALL*

VIRGINIA TECH CAMPUSES
September 2021



**CAMPUS SAFETY:
A SHARED RESPONSIBILITY**

The Virginia Tech Police Department is a Nationally Accredited Law Enforcement Agency

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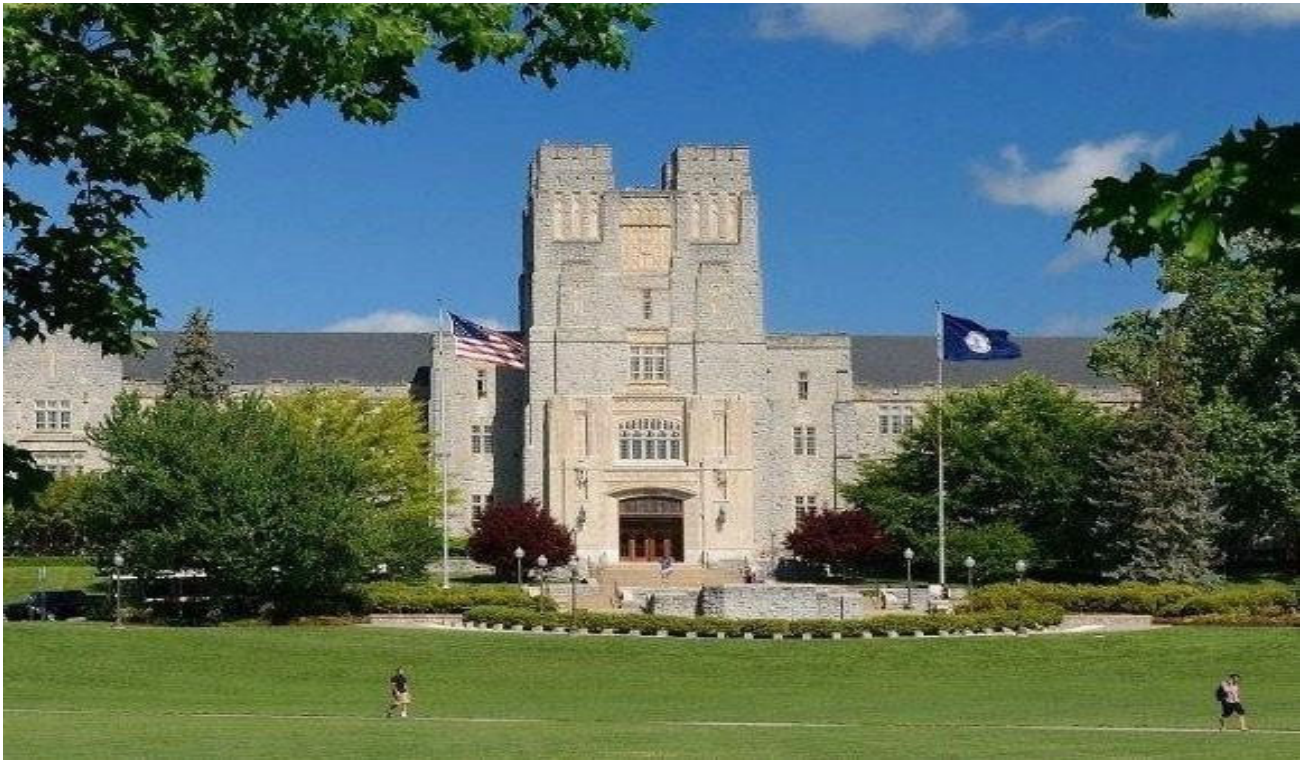
Virginia Tech Blacksburg Campus

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Mission Statement

Inspired by our land-grant identity and guided by our motto, *Ut Prosim* (That I May Serve), Virginia Tech is an inclusive community of knowledge, discovery, and creativity dedicated to improving the quality of life and the human condition within the Commonwealth of Virginia and throughout the world.

University Overview

Virginia Tech's main campus in Blacksburg has 2,600 acres, 235 buildings, an airport, Lane Stadium, Cassell Coliseum, the Moss Arts Center, and an adjacent research park. As the university meets the global demands of the future, the Blacksburg campus is constantly adapting to fulfill learning and research needs. On one corner of the campus, a collection of buildings near the downtown area form the Creativity and Innovation District, which will unleash creativity, spark vision and innovation, and instill an entrepreneurial mindset to empower tomorrow's leaders.

On another part of campus, the Global Business and Analytics Complex will cement the university as a world leader in developing methods for analysis and interpretation, using data to address problems faced by industry and society. The complex will bring together students and faculty who share a passion for an analytic approach to problems in collaborative work environments for transdisciplinary research and hands-on learning.

Virginia Tech's Blacksburg campus may seem large at first. But ask any Hokie, and they'll gladly share a memory from the Drillfield, the Duck Pond, Lane Stadium, or one of the other iconic landmarks – covered in Hokie Stone – that form this campus and serve as a home where you're always welcome.

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 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 jurisdictions 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 CSAs are required to report a crime.

"Campus security authority" is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security. (e.g., and individual who is responsible for monitoring the entrance into university property)
- Any individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

If someone has significant responsibility for student and campus activities, he or she is a campus security authority.

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 The 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 consist of 51 sworn officers, 8 security officers, 6 security center representatives, and 2 full time support staff employees. The Virginia Tech Police Department operates 24 hours a day and provides full police services to the university community. Sworn officers are state-certified and empowered to enforce all federal, state, and local laws on university property, as well as VT policies, and have full authority to make arrests and carry firearms. 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 arrest. 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, and the Montgomery County Sheriff's Office and the Christiansburg Police Department, as well as other law enforcement agencies throughout the state. The Virginia Tech Police Department has a written Memorandum of Understanding with the Blacksburg Police Department and the Virginia State Police, as required by Virginia State Law, concerning sexual assault and death investigations.

The Virginia Tech Police Department does not have any other written Memorandum of Understanding with any other law enforcement agency concerning the investigation of alleged criminal incidents as the 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 “Daily Crime and Fire Log” that is published each day with the exception of weekends, holidays and when the university is closed. The “Daily Crime and Fire Log” lists actual fires in residence halls and all incidents of crime within the past 24 hours, or over the weekend. The report is available for review 24 hours a day at the Virginia Tech Police Department Security Center currently located at 330 Sterrett Drive, Blacksburg, Virginia 24061 and on the department’s website at www.police.vt.edu. The Blacksburg Police Department notifies the university, via a referral of Student Conduct, when students or university recognized student groups are involved in criminal activities off campus within the Town of Blacksburg.

In June, 2016 the New River Valley Emergency Communications Regional Authority (NRV911) officially opened. NRV 911 is comprised of Montgomery County, The Towns of Blacksburg and Christiansburg and Virginia Tech to provide quality and reliable 911 dispatch and emergency communication services to the community. This partnership promotes interoperability, collaboration and commitment to excellence in public safety to foster a safe environment and promptly respond to the needs of citizens. The centralized 911 dispatch center more quickly and accurately routes calls to the appropriate local emergency medical, fire and law enforcement agencies by reducing transfers, saving valuable response time and, therefore, lives.

Policies and Regulations

Missing Persons

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the NRV911 at 550-382-4343. 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 buildings, see the building manager, a department head, or contact the Virginia Tech Police Department at 540-231-6411. All campus buildings are patrolled daily by the Virginia Tech Police Department in order to monitor and address any security measures needed.

Virginia Tech has designed policies and regulations in order to create a safe and harmonious environment for the members of its community. All campus community members and visitors of the university are required to obey these regulations. These policies not only reflect the university's high standards of conduct, but also local, state and federal laws. Observation and enforcement of regulations create a significant degree of safety for the university community.

Security Considerations used in the Maintenance of Campus Facilities

Campus Security Officers also make reports of malfunctioning lights and other unsafe physical conditions that need to be addressed. Information in those reports are forwarded to the appropriate facility/department for follow-up. Security measure recommendations such as lighting, landscape improvements and entrance/access security are also submitted for review and approval by the University Architect and the Virginia Tech Police Crime Prevention Specialist. Facilities and landscapes are maintained in a manner that minimizes hazardous conditions. Maintenance issues can be reported to the Security Center by calling 540-231-6411.

Timely Warnings / Crime Alerts

Timely Warnings / Crime alerts will be provided to the community in the event of a reported crime, 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* include, but not limited to, major incidents of Arson, Murder & Non-negligent Manslaughter, Burglary, Robbery, Aggravated Assault, Motor Vehicle Theft and Sex offense (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 know 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 a supervisor or others with the Virginia Tech Police Department as designated by the Chief of Police and are typically distributed to the community via email to anyone who has a vr.edu email address, by the Virginia Tech Police Department or University Relations. If someone from the Virginia Tech Police Department is unavailable, there are several administrators in university Relations who can initiate the email system. The Timely Warnings / Crime Alerts are also posted on the Virginia Tech Police Department website and may be posted on social media outlets. Updates to the Virginia Tech community about any particular case resulting in a Timely Warning / Crime Alert will normally be distributed via email.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Emergency Alerts

Virginia Tech's Emergency Notification System (ENS), more commonly known as VT Alerts, is in place to provide rapid incident communication through multiple media outlets to the Virginia Tech community. The ENS addresses the reporting requirements of the 2008 Higher Education Opportunity Act and Section 23- 9.2:11, Code of Virginia, as amended.

Emergency Response and Evacuation Information Compiled by the Office of Emergency Management

Virginia Tech will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. In accordance with the Higher Education Act of 1965 as amended and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive communications system, "VT Alerts," to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The "VT Alerts" system includes: email notices; phone cellular phone, and text messages; classroom electronic message boards; university website notices; campus loud speakers / sirens, building fire alarm annunciators, desktop alerts and twitter feed @vtalerts. In the event all systems are non-functional, face-to-face communications, Sirens/PA or other channels as developed would be utilized. Protocols for emergency notifications, are outlined in the Emergency Notification Systems Protocol document.

Parents and members of the larger community are not eligible to sign up for all of the immediate notifications through Virginia Tech Alerts. However, all Hokie family members, along with members of the community, are able to subscribe to receive real-time VT Phone alerts to stay informed about the Blacksburg campus and are encouraged to do so. To subscribe, text **HokieFam** to **226787**.

Hokie family and community members are also encouraged to download the free **Hokie Ready mobile safety app**. App users can access important just-in-time emergency information, connect with Virginia Tech emergency information, connect with Virginia Tech emergency services, and navigate the Blacksburg campus quickly and safely. To download the app, search "**Hokie Ready**" in your app store.

Information will also be published on the University website during a campus emergency. The Virginia Tech Police Department is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community.

There are other departments on campus that could be in a position to confirm certain types of emergencies. The Office of University Relations, the Virginia Tech Police Department, and Virginia Tech Emergency Management have access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter or secure in place or other action on the part of students, employees, and campus visitors. These departments have the authority to determine the appropriate region or regions of the university community that will receive an alert, to determine the content of the alert, and to initiate the notification system, when applicable. The institution typically provides follow-up information to the community using appropriate communication channels that may include the same systems that were used to send out the original alert.

One of the listed departments above will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of first responders, compromise efforts to assist a survivor or to contain, respond to, or otherwise mitigate the emergency. The typical first responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community include the Virginia Tech Police Department, Virginia State Police, Blacksburg Police Department, Montgomery County Sheriff's Office, Christiansburg Police Department, Virginia Tech Rescue and the Blacksburg Fire and EMS Department and Virginia Tech Emergency Management. Annually, the Offices of University Relations and Human Resources provide communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the "Alert" process can be found on the university VT Alerts web site.

Emergency Management, Preparedness and Response

The primary department responsible for university resilience, response and preparedness is the Virginia Tech Emergency Management Office. Emergency preparedness and information on what to do in an emergency can be accessed by searching "Be Hokie Ready" from the university web site. In an emergency it is important to remember three important things; do not take unnecessary risks, there is no substitute for remaining calm, and always use common sense.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous emergency response exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Drills and exercises completed during 2020 are listed in table 1. In addition to exercises and drills listed, a silent test of the VT Alerts system is conducted twice daily.

2020 Clery Exercise Report				
Location	Date	Topic	Description of Exercise	Announced or Unannounced
RA Secure in Place Drill - in-person	1/17/2020	Secure in Place	Drill	Announced
All Locations	2/18/2020	VT Alert	Drill	Announced
President's cabinet TTX - COVID - virtual	8/12/2020	Infectious Disease	Tabletop	Announced
All Locations	9/10/2020	VT Alert	Drill	Announced
UVA/VT Joint TTX - virtual	10/20/2020	Response, Evacuation & Recovery	Tabletop	Announced
Provost COOP Homework TTX virtual	11/10/2020	Loss Business Functions	Tabletop	Announced

The Virginia Tech Police Department, Virginia Tech Emergency Management and other critical university departments are trained in the Incident Command system and response to campus emergencies. When a serious incident occurs that causes an immediate threat, to the health, safety and security of the Virginia Tech community (Blacksburg campus) responding agencies include: the Virginia Tech Police Department, Virginia State Police, Blacksburg Police Department, Montgomery County Sheriff's Office, Christiansburg Police Department, Virginia Tech Rescue and the Blacksburg Fire, Blacksburg Volunteer Rescue Department, Virginia Tech Emergency Management, as well as other university departments and jurisdictions. These agencies work together to manage the incident. At other campuses first responders from local jurisdictions will manage initial incident response.

General information about the emergency response and evacuation procedures for Virginia Tech is publicized each year and is on the Virginia Tech Emergency Management website and as part of the institution's Clery Act compliance efforts. Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one announced or unannounced drill or exercise each calendar year. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. Information related to emergency notifications and emergency guidelines can be found at <http://www.emergency.vt.edu>. Information related to evacuation procedures can be found at <http://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, and move to

another building, or leave campus if it is safe to do so.

- » 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.



- » **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.

LOOKOUT 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 NRV911 center @ 540-382-4343 or 911 for an emergency. The NRV 911 center will notify the Virginia Tech Police Department. Survivors or witnesses of crimes on campus may report those crime anonymously on a voluntary, confidential

basis for inclusion in the annual crime disclosure online at www.police.vt.edu/anonymous.html.

Criminal or suspicious acts and emergencies should be reported to the police immediately in person, by telephone or by using one of the blue light phones located throughout campus. 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 Hokie Ready app is available for download for Android and iPhone devices. Hokie Ready allows students, faculty, and staff to send tips and messages to the Virginia Tech Police department, share their location with friends or family as they walk on campus, find buildings on campus, and access emergency preparedness information. 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, <https://www.stopabuse.vt.edu/get.help.html> or by clicking on the link provided on the Virginia Tech Police Department's website. Campus Security Authorities include, Dean of Students @ 540-231- 3787, Title IX Director @ 540-231- 1824, and Director of Housing & Residence Life @ 540- 231-9811.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a VTPD officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the VTPD can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Anonymous Reporting

The purpose of an anonymous report is to take steps to promote safety. In addition, VTPD can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. These forms can be accessed at <https://police.vt.edu/anonymous.html>.

If you ever need to contact the police, officers and staff will attempt to assist you in any way possible. The Virginia Tech Police Department 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 Title IX, Dean of Students, Virginia Tech Women's Center, Office of Student Conduct, Cook Counseling Center, Shiffert Health Center, or academic advisors who will assist with notifications, if desired. This information will be included in the annual disclosure of crime if the caller provides the date, location and crime committed.

Dial 911 for all emergency calls for Police, Fire, and Rescue. For non-emergency calls, contact the NRV911 center @540-382-4343.

Clery Reportable Crimes – Response to Reported Incidents

In response to reports of criminal activity occurring on the VT campus, the NRV911 will take the required action, either dispatching a Virginia Tech Police officer to the incident location or asking the survivor to report to the Virginia Tech Police Department Security Center located at 330 Sterrett Drive, Blacksburg, Virginia 24061. The Security Center is open 24 hours daily and is staffed to answer questions or to have an officer respond to take a complaint. All Virginia Tech Police Department incident reports involving student conduct violations or conduct referrals generated by officers involving students are forwarded to the Office of Student Conduct for potential action, as appropriate. In some instances, these reports and or referrals are held during active investigations, and then provided at a later time. The Virginia Tech Police Department Investigative division will conduct criminal and administrative investigations when it is deemed appropriate.

Services and Prevention Information

Alcohol and Drug Abuse Prevention Services

The Campus Alcohol Abuse Prevention Center, located in 147 McComas Hall is the university resource for alcohol abuse prevention. They may be contacted at 540-231-2233 (Hokie Wellness) or by email to CAAPC@vt.edu. Drug education prevention is provided by (Alcohol and Drug Prevention Team). ADAPT Peer Educators are dedicated to addressing alcohol and other drug abuse issues in the Virginia Tech community.

ADAPT members promote awareness through educational programs and outreach, while serving as accessible resources for fellow students. ADAPT members strive to minimize the abuse of alcohol and other drugs in an effort to encourage students to pursue positive behavioral changes, and to promote a healthier environment at Virginia Tech. They can be contacted through the Office of Student Conduct in Suite 141 New Hall West or at 540-231-3790.

ADAPT members promote awareness through educational programs and outreach, while serving as accessible resources for fellow students. ADAPT members strive to minimize the abuse of alcohol and other drugs in an effort to encourage students to pursue positive behavioral changes, and to promote a healthier environment at Virginia Tech. They can be contacted through the Office of Student Conduct in Suite 141 New Hall West or at 540-231-3790.

Alcohol and Drugs

Virginia Tech recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportion in our society and that it interferes with the goals and objectives of any educational institution. Accordingly, Virginia Tech strongly discourages illegal or otherwise irresponsible use of alcohol. Members of the university community are responsible for their decisions regarding their use of alcohol as well as their behavior which occurs as a result of these decisions. In this context, Virginia Tech created a comprehensive policy on Alcoholic beverages and Other Controlled Substances. This policy can be found in the University Policies for Student Life.

Alcohol Policy

Virginia Tech fully enforces the alcohol regulations of the Commonwealth of Virginia. All state laws apply to Virginia Tech students, faculty, staff, and visitors while in the Commonwealth of Virginia. These laws and the VT policies prohibit possession, use, sale, distribution, and consumption of all alcoholic beverages by persons less than 21 years of age while in the Commonwealth of Virginia and are enforced by the Virginia Tech Police Department. To maintain conditions conducive to a learning environment, and to ensure that all community members are in a safe, productive environment, the university further restricts the use of alcohol within specified criteria. For more comprehensive details, please refer to the University's Policy on Alcoholic Beverages.

Alcohol Effects

Alcohol is a depressant that progressively affects different brain areas. Alcohol first affects the part of the brain that controls inhibitions. When people lose their inhibitions, they may talk more, get rowdy, and do things that they would have otherwise not done. After several drinks, they may feel "high," but really, their nervous system is slowing down. Alcohol acts fast because it moves directly into the bloodstream from the small intestine. It takes approximately one hour for the liver to process the alcohol in one standard drink.

Drug Abuse Effects

Learning to recognize the physical or behavioral signs of drug abuse can aid in preventing the problem from getting worse. Changes in appearance, such as bloodshot or glazed eyes, dilated or constricted pupils, abrupt weight changes, bruises, infections, or other physical signs at the drug's entrance site on the body, can be clues to possible drug abuse. Other clues include increased irritability, lethargy, and depression, sudden changes in a social network, dramatic changes in habits, financial problems, and involvement in criminal activity. Drugs can affect almost every organ in your body and if you already have health issues, it can make them worse.

Controlled Substances

The university strictly prohibits the illegal use, sale or possession of any controlled substance. Virginia Tech Police Department fully enforces both federal and state drug laws. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action that may include suspension and / or dismissal from the university.

Violations of state law should be reported to the NRV911 who will contact the Virginia Tech Police Department to take appropriate legal actions. In compliance with the Drug Free Schools and Communities Act, Virginia Tech publishes information regarding the University's educational programs related to drug and alcohol abuse prevention: sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Virginia Tech students and employees. A complete description of these topics, as provided in the comprehensive details, please refer to the

University's Policy for a Drug Free University at: <https://policies.vt.edu/assets/1020.pdf>.

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.

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) The Virginia Tech Police also offer Rape Aggression Defense, (RAD for Women) and Resisting Aggression through Defense (RAD for Men) which provide lessons on basic self- defense and personal safety.

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 2020-2021, the Virginia Tech Police Department conducted Crime Prevention and Safety Awareness presentations. The presentations included safety (shelter in place, secure in place, and evacuations) (virtual) RAD for women and men (in-person), Drugs (virtual and in-person), Alcohol Awareness (virtual and in-person), Violence Prevention (in-person), and Emergency Preparedness, (virtual), securing property (virtual and in-person), bicycle safety (virtual and in-person) and building/lighting assessments (in-person). And a new program called Walk with a Cop where members of the community can walk with officers around campus discussing different topics that they feel Important and need to be highlighted. 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. The Virginia Tech Women's Center conducted presentations on VAWA Prevention/Response, Awareness, Bystander Intervention, and Risk Reduction programs. Other Safety and Security programs, such as Red Flag Campaign and Sexual Assault Awareness Month were presented in October and March / April. 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 10am - 12pm.

Safe Ride

The Virginia Tech Police Department sponsors a nighttime safety escort service called "Safe Ride." This service is available to all students, faculty, staff, and visitors to the university. Safe Ride operates from dusk until dawn and provides transportation or a walking escort, upon request, to persons who must cross campus during the nighttime alone. Safe Ride may be contacted by using the TransLoc Rider app or calling **540-231-SAFE (7233)**. The ability to request a ride via the app streamlines the process for both the rider and the Safe Ride Driver. In addition to being more user friendly, the app alleviates hold time and busy phone lines, reduces wait time for riders by grouping ride requests on similar routes, and increases student safety with real-time tracking and text notifications that allow riders to wait in a safe place until their ride arrives.

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. Employees are required to take the workshop every two years.

In addition, the **Policy on Harassment, Discrimination, and Sexual Assault (University Policy 1025)** and the **Policy on Title IX Sexual Harassment and Responsible Employee Reporting (University Policy 1026)** 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 Zoom; or by using an on-demand learning module.

University Policy 1025; Policy on Harassment, Discrimination, and Sexual Assault and **University Policy 1026; Policy on Title IX Sexual Harassment and Responsible Employee Reporting** outline 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** and **University Policy on Title IX Sexual Harassment and Responsible Employee Reporting**; 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 (in person workshops have been suspended due to COVID-19).
2. Attend a live, virtual instructor-led workshop via Zoom webinar.
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 2020

The university tracks completion of this performance expectation. During the 2020 academic year, 4,410 employees completed the Compliance Workshop. During these sessions, attendees were provided with listings of resources for persons impacted by behaviors, consistent 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 staff 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 2020, these efforts included the following:

Mandatory online training module for all incoming students in spring and fall 2020.

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. During the 2020-2021 academic year, 11,060 students completed this course.

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 2020:

- The Women's Center provided Bringing in the Bystander, bystander-intervention work shops 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 was re-designed in 2019 to include an online reporting form, more 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 at the start of both Fall and Spring semesters.
- The Office for Equity and Accessibility facilitated workshops on Title IX and sexual violence for members of the Corps of Cadets, orientation leaders, student athletes, and peer mentors.
- The Women's Center facilitated several prevention and awareness campaigns, including the Red Flag campaign.
- The Office for Equity and Accessibility supported a student led "I Ask" campaign, where students gathered online signatures to a proclamation regarding consent. A banner with all signatures was displayed in Squires Student Center.
- The Title IX office held a virtual bystander education workshop in partnership with a local non-profit organization, Fear 2 Freedom. Approximately 25 students attended.
- The Student Title IX Advisory Board hosted a virtual Consent 101 webinar in partnership with a

local non-profit organization. Approximately 170 students attended.

- The Student Title IX Advisory Board hosted a virtual Consent 101 Webinar in partnership with a local non-profit organization. Approximately 170 students attended the webinar or watched the on-demand video.
- In addition to their own offerings, the Women's Center and the Office for Equity and Accessibility provided information and support to other campus organizations who provided sexual violence and prevention programs to students.

Sexual Assault and Prevention

Virginia Tech is committed to upholding University Policy 1025, Title IX, 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. We have adopted the following definitions of sexual violence, gender based harassment, and consent into university policy:

Sexual Assault means misconduct that meets the definition of Rape, Fondling, Incest, or Statutory Rape, as defined below:

- **Rape** means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or mental incapacity.
- **Incest** means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- **Statutory Rape** means sexual intercourse with a person who is under the statutory age of consent.

Harassment/Discrimination - means conduct that conditions any element of a person's employment, enrollment as a student, receipt of student financial aid, or participation in university activities on that person's age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law. Virginia Tech does not otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants nor on any other basis protected by law.

Domestic Violence - means felony or misdemeanor crimes of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or (e) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.

Dating Violence - means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2). the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

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 any time.
- Previous relationship or prior consent cannot imply consent to future sexual acts.
- **Incapacitation** - includes but is not limited to being asleep, drugged, intoxicated or unconscious.

Title IX Sexual Harassment: Title IX Sexual Harassment means any of the following conduct on the basis of sex, when that conduct occurs within the United States and at any on or off campus locations, events, or circumstances over which the university exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and includes any building owned or controlled by a student organization officially recognized by the university,:

- **a university employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (i.e. *quid pro quo* harassment); unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it would effectively deny a person equal access to a university program or activity; or**
- **Sexual Assault, Dating Violence, Domestic Violence, or Stalking.**

Responsible Employee - Responsible employees include all university officials who have authority to institute corrective measures in response to a report of Title IX Sexual Harassment. A responsible employee who receives notice of behavior that might reasonably be construed as constituting Title IX Sexual Harassment must promptly report the alleged behavior to the Title IX Coordinator. A responsible employee who receives notice of an alleged Title IX Sexual Harassment and fails to report it to the Title IX Coordinator may be subject to discipline up to and including termination.

Responsible employees under this section include university administrators, supervisors, employees with instructional responsibilities (for their respective teaching obligation), academic advisors, and other university employees who have significant responsibility for student and campus activities or implementing the university's policies related to employee and student discipline.

Virginia Tech has designated several offices on campus as confidential resources. When performing their responsibilities, providing services, these offices are not subject to this policy. Confidential resources include the staff at the University Ombuds Office and Graduate School Office of the Ombudsperson, Schiffert Health Center, Cook Counseling Center, and the Virginia Tech Women's Center. Disclosures made to Athletic Doctors while acting within the scope of his or her license or certification are also confidential.

Community Information

Virginia Tech provides the following information to members of our community who experience, or who have friends and loved ones who experience sexual violence:

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) or 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 maybe 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>

- **Bringing in The Bystander (BIB)** is a program designed to educate, inspire, and empower YOU to prevent, interrupt, and respond to harassment and violence., We all have a role to play in ending gender-based violence, including sexual and relationship violence, sexual harassment, stalking, and exploitation in our community. The BIB workshop helps you explore and prepare to take on your role by:

- Raising awareness of the scope and roots of violence
- Helping identify situations where behavior is inappropriate or potentially harmful
- Helping develop skills to intervene in a way that keeps you and others safe

Getting Help and Reporting

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 progress 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. For incidents that occur off-campus in Blacksburg, Christiansburg or Montgomery County, the NRV Emergency Communications Regional Authority will dispatch the appropriate jurisdiction. 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 or 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, filing a report 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 four 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

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. 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, by email at polidoro@vt.edu or in person at 300 Turner Street NW, Blacksburg, VA. They may also use an online reporting form found at www.stopabuse.vt.edu. Upon receipt of a report, the Title IX Coordinator will offer supportive measures and information about the option to file a formal complaint. Supportive measures that are not an undue burden to respondents will be provided, without the need of filing a formal complaint or participating in an investigation process.

In cases of Title IX Sexual Harassment when a complainant chooses to file a formal complaint, the university will notify both parties and 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 a policy violation has occurred. The resolution process is guided by the principles of equity and respect for all parties. . At a minimum, the procedures:

- Provide for a prompt and equitable response to reports of Title IX Sexual Harassment;
- Start with a presumption of non-responsibility for the Respondent;
- Allow for and require objective evaluation of all evidence;
- Include an option for an emergency interim suspension of a student Respondent that includes the opportunity for appeal of that decision;
- Prohibit anyone who has a conflict of interest or a bias for or against a particular Complainant or Respondent, or Complainants and Respondents generally, from participating as an investigator, Title IX Coordinator, hearing officer, or appellate officer;
- Describe the range of possible disciplinary sanctions and remedies that the university may implement following a determination of responsibility;
- Describe the circumstances in which the university will convene a live hearing to resolve a Formal Complaint, as well as the circumstance in which the Title IX Coordinator will dismiss a Formal Complaint prior to the live hearing phase;
- Set forth the process for the live hearing, including by describing the roles of advisors and hearing officers, and describe the procedural rules that apply during the live hearing phase, including the opportunity for cross examination;
- Describe the process for appealing formal decisions; and
- Do not require, allow, rely upon, or otherwise use any questions or evidence that constitute or seek disclosure of information protected by a legally recognized privilege.

In cases of sexual harassment and violence that fall outside the scope of the university's Title IX Grievance Process, the Virginia Tech *Student Code of Conduct's* policies on Gender Based Harassment and Violence continues to apply to conduct. In those cases, when a complainant wishes to proceed with a complaint, the Title IX Coordinator will share the report with the Office for Student Conduct. The Director of that office may request that an investigation be conducted by the Office for Equity and Accessibility. When an investigation commences, each party will be notified in writing. All parties are presumed not responsible for the conduct alleged. Resources are available for all students, whether as complainants or respondents, to provide support and guidance

throughout the investigation and resolution of the complaint. Once evidence gathering is completed, the investigator will prepare a final investigation report summarizing all relevant information, which will be forwarded to the Director of Student Conduct, who will determine an appropriate resolution process.

Referrals to Student Conduct for Adjudication in Title IX Cases

In cases of Title IX Sexual Harassment and Violence, upon review of an investigation report, the Title IX Coordinator or designee will notify the complainant and the respondent and refer the report to Student Conduct for adjudication.

When the Title IX Coordinator refers a case for formal adjudication, the Office of Student Conduct will hold a live hearing with cross examination to determine whether the respondent is responsible for the alleged conduct and to provide appropriate sanctions, as appropriate. In formal conduct hearings for Title IX formal complaints, the complainant and respondent are entitled to the following procedural guarantees and opportunities:

- To receive a copy of the final investigation report, including any attachments and supporting documents from the Title IX Coordinator or designee at least ten (10) days in advance of the hearing.
- To receive written notice of the date, time, location, participants, and policies charged at least five (5) business days in advance of the hearing to allow the parties sufficient time to prepare for the hearing.
- To be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the Office of Student Conduct without fee or charge.
- To inspect and review, during the hearing, all evidence obtained during the investigation that is directly related to the allegations in the formal complaint.
- To present that evidence that supports or refutes the alleged conduct.
- To present witnesses, including fact and expert witnesses.
- To have their advisor conduct live cross-examination on the other party and any witnesses.
- To remain silent or to participate as they see fit, including full, partial, or no participation: however, they should carefully review the information on cross examination to understand the potential impacts should they choose to limit participation.
- To challenge the objective of a hearing officer(s) given reasonable cause to believe they may be biased or have a conflict of interest.
- To appeal, regardless of the outcome, based on the following grounds: 1) Procedural irregularity; 2) Significant and relevant new information that was not available at the time of the hearing; 3) the Title IX Coordinator, Investigator, or hearing officer(s) had a conflict of interest or bias, which affected the outcome; 4) Unduly harsh or arbitrary findings or sanctions.

After the hearing, a determination of whether a respondent is responsible for violating any policy in the Student Code of Conduct will be made by the hearing officers based on the information presented in the investigation report and at the hearing. The university uses preponderance of the evidence to determine whether or not it is more likely than not that the respondent is responsible for the alleged conduct.

Referrals to Student Conduct for Adjudication in Non-Title IX Cases

In cases of Gender Based Harassment and Violence that falls outside the scope of Title IX, the Investigator will share the report with the Director of Student Conduct, who will determine the proper resolution of the complaint. When the Director determines that there is sufficient information gathered to suggest that a policy violation may have occurred, the Director or a designee will notify the complainant and the respondent and request that a formal student conduct hearing will occur.

The *Student Code of Conduct* defines non-Title IX gender-based violence as the following prohibited acts; sexual violence-coercion, sexual violence-rape, gender-based harassment, sexual exploitation, dating and domestic violence, and stalking.

In the hearing, both the complainant and respondent will receive the same procedural guarantees, including the following:

- To receive written notice of charges at least five (5) business days in advance of the hearing and in reasonable detail to allow the respondent to prepare for the hearing.
- To share their version of events and refute any information presented.
- To present witnesses/witness statements and question any witnesses present.
- To remain silent or not participate.
- To be accompanied by an advisor.
- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe that they may be biased or have a conflict of interest.
- To appeal, regardless of the outcome, provided there are appropriate grounds as found in the *Student Code of Conduct*.

After the hearing, the hearing officers will base their decision on a preponderance of the evidence as to whether it is more likely than not that the respondent is responsible for conduct in violation of university policy.

Outcomes of Adjudication

Depending on the circumstances of the case, students who are found in violation of Title IX or Gender Based Violence Policies may receive significant educational and status sanctions from Student Conduct—up to and including suspension for one or more semesters or dismissal from the university.

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.

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.

Notification of Student Conduct hearing outcomes is made on a “need to know” basis. This includes, among others, the Corps of Cadets staff, in cases involving cadets; the Graduate School, in cases involving graduate students; Cranwell International Center, for cases involving varsity athletes; and the Director of Housing and Residence Life, in cases involving residence hall students. Virginia Tech will also disclose hearing outcomes to the complainant of a crime of violence, or a non-forcible sex offense, and survivors of violent crime, including sexual assaults, involving student respondents. 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. 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.

More detailed information regarding the Title IX Reporting and Grievance Procedures and the Student Code of Conduct may be found here:

[Title IX Reporting and Grievance Procedures](#)

[Virginia Tech Student Code of Conduct](#)

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

When a student accepts admission to Virginia Tech as an undergraduate, graduate, or professional student, they also accept membership in the university community and responsibility for upholding its shared values and expectations. The *Student Code of Conduct* outlines policies established by the university that set standards. The code applies to all students and student organizations at Virginia Tech. When conduct violates both criminal law and the Student Code of Conduct, disciplinary action may be taken by the university, irrespective and separate from criminal action.

Any student, faculty member, staff member, administrator, community member, or concerned party may submit a complaint, known as a “conduct referral,” to the office of Student Conduct. Should the university receive a complaint regarding a student / student organization and subsequently adjudicate the matter and determine that university policies have been violated, the following sanctions may be imposed: formal warning, probation, deferred suspension, suspension, deferred dismissal, dismissal, loss of privileges, or other restrictions.

Sanctions are progressive: all student conduct records are considered in determining an appropriate sanction. 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*.

Students or organizational representatives, including complainants and respondents, may choose an advisor to help them prepare for the hearing or to provide support during the hearing. The advisor 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.

Status Sanctions

The *Student Code of Conduct* outlines the following status sanctions that may be issued to students or student organizations who are found responsible for violating university policies:

Formal Warning

A formal written notice that the student or student organization has violated a policy in the Student code of Conduct and that further violations may result in more serious conduct action. Students or student organizations who receive a formal warning are still considered in good conduct standing with the university.

Probation

A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Further violations during that time period may result in more serious conduct action, including a potential separation from the university.

Denial of Privileges or Associations

A specified period of time during which the student is denied certain privileges or associations, including, but not limited to termination of the housing contract, removal from athletic events, loss of

recreational sports privileges, network access, or access to certain university facilities. Student organizations may also have their social function privileges revoked.

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

A specified period of time during which the student or student organization is separated from the university. During the suspension period, the student does not have the rights and access to privileges associated with being a student, which includes eligibility to be academically enrolled at Virginia Tech or transfer credits earned at other institutions during the period of disciplinary suspension. For student organizations, the university will withdraw recognition for the duration of the suspension. A student or student organization must complete all assigned sanctions and receive permission from Student Conduct to be eligible to re-enroll. For a student who has completed their academic work but whose degree has not yet been conferred, their degree may be withheld for the duration of the suspension period. 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

A formal notice that the student or student organization is permanently dismissed, or expelled, from the university, with no opportunity to re-enroll. For student organizations, the university permanently withdraws recognition.

Educational

Assignments or activities designed to provide opportunities for reflection, learning, and growth as well as to connect the student with resources to support their well-being and personal and academic success.

Reports of Sexual Harassment and Violence Involving Employees

Employee's conduct related to sexual harassment and violence are also governed by Policy 1025 on Discrimination, Harassment, and Sexual Assault and by Policy 1026 on Title IX Sexual Harassment and Violence.

Individuals who wish to report incidents of sex discrimination, sexual harassment, and / or sexual violence, including dating and domestic violence, and stalking involving employees, may make a report to Harrison Blythe, the university's Deputy Title IX Coordinator, at 540-231-0448, by email at hblythe@vt.edu or in person at 300 Turner Street NW, Blacksburg, VA. They may also use an online reporting form found at www.oea.vt.edu. Upon receipt of a report, the Deputy Title IX Coordinator will

offer supportive measures and information about the option to file a formal complaint. Supportive measures that are not an undue burden to respondents will be provided, without the need of filing a formal complaint or participating in an investigation process.

In cases of Title IX Sexual Harassment, Complainants who are participating in, or attempting to participate in, Virginia Tech's programs and activities may file formal complaints alleging conduct prohibited under this policy by undergraduate students, graduate students, professional students, administrators, faculty, staff, volunteers, vendors and contractors. The procedures for investigating and resolving formal complaints depend on the Respondent's relationship to the university, and specifically whether the Respondent is a student or an employee. Both sets of procedures follow the same general guiding principles. At a minimum, the procedures:

- Provide for a prompt and equitable response to reports of Title IX Sexual Harassment;
- Start with a presumption of non-responsibility for the Respondent;
- Allow for and require objective evaluation of all evidence;
- Include an option for an emergency interim suspension of a student Respondent that includes the opportunity for appeal of that decision;
- Prohibit anyone who has a conflict of interest or a bias for or against a particular Complainant or Respondent, or Complainants and Respondents generally, from participating as an investigator, Title IX Coordinator, hearing officer, or appellate officer;
- Describe the range of possible disciplinary sanctions and remedies that the university may implement following a determination of responsibility;
- Describe the circumstances in which the university will convene a live hearing to resolve a Formal Complaint, as well as the circumstance in which the Title IX Coordinator will dismiss a Formal Complaint prior to the live hearing phase;
- Set forth the process for the live hearing, including by describing the roles of advisors and hearing officers, and describe the procedural rules that apply during the live hearing phase, including the opportunity for cross examination;
- Describe the process for appealing formal decisions; and
- Do not require, allow, rely upon, or otherwise use any questions or evidence that constitute or seek disclosure of information protected by a legally recognized privilege.

More Detailed information regarding this process can be found at: www.oeca.vt.edu.

In cases of sexual harassment and violence that fall outside the scope of Title IX, the university will use the following process:

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. A preponderance of the evidence standard will be used. 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.

A more detailed outline of this process can be found at the link below:

[OEA Anti-Discrimination Complaint Procedures](#)

Policy Updates

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/titleix/ ***Student Code of Conduct***

StopAbuse VT www.stopabuse.vt.edu

The Women's Center www.womenscenter.vt.edu **Division of Student Affairs** www.dsa.vt.edu

Title IX Contacts

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Compliance/Title IX Coordinator
Office for Equity and Accessibility

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Harrison Blythe

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Title IX Coordinator for
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Sex Offender Registry and Access to Related Information

The federal “Campus Sex Crimes Prevention Act” law was signed on October 28, 2000, and became effective October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state under section 121 of the Adam Walsh Child Protection Act of 2006. (42 U.S.C. 16921) concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address.. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers their services, or is a student. Information about the Sex Offender registry can be found at; <http://sex-offender.vsp.virginia.gov/sor/>, or can be accessed through the Virginia Tech Police Department web site at <http://www.police.vt.edu>.

In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry. The registry was established pursuant to §19.2-390.1 of the Commonwealth's Criminal Code. Every person convicted on or after July 1, 1997, including juveniles tried and convicted in the circuit courts pursuant to § 16.1-269.1, whether sentenced as adults or juveniles, of an offense for which registration is required shall be required as a part of the sentence imposed upon conviction to register and re- register with the Commonwealth's Department of State Police, as provided in this section.

In addition, all persons convicted of offenses under the laws of the United States, or any other state substantially similar to an offense for which registration is required, shall provide to the local agency all necessary information for inclusion in the State Police Registry within ten days of establishing a residence within the Commonwealth. Any person required to register shall also be required to reregister within ten days following any change of residence, whether within or outside of the Commonwealth.

Nonresident offenders entering the Commonwealth for employment, to carry on a vocation, volunteer services or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of the Commonwealth shall, within ten days of accepting employment or enrolling in school in the Commonwealth, be required to register and reregister pursuant to this section. For purposes of this section “student” means a person who is enrolled on a full- time or part- time basis, in any public or private educational institution, including

any secondary school, trade or professional institution, or institution of higher education.

Information concerning offenders registered with the *Sex Offender and Crimes Minors Registry* may be disclosed to any person requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request form that may be submitted directly to the Commonwealth's Department of State Police or to the State Police through a local law-enforcement agency. The Department of State Police shall make registry information available, upon request, to criminal justice agencies including local law enforcement agencies through the Virginia Criminal Information Network (VCIN). Registry information provided under this section shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. *Uses of the information for purposes not authorized by this section are prohibited and a willful violation of this section with the intent to harass or intimidate another shall be punished as a Class 1 misdemeanor.*

Virginia State Police maintain a system for making certain registry information on violent sex offenders publicly available by means of the internet. The information made available includes the offender's name; all aliases which he has used or under which he may have been known; the date and locality of the conviction and a brief description of the offense; the offender's date of birth, current address and photograph; and such other information as the State Police may from time to time determine is necessary to preserve public safety. The system is secure and is not capable of being altered except by or through the State Police. The system is updated each business day with newly received registrations and re-registrations.

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in the Women's Center at Virginia Tech.

Important Phone Numbers

For further explanation or elaboration of the information in this report, and for assistance or services, contact the agencies whose numbers are listed here.

NRV Emergency Communications Authority	911 (emergency, on campus) 540-382-4343 (non-emergency)
Virginia Tech Police Department	540-231-6411 (non-emergency)
LewisGale Hospital Montgomery	540-953-1111 (main number)
Carilion 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 (8:00 a.m.—5:00 p.m.) Mon-Thurs 540-231-6444 (9:00 a.m.—5:00 p.m.) Friday
Schiffert Health Services	540-231-6444
Cranwell International Center	540-231-6527
Blacksburg Police Department	911 (emergency, off campus) 540-443-1400 (non-emergency)
Montgomery County Sheriff's Office	540-382-6915 (non-emergency)
Christiansburg Police Department	540-382-3131 (non-emergency)
Dean of Students	540-231-3787
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	540-231-2010 (employees)
Office of Emergency Management	540-231-4873
University Relations	540-231-5396

WOMEN'S CENTER at VT

Serving Hokies of all genders and gender identities since 1994



Support & Advocacy

The Women's Center provides free support and advocacy services to VT students, faculty and staff who have been impacted by any form of gender-based violence, including sexual assault, relationship violence, stalking and harrassment. We provide crisis management, short-term counseling and information on reporting options, as well as assistance with police, and medical, court and university processes.

Programs & Outreach

The Women's Center offers educational programming and outreach opportunities that address issues impacting women. Our initiatives illuminate the needs, concerns and accomplishments of all Virginia Tech women. We are committed to reaching out across VT and into the community to bring people together through programming focused on gender equity, leadership, gender-based violence prevention, wellness, mentorship and more.



Learn & Lead

The Women's Center is committed to social justice and provides opportunities for students to develop leadership skills, build relationships, and increase their understanding of gender, equity and inclusion. We accomplish these goals through student involvement in our organizations, internships, and work study opportunities.



WOMEN'S CENTER at VT

Serving Hokies of all genders and gender identities since 1994



Watercolor by Lea Trageser, former receptionist and peer educator at the Women's Center

MISSION STATEMENT

The Women's Center is committed to promoting a Virginia Tech community that is safe, equitable and supportive for women and that celebrates their experiences, achievements and diversity.

CONTACT AND CONNECT

Women's Center at VT
206 Washington Street SW
Blacksburg, Va. 24061

Monday-Friday
8am-5pm
(540) 231-7806

  
womctr@vt.edu
womenscenter.vt.edu

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 survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address other medical concerns. 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.

Evidence preservation for domestic violence, dating violence or stalking cases will likely be different.

3. If possible, do not change your clothes, shower or drink before going to the 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 text messages or taking screenshots of social media, pictures or other communications, 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.

Remember it is never too late to deal with a sexual assault.

You can heal from this trauma.

People are ready and able to help you, but they cannot if you do not ask.

Additional Resources

Virginia Tech Police Department

Lieutenant Kendrah Cline, Investigations Lieutenant

(540) 231-1250

kccline8@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, Director for Title IX Compliance/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.

Safety Tips / Risk Reduction

Security doesn't begin and end with the university police. It takes the entire university, faculty, staff, and students to make our campus a safe and secure place to live, work, and play. What can you do to help? The number one thing you can do is to take a few precautions and follow a few safety tips that will help us, help you.

- A. Trust your instincts. If a place or situation doesn't feel right, it probably isn't.
- B. Avoid working or studying alone in a building at night.
- C. Avoid shortcuts and isolated areas when walking after dark.
- D. Stay alert when crossing roads and be mindful of your surroundings.
- E. Don't walk alone after dark. Travel in groups. Use the Safe Ride Service.
- F. Know how to defend yourself--enroll in a self-defense class.
- G. Become familiar with the locations of the blue-light emergency phones on campus.
- H. Don't leave personal property (iPods Laptops, iPhones, book bags) lying around unattended.
- I. Carry a whistle or other noisemaker.
- J. Keep your bike locked in a rack or storage facility when not in use.
- K. Never prop open exterior doors, even for a short time.
- L. Keep your room door locked when leaving even for "Just a minute" and when sleeping.
- M. Lock windows and close shades after dark.
- N. Never attach your name and address to keys, if lost or stolen they could lead to theft.
- O. When traveling in your vehicle keep windows up and doors locked.
- P. Engrave your valuables.
- Q. Report any suspicious or criminal activity to the police and report all crimes immediately.
- R. Don't put personal information on social networking sites.
- S. Do not accept drinks from strangers or leave your drink unattended because it could be drugged.
- T. If you suspect someone of having alcohol poisoning, call 911 immediately. Do not wait until it is too late.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

Virginia Tech prohibits the crimes of domestic violence, dating violence, sexual assault and stalking as defined by the Clery Act. The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaign intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome, and
- Consider environmental risk or protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students.

EDUCATIONAL PROGRAMS ADDRESSING-- SEXUAL ASSAULT, STALKING, DATING VIOLENCE AND DOMESTIC VIOLENCE

PREVENTION / AWARENESS PROGRAMS

NAME OF PROGRAM	VAWA Crime	NATURE OF CONTENT	DATE (S) OFFERED	TARGETED AUDIENCE
Hunting Ground	SA	Prevention/Response	1/15/2020	Cadet Leadership
Women's Center Intern Training	SA	Prevention/Response	1/25/2020	Undergraduate Volunteers
SAVES Refresher	SA	Prevention/Response	2/1/2020	Peer Educators
Reel Talk- Bombshells	SA/DV	Awareness/Prevention	2/10/2020	VT Campus & Community Members
LSCRC Community Dinner	SA/DV	Awareness/Prevention	2/12/2020	Residential Students- Leadership LLC
The Hook Up	SA	Prevention	2/12/2020	Undergraduate Students
The Hook Up-President's Committee Focus Group	SA	Prevention/Response	2/18/2020	Undergraduate Students
Sally's Rape w/Chimi Boyd Keys	SA	Prevention	3/3/2020	Black Students
Lady Bird Collab. w/VTU	SA/DV	Awareness	3/4/2020	Undergraduate Students
Collaborative Conversations w/FBRI- Faculty	SA/Stalking	Prevention/Response	3/5/2020	Graduate Research Students
Collaborative Conversations w/FBRI- Students	SA/Stalking	Prevention/Response	3/5/2020	Research Faculty
Collaborative Conversations Panel	SA/Stalking	Prevention/Response	3/5/2020	Graduate Research Students
VA Take Back The Net	SA/DV	Awareness/Prevention	4/7/2020	VA Campus & Community Members
Talk About It Thursdays- Healthy Relationships	DV	Prevention/Response	4/16/2020	VA Students
Talk About It Thursdays- Safety in COVID	SA/DV	Prevention/Response	4/23/2020	VA Students
Talk About It Thursdays- Your Trauma Matters	SA/DV/Stalking	Prevention/Response	4/30/2020	VA Students
Mask Off: APIDAS & Rape Culture	SA	Prevention	4/30/2020	APIDA American Students
Talk About It Thursdays- Intimacy During COVID	SA/DV	Prevention/Response	5/7/2020	VA Students

Talk Thursdays- Unbelievable Screening	SA	Prevention/Response	5/14/2020	VA Students
Talk Thursdays- Red Flags of Unhealthy Relationships	DV	Prevention/Response	5/21/2020	VA Students
Talk Thursdays- Supporting Survivors From A Distance	SA/DV	Prevention/Response	5/28/2020	VA Students
Orientation Leader Training	SA/DV	Prevention/Response	5/28/2020	Undergraduate Orientation Leaders
Sexual Assault & APIDAS in the Christian Context	SA	Awareness/Response	9/1/2020	Undergraduate Students
Discourse Discussions: Disclosure #1	SA/DV	Prevention	9/9/2020	Undergraduate Students
Discourse Discussions: Disclosure #2	SA/DV	Prevention	9/10/2020	Undergraduate Students
Harassment & Violence: Black Students In STEM	SA/Stalking	Awareness/Prevention	9/13/2020	Black Students In STEM
Discourse Discussions: Invisible No More Pt. 1 #1	SA/SD/Stalking	Prevention	9/23/2020	Undergraduate Students
Discourse Discussions: Invisible No More Pt. 1 #1	SA/DV/Stalking	Prevention	9/24/2020	Undergraduate Students
Consent & Sexual Health 101 Podcast Episode	SA	Awareness/Prevention	10/12/2020	VT Community Members
SAVES @ Panhellenic	DV	Prevention/Response	10/15/2020	Sorority Members
Discourse Discussion: Out In The Night	SA/Stalking	Prevention	10/5/2020	Undergraduate Students
Discourse Discussions: Invisible No More Pt. 2	SA/DV/Stalking	Prevention	10/22/2020	Undergraduate Students
Sext In The Dark	SA/DV/Stalking	Prevention	10/29/2020	Undergraduate Students
Masculinities 101 Podcast	SA/DV	Awareness	11/9/2020	VT Community Members
SAVES Open Presentation #1 Consent & Sexual Violence	SA	Prevention/Response	11/11/2020	Undergraduate Students
SAVES Open Presentation # 2 (Un)Healthy Relationships	DV/Stalking	Prevention/Response	11/12/2020	Undergraduate Students

Discourse Discussions: Invisible No More Pt. 3	SA/DV/Stalking	Prevention	11/18/2020	Undergraduate Students
Masculinities 102 Podcast	SA/DV	Awareness/Prevention	12/7/2020	VT Community Members
BYSTANDER INTERVENTION				
NAME OF PROGRAM		NATURE OF CONTENT	DATE (S) OFFERED	TARGETED AUDIENCE
BIB W/First Year Cadets	SA/DV	Bystander Intervention	2/10/2020	First Year Cadets
BIB W/First Year Cadets	SA /Stalking	Bystander Intervention	2/24/2020	First Year Cadets
VTC M1 Orientation- Collaborative Conversations	SA/DV	Bystander Intervention	7/28/2020	First Year Medical Students
BIB w/Cadre	SA/DV	Bystander Intervention	8/10/2020	Cadet Leadership
BIB w/IFC New Members	SA/DV	Bystander Intervention	9/21/2020	New Fraternity Members
BIB w/ IFC New Members	SA/DV	Bystander Intervention	9/22/2020	New Fraternity Members
BIB w/Student African American Brotherhood Advisory	SA/DV	Bystander Intervention	10/22/2020	Black Male Student Leaders
OTHER SAFETY / SECURITY PROGRAMS				
NAME OF PROGRAM	VAWA Crime	NATURE OF CONTENT	DATE (S) OFFERED	TARGETED AUDIENCE
Red Flag Campaign	DV	Awareness/Prevention/ Response	October	Campus Community
Sexual Assault Awareness Month (SAAM)	SA	Awareness/Prevention/ Response	March/April	Campus Community

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, and use, growing, manufacturing and making of narcotic drugs.

Weapons Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Referrals – The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Domestic Violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Includes but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Definitions of Geography

On-Campus – Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purpose. (Statistics for university housing facilities are recorded and included in both the on-campus category and residential category)

Non-Campus – Any building or property not part of the core campus and does not fit the definition of separate campus and is owned or controlled by the institution, is used in direct support of or in relation to the institution's educational purposes, and is frequently used by students. Other Non-Campus property that is Clery reportable is property "owned or controlled by a student organization that is officially recognized by the institution such as fraternity and sorority houses."

Public Property – all public property, including thoroughfares, streets, sidewalks, that is within the campus, or immediately adjacent to and accessible from the campus.

Additional Definitions

Definition of the term "Unfounded" On occasion, an agency will receive a complaint which is determined through investigation to be false or baseless. If the investigation shows that no offense occurred nor was attempted, the reported offense can be "unfounded" by a law enforcement officer.

Virginia Tech Blacksburg Campus Crimes Statistics 2020

	On Campus			Non Campus			Public Property			Year Total			Residential		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	12	8	7	1	2	0	0	0	0	13	10	7	11	8	7
Fondling	3	2	6	0	0	0	0	0	0	3	2	6	3	2	5
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0
Aggravated Assault	4	8	2	0	0	0	0	0	0	4	8	2	1	6	1
Burglary	20	9	9	0	0	0	0	0	0	20	9	9	16	4	4
Motor Vehicle Theft	4	2	2	0	0	0	0	0	0	4	2	2	0	0	0
Liquor Law Violations Referred	530	532	373	0	0	0	4	5	0	534	537	373	487	486	350
Liquor Law Arrests	19	40	12	0	0	0	2	11	0	21	51	12	8	8	10
Drug Law Violations Referred	74	139	60	0	0	0	0	1	0	74	140	60	39	76	40
Drug Law Arrests	104	74	15	0	0	0	1	1	3	105	75	18	71	45	7
Illegal Weapons Possession Referred	1	0	1	0	0	0	0	0	0	1	0	1	1	0	1
Illegal Weapons Possession Arrests	1	1	1	0	0	0	0	0	0	1	1	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	1	3	0	0	0	0	1	0	0	2	3	0	0	0	0
Dating Violence	2	10	1	0	0	0	0	1	0	2	11	1	2	7	1
Stalking	1	4	0	0	0	0	0	0	0	1	4	0	0	0	0

*No hate crimes were reported in 2018, 2019 and 2020.

*Unfounded crimes reported in 2018—2, in 2019—1, and in 2020—2.

*Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

***Note:** Included in the Virginia Tech Blacksburg Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution's Clery Geography that have been reported to a Campus Security Authority.

*Not all agencies contacted could provide statistics as requested.

Virginia Tech Higher Education Opportunity Act Blacksburg Campus Fire Safety Annual Compliance Report for 2020

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-eight (48) of our residence halls are protected by [smoke detection and alarm systems](#) which are monitored 24 hours/day, seven days/week by Simplex, with the exception of the Holiday Inn Express (HIE), which is monitored by Templeton Vest. In August of 2019, two resident halls were added to accommodate growth within the student population. These residence halls are The Inn at Virginia Tech and Holiday Inn Express (HIE). The Inn at Virginia Tech and Holiday Inn Express (HIE) were only used for the 2019-2020 academic year. They were not used for the 2020-2021 academic year. Therefore, they will be removed from the 2023 report.

In 2020, four (4) residence halls changed names. Lee Hall was renamed to Hoge Hall, Barringer Hall became Whitehurst Hall, New Cadet Hall became Pearson Hall West and Pearson Hall became Pearson Hall East.

When a fire alarm is activated, Simplex receives notification of the alarm, Simplex notifies the New River Valley Emergency Communications Regional Authority (NRVECRA) which in turn dispatches the Blacksburg Fire Department (BFD) and the Virginia Tech Police Department. The Holiday Inn Express is being leased by Virginia Tech and the fire alarm system is not monitored by Simplex. The system is monitored by Templeton Vest. When Templeton Vest receives an alarm from Holiday Inn Express, they contact NRVECRA and BFD is dispatched to respond to HIE. 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-nine 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 I. 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 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 without a reset button or switch
- Single-plug adapters
- Candles/incense/open flames
- Lamps with halogen bulbs
- Fireworks
- Toasters/toaster ovens
- Explosives/flammables/propane/gas/grills
- Firearms/weapons/incendiary devices
- Curtains (unless purchased with tag stating they are fire retardant)
- Motorized vehicles
- Hazardous materials
- All smoking devices (cigarettes, cigars, pipes, e-cigarettes, hookahs, etc.)

Specific Fire Prevention Related Policies and Programs

- Policy 1005, [Health and Safety](#), affirms that faculty, staff and students must comply with university health and safety policies and programs, attend required training, report any identified safety or health hazard, and know their roles in an emergency.
- Policy 1010, [Policy on Smoking](#), prohibits smoking in all university properties owned and operated by Virginia Tech, including residence halls.
- Policy 5000, [University Facilities Usage and Event Approval](#), requires that an application must be submitted for certain types of events on campus, and affirms that these events are subject to a review and approval process. The use of open flames and pyrotechnics, layout of assembly areas/events, and use of decorations are all evaluated during this review.
- Policy 5406, [Requirements for Temporary Facilities/Tents/Stages](#), assures that tents, stages and other temporary facilities comply the Virginia Statewide Fire Prevention Code, including the prohibition on the use of open flames near or under any tent.
- Policy 5605, [Residence Hall Fire and Fire Alarm Procedures](#), affirms that students must evacuate the building upon fire alarm activation and outlines the role of staff members in overseeing evacuation procedures and reentry into the building when authorized.
- Policy 5615, [University Safety and Security](#), requires that Resident Advisors be trained to perform safety audits of residence rooms, coordinate emergency evacuations and warning procedures, and facilitate the performance of fire and other drills.
- The [Hokie Handbook](#), [Housing Policies](#), [University Policies for Student Life](#), and [Housing and Residence Life Policies](#), which are part of the housing contract, limit the types of electrical appliances allowed in residence halls, establish expectations for compliance with drills and training, provide for periodic health and safety inspections of residence rooms, affirm limitations on materials that may be stored in resident rooms, prohibit open flames without a permit, limit the use of combustible decorations/furnishings, and define the consequences if students violate university policies and programs. Specifically:
 - 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.
 - 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](#).
 - Items that require an open flame, operate on fuel, or produce heat (such as Bunsen burners, lit candles, incense, and alcohol burners) are prohibited.
 - All residence halls, including student rooms, are smoke-free
 - 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.

- 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 I - Fire Protection Systems in Blacksburg Campus Residential Facilities

<i>Building Name</i>	<i>Offsite Fire Alarm Monitoring (SIMPLEX)</i>	<i>Partial Sprinkler System</i>	<i>Full Sprinkler System²</i>	<i>Smoke Detection</i>	<i>Fire Extinguishing Devices</i>	<i>Evacuation Plans & Signs</i>	<i>Number of Fire Drills each calendar year</i>
Ambler Johnston Hall (East) 700 Washington St. SW	X		X	X	X	X	2
Ambler Johnston Hall (West) 720 Washington St. SW	X		X	X	X	X	2
Campbell Hall (East) 320 Drillfield Drive	X			X	X	X	2
Campbell Hall (Main) 300 Drillfield Drive	X			X	X	X	2
Cochrane Hall 770 Washington St. SW	X	X ¹		X	X	X	2
Eggleston Hall (East) 500 Drillfield Drive	X			X	X	X	2
Eggleston Hall (Main) 440 Drillfield Drive	X			X	X	X	2
Eggleston Hall (West) 410 Drillfield Drive	X			X	X	X	2
Graduate Life Center at Donaldson Brown 155 Otey St. NW	X		X	X	X	X	4 ⁴
Harper Hall 240 West Campus Drive	X		X	X	X	X	2
Hillcrest Hall 385 West Campus Drive	X			X	X	X	2
Hoge Hall ⁸ 570 Washington St. SW	X		X	X	X	X	2
Holiday Inn Express (HIE) 1020 Plantation Rd	X ⁷		X	X	X	X	1 ⁶

<i>Building Name</i>	<i>Offsite Fire Alarm Monitoring (SIMPLEX)</i>	<i>Partial Sprinkler System</i>	<i>Full Sprinkler System²</i>	<i>Smoke Detection</i>	<i>Fire Extinguishing Devices</i>	<i>Evacuation Plans & Signs</i>	<i>Number of Fire Drills each calendar year</i>
Johnson Hall 500 Washington St SW	X			X	X	X	2
Miles Hall 410 Washington St. SW	X			X	X	X	2
New Hall West 190 West Campus Drive	X		X	X	X	X	2
New Residence Hall East 590 Washington St. SW	X		X	X	X	X	3 ⁵
Newman Hall 200 Kent St.	X			X	X	X	2
O'shaughnessy Hall 530 Washington St. SW	X		X	X	X	X	2
Payne Hall 600 Washington St	X		X	X	X	X	2
Pearson Hall-East ¹⁰ 260 Alumni Mall	X		X	X	X	X	2
Pearson Hall –West ¹¹ 310 Alumni Mall	X		X	X	X	X	2
Peddrew-Yates 610 Washington St. SW	X		X	X	X	X	2
Pritchard Hall 630 Washington St. SW	X		X	X	X	X	2
Slusher Tower 201 Ag Quad Drive	X		X	X	X	X	2
Slusher Wing 201 Ag Quad Drive	X		X	X	X	X	2
The Inn at Virginia Tech 901 Prices Fork Rd	X		X	X	X	X	1 ⁶
Transfer House –Bldg. SPEH, 2475 Oak Lane	X		X	X	X	X	1 ⁶
Vawter Hall 180 Kent St.	X			X	X	X	2
Whitehurst Hall ⁹ 240 Kent St.	X			X	X	X	2
Special Purpose Housing - Bldg. A 2750 Oak Lane	X	X ³		X	X	X	2
Special Purpose Housing - Bldg. B 2740 Oak Lane	X	X ³		X	X	X	2

Building Name	Offsite Fire Alarm Monitoring (SIMPLEX)	Partial Sprinkler System	Full Sprinkler System²	Smoke Detection	Fire Extinguishing Devices	Evacuation Plans & Signs	Number of Fire Drills each calendar year
Special Purpose Housing - Bldg. C 2720 Oak Lane	X	X ³		X	X	X	2
Special Purpose Housing - Bldg. D 2805 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. E 2705 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. F 2615 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. G 2575 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. H 3205 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. I 3160 Oak Lane	X		X	X	X	X	2
Special Purpose Housing – Bldg. J 3170 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. K 3115 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. L 3115 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. M 3025 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. N 3025 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. O 2965 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. P 2965 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. Q 2875 Oak Lane	X		X	X	X	X	2
Special Purpose Housing - Bldg. R 2875 Oak Lane	X		X	X	X	X	2

¹ denotes having sprinklers in the common areas only

² denotes having sprinklers in both common areas and individual rooms

³ denotes having sprinklers in mechanical rooms only

⁴ occupied Summer I and Summer II

⁵ occupied Summer II, not Summer I

⁶ occupied only spring of 2020, not used in the fall of 2020

⁷ monitored by Templeton Vest (not Simplex)

⁸ formerly Lee Hall

⁹ formerly Barringer Hall

¹⁰ formerly Pearson Hall

¹¹ formerly New Cadet Hall

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 2018, 2019 and 2020. There were eight (8) 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 2018, 2019 and 2020.

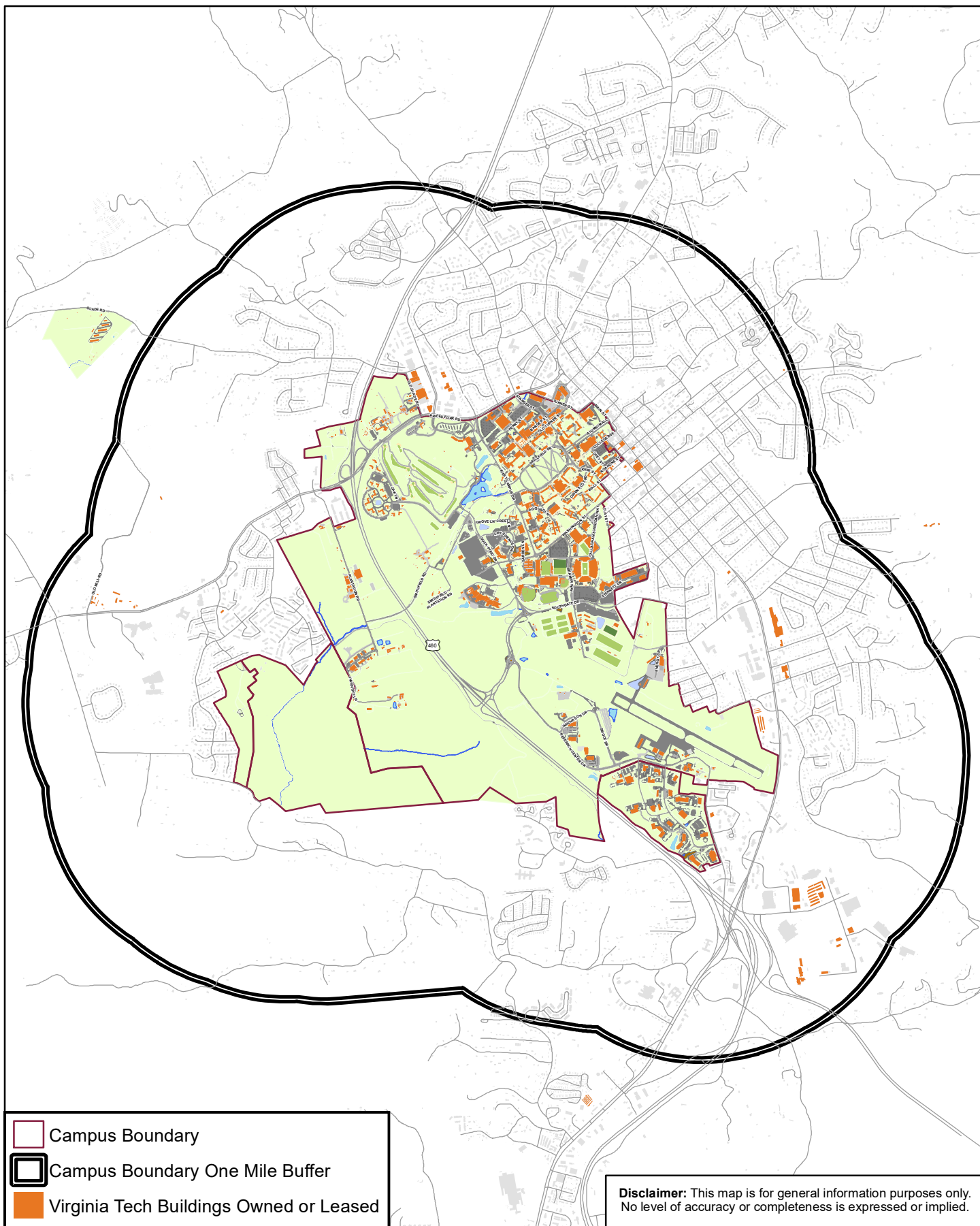
<i>Building Name</i>	<i>Total Fires in Each Building</i>	<i>Fire Number</i>	<i>Date/Time</i>	<i>Location</i>	<i>Cause of Fire</i>	<i>Number of Injuries that Required Treatment at a Medical Facility</i>	<i>Number of Deaths Related to a Fire</i>	<i>Value of Property Damage Caused by Fire (Dollars)</i>
Ambler Johnston Hall (East) 700 Washington St. SW	1	1	2/19/2020 1642	6 th Floor	Unintentional – Electrical - Hairdryer	0	0	0.00
Ambler Johnston Hall (West) 720 Washington St. SW	0	0			N/A	N/A	N/A	N/A
Campbell Hall (East) 320 Drillfield Drive	0	0			N/A	N/A	N/A	N/A
Campbell Hall (Main) 300 Drillfield Drive	0	0			N/A	N/A	N/A	N/A
Cochrane Hall 790 Washington St. SW	1	1	12/04/2020 2056	1 st Floor	Unintentional – electrical fixture	0	0	0.00
Eggleston Hall (East) 500 Drillfield Drive	0	0			N/A	N/A	N/A	N/A
Eggleston Hall (Main) 440 Drillfield Drive	1	1	10/09/2019 2301	2 nd Floor	Unintentional – wireless speaker	0	0	0.00
Eggleston Hall (West) 410 Drillfield Drive	0	0			N/A	N/A	N/A	N/A
Graduate Life Center at Donaldson Brown 155 Otey St. NW	0	0			N/A	N/A	N/A	N/A
Harper Hall 240 West Campus Drive	0	0			N/A	N/A	N/A	N/A
Hillcrest Hall 385 West Campus Drive	0	0			N/A	N/A	N/A	N/A
Hoge Hall 570 Washington St. SW	0	0			N/A	N/A	N/A	N/A
Holiday Inn Express (HIE) 1020 Plantation Road	0	0			N/A	N/A	N/A	N/A
Johnson Hall 500 Washington St SW	0	0			N/A	N/A	N/A	N/A
Miles Hall 410 Washington St. SW	1	1	2/24/2020 1216	2 nd floor	Unintentional – electrical - charger	0	0	0.00
New Hall West 190 West Campus Drive	0	0			N/A	N/A	N/A	N/A
New Residence Hall East 590 Washington St. SW	1	1	10/31/2020 2026	1 st Floor	Unintentional – burnt mask in microwave	0	0	0.00
Newman Hall 200 Kent St.	0	0			N/A	N/A	N/A	N/A

<i>Building Name</i>	<i>Total Fires in Each Building</i>	<i>Fire Number</i>	<i>Date/Time</i>	<i>Location</i>	<i>Cause of Fire</i>	<i>Number of Injuries that Required Treatment at a Medical Facility</i>	<i>Number of Deaths Related to a Fire</i>	<i>Value of Property Damage Caused by Fire (Dollars)</i>
O'shaughnessy Hall 530 Washington St. SW	0	0			N/A	N/A	N/A	N/A
Payne Hall 600 Washington St	0	0			N/A	N/A	N/A	N/A
Pearson Hall – East 260 Alumni Mall	0	0			N/A	N/A	N/A	N/A
Pearson Hall – West 310 Alumni Mall	0	0			N/A	N/A	N/A	N/A
Peddrew-Yates Residence Hall 610 Washington St. SW	0	0			N/A	N/A	N/A	N/A
Pritchard Hall 630 Washington St. SW	0	0			N/A	N/A	N/A	N/A
Slusher Tower 201 Ag Quad Drive	0	0			N/A	N/A	N/A	N/A
Slusher Wing 201 Ag Quad Drive	2	1	11/06/2019 1333	3 rd Floor Lounge	Unintentional – microwave malfunctioned	0	0	0.00
		2	8/18/2020	3 rd Floor	Unintentional – electrical – charger	0	0	0.00
The Inn at Virginia Tech 901 Prices Fork Rd	0	0			N/A	N/A	N/A	N/A
Transfer House –Bldg. SPEH, 2745 Oak Lane	0	0			N/A	N/A	N/A	N/A
Vawter Hall 180 Kent St.	0	0			N/A	N/A	N/A	N/A
Whittemore Hall 240 Kent St	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. A, 2750 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. B, 2740 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. C, 2720 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. D, 2805 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. E, 2705 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. F, 2615 Oak Lane	0	0			N/A	N/A	N/A	N/A

<i>Building Name</i>	<i>Total Fires in Each Building</i>	<i>Fire Number</i>	<i>Date/Time</i>	<i>Location</i>	<i>Cause of Fire</i>	<i>Number of Injuries that Required Treatment at a Medical Facility</i>	<i>Number of Deaths Related to a Fire</i>	<i>Value of Property Damage Caused by Fire (Dollars)</i>
Special Purpose Housing - Bldg. G, 2575 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. H, 3205 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. I, 3160 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. J, 3170 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. K, 3115 Oak Lane	1	1	3/29/2020 0122	1 st Floor	Unintentional – pillow contacted burning candle	0	0	0.00
Special Purpose Housing - Bldg. L, 3115 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. M, 3025 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. N, 3025 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. O, 2965 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. P, 2965 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. Q, 2875 Oak Lane	0	0			N/A	N/A	N/A	N/A
Special Purpose Housing - Bldg. R, 2875 Oak Lane	0	0			N/A	N/A	N/A	N/A

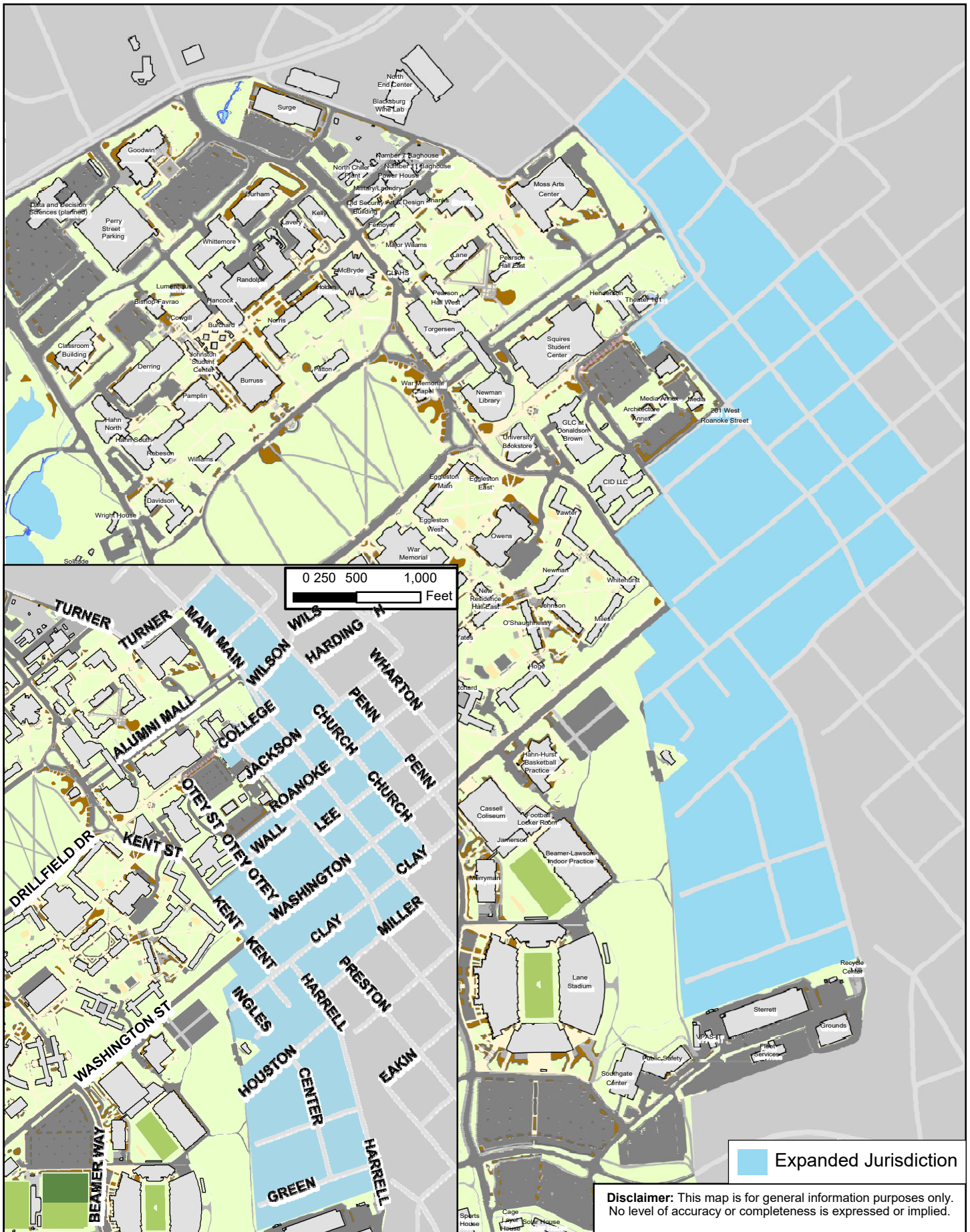
Virginia Tech Main Campus

Blacksburg, VA



Extended Downtown Jurisdiction Map

Appendix B



0 500 1,000 1,500 2,000 Feet

Date Created: Jan. 29, 2021

Virginia Tech Research Center – Arlington

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus.

Crime information for the Virginia Tech Research Center – Arlington is obtained from the Director and the Arlington County Police Department. Individuals, who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Arlington County Police Department or the Director of the Virginia Tech Research Center – Arlington.

Overview

The Virginia Tech Research Center — Arlington, at 900 N. Glebe Road, is a highly visible state-of-the-art facility designed to further the university's mission to expand its research portfolio in the Greater Washington, D.C., metro area. The region offers great opportunity for partnerships with corporate research entities and close proximity to government agencies and other public and private-sector organizations. The building is located in the vibrant [Ballston](#) district of [Arlington](#), a short distance from many of the leading science and research agencies of the federal government and many high-technology companies.

The seven-floor, 144,000-square-foot research center is U.S. Green Council [LEED-certified](#). The interior, designed by [Gensler](#), includes computational laboratories, offices, and [an Executive Briefing Center \(EBC\)](#) to accommodate meetings, forums, symposia, and other events. The EBC is available to the science and technology communities throughout the region for meetings and events not specifically related to the university, and two of the seven floors in the building not occupied by Virginia Tech are for commercial lease.

The building is among the best-connected research facilities in the world, incorporating next-generation Internet with direct fiber access to Internet 2 and multiple federal networks. High-performance connectivity links this research center to Virginia Tech's main campus in Blacksburg, as well as to other major universities. The network provides access to international peering points in New York, Chicago, Seattle, Los Angeles, and Florida, and the building includes a secure data center for high performance computing (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.

Controlled Substances

The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action, which may include suspension and/or dismissal from the university. Violations of state law should be reported to the Virginia Beach Police or Newport News Police who will take appropriate legal actions. For more comprehensive details, please refer to the university's Policy for a Drug Free University at: [http:// www.policies.vt.edu/1020.pdf](http://www.policies.vt.edu/1020.pdf).

Pastoral and Professional Counselors

The Virginia Tech 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

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>. Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. App users can access important just-in-time emergency information. To download the app, search "Hokie Ready" in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at <http://www.emergency.vt.edu>. Information related to evacuation procedures can be found at https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php.

Reporting a Crime or Getting Emergency Assistance

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Arlington County Police Department at 703-558-2222 or 911 for an emergency.

Survivors or witnesses can report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics through the Virginia Tech Police Department website by accessing the Online Report Form, Anonymous Tips Form.

The Virginia Tech Police Department encourages every one that is a survivor of crime to come forward and report to the police. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women's Center, Office of Student Conduct, and Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Cook Counseling Center will facilitate referrals. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a Timely Warning report and the annual statistical disclosure.

Services and Prevention Information

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The Arlington County Police Department investigates all sexual assaults reported to the Police Department. Once reported to the Police officers respond, investigate and make applicable criminal charges based on evidence collection and survivor / witness statements. The survivor of a sexual assault

may also choose to file a report with the Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech Student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women's awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD for women classes are self-defense classes and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. Resisting Aggression Defense for men, teaches the practice of self-defense and how to escape aggressive behavior. The Arlington County Police Department's Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is available regarding area services for general counseling, medical attention, emergency housing or financial assistance. Responsiveness to the needs of crime survivors is a department priority. For crimes that occur at the center, the Virginia Tech Police Department will assist and refer the survivor to the Arlington County Police Department. Responsiveness to the needs of crime survivors is a department priority.

If Sexual Assault Happens to You

- Contact the police for assistance and information or to report the incident. The Arlington County Police Department should be contacted for incidents occurring at the center.
- Go to the Virginia Hospital Center Arlington. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling from the Department of Human Services Behavioral Healthcare Division located at North George Mason Drive, Arlington, Virginia 22205, (703-228-4256) or a private counselor. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.
- Consider your judicial options if you have not done so already. Although there are statutes of

limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.

- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women's Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.
- Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can't if you don't ask.

Medical Care

As mentioned above, survivors of very recent assaults should go to the emergency room of the Virginia Hospital Center Arlington for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. The Virginia Hospital Center Arlington offers the services of Sexual Assault Nurse Examiners. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort though in the emergency room that may not always be possible. Survivors may also wish to see their family doctor. Even if no symptoms are apparent, survivors are still strongly encouraged to seek medical attention.

Criminal

A police report must be generated before an investigation can begin and charges can be placed. If the assault happened at the center, it falls under the jurisdiction of the Arlington County Police Department. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at the Virginia Hospital Center Arlington for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A Commonwealth's Attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.

Important Contacts / Phone Numbers

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore, offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women's Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

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
Equity Manager (Falls Church)	540-231-7762
Title IX Coordinator	540-231-1824(students)
Office of Equity & Access	540-231-8771(employees)
Office of Emergency Management	540-231-2438

The Arlington County Community Services Board (ACCSB) consists of members of the community appointed to oversee services provided through divisions within the Department of Human Services to persons challenged by mental health, intellectual disabilities, and substance abuse issues. The ACCSB provides the principal forum for residents and consumers of services to review, comment on, and influence the direction of those services.

The ACCSB acts as an advocate, educator, community organizer, and community planner for services. Visit the rest of the ACCSB site for more information.

Virginia Tech Arlington Research Center Crime Statistics 2020

	On Campus			Non Campus			Public Property			Year Total		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	1	0	0	1	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

*No hate crimes were reported in 2018, 2019, or 2020. No on-campus housing.

*No unfounded crimes reported in 2018, 2019, or 2020.

*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.

Arlington Research Center



900 N Glebe Rd
Arlington, VA

0 100 200 400 Feet

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 Fralin Biomedical Research Institute at VTC.

Information for this annual report is obtained from reports provided by Carilion Police and Security Department officials, Campus Security Authorities including, but not limited to, the Department of Human Resources, the Office of Student Conduct, the Dean of Students Office, the Virginia Tech Women's Center, and the Office of Residence Life. Statistics are also requested from law enforcement agencies in jurisdictions that Virginia Tech owns, leases or controls property or those with jurisdiction on adjacent property.

Overview

The Virginia Tech Carilion campus is comprised of the Fralin Biomedical Research Institute at VTC, the Virginia Tech Carilion School of Medicine, the Virginia Tech Faculty of Health Sciences, the Virginia Tech Animal Cancer Care and Research Center, and Carilion Clinic's outpatient services at Riverside Circle in Roanoke, Virginia 24016.

As one of the nation's fastest-growing research enterprises, the Fralin Biomedical Research Institute is a destination for world-class biomedical and health sciences researchers. The institute's scientists focus on diseases that are the leading causes of death and suffering in the United States, including disorders of brain and behavior, heart disease, and cancer. The institute's researchers also provide training and mentorship for Virginia Tech graduate students conducting research in biomedical and translational health science. The campus is home to Virginia Tech's Translational Biology, Medicine, and Health (TBMH) Program, offering M.S. and Ph.D. programs, as well as dual-degree M.S/M.D. and M.D./Ph.D. programs with the Virginia Tech Carilion School of Medicine (VTC SOM).

The VTC SOM, among a newer generation of medical schools, is building a national reputation for attracting top students to its M.D. program. Four value domains drive its educational goals and objectives and are interwoven throughout the four-year curriculum: basic science, clinical science, research, and health systems science and inter professional practice.

The VTC SOM and the Fralin Biomedical Research Institute are located near downtown Roanoke, Virginia, adjacent to Carilion Roanoke Memorial Hospital. The Fralin Biomedical Research Institute has faculty, staff, and student spaces in 1 Riverside Circle, 2 Riverside Circle, and 4 Riverside Circle. The VTC SOM has faculty, staff, and student spaces in 1 Riverside Circle and 2 Riverside Circle. Students also receive hands-on training in clerkship and elective rotations at local and regional hospitals and outpatient clinics.

Access to Campus Buildings

Access to the Virginia Tech Carilion facilities is controlled by layered security. The doors have card access and all visitors are welcomed at a reception desk, and then escorted within the facility by a staff member. Visitor passes are issued when guests are signed in, and visitors are signed out upon departure from the facility. All exterior doors, except the main entrance, are locked at all times. Police 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 campus. Day-to-day law enforcement services are provided by the Carilion Clinic Police and Security Department. The Virginia Tech Police Department has a Memorandum of Understanding (MOU) with the Carilion Clinic Police and Security Department since the Carilion Clinic Police and Security Department investigates all crimes within their jurisdiction. The Carilion Police have full police powers and are certified through DCJS as police officers within the Commonwealth of Virginia.

The Carilion Clinic Police and Security Department maintains a close working relationship with the Roanoke City Police Department as well as other law enforcement agencies throughout the state. As a participant in the National Crime Information Center (NCIC) and the Virginia Crime Information Network (VCIN), Carilion Clinic Police and Security personnel are able to transmit and receive crime information with other police agencies throughout the United States. Through its membership in related professional organizations, the department is able to keep abreast of new or developing ideas and has a medium for the exchange of information on law enforcement issues. The Carilion Clinic Police and Security Department has a news release called “Daily Crime and Fire Log” that is published each day with the exception of weekends and holidays. The “Daily Crime and Fire Log” lists all incidents of crime over the past 24 hours, or over the weekend. It is available for review by the public at the Police Department. The Carilion Clinic Police and Security Department notifies the university, via a Referral of Student Conduct, when students or university recognized student groups are involved in criminal activities on campus.

Timely Warning Notices

Timely Warnings/ Crime Alerts will be provided to the community in the event of a reported crime, 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 a representative of VTCSOM or Fralin Biomedical Research Institute. The Clery crimes for which *Timely Warnings / Crime Alerts* may be issued, but are not limited to, are murder and non negligent manslaughter, manslaughter by negligence, arson, burglary, robbery, sex offenses, aggravated assault, and motor vehicle theft.

Controlled Substances

The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action, which may include suspension and/or dismissal from the university.

upon the first offense. Violations of state law should be reported to the Carilion Clinic Police and Security Department who will take appropriate legal actions. For more comprehensive details, please refer to the University's Policy for a Drug Free University at: <http://www.policies.vt.edu/1020.pdf>.

Pastoral and Professional Counselors

The Virginia Tech Carilion campus offers professional counseling to students. These services are outlined in the student handbook under Student Wellness. This option may not be practical for students at the 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 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 representatives of VTCSOM or Fralin Biomedical Research Institute. These methods may include, but not limited to, direct communication to the campus using email or website notices. Members of the satellite campus community are also encouraged to sign up for their localities emergency notification system, which are not affiliated with Virginia Tech, check with the police department in your area.

The Carilion Clinic Police and Security Department, the Virginia State Police and the Roanoke City Fire and EMS Departments are primarily responsible for confirming that there is a significant emergency or dangerous situation at the Virginia Tech Carilion campus that could cause an immediate threat to the health and safety of the members of the campus community. A representative or designee can also be in a position to confirm an emergency in or surrounding the campus. The Office of University Relations, the Virginia Tech Police Department, and/or Virginia Tech Emergency Management have access to the VT Alerts system which can send an alert to subscribers; notifying the campus community of threats that have occurred that may necessitate evacuation, shelter-in- place or other action on the part of students, employees, and campus visitors. The university will typically provide follow-up information to the campus community using the same systems that were used to send out the original alert or to direct the campus community to 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 Virginia Tech Carilion campus, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at the VTCSOM or Fralin Biomedical Research Institute. One of the listed departments above will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system based on information received, unless issuing a notification will, in the professional judgment of the public safety official, compromise efforts to assist, contain, respond to, or otherwise mitigate the emergency. First responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community at the Virginia Tech Carilion campus will typically include the Carilion Clinic Police and Security Department, the Virginia State Police and the Roanoke City Fire and EMS Departments.

In accordance with the Higher Education Act of 1965 as amended and Section 23-9.2:11 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 for updates during an emergency at the Virginia Tech Carilion campus and can sign up for desk top alerts by following the direction at: <http://www.alerts.vt.edu/index/desktop-alerts.html>.

Students and employees have the option of signing up on VT Alerts to receive emergency messages related to the Virginia Tech campus at: <http://www.alerts.vt.edu>. Annually, the Offices of University Relations and Human Resources provides communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: <http://www.policies.vt.edu/5615.pdf>

Emergency Preparedness

Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Virginia Tech Emergency Management webpage <http://www.emergency.vt.edu> Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. App users can access important just-in-time emergency information. To download the app, search "Hokie Ready" in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The university conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or 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 Carilion

Clinic Police and Security Department (540-981-7911 or 911) for an emergency.

The Virginia Tech Carilion campus does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime, the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women's Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a Timely Warning report and the annual statistical disclosure.

Services and Prevention Information

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Safety and Security Programs

The Virginia Tech Police Department has community outreach and residence life resource officers that provide educational programming and other crime prevention functions to the university community. Educational programs located on the Blacksburg campus include Student Police Academy, Alcohol Awareness, Bicycle Safety, Drug Awareness, Operation ID, Personal and Property Safety (basic crime prevention and personal safety), Rape Aggression Defense and Women's Awareness and Safety. RAD for men is also available and teaches self-defense and how to escape aggressive behavior. All programs are available to faculty, staff and students upon request or if a need becomes apparent. Crime prevention programs for satellite campuses are supplemented by local law enforcement agencies. The Carilion Clinic Police and Security Department should be contacted to determine what types of classes are available.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

Sexual assault is a crime that affects men and women punishable by both civil and criminal legal action. The Carilion Clinic Police and Security Department investigates all sexual assaults reported to the Police Department. Once reported to the police officers respond, investigate and make applicable criminal charges based on evidence collection and survivor / witness statements. The survivor of a sexual assault may also choose to file a report with Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

In conjunction with the Carilion Clinic Police and Security Department, The Virginia Tech Police Department is always available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women's awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class.

The Police Department's Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is accessible at all times regarding area services available for general counseling, medical attention, emergency housing or financial assistance. Responsiveness to the needs of crime survivors is a department priority.

If Sexual Assault Happens to You

- Contact the police for assistance and information or to report the incident. The Carilion Clinic Police and Security Department should be contacted for incidents occurring at the Virginia Tech Carilion campus. The Virginia Tech Police Department will assist the survivor in contacting the correct law enforcement agency, if requested.
- Go to the Roanoke Memorial Hospital in Roanoke. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling options from the Roanoke City Department of Social Services located at 1510 Williamson Road, Roanoke Virginia 24012 (540-853-2591) or a private counselor. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.
- Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.
- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center,

Women's Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.

- Remember it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can't if you don't ask.
- 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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- 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 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 the Virginia Tech Carilion campus. 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 (8 a.m. - 5 p.m.) 540-231-6444 (8 p.m. – 5 a.m.)
VT Cook Counseling Services/Roanoke	540-526-2626
Sexual Assault Response & Awareness/Roanoke	540-981-9352 (hotline)
Schiffert Health Services	540-231-6444
Virginia Tech Police Department	540-231-6411 (Blacksburg)
VT HR Employee Assistance Program (employees covered by the university's health insurance)	866-725-0602
Dean of Students	540-231-3787
Office of Student Conduct	540-231-3790
Office of Student Programs	540-231-6204
VTC Title IX Liason	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 I trauma center.

Virginia Tech Carilion Crime Statistics 2020

	On Campus			Non Campus			Public Property			Year Total		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	1	0	0	0	0	0	1	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0	0	1	0

***No hate crimes were reported in 2018, 2019, or 2020. No on-campus housing.**

***No unfounded crimes reported in 2018, 2019, or 2020.**

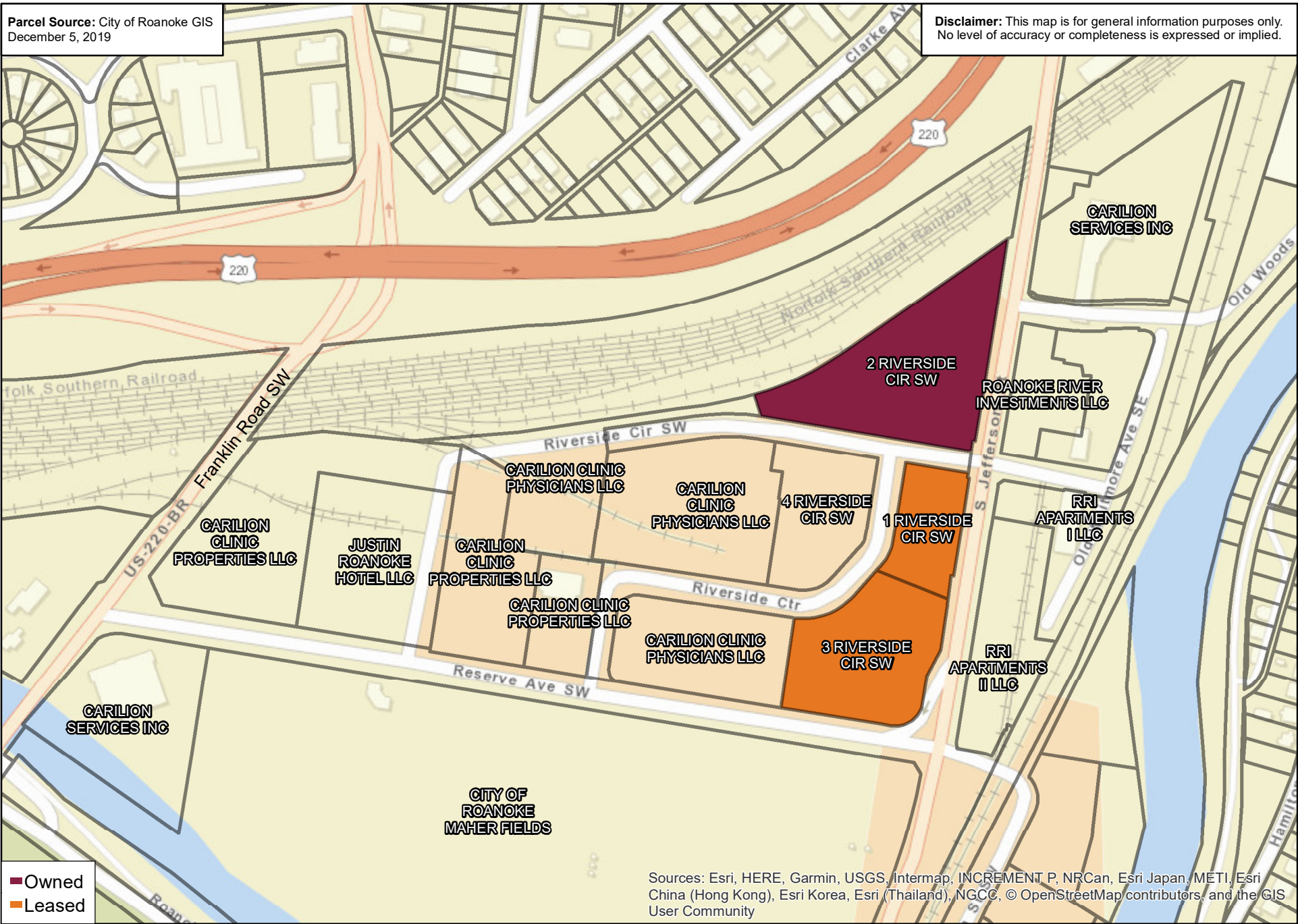
***Hate crimes are criminal offenses committed against a person or property which is motivated in Whole or in part by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.**

Note: Included in the Virginia Tech Carilion Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution's Clery Geography that have been reported to a Campus Security Authority.

Virginia Tech Carilion

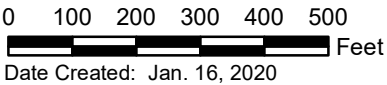
Parcel Source: City of Roanoke GIS
December 5, 2019

Disclaimer: This map is for general information purposes only.
No level of accuracy or completeness is expressed or implied.



■ Owned
■ Leased

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community



Virginia Tech Hampton Roads Centers Located in Virginia Beach and Newport News

**1444 Diamond Springs Rd, Virginia Beach, VA 23455
700 Tech Center Parkway, Suite 305, Newport News, VA 23606**

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for the Virginia Tech Hampton Roads Center – Virginia Beach is obtained from the Director of the Hampton Roads Agriculture Research and Extension Center and the Virginia Beach Police Department. Crime information for the Virginia Tech Hampton Roads Center--Newport News is obtained from the outreach and international affairs director assigned to the tech center and the Newport News Police Department. Individuals who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Virginia Beach Police Department, director of the Hampton Roads AREC facility, Newport News Police Department, or the outreach and international affairs director assigned to the Virginia Tech Newport News Center.

Information for this annual report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Department of Human Resources, the Office of Student Conduct, the Dean of Students Office, the Virginia Tech Women's Center, and the Office of Residence Life. Statistics are also compiled from law enforcement agencies in jurisdictions that Virginia Tech owns, leases or controls property or those with jurisdiction on adjacent property.

Campus Overview

The Virginia Tech Hampton Roads Centers located in Virginia Beach and Newport News creates opportunities for long-term economic and individual success via continuing education and professional development. We offer an array of educational services to meet the needs of working professionals in the Hampton Roads region of the commonwealth. Conveniently located in Newport News (with a second location in Virginia Beach), we offer: professional development and continuing education opportunities, graduate level courses and customized opportunities for corporations and organizations.

Access to Campus Buildings

Security and access control design standards have been developed for new and renovated buildings owned by the university. Virginia Tech Hampton Roads Centers located in Virginia Beach and Newport News are open to the public from 8:00 a.m. to 9:30 p.m. and are secured after operating hours and during extended breaks. Administrators review security access and address issues related to lighting and other unsafe conditions on a routine basis. On-site staff fix any problems noted.

Law Enforcement Services

The Virginia Tech Police Department does not normally provide law enforcement services to the Virginia Tech Hampton Roads Centers in Virginia Beach and Newport News. Day-to-day law enforcement services to Virginia Tech Hampton Roads Centers located in Virginia Beach and Newport News are provided by the Virginia Beach Police and Newport News Police departments respectively. The Virginia Tech Police Department does not have a memorandum of Understanding (MOU) with the Virginia Beach or Newport News Police departments since Virginia Beach and Newport News 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 Newport News Police Department, the Virginia State Police, director of the Hampton Roads AREC, or the Director of the Virginia Tech Newport News Center. The Clery crimes for which *Timely Warnings / Crime Alerts* may be issued may include, but are not limited to murder, non-negligent manslaughter, manslaughter by negligence, arson, burglary, robbery, sex offenses, aggravated assault and motor vehicle theft.

The Timely Warnings / Crime Alerts are generally written by a supervisor or others with the Virginia Tech Police Department as designated by the chief of police and are typically distributed to the community via email to anyone who has a vt.edu email address, by the Virginia Tech Police Department or University Relations. If someone from the Virginia Tech Police Department is unavailable, there are several administrators in University Relations who can initiate the email system. The Timely Warnings / Crime Alerts are also posted on the Virginia Tech Police Department website and may be posted on social media outlets. Updates to the Virginia Tech community about any particular case resulting in a Timely Warning / Crime Alert will normally be distributed via email.

Controlled Substances

The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face disciplinary action, which may include suspension and/or dismissal from the university. Violations of state law should be reported to the Virginia Beach Police or Newport News 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 Hampton Roads Centers in Virginia Beach and Newport News do not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

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 AREC Hampton Roads facility or the director of the Newport News 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 Newport News Police Department, the Virginia state Police and the Virginia Beach and Newport News Fire and EMS Departments are primarily responsible for confirming that there is a significant emergency or dangerous situation at one of the Hampton Roads Centers, that could cause an immediate threat to the health and safety of the members of the campus community. The directors or designees 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 or Newport News Police Departments, the Virginia State Police or the Virginia Beach Fire and EMS Departments or an authorized staff member at the Virginia Tech Hampton Roads Centers, of a significant emergency or an immediate threat to the health or safety of students or staff occurring at one of the centers. 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 one of the Hampton Roads Centers will typically include the Virginia Beach or Newport News Police Departments, the Virginia State Police and the Virginia Beach or Newport News 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 one of the Hampton Roads Centers 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 Centers at: <http://www.alerts.vt.edu>. Annually, the Offices of University Relations and Human Resources provides communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: <http://www.policies.vt.edu/5615.pdf>.

Emergency Preparedness

Emergency preparedness and information on what to do in an emergency can be found on the “**Be Hokie Ready**” link from the Virginia Tech Emergency Management webpage <http://www.emergency.vt.edu>. Hokie family and community members are also encouraged to download the free **Hokie Ready mobile safety app**. To download the app, search “**Hokie Ready**” in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at <http://www.emergency.vt.edu>. Information related to evacuation procedures can be found at 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, Newport News Police Department at 757-369-3105 or 911 for an emergency. The Hampton Roads Centers do not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to

come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Just because a report is filed with the police department does not mean that criminal charges have to be filed. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women's Center, Office of Student Conduct, Cook Counseling Center, Shiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a *Timely Warning* report and the annual statistical disclosure.

Services and Prevention Information

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, sexual assault and other programs are available upon request.

Safety and Security Programs

The Virginia Tech Police Department has community outreach and residence life officers that provide educational programming and other crime prevention functions to the university community. The Virginia Tech Police Department has community outreach and residence life officers that provide educational programming and other crime prevention functions to the university community. Educational programs located on the Blacksburg campus include Student Police Academy, Alcohol Awareness, Bicycle Safety, Drug Awareness, Operation ID, Personal and Property Safety (basic crime prevention and personal safety), Rape Aggression Defense, Women's Awareness and Safety, and Resisting Aggression Defense (RAD) for men. All programs are available to faculty, staff and students upon request or if a need becomes apparent.

Crime prevention programs for extended campuses are supplemented by local law enforcement agencies. The Virginia Beach or Newport News Police Departments should be contacted to determine what types of classes are available. Any requests for programs that are not conducted by the Virginia Tech Police Department should be directed to the Virginia Beach or Newport News Police Departments.

Virginia Tech is committed to University Policy 1025 and the Violence Against Women Act (VAWA), which among other things prohibits discrimination and discriminatory harassment, including sexual harassment and sexual violence in all of its forms, domestic violence, dating violence, and stalking.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The Virginia Beach and Newport News Police Departments investigate 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 or Newport News, the Virginia Tech Police Department will assist and refer the survivor to the Virginia Beach or Newport News Police Departments or other law enforcement agency depending on the jurisdiction in which it occurred. Responsiveness to the needs of crime survivors is a department priority.

If Sexual Assault Happens to You

- Contact the police for assistance and information or to report the incident. The Virginia Beach or Newport News Police Departments should be contacted for incidents occurring at one of the centers. The Virginia Tech Police Department will assist the survivor in contacting the correct law enforcement agency, if requested.
- Go to the Sentara Bayside Hospital in Virginia Beach or Sentara Port Warwick in Newport News. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling from a local women's center or a private counselor. All these services are free of charge (except private counseling) and CONFIDENTIAL. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member. (See Counseling)
- Consider your legal options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the

option of campus and civil charges (See Criminal, Civil, & Disciplinary Options).

- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women's Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.
- Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can't if you don't ask.

Medical Care

As mentioned above, survivors of very recent assaults should go to the emergency room of the Sentara Bayside Hospital or Sentara Port Warwick for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible. Survivors may also wish to see their family doctor. Even if no symptoms are apparent, survivors are still strongly encouraged to seek medical attention.

Counseling Options

Students coping with a sexual assault have counseling options available. Two of those options are on-campus: The Women's Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women's Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. These two options may not be practical for students at the Virginia Tech Hampton Roads Centers located in Virginia Beach and Newport News. Many other options exist in Virginia Beach, Hampton, and Newport News that may have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivor's.

Criminal

A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on an extended campus site, it falls under the jurisdiction of the Virginia Beach or Newport News Police Departments. 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 or Sentara Port Warwick for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A commonwealth's

attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.

Important Contacts / Phone Numbers

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women's Center at Virginia Tech.

For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

Director of Hampton Roads AREC (Jeffrey Derr)	(757) 363-3900
Director of Virginia Tech Hampton Roads Centers	
Located in Virginia Beach and Newport News	(757) 964-8855
The Women's Center at Virginia Tech	540-231-7806
Thomas E. Cook Counseling Center	540-231-6557 (8 a.m. –5 p.m.)
	540-231-6444 (5 p.m. -8 a.m.)
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
Cranwell International Center	540-231-6527
Virginia Beach Police Department	911 (emergency)
(3rd Precinct)	757-385-2703 (non-emergency)
Sentara Bayside Hospital	757-363-6137
Sentara Port Warwick Hospital	757-736-9898
VA Family Violence & Sexual Assault	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 Centers located in Virginia and Newport News Crimes Statistics 2020

	On Campus			Non Campus			Public Property			Year Total		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

***No hate crimes were reported in 2018, 2019 and 2020. No on campus housing.**

***No unfounded crimes reported in 2018, 2019, or 2020.**

***Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.**

***Note: Included in the Virginia Tech Hampton Roads Center Crime Statistics Chart are the crimes required by the Clery Act that occurred on or within an institution's Clery Geography that have been reported to a Campus Security Authority.**

Hampton Roads AREC



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 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 provides communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the "Alert" process can be found in the University Safety and Security Policy at: <http://www.policies.vt.edu/5615.pdf>.

Emergency Preparedness

Emergency preparedness and information on what to do in an emergency can be found on the "Be Hokie Ready" link from the Virginia Tech Emergency Management webpage <http://www.emergency.vt.edu>. Hokie family and community members are also encouraged to download the free Hokie Ready mobile safety app. App users can access important just-in-time emergency information. To download the app, search "Hokie Ready" in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at <http://www.emergency.vt.edu>. Information related to evacuation procedures can be found at https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php.

Reporting a Crime or Getting Emergency Assistance

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Loudoun County Sheriff's Office at 703-777-0407 or 911 for an emergency. The Marion duPont Scott Equine Medical Center does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women's Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a timely warning 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 Loudoun Abused Women's Shelter (LAWS) Sexual Assault Services, the Virginia Family Violence & Sexual Assault Center or a private counselor. All these services are free of charge (except private counseling) and CONFIDENTIAL. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member. (See Counseling)
- Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges.
- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women's Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.
- Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can't if you don't ask.

Medical Care

As mentioned above, survivors of very recent assaults should go to the emergency room of the INOVA Loudoun Hospital for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. INOVA Loudoun Hospital offers the services of Sexual Assault Nurse Examiners. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible. Survivors may also wish to see their family doctor. Even if no symptoms are apparent, survivors are still strongly encouraged to seek medical attention.

Counseling Options

Students coping with a sexual assault have counseling options available. Two of those options are on-campus: The Women's Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women's Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. These two options may not be practical for students at the Marion duPont Scott Equine Center. Many other options exist in Leesburg and Loudoun County that may have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the 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

Virginia Tech Marion DuPont Scott Equine Medical Center Crimes Statistics 2020

	On Campus			Non Campus			Public Property			Year Total		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

***No hate crimes were reported in 2018, 2019, or 2020. No on-campus housing.**

***No unfounded crimes reported in 2018, 2019, or 2020.**

***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.

Leesburg AREC

Run in Shed Parcel A
915E

Paul R. Fout Barn
N/A

Research Building
N/A

Research Barn
0920

Marion Dupont Equine Medical Center
0910

Gazebo
0919

Treadmill Facility
0917

Isolation Barn
0921

HAY BARN
0916

Phoresis Shed
0914

Video Infill
0922

Maintenance Shed
0918

Run in Shed #3
915C

Run in Shed #4
915D

Run in Shed #2
915B

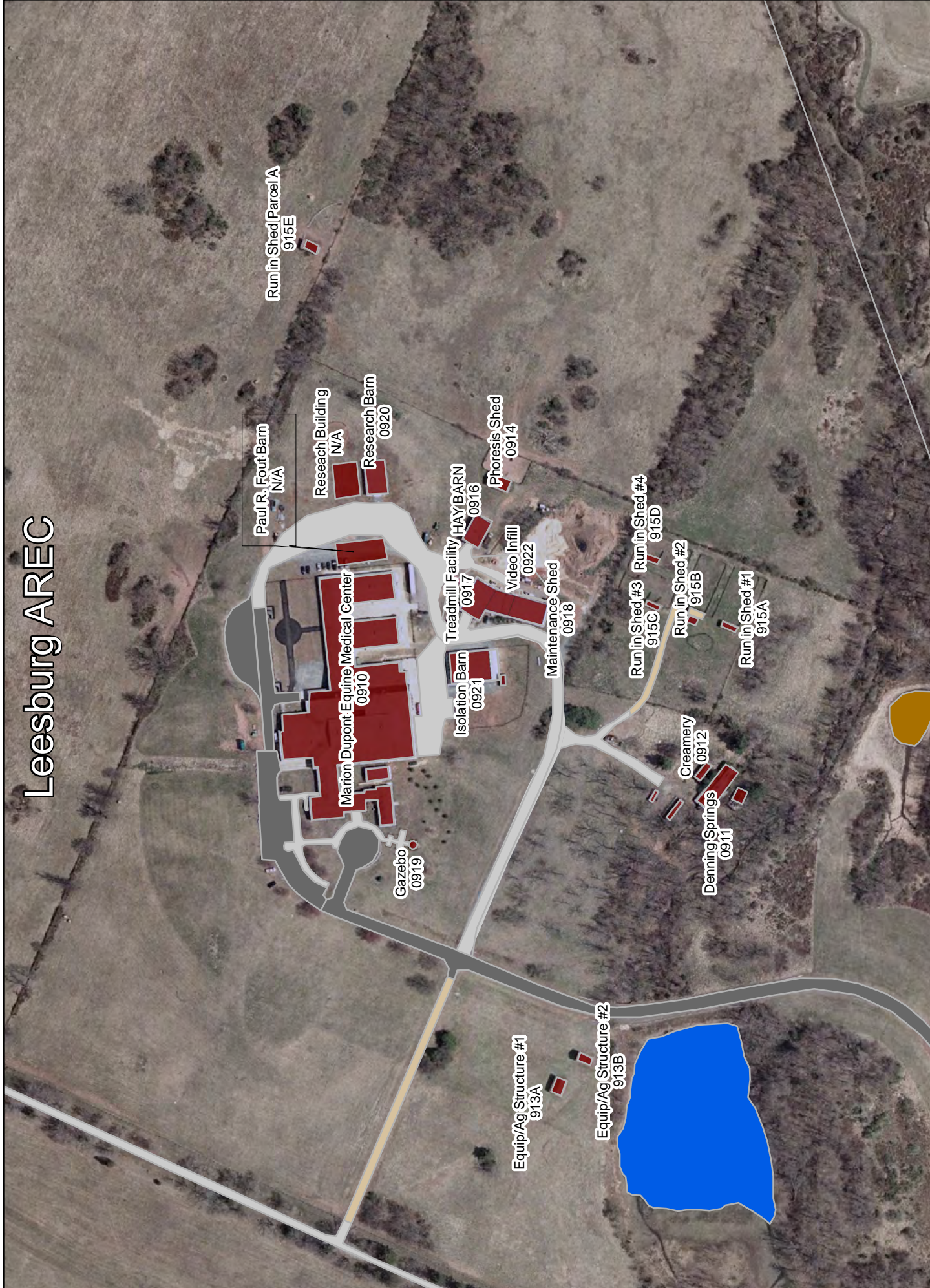
Run in Shed #1
915A

Creamery
0912

Denning Springs
0911

Equip/Ag Structure #1
913A

Equip/Ag Structure #2
913B



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.

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 web site. This confidential contact

information will be accessible only to an 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 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>.

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>.

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Emergency preparedness and information on what to do in an emergency can be found on the "Be Hokie Ready" link from the Virginia Tech Emergency Management webpage <http://www.emergency.vt.edu>. Hokie family and community members are also encouraged to download the free **Hokie Ready mobile safety app**. To download the app, search "**Hokie Ready**" in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills

and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at <http://www.emergency.vt.edu>. Information related to evacuation procedures can be found at https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php.

Reporting a Crime or Getting Emergency Assistance

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the 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.

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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.

Fauquier County Sheriff's Office	911(emergency) 540-422-8600 (non-emergency)
INOVA Alexandria Hospital	703-858-6000
Rape Survivors Hotline	703-683-7273 (24 hour hotline)
Department of Human Services	703-838-5030
The Women's Center at Virginia Tech	540-231-7806
Thomas E. Cook Counseling Center	540-231-6557 (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
Title IX Coordinator	540-231-1824 (students)
Equity & Access	540-231-8771 (employees)
Facility Manager-Ryan Brooks	540-687-3521 ext. 24
Office of Emergency Management	540-231-2438

Middleburg Agricultural Research and Extension Center

Crimes Statistics 2020

	On Campus			Non Campus			Public Property			Year Total			Residential		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robber y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

***No hate crimes were reported in 2018, 2019, or 2020.**

***No unfounded crimes reported in 2018, 2019, or 2020.**

***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.

***Virginia Tech
Higher Education Opportunity Act
Middleburg Campus
Fire Safety Annual Compliance Report for 2020***

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.

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 I.

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 2018, 2019 and 2020.

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

<i>Building Name</i>	<i>Onsite Fire Alarm Monitoring</i>	<i>Partial Sprinkler System</i>	<i>Full Sprinkler System</i>	<i>Smoke/Carbon Monoxide Detection</i>	<i>Fire Extinguishing Devices</i>	<i>Evacuation Plans & Signs</i>	<i>Number of Fire Drills each calendar year</i>
House 815 – 5566 Sullivans Mill Rd., Middleburg, VA 20117				X	X	Not Required	Not Required
House 814 – 5558 Sullivans Mill Rd., Middleburg, VA 20117				X	X	Not Required	Not Required
House 804 – 5511 Sullivans Mill Rd., Middleburg, VA 20117				X	X	Not Required	Not Required
House 820 – 5497 Sullivans Mill Rd., Middleburg, VA 20117				X	X	Not Required	Not Required

<i>Building Name</i>	<i>Onsite Fire Alarm Monitoring</i>	<i>Partial Sprinkler System</i>	<i>Full Sprinkler System</i>	<i>Smoke/Carbon Monoxide Detection</i>	<i>Fire Extinguishing Devices</i>	<i>Evacuation Plans & Signs</i>	<i>Number of Fire Drills each calendar year</i>
House 818- 5364 Sullivans Mill Rd., Middleburg, VA 20117				X	X	Not Required	Not Required
House 800-5414 Sullivans Mill Rd., Middleburg, VA 20117				X	X	Not Required	Not Required
House 800A-5414 Sullivans Mill Rd.,				X	X	Not Required	Not Required
House 816-5615 Sullivans Mill Rd., Middleburg, VA 20117				X	X	Not Required	Not Required

Table 2 - Fire Statistics for the Middleburg Campus Residential Facilities for Calendar Year 2018, 2019, and 2020

<i>Building Name</i>	<i>Total Fires in Each Building</i>	<i>Fire Number</i>	<i>Date/Time</i>	<i>Location</i>	<i>Cause of Fire</i>	<i>Number of Injuries that Required Treatment at a Medical Facility</i>	<i>Number of Deaths Related to a Fire</i>	<i>Value of Property Damage Caused by Fire (Dollars)</i>
House 815 – 5566 Sullivans Mill Rd., Middleburg, VA 20117	0	0			N/A	N/A	N/A	N/A
House 814 – 5558 Sullivans Mill Rd., Middleburg, VA 20117	0	0			N/A	N/A	N/A	N/A
House 804 – 5511 Sullivans Mill Rd., Middleburg, VA 20117	0	0			N/A	N/A	N/A	N/A
House 820 – 5497 Sullivans Mill Rd., Middleburg, VA 20117	0	0			N/A	N/A	N/A	N/A
House 818- 5364 Sullivans Mill Rd., Middleburg, VA 20117	0	0			N/A	N/A	N/A	N/A
House 800 – 5414 Sullivans Mill Rd., Middleburg, VA 20117	0	0			N/A	N/A	N/A	N/A
House 800A – 5414 Sullivans Mill Rd., Middleburg, VA 20117	0	0			N/A	N/A	N/A	N/A

<i>Building Name</i>	<i>Total Fires in Each Building</i>	<i>Fire Number</i>	<i>Date/Time</i>	<i>Location</i>	<i>Cause of Fire</i>	<i>Number of Injuries that Required Treatment at a Medical Facility</i>	<i>Number of Deaths Related to a Fire</i>	<i>Value of Property Damage Caused by Fire (Dollars)</i>
House 816 – 5615 Sullivans Mill Rd., Middleburg, VA 20117	0	0			N/A	N/A	N/A	N/A

Middleburg AREC



Northern Virginia Center

Virginia Tech Northern Virginia Center (NVC) is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for the NVC is obtained from the NVC Center Director, the Assistant Director, and the Fairfax County Police Department. Individuals, who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Fairfax County Police Department.

Campus Overview

The (NVC) at 7054 Haycock Road in Falls Church, VA, opened in 1997. The building houses administrative offices for the associate dean of the Graduate School and the Graduate Student Services Office (GSSO) for Virginia Tech in the greater Washington, D.C., metro area.

The NVC is also a teaching facility for a number of academic programs offered by Virginia Tech in the region. Additionally, faculty and students at the NVC are actively engaged in innovative and collaborative projects to further the university's research mission in the 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 VT NVC Administration and NVC's property management company. NVC's property management company is under contract with Virginia Tech. All exterior doors, except the main entrance, are locked at all times. A security guard is stationed at the front desk to address visitors as needed. Exterior key access to NVC is maintained by the NVC building management company and not by Virginia Tech. The NVC building management company maintains NVC in collaboration with Virginia Tech. The NVC building management company contracts for security services on Virginia Tech's behalf and, therefore, Virginia Tech has no policy related to security considerations.

Access to the NVC is controlled by the property management company. All exterior doors, except the main entrance, are locked at all times. A security guard is stationed at the front desk to address visitors. Exterior key access is maintained by the management company and not by Virginia Tech. Virginia Tech does not have any responsibility for maintenance of the facility therefore has no policy related to security considerations.

Law Enforcement Services

The Virginia Tech Police Department does not normally provide law enforcement services to the NVC. Day-to-day law enforcement services to the NVC are provided by the Fairfax County Police Department. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Fairfax County Police since Fairfax County Police investigate all crimes within their jurisdiction.

Timely Warnings / Crime Alerts

Timely Warnings / Crime Alerts will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or 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 disciplinary action, which may include suspension and/or dismissal from the university upon the first offense. Violations of state law should be reported to the Fairfax County Police Department or the Virginia State Police who will take appropriate legal actions. For more comprehensive details, please refer to the University's Policy for a Drug Free University at: <http://www.policies.vt.edu/1020.pdf>.

Pastoral and Professional Counselors

The NVC does not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

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>. Hokie family and community members are also encouraged to download the free **Hokie Ready mobile safety app**. To download the app, search “**Hokie Ready**” in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergencies, drills, evacuations, etc. can be found at <https://www.nvc.vt.edu/intranet/resources/DeskReference-NVC-2015.pdf>. VT Personnel are

encouraged to sign up for Fairfax County Emergency Information alerts for area alerts related to emergency, weather, transportation, and other area-related incidents in their campus area at <https://fairfaxcountyemergency.wordpress.com/>.

Reporting a Crime or Getting Emergency Assistance

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Fairfax County Police Department at (non-emergency assistance number) 703-691-2131, or 911 for an emergency.

The NVC does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women's Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making 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 there 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)
Schiffert Health Services	540-231-6444
Virginia Tech Police Department Blacksburg)	540-231-6411 (located in
VT HR Employee Assistance Program (Employees who are covered by the university's health insurance)	866-725-0602
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 https://fairfaxcounty.gov/police/	703-691-2131
NOVA Fairfax Hospital ER Dept.	911 (emergency) 703-776-3111
NOVA Community Hospital, Arlington, VA	703-671-1200
Virginia Hospital Center, Arlington, VA	703-558-5000
Crisis Link Hotline Or text "Connect" to 85511	703-558-4077 web links to 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
https://www.fairfaxcounty.gov/familyservices/domestic-sexual-violence	
Fairfax County Alcohol & Drug	703-359-7040 703-538-5292 / 711
Fairfax –Falls Church Mental Health Services	703-573-5679 TTY: 703-207-7737 / 711
Equity Manager (Falls Church)	540-231-7762
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 Fairfax County Police.**

Virginia Tech Northern Virginia Center Crime Statistics 2020

	On Campus			Non Campus			Public Property			Year Total		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

***No hate crimes were reported in 2018, 2019, or 2020. No on-campus housing.**

***No unfounded crimes reported in 2018, 2019, or 2020.**

***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.

Northern Virginia Center

7054 Haycock Rd
Falls Church, VA

0 100 200 400 Feet

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 connects the resources of the university with the Richmond region and beyond by providing valuable educational opportunities in collaboration with Virginia Tech faculty and local organizations to drive innovation in the region and its workforce. Conveniently located on the West End of Richmond, it offers:

- Professional Development in the form of a variety of workshops and customized certificate programs to serve the needs of the organizations in the private sector as well as those of our state and local governments.
- Graduate Programs in Public Administration and Policy, Business Administration, Education, Engineering, Information Technology, Instructional Technology and Career and Technical Education and Licensure
- Conference Planning and Management Services
- Exam Proctoring
- Webinars

Access to Campus Buildings

Access to the multi-tenant 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 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, 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>. Hokie family and community members are also encouraged to download the free **Hokie Ready mobile safety app**. To download the app, search “**Hokie Ready**” in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at <http://www.emergency.vt.edu>. Information related to evacuation procedures can be found at https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php.

Reporting a Crime or Getting Emergency Assistance

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the 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.

- 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) 804-501-5000 (non-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 2020

	On Campus			Non Campus			Public Property			Year Total		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

***No hate crimes were reported in 2018, 2019, or 2020. No on campus housing.**

***No unfounded crimes reported in 2018, 2019, or 2020.**

***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.

VT Richmond Higher Education Center

2810 N Parham Rd
Richmond, VA

0 200 400 800 Feet

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 connects the resources of the university to the Roanoke region and beyond. We embody the UT Porsim (That I May Serve) motto of Virginia Tech and fulfill that duty in the Roanoke region by cultivating community relationships, engagement opportunities, and impactful learning experiences.

The Virginia Tech Roanoke Center (VTRC), located on the seventh floor of the Roanoke Higher Education Center, 108 North Jefferson Street in downtown Roanoke, VA, offers an array of educational graduate courses, certificates, degrees and professional development opportunities. The VTRC supports a mix of traditional classroom instruction, computer-assisted instruction, and distance learning instruction to meet a wide variety of student learning styles and needs.

The Qualcomm Thinkabit Lab allows sixth-grade students to experience hands-on activities that foster creativity, collaboration, and problem-solving, as well as providing STEM-related resources for teachers

Access to Campus Buildings

Security and access control design standards have been developed for new and renovated buildings 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>.

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 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 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>.

Emergency Preparedness

Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Virginia Tech Emergency Management webpage <http://www.emergency.vt.edu>. Hokie family and community members are also encouraged to download the free **Hokie Ready mobile safety app**. To download the app, search “Hokie Ready” in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at <http://www.emergency.vt.edu>. Information related to evacuation procedures can be found at 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.
- 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
Scott Weimer – Virginia Tech Director	540-767-6100
Kay Dunkley – RHEC Director	540-767-6007
Jeremiah McMillan – RHEC Director of Facility Services	540-767-6005 Cell phone: 540-589-9607
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

Virginia Tech Roanoke Higher Education Center

Crimes Statistics 2020

	On Campus			Non Campus			Public Property			Year Total		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	1	0	0	0	0	0	0	0	0	1	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	1	0	0	1	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

*No hate crimes were reported in 2018, 2019, or 2020. No on campus housing.

*No unfounded crimes reported in 2018, 2019, or 2020.

*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.

VT Roanoke Higher Education Center

108 N Jefferson St #701
Roanoke, VA

0 100 200 400 Feet

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 creates, develops, and engages individuals and groups in opportunities for long-term economic and individual success through continuing education and professional development and training. Located in the Southwest Virginia Higher Education facility in Abingdon, Virginia, the center engages in community relationships and collaborations across Southwest Virginia.

Access to Campus Buildings

Security and access control design standards have been developed for new and renovated buildings owned by the university. Academic and administrative buildings are open to the public during operating hours and are generally secured after operating hours and during extended breaks. 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 responsible 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>.

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 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 **HokieFam** 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>. Hokie family and community members are also encouraged to download the free **Hokie Ready mobile safety app**. To download the app, search “**Hokie Ready**” in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Virginia Tech will notify the university community of its emergency notification protocols, and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at <http://www.emergency.vt.edu>. Information related to evacuation procedures can be found at https://www.ehss.vt.edu/programs/FLS_fire_emergencies.php

Reporting a Crime or Getting Emergency Assistance

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Abingdon Police Department at 276-628-3111 or 911 for an emergency.

The Southwest Virginia Higher Education Center does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other

university resources on the main campus, such as the Virginia Tech Women's Center, Office of Student Conduct, Cook Counseling Center, Schiffert Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making 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 2020

	On Campus			Non Campus			Public Property			Year Total		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglar y	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

*No hate crimes were reported in 2018, 2019, or 2020. No on-campus housing.

*No unfounded crimes reported in 2018, 2019, or 2020.

*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.

Southwest Virginia AREC



Family Dwelling
0740

Office Building
0743

Implement and Machinery Shed
0742

Tobacco Barn
0746

Tobacco Barn
0747

Tobacco Barn
0748

Granery
0744

Sheep Barn
0745

Cattle Barn #5
0741

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 university's European academic center. The Steger is housed in a renovated 18th century villa, Villa Maderni, which offers dining, lodging, and classroom accommodations. Historic remnants in the building include original floor tiles, hand-painted ceilings, and a massive stone fireplace. Modern additions include a computer lab, group study areas, and a cafeteria. The Steger Center also boasts collaborative learning spaces, including a "creativity room" with white board walls, a library, and a garden where students can study in nice weather.

The residential learning communities based at the Steger Center go far beyond the traditional classroom experience and take advantage of its strategic location in Ticino, the Italian-speaking canton in southern Switzerland. Students participate on field trips and excursions to local and regional sites, cities, and organizations, which provide real-world learning experiences. Students learn about course topics and experience the many cultures, economic systems, and social milieus of Europe.

The Steger Center currently houses semester-length residential programs, as well as a varied set of shorter offerings in the summer. To assist in students' adjustment to living in Riva San Vitale, Italian language courses are provided to semester-long programs. All other courses are taught in English by Virginia Tech faculty members. With spectacular natural beauty, varied educational opportunities, and rich cultural and historical heritage in the area, the Steger Center offers a unique international experience.

Access to Campus Buildings

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 they are typically distributed to the community via email to anyone who has a vt.edu email address by University Relations. A *Timely Warning / Crime Alert* for the Steger Center will be distributed in the same manner as noted below in “Emergency Notifications”. That is, via the email list serve set up by the Managing Director, door to door notification, posting 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 listserv 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 and procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Canton Ticino Police at: 117.

Students may also seek assistance through the US embassy/consulate. To view all options 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.
- 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/assistenza-alle-vittime/>. The victim should immediately contact the police at either 112 or 117. In case of sexual assault the victim has the RIGHT to be interrogated by a person of the same sex. The victim also has the right to be assisted by doctors and psychologist, and receive a juridical advice by a counseling center recognized by the Swiss authorities. If the victim does not feel like seeing the police first she should immediately see a physician (Hospital Mendrisio) and contact the Center UAP (Ufficio dell'aiuto e della protezione): <https://www4.ti.ch/index.php?id=24469> (office hours) with office Center in Lugano for the area of Riva San Vitale, toll free phone number 0800 866 866. Victims may also see the police in Mendrisio (only during office hours) and have them arrange a consultation through the UAP or go to the nearest Hospital open 24 hours a day/7 days a week to seek assistance through UAP.

Sex Offender Registry

Switzerland does not have a sex offender registry.

Important Contacts / Phone Numbers

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that victims can get the assistance they most need. A good starting point for a victim, or family and friends of a victim, is with the Sexual Assault Education Coordinator who is based in The Women's Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

Canton Ticino Police (Polizia Cantonle)*	117 (emergency service available 24/7) 112 (service available 24/7) Police-Ambulance-Fire)* 011 41 91 848 25 55 55
US to Switzerland	144
Emergency Ambulance (Switzerland)	118 (emergency only)
Fire Department in Switzerland	0041 79 208 4636
Steger Center Managing Dir. Cell phone*	001 540-231-3787
VT Dean of Students	001 540-231-3790
VT Office of Student Conduct	001 540-231-6411
Virginia Tech Police Department	001 540-231-7806
VT Women's Center	001 540-231-6204
VT Office of Student Programs	001 540-231-6444
Schiffert Health Services	001 540-231-6527
Cranwell International Center	001 540-231-7806
VT Women's Center at Virginia Tech	001 540-231-6557 (8:00am - 5:00pm EST)
VT Thomas E. Cook Counseling Center	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 2020

	On Campus			Non Campus			Public Property			Year Total			Residential		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

***No hate crimes were reported in 2018, 2019, or 2020.**

***No unfounded crimes reported in 2018, 2019, or 2020.**

***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 2020***

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 I. 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 2018, 2019 and 2020.

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.

COVID-19

Due to the COVID-19 pandemic, the 2020 school year, in Switzerland, ended March 13, 2020. All students returned to the United States on that date.

Table 1 - Fire Protection Systems at the Steger Center Campus Switzerland

<i>Building Name</i>	<i>Onsite Fire Alarm Monitoring</i>	<i>Partial Sprinkler System</i>	<i>Full Sprinkler System</i>	<i>Smoke Detection</i>	<i>Fire Extinguishing Devices</i>	<i>Evacuation Plans & Signs</i>	<i>Number of Fire Drills each calendar year</i>
Steger Center	X			X	X	Not Required	Not Required
APT. via Franscini 2 ²				X	X ¹	Not Required	Not Required
APT. via Carlo Maderno 1				X	X ¹	Not Required	Not Required
APT. via Settala 7				X	X ¹	Not Required	Not Required
APT. via G. Motta 15 (apt. A)				X	X ¹	Not Required	Not Required
APT. Via G. Motta 15 (apt. B)				X	X ¹	Not Required	Not Required

¹denotes addition of fire blankets

² Vacated as of 11/30/2020

Table 2 - Fire Statistics for the Steger Center Campus Switzerland for Calendar Years 2018, 2019, 2020

<i>Building Name</i>	<i>Total Fires in Each Building</i>	<i>Fire Number</i>	<i>Date/Time</i>		<i>Location</i>	<i>Cause of Fire</i>	<i>Number of Injuries that Required Treatment at a Medical Facility</i>	<i>Number of Deaths Related to a Fire</i>	<i>Value of Property Damage Caused by Fire (Dollars)</i>
Steger Center	0	0				N/A	N/A	N/A	N/A
APT. via Franscini 2 ¹	0	0				N/A	N/A	N/A	N/A
APT. via Carlo Maderno 1	0	0				N/A	N/A	N/A	N/A
APT. via Settala 7	0	0				N/A	N/A	N/A	N/A
APT. via G. Motta 15 (apt. A)	0	0				N/A	N/A	N/A	N/A
APT. via G. Motta 15 (apt. B)	0	0				N/A	N/A	N/A	N/A

¹ Vacated as of 11/30/2020



TV Gerosa di
Alberto Bazzuri

Saloni da
parrucchieri Ilaria

Farmacia Neuroni
Ufficio postale 6826
Riva San Vitale

ale Guisan

Comune di
Riva San vitale

Saloni da
parrucchieri Doriana

Piazza Grande

Via Don Gottardo Zurini

Borghese

Washington-Alexandria Campus

The Virginia Tech Police Department has been designated as the department responsible for compiling and publishing the university's annual security and fire safety report. This document is intended to serve as the annual security and fire safety report, as required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of the report is to provide information about security on campus to include: campus and community crime statistics, fire statistics and safety information, policy information, safety tips, resource phone numbers and a brief overview of the many services the university provides.

Information for this annual report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Department of Human Resources, the Office of Student Conduct, the Dean of Students Office, the Virginia Tech Women's Center, and the Office of Residence Life. Statistics are also compiled from law enforcement agencies in jurisdictions that Virginia Tech owns, leases or controls property or those with jurisdiction on adjacent property. Information about crimes occurring on the Washington-Alexandria Campus was obtained from the Director of the Northern Capital Region and the Alexandria Police Department. Individuals who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Director of the Washington Alexandria Campus or the Alexandria Police Department.

Campus Overview

Since 1980, the Washington-Alexandria Architecture Center has served as an urban extension of the Virginia Tech School of Architecture + Design. The WAAC offers a unique professional learning environment with an interdisciplinary, international, individual focus. The pedagogy emphasizes freedom and responsibility as partners in ethical design practice. Students have the freedom to choose their own studio and thesis projects, and take on the responsibility to realize those projects. We inspire students to chart their own career paths and become the architects or urban designers they want to become.

The WAAC accepts students in the fourth, fifth and graduate years of study. Select students from the VT B.Arch program may study at the WAAC for up to one school year as an off-campus option. Students in the M.Arch2, Urban Design and PhD programs may complete their entire courses of study at the WAAC. Students in the M.Arch 3 program may attend the WAAC at thesis level, after completing the first two years of the program in Blacksburg.

In addition to students and faculty from Virginia Tech, the WAAC also hosts a Consortium of study-away students from other universities. The WAAC is a member of the National Student Exchange, which opens up the Consortium experience to students from all fifty states, Puerto Rico, and a selection of schools in Canada. The WAAC hosts additional students through individual agreements with international schools. These visiting students contribute to a diverse student body, bring varied perspectives and broadening the educational program for all at the WAAC. Study-away students, like their VT counterparts, are either graduates or upper-year undergraduates.

The WAAC allows students to address the complexities of urban areas using the Washington metropolitan area as a resource laboratory for design and research. All of our facilities are located within the Old Town district of Alexandria, VA, within a five-block historic urban campus.

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 to only authorized campus officials and law enforcement and it will not be disclosed outside of a missing person investigation.

Controlled Substances

The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face serious disciplinary action, which may include suspension and/or dismissal from the university upon the first offense. Violations of state law should be reported to the Alexandria Police Department who will take appropriate legal actions. For more comprehensive details, please refer to the University's Policy for a Drug Free University at: <http://www.policies.vt.edu/1020.pdf>.

Pastoral and Professional Counselors

The Washington-Alexandria Center does not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

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>. Hokie family and community members are also encouraged to download the free **Hokie Ready mobile safety app**. To download the app, search “**Hokie Ready**” in your app store.

University departments are responsible for developing Emergency Action Plans (EAP) and Continuity of Operations Plans (COOP) for their staff and areas of responsibility. The University conducts numerous exercises each year, including tabletop exercises, functional exercises, drills and tests of the emergency notification systems 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.

Director of the Washington-Alexander Center	703-706-3030
Alexandria Police Department	911 (emergency) 703-838-4444 (non-emergency)
INOVA Alexandria Hospital	703-504-3066
Mount Vernon Hospital	703-664-7111
Rape Survivors Hotline	703-683-7273 (24hour hotline)
Department of Human Services	703-838-5030
The Women's Center at Virginia Tech	540-231-7806
Thomas E. Cook Counseling Center	540-231-6557 (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
Equity Manager Falls Church	540-231-7762
Title IX Coordinator	540-231-1824 (students)
Equity & Access	540-231-8771(employees)
Office of Emergency Management	540-231-2438
Cranwell International Center	540-231-6527

Virginia Tech Washington-Alexandria Campus Crimes Statistics 2020

	On Campus			Non Campus			Public Property			Year Total			Residential		
OFFENSE TYPE	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Illegal Weapons Possession Referred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

***No hate crimes were reported in 2018, 2019, or 2020.**

***No unfounded crimes reported in 2018, 2019, or 2020.**

***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.

***Virginia Tech
Higher Education Opportunity Act
Alexandria Campus
Fire Safety Annual Compliance Report for 2020***

Overview

The Gallery Apartments in Alexandria, Virginia has 3 levels and includes 23 units that are connected by atrium space. The individual units contain an individual kitchen and bathroom. The building also provides common areas for the residents as well as laundry facilities. The property belongs to the Virginia Tech Foundation, and it includes an addition to the original building.

Gallery Apartments Fire Safety Equipment

The fire protection systems at the Gallery Apartments include Portable Fire Extinguishers, Dual Duty Smoke Detectors (smoke and carbon monoxide) and a Partial Sprinkler and Alarm System as follows:

- All common areas of the Gallery Apartments are equipped with portable fire extinguishers.
- The addition, which includes the atrium and 9 apartments as well as the common area, is protected by sprinklers and a fire alarm system. No central monitoring of these systems is provided.
- All apartments are equipped with dual duty smoke detectors that detect Smoke and Carbon Monoxide, these were updated in 2015.

All fire protection equipment is strictly maintained and tested in accordance with the Virginia Statewide Fire Prevention Code. The periodic maintenance and testing activities are conducted by contractors. In addition, a Fire and Life Safety inspection is conducted by the local Fire Official on a periodic basis. This inspection includes an audit of the fire protection equipment testing and maintenance activities and a fire code review of all apartment units and common areas. For more information, see Table I.

Fire Safety Education, Training and Fire Drills

All current Gallery Apartment Residents have been provided information on the fire protection systems present in the subject building and evacuations procedures to be followed, and all future residents will be provided this information when their lease is initiated. Since the facility is classified as R-2 under the Virginia Uniform Statewide Building Code, but is not a university owned building, there are no requirements for conducting fire drills and no drills have been performed. Liz Akers, the Onsite Director, is the point-of-contact and a resident who lives on the property in one of the 23 units, she is available to assist residents with questions regarding emergency evacuations.

Specific Fire Prevention Related Policies and Programs

Based on the facility classification under the Virginia Uniform Statewide Building Code, no special policies other than a No Smoking policy have been implemented.

Fire Statistics

There were no fires or fire losses reported in the Gallery Apartments during Calendar Years 2018, 2019 or 2020. 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

<i>Building Name</i>	<i>Onsite Fire Alarm Monitoring</i>	<i>Partial Sprinkler System (*)</i>	<i>Full Sprinkler System</i>	<i>Smoke/Carbon Monoxide Detection</i>	<i>Fire Extinguishing Devices</i>	<i>Evacuation Plans & Signs</i>	<i>Number of Fire Drills each calendar year</i>
Gallery Apartments 207 S. Patrick Street		X		X	X	Not Required	Not Required

* The addition, which includes the atrium and 9 apartments as well as the common area, is protected by sprinklers and fire alarm system. No central monitoring of these systems is provided.

Table 2 - Fire Statistics for the Alexandria Campus Residential Facility for Calendar Years 2018, 2019 and 2020

<i>Building Name</i>	<i>Total Fires in Each Building</i>	<i>Fire Number</i>	<i>Date/Time</i>	<i>Location</i>	<i>Cause of Fire</i>	<i>Number of Injuries that Required Treatment at a Medical Facility</i>	<i>Number of Deaths Related to a Fire</i>	<i>Value of Property Damage Caused by Fire (Dollars)</i>
Gallery Apartments 207 S. Patrick Street	0	0			N/A	N/A	N/A	N/A

Washington-Alexandria Architecture Center

1001 Prince St
Alexandria, VA

0 100 200 400 Feet



DESIGN PREVIEW FOR LIFE, HEALTH, SAFETY, ACCESSIBILITY, AND CODE COMPLIANCE

Ensuring the safety, health, and accessibility of the campus environment is critical to the long-term success of the university and its service to the Commonwealth. This project is the first priority of three high priority accessibility initiatives identified by the university in the Life, Health, Safety, Accessibility, and Code Compliance category of the 2018-2024 Capital Outlay Plan. The project is scoped to create a new accessible route on an existing primary pedestrian corridor which will support equal access to key Education and General funded facilities in the North Academic District.

The project is in the preliminary design phase with construction anticipated to begin June of 2022 and attain substantial completion June of 2023. The university received \$3.1 million in life, health, safety, accessibility, and code compliance funding from the state towards the project.

Capital Project Information Summary – Life, Health, Safety, Accessibility, and Code Compliance Design Preview

BUILDINGS AND GROUNDS COMMITTEE

November 8, 2021

Title of Project:

Life, Health, Safety, Accessibility, and Code Compliance Design Preview

Location:

The project is sited within the North Academic District, on an existing primary pedestrian route that connects the core of the academic enterprise with a transportation intensive portion of the district. This route runs between Derring Hall, Bishop-Favrao Hall, Cowgill Hall and Johnston Student Center, and is currently not an accessible route. Alternative accessible routes through this area of campus are circuitous, lengthy and difficult to locate and navigate.

Current Project Status and Schedule:

The project will be delivered under design-bid-build methodology and is currently in the preliminary design phase. Construction is anticipated to begin June of 2022 with substantial completion anticipated June of 2023.

Project Description:

The project is approximately 1,555 gross square feet and is comprised of two separate standalone structures. The lower level of the two structures provides two two-stop elevators from the Perry Street elevation (level 1) to the intermediate level between Derring Hall and Cowgill Hall (level 2). The upper level structure provides two two-stop elevators from level 2 to the Tech Plaza level (level 3).

A new accessible route will be created by the completion of these structures which will provide a more direct accessible route to key academic facilities in the district and beyond.

Brief Program Description:

Ensuring the safety, health, and accessibility of the campus environment is critical to the long-term success of the university and its service to the Commonwealth. This project is the first priority of three high priority accessibility initiatives identified by the university in the Life, Health, Safety, Accessibility, and Code Compliance category of the 2018-2024 Capital Outlay Plan. The project is scoped to create a new accessible route on an existing primary pedestrian corridor which will support equal access to key Education and General funded facilities in the North Academic District.

The project is a crucial component toward resolving the lack of accessible routes in this area of campus.

Contextual Issues and Design Intent:

The Northern Academic District straddles vertical topography created by two branches of Stroubles Creek. The land use pattern to address the steep slopes resulted in the creation of multiple levels in the campus environment. Many of these levels are currently not directly accessible via the primary pedestrian routes.

Alternative accessible routes through this area of campus are circuitous, lengthy, and difficult to locate and navigate. This project is the first priority of three high priority accessibility initiatives identified by the university to address these issues in this area of campus.

Due to elevation changes exceeding thirty feet in the project area, with compressed spaces outside of existing building footprints, and extensive underground utilities, an accessible solution involving two structures, with each providing two two-stop elevators, is the best method to create an accessible route in this area.

The proposed architecture is consistent with the Campus Design Principles, yet is also sensitive to the context of several adjacent brutalist buildings. Each proposed structure is designed as a wayfinding 'lantern'. The base of each is rendered in precast concrete and responds to the context of bold brutalist framework while retaining a proportional relationship to the university's collegiate gothic aesthetic. The top of each structure is designed with clear and semi-opaque glazing and will be lit from within. Vertical emphasis is achieved through the use of extruded aluminum fins. Integrated bench seating and planters will be clad in Hokie Stone at the lower level.

Funding:

The project received \$3.1 million in life, health, safety, accessibility, and code compliance funding. This project was first proposed under the 2018-2024 Capital Outlay Plan.

Architect/Engineer:

Quinn Evans

Contractor:

To Be Determined



Life, Health, Safety, Accessibility, and Code Compliance

Board of Visitors Design Preview

Liza L.C. Morris, NCARB

Assistant Vice President for Planning and University Architect

November 8, 2021



PROJECT INFORMATION

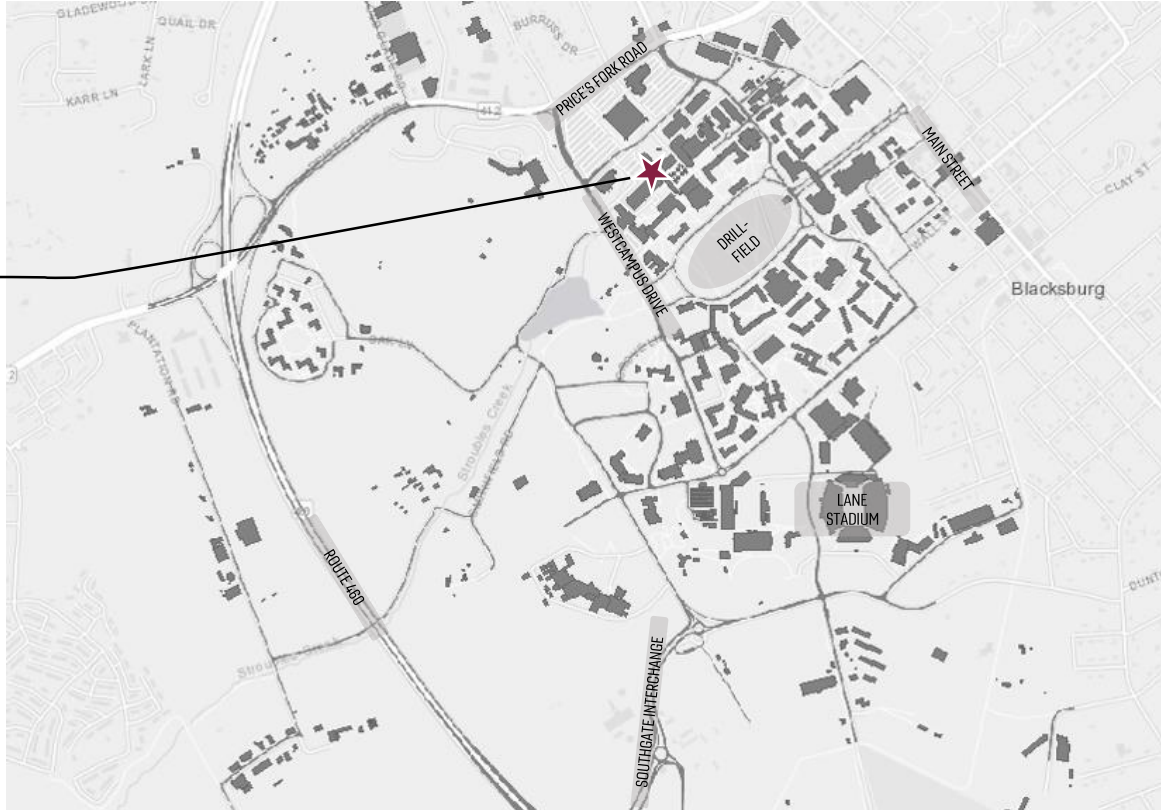


Scope:	1,555 GSF
Delivery method:	Design Bid Build
Total project budget:	\$3.1 M
Design phase:	Preliminary Design
Estimated construction start:	June 2022
Estimated construction completion:	June 2023



PROJECT LOCATION

Site



/ LIFE, HEALTH, SAFETY, ACCESSIBILITY, AND CODE COMPLIANCE

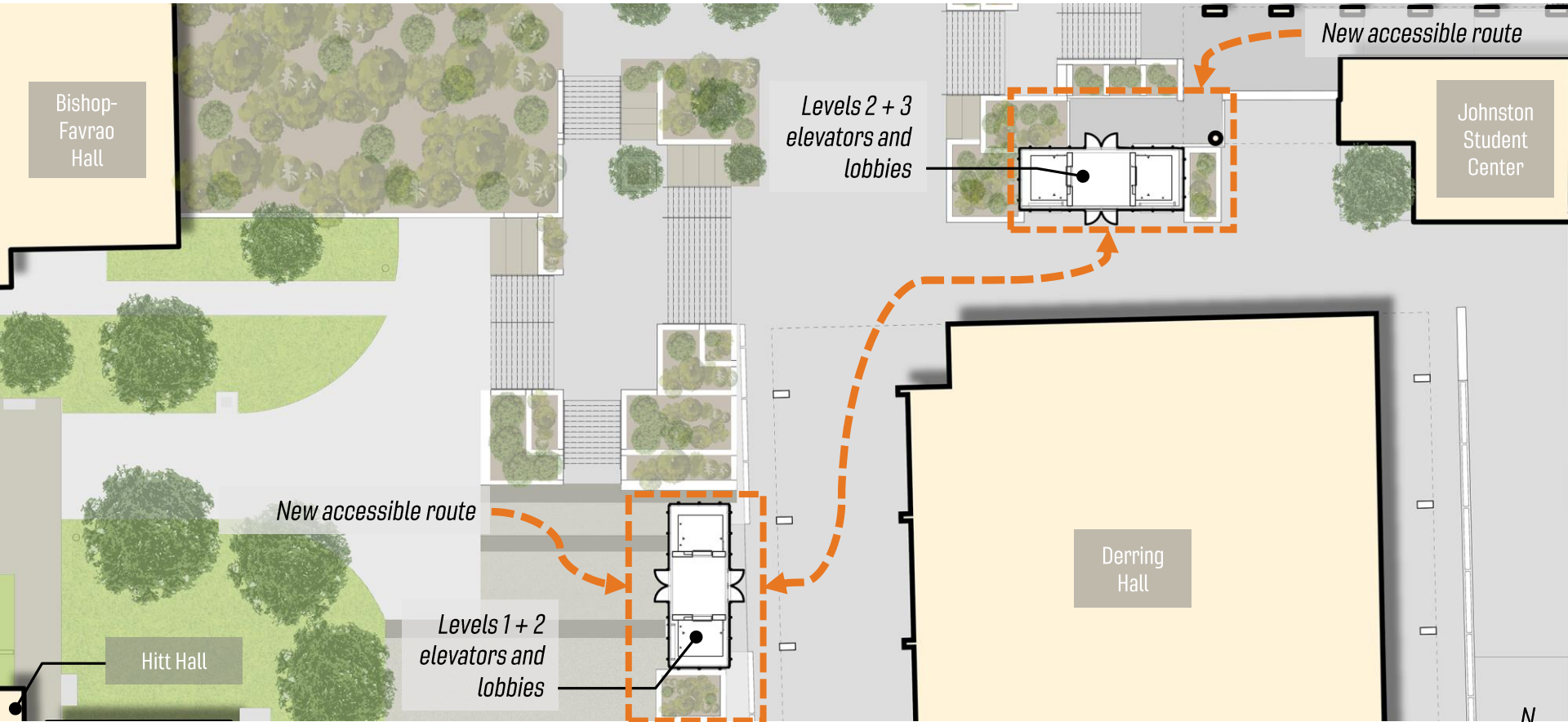


EXISTING CONDITION

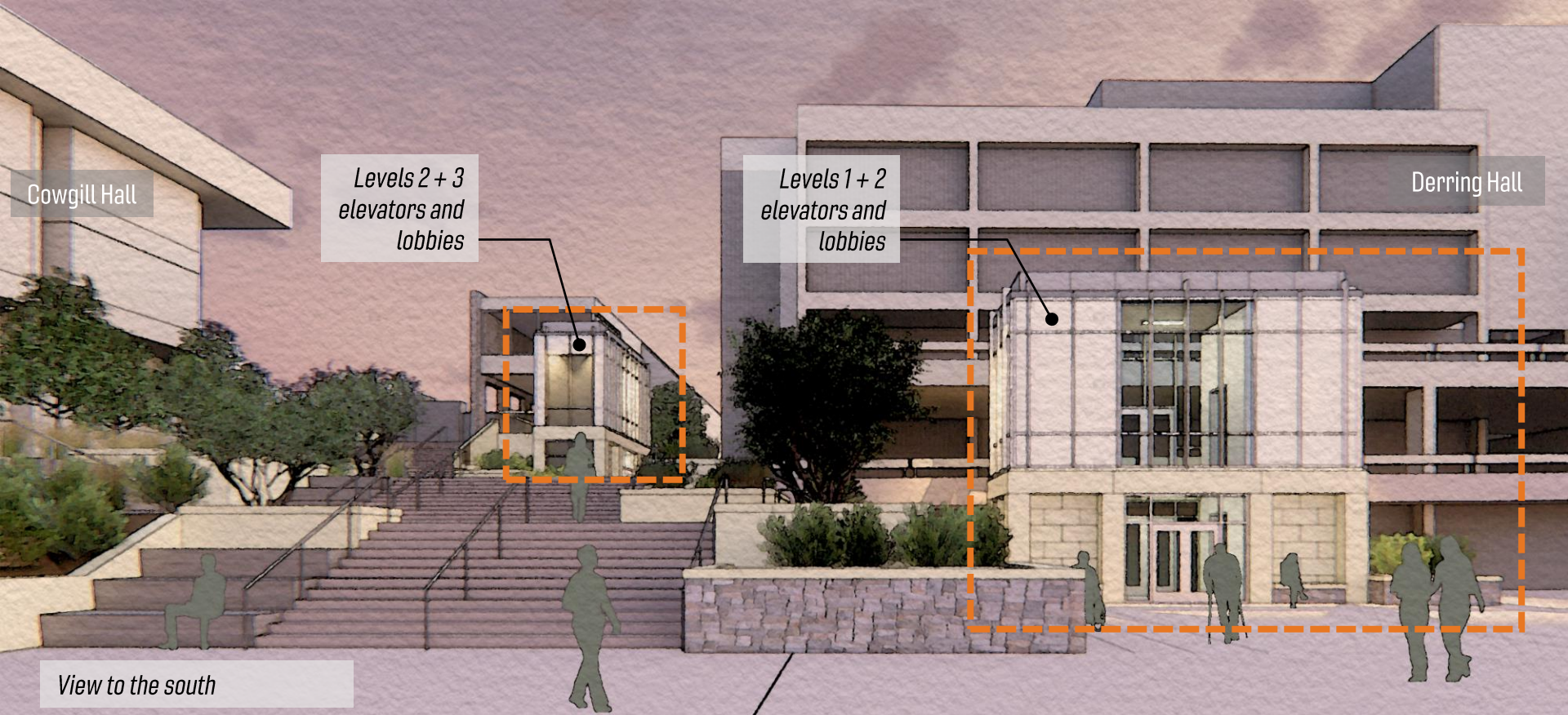


/ LIFE, HEALTH, SAFETY, ACCESSIBILITY, AND CODE COMPLIANCE

SITE PLAN

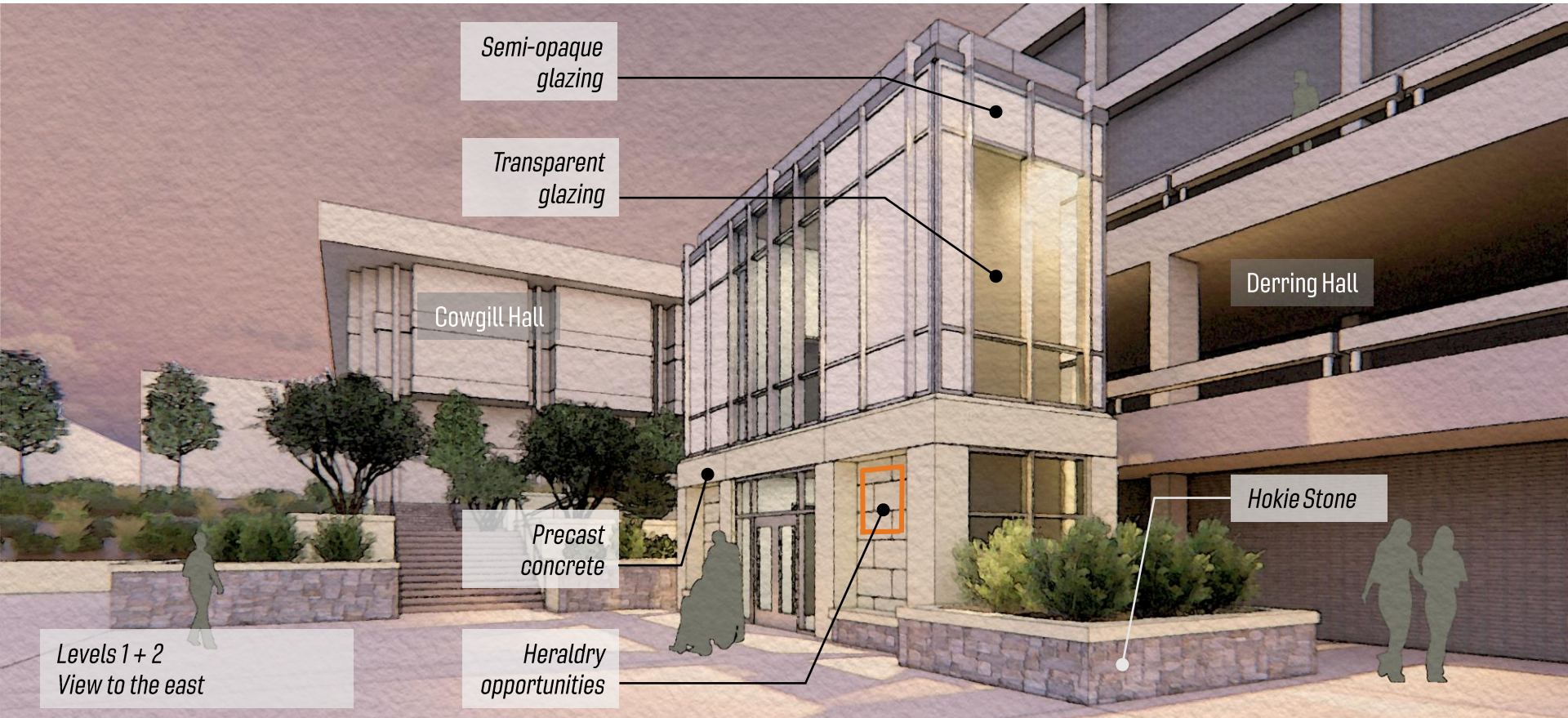


EXTERIOR RENDERING



/ LIFE, HEALTH, SAFETY, ACCESSIBILITY, AND CODE COMPLIANCE

EXTERIOR RENDERING

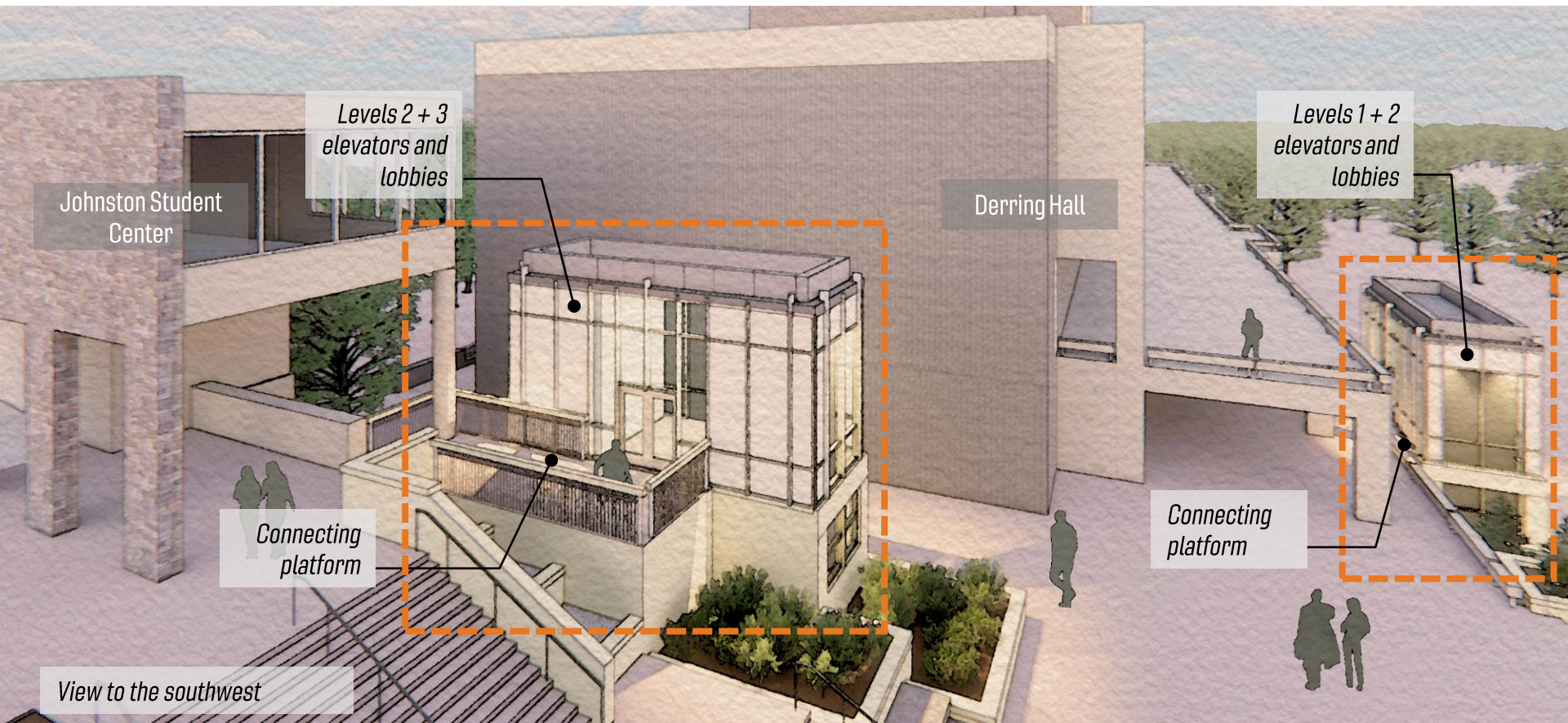


EXTERIOR RENDERING



/ LIFE, HEALTH, SAFETY, ACCESSIBILITY, AND CODE COMPLIANCE

EXTERIOR RENDERING



RECOMMENDATION

That the Design Preview graphics be approved, and authorization be provided to continue with the project design consistent with the drawings shown.

Future Agenda Items and Closing Remarks

BUILDINGS AND GROUNDS COMMITTEE

November 8, 2021

The Committee Chair will discuss future agenda items and make closing remarks.

Open Session Agenda

COMPLIANCE, AUDIT, AND RISK COMMITTEE

The Inn at Virginia Tech – Latham Ballroom A/B

November 7, 2021

10:00 a.m.

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Motion to Reconvene in Open Session	Mr. Veatch
2. Welcome and Introductory Remarks	Ms. Brickhouse Martin
3. Consent Agenda	Ms. Brickhouse Martin
a. Minutes from the June and August Meetings	
i. Minutes from the June 7, 2021 Meeting	
ii. Minutes from the August 30, 2021 Meeting	
b. Update of Responses to Open Internal Audit Comments	
c. Audit Plan Status Report	
d. Internal Audit Reports	
i. Athletics	
ii. Fralin Life Sciences Institute	
iii. IT: External Interfaces and Wire Transfers	
iv. Principal Investigator Research Management	
v. Procurement and Accounts Payable	
vi. Research: Biosafety	
vii. Student Fees	
viii. Virginia Tech Carilion School of Medicine Policy Compliance Review	
e. Review and Approval of Charters	
i. Compliance, Audit, and Risk Committee Charter	
ii. Charter for the Office of Audit, Risk, and Compliance	

- | | | |
|------|--|--------------------------|
| 4. | Auditor of Public Accounts Financial Statement Audit and Management Letter | Mr. Savoy
Mr. South |
| 5. | Statewide Reviews and Special Reports | Ms. Kurek
Ms. West |
| 6. | OARC Annual Report | Ms. Kurek |
| 7. | Internal Audit Reports | Mr. Noble |
| | a. Equine Medical Center | |
| | b. Veterinary Teaching Hospital | |
| ◆ 8. | Academic Enterprise Risk Discussion | Dr. Taylor
Dr. Ghosh |
| 9. | Discussion of Future Topics | Ms. Brickhouse
Martin |

◆ **Discusses Enterprise Risk Management topic(s).**

Open Session Briefing Report

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 7, 2021

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 June 7, 2021 and August 30, 2021 Meetings:** The Committee will review and approve the minutes of the June 7, 2021 and August 30, 2021 meetings.
 - 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 March 31, 2021, the university had five open recommendations. Thirteen audit comments were issued during the fourth quarter of the fiscal year. As of September 30, 2021, the university had addressed eight comments, leaving 10 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 28 percent of its audit plan, and 50 percent is underway, in accordance with the fiscal year 2021-22 annual audit plan.
 - d. **Internal Audit Reports:** The following internal audit reports were issued by OARC since the June 7, 2021 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. 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 transfer evaluation timeliness and interdepartmental communication and collaboration.
 - ii. Fralin Life Sciences Institute: The audit received a rating of improvements are recommended. Observations were noted on the need to improve governance of distributed funds and completion of chemical registrations. Additionally, a low-priority recommendation of a less significant nature was noted regarding physical security.
 - iii. IT: External Interfaces and Wire Transfers: The audit received an effective rating. A low priority recommendation related to server configuration was identified and reported to management.
 - iv. Principal Investigator Research Management: The audit received a rating of improvements are recommended. An audit recommendation was issued to management where opportunities for further improvements were noted regarding one principal investigator's compliance with sponsor requirements. A low-priority recommendation of a less significant nature was noted regarding enhancing Office of Sponsored Programs training and tools
 - v. Procurement and Accounts Payable: The audit received an effective rating.
 - vi. Research: Biosafety: The audit received a rating of improvements are recommended. A low-priority recommendation of a less significant nature was noted regarding the annual review process. Opportunities include broadening coverage of onsite reviews and ensuring annual reviews are monitored for completion.
 - vii. Student Fees: The audit received an effective rating. One observation with university-wide impact was noted regarding the processes used to account for expenses paid by course fees.
 - viii. Virginia Tech Carilion School of Medicine Policy Compliance Review: The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for further improvement were noted in the areas of wage payroll, leave reporting, P14 appointments, and information technology.
- e. **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.

4. **Auditor of Public Accounts Financial Statement Audit and Management Letter:** The Committee will receive a report from Mr. Kevin Savoy, Audit Director for the Auditor of Public Accounts, on the results of the university's financial statement audit and management letter for the fiscal year ended June 30, 2020.
5. **Statewide Reviews and Special Reports:** The Committee will receive a report on additional reviews and special reports that have occurred at the university.
6. **OARC Annual Report:** The Committee will review the Annual Report for OARC. Acceptance of this report documents the Committee's review of the effectiveness of the internal audit function, including staffing resources, financial budget, training, objectivity, and reporting relationships as required by the Committee's Charter. 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. Fifteen audit projects, or 65 percent of the audits on the fiscal year 2020-21 amended audit plan, have been completed. Nine audit projects were underway at June 30th and carried forward into fiscal year 2021-22.

In addition to operating the audit function, OARC continued implementation of the Enterprise Risk Management (ERM) program and Institutional Compliance Program (ICP). OARC deployed an updated risk landscape with a comprehensive evaluation of the "top ten risks" and increased the visibility of ERM across the CAR Committee and other Board of Visitors committees. 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 managing the anonymous hotline.

7. **Internal Audit Reports:** The following internal audit report was issued by the Office of Audit, Risk, and Compliance (OARC) since the June 7, 2021 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. **Equine Medical Center:** The audit received a rating of significant improvements are needed. Audit recommendations were issued to management where opportunities for further improvements were noted related to dispensary inventory, delinquent accounts, compliance with financial policies, and supplies

inventory. A low-priority recommendation of a less significant nature was noted regarding invoice adjustments.

- b. Veterinary Teaching Hospital: The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for further improvements were noted related to supplies inventory management. A low-priority recommendation of a less significant nature was noted regarding controls over adjustments to supplies inventory.
- 8. **Academic Enterprise Risk Discussion:** The committee will receive an update on certain academic enterprise risks. Management will lead a discussion on the following enterprise risks: evolving pedagogy and delivery, faculty and staff recruitment and retention, and global engagement.
 - 9. **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 7, 2021

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 7, 2021

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 7, 2021

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

- a. Minutes from the June and August Meetings
 - i. Minutes from the June 7, 2021 Meeting
 - ii. Minutes from the August 30, 2021 Meeting
- b. Update of Responses to Open Internal Audit Comments
- c. Audit Plan Status Report
- d. Internal Audit Reports
 - i. Athletics
 - ii. Fralin Life Sciences Institute
 - iii. IT: External Interfaces and Wire Transfers
 - iv. Principal Investigator Research Management
 - v. Procurement and Accounts Payable
 - vi. Research: Biosafety
 - vii. Student Fees
 - viii. Virginia Tech Carilion School of Medicine Policy Compliance Review
- e. Review and Approval of Charters
 - i. Compliance, Audit, and Risk Committee Charter
 - ii. Charter for the Office of Audit, Risk, and Compliance

Committee Minutes

COMPLIANCE, AUDIT, AND RISK COMMITTEE

Latham Ballroom, The Inn at Virginia Tech

9:45 a.m.

June 7, 2021

Closed Session

Committee Members Present: Anna James, Letitia Long (chair), Sharon Brickhouse Martin, Chris Petersen, Jeff Veatch

Board Members Present: Horacio Valeiras (rector), Preston White

VPI & SU Staff Present: Cyril Clarke, Ryan Hamilton, Kay Heidbreder, Sharon Kurek, Randolph Marchany, Scott Midkiff, Justin Noble, Kim O'Rourke, Dwayne Pinkney, Timothy Sands

Compliance, Audit, and Risk Closed Session

1. **Motion for Closed Session:** Motion to begin closed session.
2. **Internal Audit Reports:** The following confidential internal audit reports were issued by the Office of Audit, Risk, and Compliance (OARC) since the November 15, 2020 meeting. Where applicable, management developed action plans to effectively address the issues in the report with a reasonable implementation timeframe. OARC conducts follow-up on management's implementation of agreed upon improvements for previously issued audit recommendations.
 - a. Computer Science: The audit received a rating of improvements are recommended. Two observations were noted with respect to improving information technology security and backup processes. A low-priority recommendation of a less significant nature was noted regarding physical security of departmental computing spaces.
 - b. IT: Linux Server Security: The audit received a rating of improvements are recommended. An audit recommendation was issued to management where opportunities for further improvements were noted regarding

updating standards to communicate clearer expectations on Linux server security controls. Additionally, recommendations were issued directly to units where opportunities were noted in the areas of access and secure configurations, logging, and awareness and training.

3. **Update on Information Technology Security:** The Committee received the results of an information technology security (IT) advisory review on the university's IT security posture. The review was conducted by the OARC with assistance from the Information Technology Security Office, and assessed risks and identified opportunities to address noncompliance in Virginia Tech's distributed computing environment. The review included obtaining a broad understanding of risk in the environment through a literature review, interviewing a selection of centralized and decentralized computing personnel, and assessing the security posture against the Center for Internet Security's Top 20 controls.

Recommendations were made to management to strengthen the university's IT security posture through enhanced governance, including establishing more robust guidance and standards, formalizing the process by which standards are created and updated, determining the security office's role in enforcement, ensuring the current tools deployed to assist decentralized users are effective, establishing a more effective security training program, and enhancing risk assessment processes. Additionally, specific recommendations were made regarding certain gaps identified within individual control processes.

The committee had robust discussions regarding the university's IT security posture, the risks being faced, and the efforts being made to ensure the decentralized and centralized computing environment is being adequately secured. The committee provided continuing guidance about its desire for the university leadership and the Office of Audit, Risk, and Compliance to continue to press forward on assessing and addressing areas for improvement, while concurrently seeking an independent review.

4. **Update on Fraud, Waste, and Abuse Cases:** The Committee received an update on outstanding fraud, waste, and abuse cases.
5. **Annual Performance Review of the Executive Director of Audit, Risk, and Compliance:** The Committee provided an annual performance review to the Executive Director of Audit, Risk, and Compliance.

6. **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 Present: Anna James, Letitia Long (chair), Sharon Brickhouse Martin, Chris Petersen, Jeff Veatch

Board Members Present: Horacio Valeiras (rector), Preston White

Representatives to the Board Present: Eric Kaufman, Tamarah Smith, Sabrina Sturgeon

VPI & SU Staff Present: Eric Brooks, Mauro Castro Silva, Cyril Clarke, Jon Deskins, George Cooper, Corey Earles, Ron Fricker, Kari Evans, Ryan Hamilton, Kay Heidbreder, Sharon Kurek, Scott Midkiff, Kenneth Miller, Justin Noble, Kim O'Rourke, Mark Owczarski, Chris Rhames, Dwayne Pinkney, Timothy Sands, Melinda West, Lisa Wilkes, Serena Young

Guests Present: Meghan Finney (APA), Jack Leff, Phil Miskovic, Roan Parrish, Kevin Savoy (APA), Jonathan South (APA)

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. **Minutes for the November 15, 2020 and March 22, 2021 Meetings:** The Committee reviewed and approved the minutes of the November 15, 2020 and March 22, 2021 meetings.

- 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 September 30, 2020, the university had eleven open recommendations. Three audit comments were accepted during the November meeting. As of March 31, 2020, the university has addressed nine comments, leaving five open recommendations in progress. The due date for one recommendation has been extended as the auditee missed the implementation date; however, college management has conducted significant work to address a portion of the recommendation resulting in the issue being lowered from high to medium priority.
- c. Audit Plan Status Report:** The Committee reviewed the Audit Plan Status Report. The Office of Audit, Risk, and Compliance (OARC) has completed 52 percent of its audit plan in accordance with the fiscal year 2020-21 annual audit plan.
- d. Internal Audit Reports:** The following internal audit reports were issued by OARC since the November 15, 2020 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. Student Engagement and Campus Life: The audit received a rating of effective. A low-priority recommendation of a less significant nature was noted during the review of facility use agreements.
 - ii. Office of the President Policy Compliance Review: The audit received a rating of effective.
 - iii. Office of the Provost Policy Compliance Review: The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for further improvement were noted in the areas of fiscal responsibility, P-14 appointments, expenditures, and university key controls.
 - iv. Pamplin College of Business Policy Compliance Review: The audit received a rating of improvements are recommended. Audit recommendations were issued to management where opportunities for

further improvement were noted in the areas of fiscal responsibility, wage payroll, expenditures, funds handling, and information technology.

e. Auditor of Public Accounts Intercollegiate Athletics Program Report:

The Committee received a report on the Auditor of Public Accounts (APA) 2020 Intercollegiate Athletics review for fiscal year 2020. The APA performed certain agreed-upon procedures to evaluate whether the Schedule of Revenues and Expenses of the Intercollegiate Athletics Programs for fiscal year ended June 30, 2020 is in compliance with the National Collegiate Athletic Association (NCAA) bylaws. During the APA review, no matters were brought to the APA's attention that would lead them to believe the amounts of the Schedule of Revenues and Expenses should be adjusted. This review did not constitute an audit and therefore no opinion was issued.

f. Report on Audits of University-Related Corporations: The university-related corporations include Virginia Tech Applied Research Corporation; Virginia Tech Foundation, Inc.; Virginia Tech Intellectual Properties, Inc.; Virginia Tech Services, Inc.; Virginia Tech Innovations Corporation; and Virginia Tech India Research and Education Forum. Consistent with the Board of Visitors' resolution establishing university-related corporations, each corporation is annually required to provide audited annual financial statements, management letters from external auditors, and management's responses to the university's president. Each corporation is also required to submit an annual certification stating that all procedures outlined in the resolution have been met. All corporations were in full compliance with the Board of Visitors' requirements regarding audits.

4. **Annual External Audit Scope Discussion with the Auditor of Public Accounts:** The Committee met with the APA for a discussion of the scope of the audit of the 2020-21 financial statements and the APA's plans for conducting and completing the audit.
5. **Internal Audit Reports:** The following internal audit report was issued by the OARC since the November 15, 2020 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. Scholarships: The audit received a rating of improvements are recommended. An observation was noted regarding the need to increase campus-wide scholarship utilization and modify the policy to ensure clear guidance and enhance enforcement. Additionally, recommendations were issued to units where opportunities for improving utilization of funds, submission of all required utilization reports, and documentation of procedures were noted.
6. **Enterprise Risk Management and Institutional Compliance Program Updates:** The Executive Director of Audit, Risk, and Compliance updated the Committee on the activities of the ERM and ICP programs during the past year, including reviewing changes to the top ten enterprise risks, recapping enterprise risk discussions with the board, and providing highlights from the ICP and the results of the inaugural compliance risk assessment process.
7. **Audit Plan for Fiscal Year 2021-22:** The Committee reviewed and approved the annual audit plan for fiscal year 2021-22. 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 was created in accordance with industry standards. For fiscal year 2021-22, the audit plan includes more than 30 audit projects, with approximately 75 percent of available resources committed to the completion of planned projects. As part of the ERM program, university leadership had identified key residual risks across six thematic areas. The planned projects will provide audit coverage of over half of the enterprise risks.
8. **Discussion of Future Topics:** The Committee discussed topics to be covered in future committee meetings.

There being no further business, the meeting adjourned at 12:30 p.m.

Committee Minutes

COMPLIANCE, AUDIT, AND RISK COMMITTEE

August 30, 2021

The Compliance, Audit, and Risk Committee of the Board of Visitors of Virginia Polytechnic Institute and State University met in Closed Session on Monday, August 30, 2021, at 9:00 a.m. on the Blacksburg campus at The Inn at Virginia Tech in the Latham A/B Ballroom.

Committee Members Present

Ms. Sharon Brickhouse Martin (Chair)
Ms. Greta Harris

Absent

Ms. Anna James
Mr. Jeff Veatch

Board Members Present:

Ms. Letitia Long (Rector)
Mr. Preston White
Mr. Horacio Valeiras (Past Rector)

VPI & SU Staff Present: Cyril Clarke, Ryan Hamilton, Kay Heidbreder, Sharon Kurek, Ken Miller, Justin Noble, Kim O'Rourke, Dwayne Pinkney, and Timothy Sands

Chair Martin convened the meeting and welcomed everyone to the Compliance, Audit, and Risk Committee meeting.

Motion to Begin Closed Session

Ms. Harris moved that the Compliance, Audit, and Risk Committee of the Board of Visitors of Virginia Polytechnic Institute and State University convene in a closed meeting, pursuant to §2.2-3711, Code of Virginia, as amended, for the purposes of discussing:

1. Discussion of audits or investigations that include evaluation of performance of departments or schools of public institutions of higher education where such evaluation will involve discussion of the performance of specific individuals;
2. Discussion of an audits or investigations that reveals threats to cybersecurity,

all pursuant to the following subpart of §2.2-3711(A)(1) and (19), Code of Virginia, as amended.

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

* * * * *

Motion to Return to Open Session

Following the Closed Session, the doors were opened and Chair Martin called on Ms. Harris to make the motion to return to Open Session. Ms. Martin made the following motion to return to open session:

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 provision of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Compliance, Audit, and Risk Committee of the Board of Visitors 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 of the Board of Visitors.

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

* * * * *

The meeting was adjourned at 9:34 a.m.

* * * * *

Update of Responses to Open Audit Comments

COMPLIANCE, AUDIT, AND RISK COMMITTEE

September 30, 2021

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 June 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 2022 reflects closing 1 of 1 recommendations by the original due date.

The report presented at the June 7, 2021 meeting covered audit reports reviewed and accepted through March 31, 2021 and included five open medium and high priority recommendations. Activity for the period April 1, 2021 to September 30, 2021 resulted in the following:

Open recommendations as of March 31, 2021	5
Add: medium and high priority recommendations accepted June 7, 2021	13
Subtract: recommendations addressed since March 31, 2021	8
Remaining open recommendations as of September 30, 2021	<hr/> 10 <hr/>

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. All 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, 2021**

Report Date	Audit Name	Audit Number	Total Recommendations						
			ISSUED	COMPLETED	OPEN				
					Extended		On-schedule		Total
					High	Medium	High	Medium	Open
29-Jul-19	College of Liberal Arts & Human Sciences	18-1387	3	2		1 *			1
11-May-20	College of Science	20-1491	3	2				1	1
17-May-21	Linex Server Security	21-1530	4	3				1	1
21-May-21	Scholarships	21-1535	7	0				7	7
Totals:			17	7	0	1	0	9	10

* The College of Liberal Arts & Human Sciences missed their implementation date as actions were not implemented by the original due date. College management has conducted significant work to address a portion of the recommendation resulting in Office of Audit, Risk, & Compliance (OARC) lowering the item from high to medium priority. A new implementation date of December 15, 2021 has been issued.

Presentation Date: November 7, 2021

ATTACHMENT B

Internal Audit Open Recommendations

COMPLIANCE, AUDIT, AND RISK COMMITTEE

September 30, 2021

Report Date	Item	Audit Number	Audit Name	Recommendation Name	Priority		Target Date		Follow Up Status	Status of Recommendations with Revised Priority / Target Dates
					Original	Revised	Original	Revised		
25-Aug-19	1	18-1387	College of Liberal Arts & Human Sciences	Information Technology	High	Medium	31-Dec-20	15-Dec-21	1	Auditee missed original implementation date. Priority level has been reduced to Medium with a new target date of 12/15/21.
11-May-20	2	20-1491	College of Science	Information Technology	Medium		01-Dec-21		2	
21-May-21	3	21-1535	Scholarships	Scholarship Utilization	Medium		31-Dec-21		2	
21-May-21	4	21-1535	Scholarships (Appendix A: Athletics)	Scholarship Utilization	Medium		01-Mar-22		3	
21-May-21	5	21-1535	Scholarships (Appendix B: College of Ag & Life Sciences)	Scholarship Utilization	Medium		01-Mar-22		3	
21-May-21	6	21-1535	Scholarships (Appendix H: College of Science)	Scholarship Utilization	Medium		01-Mar-22		3	
21-May-21	7	21-1535	Scholarships (Appendix H: College of Science)	Submission of Scholarship Utilization Reports	Medium		01-Mar-22		3	
21-May-21	8	21-1535	Scholarships (Appendix H: College of Science)	Awarding Procedures Documentation	Medium		01-Mar-22		3	
21-May-21	9	21-1535	Scholarships (Appendix H: Vice President for Advancement)	Scholarship Utilization	Medium		01-Mar-22		3	
17-May-21	10	20-1530	Linux Server Security	Information Technology Standards	Medium		30-Jun-22		3	

Follow Up Status

- 1 Management confirmed during follow up discussions with the Office of Audit, Risk, and Compliance (OARC) that the auditee missed their original implementation date. College management has conducted significant work to address a portion of the recommendation resulting in OARC lowering the item from high to medium priority. Management has established a revised target date of December 15, 2021.
- 2 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.
- 3 Target date is beyond current calendar quarter. Management has follow-up discussions with the auditor to monitor progress, to assist with actions that may be needed to meet target dates, and to assess the feasibility of the target date.

For Open Detail Report: "current calendar quarter" is used to refer to the current working quarter instead of the quarter being reported on.

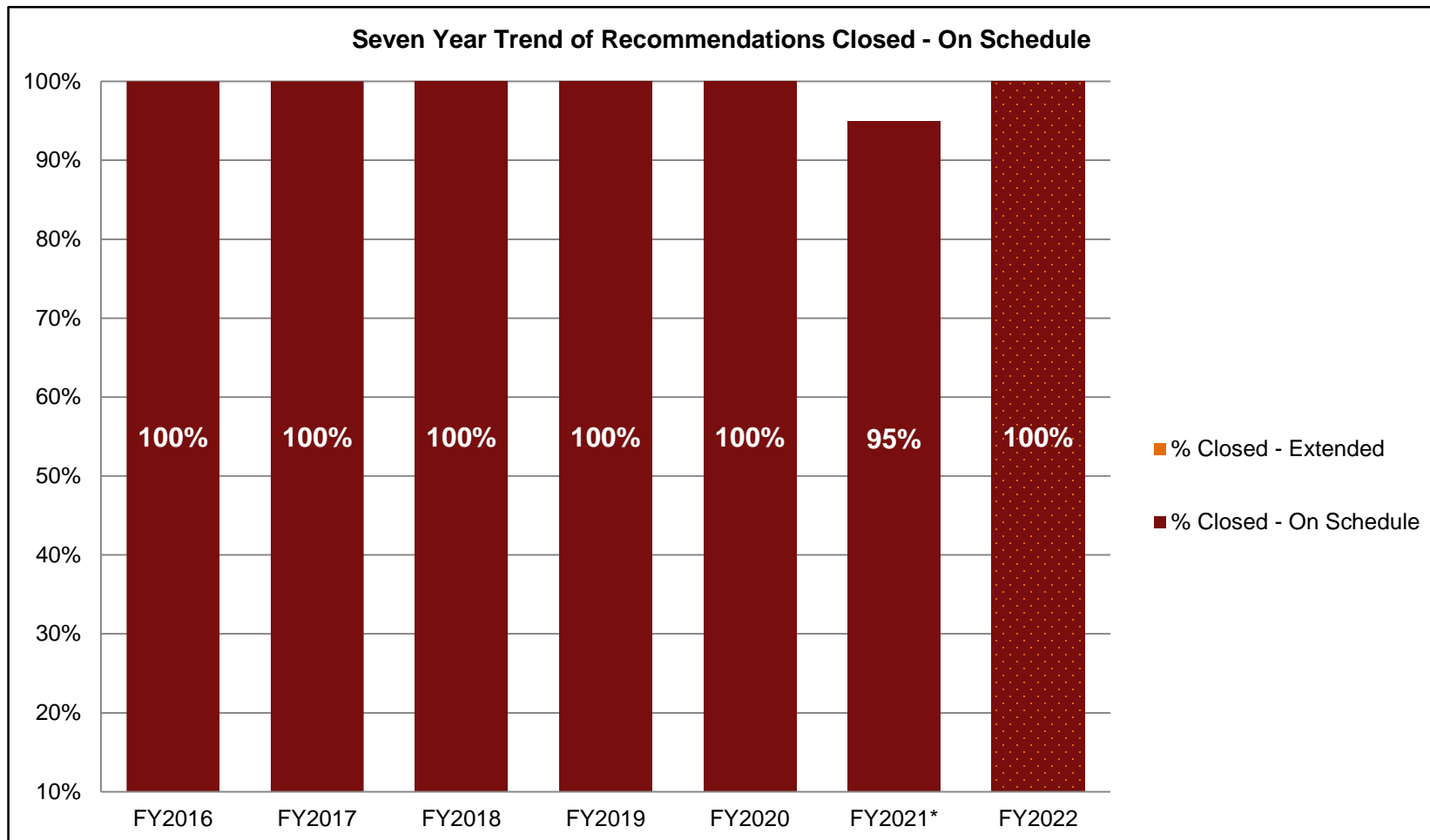
Presentation Date: November 7, 2021

ATTACHMENT C

Management Performance and Trends Regarding Office of Audit, Risk, and Compliance Recommendations

COMPLIANCE, AUDIT, AND RISK COMMITTEE

September 30, 2021



* 95% consists of 19 out of 20 recommendations being closed on time during FY2021

Audit Plan Status Report
COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 7, 2021

Audit Plan Update

Audits were performed in accordance with the fiscal year 2021-22 annual audit plan at a level consistent with the resources of the Office of Audit, Risk, and Compliance (OARC). Fifteen planned projects have been completed since the June board meeting, specifically:

- 4 FY 2020-21 projects were completed by June 30, 2021¹
- 9 FY 2020-21 projects were carry-forward
- 2 current fiscal year projects

The types of projects completed included 11 risk-based audits, 2 policy compliance reviews, and 2 advisory projects. The two completed advisory projects were related to Gift Accounting and Robotic Process Automation.

The following nine projects are underway: Continuing and Professional Education, Data Analytics: Research Compliance, Fralin Biomedical Research Institute at VTC, HR: Compensation and Classification, Mechanical Engineering, Service Centers, Title IX Compliance, Senior Vice President and Chief Business Officer Policy Compliance Review, and Vice President for Finance Policy Compliance Review.

In fiscal year 2021-22, OARC has completed 27 percent of its audit plan as depicted in Exhibit 1.

Exhibit 1
FY 2021-22 Completion of Audit Plan

Audits	
Total # of Audits Planned	31
Total # of Supplemental Audits	0
Total # of Carry Forwards	9
Total # of Planned Audits Canceled and/or Deferred	0
Total Audits in Plan as Amended	40
Total Audits Completed	11
Audits - Percentage Complete	28%
Audits - Percentage Complete or Underway	50%
Note: Includes Policy Compliance Reviews and Advisory Services	

¹ These projects were unable to be reported to the Compliance, Audit, and Risk Committee in August since the committee did not meet in open session.

Internal Audit Reports
COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 7, 2021

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.

Consent Agenda Reports	Rating
Athletics	Improvements are Recommended
Fralin Life Sciences Institute	Improvements are Recommended
IT: External Interfaces and Wire Transfers	Effective
Principal Investigator Research Management	Improvements are Recommended
Procurement and Accounts Payable	Effective
Research: Biosafety	Improvements are Recommended
Student Fees	Effective
Virginia Tech Carilion School of Medicine Policy Compliance Review	Improvements are Recommended
Report for Discussion	Rating
Equine Medical Center	Significant Improvements are Needed
Veterinary Teaching Hospital	Improvements are Recommended

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 7, 2021

Review and Approval of Charters

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 7, 2021

The International Professional Practices Framework (IPPF) provides the conceptual framework that organizes the authoritative guidance promulgated by the Institute of Internal Auditors (IIA). The Office of Audit, Risk, and Compliance (OARC) conducts its activities in accordance with the IIA IPPF. In accordance with Attribute Standard 1000 – Purpose, Authority, and Responsibility and 2060 – Reporting to Senior Management and the Board, the chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.

According to the IPPF, the internal audit charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The internal audit charter establishes the internal audit activity's position within the organization, including the nature of the chief audit executive's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the internal audit charter resides with the board.

Therefore, the Compliance, Audit, and Risk Committee Charter for the Board of Visitors Compliance, Audit, and Risk Committee, which was last updated in November 2017, has been reviewed by OARC and no changes are proposed. Also, the Charter for the Office of Audit, Risk, and Compliance, which was last updated in November 2020, has been reviewed by OARC and no changes are proposed.

**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

A=Annually; Q=Quarterly; AN=As Necessary	Frequency			Planned Timing			
Q1, Q2, Q3, Q4 based on Fiscal Year (July – June)	A	Q	AN	Q1	Q2	Q3	Q4
				Aug	Nov	Mar	Jun
A. General							
1. Review and update CAR Committee charter	X				X		
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						X
2. Discuss with the external auditors their processes for identifying and responding to key audit and internal control risks			X		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	X		X	

A=Annually; Q=Quarterly; AN=As Necessary	Frequency			Planned Timing			
Q1, Q2, Q3, Q4 based on Fiscal Year (July – June)	A	Q	AN	Q1	Q2	Q3	Q4
				Aug	Nov	Mar	Jun
4. Meet with external auditors at the completion of the financial statements audit to receive and discuss the audit report(s)	X				X		
5. Review results of other significant reviews from regulatory agencies or other external entities			X				
D. Internal Auditors							
1. Review and approve the charter for the Office of Audit, Risk, and Compliance, if changes are needed	X				X		
2. Review the draft annual audit plan	X						X
3. Approve the annual audit plan	X			X			
4. Review the effectiveness of the internal audit function, including staffing resources, financial budget, training, objectivity, and reporting relationships	X			X			
5. Review the results of the QAIP, including internal and external assessments			X				
6. Review completed audit reports and progress reports on executing the approved annual audit plan		X		X	X	X	X
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		X		X	X	X	X
8. Review and concur in the appointment, replacement, reassignment, or dismissal of the Executive Director of Audit, Risk, and Compliance			X				
9. Evaluate the Executive Director of Audit, Risk, and Compliance's annual performance and make decisions regarding compensation	X			X			
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			X				
2. Review the programs and policies of the university designed to assure and monitor compliance		X		X	X	X	X
3. Monitor the university's conflict of interest policies and related procedures		X		X	X	X	X



Charter for the Office of Audit, Risk, and Compliance

No. 3350

Policy Effective Date:
2/9/1989

Last Revision Date:
11/15/2020

Policy Owner:
President Sands

Policy Author:
(Contact Person)
Sharon Kurek

1.0 Purpose

2.0 Policy

3.0 Procedures

4.0 Definitions

5.0 References

6.0 Approval and Revisions

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 of the 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. 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 activities 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 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's 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 their review 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 help ensure safeguarding of information assets and compliance with appropriate procedures and 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 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.
- Coordinating the university's institutional compliance program 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 plan 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.
- Appraising the adequacy of the action taken by management to correct significant reported internal control weaknesses and deficient conditions, and reporting this information to the CAR Committee and responsible senior manager as appropriate.
- 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 CAR Committee.
- Communicating directly with the CAR Committee 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, and the appropriate authorities the extent of any fraud, waste, and abuse 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 of 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; 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, 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. 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 CAR Committee will receive status updates of recommendations in the process of implementation.

2.9 Coordination with External Auditing Agencies

To ensure appropriate coordination and completeness of the CAR Committee reporting responsibilities, senior managers should promptly notify the Executive Director of Audit, Risk, and Compliance of any external audits or reviews. OARC will coordinate its 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. The Executive Director of Audit, Risk, and Compliance will work with the appropriate members of management to determine the level of involvement of OARC, if any, in the performance of each external audit. 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. Special projects assist management in meeting its objectives; promoting economy and efficiency in the administration of its programs and operations; or preventing and detecting fraud, waste, and abuse, examples of which may include facilitation of risk and control evaluation, 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



Virginia Polytechnic Institute and State University

misuse of university resources, as well as the extravagant or excessive use of one's position or authority. Abuse can occur in financial or nonfinancial settings.

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 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.



Virginia Polytechnic Institute and State University

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 Institute of Internal Auditors' International Professional Practices Framework.

Engagement

A specific 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 or personal benefit.

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 a function to carry out its responsibilities in an unbiased manner.

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 including mandatory guidance (Core Principles, Definition of Internal Auditing, Code of Ethics, and International Standards for the Professional Practice of Internal Auditing) and strongly recommended guidance (implementation and supplemental guidance).

Objectivity

An unbiased mental attitude that allows internal auditors to make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments. 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, likelihood, and velocity.



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/or 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.

Waste

The careless expenditure, consumption, mismanagement, use, or squandering of university resources. Waste also includes incurring unnecessary costs due to inefficient or ineffective practices, systems, or controls.

5.0 References

Section 2.1-155.3 of the *Code of Virginia*, enacted in 1984.

State Fraud, Waste, and Abuse Hotline Policies and Procedures Manual, Office of the State Inspector General, Commonwealth of Virginia, 2020 edition.

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.



Virginia Polytechnic Institute and State University

- **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.



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Approved November 18, 2019 by the Compliance, Audit, and Risk Committee of the Board of Visitors and President, Timothy D. Sands.

- Revision 10
Revisions from technical review correcting grammatical, punctuation, and minor format inconsistencies. Additionally, section 2.9 was revised to clarify expectations on OARC's responsibility for coordinating external audits and reviews.

Approved November 15, 2020 by the Compliance, Audit, and Risk Committee of the Board of Visitors and President, Timothy D. Sands.

Auditor of Public Accounts Financial Statement Audit and Management Letter

COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 7, 2021

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, 2021.

Statewide Reviews and Special Reports
COMPLIANCE, AUDIT, AND RISK COMMITTEE

November 7, 2021

Background

Virginia Tech is subject to reviews by a variety of Commonwealth agencies, including the Auditor of Public Accounts (APA), the Office of the State Inspector General (OSIG), and others. In addition to the annual audits of the university's financial statements and its Intercollegiate Athletics program conducted by the APA, Virginia Tech has been included along with other agencies in statewide reviews typically included as part of an agency's annual work plan. Due to the breadth of the programs and the dollar volume of activities at Virginia Tech, the university is often selected for inclusion in a variety of statewide reviews. The following report provides an analysis of statewide audit activities consistent with the university's planned approach to manage and report on these audit activities.

Review of Chapters 759/769 Bond Issuance Limit (APA, September 2018)

To satisfy the requirements in Chapters 759/769 of the 2016 Acts of Assembly, Items 10 and 11, the APA determines how the Six-Year Capital Outlay Plan Advisory Committee is monitoring the \$300 million annually debt limit for capital projects and whether the Commonwealth stayed within the limits. Additionally, the APA determined if the Departments of Planning and Budget and General Services were complying to the legislation, and issued quarterly reports related to the status of the General Assembly building to members of the Senate Finance Committee and House Appropriations Committee. The APA concluded the advisory committee is properly monitoring these requirements and that they are being met.

Virginia Department of Veterans Services (2019)

Virginia Tech received notice of its selection in a Compliance Survey, which was conducted to ensure that schools, training establishments, and their approved courses are in compliance with all applicable provisions of the laws administered by the U.S. Department of Veterans Affairs and State Approving Agency (DVS). This limited scope review was to monitor compliance based on a review of records for a specific set of students.

Report on Compliance – NCAA Subsidy Percentage Requirements (APA, September 2020)

The APA prepared a summary by reviewing a Schedule of Revenues and Expenses for Intercollegiate Athletics Programs at each institution for the fiscal year ended June 30, 2019. The APA performed calculations in accordance with the provisions of § 23.1-1309. The subsidy percentage shall not exceed 20 percent for Virginia Tech, and the review found the university was in compliance with this threshold.

Each fiscal year, any percentage increase in the subsidy at an institution shall be matched by a like percentage increase in generated revenue, except that each such institution shall utilize a rolling average of the change in generated revenue and student fees over the immediately preceding five years for the purposes of such calculation. Fiscal year 2019 is the third reporting

year following the effective date of the regulation, and as such, five years of data is not available to develop a rolling average.

Increases in student fee revenue may result from several factors, including changes in the per student allocation of an institution's mandatory non-educational and general (E&G) fee and fluctuations in an institution's enrollment. For several institutions, including Virginia Tech, significant increases in enrollment resulted in larger increases to student fee revenue allocated to the institution's respective athletics departments without substantial increases in fees assessed to students. It was noted that Virginia Tech allocates the lowest portion of their mandatory non-E&G fee, in both dollars and on a percentage basis, to Athletics when compared to other public four-year institutions in Virginia.

The report noted as the COVID-19 pandemic continues to disrupt normal athletic department activities, the APA expects that many institutions may not be compliant with subsection C and/or subsection D of § 23.1-1309 of the Code of Virginia by the end of fiscal year 2021 without specific legislative relief.

Report on the Audit of the Statement of Expenditures (APA, November 2020)

The APA audited the statement of expenditures on grant number 2000001678 with the International Fund for Agricultural Development (schedule) for reporting period January 8, 2018 to December 31, 2019. The APA found the accompanying schedule presented fairly, in all material respects, the expenditures and revenues associated with the grant are in accordance with the financial reporting provisions of the grant agreement.

Internal Revenue Service (Spring 2021)

The university is undergoing an IRS audit on 403(b) deferred compensation plans for tax year 2018 and work is in progress.

Financial Audit of Costs Catalyzing Afghan Agricultural Innovation Program

(U. S. Agency for International Development (USAID), 2021)

The USAID contracted with the independent certified public accounting firm of CliftonLarsonAllen LLP (CLA) to conduct an audit of Cooperative Agreement No. 306-72030618LA00002 for the period May 28, 2018 to December 31, 2019. The audit objectives for this cooperative agreement include: to opine on USAID fund accountability, evaluate the university's internal control for this award, and compliance with agreement terms and applicable laws and regulations. The university has received a draft report from the auditors and provided initial responses. Discussions are occurring with the grantor regarding the allowability of working capital advances.

Additionally, the Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) is performing an audit on the award for the period January 1, 2020 through May 28, 2021. We anticipate that the audit will begin in the fall of 2021 and continue for six months.

Audit Report on Disclosed Cost Accounting Practices

(Defense Contract Audit Agency (DCAA), May 2021)

The DCAA examined the cost accounting practices disclosed in the university's Conformed Disclosure Statement Form Cost Accounting Standards Board Disclosure Statement (CASB DS-2), Rev. 6, certified January 7, 2021, and subsequent Conformed Disclosure Statement Form

CASB DS-2, Rev. 6A, certified April 14, 2021, for compliance with Cost Accounting Standards (CAS) for Educational Institutions and Code of Federal Regulations, Title 2, Part 200 (2 CFR 200). The DCAA opined that the changes made to the DS-2 comply, in all material respects. The Office of Naval Research (ONR), our cognizant agency, also determined the practices described in the university's DS-2, Revisions 5, 6, and 6A are in compliance with CAS.

OSIG Clery Act Performance Audit (2020-2021)

In accordance with the Code of Virginia § 2.2-309 [A](10), OSIG conducts performance audits of executive branch state agencies, including colleges and universities, to ensure state funds are spent as intended and to evaluate the efficiency and effectiveness of programs. All higher education institutions, including Virginia Tech, were originally notified in December 2020 that OSIG will conduct a performance audit of the implementation of the Clery Act during fiscal year 2021. The preliminary scope of the project was calendar years 2015 through 2020, with the preliminary methodology consisting of interviewing key staff members, documenting processes and procedures related to the Clery Act, reviewing any information systems used to track and maintain information, and benchmarking with other states. The expected value of this performance audit would potentially be improving the timeliness and accuracy of reporting and ensuring that higher education institutions are taking actions to address trends identified in the reporting at a sampling of Virginia's colleges and universities.

Virginia Tech subsequently responded to a detailed survey provided by OSIG. OSIG recently selected three universities (George Mason University, University of Mary Washington, and Virginia State University) and three community colleges (Dabney Lancaster, Virginia Western, and New River) for detailed assessment. Further involvement for Virginia Tech is not anticipated at this time.

OSIG 2022 Work Plan (June 2021)

OSIG will monitor quality assurance reviews performed by independent assessors for Virginia Polytechnic Institute and State University as required for compliance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.

Capital Construction Project Reviews (on-going)

The Office of Audit, Risk, and Compliance (OARC) works in close collaboration with the Division of Campus Planning, Infrastructure, and Facilities (CPIF) in outsourced reviews of certain capital construction projects. In general, the contract compliance audits are conducted on Construction Manager at Risk (CMaR) contracts in three phases (preconstruction, construction in progress, contract close out) with a goal of ensuring billings and payments are in accordance with contract documents, reviewing for duplicate costs, appropriateness of change orders, and identifying opportunities for cost avoidance.

In summer 2021, Virginia Tech rebid its long-standing construction project review program and three firms were selected. OARC and CPIF work collaboratively to assign and monitor firm performance on the selected capital construction projects. The following reviews have occurred since September 2019 on the active CMaR projects:

Capital Construction Project	Preconstruction	Construction In Progress	Contract Close Out
Holden Hall Renovation	✓	✓	
Data and Decision Sciences	✓	In Progress	
Corps Leadership and Military Science	✓		
Innovation Campus Academic Building	✓		
New Upper Quad Residence Hall	✓		



Enabling
Informed
Decisions



OFFICE OF AUDIT, RISK,
AND COMPLIANCE
VIRGINIA TECH™

Annual Report

For the Fiscal Year Ended June 30, 2021

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Mission Statement

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. OARC's mission is to **enhance and protect organizational value** by providing risk-based and objective **assurance, advice, and insight** as follows:

Assurance
Advice
Insight

1. **Audit:** Provide **independent, objective** assurance and advisory activity designed to **add value** and **improve university operations**. Audits help 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. **Enterprise Risk Management:** Provide **oversight** of the enterprise risk management program by **creating and maintaining the framework** to effectively identify, assess, and manage risk.
3. **Compliance:** Provide **oversight** of the institutional compliance program and the distributed processes that **support compliance** across the university.



Protected & Connected

OARC **protects** the university by independently and objectively identifying business risks and **connects** with key leaders and stakeholders to evaluate risk-mitigation strategies.

State of Control Environment

OARC's internal audit function continues to be a significant element of the university's overall control structure and a positive influence on the control environment. During fiscal year 2020-21, OARC examined and tested the operations and systems of internal control within a number of university departments to assist management and the Board of Visitors in the discharge of their fiduciary responsibilities.

As a result of the audit, advisory, and investigative work performed during fiscal year 2020-21, **deficiencies representing significant control weaknesses were identified related to information technology security**; as well as, a number of other areas requiring improvement were identified. The scope of audit work was not limited in any way by management or others, nor were there any instances where OARC considered its independence or objectivity to have been impaired. Management and others were found to be conscientious, cognizant, and accepting of their responsibility for internal control, as well as open, cooperative, and supportive of audit efforts.

Management has generally accepted audit issues and responded by developing action plans to address the concerns noted. These statements are made with the understanding that no system of internal control provides absolute assurance that controls are functioning effectively. These statements are also not meant to imply that fraud and other irregularities do not exist or, if they do exist, are certain to be detected. Decisions as to the level of risk that is tolerable and should be accepted by the university are the responsibility of management. That said, based on the audit, advisory, and investigative work performed, OARC did not identify any areas where management decided to accept a level of risk that we believed to be unacceptable.

OARC did not identify any areas where management decided to accept a level of risk that we believed to be unacceptable.



FY 2020-21 Highlights

Internal Audit

- 65% of audit plan completed
- 17 completed engagements
- 19 fraud, waste, or abuse cases initiated
- 4.6 out of 5 (92%) on client satisfaction surveys
- 60 management action plans were closed

92%

client
satisfaction

Enterprise Risk Management (ERM)

- Update of university's enterprise risk landscape and heat map
- Refresh of the "top ten" focus areas
- Increased ERM engagement at all Board of Visitor committees

Whole-of-
leadership
engagement

Institutional Compliance Program (ICP)

- 75+ distributed university-wide risk owners completed 160+ compliance risk assessments
- Ongoing management of the anonymous compliance concern reporting hotline

98%

risk
assessments
completed

Internal Audit

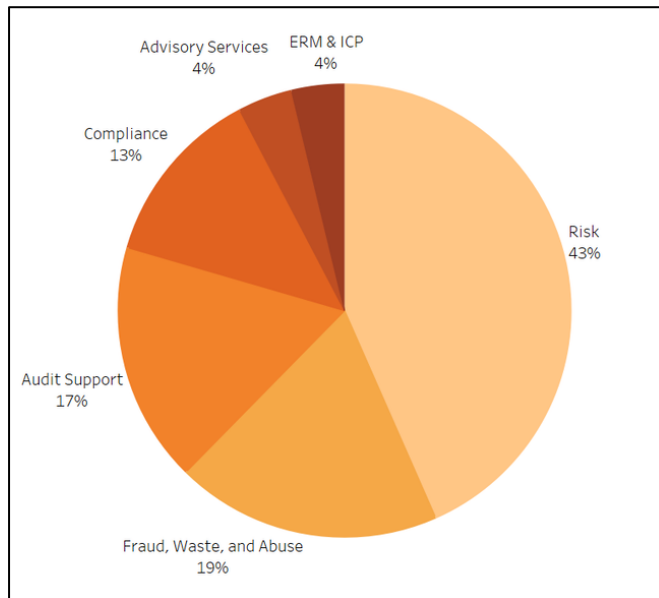
Internal Audit continued its role as the assurance and advisory arm within the university. Value-added engagements through traditional audits, a limited number of advisory activities, and providing insight through formal and informal means were hallmarks throughout the year. As depicted below, fiscal year 2010-21 began with 28 proposed engagements. A combination of changing risks, including the continued effects of COVID-19, led to the cancelation or deferment of seven audits. Coupled with two supplemental advisory reviews and three carry forward engagements, we ended the year with 26 planned audits, of which we completed 17 as of the end of the fiscal year. This results in a 65% completion rate for fiscal year 2021. Appendix A shows the status of each audit in the fiscal year 2020-21 audit plan.

Audits	
Total # of Audits Planned	28
Total # of Supplemental Audits	2
Total # of Carry Forwards	3
Total # of Planned Audits Deferred and/or Canceled	7
Total Audits in Plan as Amended	26
Total Audits Completed	17
Audits – Percentage Complete	65%
Audits – Percentage Complete or Underway	100%
Note: Includes Policy Compliance Reviews and Advisory Services	

The 65 percent completion rate is far below the 85 percent goal. OARC management conducted a thorough review of last year's results to identify root causes of the missed completion rate. We believe contributing factors include:

- Challenges of employees learning how to execute engagements in the hybrid working environment.
- Difficulties encountered with auditees working offsite.
- A metered approach that recognized the ongoing operational challenges within the institution.

Effort



Of the 24,200 hours logged by OARC last year, 65% was charged directly to executing our core mission. The remaining 35% was spent on office administration, computer support, training, and compensated absences.

This chart depicts how **15,700 of core-mission hours** were spent.

- 60% on Risk, Advisory, and Compliance engagements.
- 19% on fraud, waste, and abuse investigations.
- 4% on ERM and compliance.
- 17% on audit support (annual audit planning, supervision).

Follow Up Activities and Management Corrective Actions

OARC conducts follow-up on management's implementation of agreed upon improvements for previously issued audit recommendations. Each audit recommendation is given a rating of high, medium, or low priority. This judgment is made in a local context, and items identified as high do not necessarily convey material deficiencies

60
management
corrective
actions were
closed

or risks beyond the operating environment in which they were found. The Board of Visitors' Compliance, Audit, and Risk (CAR) Committee receives the high and medium priority recommendations and associated management corrective actions. However, OARC and management closely monitor all outstanding recommendations to ensure they are adequately addressed by the responsible parties.

Of the 52 management corrective actions generated during fiscal year 2020-21 engagements, OARC categorized eight as high priority (15%). High-priority management corrective actions include those that are systemic or have a broad impact; have contributed to a significant investigation finding; are reportable conditions under professional literature; create health or safety concerns; involve senior officials; create exposures to fines, penalties, or refunds; or are otherwise judged as significant control issues. Open management corrective action plans at fiscal year-end have been outstanding an average of 322 days. Audits for fiscal year 2020-21 resulted in recommendations with ratings of high, medium, or low management corrective actions as follows:

Beginning # of management corrective actions	56
Management corrective actions added	52
Management corrective actions closed	60
Current # of open management corrective actions	48

Results of Surveys for Evaluating OARC Services

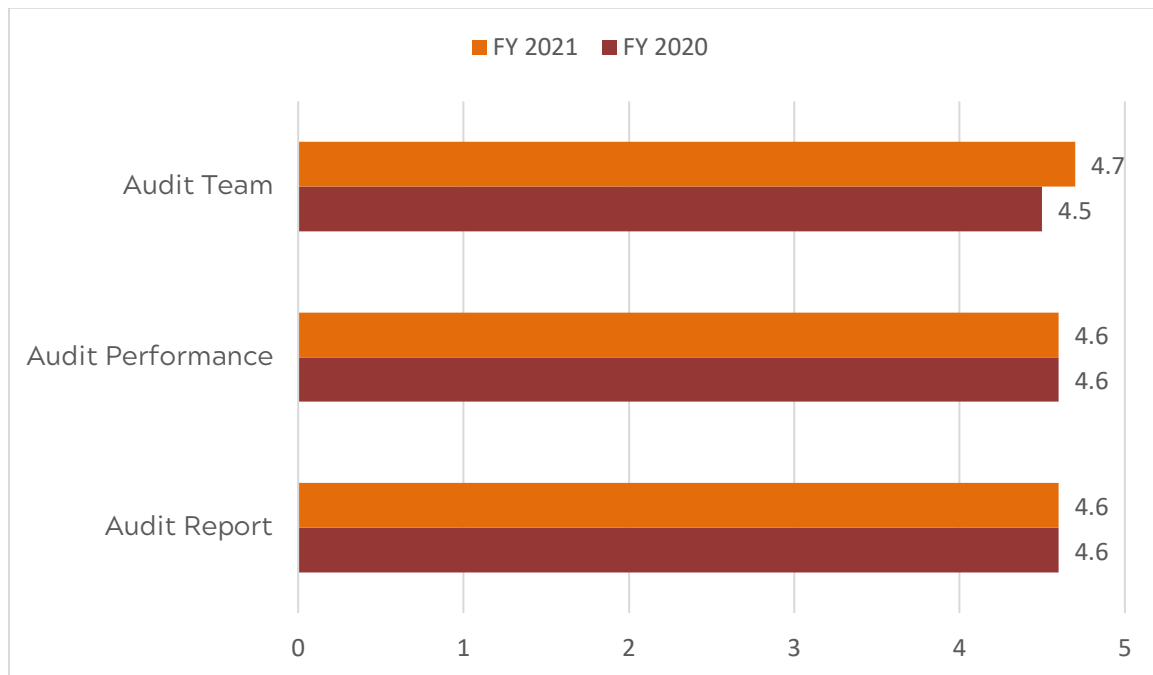
After the completion of each engagement, the primary contacts within the area under review are provided a survey requesting their evaluation of the quality of the services provided. Feedback from the surveys is used to **enhance the overall quality** of the engagements and to **ensure we are meeting our customer service focus**. The survey responses are grouped into three categories:

92%

client
satisfaction

<u>Audit Team</u>	Demonstrated technical proficiency, approached audit in an objective and professional manner, and provided effective conclusions and opinions.
<u>Audit Performance</u>	Discussed the preliminary audit objectives, scope, and timing of the audit, solicited and considered management concerns and suggestions in the audit, and minimized disruption of auditee's daily activities as much as possible.
<u>Audit Report</u>	Written clearly, contained adequate explanations for the observations, and recommended improvements or added value to the department's operation.

FY 2020-21 Survey Results



Overall, **customer ratings were highly favorable** with results ranging from good to excellent. Attaining a cumulative average score of 4.6 on a 5-point scale exceeded OARC's goal of a 4.0 rating on survey feedback, resulting in 92 percent client satisfaction.

"Professional, helpful, and skilled team that identified areas for improvement as well as identified resources to guide our corrective action."

- Department Business Manager

Quality Assurance and Improvement Program

In accordance with requirements set forth by the Institute of Internal Auditors' (IIA) International Standards for the Professional Practice of Internal Auditing as shown in [Appendix B](#), OARC maintains a comprehensive Quality Assurance and Improvement Program. This program includes ongoing monitoring, periodic self-assessments, and an independent external assessment that should be conducted at a minimum of every five years.

The on-going monitoring program consists of four elements: the supervisory review of the project working papers, quality assurance reviews of individual audits, the pre-issuance review of reports, and periodic assessments of the quality control system.

An external assessment was last completed during fiscal year 2015-16, when the internal audit function received the **highest rating possible of "generally conforms."** The next independent external assessment has been scheduled for the fall of 2021. In anticipation of the external review, a self-assessment was completed in fiscal year 2019-20, during which recommendations to improve internal processes were made and subsequently implemented.



Fraud, Waste, and Abuse

OARC conducts reviews of all state and local Hokie Hotline reports and internal complaints alleging fraud, waste, and abuse. During fiscal year 2020-21 OARC:

- Initiated 19 cases, including 11 internal and 8 state hotline complaints.
- Closed 10 cases from prior fiscal years and 15 for the current fiscal year.

For the 25 cases completed:

- 0 of 10 state hotline cases were substantiated.
- 6 of 15 (40%) internally reported cases were substantiated.

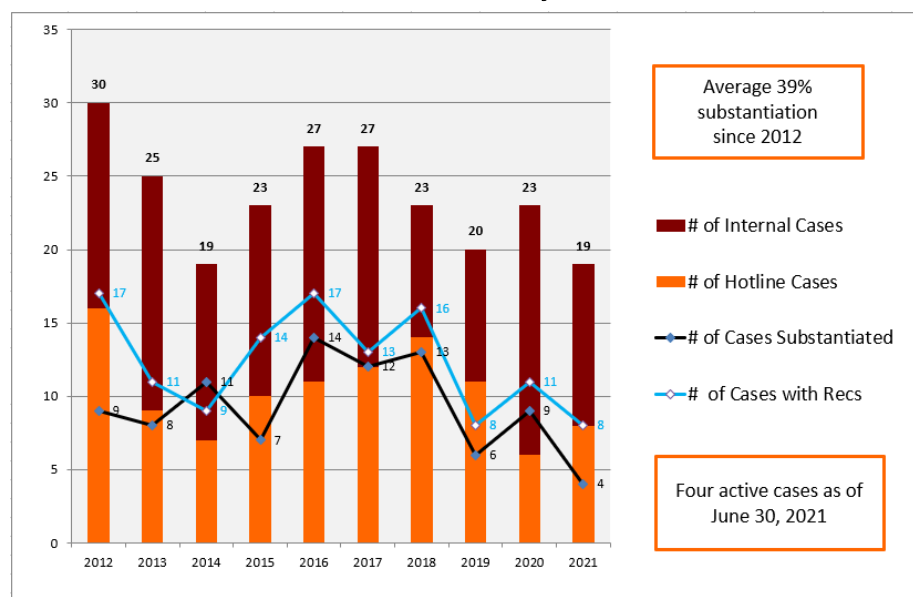
Since fiscal year 2011-12, approximately 56 percent of internally reported allegations have been substantiated, and 18 percent of state hotline cases have historically been substantiated, for a combined weighted average of 39 percent.

OARC maintains a fraud, waste, and abuse hotline service (“Hokie Hotline”) that offers an easy, safe, secure, and anonymous platform to accept tips and complaints from all sources about potential fraud, waste, abuse, and noncompliance at the university. Two of the 11 internally reported complaints mentioned above were received via the Hokie Hotline.



Since fiscal year 2011-12, approximately 72 percent of the allegations investigated by OARC have fallen within five general categories: improper use of university resources; abuse of authority; leave or time abuse; misfeasance and waste; and conflict of interest.

Historical Case Volume by Fiscal Year



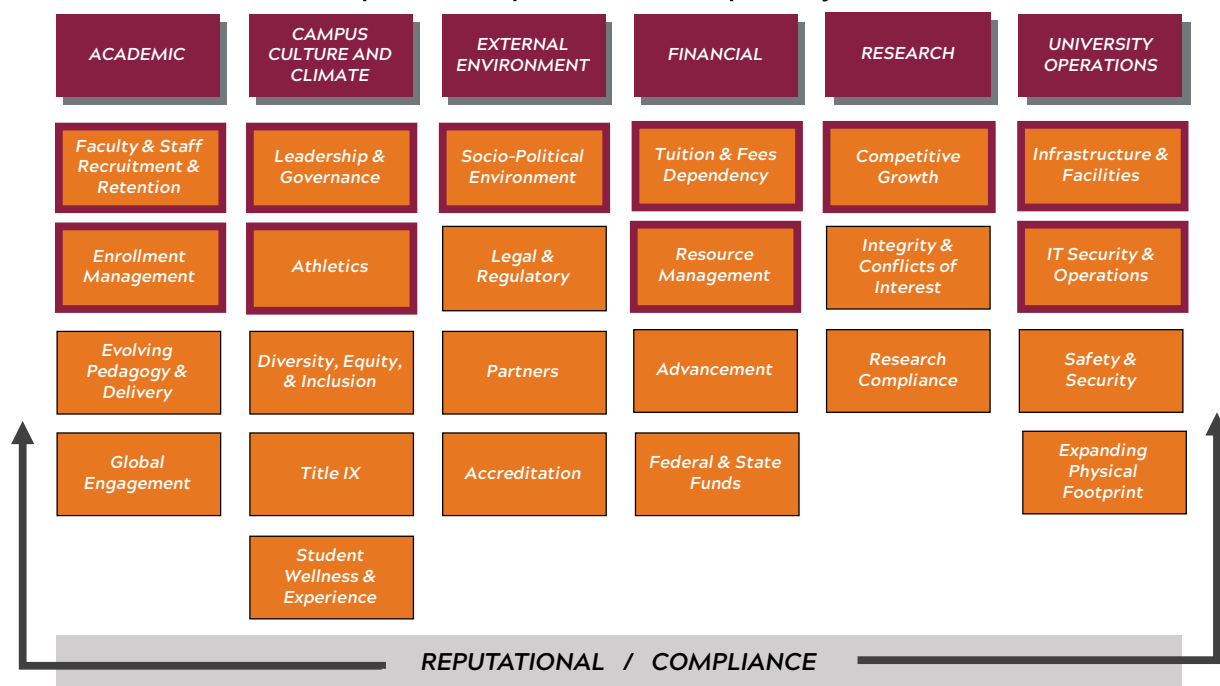
Enterprise Risk Management Program

OARC has coordinated Virginia Tech's Enterprise Risk Management (ERM) program since its inception at the request of the Board of Visitors CAR Committee in 2017. The ERM process, a key tool in setting strategic goals across the enterprise, is designed to **identify potential events** that may affect the university, **manage those risks** within the university's risk tolerance, and **support the achievement of Virginia Tech's mission and objectives**. The ERM program strengthens the university's ability to achieve its mission and strategic objectives through effective management of key risks and seizure of opportunities related to the achievement of strategic objectives. In this context, risk encompasses both negative events ("downside risk") and opportunities ("upside risk").

ERM-related activities that took place in fiscal year 2020-21, both planned and *ad hoc*, included:

- Deployed an updated risk landscape with a comprehensive evaluation of the "top ten risks."
- Increased the visibility of ERM across the CAR Committee and other Board of Visitors committees.

Updated Enterprise Risk Landscape – May 2021



Maroon Border = Top 10 Risk

We are pleased to see **continued engagement** with the identified enterprise risks across the Board of Visitors committees and the executive leadership team. On multiple occasions during the past year, executive and senior leadership mentioned how the issues facing the institution were contemplated through the ERM process. Additionally, we are encouraged by the continued **broadening of coverage** in presentations to the Board of Visitors on ERM risks. Since the formation of the formal ERM program and introduction of the university's Enterprise Risk

20 of 24

enterprise risks
discussed with the
board

Landscape, 33 presentations and discussions highlighting ERM risk areas took place across the five standing Board of Visitors committees. The 24 enterprise risks are depicted in the following graphic with the size corresponding to number of discussions.



Institutional Compliance Program

Virginia Tech is committed to **integrity**, a **culture of compliance**, and promoting the **highest ethical standards** for all employees. Since 2017, OARC has led the university's Institutional Compliance Program (ICP) in promoting and supporting a working environment reflecting our commitment to compliance with all relevant legal and regulatory requirements. The ICP is a resource to support the Virginia Tech community in proactively meeting its compliance obligations and managing compliance risks.

"Virginia Tech is committed to integrity, a culture of compliance, and the promotion of the highest ethical standards for all employees."

- President Tim Sands

In fiscal year 2020-21, ICP activities included:

- Achieving a 97.5% completion rate (157 of 161) by 78 university-wide risk owners for initial risk assessments and initial analysis of resulting data.
- Managing an anonymous reporting hotline for compliance-related concerns.
- Pivoting focus of the Compliance Advisory Committee to compliance outreach and education.

In order to scale the compliance program to fully support the ever-growing complex regulatory frameworks, a Compliance Officer position was funded after the fiscal year to focus on monitoring compliance efforts university-wide, facilitating discussion amongst compliance owners, and staying current on emerging trends in higher education compliance. Once personnel is onboarded, OARC will begin developing compliance-related tools, such as a dedicated web-based site with training resources, compliance owner connectivity, and reporting functions.

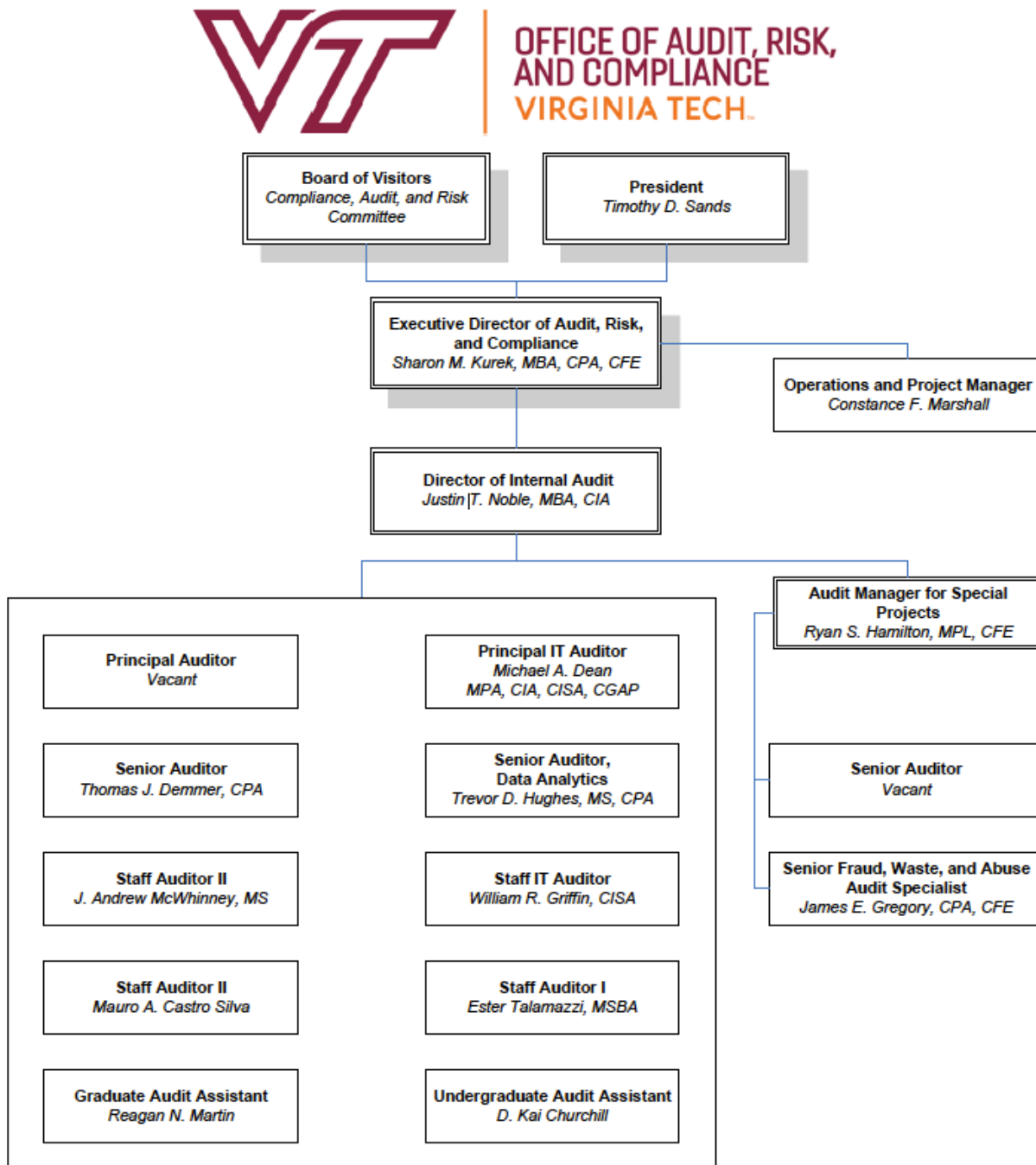
8 ELEMENTS OF AN EFFECTIVE COMPLIANCE PROGRAM



Staffing and Resources

Staffing continues to be a strategic focus. During the year, we successfully onboarded two new staff auditors, a graduate assistant, and an undergraduate student wage employee. The office is currently recruiting to fill two vacant auditor positions.

OARC Organizational Chart



Professional Service

OARC continues its longstanding tradition of professional engagement and service. Activities this year included:

- Association of College and University Auditors (ACUA)
 - Sharon M. Kurek served on the Ambassador Committee and Nominating Committee, is a member of the ACUA Faculty program, and was a speaker at AuditCon.
 - Justin T. Noble served on the Ambassador Committee and Nominating Committee, and was a speaker at AuditCon.
 - Trevor D. Hughes was a speaker at Audit Interactive and AuditCon, and volunteered on the data analytic ad-hoc group.
- Institute for Internal Auditors Southwest Virginia Chapter
 - Sharon M. Kurek, Thomas J. Demmer, and Mauro Castro Silva served on the Audit Committee.

Professional Qualifications

We are proud of our staff and the depth of experience in the team. OARC staff has more than 180 years of combined professional experience, including 165 years of combined experience in the audit, risk, and compliance profession. Additionally, staff has over 55 years of service to Virginia Tech. The staff maintains an extensive background with expertise in such areas as:

- Information technology;
- Fraud and forensics;
- Athletics;
- Healthcare;
- Financial aid;
- Research; and
- General financial, compliance, and operational auditing.

165

years of
professional
audit, risk, and
compliance
experience

Certification and Advanced Degrees

Professional Certifications			
4	Certified Public Accountants (CPA)	2	Certified Information Systems Auditor (CISA)
3	Certified Fraud Examiners (CFE)	1	Certified Government Auditing Professional (CGAP)
2	Certified Internal Auditor (CIA)	1	Project Management Professional (PMP)
Advanced Degrees			
2	Master of Business Administration (MBA)	1	Master of Public Administration (MPA)
1	Master of Architecture (MArch)	4	Master of Science (Business Analytics, Environmental Natural Resources, Sociology)
1	Master of Policy Leadership (MPL)		

Resourcing

The table below compares OARC's fiscal year 2020-21 expenditures with fiscal year 2019-20. While over 95% of OARC expenditures supported salaries and benefits, these costs decreased due to vacancies among staff members, which were intentionally held open due to the pandemic-related hiring freeze. Due to travel restrictions and other impacts of the COVID-19 pandemic, training expenses continued to decrease as training remained in virtual modality. Due to the prior year's decision to engage an external audit firm to complete two planned audit projects, we incurred expenses in that category in fiscal year 2019-20, but the use of consultants was avoided per university guidance in fiscal year 2020-21. Costs continue to remain high for software necessary to carry out OARC responsibilities in an effective and efficient manner, including electronic workpapers, data analysis tools, and the new Hokie Hotline.

Analysis of Expenditures

	FY 2019-20	FY 2020-21
Salaries and Benefits	\$ 1,782,251	\$ 1,730,542
Equipment	5,135	2,997
External Audit Firm Engagement	74,174	
Operating Expenses	40,940	35,461
Training	22,379	14,695
Personnel Expenses & Recruitment	22,769	
Audit Software	33,643	31,167
Total	\$ 1,981,282	\$ 1,814,862

Appendix A: FY 2020-21 Audit Plan Status

The chart below outlines the status of the fiscal year 2020-21 audit plan, as amended. Nine projects, including two advisory reviews, were carried forward to fiscal year 2021-22 but were completed before the November 2021 BOV meeting.

FY 2020-21 Audit Plan Status

Audit Project	Risk Ranking	BOV Mtg
Risk-Based Audit		
Americans with Disabilities Act (ADA) Compliance	High	<i>Canceled</i>
Athletics*	High	Nov 2021
Computer Science	High	Jun 2021
Foreign Gift and Contracts Reporting	High	<i>Deferred</i>
Fralin Life Sciences Institute	High	Nov 2021
HR: Compensation and Classification	High	<i>Deferred</i>
IT: Data Privacy	High	<i>Deferred</i>
IT: External Interfaces and Wire Transfers	High	Nov 2021
IT: Linux Server Security	High	Jun 2021
IT: Network Security	High	<i>Deferred</i>
Principal Investigator Research Management	High	Nov 2021
Procurement and Accounts Payable	High	Nov 2021
Research: Biosafety*	High	Nov 2021
Scholarships*	High	Jun 2021
Student Engagement and Campus Life	Medium	Mar 2021
Student Fees	Medium	Nov 2021
Student-Athlete Academic Success	High	Nov 2021
Title IX Compliance	High	<i>Deferred</i>
Veterinary Teaching Hospital	High	Nov 2021
Equine Medical Center	High	Nov 2021
Policy Compliance Reviews		
Office of the President		Mar 2021
Office of the Provost		Jun 2021
Pamplin College of Business		Mar 2021
Virginia Tech Carilion School of Medicine		Nov 2021
* Annual Audit on Different Components		

Additionally, OARC responded to management's requests for advisory services and consultative guidance in the following areas:

- Charlotte County – The Charlotte County Office of Virginia Cooperative Extension provides education through programs in Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, and Community Viability. The objective of this review was to assist management in assessing the office's funds handling procedures.
- Construction Project Management – Effective construction project management is a critical component to achieving the university's growth plans and requires cooperation and communication across all university stakeholders as well as construction partners. The objective of this review was to assess how the university managed risk associated with the capital construction program.
- Gift Accounting – The university's ambitious goals require the ongoing financial support of its alumni and donors. The objective of this review was to assist management in reviewing gift accounting processes across the various units involved. This project was carried forward as it was not completed during the fiscal year.
- Honors College – The mission of the Virginia Tech Honors College is to inspire and facilitate an extraordinary undergraduate education for students of exceptional motivation with a variety of life experiences. The objective of this review was to assess the major processes in the newly established college, including procedures used to establish or integrate new programs.
- Information Technology Security – The university maintains a vast IT enterprise to support meeting its mission. In any large research university, the IT risks are complex and ever evolving. At Virginia Tech, the risks are further elevated by the highly decentralized computing environment. The objective of this review was to assess risks and identify opportunities to address noncompliance in Virginia Tech's distributed computing environment.
- International Dependencies – Virginia Tech's mission is to be a leading global university – one that has a worldwide perspective, empowers graduates to solve world challenges, and is a top destination for global talent and innovation. Among the tremendous benefits, this global viewpoint introduces an element of risk in the form of dependency on international populations, governments, and infrastructure. This review was in follow-up to an Enterprise Risk Management tabletop exercise focused on potential impacts of reduced international student enrollment and will focus on specific and general takeaways regarding the identification of opportunities in this space. This project was initially halted during the COVID pandemic and subsequently canceled.
- Robotics Process Automation (RPA) – RPA is a technology that allows a "robot" to emulate and integrate the actions of humans in digital systems to execute business processes. The university has and continues to implement RPA into core financial functions. The objective of this review was to assist management in ensuring sound internal controls remain in the RPA enhanced processes. This project was carried forward as it was not completed during the fiscal year.

Appendix B: IIA Standards Disclosures



Per Charter:

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, Definition of Internal Auditing, Code of Ethics, and *International Standards for the Professional Practice of Internal Auditing*.

MANDATORY GUIDANCE																							
Core Principles	<ul style="list-style-type: none"> • Demonstrates integrity. • Demonstrates competence and due professional care. • Is objective and free from undue influence (independent). • Aligns with the strategies, objectives, and risks of the organization. • Is appropriately positioned and adequately resourced. • Demonstrates quality and continuous improvement. • Communicates effectively. • Provides risk-based assurance. • Is insightful, proactive, and future-focused. • Promotes organizational improvement. 																						
Definition of Internal Auditing	Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.																						
Code of Ethics	<p>Internal auditors are expected to apply and uphold the following principles:</p> <ul style="list-style-type: none"> • Integrity – The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgment. • Objectivity – Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments. • Confidentiality – Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so. • Competency – Internal auditors apply the knowledge, skills, and experience needed in the performance of internal audit services. 																						
International Standards for the Professional Practice of Internal Auditing	<p>Attribute Standards (1000 through 1300)</p> <table> <tr> <td>1000</td><td>Purpose, Authority, and Responsibility</td></tr> <tr> <td>1100</td><td>Independence and Objectivity</td></tr> <tr> <td>1200</td><td>Proficiency and Due Professional Care</td></tr> <tr> <td>1300</td><td>Quality Assurance and Improvement Program</td></tr> </table> <p>Performance Standards (2000 through 2600)</p> <table> <tr> <td>2000</td><td>Managing the Internal Audit Activity</td></tr> <tr> <td>2100</td><td>Nature of Work</td></tr> <tr> <td>2200</td><td>Engagement Planning</td></tr> <tr> <td>2300</td><td>Performing the Engagement</td></tr> <tr> <td>2400</td><td>Communicating Results</td></tr> <tr> <td>2500</td><td>Monitoring Progress</td></tr> <tr> <td>2600</td><td>Communicating the Acceptance of Risks</td></tr> </table>	1000	Purpose, Authority, and Responsibility	1100	Independence and Objectivity	1200	Proficiency and Due Professional Care	1300	Quality Assurance and Improvement Program	2000	Managing the Internal Audit Activity	2100	Nature of Work	2200	Engagement Planning	2300	Performing the Engagement	2400	Communicating Results	2500	Monitoring Progress	2600	Communicating the Acceptance of Risks
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OFFICE OF AUDIT, RISK,
AND COMPLIANCE
VIRGINIA TECH.

ANNUAL REPORT

Sharon M. Kurek, CPA, CFE, MBA
Executive Director of Audit, Risk, and Compliance

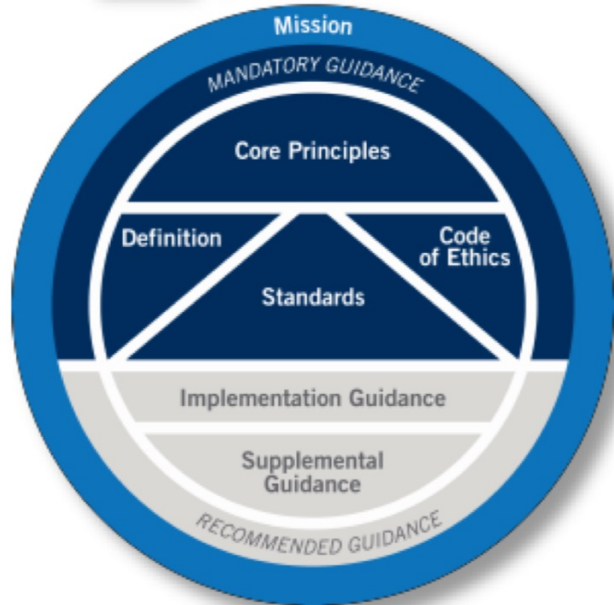
November 7, 2021



IIA REQUIREMENTS



International Professional
Practices Framework



The chief audit executive's reporting and communication to senior management and the board must include information about:

- The audit charter, including internal audit activity's purpose, authority, and responsibility.
- Independence of the internal audit activity.
- The audit plan and progress against the plan.
- Resource requirements.
- Results of audit activities.
- Conformance with the Code of Ethics and the Standards, and action plans to address any significant conformance issues (Quality Assurance & Improvement Program).
- Management's response to risk that, in the chief audit executive's judgment, may be unacceptable to the organization.

MISSION STATEMENT

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. OARC's mission is to **enhance and protect organizational value** by providing risk-based and objective **assurance, advice, and insight** as follows:

- **Audit:** Provide **independent, objective** assurance and advisory activity designed to **add value** and **improve university operations**. Audits help the university accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
- **Enterprise Risk Management:** Provide **oversight** of the enterprise risk management program by **creating and maintaining the framework** to effectively identify, assess, and manage risk.
- **Compliance:** Provide **oversight** of the institutional compliance program and the distributed processes that support compliance across the university.

STATE OF CONTROL ENVIRONMENT

OARC did not identify areas where management decided to accept a level of risk that we believed to be unacceptable.

Deficiencies representing significant control weaknesses were identified related to information technology security, as well as, a number of other areas requiring improvement.

Overall, management:

- accepts their responsibility for internal control and is supportive of audit efforts;
- generally accepts audit recommendations and responds by developing action plans to address concerns; and
- did not limit the work performed and independence/objectivity was not impaired.

FY 2020-21 HIGHLIGHTS

Internal Audit:

- 65% of audit plan completed
- 17 completed engagements
- 19 fraud, waste, or abuse cases initiated
- 4.6 out of 5 (92%) on client satisfaction surveys
- 95% on-time completion of high and medium action plans

92%

client
satisfaction

ERM

"top ten"
updated

98%

compliance
risk
assessments
completed

Enterprises Risk Management

- Updated university's enterprise risk landscape and heat map.
- Refreshed the "top ten" focus areas.
- Increased ERM engagement at all Board of Visitor committees .

Institutional Compliance Program:

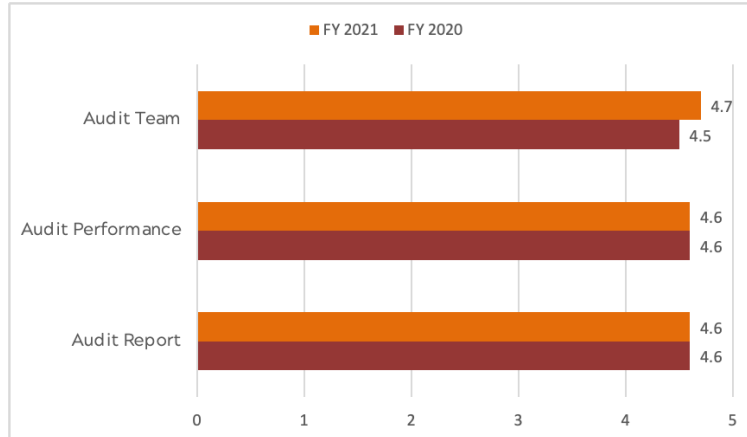
- 75+ distributed university-wide risk owners completed 160+ compliance risk assessments.
- 98% of compliance risk assessments completed.
- Ongoing management of the anonymous compliance concern reporting hotline.

FY 2020-21 AUDIT PLAN METRICS

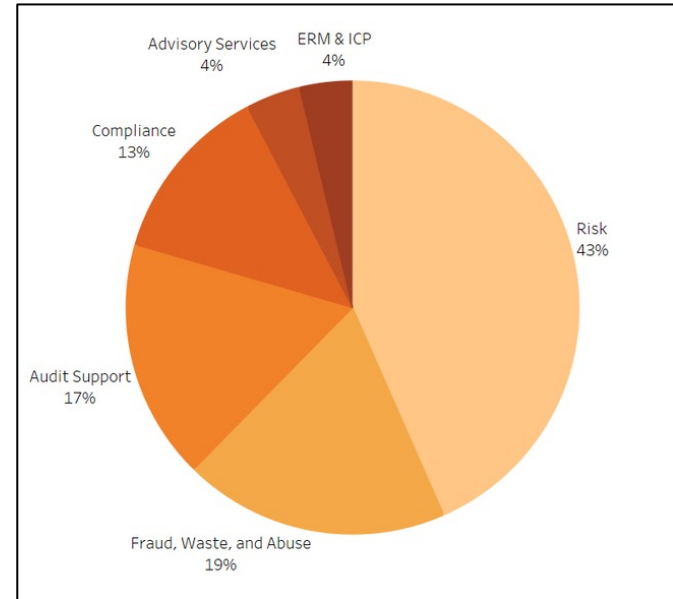
Audit Plan Status

Audits	
Total # of Audits Planned	28
Total # of Supplemental Audits	2
Total # of Carry Forwards	3
Total # of Planned Audits Deferred and/or Canceled	7
Total Audits in Plan as Amended	26
Total Audits Completed	17
Audits – Percentage Complete	65%
Audits – Percentage Complete or Underway	100%
Note: Includes Policy Compliance Reviews and Advisory Services	

Client Satisfaction Survey Results



Distribution of Direct Audit Hours



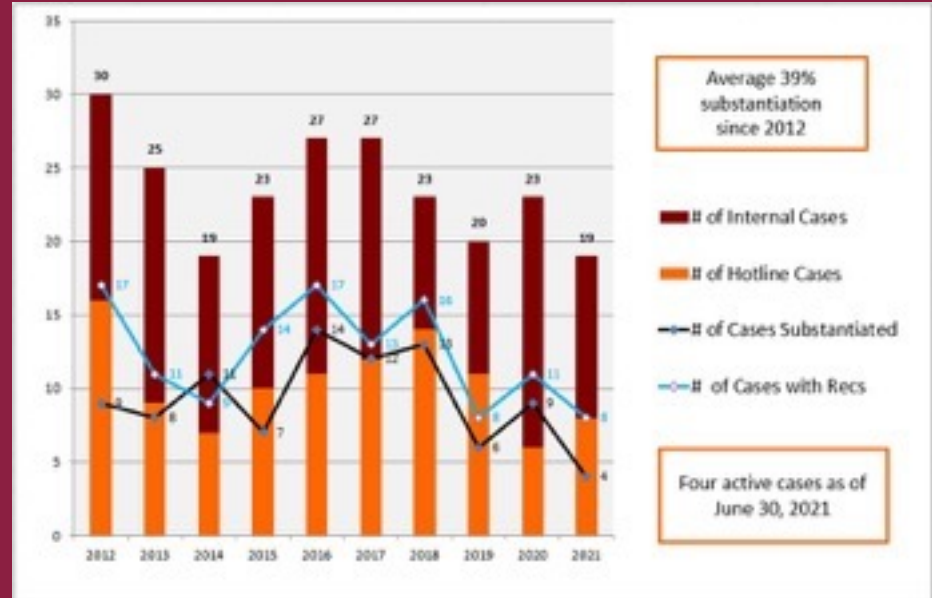
Management Corrective Action Summary

Beginning # of management corrective actions	56
Management corrective actions added	52
Management corrective actions closed	60
Current # of open management corrective actions	48

FRAUD, WASTE, AND ABUSE

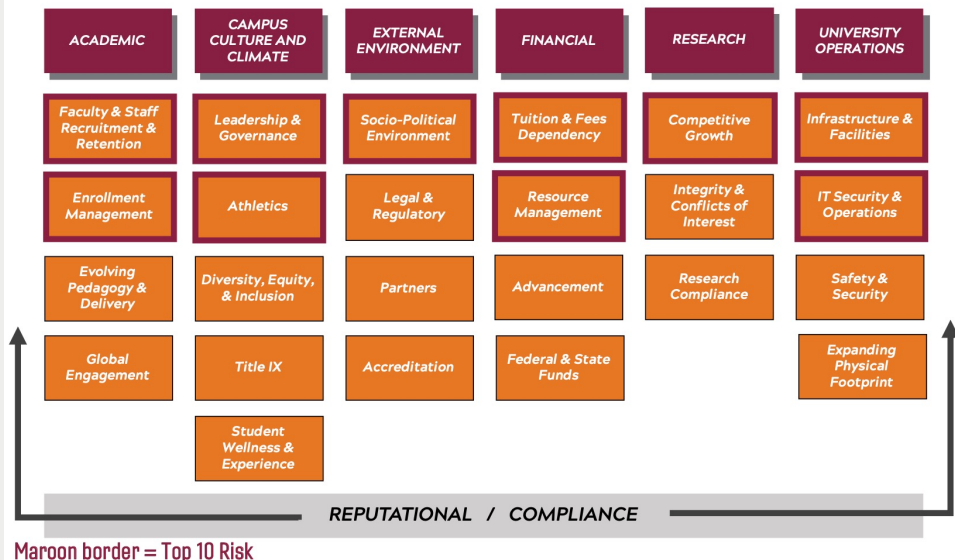


H O K I E H O T L I N E



ENTERPRISE RISK MANAGEMENT

Updated Enterprise Risk Landscape – May 2021



updated risk landscape including
evaluation of the 'top ten risks'

continued broadening of coverage in
presentations to the Board of Visitors on
ERM risks



INSTITUTIONAL COMPLIANCE PROGRAM

Highlights include:

- Achieving a 97.5% completion rate (157 of 161) by 78 university-wide risk owners for initial risk assessments
- Managing an anonymous reporting hotline for compliance-related concerns
- Pivoting focus of the Compliance Advisory Committee to compliance outreach and education
- Compliance Officer position was funded for FY 2022

“Virginia Tech is committed to integrity, a culture of compliance, and the promotion of the highest ethical standards for all employees.”

- President Tim Sands

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

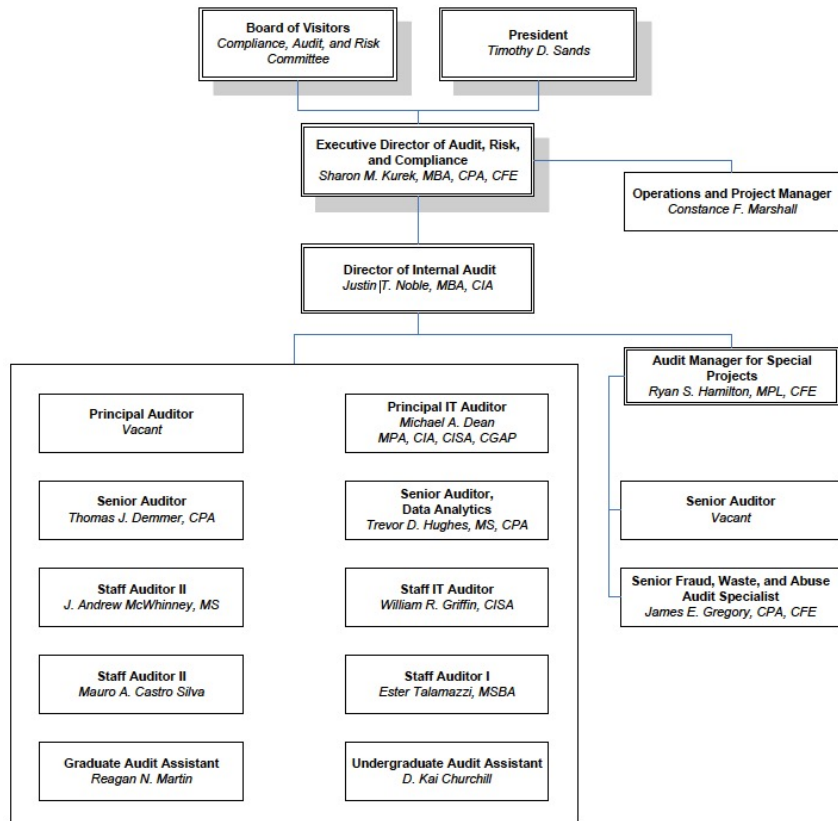
Internal compliance monitoring

Response to detected offenses

Perform periodic compliance risk assessments



**OFFICE OF AUDIT, RISK,
AND COMPLIANCE**
VIRGINIA TECH.



Certification and Advanced Degrees

Professional Certifications			
4	Certified Public Accountants (CPA)	2	Certified Information Systems Auditor (CISA)
3	Certified Fraud Examiners (CFE)	1	Certified Government Auditing Professional (CGAP)
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2	Master of Business Administration (MBA)	1	Master of Public Administration (MPA)
1	Master of Architecture (MArch)	4	Master of Science (Business Analytics, Environmental Natural Resources, Sociology)
1	Master of Policy Leadership (MPL)		

165
years of
professional
audit experience

>55
years of
Virginia Tech
experience

RESOURCING

Analysis of Expenditures

	FY 2019-20	FY 2020-21
Salaries and Benefits	\$ 1,782,251	\$ 1,730,542
Equipment	5,135	2,997
External Audit Firm Engagement	74,174	
Operating Expenses	40,940	35,461
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Personnel Expenses & Recruitment	22,769	
Audit Software	33,643	31,167
Total	\$ 1,981,282	\$ 1,814,862



QUESTIONS?

— Academic Enterprise Risk Discussion

Board of Visitors Meeting

Guru Ghosh

Don Taylor

November 2021



Today's Agenda

- **Evolving Pedagogy & Delivery**
- **Faculty & Staff Recruiting & Retention**
- **Global Engagement**



Evolving Pedagogy & Delivery

Campus Environment:

- Pedagogy, course delivery methods, and student perceptions are rapidly evolving.
- Experiential learning is becoming much more important to adult learners.
- The pandemic has made on-line learning more ubiquitous, yet the quality is often mixed.
- Employer needs are rapidly shifting, necessitating new programs.
- Innovation often appears in the boundaries between disciplines, requiring knowledge of how to tackle complex problems, leveraging technology and working in diverse teams.

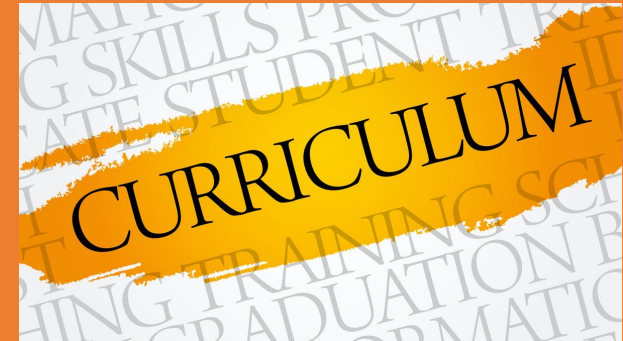




Mitigation Strategies

Practice continuous improvement in curriculum and course design to meet changing market demands, student expectations, and economic growth opportunities.

- DA/SGA Curricula
- Pathways general education
- Degree and major innovation
- Experiential learning academy
- Online learning committee established



Faculty & Staff Recruitment & Retention

Current Status:

- Seeking ways to increase faculty salaries and offer more competitive start-up packages
- Seeking ways to increase research funding and productivity
- Seeking ways to broaden our portfolio of state-of-the art courses and majors
- Seeking to maintain appropriate student-faculty ratios



Mitigation Strategies



Plan a recruitment budget that allows for competitive start-ups

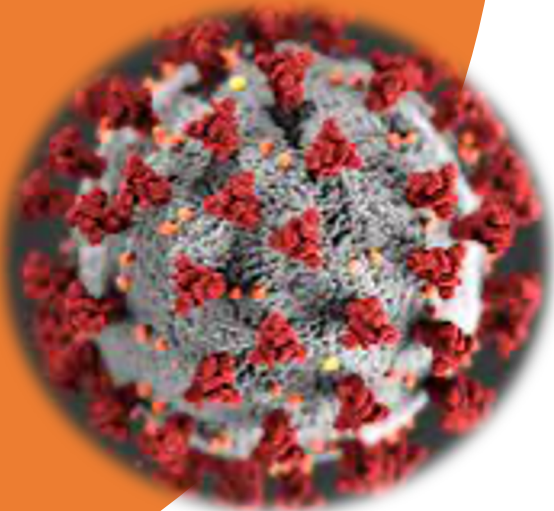


Allocate salary funding to facilitate market competitive salaries



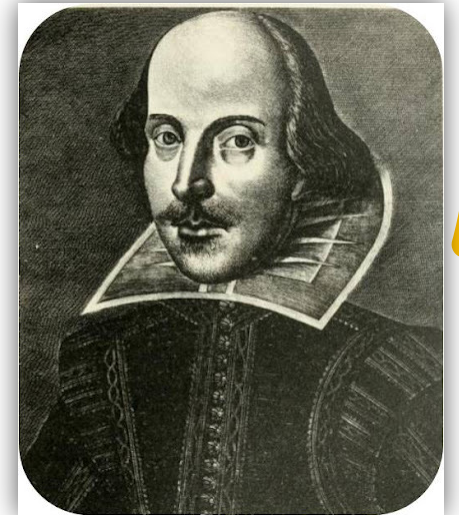
Allocate a budget that funds dual career hires

Global Interdependence



Risk Statement:

- Challenges in expanding international experiential experiences for students, geographic diversity in recruiting international students, and growing global research portfolio.





Sub-Risks:

- Dependence on relatively few countries for international students
- Lack of standardization of study abroad programs
- Growth on the African continent
- Limited participation of students in study abroad experiences
- Global Education, Global Research and Global Recruitment





Mitigation Strategies



Continue diversifying international recruitment activities and expand VT Bound program



Developing institutional expertise in Africa



Grow funding opportunities for global experiential experiences



Compliance of best practices established by the forum on education abroad-QUIP standards





Opportunities for Improvements:

- Each college should identify personnel responsible for international programs with liaison responsibilities to the office of outreach and international affairs. Deans and VPOIA should identify personnel and their responsibilities and provide appropriate training through OIA and Global Education Office based on responsibilities.
- Pursue scholarship support for student to use specifically for study abroad. VPOIA and Provost taking leadership on scholarship initiative.
- Formalize more international recruitment initiatives at the university.





General Discussion



Discussion of Future Topics
COMPLIANCE, AUDIT, AND RISK COMMITTEE
November 7, 2021

The Chair of the Compliance, Audit, and Risk Committee
will discuss agenda items for future meetings
and adjourn the committee meeting.

Open Joint Session Agenda

FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

Latham A/B, The Inn at Virginia Tech

5:30 p.m.

November 7, 2021

Agenda Item

Reporting Responsibility

- * 1. Ratification of the 2022 – 2028 Capital Outlay Plan
- * 2. Approval of Resolution to Amend a Long-term Lease for the Virginia Tech Research Center - Arlington

Ken Miller
Chris Kiwus
Bob Broyden

Ken Miller
Chris Kiwus
Bob Broyden

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

Briefing Report

JOINT FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

November 7, 2021

Joint Open Session

- * **1. Ratification of the 2022-2028 Capital Outlay Plan:** The Committees will review for ratification the 2022-2028 Capital Outlay Plan, as amended.

This is a proposed ratification of the 2022-2028 Capital Outlay Plan approved at the March 2021 meeting, where the Committees approved the university's list of potential projects for inclusion in the 2022-2028 Capital Outlay Plan and authorized the university to develop and submit a final plan in accordance with future guidance from the state and based on the projects in the approved list.

In response to the instructions and guidance from the state, adjustments to the plan included the insertion of a planning project for the Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute Expansion. This project was added to the General Fund priorities to provide opportunities to further explore discussions with Carilion Clinic, the City of Roanoke, and the commonwealth for this initiative. The other changes were technical in nature. As required by the instructions, only a portion of the projects were submitted in the funding request to the state.

The General Fund projects submitted may be used by the state to update its capital outlay plan and to make funding decisions in the 2022 budget session. Under the university's Management Agreement for Capital Projects, projects funded entirely with nongeneral funds may be approved by the Board on an as-needed basis.

- * **2. Approval of Resolution to Amend a Long-term Lease for the Virginia Tech Research Center – Arlington (VTRC-A):** The Committees will review for approval a resolution to amend a long-term lease for the Virginia Tech Research Center – Arlington.

The VTRC-A building, located at 900 Glebe Road in Arlington, Virginia, was constructed by the Virginia Tech Foundation (Foundation) on behalf of the university to expand research and development in the Greater Washington D.C. Metro area. The university currently leases levels two through six of the building, approximately 104,800 square feet, from the Foundation. The Virginia Tech Applied Research Corporation (VT-ARC), an affiliated university-related corporation with a highly active and diverse research portfolio, currently leases the entire seventh level of the

* **Requires full Board approval.**

building, approximately 21,300 square feet, from the Foundation. The seventh level includes a mix of offices, meeting rooms, and other spaces for VT-ARC's research and robust technology portfolio.

The university, VT-ARC, and the Foundation desire to streamline and simplify the business agreements regarding the lease structures, providing greater flexibility for the university and VT-ARC to efficiently manage operations that service research activity on the seventh level. The plan calls for the university to amend its existing lease to assume the lease of the seventh level of the VTRC-A, and for VT-ARC to lease space as needed from the university. Under this arrangement, the university would provide and maintain required IT security services for the seventh level.

The university has developed an entirely nongeneral fund resource plan to support the \$1.54 million annual lease for the additional 21,300 square feet and VT-ARC's outstanding loan balance due to the Foundation. The lease will reflect the standard break-even arrangement between the Foundation and the university. The terms for the lease would provide for up to ten years of occupancy, the present value of which would be approximately \$11 million and would exceed the capital project threshold of \$3 million.

This request is for authorization to amend the university's existing lease with the Foundation to include the seventh level space.

*** Requires full Board approval.**

Ratification of the Capital Outlay Plan for 2022-2028

JOINT FINANCE AND RESOURCE MANAGEMENT COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

October 22, 2021

Background:

At the March 2021 meeting, the Board of Visitors reviewed a resolution requesting approval of the university's 2022-2028 Capital Outlay Plan (Plan) and authorization to submit an updated Capital Plan to the state, in accordance with future guidance from the state and based on the projects on the approved list. The resolution was approved, and the university has proceeded accordingly.

On September 2, 2021, the state issued instructions for the preparation and submission of the 2022-2028 Capital Outlay Plan. The deadline for submission of the Six-Year Capital Outlay Plan to the state was September 23, 2021, and the university prepared and submitted the plan by the due date. The state instructions, consultation with the Department of Planning and Budget, and consultation with state budget policy makers resulted in adjustments to the Plan approved in March. The list below covers the main points of guidance provided to the university:

- i. the submission to the state is limited to projects requesting some portion of General Fund resources in their budget and projects requesting to participate in the state's nongeneral fund bond pools,
- ii. each agency may submit only a subset of its highest priorities,
- iii. supplement funding for projects previously approved for construction will be considered top budget priorities,
- iv. because capital funding may be limited, institutions should include small sized projects along with the traditional medium and large size projects,
- v. the prescribed cost escalation rate is adjusted to 4.25 percent from 3.0 percent, and
- vi. State policy makers encouraged exploration of a project to plan the expansion of the Virginia Tech-Carilion School of Medicine and the Fralin Biomedical Research Institute in Roanoke, Virginia.

In response to the instructions and guidance, Virginia Tech made the following adjustments to the Plan (Attachment A and Attachment B) approved in March.

Attachment A:

- i. Updated cost estimates to use the state's adjusted prescribed cost escalation rate of 4.25 percent,
- ii. Retitled two projects to better align with state budget priorities,
- iii. Included a planning project to explore discussions for an expansion of the Virginia Tech-Carilion School of Medicine and the Fralin Biomedical Research Institute,
- iv. Separated the Center Woods Complex Improvements and System-wide AREC Improvements subprojects of the Improve Research Facilities project to two individual projects to align with funding projections,

Attachment B:

- v. Removed Hitt Hall Academic and Dining Center following its authorization at the August Board of Visitors Meeting.

The insertion of the planning project for the Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute Expansion into Attachment A is a new item in the plan. This planning item is added to the General Fund list to provide opportunities to further explore discussions with Carilion Clinic, the City of Roanoke, and the commonwealth for this initiative. The other changes are technical in nature.

In recognition of the adjustments in accordance with the instructions and guidance from policy makers, the university is requesting ratification of an amended Capital Outlay Plan for 2022-2028. Attachment A shows the amended list of projects with General Fund support. Attachment B shows the amended list of nongeneral fund projects.

The instructions limited full-blown budget requests for the 2022-2024 biennium to a subset of the institution's highest priorities in the Plan and supplement funding for projects previously authorized for construction. The table below summarizes the subset of projects submitted with full-blown budget requests for the 2022-2024 biennium.

	Dollars in Thousands		
	General Fund	Nongeneral Fund	Total
University Division			
1. Randolph Hall Replacement	\$ 223,400	\$ 24,600	\$ 248,000
2. Planning for the Expansion of VT-Carilion School of Medicine & Fralin Biomedical Research Institute	133,400	-	133,400
3. Chemistry/Physics Facilities Renovation & Expansion (Formerly titled Renovate and Expand Hahn Hall)	76,800	30,300	107,100
4. Digital & Performance Media Facilities (Formerly titled Academic Renewal Package)	83,700	-	83,700
5. Supplement Life, Health, Safety, Code Compliance	7,300	-	7,300
Total University Division Projects	\$ 524,600	\$ 54,900	\$ 579,500
Cooperative Extension / Agriculture Experiment Station Division (CE/AES)			
1. Center Woods Complex Improvements	\$ 13,400	\$ -	\$ 13,400
2. System-wide AREC Improvements	16,850	-	16,850
3. Supplement Livestock and Poultry Research Facilities, Phase I	5,800	-	5,800
Total CE/AES Division Projects	\$ 36,050	\$ -	\$ 36,050
GRAND TOTAL	\$ 560,650	\$ 54,900	\$ 615,550

State Capital Budget Review and Approval Process:

The next steps for the state's 2021 budget session include at least five major phases as summarized below:

- 1) A state appointed Six-Year Capital Outlay Plan Advisory Committee (staffed by several central agencies and offices) will review all 2022-2028 capital plans submitted by agencies and institutions over the summer of 2021. This phase will include ongoing interactions by the university to position its projects.
- 2) By November 1, 2021, the Advisory Committee will provide a set of recommendations to the Governor, Chairman of the Senate Finance Committee, and Chairman of House Appropriations Committee to update the state's capital outlay plan for the 2022-2028 period.

- 3) On December 16, 2021, the Governor is scheduled to present to the General Assembly a bill proposing the state's updated capital outlay plan and a budget bill including planning funds or full funding for high priority items in the plan.
- 4) The legislature may amend the proposed plan and the proposed funding program in the Executive Budget Bill during the 2022 General Assembly. Depending on the overall size of the capital program and the amount of General Fund support for its projects, the university may submit legislative amendments for projects. This phase includes ongoing interactions by the university until a budget bill is passed.
- 5) July 1, 2022, the state's updated 2022-2028 plan, capital funding program, and list of projects for the 2022-2024 biennium becomes effective.

Recommendation:

That the Six-Year Capital Outlay Plan listing of projects shown on Attachment A for the period 2022 through 2028 be ratified for budget consideration with the state.

Further, that the list of projects shown on Attachment B be approved as the university's Six-Year Capital Outlay Plan of entirely nongeneral fund capital projects for the 2022-2028 planning period, with projects individually approved by the Board of Visitors prior to implementation.

November 8, 2021

Attachment A

General Fund Six-Year Capital Outlay Plan for 2022-2028

as of September 23, 2021

		Dollars in Thousands		
		<u>General Fund</u>	<u>Nongeneral Fund</u>	<u>Total</u>
University Division				
1	Randolph Hall Replacement	\$ 223,400	\$ 24,600	\$ 248,000
2	Planning for the Virginia Tech-Carilion School of Medicine and Fralin Biomedical Research Institute	133,400	-	133,400
3	Chemistry/Physics Facilities Renovation and Expansion	76,800	30,300	107,100
4	Digital and Performance Media Facilities	83,700	-	83,700
	Digital and Performance Media Center			
	Renovate Media Building			
	Student Advising and Academic Services Center			
	Classroom Renovations			
	Lane Hall Renovation			
5	Robeson Hall Renovation	38,700	7,600	46,300
6	Newman Library Renovation	73,500	-	73,500
7	Derring Hall Renovation	98,200	8,000	106,200
8	Life, Health, Safety, Code Compliance Package	7,300	-	7,300
	Total University Division Projects	<u>\$ 735,000</u>	<u>\$ 70,500</u>	<u>\$ 805,500</u>
Cooperative Extension / Agriculture Experiment Station Division (CE/AES)				
1	Center Woods Complex Improvements	\$ 13,400	\$ -	\$ 13,400
2	System-wide Agricultural Research and Extension Centers Improvements, Phase I	16,850	-	16,850
3	Replace Animal Based Facilities at Glade Road	27,500	-	27,500
4	Animal Production and Livestock Facilities, Phase II	28,300	-	28,300
5	Plant and Environmental Sciences Research Facility (HABB-II)	71,300	-	71,300
	Total CE/AES Division Projects	<u>\$ 157,350</u>	<u>\$ -</u>	<u>\$ 157,350</u>
Total General Fund Capital Plan for 2022-2028		<u>\$ 892,350</u>	<u>\$ 70,500</u>	<u>\$ 962,850</u>

Attachment B
Nongeneral Fund Six-Year Capital Outlay Plan for 2022-2028
as of September 23, 2021

Dollars in Thousands			
	<u>General Fund</u>	<u>Nongeneral Fund</u>	<u>Total</u>
Blacksburg Academic			
Gilbert Street Building (long-term lease)	\$ -	\$ 71,000	\$ 71,000
New Building for Pamplin College of Business	-	80,800	80,800
Research Swing Space (long-term lease)	-	20,000	20,000
Veterinary Teaching Hospital Expansion	-	30,000	30,000
	<u>-</u>	<u>201,800</u>	<u>201,800</u>
Blacksburg Auxiliaries			
Food Processing Center and Warehouse	-	10,000	10,000
Tennis Center Improvements	-	4,000	4,000
	<u>-</u>	<u>14,000</u>	<u>14,000</u>
Greater Washington D.C., Metro Area			
Ballston: Renovate Research Space	-	5,000	5,000
	<u>-</u>	<u>5,000</u>	<u>5,000</u>
Total Nongeneral Fund Capital Plan for 2022-2028	<u>\$ -</u>	<u>\$ 220,800</u>	<u>\$ 220,800</u>
 GRAND TOTAL SIX-YEAR CAPITAL OUTLAY PLAN	 <u>\$ 892,350</u>	 <u>\$ 291,300</u>	 <u>\$ 1,183,650</u>

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RATIFICATION OF THE 2022-2028 CAPITAL OUTLAY PLAN

BOB BROYDEN, ASSOCIATE VICE PRESIDENT FOR
CAMPUS PLANNING AND CAPITAL FINANCING

NOVEMBER 7, 2021

└ *Purpose*

The Plan was approved by the Board in March 2021 with the understanding future budget instructions and guidance from the state may compel changes.

The university is requesting ratification of an amended Capital Outlay Plan for 2022-2028 in recognition of adjustments in accordance with the instructions and guidance from state policy makers.

└ *Adjustments to the Plan*

- A. Updated cost estimates to use the state's adjusted prescribed cost escalation rate of 4.25 percent
- B. Retitled two projects to better align with state budget priorities
- C. Separated the subprojects of the Improve Research Facilities project into two individual projects to align with funding projections
- D. Included a planning project to explore discussions for an expansion of the Virginia Tech-Carilion School of Medicine and the Fralin Biomedical Research Institute
- E. Removed Hitt Hall Academic and Dining Center following its authorization at the August meeting

Adjusted General Fund Project Listing

Based on the budget instructions, full-blown budget requests were submitted to the state for the marked (*) projects

University Division

1. *Randolph Hall Replacement
2. *Planning for Expansion of VTC-SOM and FBRI
3. *Chemistry/Physics Facilities
4. *Digital and Performance Media Facilities
5. Robeson Hall Renovation
6. Newman Library Renovation
7. Derring Hall Renovation
8. *Life, Health, Safety, Accessibility, Code Compliance

Cooperative Extension/Agriculture Experiment Station Division

1. *Center Woods Complex Improvements
2. *System-wide AREC Improvements, Phase I
3. Replace Animal Facilities at Glade Road
4. Animal Production and Livestock Facilities, Phase II
5. Plant and Environmental Sciences Research Facility

Additional General Fund Budget Requests Submitted to the State

- The 2022 budget instructions allow for supplement funding requests for certain projects previously approved for construction

University Division

Life, Health, Safety, Accessibility, Code Compliance Supplement

Cooperative Extension/Agriculture Experiment Station Division

Livestock and Poultry Research Facilities, Phase I Supplement

- Total General Fund Budget Requests Submitted to the State:

University Division	\$ 579,500,000
CE/AES Division	<u>36,050,000</u>
Grand Total	\$ 615,550,000

Resolution for the Ratification of the Capital Outlay Plan for 2022-2028

RECOMMENDATION:

That the Six-Year Capital Outlay Plan listing of projects shown on Attachment A for the period 2022 through 2028 be ratified for budget consideration with the state.

Further, that the list of projects shown on Attachment B be approved as the university's Six-Year Capital Outlay Plan of entirely nongeneral fund capital projects for the 2022-2028 planning period, with projects individually approved by the Board of Visitors prior to implementation.

NOVEMBER 8, 2021

**Resolution to Amend the Long-Term Lease for the Virginia Tech Research Center
- Arlington**

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 26, 2021

The Virginia Tech Research Center – Arlington (VTRC-A) located at 900 Glebe Road in Arlington, Virginia is a seven-floor facility constructed in 2011 by the Virginia Tech Foundation (Foundation). The building was constructed on behalf of the university to expand research and development in the Greater Washington D.C. Metro area. The university currently leases levels two through six of the building, approximately 104,800 square feet, from the Foundation. The university space houses 17 programs.

The Virginia Tech Applied Research Corporation, Inc. (VT-ARC) is an affiliated university-related corporation with a highly active and diverse research portfolio that encompasses cyber, autonomous systems, data science, wireless communications, and advanced manufacturing. VT-ARC currently leases the entire seventh level of the building, approximately 21,300 square feet, from the Foundation. The seventh level includes a mix of offices, meeting rooms, and other spaces for VT-ARC's research and robust technology portfolio.

The university, VT-ARC, and the Foundation desire to streamline and simplify the business agreements regarding the lease structures. A streamlined lease structure will provide greater flexibility for the university and VT-ARC to efficiently manage operations that service research activity on the seventh floor. The plan calls for the university to amend its existing lease to assume the lease of the seventh floor of the VTRC-A. The VT-ARC would then lease space as needed from the university. Under this arrangement, the university would provide and maintain required IT security services for the seventh floor.

The university has developed an entirely nongeneral fund resource plan to support the \$1.54 million annual lease for the additional 21,300 square feet and VT-ARC's outstanding loan balance due to the Foundation. The lease will reflect the standard break-even arrangement between the Foundation and the university. The terms of the lease would provide for up to ten years of occupancy, the present value of which would be approximately \$11 million and would exceed the capital project threshold of \$3 million.

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 funding of nongeneral fund capital outlay projects, including long-term leases. This request is for authorization to amend the university's existing lease with the Foundation to include the seventh floor space.

**RESOLUTION FOR A LONG-TERM LEASE FOR
THE VIRGINIA TECH RESEARCH CENTER - ARLINGTON**

WHEREAS, the Virginia Tech Research Center - Arlington (VTRC-A) located at 900 Glebe Road in Arlington, Virginia is a seven-floor facility constructed in 2011 by the Virginia Tech Foundation (Foundation) to expand research and development in the Greater Washington D.C. Metro area; and,

WHEREAS, the university currently leases levels two through six of the building, approximately 104,800 square feet, from the Foundation; and,

WHEREAS, the university desires to assume the lease of the seventh floor of the VTRC-A; and,

WHEREAS, the university is prepared to amend the existing long-term lease with the Foundation to add the entire seventh level; and,

WHEREAS, the university has a funding plan that calls for entering a long-term lease with the Foundation at a rate sufficient to retire the facility costs, normal property carrying costs, operating expenses, and the outstanding balance of VT-ARC's loan agreement due to the Foundation; and,

WHEREAS, the lease rate between the university and the Foundation will be based on a break-even arrangement; and,

WHEREAS, Virginia Tech has developed a nongeneral fund resource plan sufficient to cover the estimated \$1.54 million annual lease cost plus executory and other property carrying costs; and,

WHEREAS, under the 2006 Management Agreement between the Commonwealth of Virginia and Virginia Tech, the Board of Visitors has authority to approve the budget, size, scope, debt issuance, and overall funding of nongeneral funded major capital outlay projects, including long-term leases.

NOW, THEREFORE, BE IT RESOLVED, that Virginia Tech be authorized to amend the long-term lease with the Foundation for the Virginia Tech Research Center – Arlington to include the entire seventh floor and associated costs.

RECOMMENDATION:

That the resolution authorizing Virginia Tech to amend the long-term lease with the Virginia Tech Foundation for the Virginia Tech Research Center - Arlington be approved.

November 8, 2021

RESOLUTION TO AMEND A LONG-
TERM LEASE FOR THE VIRGINIA TECH
RESEARCH CENTER - ARLINGTON

BOB BROYDEN, ASSOCIATE VICE PRESIDENT FOR
CAMPUS PLANNING AND CAPITAL FINANCING

NOVEMBER 7, 2021

└ Lease for Virginia Tech Research Center - Arlington

- The Virginia Tech Research Center - Arlington (VTRC-A) is a seven-floor facility constructed in 2011 by the Virginia Tech Foundation.
- The university currently leases levels two through six of the building, approximately 104,800 square feet.
- The Virginia Tech Applied Research Corporation, Inc. (VT-ARC) currently leases the entire seventh level of the building, approximately 21,300 square feet.



Virginia Tech Research Center

┐ *Lease for Virginia Tech Research Center - Arlington*

- The university, VT-ARC, and the Foundation desire to streamline and simplify the business agreements regarding the lease structures.
- A streamlined lease structure will provide greater flexibility for the university and VT-ARC to efficiently manage operations that service research activity on the seventh floor.
- The plan calls for the university to amend its existing lease to assume the lease of the seventh floor of the VTRC-A.
- The terms of the lease would include renewals for up to ten years of occupancy, the present value of which would exceed the capital project threshold of \$3 million.

Resolution for a Long-term Lease for the Virginia Tech Research Center - Arlington

NOW, THEREFORE BE IT RESOLVED, that Virginia Tech be authorized to amend the long-term lease with the Foundation for the Virginia Tech Research Center - Arlington to include the entire seventh floor and associated costs.

RECOMMENDATION:

That the resolution authorizing Virginia Tech to amend the long-term lease with the Virginia Tech Foundation for the Virginia Tech Research Center - Arlington be approved.

NOVEMBER 8, 2021

Open Session Agenda
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
Latham A/B, The Inn at Virginia Tech
8:00 a.m.
November 8, 2021

<u>Agenda Item</u>	<u>Reporting Responsibility</u>
1. Welcome and Opening Remarks	Ed Baine
2. Consent Agenda	Ed Baine
a. Approval of Minutes of the August 30-31, 2021 Meeting	
b. Annual Write-off of Delinquent Accounts	
* c. Approval of Pratt Fund Program and Expenditures Report	
d. Report on Actions Taken Under the Delegation of Authority and Policy 4240 and the Corresponding Financial and Programmatic Impacts	
* e. Approval of Resolution Updating Policy 12111, Acceptance of Terms and Conditions Associated with Donations, Gifts, & Other Philanthropic Support	
3. Update on Advancement	Charlie Phlegar
◆ 4. Annual Report on Research Finances and Resources	Dan Sui
* 5. Approval of Board Rates for Spring 2022	Dwayne Pinkney
6. Annual Report on the University's Student Financial Aid Resources	Tim Hodge Luisa Havens Gerardo
◆ 7. Discussion on Resource Development	Dwayne Pinkney
* 8. Review and Approval of the 2022-2028 Six-Year Plan	Dwayne Pinkney Ken Miller Tim Hodge
9. Annual Report on Investments and Quasi-Endowments	Ken Miller John Cusimano Tim Hodge
10. Review and Acceptance of the Annual Report on University Debt Ratio and Debt Capacity	Ken Miller Bob Broyden John Cusimano
* 11. Approval of Year-to-Date Financial Performance Report (July 1, 2021 – September 30, 2021)	Tim Hodge Bob Broyden
12. Discussion of Future Agenda Topics and Closing Remarks	Ed Baine

* **Requires full Board approval.**

◆ **Discusses Enterprise Risk Management topic(s).**

Briefing Report

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

November 8, 2021

Open Session

1. Welcome and Opening Remarks

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

a. **Approval of Minutes of the August 30-31, 2021 Meeting:** The Committee will review and approve the minutes of the August 30-31, 2021 meeting.

b. **Annual Write-off of Delinquent Accounts:** As of June 30, 2021, the amount of write-offs of delinquent accounts totaled \$341,139 which represents 0.03 percent of the 2020 annual operating revenues of \$1.19 billion. The current year write-off is consistent with the total write-off amounts in recent years.

* c. **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 2020-2021, the College of Engineering had total expenditures of \$849,543 and the Department of Animal Nutrition had total expenditures of \$710,671.

d. **Report on Actions Taken Under the Delegation of Authority and Policy 4240 and the Corresponding Financial and Programmatic Impacts:** The Committee will receive an update on the actions taken under the delegation of authority and policy 4240 and the corresponding financial and programmatic impacts. There have been no actions taken since the quarterly update provided at the March 2021 Finance and Resource Management open session meeting.

* e. **Approval of Resolution Updating Policy 12111, Acceptance of Terms and Conditions Associated with Donations, Gifts, & Other Private Philanthropic Support:** The Committee will review for approval a resolution updating Policy 12111, Acceptance of Terms and Conditions Associated with Donations, Gifts, & Other Private Philanthropic Support.

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

3. **Update on Advancement:** University Advancement will provide a report on their fundraising efforts including a campaign update, the most recent numbers for New Gifts and Commitments (NG&C) and Cash, and an overview of the progress made to reach the 22 percent participation rate by 2022 goal.
- ◆ 4. **Annual Report on Research Finances and Resources:** The Committee will receive a comprehensive annual report on research finances and resources highlighting university research development and expenditures, proposal trends, and an overview of Link, License, and Launch. This report will also include an overview of the Enterprise Risk landscape and mitigation strategies.
- * 5. **Approval of Board Rates for Spring 2022:** The Committee will review for approval the proposed board rates for the Spring 2022 semester. The Board of Visitors set Board rates for the 2021-2022 academic year in March 2021. In September 2021, the university approved an increase to entry wage levels for Dining Services employees to \$15 per hour for hourly wage employees and \$15.25 per hour for salaried employees. These significant and unanticipated cost increases require revisions to menu prices in the university's dining halls. A 9.1 percent increase is proposed for board fees, effective for the spring 2022 semester, to cover the market adjustment for compensation rates.
6. **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 \$537.9 million to \$541.4 million in fiscal year 2021.
- ◆ 7. **Discussion on Resource Development:** The Committee will receive a presentation on resource development and will have an opportunity for discussion. The presentation includes resource management strategies, cost drivers, tuition considerations, initiative planning, philanthropy, and enterprise risk.
- * 8. **Review and Approval of the 2022-2028 Six-Year Plan:** The Committee will review for approval the 2022-2028 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 2022-2028 Six-Year Plan on

* **Requires full Board approval.**

◆ **Discusses Enterprise Risk Management topic(s).**

April 30, 2021 and an initial submission was provided to the state on July 1, 2021. After a review and response period, the university and state finalized the plan on October 1, 2021. 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 2022-2024. 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.

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.

9. **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 2022, 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, 2021, the market value of university funds invested in the short to intermediate-term pool was \$501.8 million and in the Foundation was \$500.8 million. The short-term university investment income for fiscal year 2022 is estimated to be approximately \$2.4 million and the long-term investment income for fiscal year 2022 is estimated to be approximately \$19.7 million. The university's investment income is budgeted for restricted and unrestricted purposes to support scholarships, professorships, graduate student assistantships, auxiliary enterprises, the Virginia Tech Carilion School of Medicine, one-time or limited recurring commitments for strategic institutional goals and initiatives, and building adequate operating reserves. This includes the strategic milestone of growing net assets by \$20 million per year.

10. **Review and Acceptance of the Annual Report on University Debt Ratio and Debt Capacity:** The Committee will receive for acceptance a report on the university's debt ratio and

* Requires full Board approval.

◆ Discusses Enterprise Risk Management topic(s).

debt capacity. At the conclusion of fiscal year 2020-21, outstanding long-term debt of the university totaled \$511.5 million with a debt ratio of 3.29 percent of operating expenditures. The university requests amended guidance to manage debt issuances at a level that ensures the debt ratio does not exceed six percent of operating expenditures.

- * **11. Approval of Year-to-Date Financial Performance Report (July 1, 2021 – September 30, 2021):** The Committee will review for approval the Year-to-Date Financial Performance Report for July 1, 2021 to September 30, 2021. For the first quarter, budget adjustments were made to reflect revisions to projected revenues and expenditures. To accomplish work that was delayed by the pandemic, the university authorized a one-time expenditure budget increases of \$8.5 million for the University Division and \$2.9 million for the Cooperative Extension and Agriculture Experiment Station. The annual expense budget for Auxiliary Enterprises was increased by \$12.6 million for outstanding prior year commitments and projects that were initiated but not completed before June 30, 2021.

Tuition and Fee revenues are ahead of projections due to higher than projected summer session enrollments and higher than projected nonresident graduate enrollment. Revenues in the Residential and Dining Hall Auxiliary Enterprise are lower than projected due to lower than anticipated residence hall occupancy; this was partially offset by higher than budgeted meal plan sales.

For the quarter ending September 30, 2021, \$32.2 million was expended for Educational and General capital projects, and \$12.8 million was expended on Auxiliary Enterprises capital projects. Cumulative capital outlay expenditures for the quarter ending September 30, 2021 totaled \$45 million.

- 12. 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.

◆ Discusses Enterprise Risk Management topic(s).

WELCOME AND OPENING REMARKS

ED BAINE

COMMITTEE CHAIR, FINANCE AND RESOURCE
MANAGEMENT COMMITTEE

CONSENT AGENDA

- a. Approval of Minutes of the August 30-31, 2021 Meeting
- b. Annual Write-off of Delinquent Accounts
- * c. Approval of Pratt Fund Program and Expenditures Report
- d. Report on Actions Taken Under the Delegation of Authority and Policy 4240 and the Corresponding Financial and Programmatic Impacts
- * e. Approval of Resolution Updating Policy 12111, Acceptance of Terms and Conditions Associated with Donations, Gifts, & Other Philanthropic Support

Committee Minutes

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

The Inn at Virginia Tech

August 30-31, 2021

Joint Open Session with the Buildings and Grounds Committee

August 30, 2021

Board Members Present: Sharon Brickhouse Martin, Shelley Butler Barlow, Carrie Chenery, Greta Harris, C. T. Hill, Tish Long, Phil Miskovic – Graduate Student Representative, Melissa Nelson, Chris Petersen, Horacio Valeiras, Robert Weiss – Faculty Representative, Preston White, Serena Young – Staff Representative

Virginia Tech Personnel: Mac Babb, Lynsay Belshe, Eric Brooks, Bob Broyden, Charlene Casamento, Cyril Clarke, Van Coble, Al Cooper, John Cusimano, Corey Earles, Jeff Earley, Alisha Ebert, Kari Evans, Michael Evans, Lance Franklin, Ron Fricker, Bryan Garey, Mark Gess, Alan Grant, Tony Haga, Wendy Halsey, Mary Helmick, Kay Heidbreder, Jim Hillman, Patrick Hilt, Elizabeth Hooper, Mary-Ann Ibeziako, Frances Keene, Chris Kiel, Chris Kiwus, Sharon Kurek, Jamie Lau, Jack Leff, Rob Mann, Meghan Marsh, Elizabeth McClanahan, Nancy Meacham, Ken Miller, Liza Morris, Saied Mostaghimi, Mike Mulhare, Justin Noble, Kim O'Rourke, Mark Owczarski, Dwayne Pinkney, Ellen Plummer, John Randolph, Tim Sands, Frank Shushok, Adam Smith, Ken smith, Don Taylor, Dwyn Taylor, Jon Clark Teglas, Tracy Vosburgh, Chris Yianilos

- * 1. **Approval of Resolution for a Capital Project for Hitt Hall:** The Committees reviewed for approval the resolution for a capital project for Hitt Hall.

In 2017, the Board of Visitors approved a \$6 million planning authorization to design a multi-purpose facility to support doubling the size of the Building Construction academic program, increasing dining services, and increasing general assignment instruction space. The project design for the approximately 100,000 gross square foot facility is 65 percent complete, with an early site package expected to begin in October 2021 and the building construction package slated to start in January 2022.

The university estimates that the total project cost will be \$85 million, inclusive of all hard and soft costs. The funding plan for this project calls for \$25 million of private support, \$47 million of dining services revenues, and \$13 million of internal lease funding for the academic space. The timing of revenues results in the use of cash and approximately \$73 million of debt.

This request is for approval of a \$79 million supplement to the existing \$6 million authorization for an adjusted \$85 million authorization to complete the construction of the Hitt Hall project.

The Committees recommended the Resolution for a Capital Project for Hitt Hall to the full Board for approval.

There being no further business, the meeting adjourned at 5:16 p.m.

Open Session

August 31, 2021

Board Members Present: Sharon Brickhouse Martin, Shelley Butler Barlow, Carrie Chenery, Paolo Fermin – Undergraduate Student Representative, Greta Harris, C. T. Hill, Tish Long, Phil Miskovic – Graduate Student Representative, Melissa Nelson, Chris Petersen, Horacio Valeiras, Robert Weiss – Faculty Representative, Preston White, Serena Young – Staff Representative

Virginia Tech Personnel: Callan Bartel, Lynsay Belshe, James Bridgeforth, Eric Brooks, Bob Broyden, Charlene Casamento, Cyril Clarke, Lance Collins, Al Cooper, David Crotts, John Cusimano, Jon Deskins, Corey Earles, Alisha Ebert, Kari Evans, Lance Franklin, John Forte, Bryan Garey, Luisa Havens Gerardo, Rebekah Gunn, Kay Heidbreder, Mary Helmick, Jim Hillman, Tim Hodge, Elizabeth Hooper, Frances Keene, Chris Kiwus, Sharon Kurek, Elizabeth McClanahan, Nancy Meacham, Ken Miller, Terri Mitchell, Justin Noble, Kim O'Rourke, Mark Owczarski, Charlie Phlegar, Dwayne Pinkney, Ellen Plummer, Menah Pratt-Clarke, Julia Ross, Robin Queen, Tim Sands, Adam Smith, Ken Smith, Dan Sui, Don Taylor, Jon Clark Teglas, Tracy Vosburgh

1. **Welcome and Opening Remarks:** The acting Chair welcomed the attendees and gave opening remarks.
2. **Consent Agenda:** The Committee considered for approval and acceptance the items listed on the Consent Agenda.

a. Approval of Minutes of the June 8, 2021 Meeting

- * **b. Approval of Falls Church Property Acquisition 9(d) Debt Financing Resolution:** This debt financing resolution is for the Falls Church property acquisition. The total \$11.08 million project will be funded entirely by 9(d) debt. Debt service for the project will be covered by redirecting retired debt service from the original Falls Church project.

The Committee approved the items on the Consent Agenda and recommended the Falls Church Property Acquisition 9(d) Debt Financing Resolution to the full Board for approval.

- ◆ 3. **Comprehensive Update on Advancement:** The Committee received a comprehensive presentation from University Advancement on the year-end giving results for fiscal year 2021. This presentation also included an update on alumni participation and growth trends; an overview of the Enterprise Risk landscape and mitigation strategies; and a summary of near-term focus areas for fundraising priorities such as the athletics *Reach for Excellence* campaign, Innovation Campus, and the Sesquicentennial and the ongoing Boundless Impact campaign.
- * 4. **Approval of Authorization of General Banking Resolution:** The Committee reviewed for approval an authorization of general banking resolution. This resolution authorizes the President, Senior Vice President and Chief Business Officer, or the University Treasurer, or their designees, to transact the day-to-day banking duties on behalf of the university.

The Committee recommended the Authorization of General Banking Resolution to the full Board for approval.

- ◆ 5. **Update on the Financial Impacts Caused by the COVID-19 Pandemic:** The Committee received an update on the financial impacts caused by the COVID-19 pandemic. This update provided an overview of the impacts from fiscal year 2020 and fiscal year 2021; the risks and uncertainty of potential impacts in fiscal year 2022; the remaining federal funding available to address financial impacts of the pandemic; and the Enterprise Risk landscape and mitigation strategies.
- 6. **Related Corporations Performance – Update on Virginia Tech – Applied Research Corporation:** The Committee received an update on the performance of the Virginia Tech - Applied Research Corporation (VT-ARC), a Virginia Tech related corporation, from John Forte, the president and chief executive officer. The mission of this corporation is to deliver tailored analysis, research, and engineering to address problems of national and global importance. VT-ARC specializes in applied research, translational research, technical services, and commercialization.

This update provided an overview of VT-ARC's defining work and affiliations, the VT-ARC "Research Ecosystem" Approach, strategic priorities for fiscal years 2022 through 2024, leadership and organizational structure, the overall financial picture, an in-depth program analysis, research and technical services exemplars, and future initiatives.

- * 7. **Approval of Resolution Authorizing Changes to the Commercial Paper Program:** The Committee reviewed for approval a resolution authorizing changes to the existing commercial paper program. The proposed resolution increases the authorized use of commercial paper from \$120 million to \$175 million; authorizes the university to issue its own commercial paper on a tax-exempt or taxable basis in an aggregate principal amount up to \$175 million; authorizes the university to enter into one or more line(s) of credit in an aggregate principal amount of up to \$175 million; and authorizes the university to enter into one or more commercial paper broker-dealer agreement(s) provided that the line of credit and broker-dealer terms are at least as favorable as those presented to the Board.

This 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.

The Committee recommended the Resolution Authorizing changes to the Commercial Paper Program to the full Board.

- * 8. **Approval of Year-to-Date Financial Performance Report (July 1, 2020 – June 30, 2021):** The Committee reviewed for approval the Year-to-Date Financial Performance Report for fiscal year ending June 30, 2021. The university successfully closed its fiscal year in accordance with guidance and requirements of the commonwealth. The Educational and General budgets were balanced at year-end, with no operating deficit incurred. The Educational and General program experienced higher than projected net tuition revenue due to savings in scholarship and codified waivers, and lower than projected revenues in continuing education and animal cancer care programs. Expenditures in the Educational and General and Auxiliary Enterprise programs were lower than projected due to timing delays as a result of the essential spending order in response to the COVID-19 pandemic.

For year-ended June 30, 2021, \$109.2 million was expended for Educational and General capital projects, and \$64.3 million was expended on Auxiliary Enterprises capital projects. The cumulative capital outlay expenditures for year-ended June 30, 2021 totaled \$173.5 million against an annual budget of \$223.3 million.

The Committee recommended the Year-to-Date Financial Performance Report to the full Board for approval.

9. **Discussion of Future Agenda Topics and Closing Remarks:** The acting Chair requested input on future agenda topics.

There being no further business, the meeting adjourned at 11:47 a.m.

*** Requires full Board approval.**

◆ Discusses Enterprise Risk Management topic(s).

**Accounts Receivable and the Write-off of Delinquent Accounts
For the Fiscal Year Ended June 30, 2021**

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

September 14, 2021

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, 2021, with comparative data for the previous year. Attachment B provides a graph for the aging analysis of the gross receivables at June 30, 2021, 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, 2021, 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 \$370,161. **The fiscal year 2021 write-off total of \$341,139 represents only 0.03 percent (less than one tenth of one percent) of the annual operating revenues¹ per the audited financial statements for fiscal year 2020.**

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, 2021

As authorized by a resolution passed by the Board of Visitors on August 13, 1976, the Vice President for Finance and the Associate Vice President for Finance and University Controller periodically review the university's accounts and notes receivable to determine those delinquent accounts that are deemed uncollectible. Subsequently, the accounts are written off the university's records in accordance with generally accepted accounting practices. However, such accounts are not discharged or forgiven (with limited exceptions such as bankruptcies, death, etc.), and the university continues to track these accounts and sometimes collects portions of these accounts after being written off.

Normally, accounts are written off at the close of the fiscal year. For the fiscal year ended June 30, 2021, the accounts receivable written off totaled \$341,139. The decrease in write-offs of \$43,926 over the prior year is primarily due to a decrease of \$55,981 in Student Account write-offs due to less failed payment plans and less students financially disenrolled who used their meal plans and/or housing. There was also a decrease of \$13,307 in Vet Med write-offs. There was an off-setting increase of \$18,765 in Equine write-offs. See Attachment C for a summary of the accounts receivables written off at June 30, 2021, with comparative data for the two previous fiscal years.

For each accounts receivable written off, appropriate collections procedures were utilized. Further collection efforts were not justified for various reasons such as bankruptcies, inability to locate the debtor, and cost versus benefit for small receivable amounts.

¹ Operating revenues for FY20 of \$1,188,833,000 was used for this calculation.

As shown in Attachment D, the \$341,139 write-off total consists of 695 customers with an average account value of \$491. In fact, of the total number of accounts written off, 62.01 percent (431) were valued at less than \$100, and these low dollar accounts represent only 5.69 percent of the total dollar value of the write-offs.

Notes Receivable – From Students Written Off at June 30, 2021

The total notes receivable written off at the close of fiscal year 2021 included \$3,565 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 two loans, past due 900 or more days, with an average loan balance of \$1,783. 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 require the Perkins loans to be assigned and returned to the Department of Education for additional collection efforts and final resolution. During the fiscal year, Virginia Tech assigned 180 Perkins Loans totaling \$654,130 to the Department of Education as required for the wind down of the program.

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, 2021, the average past due rate on current receivables 121 days or more past due is 1.31 percent for the applicable four quarters and the Federal Perkins Student Loan default rate is 0.77 percent.

Composition of Gross Accounts and Notes Receivable
As of June 30, 2020 and 2021
(Dollars in Thousands)

	<u>June 30, 2021</u>		<u>June 30, 2020</u>	
	<u>Receivable</u>		<u>Receivable</u>	
	<u>Balance</u>	<u>Percent</u>	<u>Balance</u>	<u>Percent</u>
<u>Accounts Receivable:</u>				
Student Accounts	\$ 4,918	7.2%	\$ 4,548	6.3%
Sponsored Programs	47,642	70.0%	47,584	66.5%
Electric Service	758	1.1%	871	1.2%
Parking Service	94	0.1%	83	0.1%
Telecommunications (CNS)	32	0.0%	56	0.1%
CPE and IVTSCC ¹	309	0.5%	258	0.4%
Veterinary Medicine	321	0.5%	354	0.5%
Equine Medical Center	712	1.0%	621	0.9%
Short Term Loans/Notes	9	0.0%	1	0.0%
Other Receivables ²	13,252	19.6%	17,130	24.0%
Total Accounts Receivables	\$ 68,047	100.0%	\$ 71,506	100.0%
<u>Notes Receivable</u>				
Federal Loans - Perkins & HPSL ³	\$ 7,663	84.9%	\$ 10,120	86.3%
Institutional Loans	1,360	15.1%	1,602	13.7%
Total Notes Receivable	\$ 9,023	100.0%	\$ 11,722	100.0%

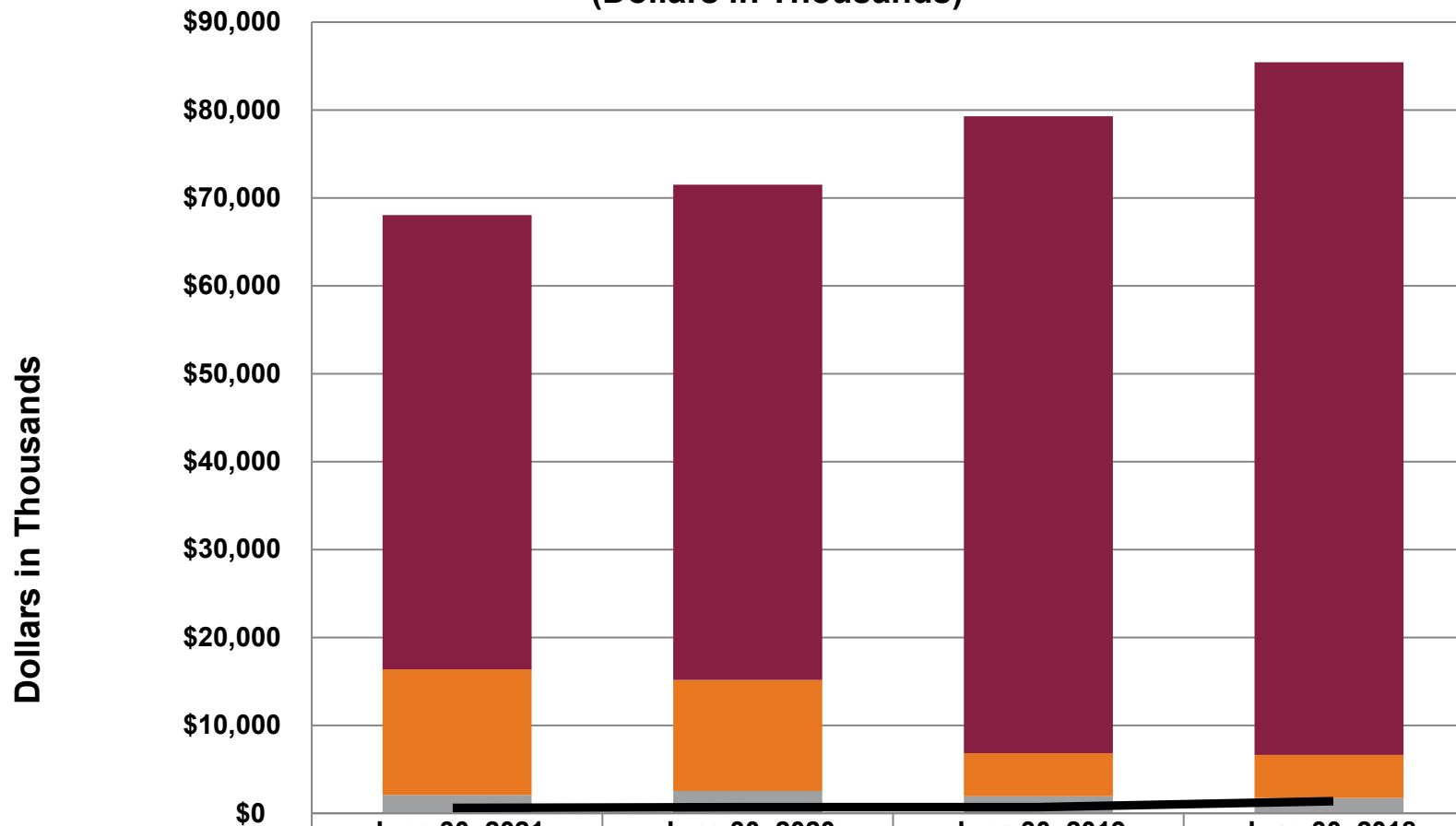
¹ Continuing and Professional Education / Inn at Virginia Tech & Skelton Conference Center

² One-time receivables are included in Other Receivables category

\$8,267 Athletics

³ Health Professions Student Loan

**Aging of Current Gross Accounts Receivable
From June 30, 2018 to June 30, 2021
(Dollars in Thousands)**



Receivables Not Past Due	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
1 - 120 Days Past Due	\$51,683	\$56,334	\$72,435	\$78,797
121 to Over 1 Year Past Due	\$14,285	\$12,636	\$4,888	\$4,897
Total Gross Receivables	\$2,079	\$2,536	\$1,956	\$1,743
Write-Offs	\$68,047	\$71,506	\$79,279	\$85,437
	\$341	\$385	\$384	\$760

Presentation Date: November 8, 2021

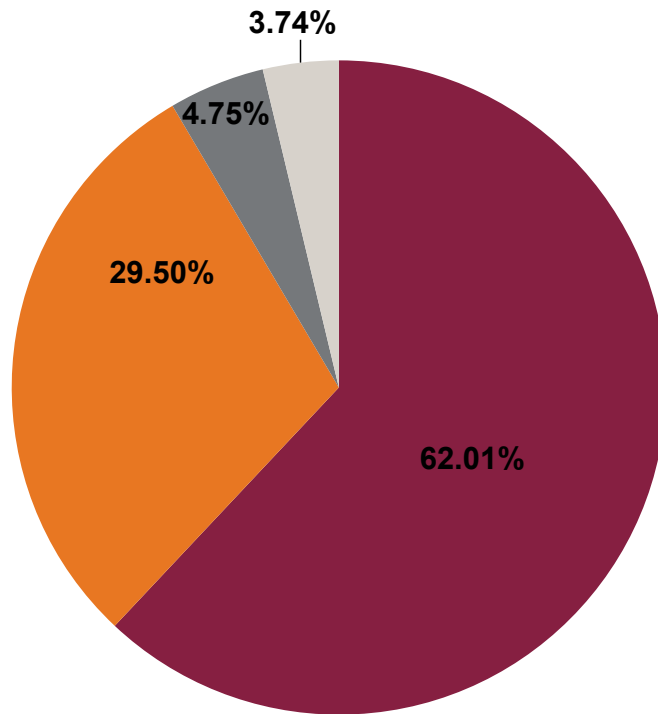
Current Accounts Receivable Write-Offs for June 30, 2021 with Comparison to 2020 and 2019
(In whole dollars)

<u>Accounts Receivable</u>	<u>June 30, 2021</u>	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>Three Year Average</u>
Student Accounts	\$ 147,328	\$ 203,309	\$ 140,364	\$ 163,667
Sponsored Programs	-	19,495	66,311	28,602
Electric Service	16,320	15,673	16,170	16,054
Parking Services	22,605	27,874	17,545	22,675
CPE and IVTSCC ¹	-	708	-	236
Veterinary Medicine	39,419	52,726	80,021	57,389
Equine Medical Center	33,919	15,154	22,442	23,838
Short Term Loans/Notes	554	1,375	5	645
Other Receivables	80,994	48,751	41,421	57,055
Total Write-Offs	\$ 341,139	\$ 385,065	\$ 384,279	\$ 370,161

¹ Continuing and Professional Education / Inn at Virginia Tech & Skelton Conference Center

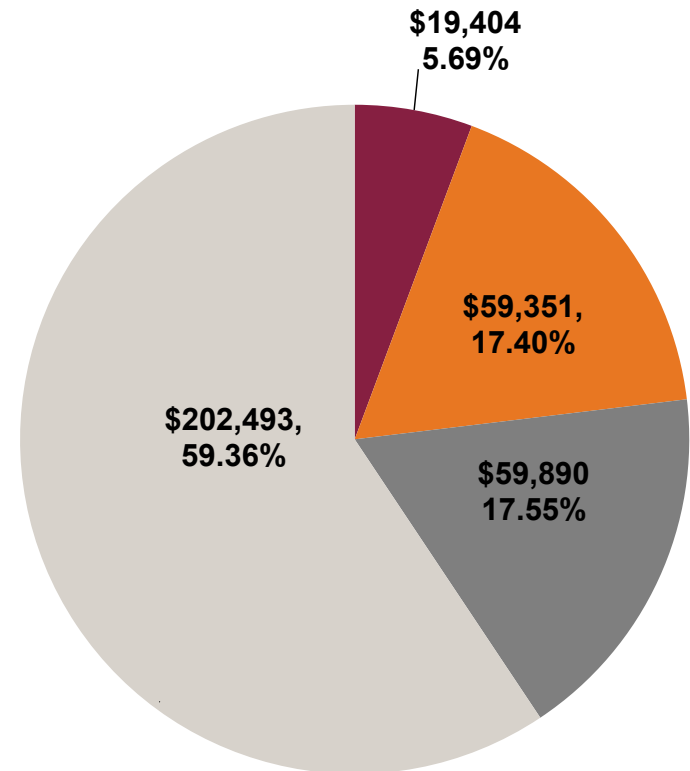
Stratification of Write-Offs for Fiscal Year 2021

Total Number of Accounts = 695



■ \$0-\$99 ■ \$100-\$999
■ \$1,000-\$2,999 ■ > \$3,000

Total Dollar Value = \$341,139
Average Dollar Value = \$491



■ \$0-\$99 ■ \$100-\$999
■ \$1,000-\$2,999 ■ > \$3,000

Pratt Funds Overview

ACADEMIC, RESEARCH, AND STUDENT AFFAIRS COMMITTEE AND FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 5, 2021

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. Over the years, the Pratt Endowment investment pool has grown to \$48.9 million, as of June 30, 2021. 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 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 Endowment has played a significant role over the years in allowing the college to enrich its pool of students and to offer additional international study opportunities to students and faculty.

The expenditure of income funds from the Pratt 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 2020-2021 Pratt Funds Activity Statements for the College of Engineering and Animal Nutrition be approved.

November 8, 2021

PRATT FUNDS ACTIVITY STATEMENT
For the Year Ended June 30, 2021
ENGINEERING

Income

Balance, July 1, 2021	\$ 127,707	
Endowment Income for 2020-2021	<u>999,333</u>	
Total Available		\$1,127,040

Expenditures*

Undergraduate Scholarships	\$502,237	
Undergraduate International Scholarships	0	
Graduate International Scholarships	0	
Graduate Research Scholarships	119,785	
Graduate Research Fellowships	158,349	
Graduate Research Tuition Scholarships	17,149	
Graduate Recruitment for Research Programs	<u>52,023</u>	
Total Expenditures		<u>\$849,543</u>
Balance at June 30, 2021 to be carried to 2021-2022		<u>\$ 277,497</u>

**See Attachment A for Engineering programs supported by Pratt Funds.*

PRATT FUNDS ACTIVITY STATEMENT
For the Year Ended June 30, 2021
ANIMAL NUTRITION

Income

Balance, July 1, 2020	\$ 123,858	
Endowment Income for 2020-2021	<u>969,834</u>	
Total Available		\$1,093,692

Expenditures*

Graduate Student Scholars	\$ 230,456	
Undergraduate Students	115,366	
Scientific Equipment and Supplies	158,283	
Research Publications	6,025	
Visiting Scientists	50,290	
Nutrition Technicians	<u>150,251</u>	
Total Expenditures		<u>\$710,671</u>
Balance at June 30, 2021 to be carried to 2021-2022		<u>\$ 383,021</u>

**See Attachment B for Animal Nutrition Programs supported by Pratt Funds.*

PRATT FUNDS: College of Engineering

The Pratt Endowment enriches the College of Engineering in many ways, adding to Virginia Tech's reputation. In fiscal year 2020-2021, 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: \$502,237

Pratt Funds allow the college to offer Dean's Scholar scholarships to entering freshmen. These scholarships provide a four-year, \$300 to \$8,600 per academic year continuing commitment to each recipient, provided at least a 3.5 grade point average is maintained. In fiscal year 2020-2021, Pratt Funds provided \$300 to \$8,600 to 176 students.

Undergraduate International Scholarships

Spent: \$0

No international mobility was supported during fiscal year 2020-2021 for undergraduate students due to the COVID-19 pandemic. The budget will be carried over for use in fiscal year 2021-2022. An unspent balance of \$28,251 was carried over from fiscal year 2019-2020 and combined with the \$60,000 allocation for fiscal year 2020-2021 to pay for program deficits incurred by Engineering Education and Biomedical Engineering and Mechanics. These departments had granted full refunds to scholarship students whose travel was disrupted in summer 2020 due to the pandemic. Subsequently, in spring 2021, the College of Engineering recovered the travel program deficits from the university, restoring the \$60,000 allocated for fiscal year 2020-2021 and the unspent balance from fiscal year 2019-2020 to the Pratt Fund.

Graduate International Scholarships

Spent: \$0

No international mobility was supported during fiscal year 2020-2021 for graduate students due to the COVID-19 pandemic. The budget will be carried over for use in fiscal year 2020-2022. An unspent balance of \$18,500 was carried over from fiscal year 2019-2020 and combined with the \$30,000 allocation for fiscal year 2020-2021 to pay for program deficits incurred by Engineering Education and Biomedical Engineering and Mechanics. These departments had granted full refunds to scholarship students whose travel was disrupted in summer 2020 due to the pandemic. Subsequently, in spring 2021, the College Engineering recovered the travel program deficits from the university, restoring the \$30,000 allocated for fiscal year 2020-2021 and the unspent balance from fiscal year 2019-2020 to the Pratt Fund.

Graduate Research Scholarships

Spent: \$119,785

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 12 students in fiscal year 2020-2021.

Graduate Fellowships and Graduate Tuition Scholarships

Spent: \$175,498

Graduate Research Fellowships

Each engineering department receives a portion of Pratt Funds to use for graduate fellowships. In fiscal year 2020-2021, 76 students received Pratt Fellowships ranging from \$22/month to \$1,382/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: \$158,349

Graduate Research Tuition Scholarships

Engineering departments have the option of using Pratt Fellowship funding for tuition remission scholarships for graduate students. In fiscal year 2020-2021, departments provided partial or complete tuition for three graduate students from Pratt Funds.

Spent: \$17,149

Graduate Recruitment for Research Programs

Spent: \$52,023

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 2020-2021, the College of Engineering's departments were presented with a challenge due to travel limitations due to the COVID-19 pandemic. With the support of Pratt funding, the challenge was met by departments in unique and creative ways. These included holding virtual recruiting events and developing recruiting videos. Additionally, a department purchased the names and email addresses of students expressing interest in their subject area for a mass emailing.

PRATT FUNDS: Animal Nutrition

The John Lee Pratt Endowment has been instrumental in enhancing the quality of the university's animal nutrition programs at Virginia Tech. The Pratt 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 Endowment in enhancing Animal Nutrition programs and attract high quality graduate scholars, the College of Agriculture and Life Sciences Pratt 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 2021, the college funded 16 active projects. The programs of 38 faculty members located in seven different departments are supported through these 16 projects. A total of 19 graduate students are funded by these projects, of which seven began their studies in the spring of 2021.

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 2021 was \$710,672 for the continuing program. The main categories of expenditures were as follows:

Graduate Student Scholars (Ph.D. & M.S.)	32.4%
Nutrition Program Support Personnel	21.1%
Undergraduate Program Scholarships & Research	16.2%
Scientific Equipment and Supplies	22.3%
Visiting Scholars and Seminars	8.0%

Graduate Student Scholars

The Pratt program has now matured and currently 19 scholars are enrolled in the program, with seven enrolled in the spring of 2021. 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

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

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

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.

Visiting Scholars and Seminars

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 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 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 300 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.

New Pratt proposals were awarded in Fall 2020, but due to delays in identifying qualified graduate students (in part, related to impacts of COVID-19) the fiscal year 2021 funding was not able to be used as intended. Many of these proposals have been initiated for the Fall 2021 semester so this carryover, in the amount of \$383,021, will be utilized in fiscal year 2022. There will also be an assessment of needed animal nutrition related equipment that can be procured in fiscal year 2022 to ensure the carryover is fully spent.

REPORT ON ACTIONS TAKEN UNDER THE DELEGATION OF AUTHORITY AND POLICY 4240 AND THE CORRESPONDING FINANCIAL AND PROGRAMMATIC IMPACTS *

*There have been no actions taken since the update provided at the March 2021 Finance and Resource Management Committee open session meeting.

**RESOLUTION TO REVISE POLICY 12111 ON ACCEPTANCE OF TERMS
AND CONDITIONS ASSOCIATED WITH DONATIONS, GIFTS,
AND OTHER PRIVATE PHILANTHROPIC SUPPORT**

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

November 8, 2021

WHEREAS, Policy No. 12111 on Acceptance of Terms and Conditions Associated with Donations, Gifts, and Other Private Philanthropic Support applies to acceptance of terms and conditions to comply with legislation passed by the 2020 Virginia General Assembly, as stated in the Code of Virginia § 23.1-1304.1; and,

WHEREAS, the Office of Donor Relations is responsible for maintaining a record of all terms and conditions for accepted donations, gifts, and other private philanthropic support; and,

WHEREAS, the university wishes to remove the need for a formalized committee while ensuring review of all terms and conditions by the Vice President for Advancement and the Dean or Vice President administering distributions of the gift as well as the Senior Vice President and Chief Business Officer and the Executive Vice President and Provost to confirm that such terms and conditions abide by university policies and are consistent with the University's mission of education, research, and service;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors of Virginia Polytechnic Institute and State University approves the attached revision to the Policy 12111 on Acceptance of Terms and Conditions Associated with Donations, Gifts, and Other Private Philanthropic Support to remove the formalized committee, effective immediately.

RECOMMENDATION:

To approve the attached revision to Policy 12111 on Acceptance of Terms and Conditions Associated with Donations, Gifts, and Other Private Philanthropic Support, effective immediately.

November 8, 2021



Acceptance of Terms and Conditions Associated with Donations, Gifts, & Other Private Philanthropic Support

No. 12111

Policy Effective Date:
8/25/2020

Last Revision Date:

Policy Owner:
Charles Phlegar

Policy Author: (Contact Person)
Rhonda Arsenault

Affected Parties:
Faculty
Staff

1.0 Purpose

2.0 Policy

3.0 Procedures

4.0 Definitions

5.0 References

6.0 Approval and Revisions

1.0 Purpose

To comply with legislation passed by the 2020 Virginia General Assembly, as stated in the Code of Virginia § [23.1-1304.1](#):

The governing board of each public institution of higher education shall establish a policy for the acceptance of terms and conditions associated with any donation, gift, or other private philanthropic support. Each such policy shall include an administrative process for reviewing, accepting, and documenting terms and conditions associated with (i) gifts that direct academic decision-making and (ii) gifts of \$1,000,000 or more that impose a new obligation on the institution of higher education, excluding gifts for scholarships or other financial aid. Each public institution of higher education shall retain documentation of such terms and conditions in compliance with the Virginia Public Records Act (§ [42.1-76](#) et seq.) and such documentation shall be subject to the provisions of the Virginia Freedom of Information Act (§ [2.2-3700](#) et seq.).

2.0 Policy

This policy applies to any donation, gift or other private philanthropic support:

- a. that directs academic decision-making, or
- b. is in the amount of \$ 1,000,000 or more and imposes any new obligations on Virginia Tech, excluding scholarships or other financial aid;

Such donation, gift, or other private philanthropic support shall be subject to the administrative process described in section 3.0.

~~A gift review committee shall be established and composed of the following individuals:~~

- ~~a. Vice President for Advancement, or designee;~~
- ~~b. Executive Vice President and Provost, or designee;~~
- ~~c. Senior Vice President and Chief Business Officer, or designee;~~
- ~~d. President of the Faculty Senate;~~
- ~~e. Head(s) of the relevant senior management area(s).~~



3.0 Procedures

1. All gift documentation is to be coordinated through the Office of Donor Relations, who will ensure appropriate review. The gift review committee as defined in Section 2.0 shall review all terms and conditions associated with the provisions of the gift to confirm that such terms and conditions do not violate university policies or are inconsistent with the University's mission of education, research and service.
2. Terms and conditions associated with gifts, as described in Section 2.0, shall be subject to review by the Vice President for Advancement, Dean or Vice President administering distributions of the gift, the Senior Vice President and Chief Business Officer, and the Executive Vice President and Provost, to confirm that such terms and conditions abide by university policies and are consistent with the University's mission of education, research and service. The gift review committee will make a recommendation to the President regarding the acceptance of the terms and conditions. The President may accept the committee recommendation or not. The President's decision will be final; however, if the President does not accept the committee's recommendation, the President will explain his decision in writing.
3. The University Advancement office will maintain a copy of all terms and conditions record of all terms and conditions for accepted donations, gifts, and other private philanthropic support under this policy. A copy of said documentation shall be subject to public review, if requested, in accordance with the provisions of the Virginia Freedom of Information Act. Documentation will be retained in compliance with the Virginia Public Records Act (Act (§42.1-76 et seq.) and shall be subject to the provisions of the Virginia Freedom of Information Act (§2.2-3700 et seq.).

4.0 Definitions

5.0 References

6.0 Approval and Revisions

Approved August 25, 2020, by the Virginia Tech Board of Visitors.

UPDATE ON ADVANCEMENT

CHARLES D. PHLEGAR, VICE PRESIDENT FOR
ADVANCEMENT

NOVEMBER 8, 2021



GIVING RESULTS AS OF OCTOBER 31, 2021

Comparison of October
FY2021 totals and current
totals for FY2022

	October FY2021	October FY2022
Campaign Total	\$679,869,806	\$XX
New Gifts & Commitments	\$27,258,649	\$XX
Cash	\$22,163,940	\$XX
Participation Rate	5%	XX%

ADVANCEMENT UPDATES

- Increasing Campaign Goal (April '22)
- Sesquicentennial
- Cornerstone Alumni
- Culture of Philanthropy

DISCUSSION



OFFICE OF RESEARCH AND INNOVATION

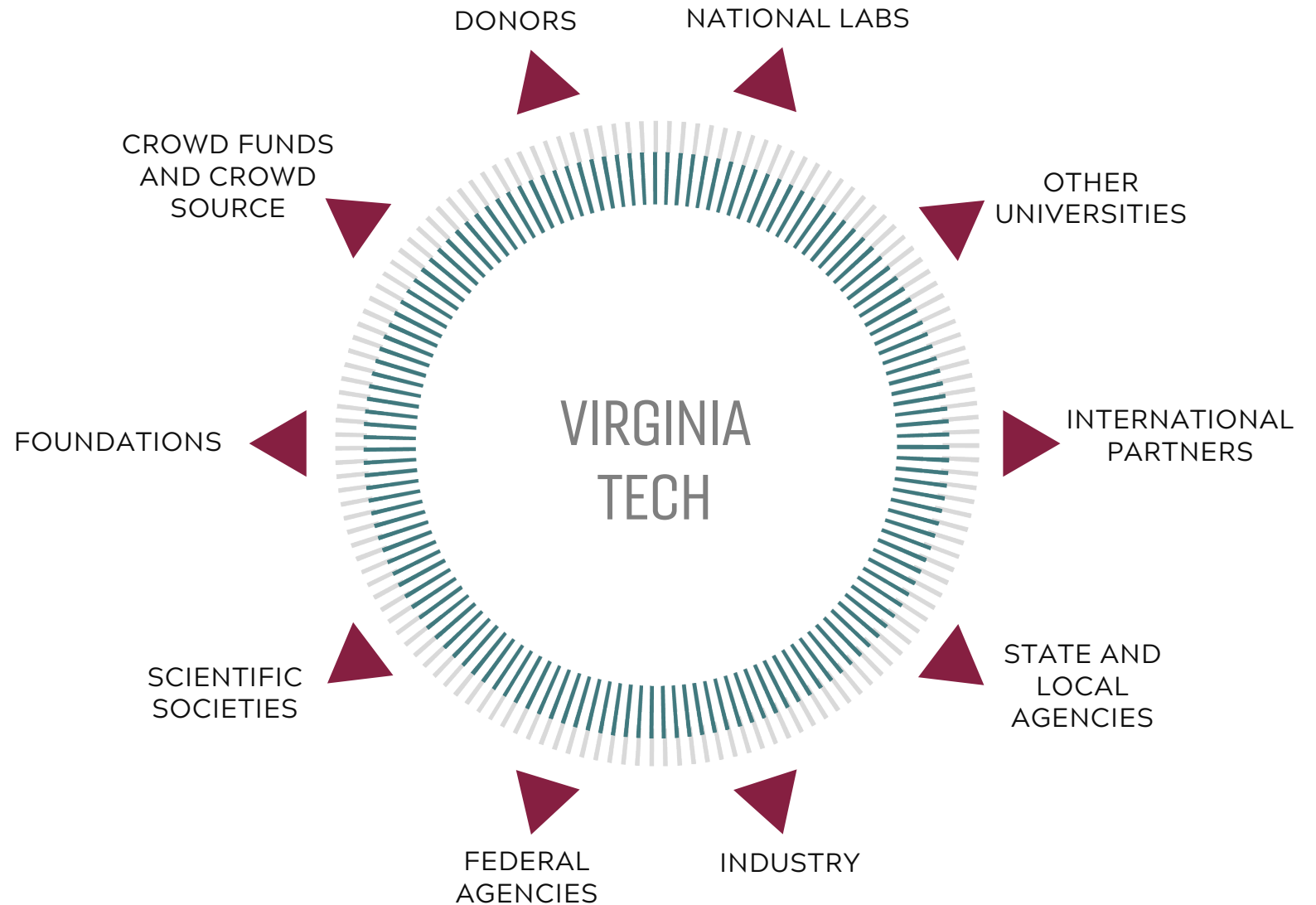
Finance and Resource Management
Committee

November 8, 2021



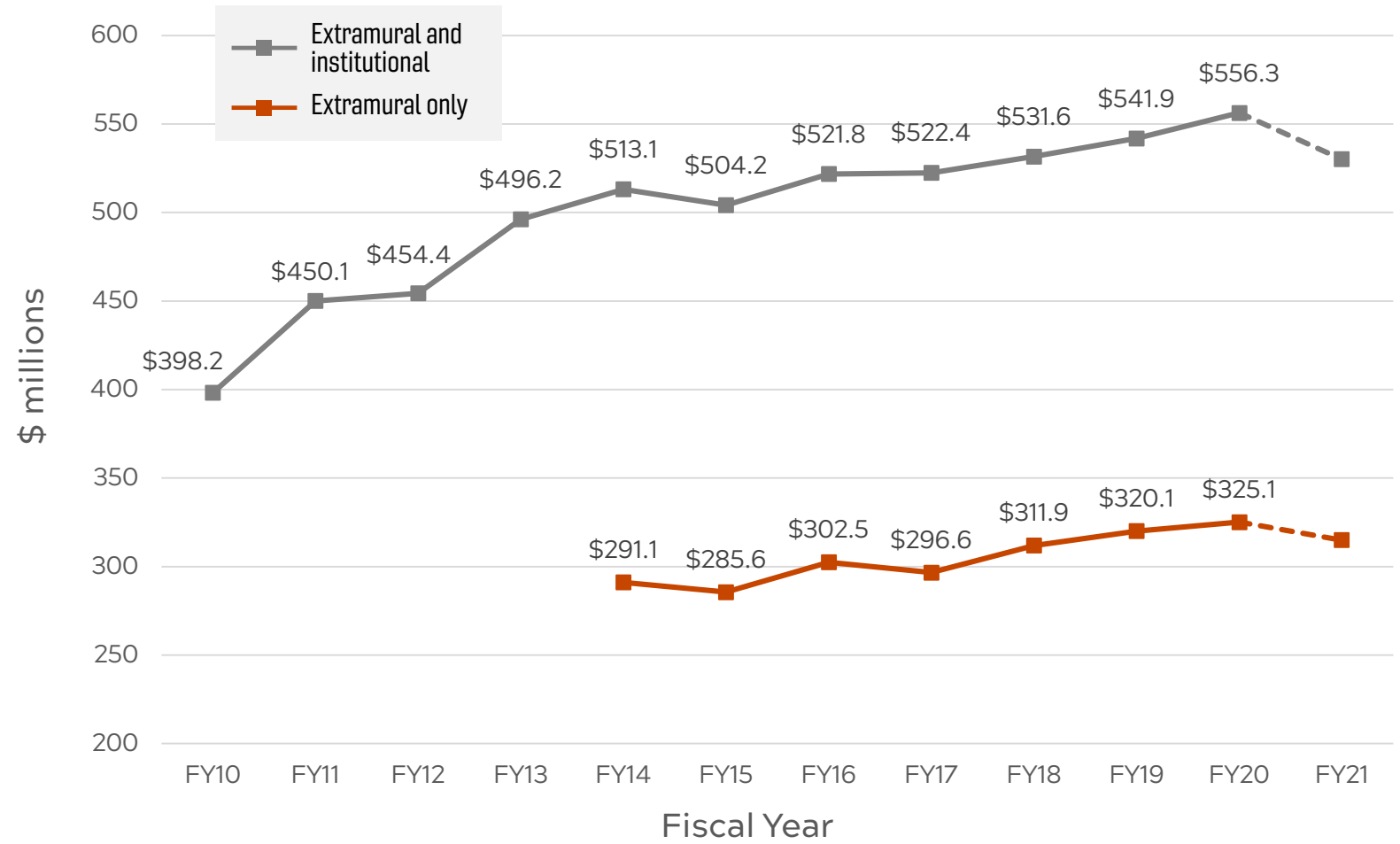
RESEARCH AND INNOVATION
VIRGINIA TECH.

Research development: 360-degree partnerships



Research expenditures

Impact from COVID-19
pandemic clear in 2021



*2021 values available in Jan. 2022

NSF HERD

The National Science Foundation’s Higher Education Research and Development Survey is the annual benchmark for research funding across the country.

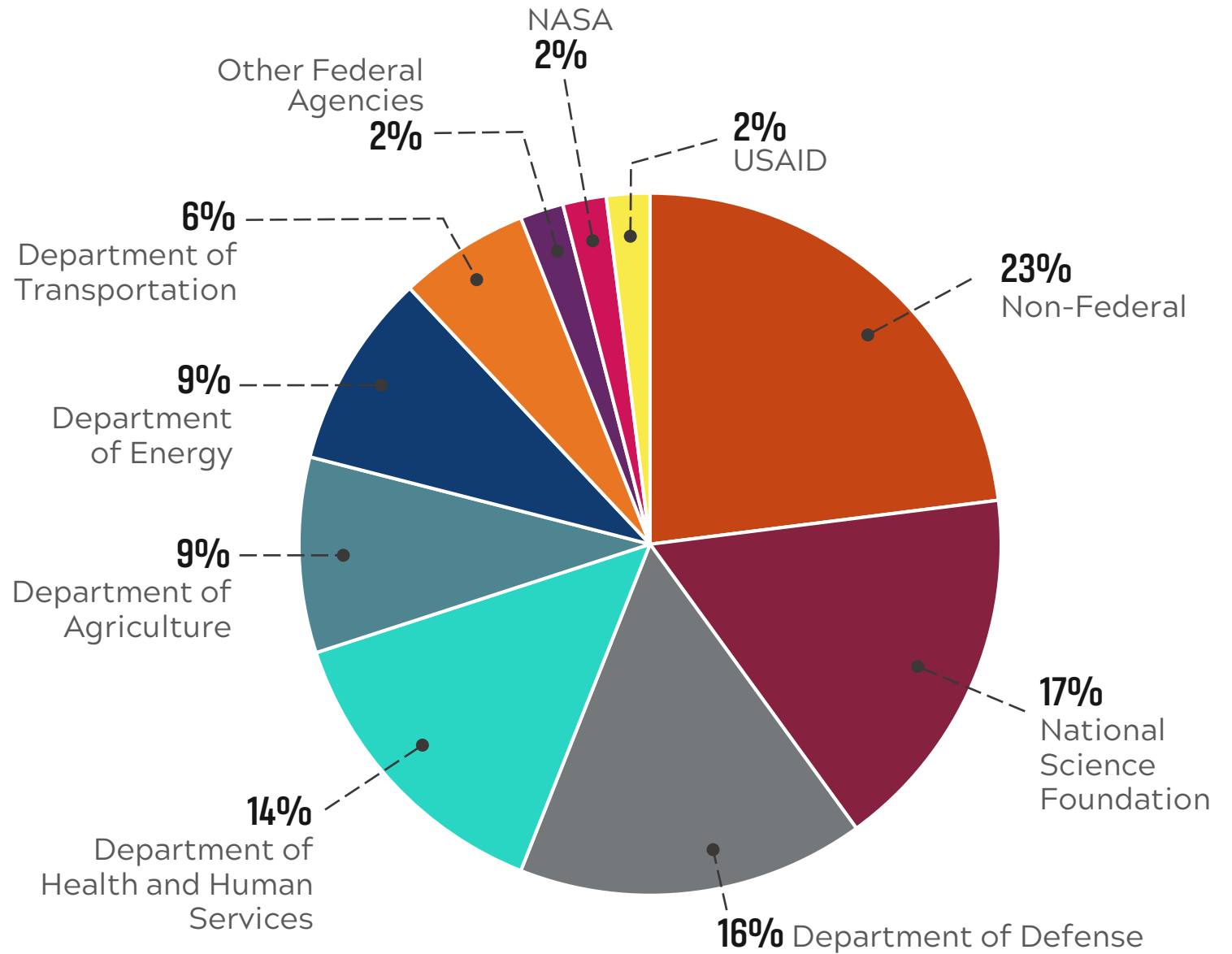
RESEARCH EXPENDITURES BY FUND SOURCE CATEGORY

Analysis of Fiscal Years Ended June 30, 2020 and 2019
(amounts in thousands of dollars)

	Total 2020	Total 2019	Difference	
			Amount	Percent
Federal Government	\$210,792	\$209,607	\$1,185	0.57%
State & Local Government	\$61,192	\$54,131	\$7,061	13.04%
Business	\$39,857	\$43,433	-\$3,576	-8.23%
Nonprofit Organizations	\$6,319	\$7,097	-\$778	-10.96%
Institutional Funds	\$231,204	\$221,817	\$9,387	4.23%
All Other Sources	\$6,977	\$5,884	\$1,093	18.58%
Total Research Expenditures	\$556,341	\$541,969	\$14,372	2.65%

Balanced portfolio

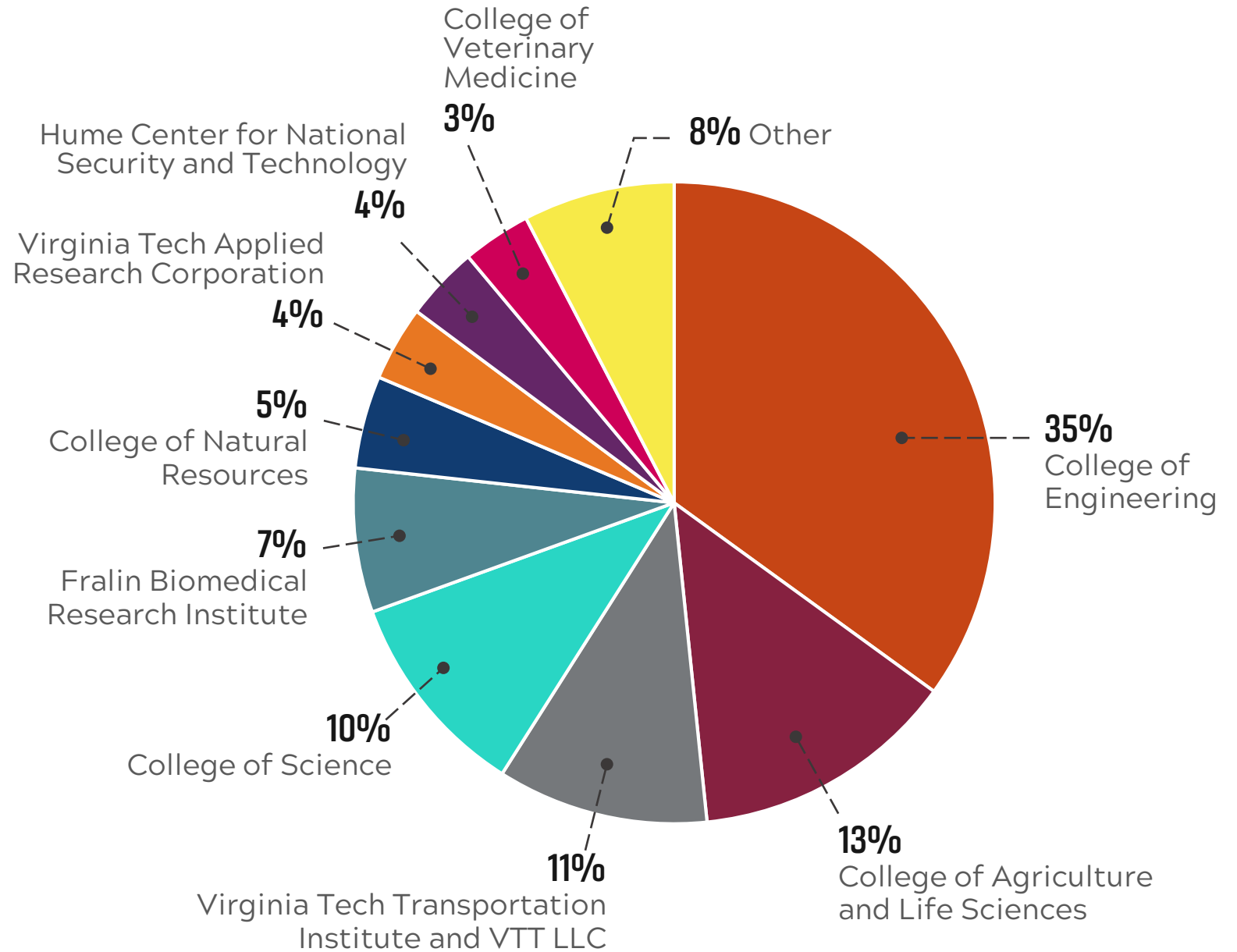
Virginia Tech's sponsored research portfolio has support from a broad number of agencies.



Includes VT-ARC, VTT LLC, and Formula Agency 229

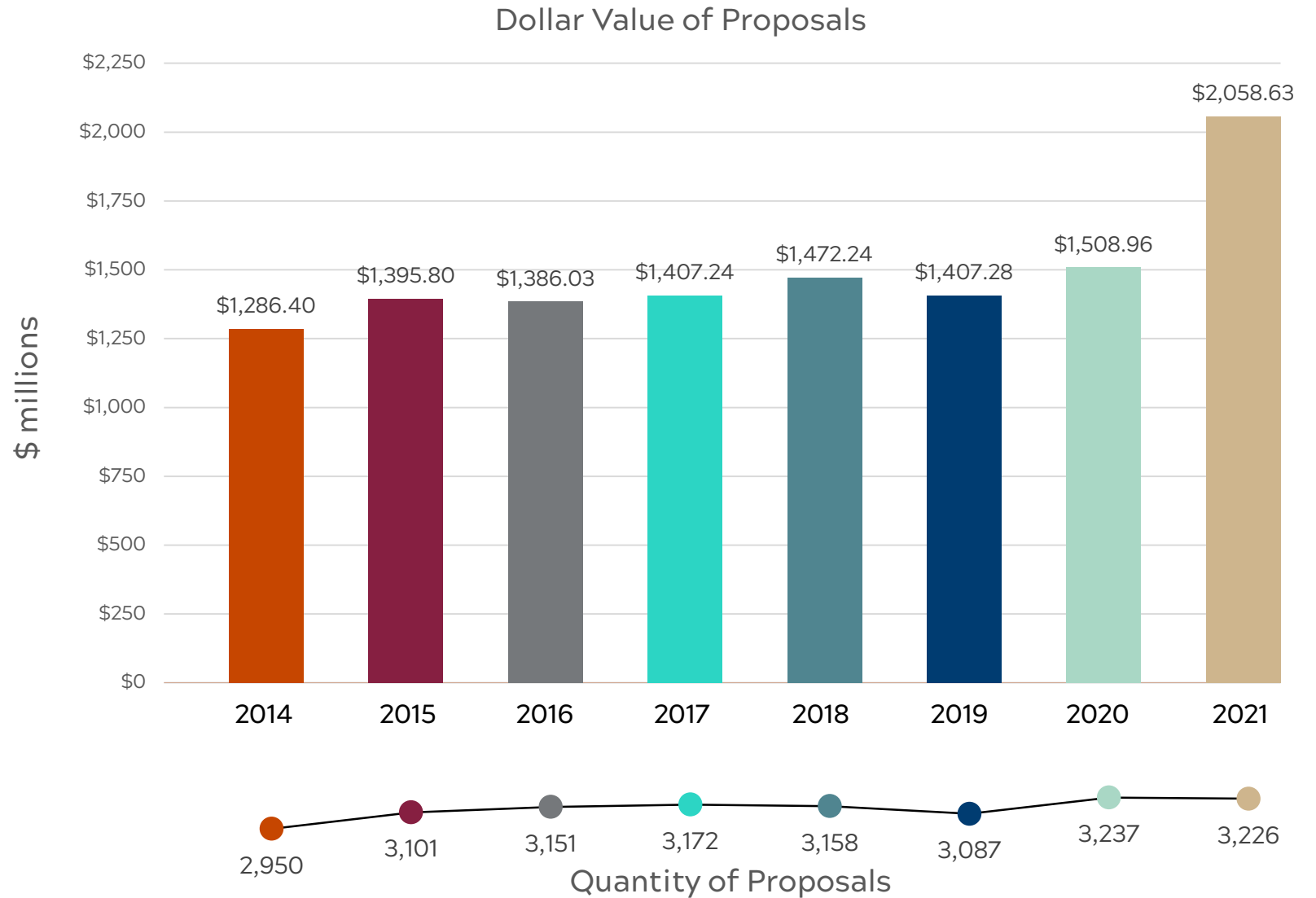
Extramural funding across Virginia Tech

Faculty and researchers in colleges and institutes are actively engaged in sponsored research programs.



Proposal trends

Total proposal value is up in 2021, indicating larger proposals across the university.



LINK + LICENSE + LAUNCH

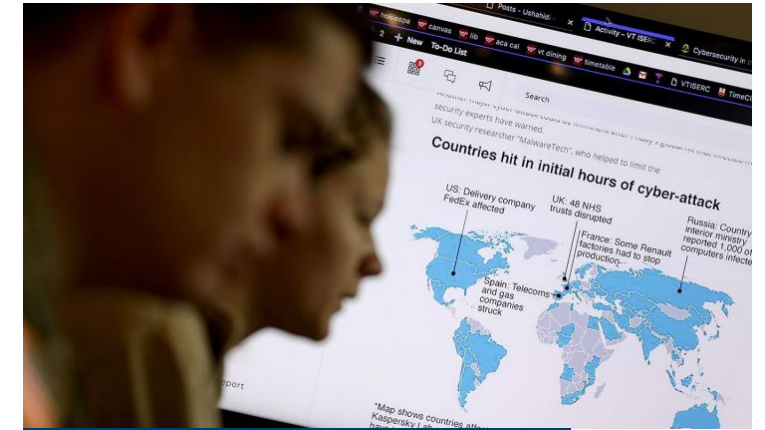
- With support by **LINK**, for FY2021 the university received \$80 million in philanthropic giving, including \$69 million from corporations and \$11 million in private foundations, accounting for 40% of giving for the year
- **LICENSE + LAUNCH** key metrics surpass annual targets:
 - 27 license deals (up 35%)
 - 7 startups (up 17%)
 - 141 invention disclosures (up 11%)

Enterprise Risk Management: Competitive Growth

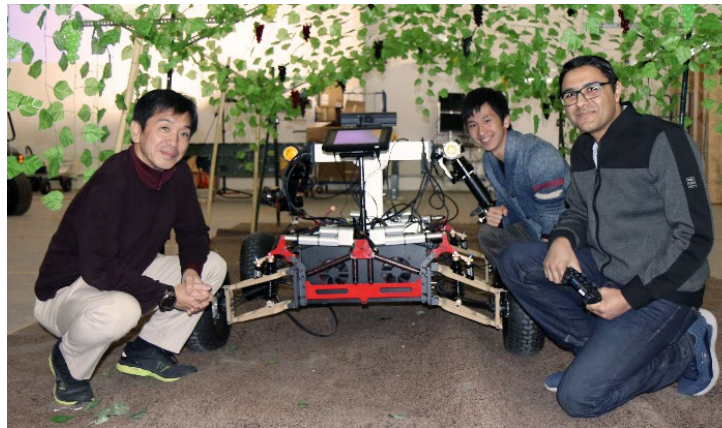
Grow and diversify the research portfolio by prioritizing strengths and focusing on emerging areas for competitive growth.



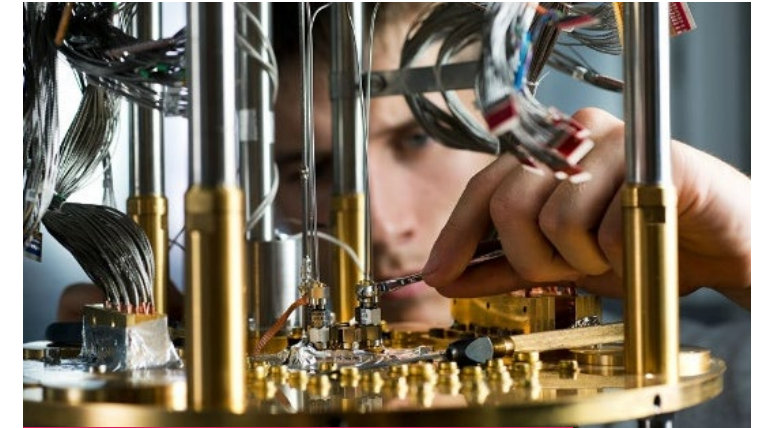
THE HEALTH FRONTIER



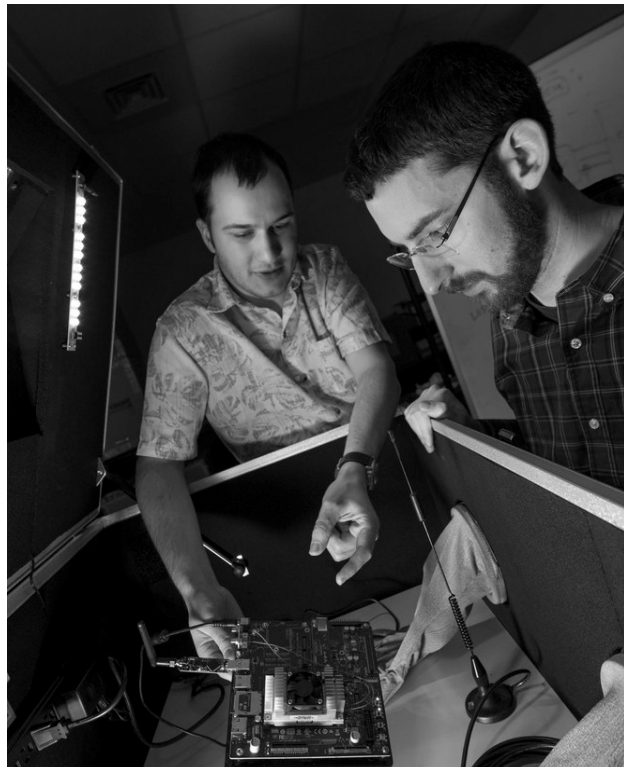
THE SECURITY FRONTIER



THE A.I. FRONTIER



THE QUANTUM FRONTIER



VIRGINIA TECH NATIONAL SECURITY INSTITUTE

Academic, Research, and
Student Affairs Committee

ERIC PATERSON | EXECUTIVE DIRECTOR



NATIONAL SECURITY INSTITUTE
VIRGINIA TECH.



DISCUSSION

RESOLUTION FOR APPROVAL OF BOARD RATES FOR SPRING 2022

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

September 31, 2021

Background

Traditionally, the Board of Visitors approves of the upcoming academic year's tuition and fee rates at the spring Board meeting. This includes the setting of Board (dining) plan rates. The initial rates for the 2021-22 academic year were approved in March 2021.

Since the passage of these initial rates, market pressure on wages impacting the workforce of the university, the region, and the nation have become acute, resulting in significant difficulty in recruiting and retaining employees in entry-level positions across campus, especially in dining services. These jobs are essential to the continued operation of campus dining programs which the university is contractually obligated to provide to meal plan holders. Dining has the largest number of impacted positions.

In early September, the university approved an increase to entry wage levels for Dining Service employees from \$10.50 to \$15.00 per hour for hourly wage and an increase from \$11.25 to \$15.25 per hour for salaried employees. These significant and unanticipated cost increases of \$5.4 million require revisions to menu prices in the university's dining halls. In order to maintain the purchasing power of students' meal plans and ensure a structurally aligned budget, an increase to the spring semester Board rates is recommended.

Proposed Board Rate Adjustment

Students living on-campus currently have a choice of three types of flexible meal plans. The Flex Plan operates like a debit account with a designated amount for the purchase of food in the dining facilities. Students may deposit cash to their Flex accounts to increase their balance during the year. Consistent with the purchasing power of traditional meal plans, the intent of annual rate changes for the Flex Plans is to hold overall purchasing power constant from year to year.

A 9.1 percent increase is proposed for board fees, effective starting with the spring 2022 semester, to cover the market adjustment for compensation rates. The proposed spring board rates by meal plan program are listed below, and will serve as the basis for the annual base rates moving forward:

	Spring 2021-2022			
	Board Rates		Change	
	Approved	Proposed	\$	%
Major Flex Plan	\$2,063	\$2,250	\$187	9.1%
Mega Flex Plan	2,213	2,414	201	9.1%
Premium Flex Plan	2,368	2,583	215	9.1%

RECOMMENDATION:

That the Board of Visitors approve the recommended meal plan rates effective Spring 2022.

November 8, 2021

Two vertical lines on the left side of the slide: a solid orange line and a dashed grey line.

APPROVAL OF BOARD RATES FOR SPRING 2022

DWAYNE PINKNEY, SENIOR VICE PRESIDENT AND
CHIEF BUSINESS OFFICER

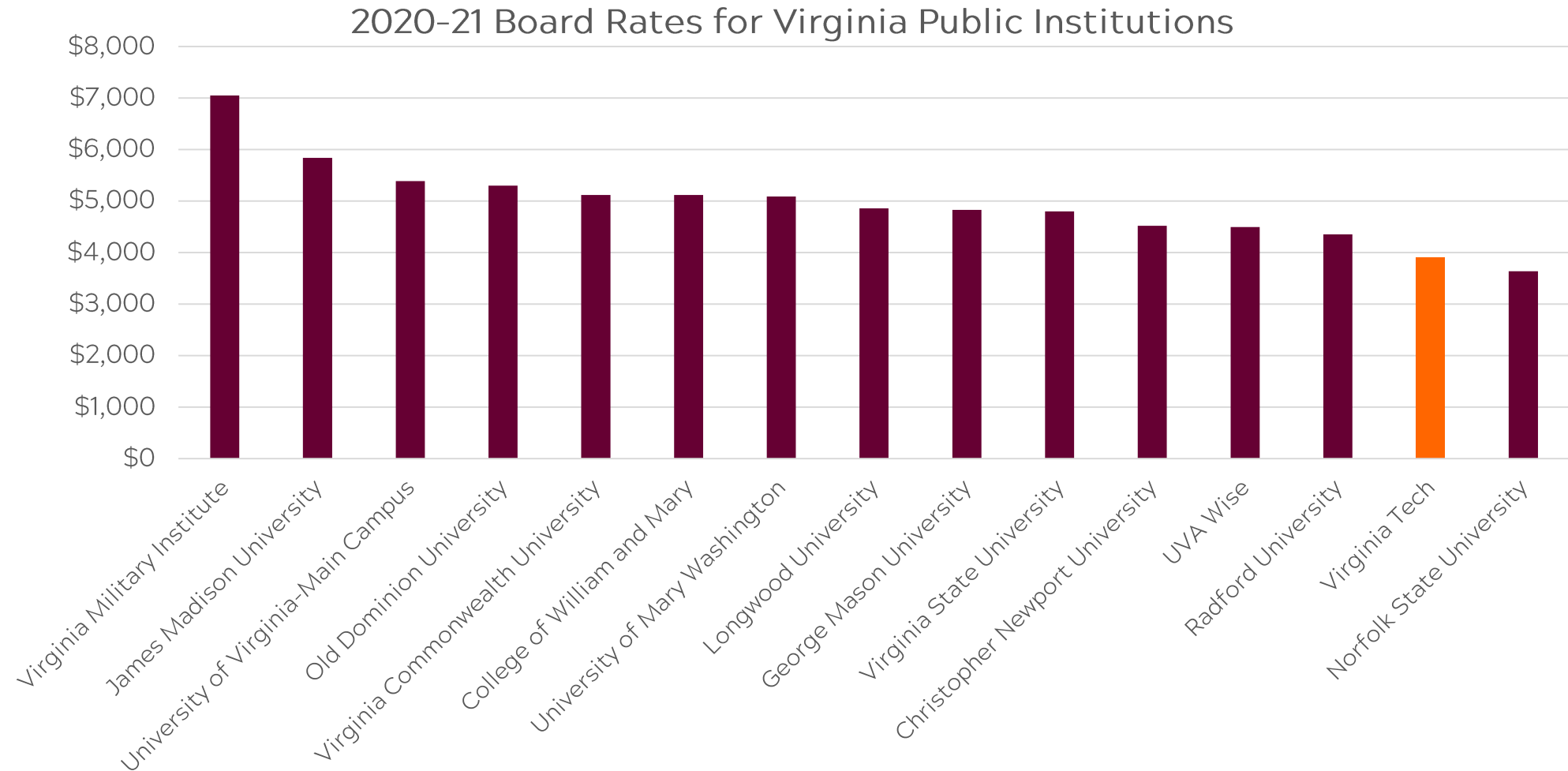
NOVEMBER 8, 2021

VIRGINIA TECH DINING SERVICES

- *Award-winning dining program*
 - *Top 10 in Princeton Review 17 years straight*
 - *Ranked first or second in the country a total of six times during this time period*
- *Largest departmental employer on campus*
 - *Team of 2,200 when fully staffed*
- *Largest student employer on campus*
 - *1,600 student employees*
- *Largest institution-run dining program in Virginia*
- *Provides students with leadership opportunities*



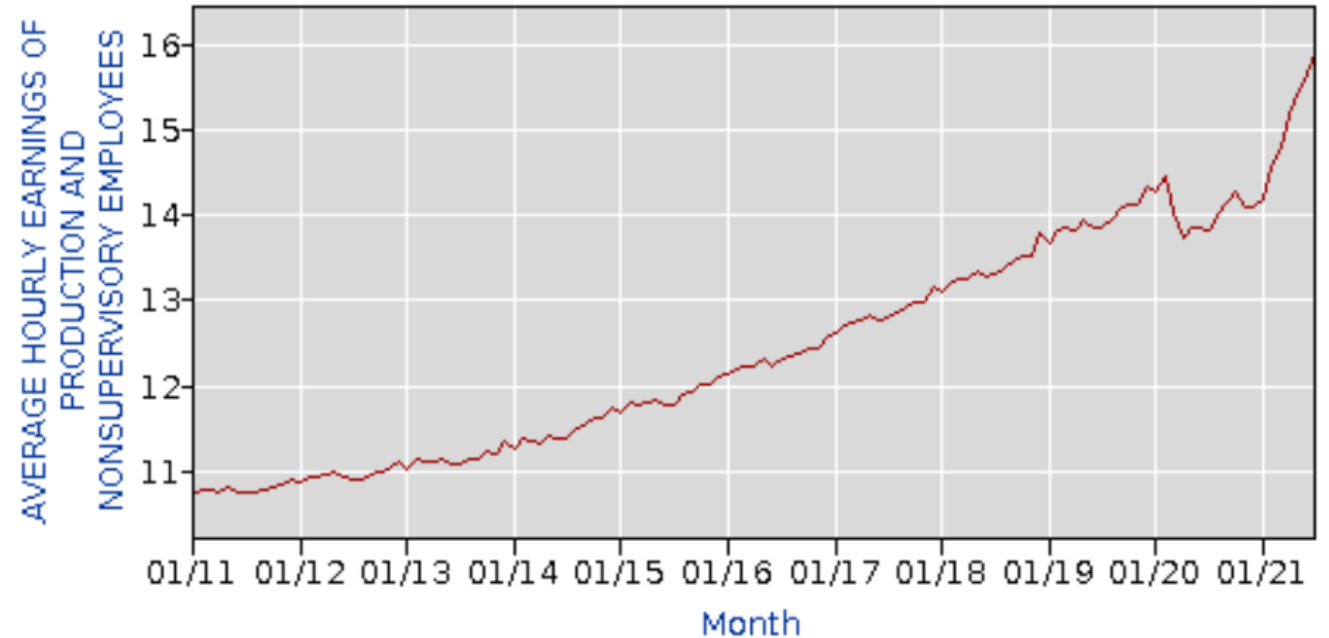
BENCHMARKING



Source: Integrated Postsecondary Education Data System (IPEDS) board pricing of VA 4 Year Publics

LABOR FORCE CHALLENGES

- Staffing challenges are impacting food service employers
 - Many other universities in Virginia and across the United States are facing dining shortfalls
 - Average hourly wage of “Production and Nonsupervisory Employees” in Leisure and Hospitality sector has seen dramatic increase in 2021



Source: Bureau of Labor Statistics

VT DINING STAFFING CHALLENGES

- *Local wage market has increased rapidly over past year*
- *Unemployment in Blacksburg Metropolitan Statistical Area is down to 3.9%*
- *COVID-19 has impacted worker interest in food service*
 - *Glassdoor data found that many workers who previously searched for “restaurant server” are now more likely to search for “office assistant”, “data entry” or “Amazon”, as examples.*
- *Many local restaurants have reduced hours or closed dining rooms due to employee shortages*
- *VT has a contractual obligation to provide meal plan holders with dining opportunities*

VT DINING SERVICES RESPONSE

- *Work group from Dining, Student Affairs, Human Resources, and Office of Budget & Financial Planning worked to analyze problem and propose action:*
 - *On August 10, 2021, formal proposal made to university leadership to increase entry-level wage rate to \$15 per hour for wage employees*
 - *Role complexity and responsibility recognized by differential ranges to address compression*
- *Increases effective August 25, 2021*
- *Applications and hires have steadily increased, as have the labor costs*

STUDENT FINANCIAL AID

- *University will work to mitigate impact on students*
- *Financial aid resources will be aligned to protect low-income students from the cost increase*
- *\$24.8 million of Federal stimulus support is being distributed now to students to help navigate all costs*

RESOLUTION FOR APPROVAL OF MEAL PLAN INCREASE FOR SPRING 2022

- *In order to maintain the purchasing power of student meal plans a 9.1% increase is recommended for board fees, effective starting with the spring 2022 semester.*
- *Virginia Tech expects Dining Services to continue to provide strong value.*

RECOMMENDATION

That the Board approves the recommended meal plan rates effective Spring 2022.

November 8, 2021

University Support for Student Financial Aid
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
October 6, 2021

Consistent with prior years, the university is providing the Finance and Resource Management Committee of the Board of Visitors with an update on the university's Student Financial Aid program. This annual report provides an overview of the types of student financial assistance programs available at the university, sources of funding for these programs, and a review of the institutional undergraduate aid programs that are controlled or influenced by the university.

This report is an integral part of the information flow to the Board of Visitors to assist in the assessment and approval of the university's tuition and fee rate proposals.

Funding Environment

Virginia Tech is experiencing an ongoing shift in the types of resources available to support its instructional programs. These changes are driven by a combination of increasing costs, the requirement to maintain the quality and integrity of the instructional programs, enrollment growth to support additional students, increasing competitiveness for students in high demand, and the inconsistent levels of state financial support.

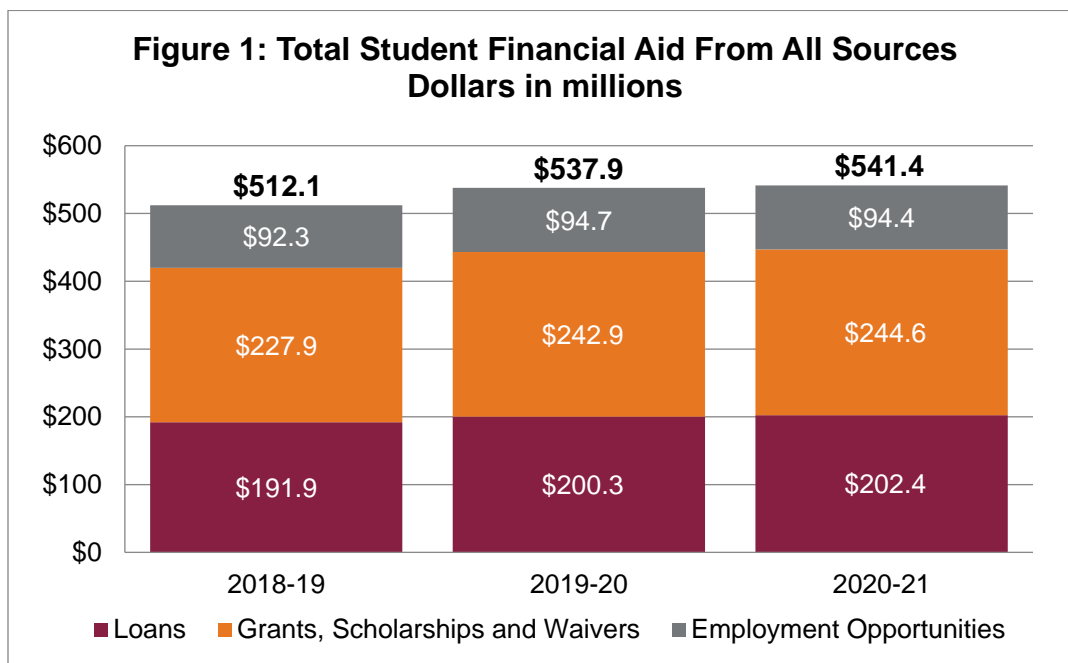
The state-funded share of support per student is impacted by limited General Fund resources at the state level, mandatory cost increases such as health care benefits, enrollment growth of Virginia resident students, and inflation; as a result, increases in tuition and fees were increasingly relied upon to support the university's instructional activities. In this environment, the role of student financial assistance of all types has become a more central element of financial planning in the university's efforts to ensure access and affordability. Financial aid programs are critical to support those goals, as well as promoting the recruitment, retention, and graduation of students. The university's financial aid efforts seek to ensure that qualified students can access a Virginia Tech education and help to promote a diverse and inclusive community in support of the university's goals and objectives.

Understanding the shift in the cost of education from the state to the student, 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 2020-21, total aid reached \$541.4 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 2020-21,

29 percent (11,214) 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 2020-21, 518 students participated in FWS programs; 509 at the undergraduate level and 9 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 6,146 students in wage positions during 2020-21; 5,237 at the undergraduate level and 909 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 3,742 individual graduate students, or 3,222 full-time equivalent students, as graduate assistants in administrative, teaching, and research positions in 2020-21. This represents 75 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 generally 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. These sources are described below and a trend of annual expenditures of each category is detailed in Table 1.

Federal Support comes from the federal government and is provided through Pell Grants and Federal Supplemental Educational Opportunity (FSEOG) support. These programs are administered by, and flow to the student through, the university. The appropriations for these programs are often congressionally approved and, in the case of Pell Grants, follow the student to their university. In 2020-21 the university also received additional federal support through the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 in response to the COVID-19 pandemic; these one-time special resources are excluded from Table 1 and detailed in Table 7 later in this report.

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 2020-21, institutional support provided \$63.9 million to 11,835 undergraduate students; an average of \$5,397 per student. This was an increase of \$2.3 million over the prior and this additional funding increased the average per student by \$459.

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 or disabled in the line of duty,
- Senior citizens with income less than \$23,850 per year, as long as tuition paying students are not displaced.

Because the costs of these programs are managed by the institution, these programs are considered institutional support. The university also supports graduate students on assistantship through the waiver of the nonresident differential (the difference in the tuition rate between resident and nonresident graduate students) as authorized by the Appropriation Act for significantly employed graduate students.

Graduate Tuition Remission: the most common source of support for graduate students is the graduate assistantship. An assistantship is comprised of a stipend, health insurance, and graduate tuition remission. Assistantships support teaching, research, or other service within the university. The university funds a portion of the graduate tuition remission program, as do grants and contracts tied to specific externally sponsored activities, primarily research.

Private Funding: University Advancement supports the vision of Virginia Tech by raising private resources for student scholarships and endowments. These privately-funded scholarships resources are received, managed, and disbursed by the Virginia Tech Foundation on behalf of the institution. While some resources are managed by the university, the university's individual colleges and departments are responsible for awarding a significant portion of the private support and administering restricted scholarships to eligible students based upon donor intent. Utilization of these departmentally administered resources is detailed later in this report.

Outside Aid is aid which normally comes with a student from private external parties. This could include private organizations, nonprofit organizations, businesses, governmental entities, international organizations, and other special-interest groups. The university does not control this fund source but works to facilitate and coordinate the delivery of such support. Often these awards are tied to academic progress eligibility which the university may monitor on behalf of the awarding entity.

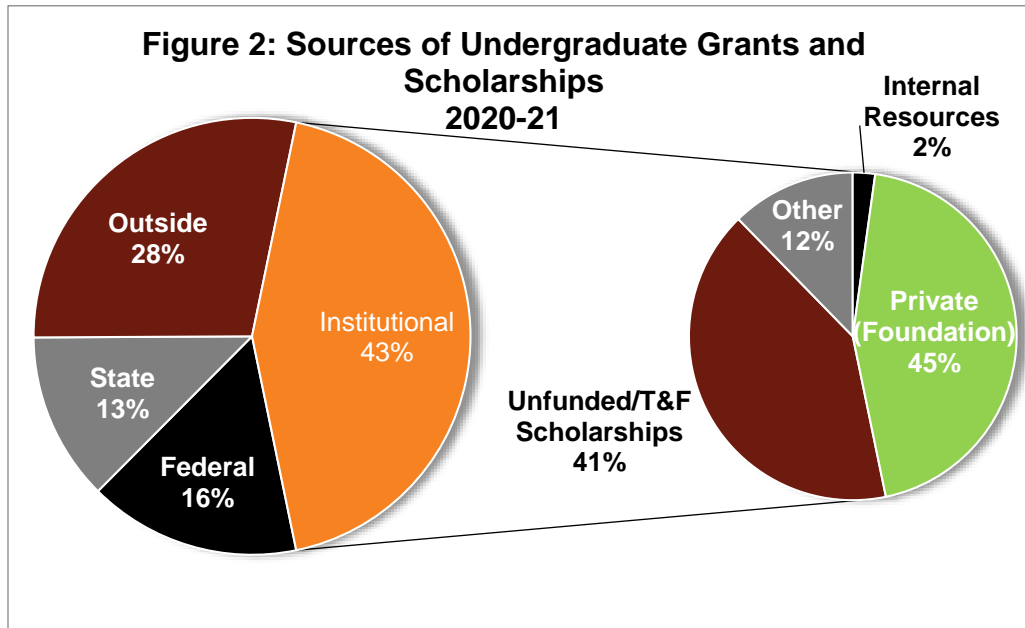
Table 1: Grants, Scholarships, & Waivers
(Dollars in Millions)

	2018-19	2019-20	2020-21
<u>Undergraduate</u>			
Federal	\$20.9	\$21.2	\$23.1
State	16.4	17.9	18.3
Institutional			
Unfunded/T&F Scholarships	22.5	25.1	26.2
Internal Resources	1.1	1.4	1.3
Other ⁽¹⁾	6.2	7.3	7.9
Private (Foundation)	27.0	27.4	28.5
<i>Subtotal Institutional</i>	56.8	61.2	63.9
Outside	34.4	36.9	35.1
<i>Subtotal Undergraduate</i>	\$128.5	\$137.2	\$140.4
<u>Graduate</u>			
Graduate Tuition Remission			
Institutional	\$58.4	\$62.2	\$61.6
State	5.1	5.1	5.1
Sponsored Grants & Contracts	17.3	18.0	18.0
Private	0.6	0.8	0.4
<i>Subtotal Tuition Remission</i>	81.4	86.1	85.1
Graduate Aid			
Professional Program Discounting	1.4	1.5	1.7
Other ⁽¹⁾	5.8	5.9	5.9
Private	3.2	3.8	3.7
Outside	7.6	8.4	7.8
<i>Subtotal Graduate Aid</i>	18.0	19.6	19.1
<i>Subtotal Graduate</i>	99.4	105.7	104.2
Total Grants, Scholarships, & Waivers	\$227.9	\$242.9	\$244.6

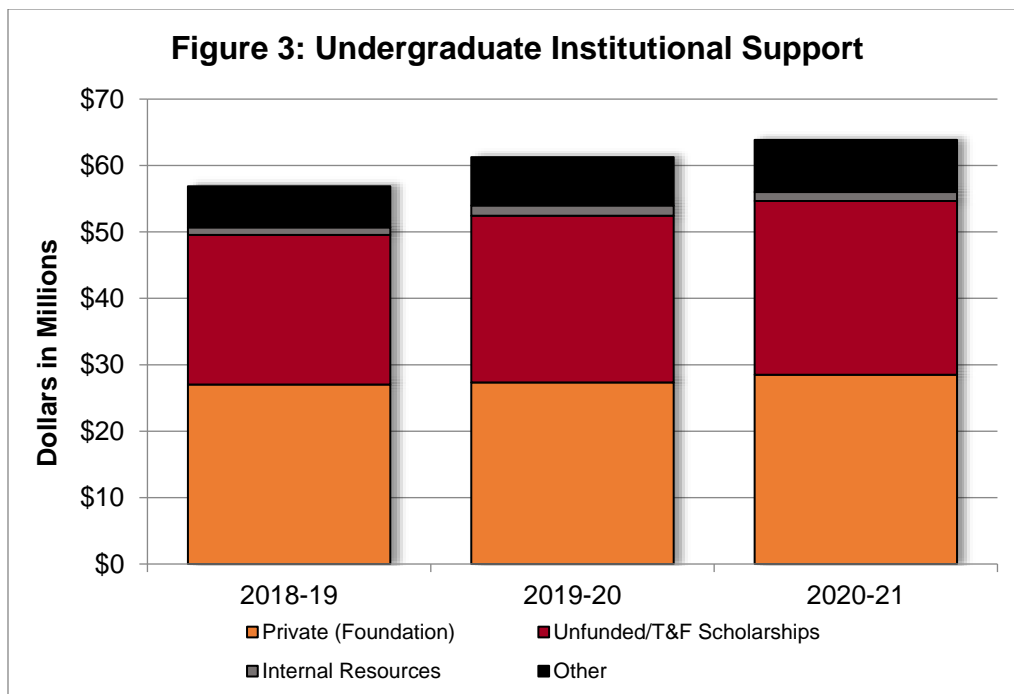
(1) Includes waivers codified in the Code of Virginia and educational benefits for employees.

Undergraduate Scholarships

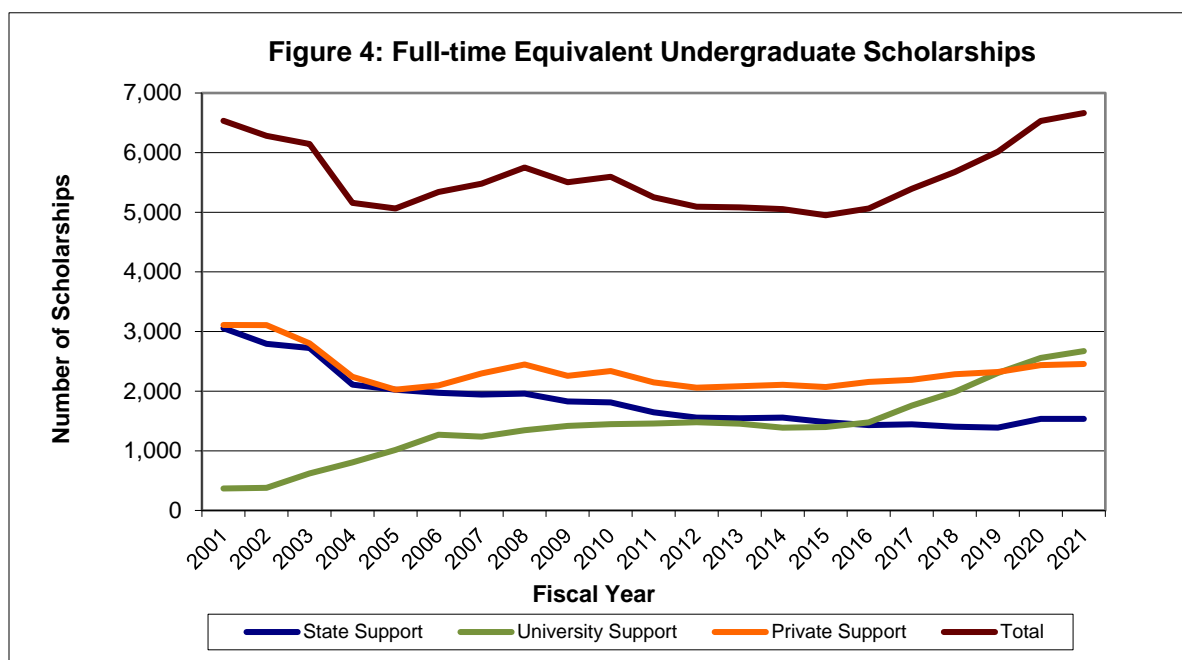
Of the sources of undergraduate scholarships and grants, 43 percent are derived from institutional sources, as seen in Figure 2.



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 budgeted resources. In recent years, the university has been able to make measured progress in the total number of Full-Time Equivalent number of awards budgeted for undergraduates. Moving forward, the university intends to continue to exert additional emphasis on raising additional funds to further increase the university's capacity to help with student affordability. Figure 4 displays the trend of this scholarship analysis from these budgeted sources.



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 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 overpricing inherent in “fixed-price” models. The program was enhanced in 2019-20 by extending protection of 100 percent of tuition and fee increases to all families with financial need with less than \$100,000 of income. Table 2 shows the number of resident and nonresident students receiving this aid in 2020-21. Recent tuition freezes in 2019-20 and

2020-21 have reduced the need for the tuition increase protection provided by this aid program.

Table 2: 2020-21 Funds for the Future Award Recipients

Family Income (AGI)	VA Residents		Non-Residents		Total FFF Program	
	No. Awards	Dollar Amount	No. Awards	Dollar Amount	No. Awards	Dollar Amount
\$0-99,999	3,104	542,311	547	445,674	3,651	987,985

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 3 below displays the average borrower debt of the graduation class at Virginia Tech and nationally for the past 5 years, as well as the percentage of each class who carried student loan debt upon graduation. According to the latest available data from the Institute for College Access

and Success, 62 percent of 2019 graduates of public and nonprofit four-year colleges had student debt averaging of \$28,950 per borrower. At Virginia Tech, only 48 percent of the class of 2021 graduated with debt. Of those who did graduate with debt, the average was \$31,220. For Virginia residents in the class of 2021, 50 percent graduated with debt; the average debt for this cohort was \$27,801. 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 3: Loan Statistics of Virginia Tech Graduates

Class Of:		2017	2018	2019	2020	2021
VT- All	\$	\$30,221	\$30,741	\$32,179	\$31,121	\$31,220
	%	49%	49%	49%	49%	48%
National Average	\$	\$28,650	\$29,200	\$28,950	Not Yet Known	Not Yet Known
	%	65%	65%	62%		
VT- Virginia Resident	\$	\$27,162	\$26,890	\$29,258	\$27,812	\$27,801
	%	50%	51%	52%	52%	50%

Default Rate

Virginia Tech's 2018 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 4 below.

Table 4: Cohort Default Statistics of Virginia Tech Borrowers

	2016	2017	2018
National Peer Average	2.5%	2.7%	2.1%
VT	1.6%	1.6%	1.2%

Net Price

When all available financial aid resources are applied to the overall Cost of Attendance (including tuition and fees, room and board, books, travel, and other costs), a "Net Price" can be derived to represent the remaining cost to the student. Due to various discounting strategies across institutions, the Net Price can be a helpful comparison point of the choice faced by students and their families. The National Center for Educational Statistics (NCES) compiles Net Price data across five student income categories. Table 5 below compares the university's net price with national and state peers for a first year full-time Virginia undergraduate (or resident student within another state). This analysis finds that while the university remains competitive in terms of the average Cost of Attendance (sticker price), the university has an opportunity to enhance the net price competitiveness

for low and middle-income students. As a result, the university is working diligently to make progress.

Table 5: Comparison of Net Price for Undergraduate Residents

	Cost of Attendance (Sticker Price)	Average Net Price by Income (2019-20 Data)				
		\$0-30,000	\$30,001-48,000	\$48,001-75,000	\$75,001-110,000	\$110,001+
Virginia Tech	\$27,283	\$11,934	\$14,003	\$18,372	\$23,999	\$26,368
National Peer Average	33,044	9,532	10,750	14,568	20,924	25,306
Advantage (Disadvantage)	5,761	(2,402)	(3,253)	(3,804)	(3,075)	(1,062)
Virginia Tech	27,283	11,934	14,003	18,372	23,999	26,368
Select VA Doctorals	36,845	9,224	8,785	13,507	20,747	32,758
Advantage (Disadvantage)	9,562	(2,710)	(5,218)	(4,865)	(3,252)	6,390

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 6 below displays the unmet need of resident and nonresident undergraduates over time.

Table 6: Trend of Unmet Need

	2018-19	2019-20	2020-21
Virginia Undergraduate	\$6,419	\$6,332	\$7,311
% Average Unmet Need	35.5%	33.3%	36.8%
Nonresident Undergraduate	\$11,518	\$11,884	\$12,748
% Average Unmet Need	41.8%	41.6%	44.1%

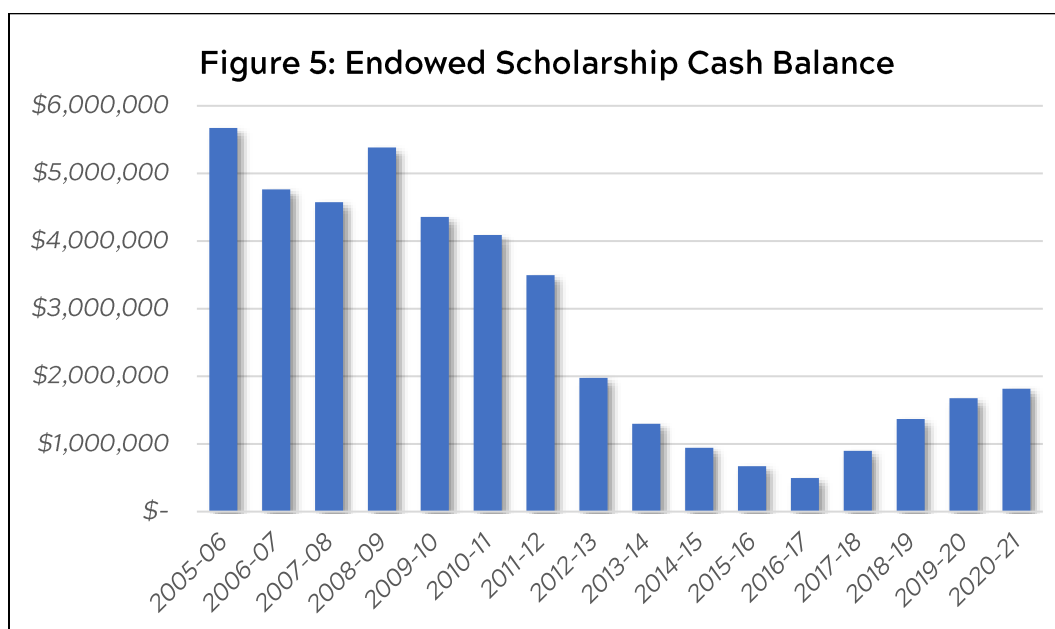
Utilization of Private Support

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 University Scholarships and Financial Aid provides an annual management report to the Vice President of Finance to affirm scholarship utilization and the status of funding.

Figure 5 below displays the trend of accumulated departmental private scholarship cash balances. The university believes that the year-end cash balances are at acceptable levels, and will continue to monitor performance in future years to ensure that the cash balances remain at acceptable levels and that resources are used to advance the strategic enrollment goals of each college.



2020-21 COVID-19 Pandemic Federal and State Support

In response to the ongoing COVID-19 pandemic, Congress negotiated a second relief package known as the Consolidated Appropriations Act, 2021 or CRRSAA. Enacted on December 27, 2020, the CRRSAA Act provided Virginia Tech a direct allocation of \$27.8 million through the Higher Education Emergency Relief Fund II (HEERF II). Section 314

(a)(1) of the CRRSAA directed institutions to provide the same dollar amount of financial aid grants to students that was required under the university's CARES Act student aid allocation. The remaining resources were available to offset institutional expenses incurred as a result of the pandemic.

Virginia Tech automatically awarded grants to students who met the following criteria:

- Undergraduate, graduate, or professional student enrolled for the Spring 2021 semester for at least 1 credit hour;
- FAFSA was on file for the 2020-21 academic years with completed citizenship verifications; and
- Expected Family Contribution (EFC) from the FAFSA of less than \$17,000.

Students were awarded the following amounts based on their EFC:

- EFC equal to or less than \$5,711: grant of \$1,200
- EFC between \$5,712 and \$16,999: grant of \$800

Additionally, all students were allowed to apply for a HEERF II emergency grant through an online application process. Emergency grants were awarded based on the application.

Table 7: VT CRRSAA Financial Aid Utilization

Emergency Grant	Number of Students	Amount
Automatic Award	8,765	\$9,089,713
Application Process Award	650	\$609,781

Funds from the American Rescue Plan (HEERF III), enacted on March 11, 2020, are being allocated in FY22 and are thus outside the scope of this report.

In addition to this direct federal support for the institution, the Commonwealth of Virginia also provided Virginia Tech with pass-through support through the Governor's Emergency Education Relief (GEER) Fund. Virginia Tech's one-time allocation of \$841,600 was allocated to 449 Virginia resident undergraduates with demonstrated financial need, resulting in an average award of \$1,874.

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 2020-21, 12,011 full-time Virginia Tech undergraduate students (38 percent of the university's undergraduate full-time population) were determined to have financial need. 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.

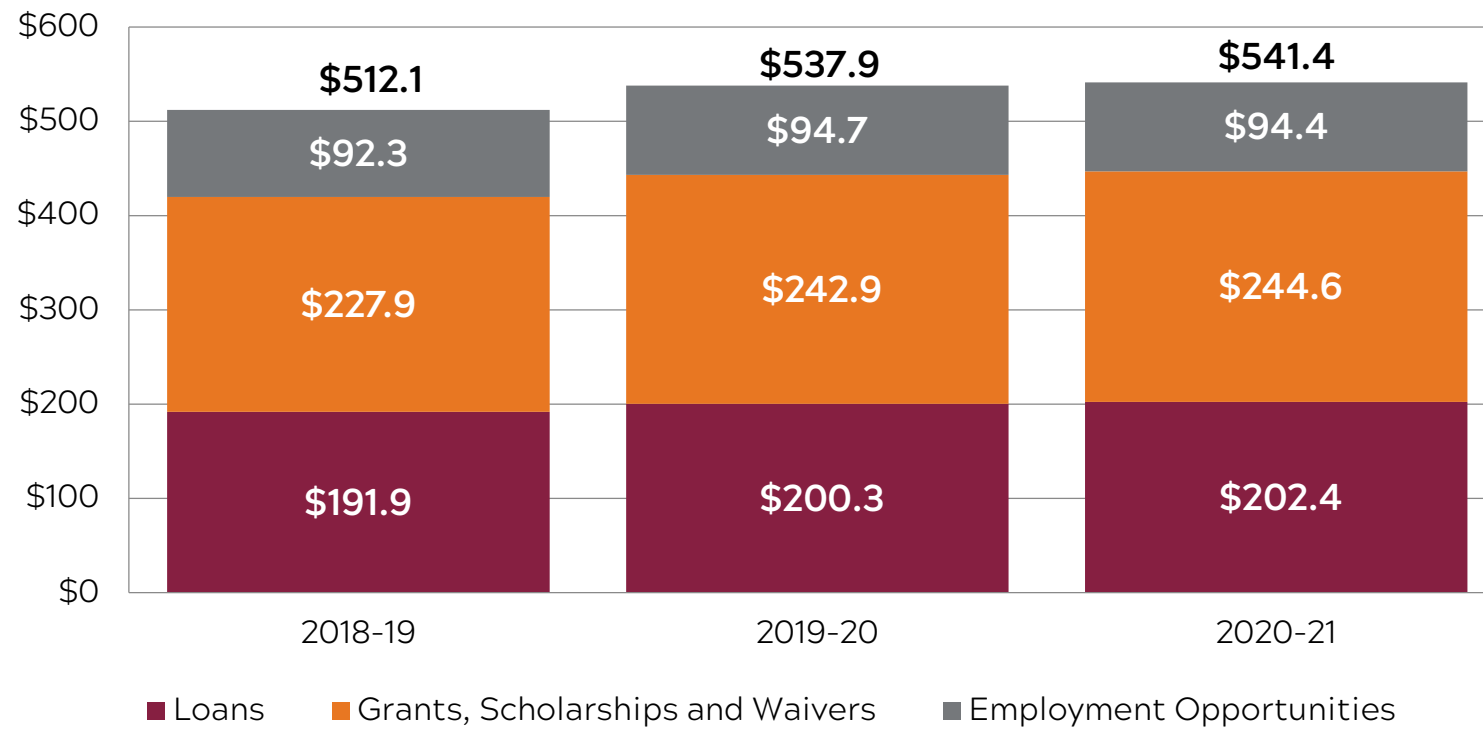
ANNUAL REPORT ON THE UNIVERSITY'S STUDENT FINANCIAL AID RESOURCES

TIM HODGE, ASSOCIATE VICE PRESIDENT FOR BUDGET
AND FINANCIAL PLANNING

NOVEMBER 8, 2021

Student Financial Aid at Virginia Tech

Figure 1: Total Student Financial Aid From All Sources
Dollars in millions



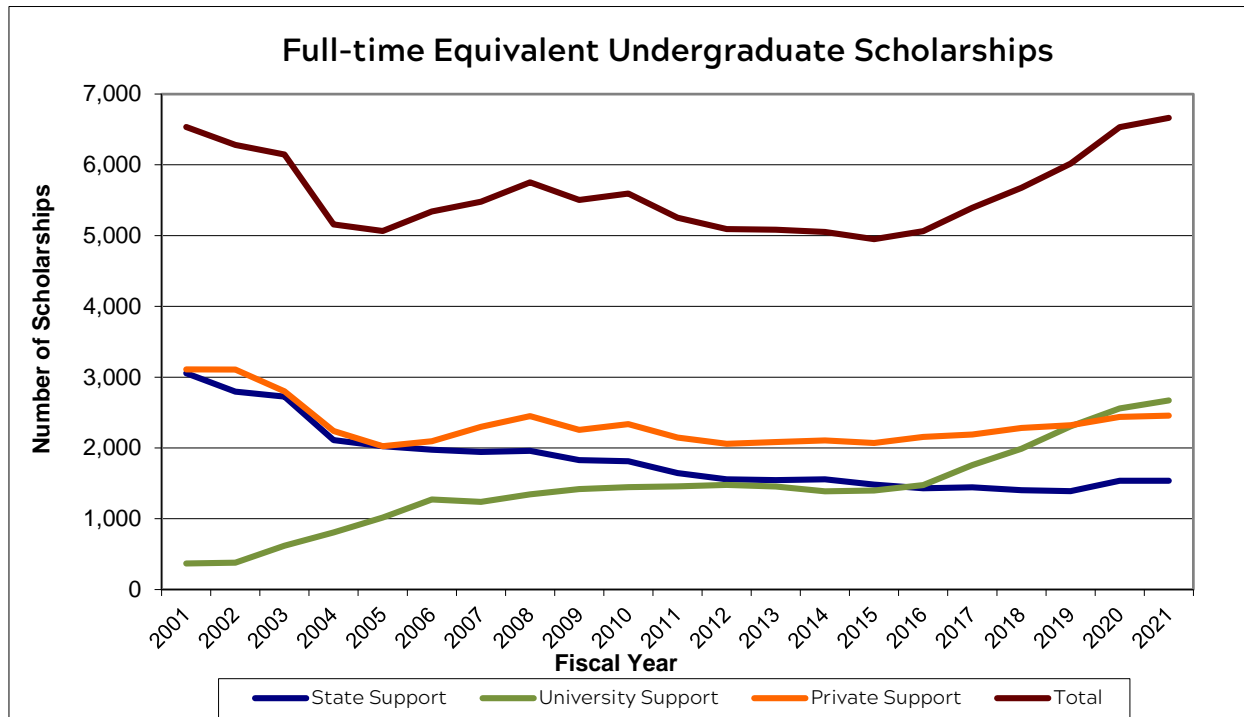
Undergraduate Grants and Scholarships

(Dollars in Millions)

	2018-19	2019-20	2020-21
<u>Undergraduate</u>			
Federal	\$ 20.9	\$ 21.2	\$ 23.1
State	16.4	17.9	18.3
Institutional			
Unfunded Scholarships	22.5	25.1	26.2
Internal Resources	1.1	1.4	1.3
Other ⁽¹⁾	6.2	7.3	7.9
Private (Foundation)	27.0	27.4	28.5
<i>Subtotal Institutional</i>	56.8	61.2	63.9
Outside	34.4	36.9	35.1
<i>Total Undergraduate</i>	\$ 128.5	\$ 137.2	\$ 140.4

(1) Includes waivers codified in the Code of Virginia and educational benefits for employees.

Analysis of State & Institutional Support for Undergraduate Scholarships





Examples of university-funded scholarship priorities include:

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

Beyond Boundaries: matches private giving in support of underrepresented and high-achieving students

Enrollment Management Scholarships: support strategic enrollment goals, including underrepresented and academically talented students

Funds for the Future: Mitigating Tuition Increases

- For 2020-21, all families with need and income up to \$99,999 Adjusted Gross Income were eligible for 100% coverage of tuition and fee increases
- Includes Virginia and non-resident undergraduates
- Effectively guarantees tuition and fee levels to first year of eligibility

Family Income	VA Residents		Non-Residents		Total	
	#	\$	#	\$	#	\$
\$0-99,999	3,104	\$542,311	547	\$445,674	3,651	\$987,985

- Recent tuition freezes in 2019-20 and 2020-21 have reduced the need for the tuition increase protection provided by this aid program.
- For 2021-22, the university budgeted \$2.8 million for Funds for the Future.

Average Debt Per Borrower and Percentage of Students Graduating with Debt

Class Of:		2017	2018	2019	2020	2021
VT - All	\$	\$30,221	\$30,741	\$32,179	\$31,121	\$31,220
	%	49%	49%	49%	49%	48%
National Average	\$	\$28,650	\$29,200	\$28,950	Not Yet Known	Not Yet Known
	%	65%	65%	62%		
VT- Virginia Resident	\$	\$27,162	\$26,890	\$29,258	\$27,812	\$27,801
	%	50%	51%	52%	52%	50%

National data from the Project on Student Loan Debt, an aggregator of Common Data Set submissions.
www.projectonstudentdebt.org

Net Price Comparisons

- 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 students from low- to middle-income families

	Cost of Attendance (Sticker Price)	Average Net Price by Income (2019-20 Data)				
		\$0-30,000	\$30,001-48,000	\$48,001-75,000	\$75,001-\$110,000	\$110,001+
Virginia Tech	\$27,283	\$11,934	\$14,003	\$18,372	\$23,999	\$26,368
National Peer Average	33,044	9,532	10,750	14,568	20,924	25,306
Advantage (Disadvantage)	5,761	(2,402)	(3,253)	(3,804)	(3,075)	(1,062)
Virginia Tech	27,283	11,934	14,003	18,372	23,999	26,368
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Advantage (Disadvantage)	9,562	(2,710)	(5,218)	(4,865)	(3,252)	6,390



Federal CRRSAA Support

- CRRSAA Act provided Virginia Tech \$27.8 million through the Higher Education Emergency Relief Fund II (HEERF II)
 - Financial aid component required to be at least as much as the CARES Act (\$9.7 million)
- Virginia Tech automatically awarded grants to students who met following criteria:
 - Undergraduate, graduate, or professional student enrolled for the Spring 2021 semester for at least 1 credit hour;
 - FAFSA on file for the 2020-21 academic years with completed citizenship verifications; and
 - Expected Family Contribution (EFC) from the FAFSA of less than \$17,000
- Virginia Tech also awarded emergency grants through an application process

Emergency Grant	Number of Students	Amount
Automatic Award	8,765	\$9,089,713
Application Process Award	650	\$609,781

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
- 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 and frozen tuition levels, institutional support for financial aid is significantly constrained and has practical limits
- The university must continue to support institutional financial aid programs, with an emphasis on expanding support through private philanthropy

DISCUSSION

DISCUSSION ON RESOURCE DEVELOPMENT

DWAYNE PINKNEY, SENIOR VICE PRESIDENT &
CHIEF BUSINESS OFFICER

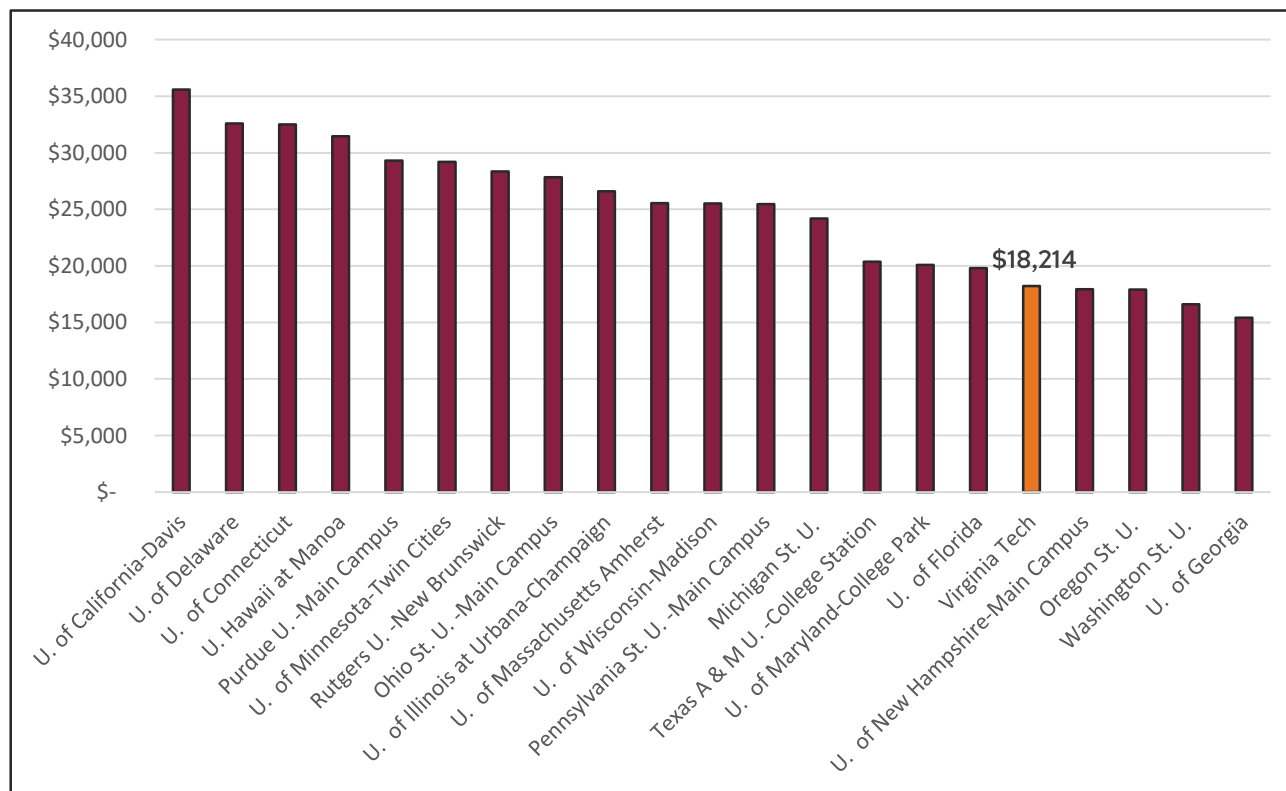
NOVEMBER 8, 2021

Virginia Tech Provides Strong Value

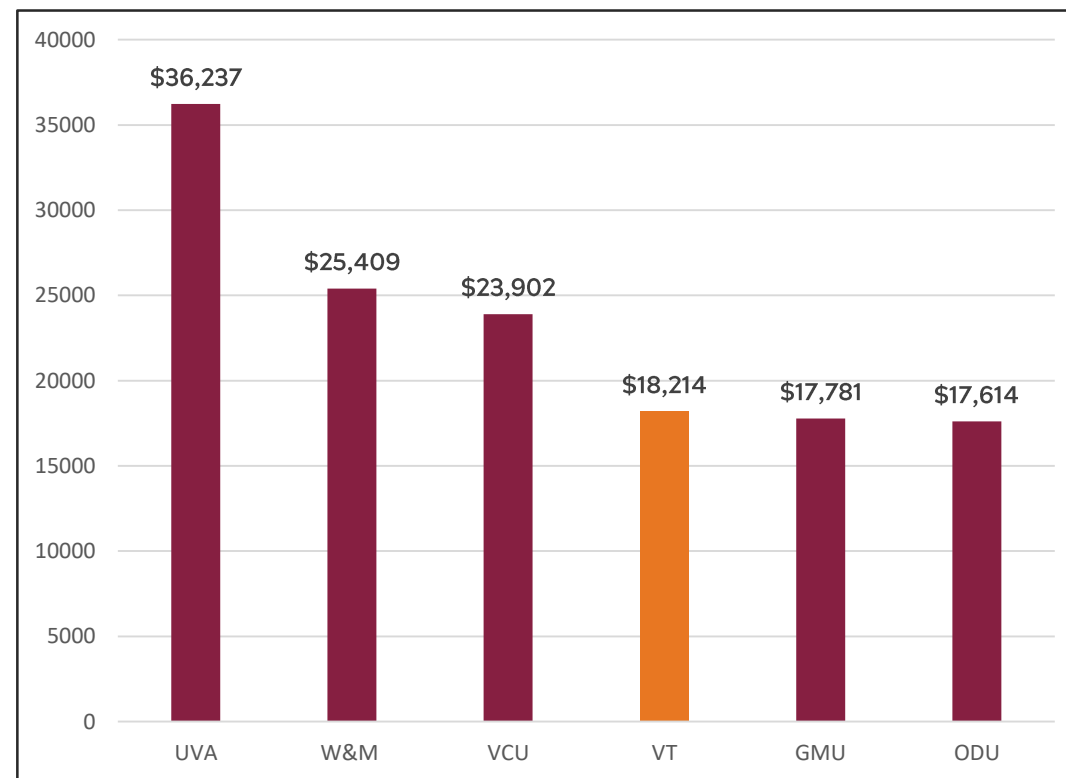
- Among the top 20 Land Grant institutions in the nation, Virginia Tech's cost per degree year ranked among the lowest at \$18,214.

Cost Per Degree Year - 2019

Top 20 Land-Grants



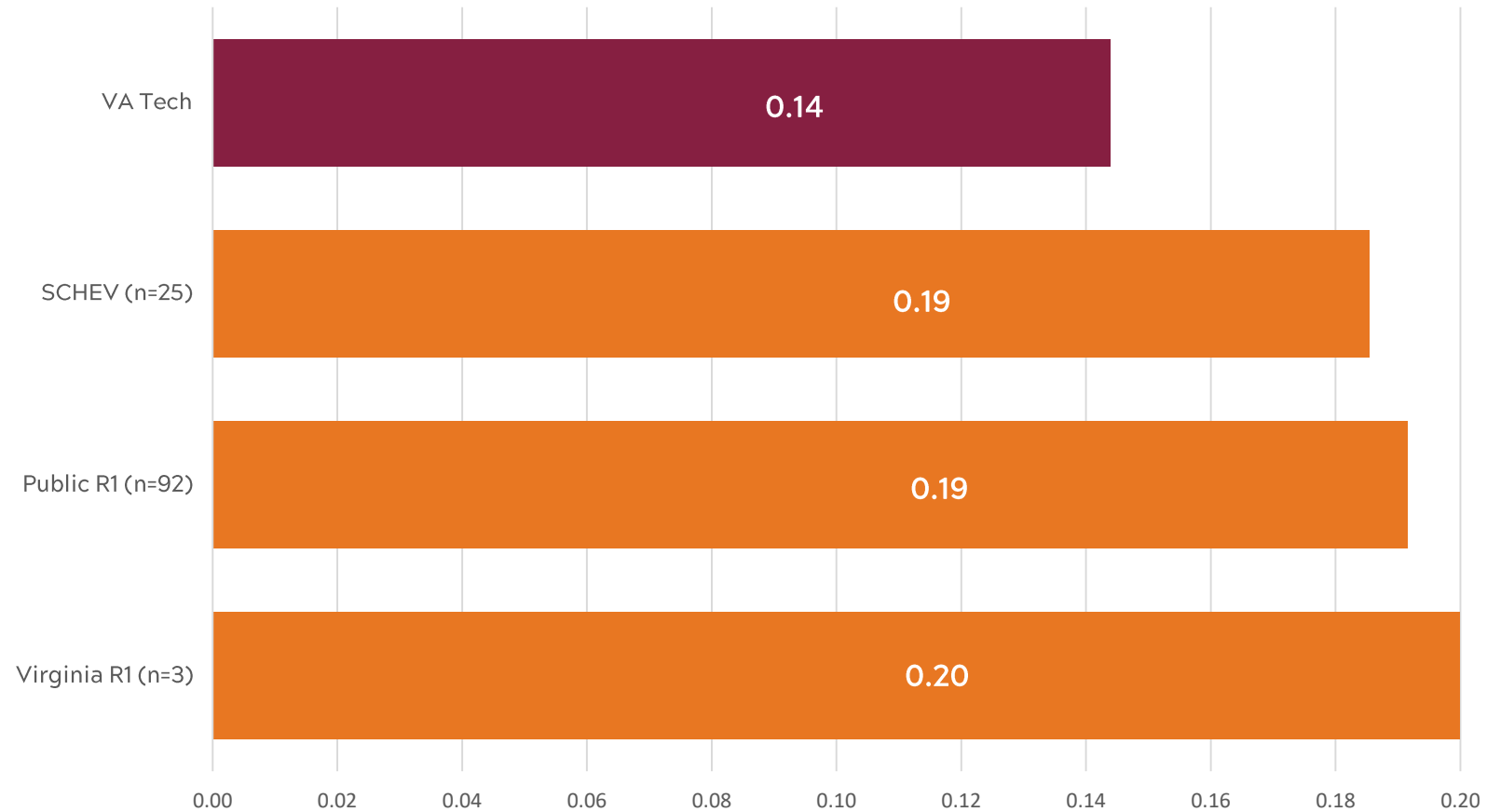
Virginia Doctoral





VT Administrative Efficiency

Administrative Spending per Dollar of Instructional Spending FY2019



Resource Management Strategy

- *Goal is to maximize the achievement of the university's strategic plan*
 - *University has an ambitious plan*
 - *Resource level defines the rate of progress*
- *Based on understanding of cost drivers, university develops resource plan:*
 - *Maximize existing resources*
 - *Leverage other resources*
 - *State General Fund*
 - *Self-generated: grants, private, other*
 - *Enrollment management*
 - *Last resort: Tuition and Fee increase*



Planning Assumptions

- *Cost and resources are not yet defined for 2022-23*
 - *State budget development cycle has not yet begun*
 - *University has just begun its budget development cycle*
- *As a result, placeholder estimates are displayed at this time to quantify the conceptual framework*
- *Estimates are subject to change as better information becomes available*
- *No decisions being made at this time*

Cost Driver Pools

Inflation

- *Compensation and benefits*
- *Operating costs (utilities, leases, contracts)*
- *Purchasing power of Student Financial Aid*

Initiatives

- *Academic programs*
- *Expansion of access and reduction of student debt*
- *Attracting and retaining talented employees and students*
- *Enhancing quality and efficiency of operations*

FY23 Planning Scenario - Cost Placeholders

Inflationary

Compensation	14.0
Fixed Costs	4.6
Maintain Purchasing Power of Student Aid Program	<u>2.1</u>
	20.7

Initiatives

Advance National, Regional, Global Impact (research, mid-career faculty, internships)	4.0
Elevate the Ut Prosim Difference (enhance student aid, advising)	3.0
Be A Destination for Talent (HR, startup, diversity recruitment)	2.3
Ensure Institutional Excellence	<u>0.5</u>
	9.8
Total Estimated Needs	<u>30.5</u>

FY23 Planning Scenario - Funding Part 1

Total Estimated Funding Need	30.5
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Sources

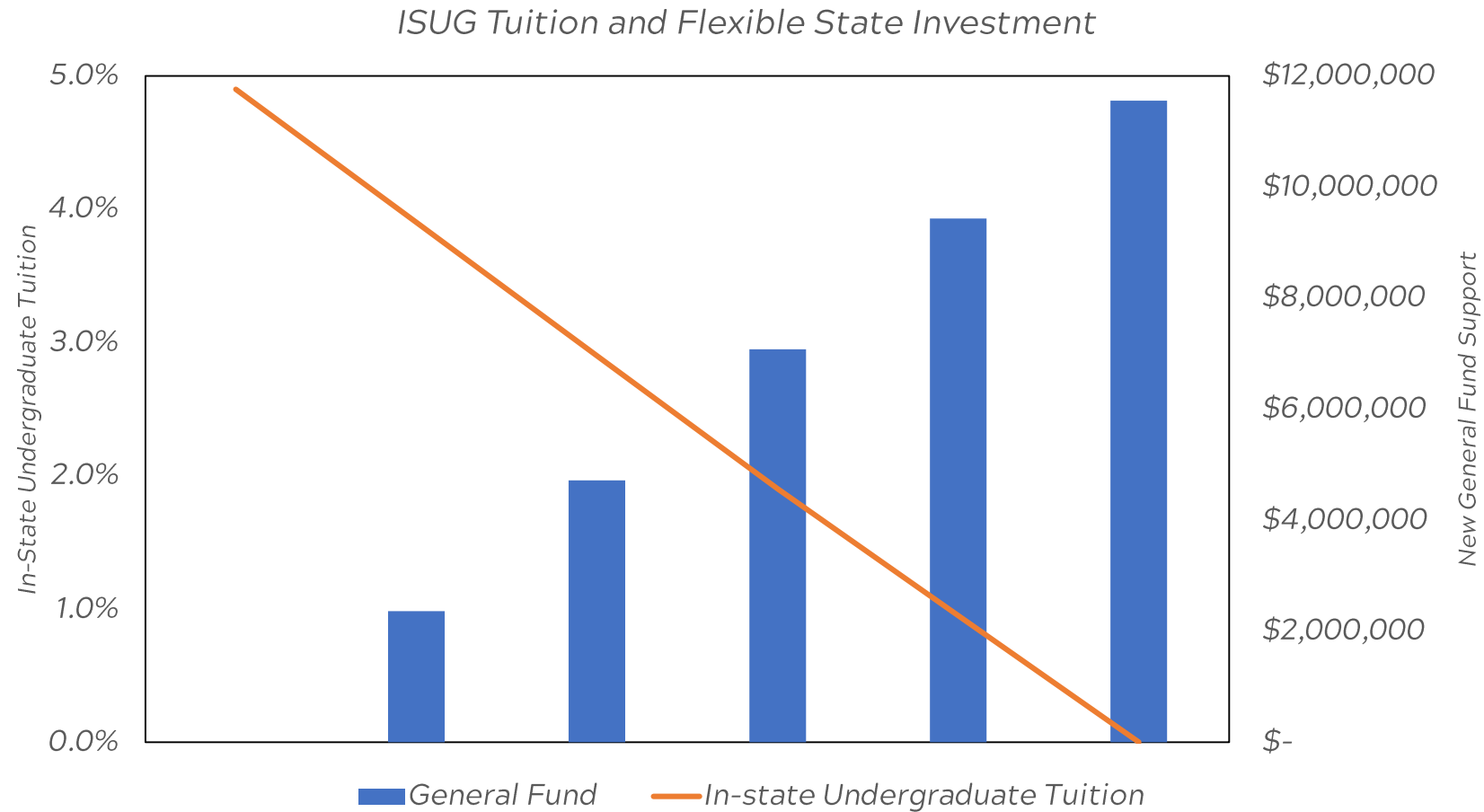
Reallocation	(1.3)
--------------	-------

(less) Enrollment Growth/Mix	<u>(7.6)</u>
------------------------------	--------------

Need for Tuition or General Fund Support	21.6
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FY23 Planning Scenario - Funding Part 2

Assume other student categories increase relative to inflation and market (2.9% placeholder).



Tuition Considerations

- *Sensitive to Tuition increases: last resort*
- *Funding model takes into account new costs, new state support, and new self-generated revenue*
- *Access & affordability are incorporated to maintain and enhance purchasing power of student financial aid program*
- *Over prior 5 years, VT has increased ISUG tuition slower than inflation (Consumer Price Index)*
- *VT ISUG total cost ranks 10th of 15 public 4-year institutions in Virginia*

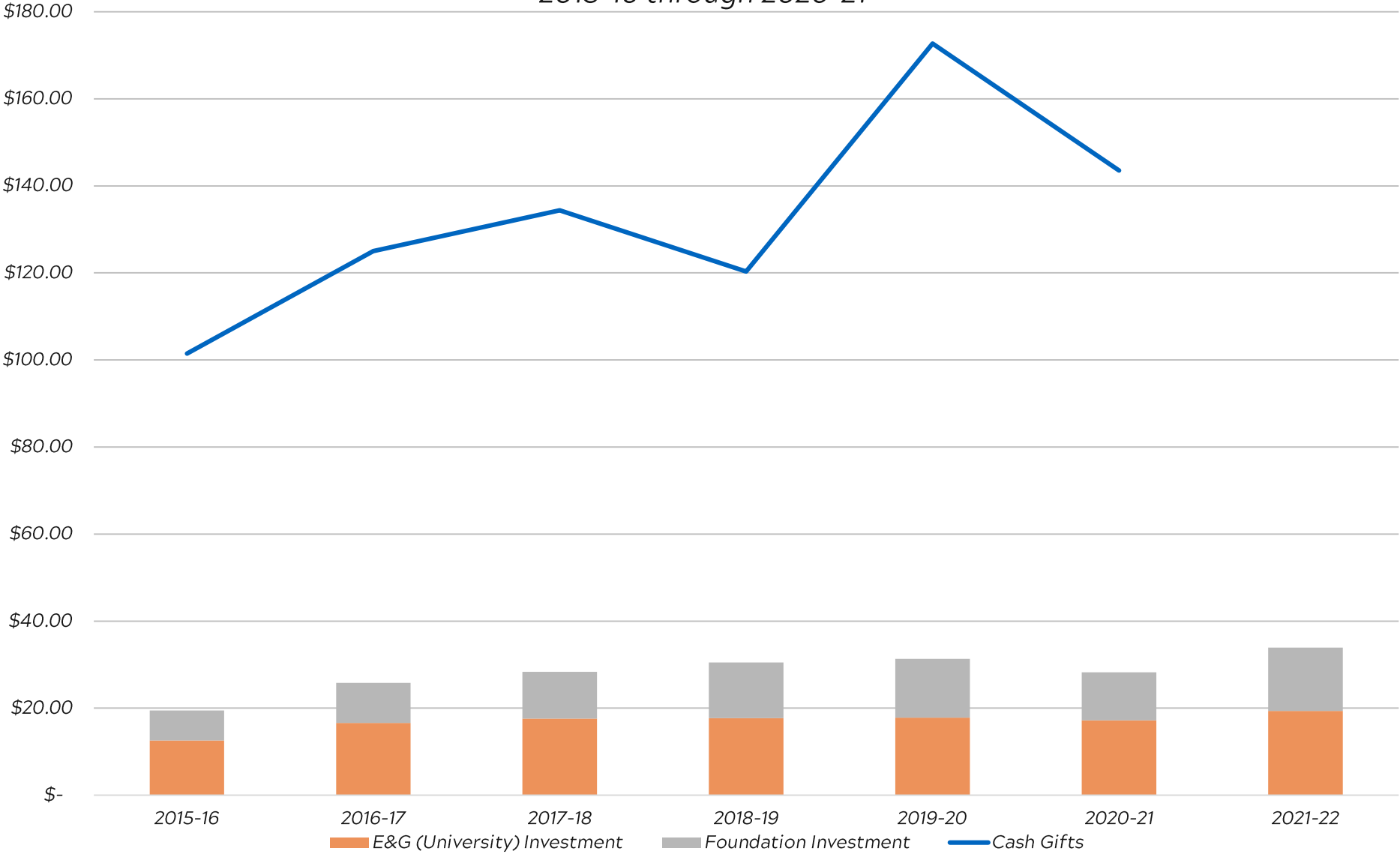
Initiative Planning

- *Goal is to maximize the achievement of the university's strategic plan*
- *Requests are likely to exceed resource capacity*
- *Leverage the most appropriate fund source first*
 - *Private funds (e.g. for quality enhancements, scholarships, and expanded private fund-raising)*
 - *Self-generated revenue and Enrollment growth*
 - *Federal*
 - *State*
- *Tuition rate increase is the fund source of last resort*
- *University budget process makes decisions about initiatives in the spring once resources and inflationary costs are understood*
- *All initiatives compete regardless of fund source*

Philanthropy

- *Philanthropic support is a growing component of the university's overall resource development process*
- *Private funds are critical, yet are often restricted in use thus not available for general operations of the institution*
- *The State has encouraged use of private funds to support fund-raising. In accordance with this, public funds are targeted to support program leadership and support activities.*
- *Consistent with all initiative planning, a multi-year plan needs to be developed to refine understanding of planning assumptions and expected outcomes.*
- *All institutional needs are considered holistically within the university's and VTF's budget development cycles*

Support Relative to Cash Gifts (\$ in Millions)
2015-16 through 2020-21



Reflects the university and VTF support relative to cash gifts. Does not include support recorded in colleges or other programs.

Enterprise Risk Landscape



Next Steps

- *Approval of Six-Year Plan*
- *Advocacy of university needs in state budget process*
 - *Executive Budget published in December*
 - *2022 General Assembly convenes in January*
- *Tuition and Fee recommendation presented to Board in Spring with better understanding of costs and new state support*

DISCUSSION

Review and Approval of the 2022-2028 Six-Year Plan
FINANCE AND RESOURCE MANAGEMENT COMMITTEE

September 30, 2021

Summary

The university received instructions for developing the 2022-2028 Six-Year Plan on April 30, 2021. 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, 2021 and discussed with state officials on August 6, 2021. The university received feedback from the state on September 1, 2021 and submitted its response on October 1, 2021. The final Six-Year Plan, consistent with the elements presented to the Board in June, is now offered for approval.

Background

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

Planning Assumptions

Academic and Support Service Strategies

The Six-Year Plan focuses on the institutional priorities of the upcoming biennium (fiscal years 2023 and 2024). 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 the projection of tuition rates and student financial assistance; and
- c) Provide an enrollment projection to assist the SCHEV in its planning and reporting responsibilities.

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

University Division

Nongeneral Fund	Dollars in Millions	
	2022-23	2023-24
Academic Initiatives		
Advance regional, national, and global impact	\$4.0	\$5.2
Elevate the Ut Prosim difference	3.0	5.5
Be a destination for talent	2.3	2.8
Ensure institutional excellence	1.3	1.8
Reallocate existing resources to support critical needs	(1.3)	(2.7)
Subtotal Academic Initiatives	\$9.3	\$12.6
Operating Initiatives		
Increase faculty salaries	\$12.1	\$24.6
Increase staff salaries	1.5	3.0
Operations & maintenance for new facilities	2.2	6.0
Additional financial aid	2.1	4.2
Nongeneral fund for current operations	2.0	3.8
Subtotal Operating Initiatives	\$19.9	\$41.6

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.

University Division General Fund Requests	2022-23	2023-24
Moderate in-state tuition increases	\$ 4.6	\$ 9.5
Advance research frontiers	3.8	7.5
Increase need-based student financial aid for Virginia undergraduates	1.0	2.0
Equalize support for Unique Military Activities	0.4	0.8
Total University Division General Fund Requests	\$ 9.8	\$ 19.8

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

As part of the annual Six-Year Plan process, the university also submits a Six-Year Plan for the Virginia Cooperative Extension and Agricultural Experiment Station (CE/AES) Division, also known as Agency 229. 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. The following opportunities will serve as the basis of the agency's Executive Budget requests submitted in the fall of 2021.

CE/AES General Fund Requests	2022-23	2023-24
Building Resilience: Extension Specialists	\$ 0.4	\$ 0.7
Building Resilience: Extension Agent Salary Competitiveness	0.3	0.6
Building Resilience: Research Equipment (one-time support)	1.3	-
Reduce need for internal reallocations	0.9	1.2
Subtotal CE/AES General Fund Requests	\$ 2.9	\$ 2.5
Operating Initiatives	2022-23	2023-24
Increase faculty and staff salaries	\$ 0.1	\$ 0.2
Operations & maintenance for new facilities	0.7	0.8
Nongeneral fund for current operations	0.3	0.7
Subtotal Operating Initiatives	\$ 1.1	\$ 1.7

Compensation

Faculty

A strategic goal of the university is to recruit and retain world-class faculty by ensuring faculty salary competitiveness with peer institutions. The university maintains a multi-year goal of achieving competitive salaries as compared to peers. Based upon this long-range goal, the university projects a needed faculty salary increase of 4.2 percent per year over six years. The university's Six-Year Plan includes the nongeneral fund share of this target (2.6 percent, or approximately \$12 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 against peer institutions over time.

Staff

For planning purposes, the staff compensation process envisions a 3.0 percent salary increase for university staff and no salary increase for classified staff in each year of the plan due to state limitations. Compensation for classified staff, who represent less than 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 center around reducing the net price for Virginians in low- to middle-income families. Strategies include maintaining and expanding existing need-based scholarships for undergraduates including the Funds for the Future program to mitigate tuition increases and the Virginia Tech Grant to reduce unmet need. Expanding programs geared towards attracting and retaining underrepresented and first generation Virginia undergraduates including the Presidential Scholarship Initiative will contribute to the aforementioned goals while also promoting talent and diversity. The university plans to address these needs through a combination of E&G revenue, state General Funds, and philanthropic support.

Enrollment

The university submitted its six-year enrollment plan to SCHEV, known as the 2B, in the spring of 2021. The 2B is the basis for the enrollment figures included in the Six-Year Plan. The university is currently reviewing the recent multi-year growth strategy and assessing potential future enrollment levels. Therefore, undergraduate enrollment is relatively flat in this projection. Annual enrollment levels 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 2021 serves as the basis of this Six-Year Plan, the university will adjust future submissions as enrollment decisions evolve.

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:

<i>Fund Split Methodology</i>	State Share (GF)	University Share (NGF)
University Division E&G	38%	62%
Cooperative Extension E&G	95%	5%
Research	100%	0%
Public Service	100%	0%
Unique Military Activities	100%	0%

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 neither recommending nor committing to a specific set of tuition rates through this submission. Establishment of tuition and fee rates for future years remains under the purview of the Board of Visitors and will be informed through an annual discussion of needs, the state budget process, and market capacity.

While increases in tuition and fees for 2022-23 and beyond have not been set by the Board of Visitors, the university utilized the following placeholders to satisfy the plan

requirements. An assumption of no new targeted General Fund support serves as the basis of these placeholders in accordance with SCHEV's instructions for this submission.

Tuition and Fee Increase Placeholders		
	2022-23	2023-24
Tuition & E&G Fees		
In-state Undergraduate	4.9%	4.9%
Out-of-state Undergraduate	2.9%	2.9%
In-state Graduate	2.9%	2.9%
Out-of-state Graduate	2.9%	2.9%
Mandatory Non-E&G Fees (Comprehensive Fee)	3.9%	3.9%

Next Steps

The university submitted the Six-Year Plan to the commonwealth on July 1, 2021. 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 2021.

RECOMMENDATION:

That the Board of Visitors approve the 2022-2028 Six-Year Plan.

November 8, 2021

REVIEW AND APPROVAL OF THE 2022 – 2028 SIX-YEAR PLAN

DWAYNE PINKNEY, SENIOR VICE PRESIDENT AND
CHIEF BUSINESS OFFICER

KEN MILLER, VICE PRESIDENT FOR FINANCE

TIM HODGE, ASSOCIATE VICE PRESIDENT FOR
BUDGET AND FINANCIAL PLANNING

NOVEMBER 8, 2021

Background

Six-Year Plan is a requirement of the Higher Education Opportunity Act of 2011
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 2021*
- *Initial Submission to state on July 1, 2021*
- *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:*
 - *Feedback from state and opportunity for university to respond*
 - *Plan serves as starting point for Executive Budget development*
- *November:*
 - *Board of Visitors approves final plan*

2020-28 Academic Plan and Financial & Operating Plan

- *Strategic focus rooted in university's Beyond Boundaries Strategic Plan*
- *Maintains current undergraduate enrollment levels*
- *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 continued incremental funding for Agricultural and Natural Resources "Building Resiliency" initiative*
- *Reflects projected state cost assignments, unavoidable cost increases, and fringe benefits*

Enrollment Planning Considerations



- *Undergraduate enrollment managed at 30,000 while a plan for the next phase of expansion is being formulated.*

Goals:

- *Provide access to public education in the Commonwealth*
- *Ensure affordability for Virginia undergraduates*
- *Attracting talented and diverse students to Virginia*
- *Support experiential and employment-based learning with hybrid delivery of instruction*
- *Expand disciplines that support state workforce*
- *Achieving economies of scale that support strategic initiatives while mitigating cost increases*
- *Support for expansion of graduate enrollment, including professionally oriented programs*

University Division - Nongeneral Fund Academic Strategies

(Dollars in Millions)

	2022-23	2023-24*
<u>Academic Initiatives</u>		
<i>Advance regional, national, and global impact</i>	\$4.0	\$5.2
<i>Elevate the Ut Prosim difference</i>	3.0	5.5
<i>Be a destination for talent</i>	2.3	2.8
<i>Ensure institutional excellence</i>	1.3	1.8
<i>Reallocate existing resources to support critical needs</i>	(1.3)	(2.7)
Subtotal Academic Initiatives	\$9.3	\$12.6

*2023-24 is cumulative of 2022-23 costs

2020-22 Nongeneral Fund

Operating Costs

(Dollars in Millions)

	2022-23	2023-24*
<u>Operating Initiatives</u>		
<i>Increase faculty salaries</i>	\$12.1	\$24.6
<i>Increase university staff salaries</i>	1.5	3.0
<i>Operations & maintenance for new facilities</i>	2.2	6.0
<i>Additional financial aid</i>	2.1	4.2
<i>Nongeneral fund for current operations</i>	2.0	3.8
Subtotal Financial and Operating Initiatives	\$19.9	\$41.6

*2023-24 is cumulative of 2022-23 costs

2020-22 General Fund Request

(Dollars in Millions)

	2022-23	2023-24*
<u>General Fund Requests</u>		
<i>Moderate in-state tuition increases</i>	\$ 4.6	\$ 9.5
<i>Advance research frontiers</i>	3.8	7.5
<i>Increase need-based student financial aid for Virginia undergraduates</i>	1.0	2.0
<i>Equalize support for Unique Military Activities</i>	0.4	0.8
Total University Division General Fund Requests	\$9.8	\$19.8

**2023-24 is cumulative of 2022-23 costs*

University Division - Nongeneral Fund Revenue Estimate

(Dollars in Millions)

- 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

	2022-23	2023-24
Tuition & E&G Fees		
<i>In-state Undergraduate</i>	4.9%	4.9%
<i>Out-of-state Undergraduate</i>	2.9%	2.9%
<i>In-state Graduate</i>	2.9%	2.9%
<i>Out-of-state Graduate</i>	2.9%	2.9%
Mandatory Non-E&G Fees (Comprehensive Fee)	3.9%	3.9%

Virginia Cooperative Extension & Agriculture Experiment Station Strategies

(Dollars in Millions)

	2022-23	2023-24
Academic Initiatives/General Fund Requests		
<i>Building Resilience: Extension Specialists</i>	\$ 0.4	\$ 0.7
<i>Building Resilience: Extension Agent Salary Competitiveness</i>	0.3	0.6
<i>Building Resilience: Research Equipment (one-time support)</i>	1.3	-
<i>Reduce need for internal reallocations</i>	0.9	1.2
Subtotal Academic Initiatives	\$2.9	\$2.5
Financial and Operating Initiatives		
<i>Increase faculty and staff salaries</i>	\$ 0.1	\$ 0.2
<i>Operations & maintenance for new facilities</i>	0.7	0.8
<i>Nongeneral fund for current operations</i>	0.3	0.7
Subtotal Financial and Operating Initiatives	\$1.1	\$1.7

*2023-24 is cumulative of 2022-23 costs

DISCUSSION

Annual Report on Investments and Quasi-Endowments

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 8, 2021

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, coupled with other financial planning and budget processes, have contributed towards a \$407 million increase in total cash and investments since fiscal year 2015. Additionally, the composition of the cash and investments has changed – cash and cash-equivalents and other investments have decreased due to the university's purposeful growth of investments in the Virginia Tech Foundation's (VTF) endowment pool. Net investments in the VTF endowment pool have grown by \$400 million during this period, and have grown from 15 percent of the total cash and investments in fiscal year 2015 to 48 percent of the total at June 30, 2021. This shift is a direct result of prudently managing the university's available funds to increase investments and build financial capacity for the future.

The university experienced a significant increase in its cash and investment balances of \$234 million as a result of the recovered market prices for its investments in the VTF endowment pool at the end of fiscal year 2021 compared to fiscal year 2020 and

disciplined savings throughout the university in response to the COVID-19 pandemic. The university's elevated cash balance will help it weather the remaining impacts of the pandemic and support a return to normal spending patterns. The additional liquidity also bolsters the university's financial position in support of the additional debt the university will be issuing in the next several years.

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 2021 and the growth of long-term investments in the VTF endowment. Attachment B shows the components of university's cash and investment balances as of June 30, 2021, 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, custodial 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 coordinates these decisions with the Senior Vice President and Chief Business Officer. 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, Truist, Atlantic Union, and The First Bank & Trust are the external liquidity component of the university's total liquidity. These lines of credit allow the university to cost-effectively leverage limited resources, pursue its long-term investment strategy, and meet its operating obligations. Current Board of Visitors

approval authorizes external lines of credit up to the greater of \$200 million or 45 days of liquidity.

See Attachment C for information for short to intermediate-term investment pools performance for the most recent fiscal year and longer-term periods.

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.

Management of the VTF's endowment program includes a valuation-centric approach to investing through a combination of active managers, passive indices, and direct co-investments. See Attachment C for the VTF endowment pool performance for the most recent fiscal year and longer-term periods.

The Foundation began implementing its new strategic plan in the summer of 2020. One of the key goals of the strategic plan is to continue to deliver strong long-term relative and absolute performance with less risk than the benchmark. Other goals include reducing the number of active managers and enhancing the risk processes. The implementation of the strategic plan is approximately 90% complete, and the changes made to-date have already delivered early, positive results.

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, 2021, the market value of university funds invested in the long-term investment strategies pool managed by the VTF was \$500.8 million. See Attachment D for additional information on the purpose of these various true and quasi-endowments and the restrictions on these funds.

The university'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 E for more information on the university's utilization of the earnings on the invested funds based on their restricted or unrestricted character.

Finally, Attachment F 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. This chart shows that Virginia Tech carries less cash than its peers and reflects the university's strategy to move excess cash balances into long-term investments at the VTF.

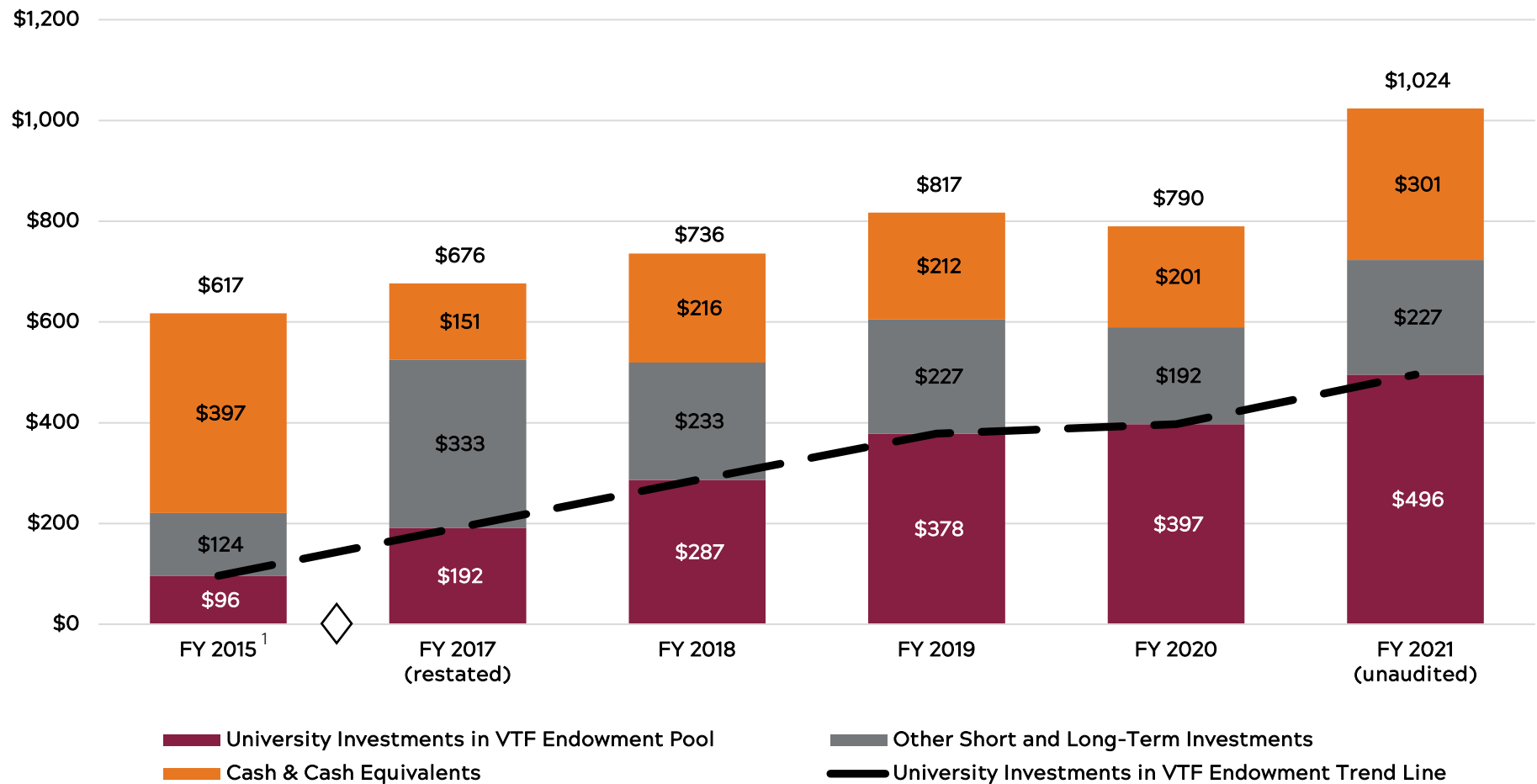
Conclusion

The university has implemented an investment program designed to promote the attainment of the university's goals, such as keeping down tuition and fees, growing unrestricted net assets by \$20 million a year, and investing in strategic academic programs. The investment program helps achieve these goals through a liquidity strategy that incorporates external lines of credit and 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. Despite the challenges presented by the pandemic, this investment program helped the university add to its strong investment balances with earnings that will preserve and enhance the university's spending power, financial stability, and bond rating.

Total Cash & Investments

For the years ended June 30, 2015 and June 30, 2017-2021

all dollars in millions



¹FY 2015 represents the base year for the university's strategy to move cash and cash equivalents into long-term investments at the VTF.

University Cash and Investment Balances at June 30, 2021

all dollars in millions

		Cash & Cash Equivalents	Short-Term Investments	Long-Term Investments	Total Cash & Investments
Wells Fargo	Main Operating Bank	\$ 67.3	\$ -	\$ -	\$ 67.3
Standish Mellon ¹	90-Day Cash Manager	214.5	-	5.2	219.7
Merganser ¹	1-3 Year Credit Manager	1.3	-	213.5	214.8
VTF Endowment ¹	Long-Term Pool	5.2	-	495.6	500.8
Operating & Long-Term Investment Strategies		288.3	-	714.3	1,002.6
Other ²	Miscellaneous Restricted	12.7	3.7	4.8	21.2
	Total Investments³	\$ 301.0	\$ 3.7	\$ 719.1	\$ 1,023.8

¹Includes Auxiliary System Funds.

²Includes Unspent Bond Proceeds, Agency Funds, Deferred Compensation, etc.

³Unaudited.

Short, Intermediate & Long-Term Investment Performance Report at June 30, 2021

	1-Year	3-Year	5-Year	10-Year	Inception
Standish Mellon (General & System):	0.1%	1.3%	1.2%	0.7%	0.8%
<i>FTSE 3-Month US T-BILL</i>	0.1%	1.3%	1.1%	0.6%	0.7%
Merganser (General & System):	0.7%	3.2%	2.2%	1.8%	2.5%
<i>BofAML 1-3 Yrs Gov/Corp</i>	0.5%	3.0%	1.9%	1.5%	2.2%
VTF Endowment:	27.1%	7.3%	8.4%	7.8%	N/A
<i>CEF Benchmark¹</i>	25.6%	11.0%	10.3%	7.9%	N/A

¹60% MSCI All Country World Equity Index; 30% Bloomberg Barclays Global Aggregate Bond Index; and 10% Global Financial Times Stock Exchange National Association of REITs Global Real Estate Index.

True Endowments

True endowments are funds received from a donor with the restriction that the principal is not expendable. This allows for the gift to have an impact over a longer period than if it were spent all at once. Endowments may also come with stipulations regarding usage. As a result, an endowment payout may be restricted to a specific purpose such as a scholarship, professorship, or program.

Rolls Royce Endowments

The Rolls Royce Endowments are true endowments created by the Commonwealth in 2010 as part of the incentive package to recruit the company to Virginia. The endowment is restricted to support chaired professorships and graduate students in Engineering. The total investment and cash endowment value of the Rolls Royce Endowments as of June 30, 2021 was \$14.5 million.

Pouring Rights Scholarship

The Pouring Rights Scholarship is a true endowment established according to the terms of the 2012 Coca-Cola Pouring Rights contract. The funds are restricted for scholarships. The total investment and cash endowment value as of June 30, 2021 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 total investment and cash endowment value of the Pratt Estate funds as of June 30, 2021 was \$49.6 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, 2021 was \$0.9 million.

Nationwide Scholarship

A 2014 settlement agreement with Nationwide Life Insurance Company related to student medical insurance premiums included the establishment of a scholarship fund in their name from any residual or unclaimed funds. The Board of Visitors authorized this fund as a quasi-endowment on June 4, 2018 designated for scholarships. The total investment and cash value as of June 30, 2021 was \$9.7 million.

Chinese Endowed Geosciences Scholarship

In 2002, the Department of Geological Sciences established a scholarship fund to support Chinese graduate students from funds provided by the People's Republic of China. The total investment and cash endowment value as of June 30, 2021 was \$0.1 million.

Gloria Smith Professorship

In August 2000, the university approved an allocation from the Athletic Department's Sugar Bowl proceeds to serve as a base that would provide ongoing support for the Gloria Smith professorship. The professorship, named in honor of the late Gloria D. Smith, a counselor and advocate of minority students on campus before her retirement, is awarded for a period of two years to an outstanding faculty member who contributes significantly to the growth and development of minority students, student-athletes, and scholarly pursuits. The Board of Visitors authorized this fund as a quasi-endowment on June 4, 2018 designated for the professorship. The total investment and cash endowment value as of June 30, 2021 was \$0.4 million.

Licensing & Trademark Scholarship

Over the last two decades, the University's Licensing & Trademark agreements have created one-time resources that have been invested to create ongoing income for scholarships. The Board of Visitors authorized this fund as a quasi-endowment on June 4, 2018 designated for scholarships. The endowment value as of June 30, 2021 was \$15.7 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, 2021 was \$0.1 million.

Student Health Insurance Fund

In 1997, the university received a stock conversion settlement from Trigon when the company went public. The Board of Visitors authorized this fund as a quasi-endowment on June 4, 2018 to support the health care insurance program, including the administration of student insurance programs. The value as of June 30, 2021 was \$0.4 million.

Unrestricted Investments

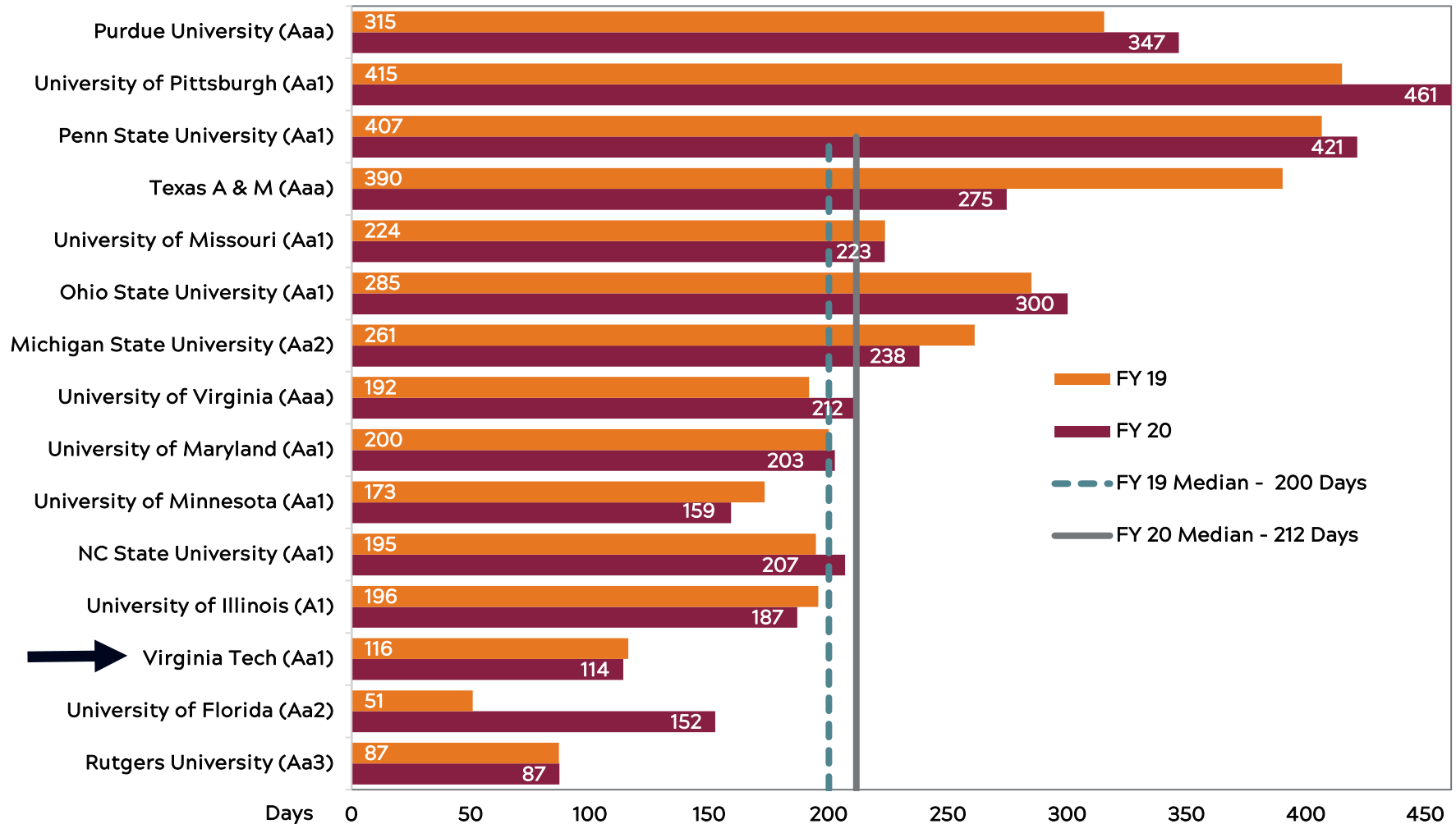
Unrestricted investments consist of university nongeneral fund reserves, balances, and local funds. These investments are meant to create a revolving set of resources generating an annual, recurring revenue stream to make one-time or limited recurring commitments to pursue the university's strategic goals. The total investment and cash value of these other university funds as of June 30, 2021 was \$409.1 million.

2021-22 Utilization of Investment Income
all dollars in thousands

Description	Utilization	2021-22 Estimate	
		Short-Term Investments	Long-Term Investments
True Endowments			
Rolls Royce Endowment	Engineering Chaired Professorships & Grad Students		\$571
Pouring Rights Endowment	Scholarships		\$13
Donor Restricted Quasi-Endowments			
Pratt Estate Funds	Animal Nutrition & Engineering programs		1,962
Donaldson Brown Endowment	Scholarships		37
Nationwide Scholarship Fund	Scholarships		384
BOV Designated Quasi-Endowments			
Chinese Endowed Geosciences Scholarship	Scholarships		4
Gloria Smith Professorship	Professorship support		14
Licensing & Trademark Scholarship	Scholarships		628
Multicultural Affairs Scholarship	Scholarships		4
Student Health Insurance Fund	Support student health insurance program		17
Unrestricted Investments			
State Escrow ¹	Support E&G Programs, subject to state	\$13	
Auxiliary Enterprises	Auxiliary operations, maintenance reserve program, help to limit increases to comprehensive fees	753	3,726
Other University Funds	VTCSOM, banking fees, scholarships and university initiatives	1,617	12,367
Total University Investment Income		<u>\$2,383</u>	<u>\$19,727</u>

¹Reflects amount estimated to be returned to E&G Programs. Escrowed to the Commonwealth but has not been appropriated.

Moody's® Monthly Days Cash on Hand FY 2019 and FY 2020



Annual Report on Investments and Quasi-Endowments

KEN MILLER, VICE PRESIDENT FOR FINANCE

JOHN CUSIMANO, UNIVERSITY TREASURER

TIM HODGE, ASSOCIATE VICE PRESIDENT FOR BUDGET AND
FINANCIAL PLANNING

NOVEMBER 8, 2021

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

Annual Report on Investments and Quasi-Endowments

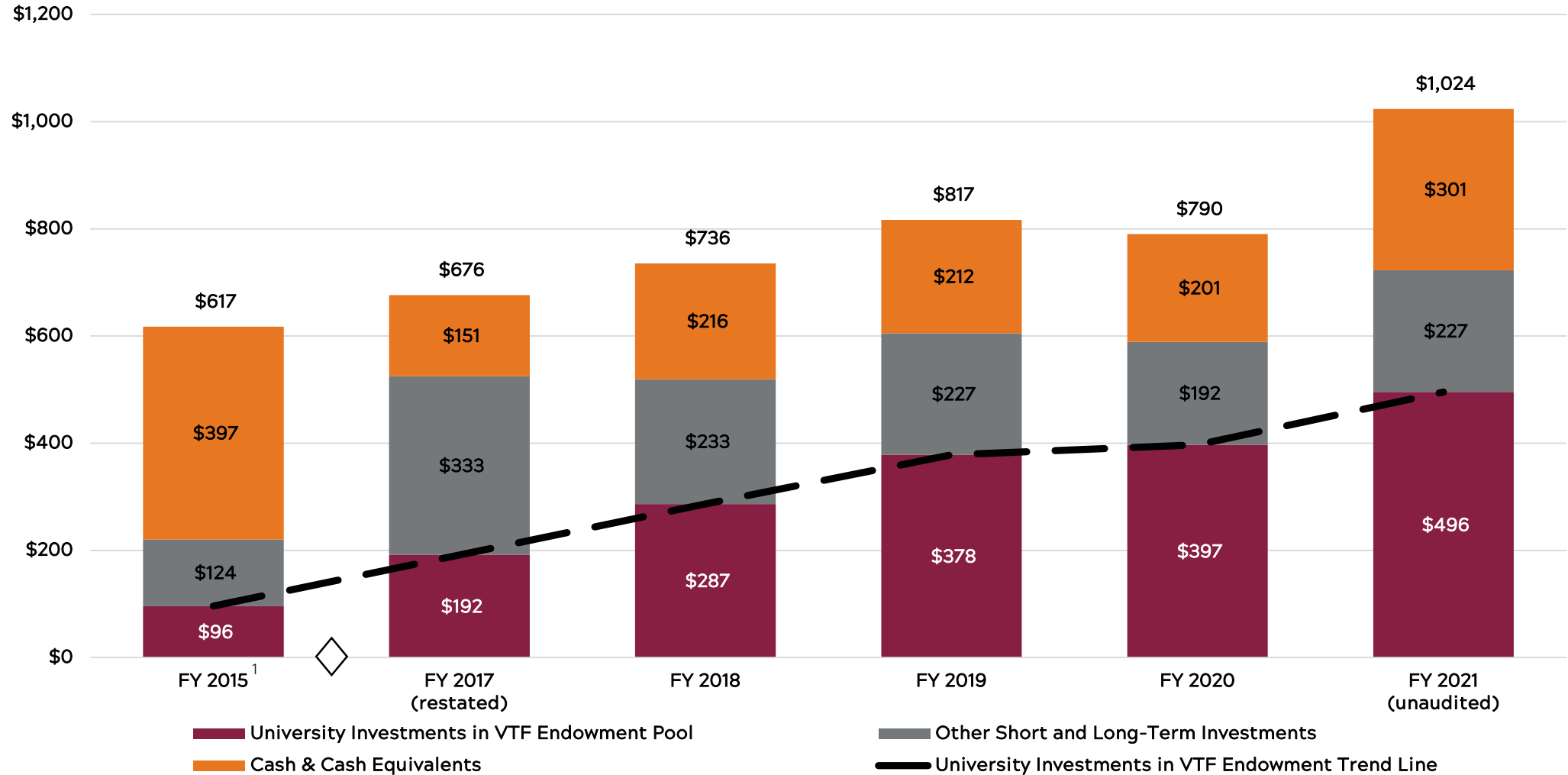
- Current liquidity targets:
 - Ongoing 45 days of internal liquidity through operating cash reserves (excluding funds in VTF endowment)
 - Ongoing 45 days of external liquidity through operating lines of credit
- Two key principles for the allocation of earnings:
 - Return designated or restricted earnings to their respective programs to pursue current and future activities
 - Deploy unrestricted earnings¹ for one-time or limited recurring commitments to pursue strategic initiatives, and to build capacity by growing unrestricted net assets by \$20 million per year to achieve the strategic plan milestone

¹Earnings 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 and June 30, 2017-2021

all dollars in millions



¹FY 2015 represents the base year for the university's strategy to move cash and cash equivalents into long-term investments at the VTF.

University Cash and Investment Balances at June 30, 2021

all dollars in millions

		Cash & Cash Equivalents	Short-Term Investments	Long-Term Investments	Total Cash & Investments
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Other ²	Miscellaneous Restricted	12.7	3.7	4.8	21.2
	Total Investments³	\$ 301.0	\$ 3.7	\$ 719.1	\$ 1,023.8

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²Includes Unspent Bond Proceeds, Agency Funds, Deferred Compensation, etc.

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Short, Intermediate & Long-Term Investment Performance Report at June 30, 2021

	1-Year	3-Year	5-Year	10-Year	Inception
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<i>FTSE 3-Month US T-BILL</i>	0.1%	1.3%	1.1%	0.6%	0.7%
Merganser (General & System):	0.7%	3.2%	2.2%	1.8%	2.5%
<i>BofAML 1-3 Yrs Gov/Corp</i>	0.5%	3.0%	1.9%	1.5%	2.2%
VTF Endowment:	27.1%	7.3%	8.4%	7.8%	N/A
<i>CEF Benchmark¹</i>	25.6%	11.0%	10.3%	7.9%	N/A

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Endowment Update

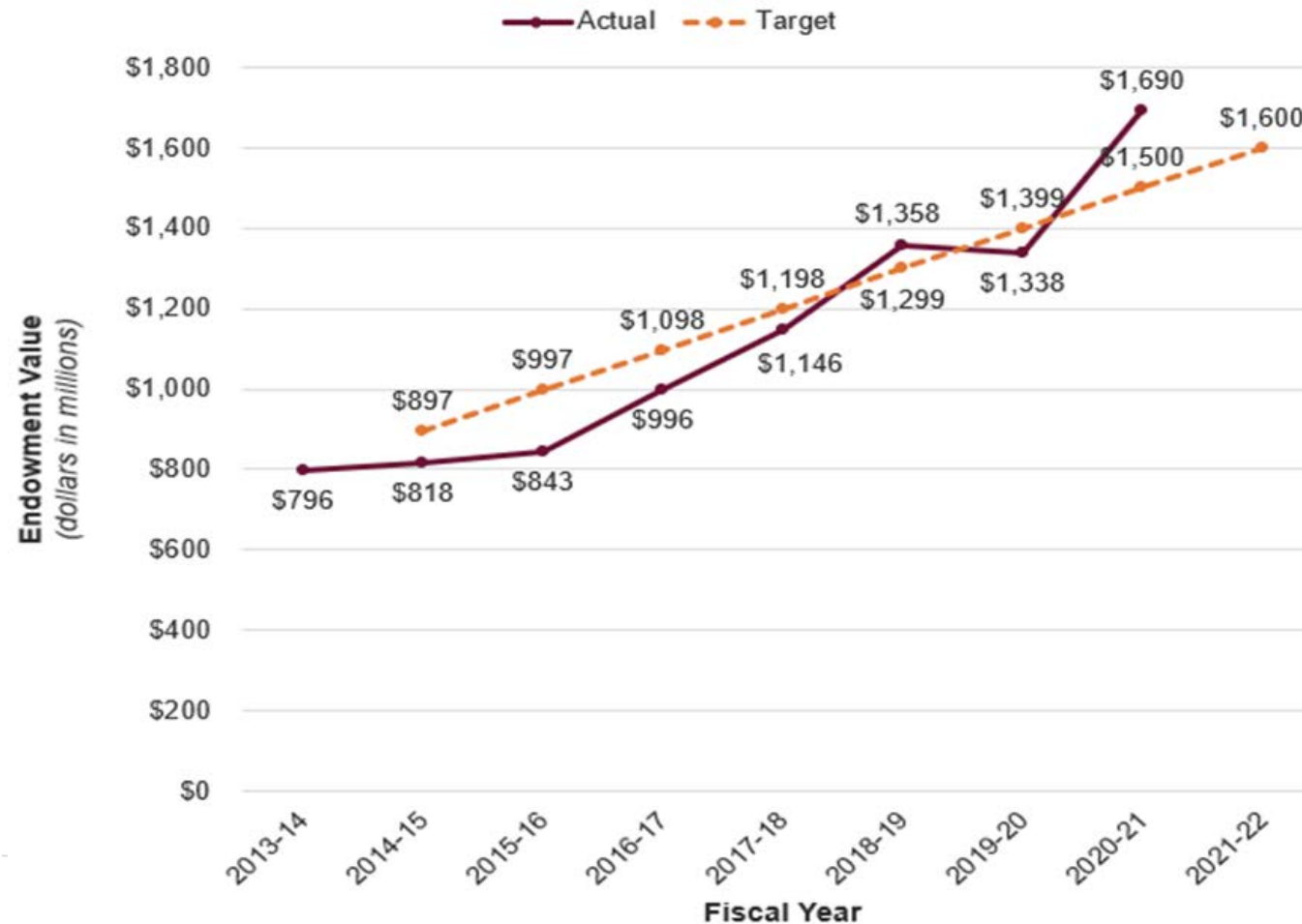
- Significant changes were made during the year to enhance the long-term performance of the fund:
 - Reduced the number of active managers,
 - Developed a risk management process to review sector and geographic weightings versus the benchmark,
 - Enhanced the due diligence process for the underwriting of investments, and
 - Created a better balance between value and growth investments

Endowment Update

- The endowment's policy benchmark will be changed at the end of the year from 60% Equity (MSCI ACWI), 10% Real Assets (Global NAREIT), and 30% Fixed Income (Barclays Global Agg.) to:
 - 65% MSCI ACWI (Long-Term Growth)
 - 15% NAREIT (Inflation Protection)
 - 10% Barclays U.S. Long Treasury (Deflation Protection)
 - 10% Barclays U.S. Intermediate Credit (Liquidity)

Endowment Update

- A key goal has been to double the endowment to \$1.6 billion by 2022.
- Due to the favorable market conditions and a record-breaking fundraising year, the \$1.69B total accomplished that goal!



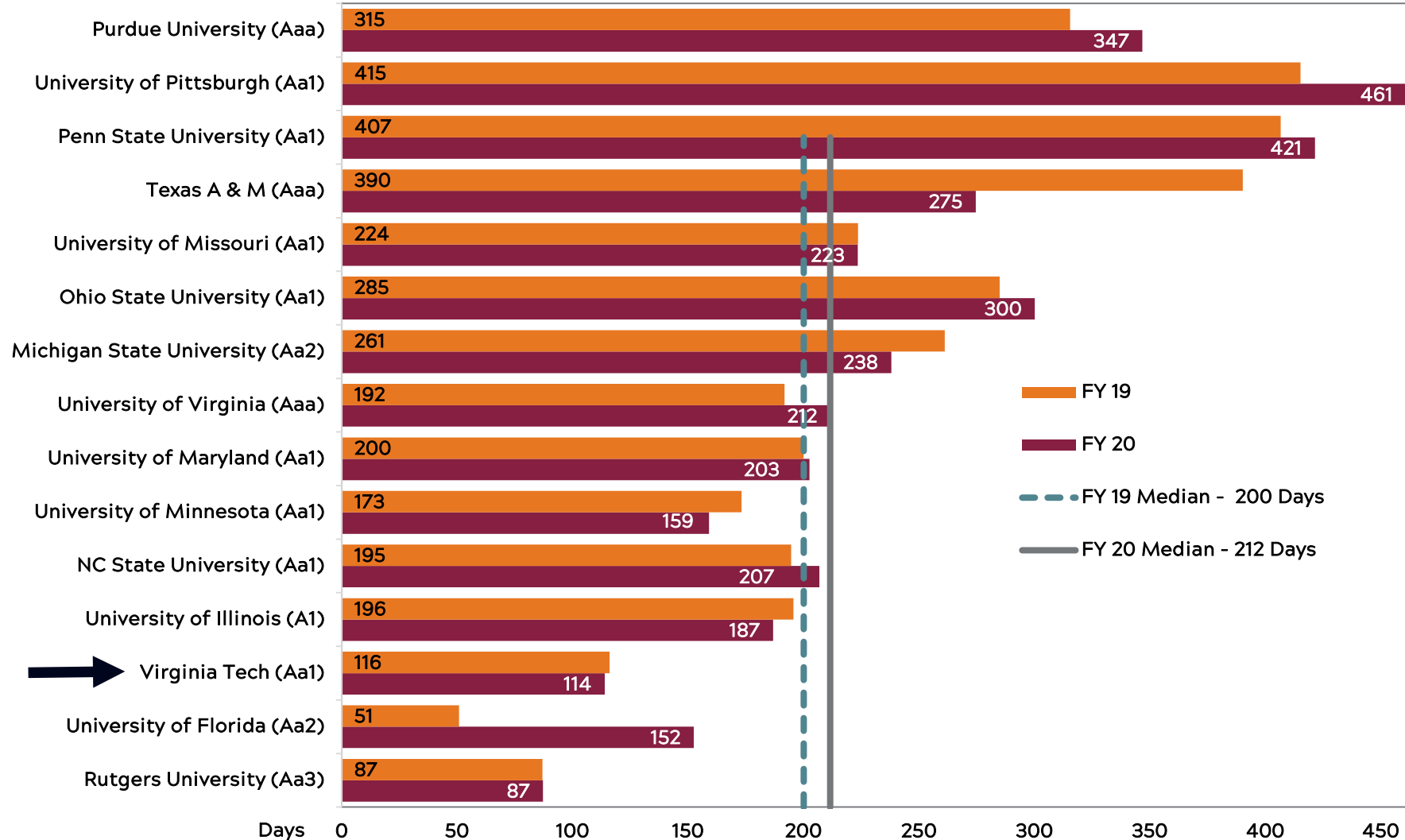
2021-22 Utilization of Investment Income

all dollars in thousands

Description	Utilization	2021-22 Estimate	
		Short-Term Investments	Long-Term Investments
True Endowments			
Rolls Royce Endowment	Engineering Chaired Professorships & Grad Students		\$571
Pouring Rights Endowment	Scholarships		\$13
Donor Restricted Quasi-Endowments			
Pratt Estate Funds	Animal Nutrition & Engineering programs		1,962
Donaldson Brown Endowment	Scholarships		37
Nationwide Scholarship Fund	Scholarships		384
BOV Designated Quasi-Endowments			
Chinese Endowed Geosciences Scholarship	Scholarships		4
Gloria Smith Professorship	Professorship support		14
Licensing & Trademark Scholarship	Scholarships		628
Multicultural Affairs Scholarship	Scholarships		4
Student Health Insurance Fund	Support student health insurance program		17
Unrestricted Investments			
State Escrow ¹	Support E&G Programs, subject to state	\$13	
Auxiliary Enterprises	Auxiliary operations, maintenance reserve program, help to limit increases to comprehensive fees	753	3,726
Other University Funds	VTCSOM, banking fees, scholarships and university initiatives	1,617	12,367
Total University Investment Income		<u>\$2,383</u>	<u>\$19,727</u>

¹Reflects amount estimated to be returned to E&G Programs. Escrowed to the Commonwealth but has not been appropriated.

Moody's® Monthly Days Cash on Hand FY 2019 and FY 2020



Summary

- Investment program designed to maximize investment earnings and ensure liquidity.
- Investment strategies contribute towards:
 - Advancing university goals
 - Preserving and enhancing university's spending power
 - Providing financial stability

DISCUSSION

University Debt Ratio and Debt Capacity
FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 20, 2021

Background:

The university has provided an annual debt capacity 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 historical guidelines provided by the Board of Visitors, management internally targets a five percent benchmark for planning purposes and subsequent recommendations to the Board.

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 and a debt service to operations ratio no greater than seven percent.

An established committee including representatives from Capital Budgeting and Financing, Investments and Debt Management, the Controller's Office, and the Budget Office meets regularly to review debt activities and the timing of debt issuances to ensure compliance with the five percent debt ratio and potential impacts to credit ratings. The Vice President for Finance 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 2021, the university had outstanding long-term debt of \$511.5 million with a debt ratio of 3.29 percent.

Projections:

A projection of university debt ratio and debt capacity based on expected debt issuances for capital projects and long-term leases in accordance with Governmental Accounting Standards Board (GASB) Statement No. 87 (GASB 87) are shown in Attachment A. These projections show the debt ratio exceeding five percent in FY2025 and peaking at 5.86 percent in FY2028. The capital project issuances and long-term leases are discussed in the following sections.

Planning for Capital Project Debt Issuances:

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. 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.

A listing of the projects, debt amounts, and timing are shown in Attachment B. The list includes major capital projects and long-term leases with a present value that would exceed \$3 million, the current capital project threshold. Based on the current placeholders and projections shown in Attachment B, debt for future projects and long-term leases above \$3 million would result in a maximum debt ratio of 4.94 percent in FY2028. This does not include the impact of layering long-term leases below the capital project threshold, or not recorded as capital leases in the past.

Projecting the Impact of Long-Term Leases under Governmental Accounting Standards Board Statement No. 87:

All leases that exceed 12 months and have a present value of at least \$50,000 are considered long-term leases and recorded as intangible right-to-use assets with corresponding long-term liabilities on the balance sheet per the Governmental Accounting Standards Board (GASB) Statement No. 87. The Board of Visitors approved university recommendations at the June 8, 2021 meeting that continues appropriate review and approval for entering into lease agreements as follows:

- i) new and renewal leases with a present value equal to or greater than the dollar value threshold for capital projects in the Management Agreement are approved by the Board of Visitors prior to execution;
- ii) new and renewal leases that include property ownership transfer to the lessee, including bargain purchase options are approved by the Board of Visitors prior to execution;
- iii) all other new and renewal leases will continue to be administered by the university; and
- iv) new and renewal leases administered by the university with a present value equal to or greater than \$50,000 are ratified by the Board of Visitors annually.

At the start of fiscal year 2022, the university recognized approximately \$79 million of intangible right-to-use assets and corresponding long-term debt liabilities formerly classified as operating leases. This results in an additional \$18 million of annual debt service included in the debt ratio calculation compared to prior years. The impact of layering these long-term leases raises the debt ratio to 5.86 percent from 4.94 percent. The impact is shown at the bottom of the schedule in Attachment B and the graph in Attachment C. A report detailing administratively approved long-term leases will be presented annually beginning November 2022.

Pension Liability:

Effective August 4, 2021, Moody's adjusts public institutions financial statement amounts and related quantitative credit metrics for defined-benefit pension plan assets and liabilities. This adjustment affects the Total Cash and Investments to Total Adjusted Debt ratio under the Leverage and Coverage factor of their scorecard. That ratio is total cash and investments over total adjusted debt, net of externally held mandatory sinking funds. The institution's debt is adjusted for unfunded pension liabilities, operating leases, and

guaranteed debt obligations. The adjustment for pension liabilities is not anticipated to affect the debt ratio but could impact the university's credit rating. In August, Moody's affirmed the Aa1 rating for the university with a stable outlook. The university will continue to monitor the pension liability implementation and is actively consulting the rating agencies regarding any potential impact on credit ratings.

Debt Restructuring by the Commonwealth of Virginia:

As a mitigation response to expected financial impacts the COVID-19 pandemic, the Commonwealth restructured outstanding debt issued since 2011 through the Virginia College Building Authority (VCBA) program. The debt restructuring provided debt service relief by deferring principal payments in fiscal years 2022 and 2023. The deferred payments were added to the end of the existing amortization schedule, thereby extending the final maturities by two years. Interest payments continue to be made during those fiscal years. The university conducted a similar restructuring for debt related to Athletics. The effect of this restructuring is shown in Attachment C by the drop of the ratio for those years followed by the abrupt rise as the principal payments return. This allowed the university to conserve liquidity.

Debt Ratio Guidance:

The Board of Visitors' long standing guidance has been to manage debt at a level that ensures the debt ratio does not exceed five percent of operating expenditures. In fiscal year 2025, the university forecasts exceeding the five percent of operating expenditures as a result of the projected additional \$18 million of annual debt service from leases, but remaining below six percent of operating expenditures. The university requests amended guidance to manage debt issuances at a level that ensures the debt ratio does not exceed six percent of operating expenditures.

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 2027, along with future debt ratios and related capacity for each year. The schedule includes a three-year trailing period through fiscal year 2030 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 2030 and the debt ratio trend line adjusted to reflect the implementation of GASB 87. The debt ratio is calculated as debt service over operating expenditures. Traditionally, management routinely examined, prioritized, and adjusted the allocation plan to ensure the debt ratio remains within five percent, and going forward will manage within the proposed six percent guidelines.

Attachment D shows a trend of the university's long-term debt outstanding and debt service, from fiscal year 2016 to 2030.

Attachment E shows a benchmark comparison of fiscal year 2020 debt ratios from Moody's for Virginia Tech and 23 other peer institutions and systems, which are calculated as debt service over operating expenditures.

RECOMMENDATION:

That the report on University Debt Ratio and Debt Capacity for fiscal year 2021 be accepted.

Further, that the guidance to manage debt issuances at a level that ensures the debt ratio does not exceed six percent of operating expenditures, be accepted.

November 8, 2021

**University Debt Ratio and Debt Capacity Based on Expected Debt Issuances and Implementation of Governmental
Accounting Standards Board Statement No. 87
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
As of October 20, 2021
(Dollars in Thousands)**

Fiscal Year	Estimated Issuances							Trailing Period		
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Long-Term Debt Outstanding, Start of Year	\$ 452,804	\$ 511,547	\$ 577,572	\$ 899,515	\$ 939,411	\$ 949,696	\$ 1,088,428	\$ 1,045,264	\$ 975,565	\$ 906,936
Net New Long-Term Debt Issuance	85,820	90,100 ⁽²⁾	351,021	90,990	67,700	200,000	27,100	-	-	-
Estimated Management Leases		15,400	15,400	15,400	15,400	15,400	15,400	15,400	15,400	15,400
Current Year Bond Premium	10,243									
Current Year Refunding Bonds	111,371									
Current Year Refunded / Defeased Bonds	-									
Net Long-Term Debt Repayment	(148,692)	(39,476)	(44,478)	(66,494)	(72,816)	(76,668)	(85,665)	(85,099)	(84,030)	(82,268)
Total Long-Term Debt Outstanding, End of Year	\$ 511,547 ⁽¹⁾	\$ 577,572	\$ 899,515	\$ 939,411	\$ 949,696	\$ 1,088,428	\$ 1,045,264	\$ 975,565	\$ 906,936	\$ 840,068

Total Debt Service	\$ 49,705 ⁽¹⁾	\$ 58,682	\$ 68,675	\$ 83,424	\$ 97,253	\$ 103,316	\$ 108,180	\$ 113,602	\$ 111,562	\$ 107,758
Total Operating Expenditures	1,509,569 ⁽¹⁾	1,646,000	1,691,265	1,737,775	1,785,564	1,834,667	1,885,120	1,936,961	1,990,227	2,044,958
Debt Ratio ⁽²⁾	3.29%	3.57% ⁽²⁾	4.06%	4.80%	5.45%	5.63%	5.74%	5.86%	5.61%	5.27%

5% of Operating Expenditures	\$ 75,478	\$ 82,300	\$ 84,563	\$ 86,889	\$ 89,278	\$ 91,733	\$ 94,256	\$ 96,848	\$ 99,511	\$ 102,248
Additional Allowable Debt Service	25,773	23,618	15,888	3,465	(7,975)	(11,583)	(13,924)	(16,754)	(12,051)	(5,510)
Additional Debt Capacity (at 5%)	\$428,429	\$377,026	\$250,034	\$54,009	\$ (123,150)	\$ (178,034)	\$ (213,020)	\$ (256,319)	\$ (184,366)	\$ (84,301)

6% of Operating Expenditures	\$ 90,574	\$ 98,760	\$ 101,476	\$ 104,266	\$ 107,134	\$ 110,080	\$ 113,107	\$ 116,218	\$ 119,414	\$ 122,698
Additional Allowable Debt Service	40,869	40,078	32,801	20,842	9,881	6,764	4,927	2,615	7,851	14,939
Additional Debt Capacity (at 6%)	\$679,363	\$639,789	\$516,196	\$324,914	\$152,593	\$103,964	\$75,378	\$40,010	\$120,112	\$228,550

Assumptions:

* Total Operating Expenditures for FY22 are based on the Authorized Budget Document. Future Operating Expenditures for FY23 through FY30 are estimated based on an annual growth rate of 2.75%.

* Estimated Cost of Capital includes: 2.25% for FY22, 2.40% for FY23, 2.50% for FY24, 2.60% for FY25, 2.65 for FY26, and 2.70% thereafter.

Notes:

(1) Unaudited actual.

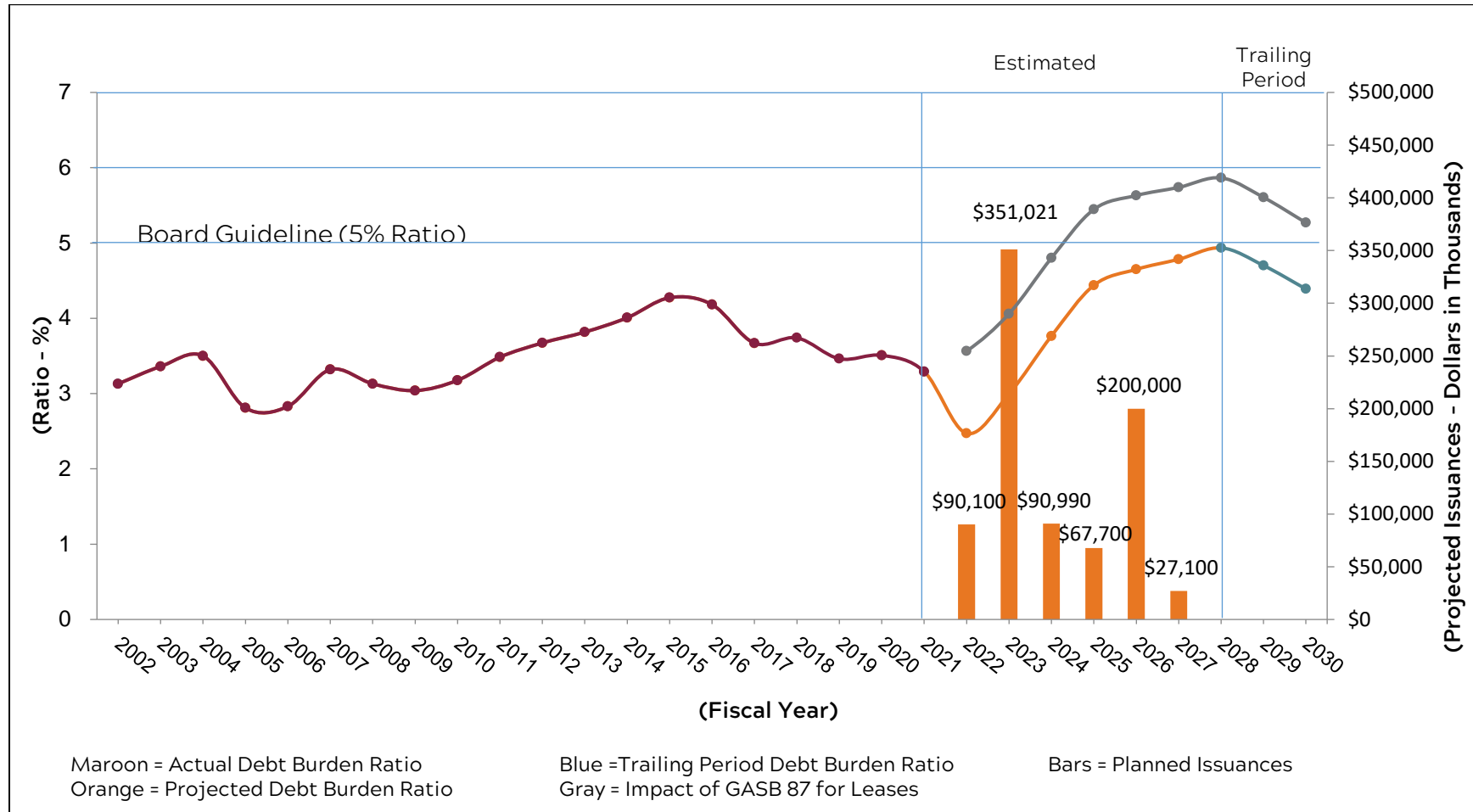
(2) Debt ratio projections for fiscal years 2022 and beyond includes the estimated impact of the one-time revision to GASB 87 on governmental lease accounting of \$79 million.

Illustration of Debt Allocations Within a Five Percent Ratio
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
As of October 20, 2021
(Dollars in Thousands)

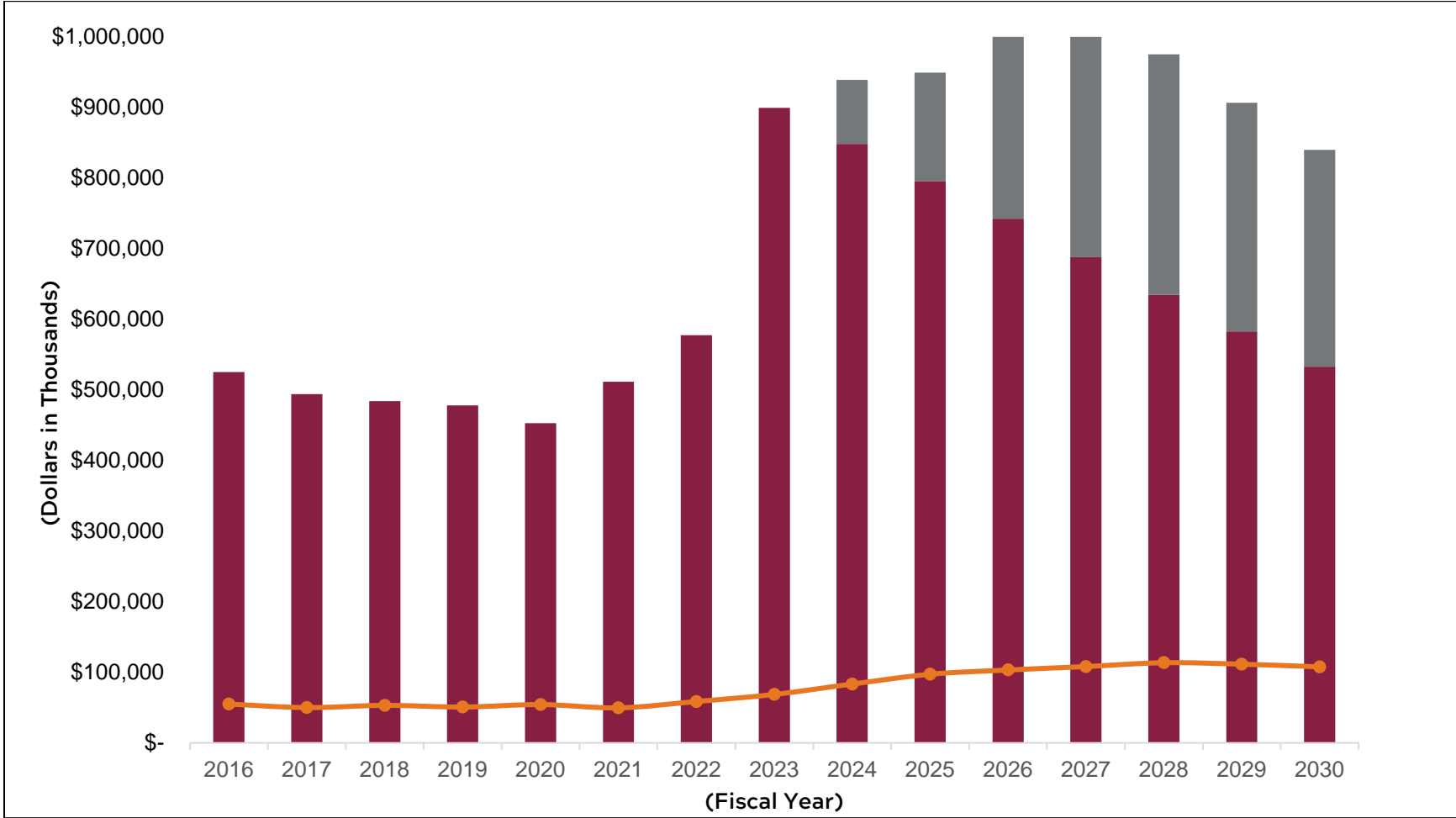
Attachment B

	Actual	Planning Projections						Trailing Period			Total
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	
Authorized Projects											
<u>Scheduled Issuances</u>											
Creativity & Innovation District Residential Community	\$ 84,305										\$ 84,305
Falls Church Property Acquisition		\$ 11,100									11,100
Data and Decision Sciences			\$ 10,000								10,000
Corps Leadership & Military Science			31,350								31,350
New Upper Quad Residence Hall			33,000								33,000
Innovation Campus - Academic Building I			87,000								87,000
Parking Structure at Innovation Campus			27,136								27,136
Hitt Hall			6,250								6,250
New Dining Hall			66,750								66,750
Student Wellness Services				\$ 47,800							47,800
<u>BOV Approved Leases</u>											
Commerce Street Acquisition	\$1,515										1,515
	85,820	11,100	261,486	47,800	-	-	-	-	-	-	406,206
Placeholder Allocations for Planning Projects											
<u>Projects</u>											
Building Envelope Repairs					\$ 15,000		\$ 15,000				\$ 30,000
Engineering Renewal - Randolph Hall				23,190							23,190
Parking Structure at Blacksburg Campus				20,000							20,000
Business School					52,700						52,700
Student Life Village, Phase I						\$ 200,000					200,000
Veterinary Teaching Hospital Expansion							12,100				12,100
<u>BOV Approved Leases</u>											
One-time GASB 87 Long Term Lease Adjustment		\$ 79,000									79,000
Research Swing Space			20,000								20,000
Gilbert Street Project			69,535								69,535
	-	79,000	89,535	43,190	67,700	200,000	27,100	-	-	-	506,525
Total Authorized and Placeholder Issuances	\$ 85,820	\$ 90,100	\$ 351,021	\$ 90,990	\$ 67,700	\$ 200,000	\$ 27,100	\$ -	\$ -	\$ -	\$ 912,731
Net Capacity at five percent ratio Projects Only	\$428,429	\$664,373	\$533,308	\$334,614	\$154,823	\$98,635	\$62,356	\$19,057	\$91,010	\$191,074	
Net Capacity at five percent ratio Projects and Long Term Leases	\$428,429	\$377,026	\$250,034	\$54,009	\$ (123,150)	\$ (178,034)	\$ (213,020)	\$ (256,319)	\$ (184,366)	\$ (84,301)	
Net Capacity at six percent ratio Projects and Long Term Leases	\$679,363	\$639,789	\$516,196	\$324,914	\$152,593	\$103,964	\$75,378	\$40,010	\$120,112	\$228,550	

University Debt Ratio Trend
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
As of October 20, 2021



University Long-Term Debt Outstanding and Debt Service
FINANCE AND RESOURCE MANAGEMENT COMMITTEE
As of October 20, 2021

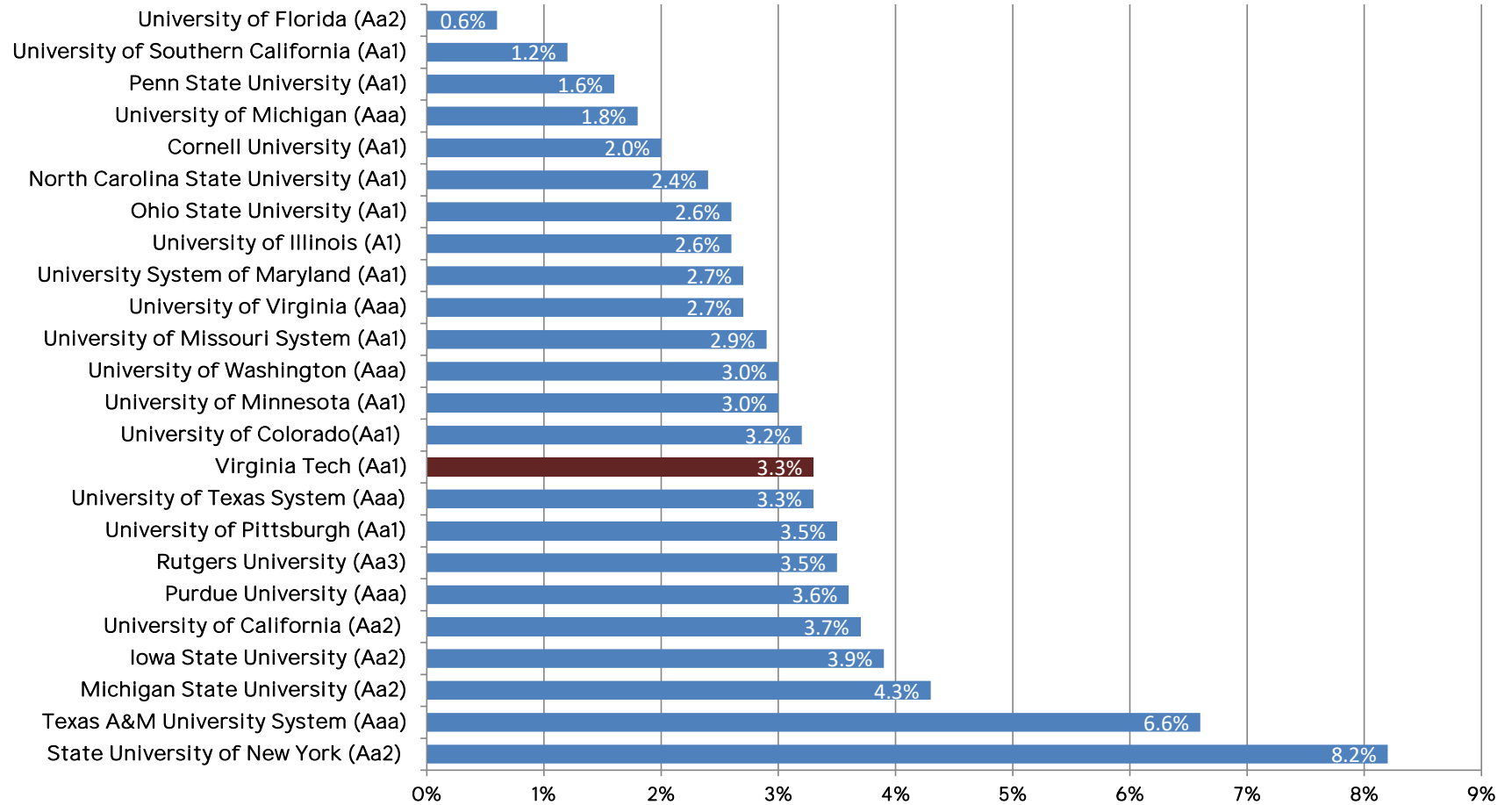


Orange = Debt Service
Maroon = Long Term Debt Outstanding, Projects Complete or Construction Committed
Gray = Long Term Debt Outstanding, Planning Projects

Source: Restructuring Management Performance Metrics; 2021 Data.

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

October 20, 2021



Based on SCHEV Peer Group and UVA

Source: Moody's Performance Metrics, Moody's Investors Service, August 6, 2021 ; 2020 Data.

ANNUAL REPORT ON UNIVERSITY DEBT RATIO AND DEBT CAPACITY

KEN MILLER, VICE PRESIDENT FOR FINANCE

BOB BROYDEN, ASSOCIATE VICE PRESIDENT FOR CAMPUS
PLANNING AND CAPITAL FINANCING

JOHN CUSIMANO, UNIVERSITY TREASURER AND ASSOCIATE VICE
PRESIDENT FOR FINANCE-VT FOUNDATION

NOVEMBER 8, 2021

Debt Ratio & Credit Ratings

Requirement

Performance: FY21

- Debt Ratio

=< 5%

3.29%



- Credit Ratings

AA- S&P

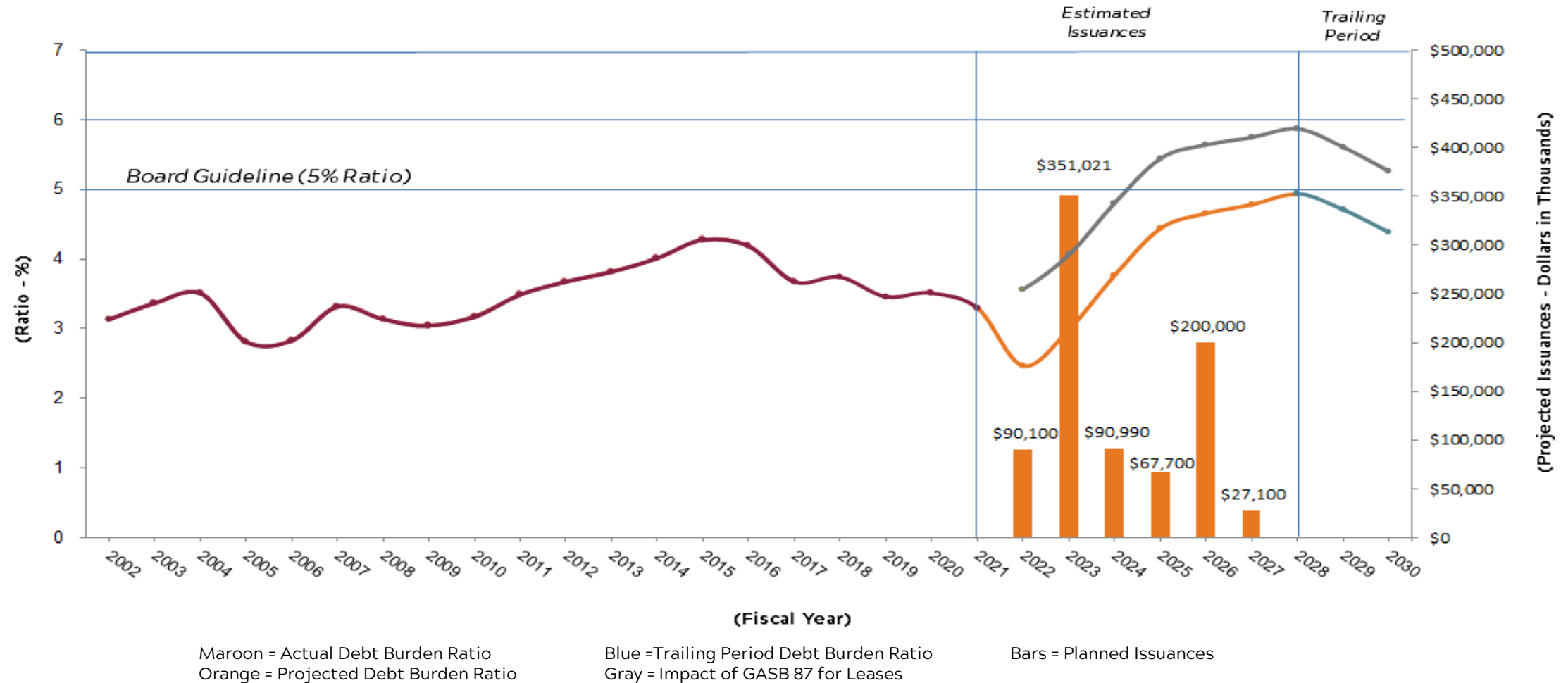
Aa3 Moody's

AA S&P

Aa1 Moody's

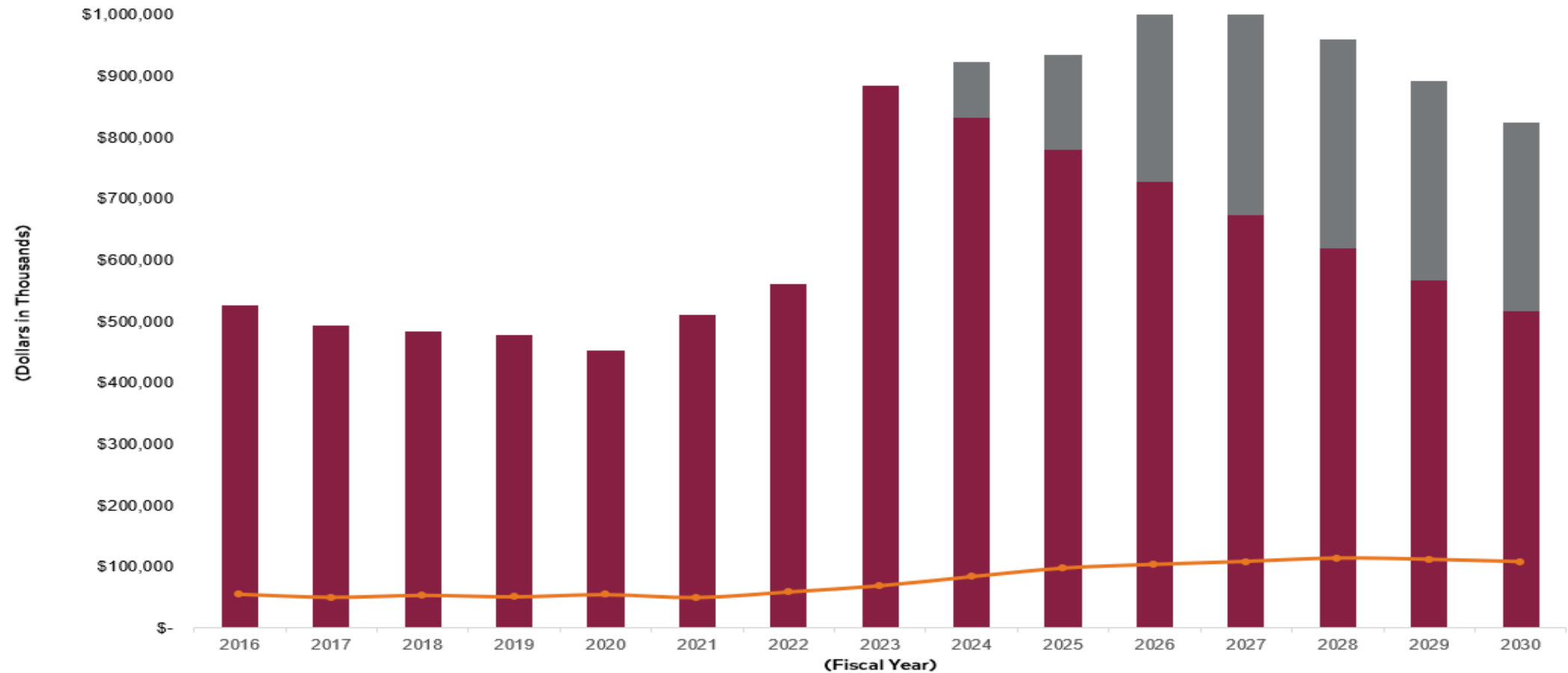


University Debt Ratio Trend



Source: Restructuring Management Performance Metrics; 2021 Data.

University Outstanding Debt and Debt Service Trend



Orange = Debt Service Maroon = Long Term Debt Outstanding, Projects Complete or Construction Committed Gray = Long Term Debt Outstanding , Planning Projects

Source: Restructuring Management Performance Metrics; 2021 Data.

Annual Report on University Debt Ratio and Debt Capacity

RECOMMENDATION:

That the report on University Debt Ratio and Debt Capacity for fiscal year 2021, including the guidance to manage debt issuances at a level that ensures that the debt ratio does not exceed six percent of operating expenditures, be accepted.

November 8, 2021

QUESTIONS?

Financial Performance Report – Operating and Capital
FINANCE AND RESOURCE MANAGEMENT COMMITTEE

July 1, 2021 to September 30, 2021

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 2021-22 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, 2021 through September 30, 2021 and the Capital Outlay report be approved.

November 8, 2021

OPERATING BUDGET

2021-22

Dollars in Thousands

	July 1, 2021 to September 30, 2021			Annual Budget for 2021-22		
	Actual	Budget	Change	Original	Adjusted	Change
Educational and General Programs						
<u>University Division</u>						
<u>Revenues</u>						
General Fund	\$52,585	\$52,585	\$0	\$214,721	\$214,716	\$-5 (8)
Tuition and Fees	302,497	299,646	2,851 (1)	619,620	620,456	836 (9)
All Other Income	12,378	12,056	322	44,090	44,462	372 (10)
Total Revenues	\$367,460	\$364,287	\$3,173	\$878,432	\$879,635	\$1,203
<u>Expenses</u>						
Academic Programs	\$-154,741	\$-158,083	\$3,342	\$-559,541	\$-568,823	\$-9,282
Support Programs	-45,690	-46,748	1,059	-318,891	-319,397	-506
Reserve Drawdown/(Deposit)	0	0	0	0	8,585	8,585 (11)
Total Expenses	\$-200,431	\$-204,831	\$4,400 (2)	\$-878,432	\$-879,635	\$-1,203 (8,9,10)
NET	\$167,029	\$159,456	\$7,573	\$0	\$0	\$0
<u>CE/AES Division</u>						
<u>Revenues</u>						
General Fund	\$22,115	\$22,115	\$0	\$79,216	\$79,216	\$0
Federal Appropriation	4,196	4,613	-416 (3)	15,647	15,647	0
All Other Income	322	245	77	750	750	0
Total Revenues	\$26,634	\$26,973	\$-339	\$95,613	\$95,613	\$0
<u>Expenses</u>						
Academic Programs	\$-24,049	\$-25,540	\$1,491	\$-88,315	\$-91,220	\$-2,905
Support Programs	-4,763	-4,763	0	-7,298	-7,298	0
Reserve Drawdown/(Deposit)			0	0	2,905	2,905 (12)
Total Expenses	\$-28,812	\$-30,303	\$1,491 (3,4)	\$-95,613	\$-95,613	\$0
NET	\$-2,178	\$-3,330	\$1,152	\$0	\$0	\$0
Auxiliary Enterprises						
Revenues	\$144,109	\$143,457	\$652 (5)	\$355,918	\$357,032	\$1,114 (5)
Expenses	-99,630	-105,941	6,311 (5)	-350,771	-369,114	-18,343 (5)
Reserve Drawdown/(Deposit)	-44,479	-37,516	-6,963 (5)	-5,147	12,082	17,229 (5)
NET	\$0	\$0	\$0	\$0	\$0	\$0
Sponsored Programs						
Revenues	\$88,634	\$94,261	\$-5,627 (6)	\$355,706	\$355,706	\$0
Expenses	-103,939	-112,090	8,151 (6)	-355,706	-355,706	0
Reserve Drawdown/(Deposit)	15,305	17,829	-2,524	0	0	0
NET	\$0	\$0	\$0	\$0	\$0	\$0
Student Financial Assistance						
Revenues	\$17,890	\$18,530	\$-640	\$38,340	\$37,837	\$-503 (13)
Expenses	-15,799	-16,298	499	-38,340	-37,837	503 (13)
Reserve Drawdown/(Deposit)	0	0	0	0	0	0
NET	\$2,091	\$2,232	\$-141	\$0	\$0	\$0
All Other Programs *						
Revenue	\$4,164	\$4,159	\$5	\$13,923	\$13,923	\$0
Expenses	-1,730	-4,015	2,285 (7)	-13,923	-14,807	-884 (14)
Reserve Drawdown/(Deposit)	-2,434	-144	-2,290	0	884	884 (14)
NET	\$0	\$0	\$0	\$0	\$0	\$0
Total University						
Revenues	\$648,891	\$651,667	\$-2,776	\$1,737,932	\$1,739,746	\$1,814
Expenses	-450,341	-473,478	23,137	-1,732,785	-1,752,712	-19,927
Reserve Drawdown/(Deposit)	-31,608	-19,831	-11,777	-5,147	12,966	18,113
NET	\$166,942	\$158,358	\$8,584	\$0	\$0	\$0

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

OPERATING BUDGET

1. Tuition and Fee revenues are ahead of projections due to higher than projected summer session enrollments and higher than projected nonresident graduate enrollment.
2. University Division E&G Academic and Support program expenditures are lower than projected due to timing of academic and support expenditures.
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 and Agriculture Experiment Station Division is lower than projected due to the timing of federal expense.
4. Cooperative Extension and Agriculture Experiment Station Division academic program expenditures are lower than historical projections due to timing of expenses and locality recovery activity.
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 are lower than projected. The grant and contract expenditures are 13.7% higher than September 30, 2020.
7. Expenses for All Other Programs was lower than projected due to timing of expenditures and lower than projected Surplus Property activity.
8. The annual budget for the University Division General Fund was decreased \$5 thousand for adjustments to state course redesign transfers.
9. In June, the budget for Tuition and Fees was increased \$0.8 million for finalization of the scholarship budget and planned Fall 2021 Graduate enrollment. The corresponding expenditure budgets have been adjusted accordingly.
10. The All Other Income revenue budget was increased \$0.4 million for self-generated earmarked revenues. The corresponding expenditure budgets have been adjusted accordingly.
11. The University Division had a cash balance of \$8.5 million at the end of the fiscal year 2020-21. The university authorized a one-time expenditure budget increase of \$8.5 million to accomplish work which was previously delayed by the pandemic.
12. The Cooperative Extension and Agriculture Experiment Station division had a state E&G cash balance of \$2.9 million at the end of fiscal year 2020-21. The university authorized a one-time expenditure budget increase of \$2.9 million to accomplish work which was previously delayed by the pandemic.
13. The Student Financial Assistance revenue and expenditure budgets were decreased \$0.7 million for the finalization of the scholarship budget and technical accounting changes and increased \$0.2 million for the SCHEV GEAR Up scholarship program.
14. The projected annual budgets for All Other Programs were increased \$0.9 million for outstanding 2020-21 commitments that were initiated but not completed before June 30, 2021.

**UNIVERSITY DIVISION
AUXILIARY ENTERPRISES**

Dollars in Thousands

	July 1, 2021 to September 30, 2021			Annual Budget for 2021-22		
	Actual	Budget	Change	Original	Adjusted	Change
Residence and Dining Halls *						
Revenues	\$61,004	\$62,032	\$-1,028 (1)	\$132,387	\$132,387	\$0
Expenses	-37,184	-40,480	3,296 (1)	-128,747	-137,624	-8,877 (5,6)
Reserve Drawdown/(Deposit)	-23,820	-21,552	-2,268 (1)	-3,640	5,237	8,877 (5,6)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Parking and Transportation						
Revenues	\$8,555	\$7,919	\$636	\$15,722	\$15,722	\$0
Expenses	-4,257	-5,429	1,172	-16,912	-17,645	-733 (5)
Reserve Drawdown/(Deposit)	-4,298	-2,490	-1,808	1,190	1,923	733 (5)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications Services						
Revenues	\$7,776	\$7,663	\$113	\$21,594	\$21,671	\$77 (4)
Expenses	-5,418	-5,907	489	-21,856	-23,146	-1,290 (4,5)
Reserve Drawdown/(Deposit)	-2,358	-1,756	-602	262	1,475	1,213 (4)
Net	\$0	\$0	\$0	\$0	\$0	\$0
University Services * **						
Revenues	\$27,092	\$27,513	\$-421	\$55,967	\$55,951	\$-16 (4)
Expenses	-17,827	-18,685	858	-55,493	-57,937	-2,444 (4,5,6)
Reserve Drawdown/(Deposit)	-9,265	-8,828	-437	-474	1,986	2,460 (4,5,6)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Intercollegiate Athletics *						
Revenues	\$25,996	\$24,597	\$1,399 (2)	\$78,327	\$79,119	\$792 (7)
Expenses	-25,610	-25,759	149	-77,596	-79,454	-1,858 (5)
Reserve Drawdown/(Deposit)	-386	1,162	-1,548	-731	335	1,066 (5,7)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Electric Service *						
Revenues	\$6,954	\$7,417	\$-463	\$34,775	\$34,198	\$-577 (4)
Expenses	-10,179	-10,251	72	\$-34,197	-35,320	-1,123 (4,5)
Reserve Drawdown/(Deposit)	3,225	2,834	391	-578	1,122	1,700 (5)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Inn at VT/Skelton Conf. Center						
Revenues	\$2,670	\$3,035	\$-365	\$9,056	\$9,229	\$173 (4)
Expenses	-2,531	-2,588	57	-10,354	-10,694	-340 (4,5)
Reserve Drawdown/(Deposit)	-139	-447	308	1,298	1,465	167 (4,5)
Net	\$0	\$0	\$0	\$0	\$0	\$0
Other Enterprise Functions ***						
Revenues	\$4,062	\$3,281	\$781 (3)	\$8,090	\$8,755	\$665 (4,8)
Expenses	3,376	3,158	218	-5,616	-7,294	-1,678 (4,5,8)
Reserve Drawdown/(Deposit)	-7,438	-6,439	-999	-2,474	-1,461	1,013 (4,5,8)
Net	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL AUXILIARIES						
Revenues	\$144,109	\$143,457	\$652	\$355,918	\$357,032	\$1,114
Expenses	-99,630	-105,941	6,311	-350,771	-369,114	-18,343
Reserve Drawdown/(Deposit)	-44,479	-37,516	-6,963	-5,147	12,082	17,229
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

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

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

AUXILIARY ENTERPRISE BUDGET

1. Revenues in Residence and Dining Halls are lower than projected due to lower than anticipated residence hall occupancy, partially offset by higher than budgeted meal plan sales. Expenses are lower than projected due to timing of operating and project expenses. A second quarter budget adjustment is in development to align with the revised level of business activity.
2. Revenues for Intercollegiate Athletics are higher than projected due to higher than anticipated football revenue.
3. Revenues for Other Enterprise Functions are higher than projected due to increased business volume in New Student Programs and Software Sales.
4. In June 2021, the annual revenue, expense, and reserve budgets for Auxiliary Enterprises were adjusted for technical alignments and finalization of fixed cost estimates.
5. The annual expense budget for Auxiliary Enterprises was increased \$12.6 million for outstanding 2020-21 commitments and projects that were initiated but not completed before June 30, 2021.

Auxiliary Enterprise	Outstanding Commitments
Residence and Dining Halls	\$3,449,416
Parking and Transportation	732,928
Telecommunication Services	1,213,341
University Services System	2,308,486
Intercollegiate Athletics	1,857,700
Electric Service	2,299,715
Inn at Virginia Tech	149,749
Other Enterprise Functions	614,948
Total	\$12,626,283

6. The annual expense budgets for Residence and Dining Halls were increased \$5.4 million and University Services System increased \$0.2 million to increase entry level compensation to respond to the market.
7. The annual revenue and reserve budgets for Intercollegiate Athletics were increased \$0.7 million for the repayment of the football lounge advance by private funds.
8. The annual revenue, expense, and reserve budgets for Other Enterprise Functions were increased for sustainability projects and the cost of winding down operations in Printing Services.

CAPITAL OUTLAY PROJECTS
AUTHORIZED AS OF SEPTEMBER 30, 2021
Dollars in Thousands

PROJECT INITIATED	FISCAL YEAR ACTIVITY		TOTAL PROJECT BUDGET					
	ANNUAL BUDGET	YTD EXPENDITURES	STATE SUPPORT	NONGENERAL FUND	REVENUE BOND	TOTAL BUDGET	CUMULATIVE EXPENDITURES	
EDUCATIONAL AND GENERAL PROJECTS								
<u>Design Phase</u>								
Hitt Hall	Apr 2017	\$ 900	\$ 317	\$ -	\$ 14,113	\$ 70,887	\$ 85,000	\$ 5,213 (1)
Undergraduate Science Laboratory Building	Jul 2017	8,000	42	86,378	-	-	86,378	4,718 (2)
Planning: Randolph Hall Replacement	Jul 2020	2,500	59	-	-	11,000	11,000	92 (3)
Life, Health, Safety, Accessibility, & Code Compliance	Jul 2020	155	51	3,100	-	-	3,100	106 (4)
<u>Construction Phase</u>								
Maintenance Reserve	On-going	14,300	2,561	29,824	-	-	29,824	13,033 (5)
Chiller Plant Phase II	Oct 2016	5,000	2,120	32,655	10,312	-	42,968	36,278 (6)
Holden Hall Renovation	Oct 2016	18,500	6,234	57,215	212	17,500	74,927	48,242 (7)
Livestock & Poultry Research Facilities, Phase I	Oct 2016	10,000	3,779	25,274	-	-	25,274	6,463 (8)
Construct Virginia Seafood AREC	Jul 2018	1,224	-	2,500	-	-	2,500	1,276 (9)
Corps Leadership and Military Science Building	Jun 2019	10,000	2,562	-	20,650	31,350	52,000	7,681 (10)
Data and Decision Science Building	Jul 2019	20,000	9,814	69,000	-	10,000	79,000	22,052 (11)
Innovation Campus - Academic Building	Jul 2019	22,000	4,204	168,000	-	134,136	302,136	19,067 (12)
<u>Equipment and Special Initiatives</u>								
Commonwealth Cyber Initiative	May 2019	230	21	1,500	-	-	1,500	1,291 (13)
Fralin Biomedical Research Institute Equipment	Jul 2020	8,633	83	18,133	-	-	18,133	7,623 (14)
Equipment for Workforce Development	May 2021	5,075	-	15,778	-	-	15,778	5,200 (15)
<u>Close-Out</u>								
Improve Kentland Facilities	Sep 2013	363	103	12,463	-	-	12,463	12,015 (16)
Gas-Fired Boiler at the Central Steam Plant	Apr 2017	400	259	-	8,200	-	8,200	7,797 (17)
Acquisition: Falls Church Property	Apr 2019	2,850	-	-	-	2,850	2,850	- (18)
TOTAL EDUCATIONAL AND GENERAL PROJECTS		\$ 130,130	\$ 32,209	\$ 521,820	\$ 53,487	\$ 277,723	\$ 853,031	\$ 198,145

CAPITAL OUTLAY BUDGET

Education and General Projects

1. Hitt Hall: This project houses an expansion of Myers-Lawson School of Construction, a new dining center, and other academic spaces. Working drawings are underway and market pricing for an early site and steel package is expected to be received November 2021. Pricing for the building package is expected to be received December 2021.
2. Undergraduate Science Laboratory Building: This project will construct a 102,000 gross square foot science instruction laboratory building. Working drawings are complete and market pricing is expected to be received January 2022.
3. Planning: Randolph Hall Replacement: This state authorized planning project will design the replacement of Randolph Hall with an approximately 284,000 gross square foot building to accommodate engineering instruction and research. Schematic design is underway. In accordance with the state capital budget program, the university will temporarily fund the planning costs and be reimbursed through a request for construction funding as part of the fiscal year 2023 state budget call.
4. Life, Health, Safety, Accessibility, & Code Compliance: This project improves pedestrian connectors to ensure accessible service in the North Academic District. Preliminary Design is underway.
5. Maintenance Reserve: The total project budget reflects \$2.73 million of carryforward from fiscal year 2020, and the State's fiscal year 2021 and fiscal year 2022 appropriations totaling \$27.46 million. The annual budget amount reflects the pace necessary to meet the state's 85 percent spending performance requirement by June 30, 2022.
6. Chiller Plant Phase II: This project upgrades campus utility systems and addresses several strategic priorities by shifting the campus to a lower resource consuming cooling service with improved redundancies. Substantial completion expected November 2021.
7. 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. Construction is underway with substantial completion expected January 2022.
8. Livestock & Poultry Research Facilities, Phase I: This project is the first of two phases to renew existing facilities for the livestock and poultry programs. Construction is underway for the swine, poultry, beef, and equine packages. Packages for three hay barns and demolition are under development. Construction funding for those packages was requested in the state's 2022 capital budget call.
9. 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 a new 15,000 gross square foot facility. The project is being implemented by the Foundation and substantial completion is expected November 2021.
10. Corps Leadership and Military Science Building: The project consolidates the Corps of Cadets and ROTC programs in the northern portion of the Upper Quad project. Construction is underway with substantial completion expected July 2023.
11. Data and Decision Sciences Building: Construction of the new 120,000 gross square foot building is underway with substantial completion expected April 2023.
12. Innovation Campus – Academic Building: This project will construct a new 300,000 gross square foot academic building with below grade parking as part of the Innovation Campus in Alexandria Virginia. The university received a Guaranteed Maximum Price (GMP) construction contract for the foundations and steel package on June 30, 2021 with construction starting October 2021. Working drawings for the building package are underway with market pricing expected to be received February 2022.
13. Commonwealth Cyber Initiative: This project makes improvements to support the Commonwealth Cyber Initiative Hub renovations, space enhancements, and equipment. The Virginia Innovation Partnership Authority (VIPA) approves spending requests which are then allocated to Virginia Tech for procurement. The maximum appropriation from the Commonwealth is \$3.5 million.
14. Fralin Biomedical Research Institute Equipment: This funding supports the procurement and installation of specialized research equipment for the Fralin Biomedical Research Institute.
15. Equipment for Workforce Development: This project supports space and equipment purchases for the instructional programs associated with the Tech Talent Investment Program.
16. Improve Kentland Facilities: The project is substantially complete and the total cost is expected to be \$12.46 million. The project may be closed and financial accounts terminated when final invoices are received and paid.
17. Gas-Fired Boiler at the Central Steam Plant: This project is substantially complete and the total cost is expected to be \$8.2 million. The project may be closed and financial accounts terminated when final invoices are received and paid.
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 calendar year 2021, and the university is working with the City of Falls Church on this transaction.

Capital Outlay Projects Authorized as of September 30, 2021 (Continued)

Dollars in Thousands

	PROJECT INITIATED	FISCAL YEAR ACTIVITY		STATE SUPPORT	TOTAL PROJECT BUDGET			
		ANNUAL BUDGET	YTD EXPENDITURES		NONGENERAL FUND	REVENUE BOND	TOTAL BUDGET	CUMULATIVE EXPENDITURES
AUXILIARY ENTERPRISE PROJECTS								
<u>Design Phase</u>								
Student Wellness Improvements	Jun 2016	\$ 2,500	\$ 16	\$ -	\$ 13,310	\$ 44,690	\$ 58,000	\$ 5,081 (1)
Dietrick First Floor and Plaza Renovation	Sept 2017	1,200	19	-	8,300	-	8,300	967 (2)
Global Business & Analytics Complex Residence Halls	Jun 2019	-	-	-	-	84,000	84,000	1,269 (3)
<u>Construction Phase</u>								
Maintenance Reserve	On-going	8,000	4,253	-	8,000	-	8,000	4,253 (4)
New Upper Quad Residence Hall	Jun 2019	6,500	1,775	-	2,000	40,000	42,000	4,263 (5)
<u>Close-Out</u>								
Student-Athlete Performance Center	Mar 2018	417	6	-	20,417	-	20,417	19,715 (6)
Creativity & Innovation District LLC	Oct 2016	9,000	6,598	-	15,880	89,620	105,500	94,534 (7)
Planning: Tennis Center Improvements	Aug 2016	384	80	-	809	-	809	464 (8)
TOTAL AUXILIARY ENTERPRISE PROJECTS		\$ 28,001	\$ 12,747	\$ -	\$ 68,715	\$ 258,310	\$ 327,025	\$ 130,546
GRAND TOTAL		\$ 158,131	\$ 44,956	\$ 521,820	\$ 122,203	\$ 536,033	\$ 1,180,056	\$ 328,691

Auxiliary Enterprise Projects

1. Student Wellness Improvements: The project scope and budget include refurbishments to War Memorial Hall and McComas Hall. The university is redesigning the scope to fit within the authorized budget with results of market pricing expected to be received April 2022.
2. Dietrick First Floor and Plaza Renovation: This project includes refurbishing the first floor of Dietrick Hall, inserting a modern food service venue, enclosing a portion of the overhang, and improvements to the outdoor plaza. Improvements to Dietrick Hall will be implemented within the approved budget and improvements to the outdoor plaza will be implemented as a non-capital activity supported with private gift receipts. Working drawings are being finalized and market pricing is expected to be received November 2021.
3. Global Business & Analytics Complex Residence Halls: This project calls for two residence halls in the northwest area of campus with a minimum of 700 beds. Because of excessive costs to deliver the program under traditional campus design standards in this area of campus, the university is exploring alternatives for project implementation.
4. Maintenance Reserve: The auxiliary maintenance reserve program covers 106 assets with a total replacement value of \$1.4 billion. Projects are scheduled and funded by the auxiliary enterprises. The units prepare five-year plans that outline their highest priority deferred maintenance needs. The annual budget and total project budget reflect the spending plans of the auxiliary units on maintenance reserve work scheduled for fiscal year 2022.
5. New Upper Quad Residence Hall: The project provides a residence hall in the upper quad section of campus with a minimum of 300 beds. The project is under construction with substantial completion expected August 2023.
6. Student-Athlete Performance Center: The project is substantially complete and the total cost is expected to be \$20.42 million. The project may be closed and financial accounts terminated when final invoices are received and paid.
7. Creativity & Innovation District Living Learning Community (LLC): The project is substantially complete and the total cost is expected to be \$105.5 million. The project may be closed and financial accounts terminated when final invoices are received and paid.
8. Planning: Tennis Center Improvements: The project is complete and the total cost is expected to be \$809 thousand. The project may be closed and financial accounts terminated when final invoices are received and paid.

FINANCIAL PERFORMANCE REPORT

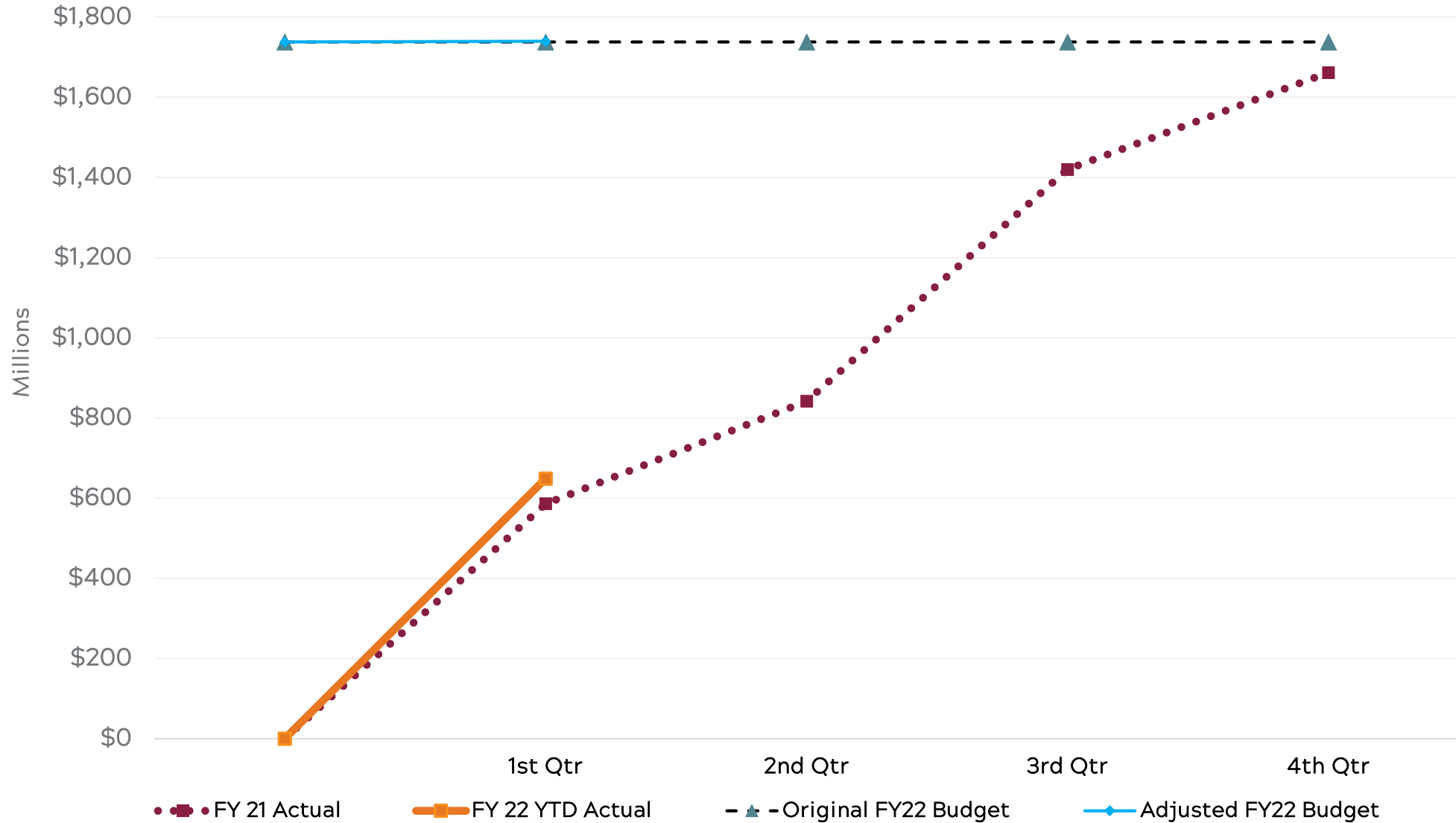
July 1, 2021 – September 30, 2021

TIM HODGE, ASSOCIATE VICE PRESIDENT FOR BUDGET AND
FINANCIAL PLANNING

BOB BROYDEN, ASSOCIATE VICE PRESIDENT FOR CAMPUS
PLANNING AND CAPITAL FINANCING

NOVEMBER 8, 2021

OPERATING REVENUES



1st QUARTER 2021-22

Annual Budget Changes

E&G

- The pandemic slowed expenditures during FY21, to accomplish delayed activities, the 6/30/21 balances were reauthorized
 - 208 E&G \$8.5 million
 - 229 E&G: \$2.9 million

Auxiliary Enterprises

- \$12.6 million carryover of outstanding commitments and obligations
- \$5.6 million compensation market alignment for entry level positions (Residential, Dining, Student Services)

Financial Performance

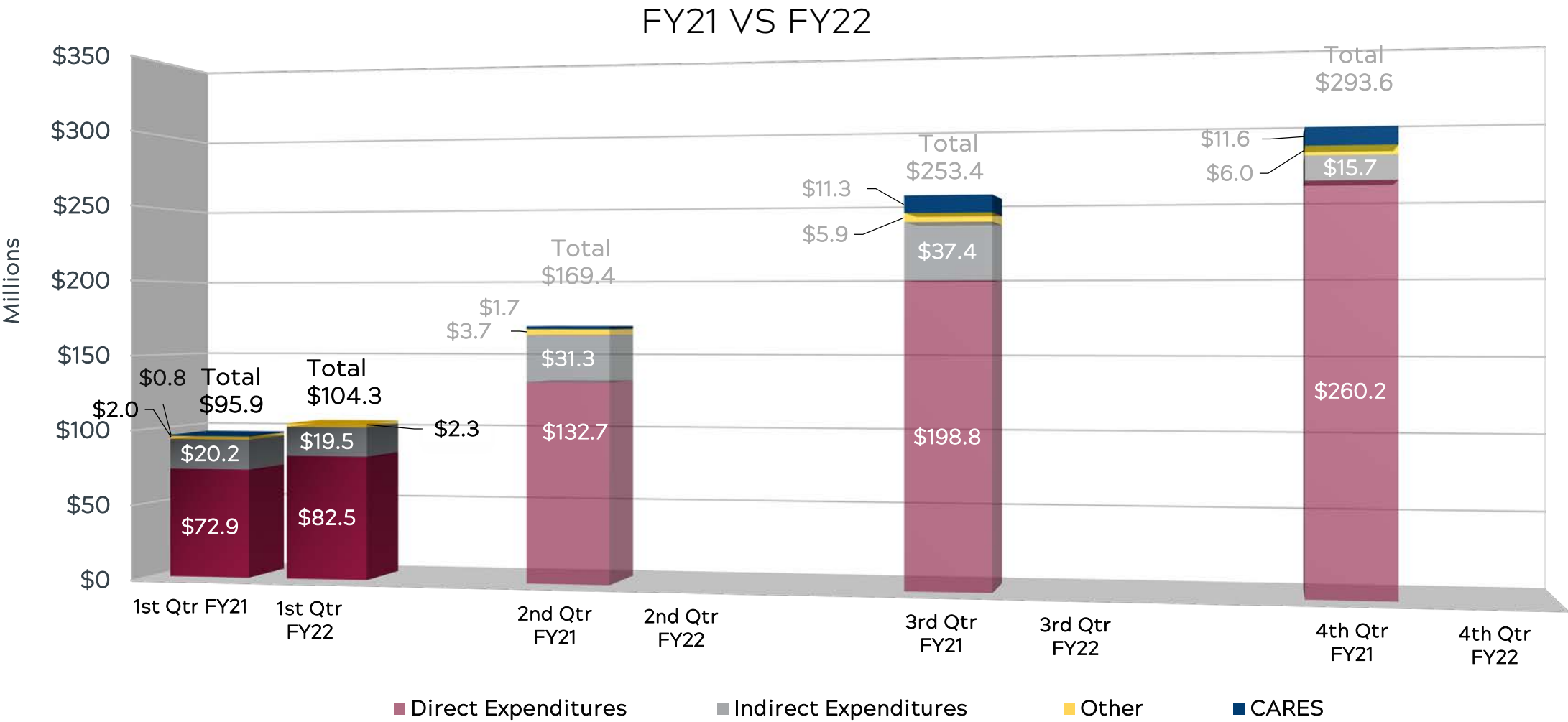
E&G

- Revenues: Undergraduate mix variance but revenues on target; graduate enrollment trending higher than projected

Auxiliary Enterprise

- Residential & Dining: lower than projected residential occupancy, partially offset by higher than projected dining plan sales
 - 2nd quarter adjustment is in development

SPONSORED PROGRAM EXPENDITURES



CAPITAL PROGRAM



Capital Outlay Total Program

Total
Budget
\$ in Thousands

Total
Expenditures
\$ in Thousands

4 th Quarter End	Total Projects = 30	\$1,084,988	\$392,951
	Closed Four Projects	(106,196)	(99,276)
	Close-Out Fiscal Year 2021 Aux MR	(9,940)	(9,940)
	Fiscal Year 2022 1 st Qtr. Expenditures		44,956
	Supplement MR Fiscal Year 2022	16,665	
	Supplement Equipment for Workforce Development	7,541	
	Supplement Innovation Campus-Academic Building for Parking	27,136	
	Supplement Undergraduate Science Laboratory Building for Construction	80,862	
	Supplement Hitt Hall for Construction	79,000	
1 th Quarter Ended	Total Projects = 26	\$1,180,056	\$328,691



7
Design



10
Construction



3
Equipment

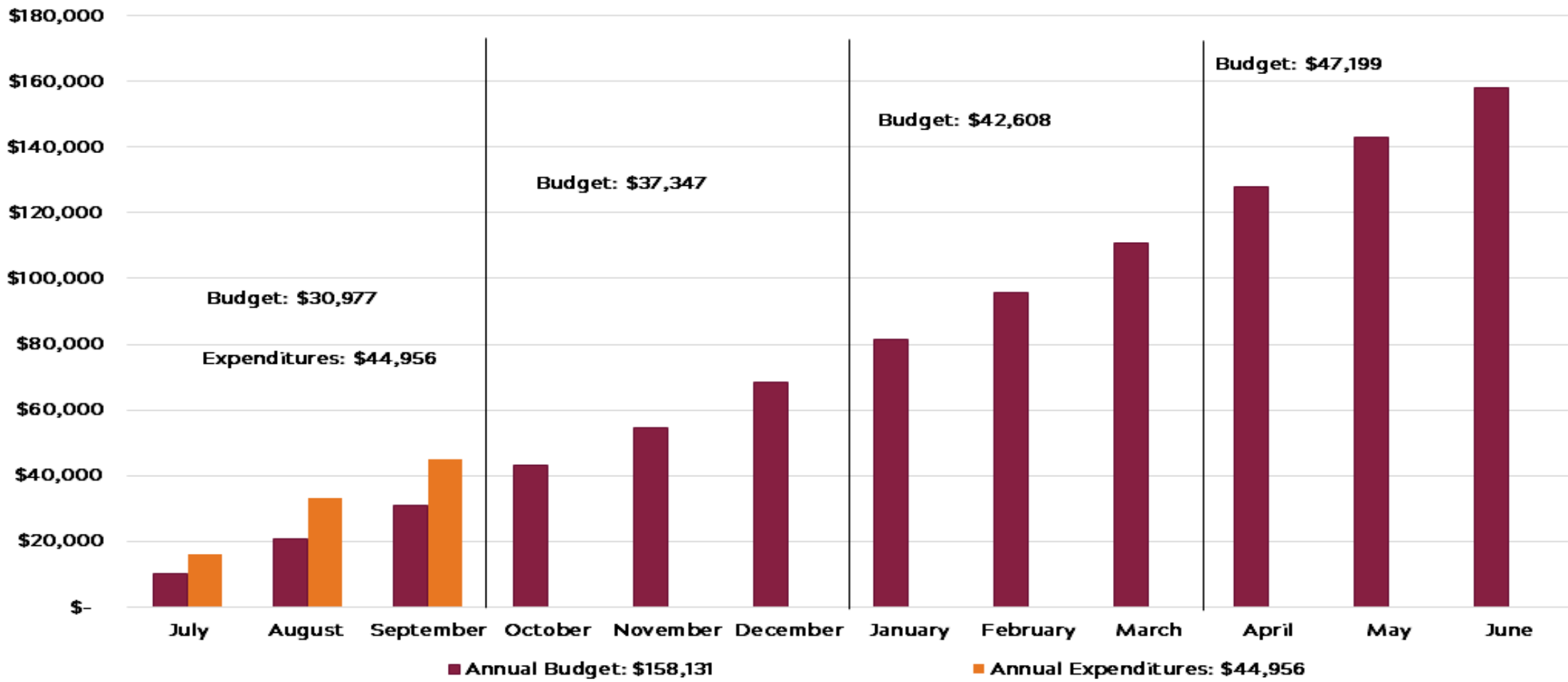


6
Closeout

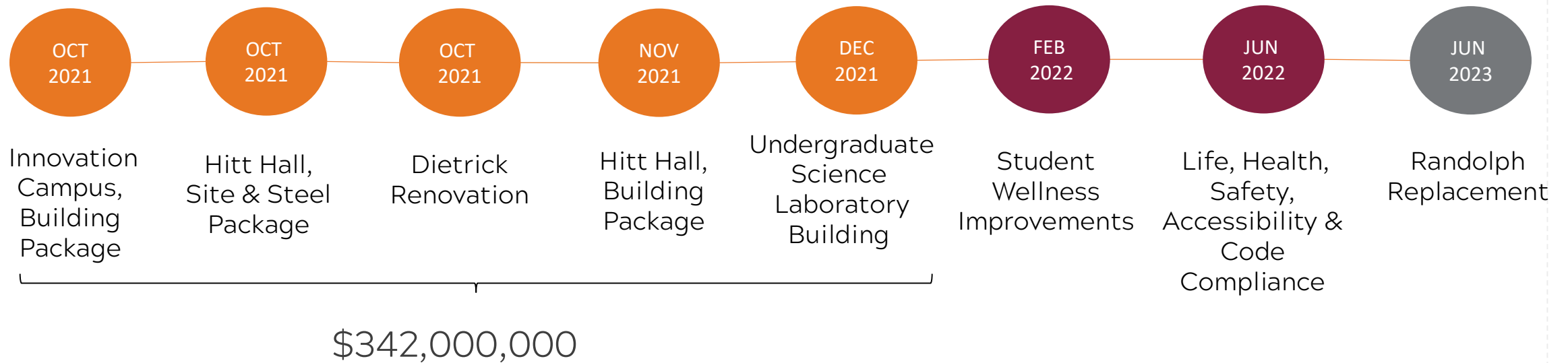
ACTIVITY THROUGH SEPTEMBER 30, 2021

Dollars in Thousands

Expenditures Through First Quarter
Ended September 30, 2021



TIMING FOR CONSTRUCTION PRICING



**Design phase
spending through
September 30, 2021-
\$17,446,000**

PROJECTS COMING ONLINE

2021

- ❖ NOV: Chiller Plant, Phase II
- ❖ NOV: Construct Seafood AREC

2022

- ❖ JAN: Holden Hall Renovation
- ❖ JUNE: Livestock & Poultry Research Facilities, Phase I

2023

- ❖ APRIL: Data & Decision Sciences Building
- ❖ JULY: Corps Leadership & Military Sciences Building
- ❖ AUG: New Upper Quad Residence Hall

2024

- ❖ Innovation Campus-Academic Building

Construction phase activity through September 30, 2021 - \$162,607,000

APPROVAL OF YEAR-TO-DATE FINANCIAL PERFORMANCE REPORT

July 1, 2021 - September 30, 2021

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, 2021 through September 30, 2021 and the Capital Outlay report be approved.

November 8, 2021

DISCUSSION OF FUTURE AGENDA TOPICS AND CLOSING REMARKS

ED BAINE

COMMITTEE CHAIR, FINANCE AND RESOURCE
MANAGEMENT COMMITTEE

Open Session Agenda
GOVERNANCE AND ADMINISTRATION COMMITTEE

Latham Ballroom CDEF, The Inn at Virginia Tech
10:00 am – 11:30 am

November 8, 2021

OPEN SESSION

Agenda Item

Reporting Responsibility

- | | |
|---|--|
| 1. Welcome and Opening Remarks | Chris Petersen |
| 2. Consent Agenda | Chris Petersen |
| a. Approval of Minutes of June 7, 2021, Meeting | |
| * b. Compliance, Audit, and Risk Committee Charter | |
| * c. Resolution to Revise Policy 4335: Employee Awards and Recognition Programs | |
| * d. Resolution to Revise Bylaws of the Virginia Tech Board of Visitors | |
| ◆ 3. Name, Image, and Likeness and Competitive Success | Whit Babcock
Derek Gwinn |
| 4. Inclusive VT Update: Student Diversity | Menah Pratt-Clarke
Ellington Graves |
| 5. Climate Survey and HR Update | Bryan Garey |
| 6. Introduction to Governance Video | Kim O'Rourke |
| * 7. Resolution to Establish an Administrative and Professional Faculty Representative to the Board of Visitors | Holli Drewry
Janice Austin |
| 8. Discussion on Committee Structure Review | Chris Petersen |
| 9. Discussion on Board Self-Assessment Criteria | Chris Petersen |
| 10. Future Agenda Items and Closing Remarks | Chris Petersen |

* Requires Full Board Approval

◆ Denotes ERM Topic

Briefing Report

GOVERNANCE AND ADMINISTRATION COMMITTEE

November 8, 2021

OPEN SESSION

1. **Welcome and Opening Remarks.** Chris Petersen, Chair of the Governance and Administration Committee, will welcome committee members, guests and invited participants.
2. **Consent Agenda.** The Committee will consider for approval the items listed on the consent agenda:
 - a. Approval of Minutes of June 7, 2021, Meeting
 - b. Compliance, Audit, and Risk Committee Charter*
 - c. Resolution to Revise Policy 4335: Employee Awards and Recognition Programs*
 - d. Resolution to Revise Bylaws of the Virginia Tech Board of Visitors*
3. **Name, Image, and Likeness and Competitive Success.** Athletics Director, Whit Babcock, and Assistant Athletics Director of Compliance, Derek Gwinn, will update the committee on name, image, and likeness legislation, as well as present on the university's competitive success.
4. **Inclusive VT Update: Student Diversity.** Vice President for Diversity, Inclusion, and Strategic Affairs, Menah Pratt-Clarke, and Assistant Provost for Inclusion and Diversity, Ellington Graves, will update the committee on student diversity initiatives.
5. **Climate Survey and HR Update.** Vice President for Human Resources, Bryan Garey, will report to the committee on the most recent climate survey, as well as provide an update on ongoing HR initiatives.
6. **Introduction to Governance Video.** Vice President for Policy and Governance, Kim O'Rourke, will introduce a video in which current commission chairs of shared governance report on their goals for the year.
7. **Resolution to Establish an Administrative and Professional Faculty Representative to the Board of Visitors*.** President of the Administrative and Professional (A/P) Faculty Senate, Holli Drewry, will present a resolution for committee review and approval proposing the addition of an A/P Faculty Representative to the Board of Visitors.

8. **Discussion on Committee Structure Review.** Chris Petersen will lead a discussion on Board Committee Structure Review, specifically in relation to reports regarding university research, as assigned by the Board in the Spring.
9. **Future Agenda Items and Closing Remarks.** Chris Petersen will discuss future agenda items and offer closing remarks.

Welcome and Opening Remarks
By: Chris Petersen

Consent Agenda

- a. Approval of Minutes of June 7, 2021, Meeting
- b. Compliance, Audit, and Risk Committee Charter*
- c. Resolution to Revise Policy 4335: Employee Awards and Recognition Programs*
- d. Resolution to Revise Bylaws of the Virginia Tech Board of Visitors*

Minutes
GOVERNANCE AND ADMINISTRATION COMMITTEE

June 7, 2021

Committee Members: Chris Petersen (Chair), Tish Long

Board Members: Horacio Valeiras (Rector), Ed Baine, Shelley Barlow, Greta Harris, C.T. Hill, Anna James, Sharon Martin, Melissa Nelson, Jeff Veatch, Preston White

Board Representatives: Eric Kaufman, Camellia Pastore, Tamarah Smith, Sabrina Sturgeon

VPI&SU Staff: Mac Babb, Whit Babcock, Eric Brooks, Lori Buchanan, Cyril Clarke, Al Lance Collins, Cooper, Karen DePauw, Jon Deskins, Michele Deramo, Corey Earles, Kari Evans, Jack Finney, Ron Fricker, Mike Friedlander, Bryan Garey, Martha Glass, Derek Gwinn, Rebekah Gunn, Kay Heidbreder, Rachel Holloway, Elizabeth Hooper, Byron Hughes, Chris Kiwus, Sharon Kurek, Elizabeth McClanahan, Nancy Meacham, Scott Midkiff, Ken Miller, Laurel Miner, Mike Mulhare, April Myers, Justin Noble, Kim O'Rourke, Mark Owczarski, Dwayne Pinkney, Ellen Plummer, Menah Pratt-Clarke, Robin Queen, Chris Rahmes, Frank Shushok, Ken Smith, Daniel Sui, Tracy Vosburgh, Robert Weiss, Lisa Wilkes, Serena Young

Guests: Amy Fridenberger, Jack Leff, Phil Miskovic, Michael Nizidel, Roan Parrish

OPEN SESSION

Due to extended discussion in morning meetings, the Governance and Administration Committee meeting was called to order at 1:55 p.m.

- 1. Welcome and Opening Remarks.** Mr. Chris Petersen served as Chair of the Governance and Administration Committee and welcomed committee members, guests, and invited participants.
- 2. Consent Agenda.** The committee approved the items listed on the consent agenda.
 - a. Minutes of the March 22, 2021, Meeting
 - b. Resolution to Revise the Faculty Handbook Employment Policies and Procedures for Administrative and Professional Faculty
- 3. Briefing on Shared Governance Proposal.** Provost Cyril Clarke and Dr. Eric Kaufman, Co-Chairs of the President's Committee on Governance, briefed the

committee on proposed changes to the university's shared governance structure. The committee also reviewed the Resolution to Amend in its Entirety the Constitution of the Graduate Student Assembly and Reenact as "The Constitution of the Graduate and Professional Student Senate."

In April of 2019, the President appointed the President's Committee on Governance to align the university's shared governance system with the needs of a twenty-first century university and the Beyond Boundaries vision for Virginia Tech. As such, a 21-member ad hoc committee, co-chaired by the Provost and the Faculty Senate President, was charged with defining a set of guiding principles for shared governance, and to recommend any changes necessary to carry out said principles. As such, the committee focused on three core goals: 1) to create a structure that allowed for substantive engagement of the collective voices of the faculty, staff, and students; 2) maintaining a commitment to representative democratic principles; and 3) procedures that allow for streamlined management of business, with more time allotted for complex issues. Last academic year, the committee drafted a list of guiding principles and a structure proposal that was presented to University Council as a joint resolution in the Fall. The proposed Principles of Shared Governance include 1) democratic processes, 2) respect, collaboration, and trust, 3) clarity of roles and authority, 4) inclusion and diversity, 5) communication and transparency, 6) efficiency and effectiveness, 7) accountability, and 8) commitment. Upon receiving support from University Council, the committee has spent the latter part of the fall semester and all of the current spring semester working to further define the proposed structure. Currently, shared governance is comprised of 15 committees, reporting to 10 commissions that make recommendations to the University Council, which in turn advises the President. Resolutions may stop at the President, who has delegated final authority on some matters, or will move to the Board of Visitors for final approval. In the new structure, the roles of the Board and President will stay the same, and University Council will continue to serve in an advisory capacity to the president. However, commissions will no longer report directly to the council itself. In order to enhance the collective voices of faculty, staff, and students, commissions will now report to the constituency senates. This includes the Faculty Senate, Staff Senate, and newly approved A/P Faculty Senate, as well as the proposed Undergraduate Student Senate (formerly the Student Government Association) and the proposed Graduate and Professional Student Senate (formerly the Graduate Student Assembly). In addition to the name changes, new senate structures will also be put in place within the next academic year. For undergraduate students, the proposal includes the installation of five Vice Presidents under the Senate President, as well as six committees, two working groups, and the Commission on Undergraduate Student Affairs. At this time, graduate students are seeking to reestablish themselves as the Graduate and Professional Student Senate, as seen in the resolution presented to the committee regarding their revised constitution

and bylaws. The proposed changes include the installation of the Graduate and Professional Student Senate, a senate comprised of two senators from each department/program, an Executive Board, which will include the newly created position of Chief of Staff and Director of Advocacy, and a senate cabinet comprised of the BOV Representative, the President of Extended Campus Senates, the Past Senate President, and other graduate student leaders. A question was posed as to whether or not the committee plans to specifically define what items fall within each constituency's purview. It was noted that a University Council Cabinet will be enacted to direct and manage business, and that there will be language in place that will address the types of items that will be reviewed by each group. Changes are also not meant to create a shift power to the constituencies, but to increase their collective voice while maintaining balance by limiting the accountability and responsibility of each.

Upon hearing the presentation, the committee reviewed and accepted the Resolution to Amend in its Entirety the Constitution of the Graduate Student Assembly and Reenact as "The Constitution of the Graduate and Professional Student Senate." It was noted that a working group for the Undergraduate Student Senate has been formed and will work over the summer to revise their respective Constitution and Bylaws, which the committee expects to review in the Fall of 2021.

4. Resolution to Revise the Bylaws of the Virginia Tech Board of Visitors. Ms. Kim O'Rourke, Vice President for Policy and Governance and Secretary to the Board of Visitors, discussed minor revisions to the Board's Bylaws.

In an effort to enhance transparency, the Virginia General Assembly and Governor of Virginia passed new legislative requirements for public Board websites. As such, the Bylaws of the Virginia Tech Board of Visitors had to be updated to reflect the new laws. Websites must now list all Board members, the date they were appointed, the name of the governor who appointed them, and an email address at which they can be reached. Additionally, committee membership listings, a schedule of Board events, and meeting archives are also officially required. Along with public website requirements, legislation also dictates that the Board must solicit the input of the Faculty Senate Representative at least twice a year in regards to concerns of the general faculty. They must also consult with the representative in advance of a search for a new president. Educational requirements from SCHEV have also been updated, in that Board members must attend educational training as determined by SCHEV once every two years, in addition to the new board member training required within the first two years of a member's appointment.

Upon review, the committee approved the resolution.

5. Board Self-Assessment Results. Ms. Kim O'Rourke shared the results of the Board's most recent self-assessment.

The Board completed its third annual self-assessment with the assistance of the Association of Governing Boards. Participants in the assessment included Board members, representatives, and university administrators who work most closely with the Board. Overall, results were favorable, with board culture ranking the highest of all categories. Among the Board's highest priorities are building financial and organizational resilience; prioritizing the deployment of resources to align with priorities; competitive salaries for faculty and staff; managing admissions and enrollment; accessibility and affordability while offering a world-class education; advancing diversity and inclusion; ensuring free speech; preparing students for real-world jobs; and establishing the Innovation Campus. In the context of assessing the Board's practices, the Research Committee was discussed. The various facets of the research mission span several of the Board's committees, but there also needs to be a mechanism for the full Board to get a holistic view of research. The Rector tasked the committee with reviewing how research should fit into the Board's committee structure, which will be an agenda item for the future.

6. Name, Image, Likeness and Sports Wagering Update. Director of Athletics, Whit Babcock, introduced Assistant Athletic Director of Compliance, Derek Gwinn, who provided an update on name, image, and likeness legislation, as well as briefed the committee on sports wagering.

Legislation allowing student-athletes to receive compensation for the use of their name, image, and likeness first passed in California in Fall 2019, thereby prompting the NCAA to modernize their rules on the matter shortly after. Since that time, several factors have influenced the tabling of updated guidelines, including the appeal of *Alston vs. NCAA*, a supreme court case in which it was ruled that student-athletes should be allowed to receive certain academic benefits for the use of their name, image, and likeness. Three bills have also been introduced to congress that should set more concrete rules on the matter nationwide. Depending on the ruling and date of signing, there is the possibility that states will operate individually on the matter for a short period of time, as some legislation will be effective as early as July 1. In response, the Division I Athletic Directors and Presidents in Virginia have sent a letter to Governor Northam requesting an Executive Order to align Virginia with other states operating on their own legislation. To prepare, Virginia Tech Athletics has formed their own eight-person Name, Image, and Likeness (NIL) committee, and there is discussion of utilizing the third-party vendor, INFLCR, to assist in maintaining compliance with disclosure requirements. Looking ahead, areas of focus include brand education, development, and management for student-athletes, introducing recruiting tools

for coaches, and compliance maintenance for athletes who act as online influencers and partner with local entities.

Sports Wagering officially became legal in Virginia in 2020, with the first bets taken in January of this year. Currently, wagering in the state is maintained by the VA Lottery, with betting options including NCAA football, basketball, baseball, tennis, and lacrosse. However, rules state that Virginia residents cannot bet on in-state college teams, or place prop-bets on college athletics. Virginia is one of 21 states and D.C. that have officially legalized sports gambling and started taking bets, with six other states legalized but not in operation, and 13 with legislation in progress. As of March 2021, Virginia ranked seventh of the top ten states with the largest betting handle. It is estimated that more than \$185 million was wagered nationwide on Hokie's football and basketball in the 2020-21 season, with over 23.8 million wagered on the VT vs. Florida game of the NCAA Tournament alone. The biggest concerns regarding the legalization of wagering are possible outside influences placed on student-athletes, disgruntled bettors, the possibility of leaked insider information, and fraudulent activity in relation to referees. Thankfully, a lot of these concerns are mitigated by the legislation prohibiting in state bettors from betting on in state sports.

- 7. InclusiveVT Update: Diversity Education.** Vice President for Diversity, Inclusion, and Strategic Affairs, Dr. Menah Pratt-Clarke, introduced Assistant Provost for Diversity Education, Dr. Michele Deramo, who updated the committee on diversity education initiatives.

The Office of Diversity and Inclusion focused on the four goals of ensuring a baseline understanding of diversity, equity, and inclusion among students and employees, increasing university wide diversity education, advancing inclusive pedagogy, and building the capacity of InclusiveVT stakeholders during the 2020-21 academic year. As a result, "Diversity, Equity, and Inclusion" training was made available for all first year and transfer students, with 7,926 completions, and "Inclusion in the Modern Workplace" training was completed by 2,199 Graduate/Professional Students and 5,873 Full/Part Time benefited employees. University-wide access to diversity education was also increased with online badging. Ten digital badging pathways were also offered, receiving 880 enrollments with a total of 324 badged. Digital badging helps address the complication of faculty schedules conflicting with the offered times of in-person training, as the courses are asynchronous thanks in part to the shift to on-line courses required to maintain operations during the pandemic. The badges are valid for two-years. The Intercultural Engagement Center also collaborated with the Division of Student Affairs in order to form the Hokie Collective, a program that provides student education on actively caring for their community. This year, 802 undergraduates, including six Greek organizations, the Corps of Cadets and

Regimental Band, and student-athletes, enrolled in diversity related workshops offered as part of the program. Courses are also offered through the Professional Development Network for Faculty to begin learning about inclusive pedagogy and workshop how to incorporate it in the classroom. This year the pre-semester workshop for Fall of 2020, "Creating an Inclusive Classroom" saw 443 faculty enrollments. The Norm of Inclusion Guide was presented to every Dean, Department Head, and Academic Director, who in turn shared it with T/R Faculty and Advisors in their respective areas. By-request additional workshops were also offered, with a total of 32 sessions completed across 30 units, with 876 faculty completing them. The office of Diversity and Inclusion also offered workshops such as the Diversity Summit, which focused on sharing critical objectives for the year and saw 903 registrants this year, nearly three times the average. Along with the summit, Advancing Diversity, a mid-year gathering which discussed best practices for maintaining diversity, equality, and inclusivity across campus, saw 633 registrants. Additionally, the Diversity Committee Toolkit, a group dedicated to crowd-sourcing ideas and strategies for local work, currently boasts 115 subscribers. The White Allies as Transformation Leaders program was also introduced as a leadership workshop to help build capacity for white allyship by emphasizing best practices for inclusive leadership. Twenty-one senior faculty and department heads from each college committed to the program in which they listened, reflected, read, and learned from one another over the course of the year. The initial cohort has requested to continue for a second year of the program in order to further prepare for mentoring of junior colleagues and rising leaders. A new cohort comprised of thirty new faculty members will begin the program this year. The office also introduced responsive programming such as Virginia Tech's Unfinished Conversations on Race. Nine webinars have been released this year, which received a total of 8,671 views. Recently the office also introduced the What is Privilege and Why Does it Matter course, which has 131 enrollees, along with the Finding Common Ground Webinar, the Viewpoint Diversity guide, and the Stop AAPI Hate guide.

- 8. HR Update: Future Work Efforts and Talent Development Milestones.** Vice President for Human Resources, Mr. Bryan Garey, presented on the future of the workforce and updated the committee on talent development initiatives.

At the height of the pandemic, 80% of VT employees were working remotely, with 55% working remotely or mostly remote by January 2021. As pandemic restrictions continue to lift, HR is preparing to support a hybrid work model that allows eligible employees to work both in the office and remotely, as studies show doing so is crucial to keeping up with the competitive market. Research shows that 80% of American workers wish to continue some level of remote work after the pandemic, with 65% wishing to become full-time remote employees. Working

remotely has proven to increase productivity up to 40%, with 75% of employees reporting that working remotely has maintained or improved their productivity. Over 75% of employers have also indicated that allowing for remote work has significantly improved employee retention, with 54% of employees reporting they would change jobs for more flexible work options. Additionally, it will enhance the attractiveness of an employer to millennial and gen Z workers, who will represent 75% of the work force by 2025 and place high value on flexible work options. Moving to a hybrid schedule will also allow the university to better leverage its presence in the D.C. Metro Area, as the D.C. and Northern Virginia labor markets are at least 10 times larger than those in Roanoke and Blacksburg. Moving forward, models will mainly focus on administrative and academic work handled by Staff and AP Faculty. Decisions will be made with Senior Management Area Leaders based on the nature of each role and operational needs, with the understanding that arrangements may require occasional or regular on-site presence. As such, leaders will need the required tools and resources to create a productive and engaging environment, and progress must be regularly assessed. Unfortunately, this does not mean that all arrangements will be treated the same or equally, as different work needs are required based on the particular position. Four pilot programs launched in May to allow for better impact assessments, as well as to identify ways in which to maintain high levels of engagement, communicate and contribute to work teams, identify boundaries to prevent burnout, understand the resources needed, and discover surface inequities and perceived inequities. The pilots will explore the benefits of working in a fully remote environment, a one-to-two days on site environment, a three-to-four days on site environment, and a fully on-site environment. Initial testing will be conducted in the areas of Advancement, IT, the College of Engineering, Pamplin College of Business, and the President's Office, with surveys being administered to track strengths and challenges. Guidelines and policies, as well as the roadmap for remote work, will be developed for 2021-2022 based on these pilots, and training for managers will also be provided with HR supporting partners through all phases.

Human Resources has also been working to improve talent development, having rebuilt the talent development team, which now consists of a Director, two Talent Development Specialists, a Graduate Assistant, an HR Project Coordinator, and an intern from the College of Business. The department has also worked to centralize university-wide training utilizing the Page-Up Learning Management System, one of five new systems introduced in a two-year span. Taking the place of the outdated Courseware system, the shift was largely compliance driven and has increased training completion drastically, with 18,255 compliance courses now completed. Additionally, to prepare for the launch, training.vt.edu was redesigned, university specific training aids and how-tos were introduced, and HR has been and will continue to foster relationships with stakeholders. Since the

launch of the system in September 2020, 61 new courses have been added and an average of 500 courses are completed per week. Two training programs specifically for managers and supervisors have been launched as well. Building Blocks for Managers, a site that was launched in February, helps build management techniques in areas of leadership in order to enhance managerial knowledge, skills, and abilities. The site received 587 views, 164 of which were unique, and saw a 54% completion rate of the 266 courses accessed within the first month. The Fast Track program, launched in January of 2020, addresses key leadership competencies to build better relationships with direct reports. In March of 2020, the program began hosting Fast Track Friday's to remain connected as the university switched to a mostly remote workforce in response to COVID-19. Since that time, the 30-minute webinars have achieved an average participant rate of 35 per week for each of the 21 sessions held. HR also launched the Virtual Learning Center, an on-demand professional development resource, in March of 2020, to allow employees to gain critical skills for their jobs and prepare for future roles. The Center has seen 5,581 page views, 4,390 of which were unique, 52 curated courses with tip sheets created specifically for VT users, and a 76% completion rate of the 4,835 courses accessed. Additionally, the Professional Development Community of Practice fosters inter-organization collaboration where members can build relationships, share knowledge, and determine best practices together in order to increase employee engagement in their own areas. Members of the community participate in workshops and become aware of professional development opportunities on campus. Since its launch in December 2019, 10 meetings have been held with an average of 25 attendees per meeting.

9. Future Agenda Items and Closing Remarks. Mr. Chris Petersen discussed future agenda items and offered closing remarks.

In response to discussion regarding the Board Self-Assessment results, it was requested by the Rector of the Board that the committee review the current Board Committee Structure, specifically in relation to determining a way in which to allow the full board to get a holistic view of research, and report back next year.

There being no further business, the meeting adjourned at 4:08p.m.

**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

A=Annually; Q=Quarterly; AN=As Necessary	Frequency			Planned Timing			
Q1, Q2, Q3, Q4 based on Fiscal Year (July – June)	A	Q	AN	Q1	Q2	Q3	Q4
				Aug	Nov	Mar	Jun
A. General							
1. Review and update CAR Committee charter	X				X		
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						X
2. Discuss with the external auditors their processes for identifying and responding to key audit and internal control risks			X		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	X		X	

A=Annually; Q=Quarterly; AN=As Necessary	Frequency			Planned Timing			
Q1, Q2, Q3, Q4 based on Fiscal Year (July – June)	A	Q	AN	Q1	Q2	Q3	Q4
				Aug	Nov	Mar	Jun
4. Meet with external auditors at the completion of the financial statements audit to receive and discuss the audit report(s)	X				X		
5. Review results of other significant reviews from regulatory agencies or other external entities			X				
D. Internal Auditors							
1. Review and approve the charter for the Office of Audit, Risk, and Compliance, if changes are needed	X				X		
2. Review the draft annual audit plan	X						X
3. Approve the annual audit plan	X			X			
4. Review the effectiveness of the internal audit function, including staffing resources, financial budget, training, objectivity, and reporting relationships	X			X			
5. Review the results of the QAIP, including internal and external assessments			X				
6. Review completed audit reports and progress reports on executing the approved annual audit plan		X		X	X	X	X
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		X		X	X	X	X
8. Review and concur in the appointment, replacement, reassignment, or dismissal of the Executive Director of Audit, Risk, and Compliance			X				
9. Evaluate the Executive Director of Audit, Risk, and Compliance's annual performance and make decisions regarding compensation	X			X			
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			X				
2. Review the programs and policies of the university designed to assure and monitor compliance		X		X	X	X	X
3. Monitor the university's conflict of interest policies and related procedures		X		X	X	X	X

RESOLUTION TO REVISE POLICY 4335 ON EMPLOYEE AWARDS AND RECOGNITION PROGRAMS

GOVERNANCE AND ADMINISTRATION COMMITTEE

WHEREAS, a revision to Policy 4335 on Employee Awards and Recognition Programs was approved by the Board of Visitors on August 25, 2003, and among its provisions were the delegation of authority for approval of such programs and the stipulation that award payments of \$5000 or greater for faculty must be ratified by the board and that the board be informed of awards of lesser amounts; and

WHEREAS, Policy 4335 requires proposals for award and recognition programs to include the value of any monetary awards and to be approved by the President, Provost, or Senior Vice President, depending on the reporting line; and

WHEREAS, on November 16, 2020, the Board of Visitors approved a resolution that updated its delegation of authority to the President for personnel actions by stipulating those actions that the board wished to continue to approve and setting a threshold below which the board would no longer ratify actions, thus streamlining the quarterly Personnel Changes Report and improving efficiency by enabling its production to be more automated and less labor-intensive; and

WHEREAS, on June 8, 2021, another slight modification was made to the delegation of authority but neither revision addressed the stipulation in Policy 4335 requiring ratification by the board for awards greater than \$5000 made to faculty; and

WHEREAS, the university wishes to bring Policy 4335 into alignment with the board's delegation of authority for personnel actions by removing from Policy 4335 the requirement that the board ratify or be provided a report of monetary awards made to faculty under this policy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors hereby approves the attached revision to Policy 4335 which removes the provision that the board ratify or be informed of monetary awards to faculty under that policy, effective immediately.

RECOMMENDATION:

That the attached revision to remove from Policy 4335 on Employee Awards and Recognition Programs the requirement that the Board of Visitors ratify or be informed of awards to faculty under this policy be approved, effective immediately.

November 8, 2021



Employee Awards and Recognition Programs

No. 4335

Policy Effective Date:
10/25/1996

Last Revision Date:

~~09/14/2021~~

~~11/8/2021~~

Policy Owner:
Bryan Garey

Policy Author: (*Contact Person*)
Ellen Banks

Affected Parties:

Faculty
Staff

1.0 Purpose

2.0 Policy

3.0 Scope

4.0 Procedures

5.0 Definitions

6.0 References

7.0 Approval and Revisions

1.0 Purpose

Virginia Tech supports and encourages programs to acknowledge and formally recognize the contributions, exemplary performance, and continuous service of our employees to the university. State employees may only receive compensation, whether from public or private sources, under the authority of approved policies. Whereas classified staff employees are covered by the Commonwealth's Personnel Act and policies set forth by the state's Department of Human Resource Management, the terms and conditions of employment for Teaching and Research and Administrative and Professional Faculty and University Staff are established by the university's Board of Visitors. This policy describes the process for establishing recognition programs and providing awards to faculty and staff outside of the normal salary increase process. Until such time as the university establishes new human resource policies, University Staff will be covered identically to Classified Staff, unless otherwise noted.

2.0 Policy

Recognition programs for employees may be established in accordance with this policy and the procedures established by the University's administrative offices. Such programs include annual recognition awards such as the President's Awards for Excellence. In addition, colleges and major administrative units may recommend establishment of programs to recognize employees within the college, administrative area, or departments in accordance with the established procedures.

The Board of Visitors authorizes the President, the Provost, and the Senior Vice President and Chief Business Officer to administer the university's awards and recognition policy. The state's Department of Human Resource Management (DHRM) Policy 1.15, Employee Recognition and Engagement, provides the authority for the university to establish an awards programs for staff. Proposals for recommended awards and recognition programs for both faculty and staff must be submitted by the Dean or Vice President, and approved by the President, the Provost or the Senior Vice President and Chief Business Officer, depending on the reporting relationship. The President must approve university-level award programs.

Other types of one-time payments (e.g., in-band bonuses) for staff are described in DHRM Policy 3.05, Compensation, but are not addressed as part of this policy. Bonuses for individual faculty members outside of the context of an approved award and recognition program or contractual obligation will not normally be approved. Any exceptions must be approved in advance by the President and ratified by the Board of Visitors [in accordance with the board's policies](#).

Awards programs may be established for employees to accomplish a number of objectives such as:



Virginia Polytechnic Institute and State University

- Recognition of outstanding accomplishments or performance in the areas of scholarship, research, creative achievement, teaching, or professional discipline that exceeds performance benchmarks.
- Recognition of outstanding service to the university, Commonwealth or nation where such service enhances the reputation of the university and is consistent with the instructional, research and outreach missions of the university.
- Recognition of employees or organizational units whose achievements contribute to the mission, goals, and objectives of the university, college, administrative area, or department.
- Recognition of administrative excellence, diversity, leadership, customer service, workplace safety, or other qualities that support institutional goals.

2.1 Awards and Recognition Programs

Awards and recognition programs may be established as annual programs, or may be created as a one-time program to recognize extraordinary performance under unique circumstances. Individual or team awards may be granted.

Awards made to employees under this policy may include one-time cash payments and non-monetary awards; in addition, salaried faculty and staff employees may be eligible for recognition leave as defined by DHRM Policy 1.15, Employee Recognition and Engagement. With the exception of the President's Award for Excellence, award amounts for staff employees must not exceed the limits established by state policy (up to but not greater than \$5,000 cumulative monetary or non-monetary award in a fiscal year, and/or up to 5 days of recognition leave in a calendar/leave year). ~~Award amounts for faculty may exceed \$2,000 (with Dean or Vice President approval) but amounts in excess of \$5,000 must be ratified by the Board of Visitors.~~

Awards should be appropriate to the significance or impact of the achievement or accomplishment. If non-monetary awards are part of an approved program, the administrator should select such awards with consideration given to the propriety of the award and the appropriate use of state and university resources.

This policy does not authorize the use of university funds to subsidize gifts or social gatherings, other than employee recognition events described in section 3.6 of this policy and for recognition for contributions to the university at the time of retirement.

2.1.1 Appropriate Funding Sources

State or private sources of funding may be used, but the source of funding charged for awards must be appropriate for the employee so as not to create any questionable or disallowed charges. Non-monetary awards must not be charged to a grant or contract; however, overhead accounts may be charged. Use of sponsored funds for awards must have prior approval by the Office of Sponsored Programs (OSP) and the sponsor. Because grants are restricted to specific purposes, OSP will obtain sponsor approval for any awards charges made to grants or contracts. Generally, however, grants would not be considered an appropriate funding source for this program.

2.2 Retirement Recognition

The Award and Recognition Policy can also be used to recognize past contributions to the University at the time of retirement. The value of the gift will be counted in determining if an individual has reached the \$5,000 annual spending cap for each employee. Foundation funds are available for two types of recognition for retirement.



Virginia Polytechnic Institute and State University

1. Formal recognition for retirement at a department or college level where all retirees with a minimum of 10 years of employment may be provided with a gift and/or recognition event, and;
2. One-time, isolated cases of recognition at the time of retirement to recognize outstanding service as it relates to contributions to the University, the Community, etc.

In each case, gifts up to \$500 in value only require approval from the Dean/VP and HR but will not require approval from the Provost or the Senior Vice President and Chief Business Officer. Gifts with a value exceeding \$500 require the approval of the Provost or the Senior Vice President and Chief Business Officer. (See Section 3.4 regarding taxation of awards.)

2.3 Responsibilities

University administrative offices, including Human Resources, Procurement, Office of Sponsored Programs, and the Controller's Office, are responsible for developing procedures and overseeing the implementation and administration of awards programs in accordance with state and university policies, and federal regulations.

The Vice President or Dean issuing the award is responsible for assuring that awards are administered in accordance with university policies and procedures and comply with the approved recognition program, that appropriate funding sources are used, and that reward and recognition programs are designed and administered in a non-discriminatory manner.

3.0 Procedures

Detailed procedures and forms are available on the Human Resources website (<https://www.hr.vt.edu/our-workplace/awards-recognition/awards/establishing-awards.html>). Procedures for the procurement of non-monetary awards are available at the Procurement Department website (<https://www.procurement.vt.edu/>).

3.1 Establishing an Awards and Recognition Program

Each Vice President and Dean may propose awards programs for their areas. Generally, programs for awards should be designed and administered consistently across all departments within a college or administrative area. Offices are also authorized to establish university-wide awards programs to recognize significant achievements or efforts. Examples include awards for safety, administrative excellence, or best practices.

An awards program proposal must be developed and approved prior to implementation. Program proposals for recognition events must also be approved. The program proposal must include the following:

- senior management area (college or administrative area)
- program objectives and description of program
- list of participating departments or administrative units
- type of award (monetary or non-monetary; recognition leave – staff only; recognition event); monetary value of award; description and cost of non-monetary awards
- frequency and schedule of recognition program including recognition events
- definition of eligible or participating employees



Virginia Polytechnic Institute and State University

- description of nomination and selection process to be followed, including criteria upon which award decisions will be made
- number of awards to be presented
- source(s) of funds for the awards and estimated annual budget for the awards program; donated awards must also be indicated
- description of how the award program will be communicated to employees
- required approvals.

The program proposal form (P153) is available on the Human Resources website (<https://www.hr.vt.edu/our-workplace/awards-recognition/awards/establishing-awards.html>).

3.2 Approval of Programs

Proposals for recommended programs must be submitted by the Dean or Vice President, and approved by the Provost or the Senior Vice President and Chief Business Officer, depending on the reporting relationship. University-level award programs must also be approved by the President.

The written plans for all awards programs must be reviewed by Human Resources for adherence to the state and university policies prior to implementation. Awards given to non-exempt employees may potentially increase the departments' overtime liability. Human Resources will notify the departments if their program will result in overtime liability. Each proposal that includes non-monetary awards will also be reviewed by the Controller's Office to determine the application of tax regulations to the award.

Human Resources will assign a reference number to each approved program, which will allow the Controller's Office or the Foundation to pay the bills related to the program. Human Resources will notify the office of the Dean or Vice President when the proposal has been approved. Copies of all approved recognition programs will be maintained in Human Resources, available for review by the Office of Audit, Risk, and Compliance, Procurement, and the Controller's Office.

3.3 Procedures for Payment of Monetary Awards

Certain university-level awards have been approved to be paid directly using checks issued by the Foundation. These include, but are not limited to, the Awards for Teaching and Advising, Awards for Research, Extension, Public Service, and Outreach, and President's Awards for Excellence. All other checks must be issued through the university's payroll process and taxed accordingly, regardless of source of funding. In the event that a check is issued (and taxes are not deducted) by other than the University Payroll Department, such as Foundation checks, the issuing department should inform the recipient at the time the award is issued that the monetary award is taxable. Questions concerning taxes should be directed to Payroll. Monetary awards using Foundation funds must be charged to the department and handled as an expense reimbursement. Payroll will also notify the employee that taxes will be withheld from the employee's next regular paycheck.

Award payments to faculty or staff made within a program's approved limits must be approved by the appropriate Dean or Vice President; ~~awards of \$5,000 or greater must be ratified by the Board of Visitors at the next regular meeting.~~ Award payments to staff made within a program's approved limits must be approved by the appropriate Dean or Vice President.



Virginia Polytechnic Institute and State University

The form (P154) for making award payments is provided on the Human Resources website (<https://www.hr.vt.edu/our-workplace/awards-recognition/awards/establishing-awards.html>). A form P154 must be completed for each employee that is receiving an award payment.

3.4 Taxation of Awards

All monetary awards (including gift certificates) paid to university employees are subject to taxes in accordance with Internal Revenue Service (IRS) tax regulations. Deductions for requisite taxes will be taken from the employee's next regular university paycheck. Departments may not increase the award totals to compensate for the taxes to be deducted from the employee's pay.

The University Controller is responsible for determining whether non-monetary awards are taxable in accordance with IRS regulations. Because non-monetary awards exceeding the University's established de minimis amount would usually be taxed regardless of source of funding, managers are advised not to exceed this limit because of the tax burden to the employee (see Payroll Procedure 23810 on De Minimis Awards - https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/payroll/23810.pdf). However, some non-monetary items given as recognition, such as engraved plaques or framed certificates, sometimes have a cost that exceeds the value of the award. The Controller's Office will determine whether such non-monetary awards are subject to tax when they review each program proposal. The same restrictions and requirements apply to donated awards.

3.5 Recognition Leave for Staff Employees

Under an approved awards program, salaried staff and faculty employees may be granted up to 5 days of recognition leave in a calendar (leave) year. Recognition leave lapses within 12 months from the date it is awarded, but is paid out if the employee separates before the leave lapses.

Departments must pay employees for their recognition leave balances if, at the end of the 12-month period, the department has been unable to allow the employee to use the leave. If an employee transfers to another university department, the employee's recognition leave balance must be paid, unless the employee requests to transfer the leave and the department head of the unit to which the employee is transferring approves the request.

Departments must also pay employees for their recognition leave balances when:

- the employee leaves state service by resignation, retirement, layoff, termination or death;
- the employee is transferred, promoted or demoted from one agency to another;
- the employee is placed under Long Term Disability under the Virginia Sickness and Disability Program (VSDP).

An award of recognition leave is not taxed unless an unused leave balance is paid to the employee. Payments for unused recognition leave are taxable, and will be made in the next pay period following the personnel action that initiates the payment. Payouts for recognition leave may not be charged to sponsored funds; payments must be charged to E&G or departmental overhead accounts.

Procedures for granting recognition leave are provided on the Human Resources website. Recognition leave must be recorded in the university's Leave System.



3.6 Recognition Events

Awards may be presented at recognition events as approved in the award program. Any expenses incurred for presentation of awards under this Policy shall be reasonable. If an employee receives an award at a university or department sponsored event, the value of the event (e.g., cost of the meal) is not included in the overall value of the award. For example, if a college holds an annual recognition program for employees, the value of the reward (monetary and non-monetary) will not include the cost of the meal. The Controller's *Procedure 20335c, Meals and Incidental Expenses*, must be followed. Recognition events may not be charged to a sponsored fund. The award program reference number must be cited on the appropriate accounting forms.

3.7 Procurement of Non-Monetary Awards

In order to protect the integrity of university reward programs, special care must be taken in the procurement and custody of items intended to be presented as non-monetary awards. The university has negotiated a number of agreements with vendors to provide a wide selection of acceptable non-monetary awards. Non-monetary awards must be procured from one of the approved vendors in accordance with university purchasing and accounting policies. Full compliance with university purchasing and accounting procedures is essential. The items given as rewards will be both valuable in a personal sense and transferable. Under normal circumstances, these types of items would not be procured using state funds. For this reason, special procedures (<https://www.procurement.vt.edu/>) have been established by the university's Procurement Department for the purchase of non-monetary recognition items.

Non-monetary awards using Foundation funds must be charged to the department and handled as an expense reimbursement.

Departments must maintain a record of all non-monetary awards provided to employees under this program, regardless of source of funding. The record must include name of award program, name of employee(s) receiving the non-monetary award, description and cost of the award, date issued, and program reference number provided by Human Resources. These records are auditable and must be maintained by the department or organizational unit responsible for issuing the awards, for the period of time defined by the State Library Policy, currently three (3) years.

4.0 Definitions

Monetary Awards: Monetary awards are (a) those paid by any negotiable instrument (cash, check, money order, and direct deposit), (b) any item that can be readily converted to cash, such as savings bonds, or (c) gift certificates and gift cards.

Non-monetary awards: Non-monetary recognition awards include: plaques; trophies; certificates; pencils, pens and desk items; cups and mugs; personal items of clothing such as caps, shirts, and sweatshirts; and other items such as pins and timepieces.

Virginia Tech Foundation: The Virginia Tech Foundation, Inc. is a university-related corporation whose purpose is to receive, invest and manage all private monies given in support of the University and its programs. The Foundation is recognized as a public charity by the Internal Revenue Service, entitling it to receive tax-deductible gifts to support Virginia Tech.

Staff: Defined as salaried non-faculty employees, and includes Classified Staff and University Staff. Effective July 1, 2006, the university will have two groups of salaried non-faculty employees: those covered by the Virginia



Virginia Polytechnic Institute and State University

Personnel Act and State Human Resource policies (Classified Staff) and those covered under University Human Resource policies (University Staff). All new salaried non-faculty staff, including transfers from other state agencies, hired on or after July 1, 2006, are hired as University Staff and will be covered under University Human Resource policies.

5.0 References

Virginia Department of Human Resource Management (DHRM) Policy 1.15, Employee Recognition and Engagement

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy-1-15-employee-recognition-and-engagement-2-1-19.pdf>

Virginia Tech Faculty Handbook

<https://faculty.vt.edu/faculty-handbook.html>

Payroll Procedure 23810, De Minimis Awards

https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/payroll/23810.pdf

6.0 Approval and Revisions

Approved October 25, 1996, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.

Annual review, December 28, 1998, by Director of Personnel Services, Linda Woodard. No revisions.

October 10, 2001: Technical corrections to update policy links and name change for the Commonwealth of Virginia's Department of Human Resource Management (formerly Department of Personnel and Training).

- Revision 1

Revisions to comply with changes in DHRM Policy 1.20 for classified employees; authorizes use of state funding for approved award programs; includes additional instructions for use of sponsored funding and procurement of non-monetary awards. The Board of Visitors authorizes the President, Provost, and Executive Vice President to administer this policy. The Provost and EVP have the authority to approve award programs for their respective areas; the President must approve university-level award programs. Deans, Vice Presidents, and Vice Provosts may submit award program proposals for their reporting areas. Deans and Vice Presidents may approve award payments within the parameters of the approved program; award payments of \$5000 or greater for faculty must be ratified by the Board, and lesser amounts are to be provided to the BOV for their information in a summary report. Approved by the Virginia Tech Board of Visitors August 25, 2003.

Approved August 25, 2003, by Vice President for Budget and Financial Management, M. Dwight Shelton, Jr.



Virginia Polytechnic Institute and State University

- Revision 2

Revisions to comply with changes in DHRM Policy 1.20 for classified employees; authorizes an increase in the total of non-monetary and monetary awards from \$1,000 to \$2,000. Changed references from Personnel Services to Human Resources.

Approved February 22, 2006 by Vice President for Business Affairs, Kurt J. Krause.

- Revision 3

September 1, 2006: Technical revisions to include University Staff in accordance with resolution approved by the Virginia Tech Board of Visitors June 12, 2006 to cover University Staff under policies identical to the current human resources policies until the new human resources system is developed.

April 13, 2007: Technical corrections to the definitions section of the document to reflect a recent ruling by the IRS concerning the taxability of gift certificates.

- Revision 4

August 25, 2008: Updates to position titles and/or responsibilities due to university restructuring.

Annual review June 1, 2010 by Vice President for Administrative Services, Sherwood G. Wilson. No revisions.

- Revision 5

Revised the policy on recognition leave to include faculty as well as staff.

Approved January 3, 2017 by Vice President for Administration, Sherwood G. Wilson.

- Revision 6

Revisions to replace DHRM Policy 1.20 with DHRM Policy 1.15 for classified employees; authorizes an increase in the total of non-monetary and monetary awards from \$2,000 to \$5,000.

Approved August 7, 2019 by Vice President for Human Resources, Bryan Garey.

- Revision 7

Updates authorization of the Senior Vice President and Chief Business Officer to have authority (along with the President and Provost) to administer this policy and to approve proposals for awards and recognitions programs from deans and vice presidents. The SVPCBO position is generally the current equivalent of the EVP position to which the BOV delegated authority in 2003 (see Revision 1 above).

Technical revisions to update weblinks, references, and names of departments.

Approved September 14, 2021, by Vice President for Human Resources, Bryan Garey.

- Revision 8

Revised the policy to remove the requirement that the Virginia Tech Board of Visitors ratify faculty award payments of \$5,000 or greater or be informed of smaller faculty awards. (see Revision 1 above). Approved by the Virginia Tech Board of Visitors November __, 2021.



Virginia Polytechnic Institute and State University

| Approved November __, 2021, by Vice President for Human Resources, Bryan Garey.

RESOLUTION TO REVISE THE BYLAWS OF THE VIRGINIA TECH BOARD OF VISITORS

WHEREAS, legislation passed by the 2021 Virginia General Assembly and signed into law by Governor Northam expands the circumstances under which a member of a board of visitors may participate in a board meeting electronically to include the need to provide care to a family member due to the family member's medical condition; and

WHEREAS, earlier legislation passed by the General Assembly in 2018 also provided that a board member could participate in a maximum of two meetings per year for a personal matter (distinct from a medical condition), and the 2021 General Assembly modified that limitation to a maximum of two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

NOW, THEREFORE, BE IT RESOLVED that Article I, Section 3a, paragraph 2 of the Bylaws of the Virginia Tech Board of Visitors be amended as follows, effective immediately.

Additionally, providing that a quorum is physically present in one location, electronic communication means may be employed if on or before the day of a meeting, a Board member notifies the Rector or respective committee chair and Board Secretary that the Board member is unable to attend the meeting due to ~~either~~ (a) ~~a~~ the Board member's own disability or medical condition or the Board member's need to care for a family member due to the family member's medical condition, or (b) a personal matter. The minutes must include the remote location of the Board member and the reason that the Board member was unable to attend; if the reason is a personal matter, the specific nature of the personal matter must be cited in the minutes. If a Board member's request to participate remotely due to a personal matter is disapproved, such disapproval shall be recorded in the minutes with specificity. A Board member may participate remotely due to a personal matter ~~no more than twice in a calendar year~~ in up to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

RECOMMENDATION:

That the Bylaws of the Virginia Tech Board of Visitors be amended as proposed, effective immediately.

November 8, 2021



VIRGINIA TECH
ATHLETICS

Board of Visitors Meeting

November 2021

Agenda:

Update on Name, Image, Likeness (NIL)
Competitive Success

Virginia Law – House Bill 7001

Passed in August

- Student-athletes may earn compensation related to NIL and sign with agents
- Protects their scholarship and eligibility
- No pay-for-play
- May not miss official team or academically related activities
- Use of logos and facilities must go through proper channels
- Third-party conflicts may be restricted by VT
- Must disclose activity prior to NIL activity occurring
- Prohibited NIL activity:

Casinos/Gambling

Alcohol Products

Adult Entertainment

Cannabis related products

Dangerous/Controlled Substances

Performance Enhancing Drugs

Drug Paraphernalia

Tobacco/E-cigarettes

Weapons/Firearms

NIL Deals at VT



NIL Deals at VT



Brock
@BrockHoffman76

Proud to announce that I have partnered with Bob Huff Chevrolet and Huff Ford to provide a total of 325 book bags filled with school supplies for kids in my hometown of Statesville, NC and Wythe County, VA!!
Go Hokies! 🦅

[#InvestInTheYouth](#)

DOTTED LINE WILL NOT APPEAR ON YOUR IMPRINT ITEM
THE LEFT IMPRINT CANNOT BE PRESENTED WITH THE RIGHT IMPRINT
OF YOUR IMPRINT ADJUSTED TO THE SIZE OF THE ITEM



Item #105116



offman76

opportunity to go back to my hometown
deliver the rest of the book bags to my own
school, Celeste Henkel! [#InvestInTheYouth](#)

thanks to [@BobHuffAuto](#) for making all
! [#DriveTheHuffWay](#)



Amare D. Barno
@Ayye_Barno

Hokie Nation,

I would like to introduce my personal apparel line, the
AB11 brand!

Check out the site, live now!
magzsports.com/amarebarno/



VIRGINIA TECH
ATHLETICS COMPLIANCE

NIL Deals at VT



NIL Takeaways

Interest level of student-athletes

Interest level of supporters and local businesses

Contracts

- Pay for Play?
- Student-Athlete time demands/Expectations
- FMV

Agents

- Registered and Reputable
- State Regulatory Program

NAME. IMAGE. LIKENESS.

NEXUS



PAMPLIN COLLEGE OF BUSINESS
**APEX CENTER FOR
ENTREPRENEURS**
VIRGINIA TECH™



STAKEHOLDERS



PAMPLIN COLLEGE OF BUSINESS
APEX CENTER FOR ENTREPRENEURS
VIRGINIA TECH™



VIRGINIA TECH
ATHLETICS



PRISM



PAMPLIN COLLEGE OF
BUSINESS
VIRGINIA TECH™



VIRGINIA TECH®
ATHLETICS COMPLIANCE

GOALS



Build a comprehensive program for Virginia Tech student-athletes, which provide education and resources on NIL opportunities:

- Personal Branding and Brand Management
- Business Formation & Entrepreneurship
- Opportunity Identification & Management
- Financial, Tax and Legal Literacy
- Third Party Evaluation and Education



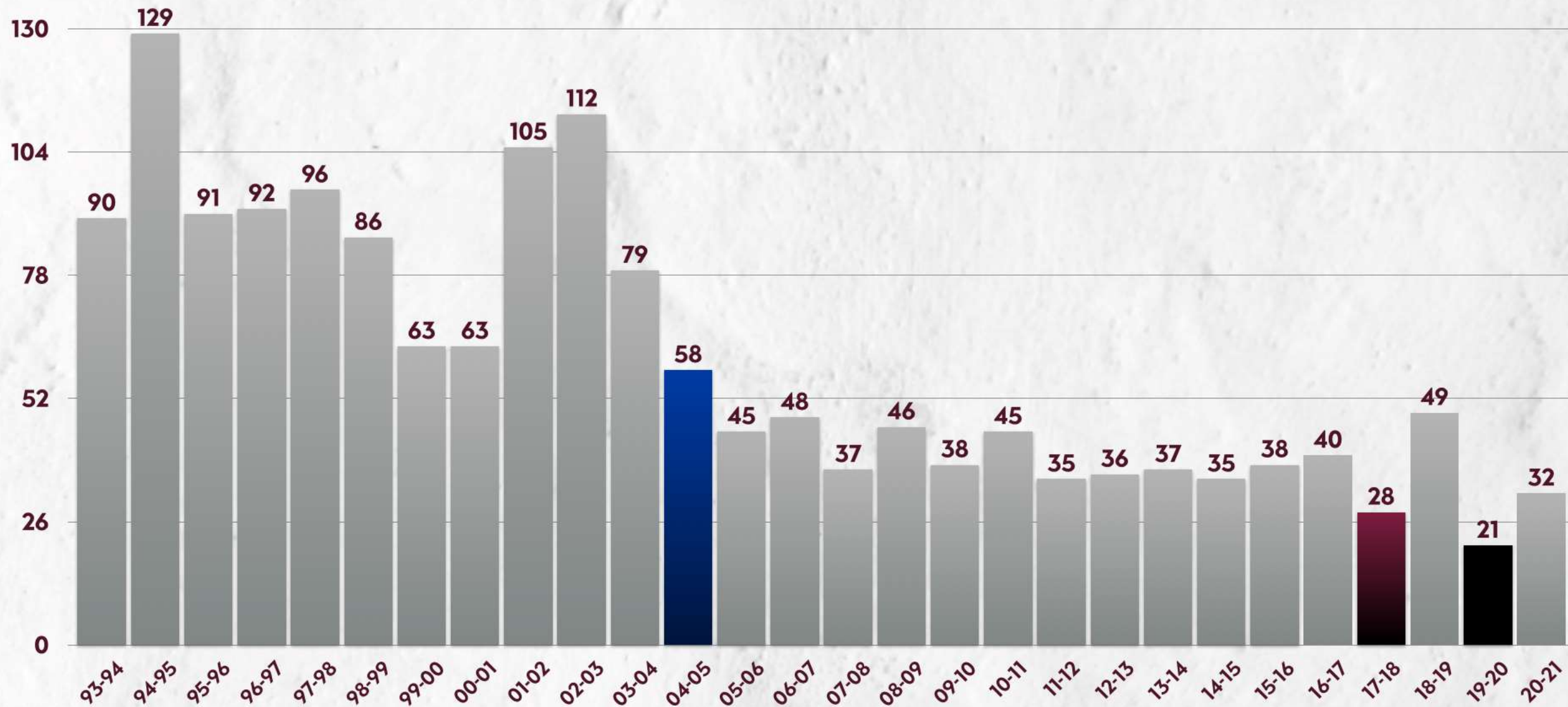
VIRGINIA TECH
ATHLETICS

**COMPETITIVE
SUCCESS**



Learfield Directors' Cup

1993-2021





Hokies In The Top 25

2020-22

	2020-21	2021-22		2020-21	2021-22
Football	19	15	Baseball	18	
Men's Soccer	4	5	Softball	14	
Women's Soccer		17	Women's Golf	14	20
Volleyball	(RV)		Men's Track & Field	21	
Wrestling	3		Women's Track & Field	15	
Men's Basketball	15	(RV)	Men's Swimming & Diving	11	12
Women's Basketball	(RV)	24	Women's Swimming & Diving	15	18
Lacrosse	16				

Denotes highest ranking achieved during season
(RV) - Received votes



Learfield Directors' Cup

ACC Teams (2020-21)

	4	North Carolina	<i>1126.25</i>
	11	Virginia	<i>970.25</i>
	14	Notre Dame	<i>900.00</i>
	16	Florida State	<i>893.00</i>
	21	Duke	<i>931.50</i>
	23	NC State	<i>783.25</i>
	32	Virginia Tech	<i>631.25</i>
	36	Clemson	<i>554.75</i>

	40	Louisville	<i>532.75</i>
	44	Georgia Tech	<i>487.00</i>
	54	Wake Forest	<i>394.75</i>
	62	Miami	<i>358.50</i>
	64	Syracuse	<i>328.00</i>
	73	Pitt	<i>279.00</i>
	74	Boston College	<i>277.00</i>



1

Smithfield[®] COMMONWEALTH CLASH



0



**Women's
Soccer**



**Men's
Soccer**



Volleyball



**Men's
Cross
Country**



**Women's
Cross
Country**



Football



**Women's
Basketball**



Wrestling



**Men's
Basketball**



**Women's
Swimming &
Diving**



**Men's
Swimming &
Diving**



**Women's
Indoor Track
& Field**



**Men's
Indoor Track
& Field**



Lacrosse



**Women's
Tennis**



Softball



**Men's
Tennis**



**Women's
Golf**



**Men's
Golf**



Baseball

















**Women's
Outdoor
Track & Field**



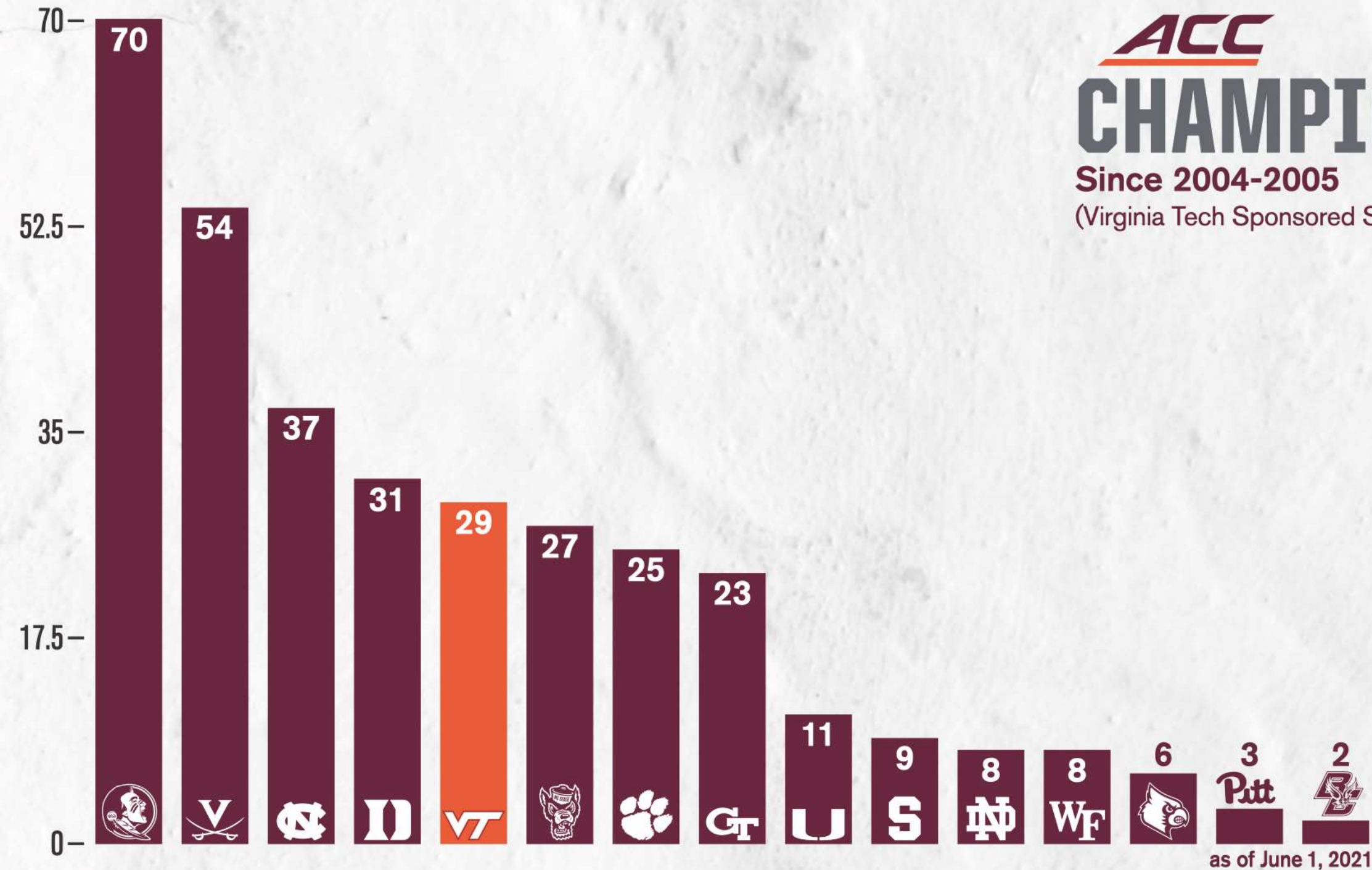
**Men's
Outdoor
Track & Field**

as of Oct. 8, 2021

ACC CLASH

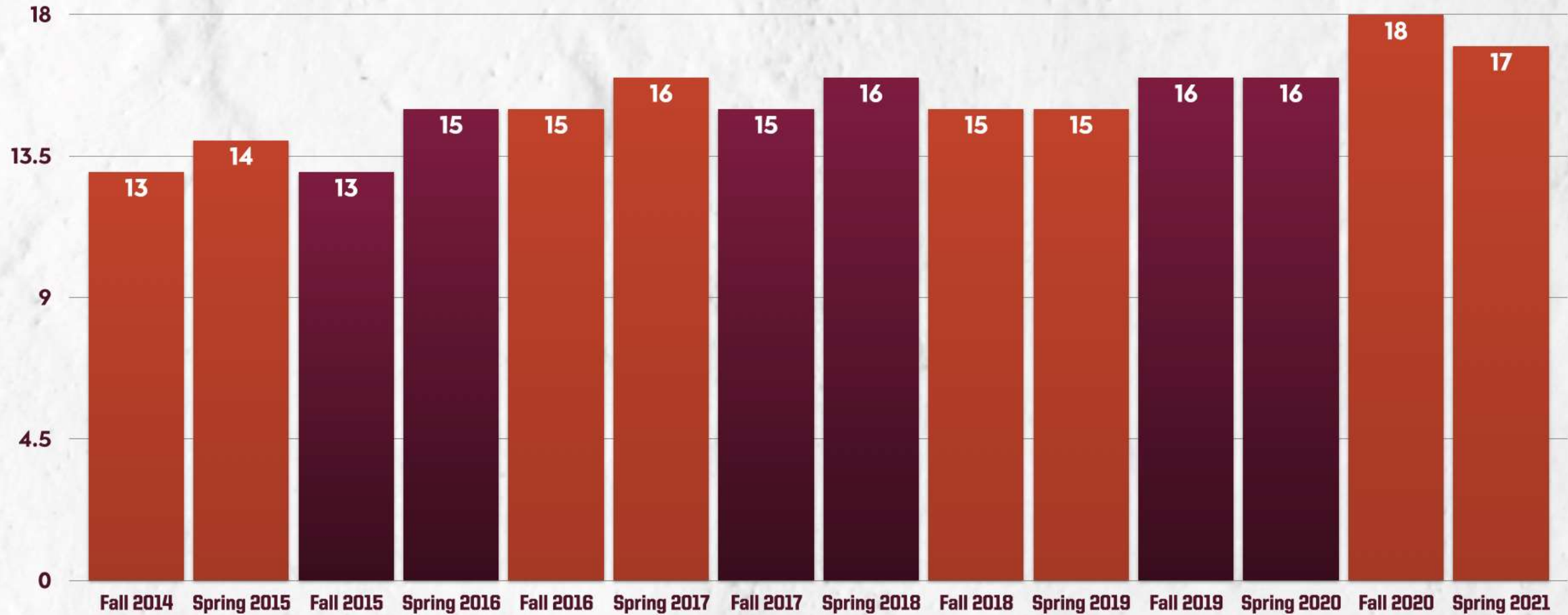
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
 (6-0)	15-5	17-2	15½-4½	13½-6½	8½-3½	13-4	½-1½	 (4-3)	5-16	9-13	11-11	10-12	8½-6½	11½-8½	1½-1½
 (5-2)	8-8	10½-6½	11-4	7-8	7-3	10-8	0-2	 (1-6)	7½-11½	8-10	6-12	7-11	4½-8½	6½-11½	1-1
 (4-3)	10-11	12-9	10½-11½	12-10	8-7	10½-10½	½-1½	 (4-3)	7½-12½	7½-12½	10-10	11-7	5-6	10-9	1-1
 (0-6)	7½-9½	8-9	5-12	3½-14½	3-7	7-10	0-1	 (6-0)	14-4	13-4	14½-3½	15-3	10-3	13-4	1-1
 (6-1)	11-6	11-6	11-6	11-6	8-4	8-8	0-1	 (4-2)	3½-8½	9-6	6½-6½	6-6	3½-4½	7½-5½	0-1
 (2-4)	6½-12½	7½-10½	7-11	10-8	6-5	10-9	1-1	 (3-4)	7-14	11-11	12½-8½	9½-12½	6½-7½	9-12	1-0
 (4-2)	8½-8½	8½-7½	8-9	8½-9½	9-3	13-4	1-0	 (5-1)	9½-5½	10-4	8½-6½	8-7	8½-½	7-8	0-2

ACC
CHAMPIONS
Since 2004-2005
(Virginia Tech Sponsored Sports Only)



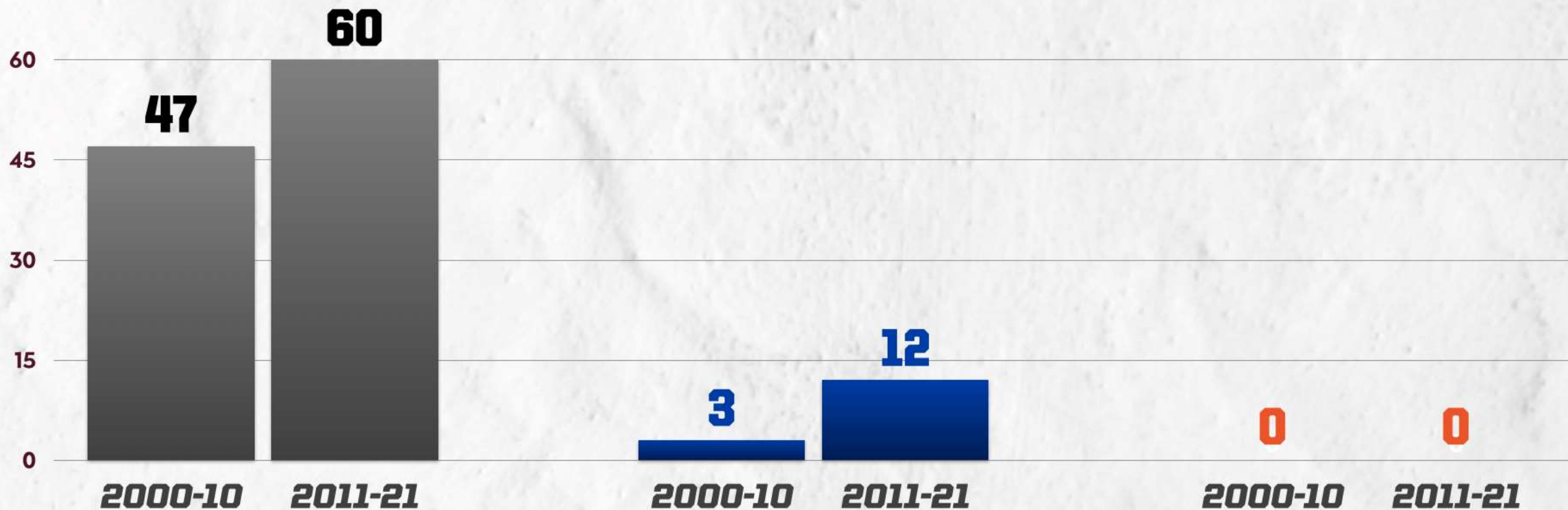


Teams with 3.00 Overall GPA Per Semester





Major Infractions Since 2000



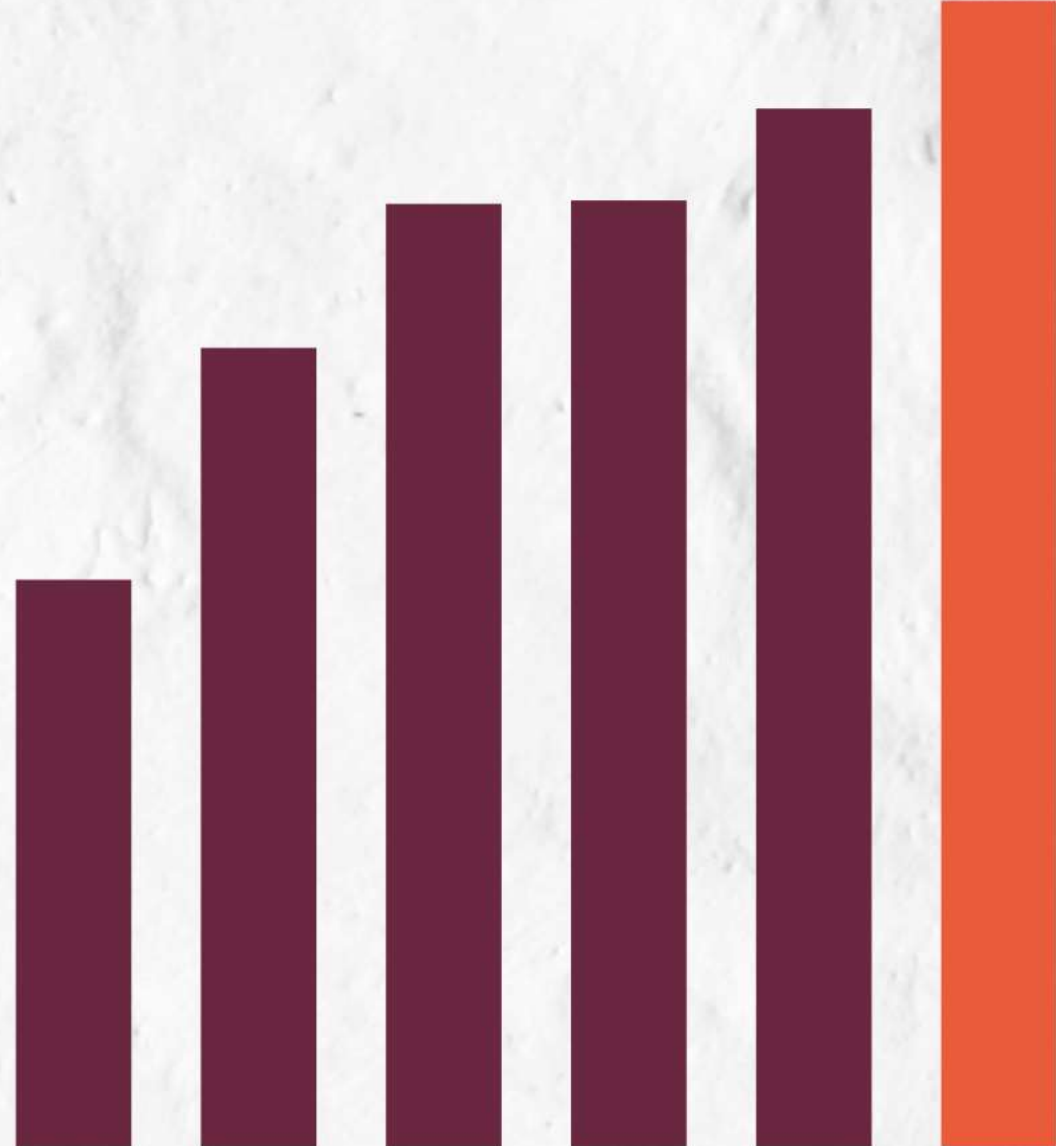
Number of Donors

20K —
15K —
10K —
5K —
0 —

2016 2017 2018 2019 2020 2021*



**DONOR
GROWTH**





Pledges to nearly \$175m of the \$400m goal

DRIVE FOR 25

\$25,000 members by March 31, 2022

**FOOTBALL
ENHANCEMENT FUND**

\$70M Economic Impact in SWVA

CASSELL COLISEUM

**Early meetings have been very
productive**

ALL-SPORTS SUCCESS

**Consistent sport-specific fundraising
approach**

**SCHOLARSHIP
ENDOWMENTS**

For those to come



VIRGINIA TECH
ATHLETICS

THANK YOU



Supporting Diverse Students

Overview of the Cultural and Community Centers and the Student Opportunities and Achievement Resources Program (SOAR)



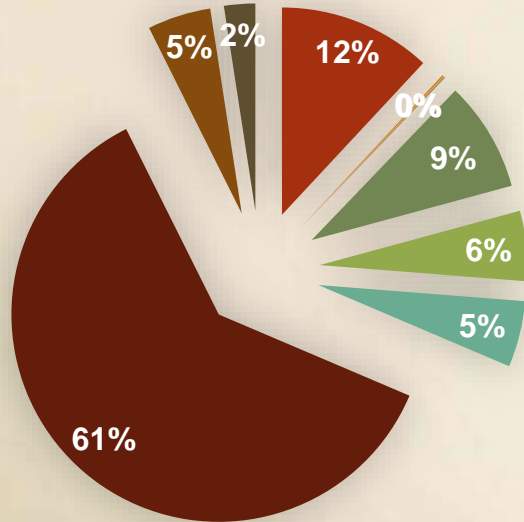
INCLUSION AND DIVERSITY
VIRGINIA TECH

Office for Inclusion and Diversity
Courage. Commitment. Community.
www.inclusivevt.edu



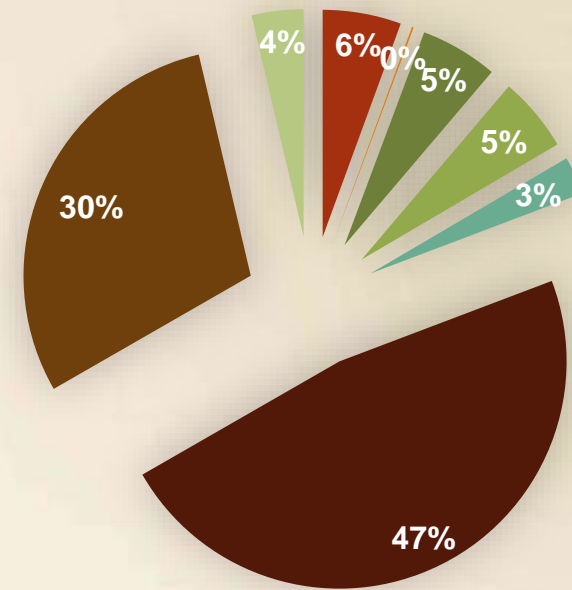
Student Diversity Fall 2021

Undergraduate



■ Asian/AA	■ Hawaiian/PI	■ American Indian
■ Latinx/Hisp	■ Black	■ Two or more
■ White	■ Non-resident	■ Not reported

Grad/Professional



■ Asian/AA	■ American Indian	■ Latinx/Hisp	■ Black
■ Two or more	■ White	■ Non-resident	■ Not reported



Cultural & Community Centers

- The Cultural & Community Centers support underrepresented and underserved students through education, advocacy, advising and leadership development. The centers strive to promote a welcoming campus in which students feel a sense of belonging and can find support in expressing pride in their social identities.



American Indian and Indigenous Community Center –
Victoria Ferguson,
Interim Director



Asian Cultural Engagement Center -
Dr. Nina Ha,
Director



Black Cultural Center –
Kimberly Clark-Shaw, Director



El Centro (Latinx Cultural Center),
Veronica Montes,
Director



LGBTQ+ Resource Center,
Dr. Ashleigh Bingham, Director



Ujima Living-Learning Community,
Dalayna Gardner,
Director



Intercultural Engagement Center,
Alicia Cohen,
Director



INCLUSION AND DIVERSITY
VIRGINIA TECH.

Office of Inclusion and Diversity
Courage. Commitment. Community.
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Cultural and Community Centers – History and Heritage Months

- American Indian and Indigenous Heritage Month, Latinx/Hispanic Heritage Month, LGBTQ+ History Month, Black History Month, and Asian/Pacific Islander/Desi American (APIDA) History Month
- 73 feature events over 5 observances during Spring and Fall 2021
- Observance of Jewish, Muslim, and Disability Awareness Months as well



Cultural and Community Centers - Programming

- Major observations and commemorations
 - Martin Luther King Commemoration
 - Transgender Day of Remembrance
 - Veterans Day
 - Native at VT Spring Powwow
 - Pride Week
 - Latinx Symposium
- Cultural Achievement Ceremonies
- Thematic and stand-alone programs
- Intersectional and intercultural programs
- Faculty Fellows programs
- Community Kick-off, open houses, welcome back cookouts



Student Opportunities & Achievement Resources Program (SOAR)

Student Opportunities and Achievement Resources (SOAR) is a program that supports Virginia Tech's strategic goals by working with entities across campus to welcome and retain underrepresented minority (URM) students, and to promote their success through campus collaborations.

- URM students improved their overall GPAs during the spring 2021 semester;
- Freshmen and Black students remain the largest segments of students seeking out SOAR's assistance through 1:1 coaching;
- Latino students' use of SOAR services saw an increase of 6.2%;

Student Opportunities & Achievement Resources Program (SOAR) Staff



Dr. Crasha Townsend,
Assistant Provost
for Inclusion and
Diversity



Benito Nieves,
Senior Associate
Director



Luisa Burgos,
Associate
Director



Meshay Long,
Assistant Director



Seth Sterlin,
Assistant Director

SOAR PRODUCES 3 SIGNATURE PROGRAMS

- Black College Institute (BCI): A 4-day academic summer enrichment program by Virginia Tech. It hosts talented, high-achieving and academically curious rising high school juniors and seniors.
- JumpStart: A recently launched, 3-day pre-college orientation program for students who successfully completed the BCI summer program, and are now entering their freshmen year here at VT.
- Sankofa: A recently launched program designed to create a professional connection between Black students and alumni.

SOAR: BLACK COLLEGE INSTITUTE (BCI)



- Black College Institute is a 4-day academic summer enrichment program;
- It hosts talented, high-achieving and academically curious rising high school juniors and seniors;
- The program is designed to attract underrepresented and/or first-generation students, but welcomes the participation of any student who has a potential interest in Virginia Tech;
- Program activities are planned using a multicultural perspective but places special emphasis on the African American identity.

BENEFITS OF BLACK COLLEGE INSTITUTE



- Student engagement with various academic disciplines through hands-on learning and workshops within the context of the African American cultural experience;
- College life experience of residential living, campus dining, collaborative projects in university classrooms and engagement with Virginia Tech's faculty, staff, and students;
- Daily workshops on (1) navigating and completing the college application process and (2) applying for scholarships and financial aid;
- Students embrace Virginia Tech's motto of Ut Prosim (That I May Serve) by completing a social justice research project and presentation;
- Explore Virginia Tech's departments and organizations to build lasting connections and learn about local resources available to them;
- Engage in fun virtual team building and activities;
- All programs are FREE of cost to students.

BCI IS GROWING!



364%

INCREASE IN
ATTENDANCE
2017 - 2021

74%

INCREASE IN
APPLICATION
RATE IN 4YRS

520

ATTENDEES
IN 2021

434

SENIORS
IN 2021

76%

AVERAGE
OFFER RATE

43%

AVERAGE
YIELD

INCREASE IN BLACK STUDENTS ENTERING CLASS FROM

3.8% (FALL 2016) TO **8.9%** (2021)

SOAR: SANKOFA



- Sankofa is a new initiative introduced by SOAR and the BCI, in conjunction with the Office for Inclusion and Diversity. Sankofa was developed to create a professional connection between Black students and alumni through a series of alumni-to-student mentoring discussions;
- VT alumnus and award-winning filmmaker, businessman and author, BK Fulton launched Sankofa's: Reaching Back to the Next Generation: The Inclusive VT Difference program in October. During his multi-day visit to campus, Fulton shared with students, inspirational stories that led to his success and screened two of his films, Love Dot Com: The Social Experiment and One Angry Black Man;
- VT's Sankofa is part of a world-wide effort to educate, motivate, and activate artists and allies.

UJIMA LIVING – LEARNING COMMUNITY (LLC)

Quick Facts

- 115 students total
- 47% growth
- 40% returners
- Multi-generational including all classifications

Activities

- Melanin Monday
- Cultural Excursions
- Mentorship Program
- Professional Development Series
- Faculty Fellows



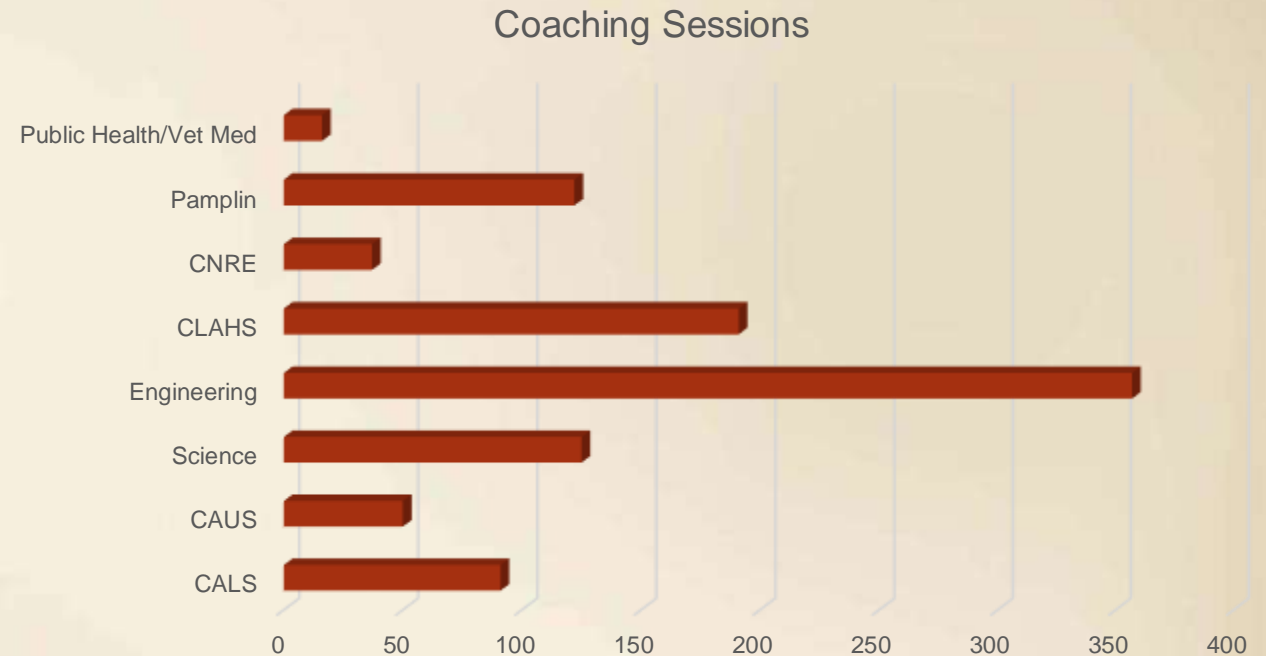
SOAR Coaching Highlights – 2020-21

968 coaching sessions,
serving 701 unique students

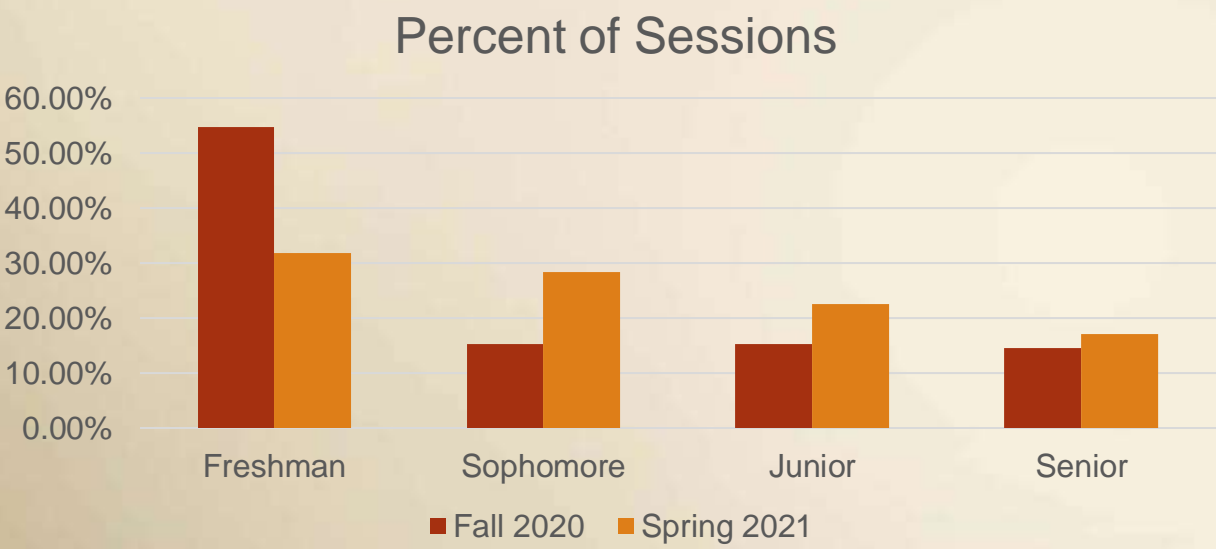
Sessions with Special Student Categories



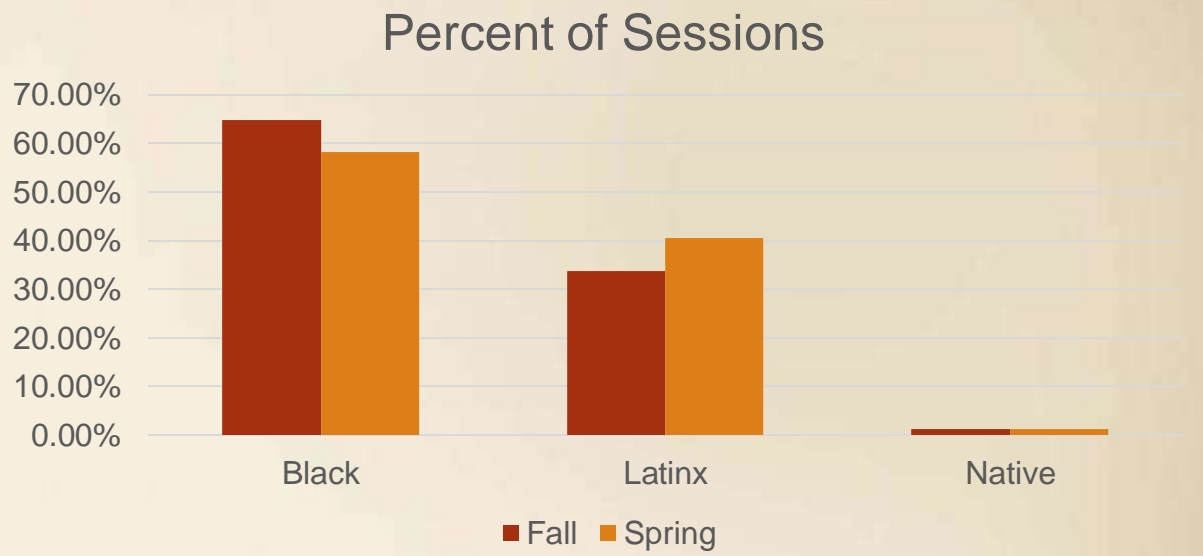
SOAR Coaching by College – 2020-21



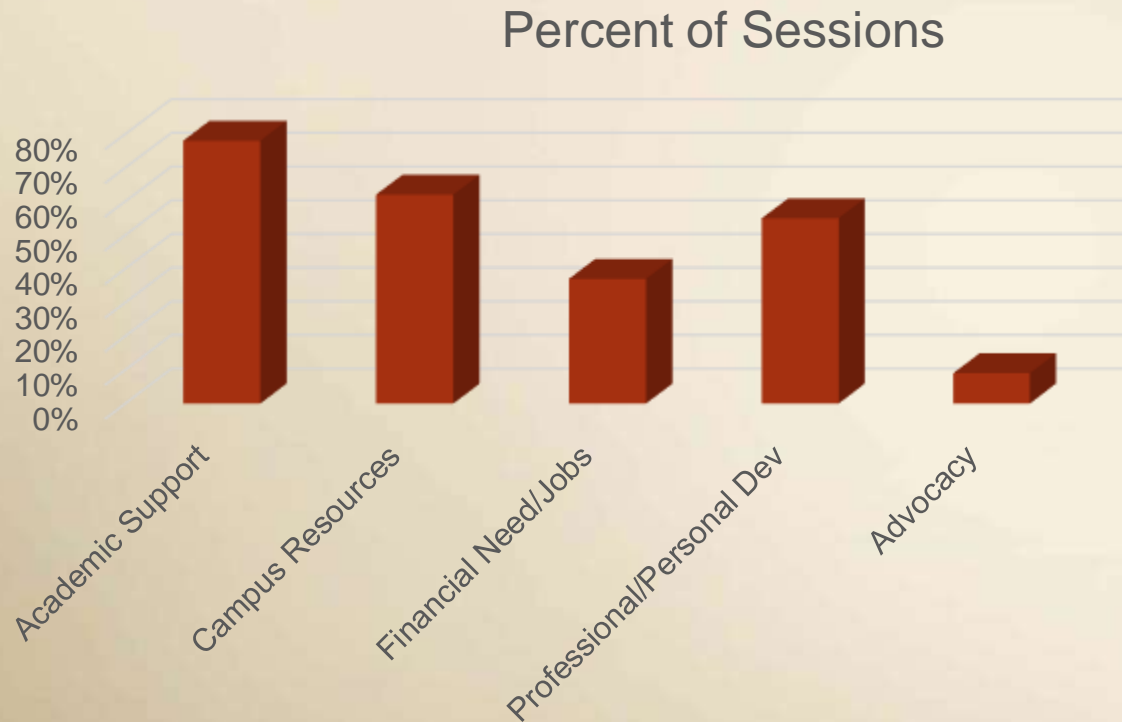
SOAR Caseload by Student Year, 20-21



SOAR Sessions by URM Population, 20-21



Student Concerns Addressed, 20-21



*Sessions often address multiple concerns

SOAR Sessions by URM Population, 20-21

- Management of small scholarship portfolio
- Emergency financial support
- Administrative disenrollment partnership with USFA, Dean of Students, and the University Bursar's Office
- Partnership with USFA and Dean of Students in disbursing CARES Act/HEERF funds

SOAR's Role in Financial Support

- Scholarships
 - InclusiveVT Excellence Scholarship and other smaller awards
- COVID Support – Partnership with USFA and Dean of Students to ensure that students knew about CARES Act/HEERF funds
 - Outreach to URM students to identify need in disbursing over \$2 million in additional grants
- Disenrollment – Partnership with USFA, Dean of Students, and University Bursar
 - Spring 2021 – 23 URM students received \$52,258 from OID and DoS
 - Fall 2021- 26 URM students received over \$38,000 from OID






Questions



INCLUSION AND DIVERSITY
VIRGINIA TECH.

Office for Inclusion and Diversity
Courage. Commitment. Community.
www.inclusivevt.edu





2021 Campus Climate Survey Summary of Results

■ Bryan Garey, Vice President for Human Resources

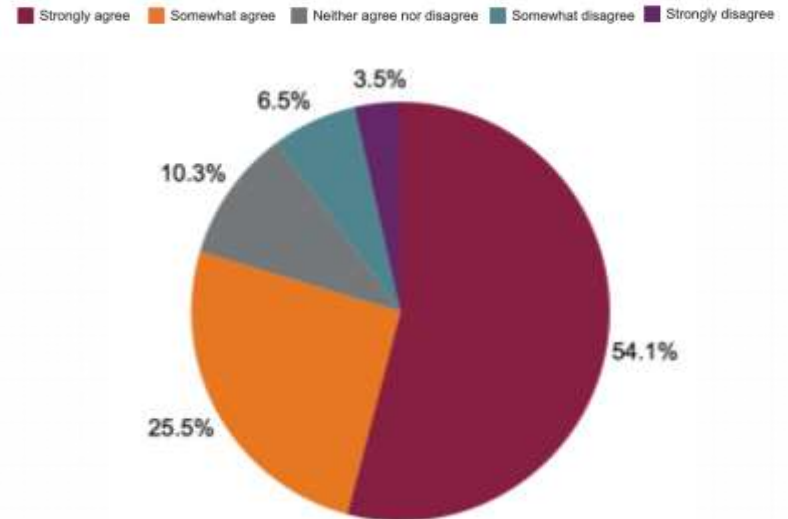
■ Survey background

- Conducted to understand employee perceptions of campus climate, leadership, job and work, inclusion and diversity, and the pandemic.
- Survey redesigned with the expert guidance of data scientists across campus.
- Consistent measurement scale across questions.
- Total employee response rate: 3,267.

■ 2021 survey highlights

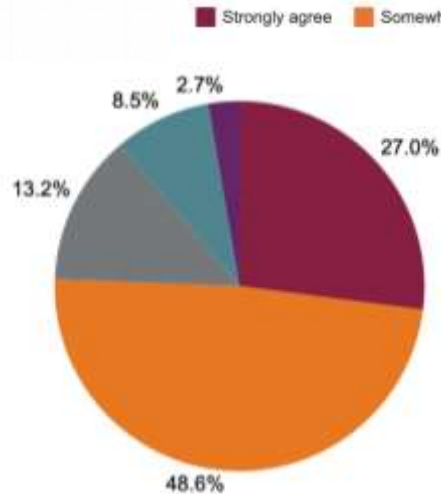
- Campus climate is good according to 77% of employees.
- Employees are satisfied with their job (79%) and the people they work with are friendly (85%).
- Employees agree that the values of InclusiveVT are reflected in their workplace (71%).
- Employees feel their professional/academic relationships are high quality (86%).
- Opportunities for advancement at the university (70%).
- When asked if they would make the choice to join Virginia Tech again, 77% say they would.

If I had to do it all over again, I would still make the choice to work at Virginia Tech.

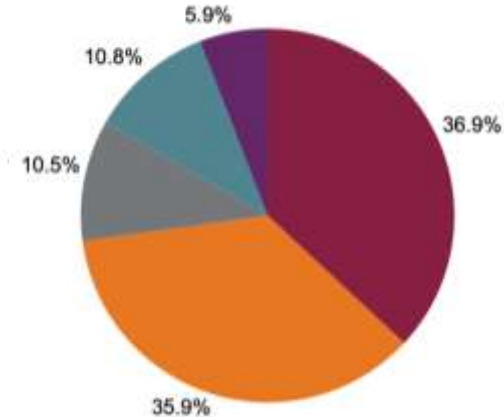


■ 2021 survey highlights

The overall climate on my campus is good.



The overall climate in my unit/department is good.

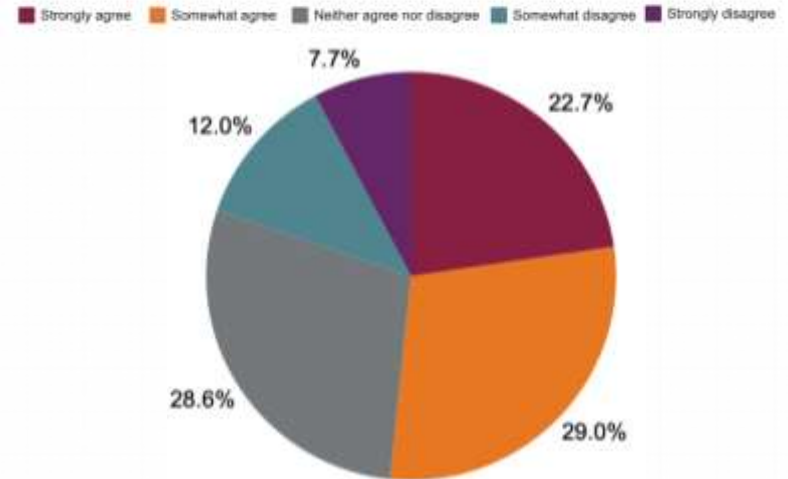


- 76% of respondents Strongly Agree or Agree that campus climate is good.
- 73% of respondents Strongly Agree or Agree that department/unit climate is good.

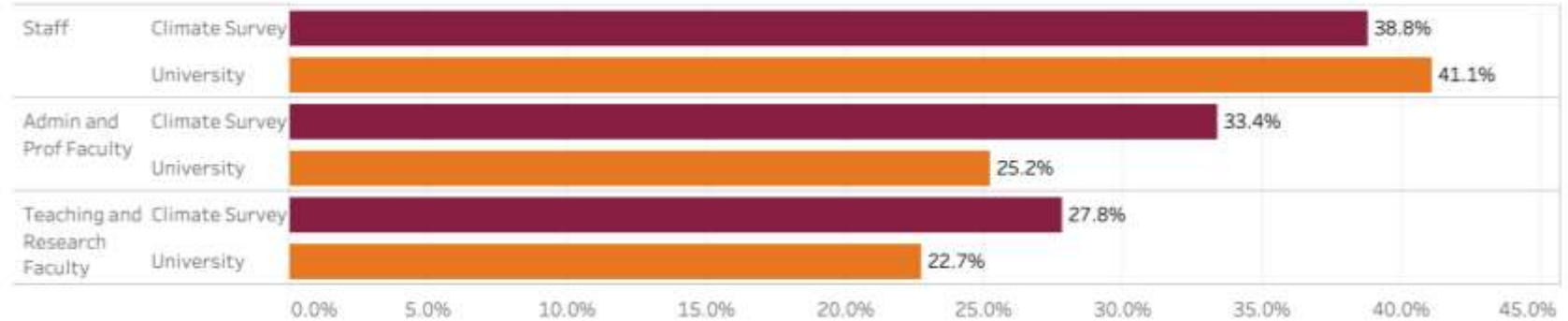
■ 2021 survey opportunities

- A majority of employees feel less confident in their:
 - Ability to get help if they feel they receive unfair or inequitable treatment (52%).
 - Compensation and that it is equivalent to the value they provide (42%).

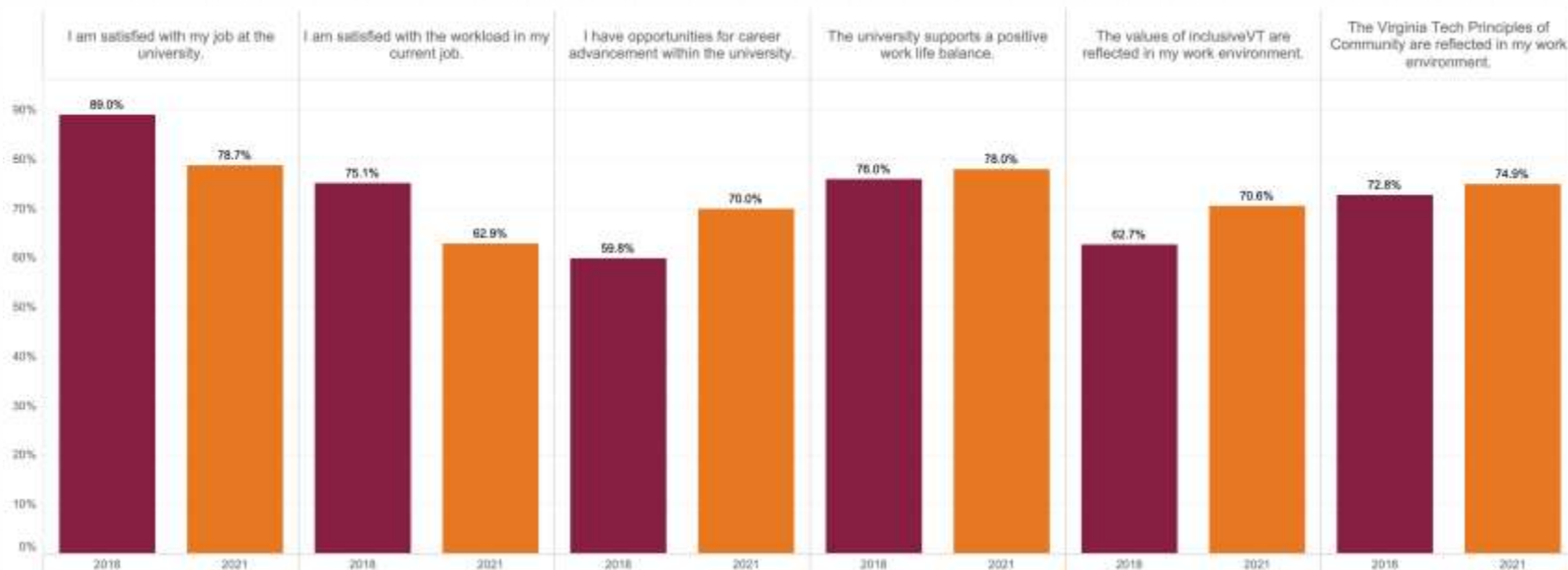
The university has effective processes in place to help employees if they experience unfair or inequitable treatment.



■ Climate survey participation by salaried employees

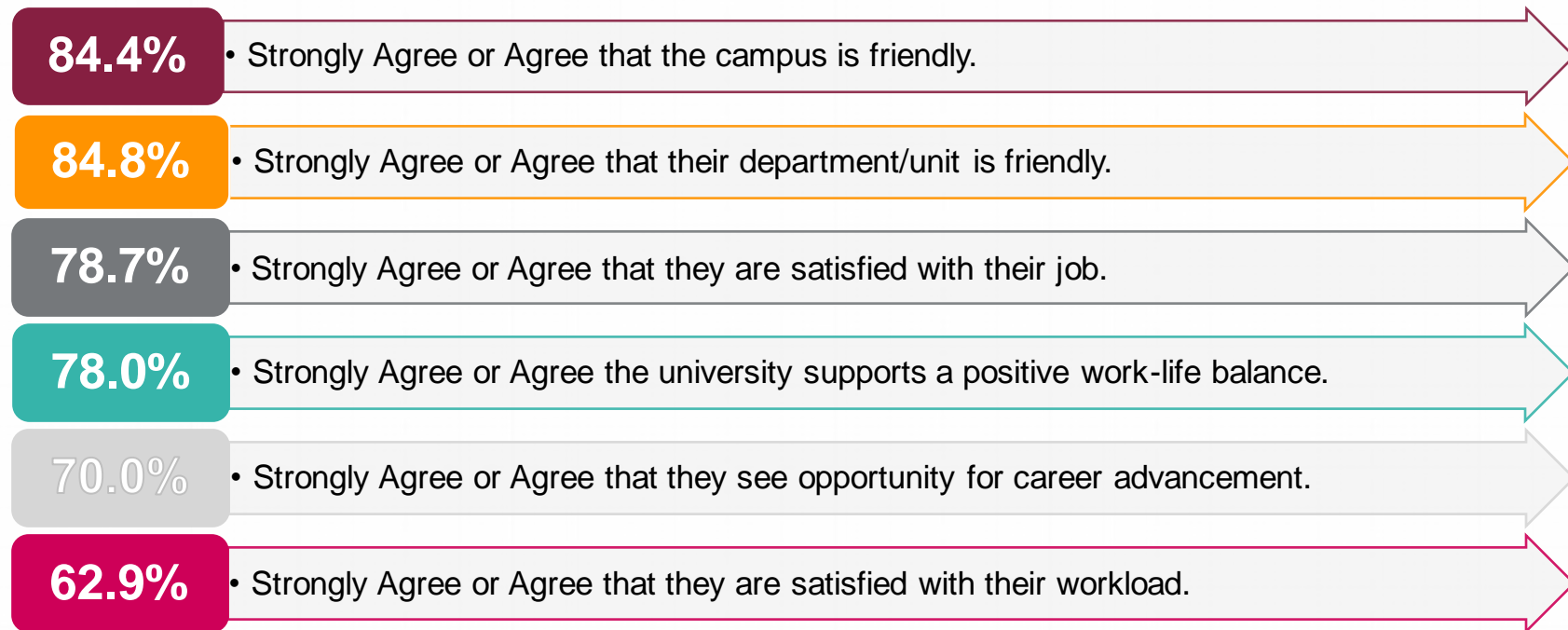


■ Comparison of 2018 and 2021 surveys



Note: The 2021 survey uses a 5-point scale, while the 2018 survey uses a 4-point scale

■ 2021 survey results: Campus and workplace climate



■ Addressing feedback: Human Resources initiatives

1. Continue to embed HR Division Directors in colleges and units.
Example: Recent hire supporting President's Office and Athletics; currently recruiting for DC Metro Area.
2. Implement compensation practices to retain current employees and attract new hires. Example: Recent increase to \$15/hour minimum in key Student Affairs and CPIF positions.
3. Implementation of new systems that provide enhanced tools and resources. Examples: Applicant tracking, onboarding portal, learning management.
4. Development of training programs to drive career opportunities. Example: Fast Track for Supervisors, Building Blocks for Managers.
5. Piloting future of work options and best practices to provide employees with flexible work alternatives, including telework and alternative scheduling.

■ 2021 survey results: Inclusion and Diversity

74.9%

- Agree that the values of the Principles of Community are reflected in the work environment.

70.6%

- Agree that the values of InclusiveVT are reflected in their work environment.

66.2%


- Agree that the buildings on campus meet their accessibility needs.

69.1%

- Disagree that in the past year they have personally experienced exclusionary, intimidating, offensive and/or hostile conduct from members of the university.

■ Next steps for survey team

- Data will be released to colleges and units throughout the fall.
- Communicate key results and themes to university through wrap-up article in VTx daily email.
- Offer one-on-one support for leaders as needed.



2021 Campus Climate Survey Summary of Results

■ Bryan Garey, Vice President for Human Resources

Governance Video

By: Kim O'Rourke

https://video.vt.edu/media/Commissions+of+Virginia+Tech/1_wt0njhyh



[Commissions of Virginia Tech](#)

Hear overviews from the commission chairs of the university as they tell us about what their commission's purpose and goals are for our Hokie community.

video.vt.edu

Resolution to Establish an Administrative and Professional Faculty Representative to the Board of Visitors

WHEREAS, CAPFA Resolution 2020-21A *Resolution to Approve the Constitution and Bylaws for the Administrative and Professional (A/P) Faculty Senate* was approved by University Council on February 15, 2021 and approved by the Board of Visitors on March 22, 2021; and

WHEREAS, CAPFA Resolution 2020-21B *Joint Resolution to Revise Shared Governance at Virginia Tech* was approved by University Council on February 15, 2021; and

WHEREAS, the A/P Faculty Senate Constitution and Bylaws outline the leadership, membership, and role of the A/P Faculty Senate; and

WHEREAS, there is wide recognition of the complexity of the university's governance and general acknowledgement of the need for administration, faculty, staff, and student participation in the conduct of university affairs; and

WHEREAS, at this time, there is a mechanism for representatives from the faculty, staff, and student body to meet regularly with the Board of Visitors, but there is no such structured opportunity for communication between the Administrative and Professional Faculty and the Board of Visitors;

NOW, THEREFORE, BE IT RESOLVED that the President of the Administrative and Professional Faculty Senate be invited to sit with the Board of Visitors in open session and, when recognized by the Rector of the Board, to speak on matters of which they may be able to make contribution;

BE IT FURTHER RESOLVED, that the President of the Administrative and Professional Faculty Senate be invited to sit with any committee of the Board of Visitors in open session and to provide information and advice as deemed appropriate by the chair of that committee; and

BE IT FURTHER RESOLVED, that this resolution will be effective immediately and that the By-laws of the Board of Visitors be updated accordingly.

Recommendation:

That the Resolution to Establish an Administrative and Professional Faculty Representative to the Board of Visitors be approved.

November 8, 2021

Discussion on Committee Structure Review
By: Chris Petersen

Discussion on Board Self-Assessment Criteria
By Chris Petersen

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.

- 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.

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. _____

Future Agenda Items and Closing Remarks
By: Chris Petersen