

# Virginia Tech Board of Visitors Meeting

## November 3, 2003

### Minutes

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**MINUTES**

November 3, 2003

The Board of Visitors of Virginia Polytechnic Institute and State University met on Monday, November 3, 2003, at 1:00 p.m. in the Torgersen Hall Board Room at Blacksburg, Virginia.

**Present****Absent**

Mr. Michael Anzilotti  
 Mr. Mitchell O. Carr  
 Mr. Ben J. Davenport, Jr.  
 Mr. L. Bruce Holland  
 Dr. Hemant Kanakia  
 Mr. John R. Lawson, II  
 Mr. T. Rodman Layman  
 Ms. Sandra Stiner Lowe  
 Mr. Jacob A. Lutz, III  
 Mr. A. Ronald Petera  
 Mr. Thomas L. Robertson  
 Mr. John G. Rocovich, Jr.  
 Mr. James W. Severt, Sr.  
 Mr. Philip S. Thompson  
 Dr. Diane L. Zahm, President, Faculty Senate  
 Mr. Allan J. Bradley, Undergraduate Student Representative  
 Ms. Myrna Callison, Graduate Student Representative

Also present were the following: Dr. Charles Steger, Dr. James Blair, Dr. Erv Blythe, Mr. Ralph Byers, Mr. Jerry Cain, Mr. Al Cooper, Dr. Lanny Cross, Mr. Ron Daniel, Dr. Karen DePauw, Dr. John Dooley, Dr. Elizabeth Flanagan, Dr. David Ford, Ms. Kay Heidbreder, Mr. Larry Hincker, Dr. Pat Hyer, Mr. Kurt Krause, Mr. Douglas Martin, Dr. Mark McNamee, Mr. Stuart Mease, Ms. Kim O'Rourke, Ms. Ellen Plummer, Mr. Minnis Ridenour, Ms. Kathy Sanders, Mr. Dwight Shelton, Ms. Sandy Smith, Dr. Ray Smoot, Dr. Ed Spencer, Mr. Jeb Stewart, Mr. Matthew Swift, Ms. Terri Thompson, Dr. Tom Tillar, Ms. Linda Woodard, Ms. Teresa Wright, faculty, staff, students, and reporters. Special guests from the State Council of Higher Education (SCHEV): Bittle Porterfield, Chuck Steenburgh.

The Rector, Mr. Rocovich, called the meeting to order at 1:00 p.m.

Mr. Rocovich introduced Bittle Porterfield (Vice Chair of SCHEV, is from Roanoke and is a Virginia Tech graduate) and Chuck Steenburgh (SCHEV Director of Governmental Relations, VMI Graduate 1986, served as VMI's Director of Government Relations), representatives from the State Council on Higher Education for Virginia (SCHEV), who gave a presentation from SCHEV. Mr. Porterfield announced that there is a search underway for a new executive director. President Steger has agreed to serve, in his capacity as the Chair of the Council of Presidents, on an advisory committee to assist SCHEV in hiring an executive that has the qualifications necessary to deal with the

university community in a way to move both the university community and SCHEV forward. SCHEV is not a governing body, but a coordinating body with the responsibility to provide good data that the state university system can rely upon and use in delivering education in the Commonwealth at a sustainable cost with the ability to be competitive, not only in our region but in our world.

SCHEV is committed to the autonomy of the universities and colleges in Virginia and works as an advocate for higher education in Virginia.

Traditionally, in Virginia higher education was funded at a level of approximately 15 percent of general fund revenues. In the last few years that number has dropped significantly and is probably now in the seven to eight percent range. Mr. Porterfield encouraged Board members to communicate to representatives in Richmond that higher education is not only a necessity for the citizens of the Commonwealth in terms of their educations, but it is a priority in terms of our competitiveness as a state in economic development. We can no longer not have an institution in the top 30 research universities as a priority. SCHEV is working hard in this area and Chuck Steenburgh will relate to the numbers needed in the system. These numbers will not be "dumbed down" to meet the temporary budget problem. While it is unlikely these numbers will be funded as recommended, we feel if we do not recommend what we need the real needs will get lost.

Chuck Steenburgh shared with the Board that SCHEV has suffered along with higher education in the past several years in regard to budget cuts. SCHEV staff is about half the size it was 10 years ago. It is increasingly difficult to move forward with SCHEV legislative and budget proposals on its own. The colleges already have an excellent system in place of working together from a legislative perspective and SCHEV will continue the work that has been done. Mr. Steenburgh has been in contact with many of his counterparts at many of the institutions and within the next couple of weeks will convene a meeting in Richmond to discuss the communication perspective in presenting common goals and common objectives during the coming legislative session. Mr. Steenburgh reviewed with Board members a document that summarizes SCHEV's proposals. One of SCHEV's deliberate efforts is to get away from asking the General Assembly for a large amount of money. Twenty-two specific initiatives have been organized in support of four very general goals. (Copy attached for the permanent files and marked Attachment A.) The system-wide strategic plan was approved by the General Assembly last year. These specific proposals not only support individual elements of the plan, but together network and mesh to form a group of mutually supporting proposals and goals. It is SCHEV's hope that in talking about investments that need to be made in higher education, relating them to specific initiatives and specific goals will help alleviate some of the concerns previously expressed by the General Assembly about accountability. There is increasing pressure on all levels of state government, not just higher education, to make sure taxpayers' money is accounted for appropriately. It is difficult in some areas of government to find people who really have an understanding of what higher education is and what higher education does. SCHEV is re-doubling its efforts to explain some of these initiatives making a plea for money. This is one difference in our approach.



In response to a question, Mr. Steenburgh replied that Governor has made some unspecific commitments to begin making up the difference in the base budget adequacy that are encouraging. SCHEV is not sure if this means tuition only. One of SCHEV's reasons for proposing the tuition policy that would allow meeting 100% of base adequacy solely through tuition is to give the Boards the flexibility needed to determine how much funding they can indeed generate, but is also to paint a very stark picture of what it would cost Virginians and others attending Virginia colleges in increased tuition to make up for that shortfall. Four years of average 8% tuition increases, which is what would be needed to make up the shortfall, is not very appealing to anyone. SCHEV wanted to make sure policymakers and lawmakers everywhere knew exactly the extent of the shortfall.

Mr. Bradley asked whether any thought had been given to asking the state to implement some guarantees as part of the tuition recommendations. For example, if the schools raise the tuition to regain the adequacy level we were once at, could it be guaranteed that the tuition increase would go solely to rehiring faculty where faculty have been lost? If tuition is raised, students want some guarantee. Mr. Porterfield said he does not think so. One of the problems is that the funding that is mandated is not there. All students at Virginia Tech currently do not have the full funding mandated by the state for its existing students. Mr. Porterfield shared that Mr. Ridenour knows much more about this than anyone in the Commonwealth. Mr. Bradley said the students would appreciate having some guarantee that some classroom sections will reopen. President Steger commented that everyone shares the spirit of what Mr. Bradley is saying. In response to another issue raised, Dr. Steger responded that the reason students may not be able to get the credit hours they need is because we are teaching hundreds of fewer class sections this fall than we were before because we do not have the faculty. As examples of the factors that drive the cost structure of the institution, in recent years, energy costs went up \$1.2 million, workers' compensation costs that went up more than \$400,000, and there has been no appropriation to handle this. While the spirit is we want to put the faculty back in the classroom, there are a lot of factors driving our cost structure, and we have to find a way to pay the bills. We all should agree on what we are trying to do, but to get too specific may not reflect the economic realities at each of the institutions.

Mr. Rocovich thanked the representatives from SCHEV for being at this meeting.

Mr. Rocovich asked for a motion of approval of the minutes of the August 25, 2003 meeting as distributed. The motion was made by Mr. Layman and seconded by Mr. Robertson. The minutes were approved unanimously.

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**REPORT OF THE ACADEMIC AFFAIRS COMMITTEE**

Mr. Rocovich called on Mr. Davenport for a report of the Academic Affairs Committee. (Copy attached for the permanent files and marked Attachment B.)

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As part of the Academic Affairs Committee report, the following resolution was moved by Mr. Davenport, seconded by Mr. Thompson, and was approved unanimously.

**Resolution for Approval of  
Restructuring and Renaming of Academic Units**

**That the Board of Visitors approves the academic organizational structure as proposed, with a notation made to the accompanying list of colleges and departments adding "pending further action" to the listing for Economics/Applied Economics. (Copy filed with the permanent minutes and marked Attachment C.)**

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As part of the Academic Affairs Committee report, the following resolution was moved by Mr. Davenport, seconded by Mr. Lutz, and was approved unanimously.

**Resolution for Approval of Membership of  
The Virginia Coal and  
Energy Research and Development Advisory Committee**

**That Mr. Barry L. Thompson be appointed as a new member of the Virginia Coal and Energy Research and Development Advisory Committee until 2007. (Copy filed with the permanent minutes and marked Attachment D.)**

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As part of the Academic Affairs Committee report, the following resolution was moved by Mr. Davenport, seconded by Mr. Lutz, and was approved unanimously.

**Resolution Honoring  
The Bradley Department of  
Electrical & Computer Engineering**

**That the resolution recognizing the Bradley Department of Electrical & Computer Engineering be approved.** (Copy filed with the permanent minutes and marked Attachment E.)

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**Resolution Honoring  
The Department of Materials Science & Engineering**

**That the resolution recognizing the Department of Materials Science & Engineering be approved.** (Copy filed with the permanent minutes and marked Attachment E.)

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**Resolution Honoring  
The Department of Physics**

**That the resolution recognizing the Department of Physics be approved.** (Copy filed with the permanent minutes and marked Attachment E.)

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**Resolution Honoring  
The Department of Foreign Languages and Literatures**

**That the resolution recognizing the Department of Foreign Languages and Literatures be approved.** (Copy filed with the permanent minutes and marked Attachment E.)

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**Resolution Honoring  
The Pamplin College of Business  
Graduate and International Programs**

**That the resolution recognizing the Pamplin College of Business Graduate and International Programs be approved.** (Copy filed with the permanent minutes and marked Attachment E.)

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**Resolution Honoring  
The Graduate Program in  
Science & Technology Studies**

**That the resolution recognizing the Graduate Program in Science & Technology Studies be approved.** (Copy filed with the permanent minutes and marked Attachment E.)

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**REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE**

Mr. Rocovich called on Mr. Carr for a report of the Buildings and Grounds Committee. (Copy attached for permanent files and marked Attachment F.) Mr. Carr began by introducing Mr. Kurt Krause, new Vice President for Business Affairs, and thanking Dr. Ray Smoot, who will be leaving the Vice President position and moving to the Foundation.

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As part of the Buildings and Grounds Committee report, the following resolution was moved by Mr. Carr, seconded by Mr. Lawson and approved unanimously:

**Resolution for Appointments to the Blacksburg-Virginia  
Polytechnic Institute Sanitation Authority**

**That the resolution reappointing Adele P. Schirmer and W. Bane Atkinson as joint representatives to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors, with terms expiring January 1, 2008, be adopted.** (Copy attached for permanent files and marked Attachment G.)



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### **REPORT OF THE FINANCE AND AUDIT COMMITTEE**

Mr. Rocovich called on Mr. Lutz for the report of the Finance and Audit Committee.  
(Copy attached for permanent files and marked Attachment H.)

Mr. Lutz recognized Mr. Ridenour, Mr. Shelton, and their staff for their outstanding work. This is the first time since 1979 that there have been no management comments in connection with the audit report for Virginia Tech. He also recognized individuals in Mr. Shelton's area who have worked to reduce the delinquent account amounts to be written off each year.

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As part of the Finance and Audit Committee report, the following resolution was moved by Mr. Lutz, seconded by Mr. Thompson, and approved unanimously:

#### **Resolution for Approval of 2003-04 Compensation Adjustment for Graduate Assistants**

**That the adjusted stipend levels for graduate students effective November 25, 2003 be approved.** (Copy filed with the permanent minutes and marked Attachment I.)

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As part of the Finance and Audit Committee report, the following resolution was moved by Mr. Lutz, seconded by Mr. Thompson, and was approved unanimously:

#### **Approval of Resolution Regarding Optional Retirement Plan and Cash Match Plan**

**That the resolution regarding Optional Retirement Plan and Cash Match Plan be approved.** (Copy filed with the permanent minutes and marked Attachment J.)



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As part of the Finance and Audit Committee report, the following resolution was moved by Mr. Lutz, seconded by Mr. Thompson, and was approved unanimously:

**Resolution for Approval of  
Dietrick Servedy Renovation Phase II Financing Resolution**

**That the resolution allowing the Authorized Officers to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary in connection with the issuance of the bonds be approved.** (Copy filed with the permanent minutes and marked Attachment K.)

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As part of the Finance and Audit Committee report, the following resolution was moved by Mr. Lutz, seconded by Mr. Thompson, and was approved unanimously:

**Resolution for Approval of Year-to-Date Financial Performance Report  
(July 1, 2003 – September 30, 2003)**

**That the report of income and expenditures for the University Division and the Cooperative Extension/Agriculture Experiment Station Division for the period of July 1, 2002 through September 30, 2003 and the Capital Outlay report be accepted.** (Copy filed with the permanent minutes and marked Attachment L.)

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As part of the Finance and Audit Committee report, and with the endorsement of the Academic Affairs Committee, the following resolution was moved by Mr. Lutz and seconded by Mr. Thompson, and was approved unanimously:

**Resolution for Approval of the Pratt Funds Activity Statement for the  
Year Ended June 30, 2003, for the College of Engineering**

**That the 2002-03 Pratt Funds Activities Statement for the College of Engineering be approved.** (Copy filed with the permanent minutes and marked Attachment M.)

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**Resolution for Approval of the Pratt Funds Activity Statement for the  
Year Ended June 30, 2003, for Animal Nutrition**

**That the 2002-03 Pratt Funds Activities Statement for Animal Nutrition be approved.** (Copy filed with the permanent minutes and marked Attachment M.)

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### **REPORT OF THE STUDENT AFFAIRS COMMITTEE**

Mr. Rocovich called on Mr. Layman for the report of the Student Affairs Committee.  
(Copy attached for permanent files and marked Attachment N.)

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### **REPORT OF THE AD HOC COMMITTEE ON REVISIONS TO THE BOARD OF VISITORS' BY-LAWS**

Mr. Rocovich called on Mr. Layman for an update of the Ad hoc Committee on Revisions to the Board of Visitors' By-Laws. (Mr. Layman spoke from the resolution, no written report was distributed.) Mr. Layman shared the appreciation of the committee for Mr. Severt's contribution. Mr. Rocovich is hopeful that the resolution will not have any affect on those wishing to volunteer a good idea. The result of this resolution simply is that a last-minute resolution may be deferred to a committee and then to the next meeting and thus be slowed down by one meeting. Board members were encouraged not to let this resolution hinder their willingness to advance good ideas. Mr. Layman said this is not intended to curtail amendments to proposals, resolutions, or action items already on the Board agenda, but only new topics and new resolutions. Mr. Layman thanked the committee members, Mr. Lawson, Mr. Lutz, Mr. Montgomery, and the advisors, Mr. Ridenour, Ms. O'Rourke, and Ms. Heidbreder.

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As part of the Ad Hoc Committee on Revisions to the Board of Visitors' By-Laws report, the following resolution was moved by Mr. Layman, seconded by Mr. Anzilotti, and was approved unanimously:

#### **Resolution for Revisions to the By-Laws of The Board of Visitors**

**That the resolution adopting changes to the By-Laws of the Board of Visitors be approved and implemented immediately.** (Copy attached for permanent files and marked Attachment O.)

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### **REPORT OF THE AD HOC COMMITTEE ON THE NARROW-TAILORING CONCEPT**

Mr. Rocovich called on Mr. Davenport for a report of the Ad hoc Committee on the Narrow-Tailoring Concept. (Copy attached for permanent files and marked Attachment P.) Mr. Davenport declared that the real statement this Board wants to make going forward is our absolute desire for a diverse student body. We believe we have reached a plateau where we have a clear understanding of the university's programs, we have a grasp of the legal issues, and we are doing what is necessary to comply with the interpretations of the Attorney General's Office. We have a wonderful ongoing relationship with the Attorney General's Office, and they very much appreciate Virginia Tech stepping forward to be as proactive as we have been. The Board needs to become more interactive with our campus and with others about how we can secure diversity on this campus going forward and forever. We recognize as a committee that this is not something you fix and then go away; rather, the university's progress has to be monitored on an ongoing basis. Our Board is going to have on a continuing basis a way to monitor and make sure we are complying with what we think is the right thing. Mr. Davenport encouraged participation at the university-wide diversity forum to be held on November 10, 3-5 p.m. at Owens Banquet Room. Mr. Rocovich complimented Mr. Davenport and the administration for the way they are handling this matter, and their superb job working with the Attorney General's Office and the Civil Rights Office. Virginia Tech has taken the lead among the colleges and universities in this state. Mr. Rocovich also encouraged participation by the Board members at the November 10 meeting as an opportunity to hear the input of the university community.

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### **PRESIDENT'S REPORT ITEMS FOR BOARD APPROVAL AND INFORMATION**

Mr. Rocovich called on President Steger for his report.

**Review of the Enrollment Report for First and Second Summer Sessions, and Fall Semester 1994-2003** (Copy attached for permanent files and marked attachment Q.) -- President Steger commented that there is nothing unusual. Enrollment fluctuates from year to year by a few percentage points. There are variations by a hundred or so throughout the entire report. The fall census of the junior year usually shows an increase due to transfers, particularly from the community college system. This accounts for some of the fluctuation.



**Report on meetings with College Faculty Associations and other Constituent Groups**

-- President Steger reported that including the budget reductions, the restructuring of the departments and colleges, and the creation of the new institutes, the university probably has gone through more structural change in the last 18 months than in the previous 20 years. He is beginning a series of meetings with each of the college faculty associations and other constituent groups to restate the mission of the institution and to listen carefully to the issues of the faculty and staff. Last year with the Board's collaboration and support we went through and developed a very effective plan to deal with the budget shortfall. That budget reduction is now being felt in the classroom. There are always unanticipated consequences as well. It is important for us to listen carefully to the faculty and staff in order to understand these consequences and for them to know we are sensitive to their concerns. There are probably some things that we can fix along the way. These meetings will begin in a couple of weeks and each meeting will be followed by a reception at The Grove to give an opportunity to talk one-on-one.

**November 12 Meeting of the Virginia Business Higher Education Council --**

President Steger announced that there will be a meeting on November 12 of the Virginia Business Higher Education Council. The purpose is to help reinvigorate that organization. The meeting will be in Richmond at the Marriott Hotel and Board members are invited to attend. Ms. O'Rourke will need to know if you plan to attend, and we will take care of all arrangements. There will be some interesting speakers, as well as a panel discussion.

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**Motion to begin Closed Session**

Mr. Lutz 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, approval of the conflict of interest report, review of departments where specific individuals' performance will be discussed, and consideration of personnel changes including appointments, resignations, and salary adjustments of specific employees.
2. The status of current litigation and briefing on actual or probable litigation.
3. Consideration of special awards.

all pursuant to the following subparts of 2.2-3711 (A), Code of Virginia, as amended, .1, .7, and .10.

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

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**Motion to Return to Open Session**

Following the Closed Session, members of the press, students, and the public were invited to return to the meeting. Mr. Rocovich called the meeting to order and asked Mr. Lutz to make the motion to return to open session.

Mr. Lutz 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 provisions 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 passed unanimously.



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On recommendation of Mr. Rocovich, and after motion by Mr. Thompson and seconded by Mr. Lutz, unanimous approval was given to the resolution for approval of the **University Distinguished Achievement Award Recipient for 2004**, as considered in Closed Session. (Copy attached for the permanent file and marked Attachment R.)

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On recommendation of Mr. Rocovich, and after motion by Mr. Thompson and seconded by Mr. Lutz, unanimous approval was given to the resolution for approval of the **2004 William H. Ruffner Medal Recipient**, as considered in Closed Session. (Copy attached for the permanent file and marked Attachment R.)

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On recommendation of Mr. Rocovich, and after motion by Mr. Thompson and seconded by Mr. Lutz, unanimous approval was given to the resolution for **Naming The Sandy Thompson Press Box at the Virginia Tech Soccer Field at Virginia Polytechnic Institute and State University**, as considered in Closed Session. (Copy attached for the permanent file and marked Attachment S.)

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On recommendation of Mr. Rocovich, and after motion by Mr. Thompson and seconded by Mr. Lutz, unanimous approval was given to the **Resolution to Name the Wankopin Creek Conservation Area at the Middleburg Agricultural Research and Extension Center**, as considered in Closed Session. (Copy attached for the permanent file and marked Attachment T.)

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On recommendation of Mr. Rocovich, and after motion by Mr. Thompson and seconded by Mr. Layman, unanimous approval was given to the resolutions for approval of **Emeritus Status** (6), as considered in Closed Session. (Copies attached for the permanent file and marked Attachment U.)

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On recommendation of Mr. Rocovich, and after motion by Mr. Thompson and seconded by Mr. Layman, unanimous approval was given to the resolutions for approval of **Faculty Leaves: Study-Research** (2) as considered in Closed Session. (Copies attached for the permanent file and marked Attachment V.)

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On recommendation of Mr. Rocovich, and after motion by Mr. Layman and seconded by Mr. Thompson, unanimous approval was given to the resolutions for approval of **Alumni Distinguished Professor (2)**, as considered in Closed Session. (Copy attached for the permanent file and marked Attachment W.)

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On recommendation of Mr. Rocovich, and after motion by Mr. Lutz and seconded by Mr. Thompson, approval was given to the **Resolution for the Ratification of the Personnel Changes Report** as considered in Closed Session (Mr. Carr abstained from voting.) (Copy attached for the permanent file and marked Attachment X.)

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On recommendation of Mr. Rocovich, and after motion by Mr. Lutz and seconded by Mr. Thompson, approval was given to the **Research and Development Disclosure Report** as considered in Closed Session. (Copy attached for the permanent file and marked Attachment Y.)

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On recommendation of Mr. Rocovich, and after motion by Mr. Lutz and seconded by Mr. Thompson, approval was given to the amended **2003-04 Faculty Salary Program, including the executive compensation packages**, as considered in Closed Session.

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#### AUDIT REPORT CLOSED SESSION ITEM

Heard Audit Report. No Board Action Required.

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#### LITIGATION REPORT CLOSED SESSION ITEM

Heard Litigation Report. No Board Action Required.

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Dates for the next meeting are March 28-29, 2004.

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On recommendation of Mr. Rocovich, and after motion by Mr. Thompson and seconded by Mr. Lutz the meeting adjourned at 4:45 p.m.

  
John G. Rocovich, Rector  
Kim O'Rourke, Secretary



## Agency Budget Initiatives

**GEAR-UP:** Thanks to a multi-year, \$10 million federal grant, nearly 4,000 disadvantaged students from across the Commonwealth will be better prepared for college. However, accumulated scholarship funds are in danger of forfeiture because Virginia has failed to provide pledged matching funds. Virginia must add \$1.05 million to the "caboose" bill as well as the 2004-06 budget or \$5 million in federal scholarship funds could be lost!

**Transfer Enhancement:** SCHEV will promote the development of statewide articulation agreements that ensure the efficient transfer of college courses or core competencies among institutions and between secondary schools and institutions of higher education. A core competency assessment initiative (\$1.1 million) is also included. Finally, a transfer grant incentive of \$3,000 per student (\$13.95 million) will encourage AA/AS graduates to seek baccalaureate programs. SCHEV's request to administer the program amounts to \$300,000 each year and 2.5 FTE positions.

**Research Coordinator:** SCHEV's academic duties have traditionally centered on instruction. To facilitate the goal of increasing Virginia's standing in sponsored research, SCHEV requires a statewide academic research coordinator.

**Outreach:** States across the southeast are spending millions to encourage more of their citizens to pursue higher education opportunities. Our economic competitors will leave us behind if we fail to ensure adequate numbers of graduates in key fields. A public-private partnership is needed to spread the word for education.

**PK-20:** Only 31% of 18-24 year-olds in Virginia enroll in college. SCHEV needs sufficient staff to coordinate planning, implementation, and evaluation of education initiatives that span pre-school, K-12, and post-secondary levels.

## Council & Staff Contact Information

### The Council:

**Carl Kelly (Chair)**

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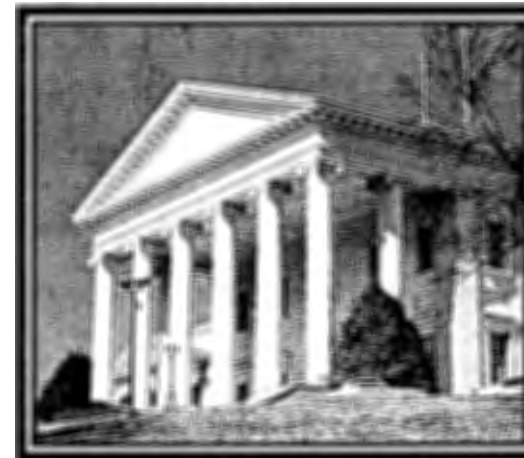
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www.schev.edu

## SCHEV's Solutions:

### Budget Proposals for Higher Education Excellence



James Monroe Building  
101 North Fourteenth Street

## SCHEV's Solutions

Proposal	GF Dollars
1. TAG - Restore Tuition Assistance Grants: \$3,000 per student by FY06	\$ 19.7 M
2. Student Financial Assistance - Additional need-based financial aid	\$ 88.1 M
3. Virtual Library of Virginia (VIVA) - Build on the success of this award-winning program	\$ 4.0 M
4. Faculty Salaries - 4-year phase-in to 60 <sup>th</sup> percentile; 5.2% avg annual increase	\$120.7 M
5. Higher Educ. Equip. Trust Fund - Debt service to fund \$103.4 million in needed equipment	\$ 11.8 M
6. Maintenance Reserve - 10-year plan to move from "POOR" to "GOOD" facilities condition index (FCI)	\$150.0 M
7. Capital projects - highest-priority needs for enrollment growth, life-safety	\$207.0 M
8. Operations & maintenance support for new facilities in 2004-06	\$ 12.3 M
9. Lease costs for VCCS - Sensible solution for VCCS growth needs	\$ 20.0 M
10. Va. Space Grant Consortium - to fund scholarships in science, mathematics, and technology	\$340,000
11. Grad. Student Financial Assistance - Restore important research incentive to '94-'95 levels	\$ 18.3 M
12. Indirect research cost recoveries - Allow institutions to redirect and replace overhead recoveries	Approx. \$ 31.0 M annually
13. Eminent Scholars - To attract and retain "star" faculty	\$ 4.8 M
14. Enrollment Growth - \$3,500 per student institutional grant to fund marginal growth over enrollment targets	\$ 21.8 M
15. Tuition policy - Allow 4-year phase-in of full base adequacy through tuition increases	\$ 0.0
16. Proprietary schools - Transfer regulation from DOE to SCHEV, streamlining post-secondary regulation	\$ 0.0
17. Renovation Trust Fund - Mechanism to provide for college facility renovation; various funding options	Varies
18. GEAR UP - Pay Virginia's share to retain Federal matching dollars for disadvantaged student scholarships	\$ 1.05 M FY02-04 (caboose) \$ 2.1 M FY04-06
19. Transfer - Statewide agreements & central web site to promote ease of transfer between institutions	\$ 15.65 M
20. Research - Provide for research coordination by SCHEV	\$310,000
21. Outreach - A public-private partnership to increase educational attainment & remain competitive	\$ 2.0 M
22. PK-20 - Coordinate higher education & K-12 functions	\$85,000

# INVEST NOW, OR PLAY CATCH-UP LATER. VIRGINIA'S ECONOMY DEPENDS ON HIGHER EDUCATION.

## Affordability & Access The Bottom Line

**Problem:** How does Virginia maintain affordability and accessibility in higher education?

**Solution:** SCHEV's new funding model for student financial assistance (#2 - \$88.1 million) provides additional aid to help offset recent increases in tuition necessitated by state budget cuts, and ensures that more of that aid gets to the students who need it most. Restoring Tuition Assistance Grants to prior levels (#1 - \$19.7 million) will help ensure greater access and affordability for those Virginia students seeking a private college education. Fully funding Virginia's commitments under the Federal GEAR UP grant (#18 - \$2.1 million plus \$1.05 million in the 2002-04 "caboose" bill) will preserve over \$5 million in federal matching funds while delivering on the promise of a college education to some of Virginia's most disadvantaged students. SCHEV's agency proposal for outreach (#21 - \$2 million) will establish an ongoing public-private partnership to encourage participation in higher education programs, mirroring those in other states with which we compete for economic development.

## Enrollment Growth: Strategic Plan Goal #1

**Problem:** How does Virginia accommodate projected growth in system wide enrollment of nearly 61,000 students by the end of the decade?

**Solution:** SCHEV's Enrollment Growth funding incentive (#14; \$21.8 million) provides short-term relief to handle gaps



in enrollment capacity in the biennium. SCHEV's capital and related proposals (#5 through #9; total cost approx. \$500 million) will help ensure adequate facilities for the thousands of additional students who are coming. SCHEV's Proprietary School Regulation (#16; \$0 GF), Transfer (#19; \$15.65 million), and PK-20 (#22; \$85,000) programs will help shorten time-to-completion for students pursuing undergraduate degree programs and streamline attainment of other post-secondary education goals.

## Research: Strategic Plan Goal #2

**Problem:** How does Virginia enhance its national standing in sponsored research to attract investment, promote economic development, and enhance instruction?

**Solution:** SCHEV's proposals will provide much-needed resources and incentives for research-related programs by funding the Space Grant Consortium's scholarships (#10; \$340,000), Graduate Student Financial Assistance (#11; \$18.3 million), and Indirect Research Cost Recoveries (#12; approx. \$31 million annually). SCHEV's proposal to establish a statewide academic research coordination function (#20; \$310,000) will bolster sponsored research. SCHEV supports continued funding of the Commonwealth Technology Research Fund, and proposes that institutions be allowed maximum flexibility in waiving tuition and fees for employed graduate students as a means of attracting the best of the next generation of research scholars to Virginia.



## Instructional Quality: Strategic Plan Goal #3

**Problem:** How does Virginia maintain its system wide reputation for excellence?

**Solution:** The Commonwealth's commitment to our most valuable higher education resource, our teaching & research faculty, must be honored. SCHEV's Faculty Salaries proposal (#4; \$120.7 million) aims to return faculty salaries to the 60<sup>th</sup> percentile of institutional peer groups by FY08 via average increases of 5.2% each year of the biennium. Increased funding for the Eminent Scholars program (#13; \$4.8 million) will allow Virginia's institutions greater ability to attract and retain those "star" faculty whose research and reputations bring grants and recognition and inspire greater student achievement. SCHEV's proposal to increase funding for the award-winning Virtual Library of Virginia (VIVA) (#3; \$4 million) provides a cost-effective way to enhance educational & research resources of college libraries for students & faculty across Virginia.



### BASE ADEQUACY SHORTFALL OF NEARLY \$400 MILLION

The Commonwealth must address the budget inadequacies that exist under the General Assembly's funding guidelines by either (a) providing additional state funding, (b) allowing institutions to make up the shortfall through tuition increases (amounting to average increases of 8% annually through FY08), or (c) allowing quality & access to continue to decline. The initiatives above will address some, but not all, of the \$397.8 million shortfall.



Minutes of the Academic Affairs Committee  
November 3, 2003

Board members present: Ben Davenport, Hemant Kanakia, Sandy Lowe, Myrna Callison. John Rocovich also attended a portion of the meeting.

Guests: Mark McNamee, David Ford, Patricia Hyer, Ron Daniel, Rene Armstrong, Keohi Council, Karen DePauw, John Dooley, Jim Blair, Ben Dixon, Tim Luke, John Wilson, Mike Martin, Carol Roberson, Bob Porter, Tim Pickering, Kay Heidbreder, Ellen Plummer, Susan Trulove, Linda Mitchell, Diane Bell, Kevin Miller, Sam Easterling, and several graduate student observers.

OPEN SESSION:

Faculty merit adjustments were inadvertently left off the executive session agenda for the committee. The agenda was modified to include this as the first item in closed session.

Minutes of the August 25, 2003 meeting of the Academic Affairs Committee were approved with no changes.

Mark McNamee introduced the third major research initiative under development, a set of research institutes focused on the arts, humanities, and social sciences. He emphasized the importance of even modest investments in the scholarship and graduate programs in these fields if Virginia Tech is to be seen as a leading research institution. Tim Luke, chair of the administrative council developing the proposal, described the ways in which faculty from six different colleges might cooperate on procuring research funding, strengthening interdisciplinary degree programs, collaborating on outreach and service projects, and offering more common core courses at the graduate level that would release faculty to spend more time on research and on graduate teaching. Initial resource needs for the set of institutes are modest. Support for research professors, postdocs, research fellowships, and operating costs could result in significant scholarly activity in these fields. Anticipated measures of success would include greater numbers of prestigious fellowships, residencies, and scholarly prizes and awards. Dr. Kanakia urged the university to make strategic investments in these and other research areas to have the greatest impact. The development of the institutes concept is just beginning; a more specific plan will be brought to the Board after further faculty input.

Jim Blair led committee members through an overview of the intellectual property (IP) process at Virginia Tech. Faculty, staff, or students involved in inventions or patentable ideas are required to disclose these to the IP committee, which decides whether the university will claim ownership or not. If the university does assert ownership, the IP is turned over to Virginia Tech Intellectual Properties Inc. (VTIP), which evaluates, seeks

patents, then licenses and markets the most promising ideas or inventions. Employee-inventors receive 50% of any royalty income after expenses; 10% goes to the employee's department; and 40% goes to VTIP.

Intellectual property considerations are governed by policy 13000 which takes into account a complex array of federal and state laws, Internal Revenue Code, and state and university policies. According to the policy, faculty members typically retain ownership for traditional scholarship, such as books and journal articles. The university generally claims ownership for inventions. About 135 inventions are disclosed annually; about 25-35 of these ideas are patented each year, and some 20-40 are licensed. Out of an inventory of more than 850 inventions, about 90-120 are actively pursued and marketed. Some inventions are licensed back to a faculty-owned business for subsequent development. Between 1996 and 2002, \$4.2M was transferred to inventors, \$2.5M to departments, and \$1M to the university. While the number of disclosures, licenses, and patents at Virginia Tech per million dollars of research expenditures compares relatively favorably with top-30 and peer institutions, VTIP spends only a small fraction of what those institutions invest on legal fees and marketing, and hence derives a much smaller amount of income from licensing. The discussion focused on options for increasing licensing revenue. The VTIP board has recently begun an intensive examination of investment and revenue patterns to determine where improvements might be needed.

Dr. McNamee shared a variety of measures under consideration for determining how the university is moving forward toward its aspirational goal of top-30 status and invited the committee's involvement in defining possible metrics. A complete list of factors used by four national entities in ranking institutions is a place to start. The Provost hopes to develop a scorecard with a more limited set of measures to share periodically with the Board. Certain metrics are straightforward, such as total research expenditures. Dr. Kanakia recommended that the university identify the indicators that seem to be the most important drivers, or "leading" indicators, since some factors, such as hiring talented faculty, becomes the basis for many of the outcomes on the list.

A resolution documenting the Board's approval of the renamed and/or restructured colleges, schools, and departments brings to near closure the restructuring process underway for the last year and a half. A few final changes, such as consideration of a merged department of Economics and Agricultural & Applied Economics, may be brought to the Board when the discussion reaches its final point. The current listing identifies the School of Education and the School of Architecture + Design as formal entities, along with other schools established earlier. A number of departments have changed their names in recent months reflecting disciplinary changes or new configurations of faculty. A motion was made and seconded to endorse the list of organizational units. The motion was approved.

A resolution to approve Mr. Barry Thomas as a new member for the Virginia Coal and Energy Research and Development Advisory Committee was moved and seconded. The motion was approved.



Ron Daniel presented resolutions honoring six departments for maintaining exemplary teaching and learning environments for students, faculty, and staff. The theme for the awards this cycle was working across departmental boundaries to fulfill common or complementary goals. A motion to approve the resolutions was made and seconded. The motion was approved.

The committee then accepted the report of expenditures from the Pratt Funds for animal nutrition and engineering for 2002-03 with the caveat that the committee be given a report on the large discrepancy between available funds and actual spending during the past year. Approval of this item requires joint consideration with the Finance and Audit Committee.

#### EXECUTIVE SESSION:

Dr. Kanakia moved that the committee convene in Executive Session. The motion was seconded and approved. Issues included approval of recommendations for faculty merit adjustments for 2003-04, conferral of emeritus status, approval of appointments of two new Alumni Distinguished Professors and faculty leaves, and ratification of the reports on research and development disclosures and faculty personnel changes. The recommendations were approved. The committee then formally closed and certified the Executive Session.

## RESTRUCTURING AND RENAMING OF ACADEMIC UNITS

**WHEREAS**, Virginia Tech initiated a reexamination of the organizational structure in order to better position programs for achieving excellence in an environment of constrained resources; and

**WHEREAS**, various departments and academic programs have been realigned to increase opportunities for productive collaborations, or reconfigured to create better focus and/or renamed to reflect current and future directions in the discipline; and

**WHEREAS**, the creation of the School of Architecture + Design and the School of Education offer new and significant opportunities for greater visibility and collective achievement of the constituent units;

**THEREFORE**, be it resolved that Board of Visitors approves the departmental, school, and college structures outlined in the attachment effective immediately.

### **RECOMMENDATION:**

That the Board of Visitors approves the academic organizational structure as proposed.

## Colleges and Departments

as of November 2003

### College of Agriculture and Life Sciences

Agricultural and Applied Economics / Economics \*\*\*  
 Agricultural and Extension Education  
 Animal and Poultry Sciences  
 Biochemistry  
 Biological Systems Engineering  
 Crop and Soil Environmental Sciences  
 Dairy Science  
 Entomology  
 Food Science and Technology  
 Horticulture  
 Human Nutrition, Foods, and Exercise  
 Plant Pathology, Physiology, and Weed Science

### College of Architecture and Urban Studies

Art and Art History\*  
 Building Construction  
 Environmental Design and Planning  
 Landscape Architecture  
 School of Architecture + Design  
     Architecture  
     Industrial Design  
     Interior Design  
 School of Public and International Affairs  
     Governmental and International Affairs  
     Public Administration and Policy  
     Urban Affairs and Planning

### Pamplin College of Business

Accounting and Information Systems  
 Business Information Technology  
 Finance, Insurance, and Business Law  
 Hospitality and Tourism Management  
 Management  
 Marketing

### College of Engineering

Aerospace and Ocean Engineering  
 Chemical Engineering\*\*  
 Civil and Environmental Engineering  
 Computer Science  
 Electrical and Computer Engineering  
 Engineering Fundamentals  
 Engineering Science and Mechanics\*\*  
 Industrial and Systems Engineering\*\*  
 Materials Science and Engineering\*\*  
 Mechanical Engineering  
 Mining and Minerals Engineering

### College of Liberal Arts and Human Sciences

Air Force ROTC  
 Apparel, Housing, and Resource Management  
 Army ROTC  
 Communication  
 English  
 Foreign Languages and Literatures  
 History  
 Human Development  
 Interdisciplinary Studies  
 Navy ROTC  
 Philosophy  
 Political Science  
 Science and Technology in Society  
 Sociology  
 Theatre Arts\*  
 Music\*  
 School of Education  
     Teaching and Learning  
     Educational Leadership and Policy Studies

### College of Natural Resources

Fisheries and Wildlife Sciences  
 Forestry  
 Geography  
 Wood Science and Forest Products

### College of Science

Biology  
 Chemistry  
 Economics / Agricultural and Applied Economics \*\*\*  
 Geological Sciences  
 Mathematics  
 Physics  
 Psychology  
 Statistics

### College of Veterinary Medicine

Biomedical Sciences and Pathobiology\*\*  
 Equine Medical Center  
 Large Animal Clinical Sciences\*\*  
 Small Animal Clinical Sciences\*\*  
 Veterinary Medicine Teaching Hospital

### Cross-College Schools

School of the Arts  
 Virginia Tech-Wake Forest University School of  
     Biomedical Engineering and Sciences

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\* a School of the Arts department

\*\* a Virginia Tech-Wake Forest University School of Biomedical Engineering and Sciences department

\*\*\* pending further action

**MEMBERSHIP OF THE VIRGINIA COAL AND ENERGY  
RESEARCH AND DEVELOPMENT ADVISORY COMMITTEE**

The Virginia Coal and Energy Research and Development Advisory Committee was established in 1977 by the enabling legislation for the Virginia Center for Coal and Energy Research. The charter for the Center requires approval by the Board of Visitors for new appointments and changes in the membership of the Advisory Committee.

A proposed new member of the Advisory Committee is Mr. Barry L. Thomas. Mr. Thomas joined Appalachian Power Company in 1975 as a rate analyst dealing with regulatory and pricing issues in West Virginia and Virginia. He was promoted to his current position of Director of Regulatory Services for Virginia and Tennessee in 1998.

In this capacity, Mr. Thomas deals primarily with American Electric Power's regulatory initiatives in both Virginia and Tennessee and assists with the company's legislative and public policy issues as they relate to industry restructuring and associated regulatory matters.

Mr. Thomas is a board member for the Virginia Council on Economic Education. Over the years he has held various adjunct faculty positions in economics, finance, and general business management.

Mr. Thomas received his Bachelor of Arts degree in Economics from Roanoke College in 1971 and a Master of Arts degree in Economics from Virginia Tech in 1973.

**RECOMMENDATION:**

That Mr. Barry L. Thomas be appointed as a new member of the Virginia Coal and Energy Research and Development Advisory Committee until 2007.



## **The University Exemplary Awards Program**

The University Exemplary Awards Program recognizes the work of departments and/or programs that maintain exemplary teaching and learning environments for students and faculty. With this award, we publicly honor the collaborative efforts and successes of a group of dedicated colleagues--actively performing work that is essential for sustaining a truly excellent academic environment. The University Exemplary Departments and Programs Awards are given in recognition that the academic excellence of individuals is achieved within distinctive working and learning environments to which many individuals contribute in essential ways. Three awards are given annually: one for \$20,000 and two for \$10,000 each.

The awards program was established as a part of the university's Faculty Rewards Project, a project that seeks to clarify the expectations of faculty, and define appropriate rewards for accomplishments.

The focus of the awards varies from year to year, to highlight various aspects of the instructional mission. The themes of previous five years' awards and the departments receiving those awards are as follows:

1998 - Working collaboratively across departmental boundaries to fulfill common or complementary goals. (The awards would be given to the set of departments involved.)

Urban Affairs & Planning; Materials Science & Engineering;  
Building Construction and Civil & Environmental Engineering  
(shared award).

1999 - Effectively linking research with teaching, with particular concentration on innovative undergraduate programs.

Aerospace & Ocean Engineering; Psychology; Physics

2000 – Effectively increasing diversity of faculty, staff, and students, and/or enhancing multicultural perspectives in teaching, research, and outreach programs.

Educational Leadership & Policy Studies; Industrial & Systems Engineering; Dean of Student's Office

2001 - Developing sustaining innovative and effective departmental approaches to introductory courses at the graduate and undergraduate levels.

Residential Leadership Community; Forestry; Marriage & Family Therapy Program in Northern Virginia

2002 - Maintaining a high quality of advising both at the graduate and/or undergraduate levels.

Biology; Animal & Poultry Sciences; Mining & Minerals Engineering

2003 – Working collaboratively across departmental boundaries to fulfill common or complementary goals.

Bradley Department of Electrical & Computer Engineering; Materials Science & Engineering; Physics (shared award)

Foreign Languages & Literatures; Pamplin College of Business Graduate & International Programs (shared award)

Graduate Program in Science & Technology Studies

Annually, an Exemplary Departments and Programs Awards Committee is appointed by the Provost, with representation from the faculty of each of the colleges, and with student representation. Serving *ex officio* are the Director of the Center for Excellence in Undergraduate Teaching and the Director of Academic Assessment Programs. A member of the Provost's staff convenes the committee. Publicity about the awards is carried in campus publications and through letters and electronic mail to all departments. The committee accepts letters of nomination from any interested party. In an iterative process, departments may be asked to supplement the information in the nomination letter and the committee may interview representatives of the departments and programs that are the finalists for the awards.

**RESOLUTION HONORING  
THE BRADLEY DEPARTMENT OF  
ELECTRICAL & COMPUTER ENGINEERING  
NOVEMBER 3, 2003**

**WHEREAS**, the University Exemplary Department and Program Awards recognize the work of departments and/or programs that maintain exemplary teaching and learning environments for students, faculty, and staff; and

**WHEREAS**, the Bradley Department of Electrical & Computer Engineering is recognized for working cooperatively with the Departments of Materials Science & Engineering and Physics in developing an academic and research program called MicrOn (Center for Microelectronics, Optoelectronics, and Nanotechnology); and

**WHEREAS**, the Bradley Department of Electrical & Computer Engineering has worked closely to develop an integrated, cross disciplinary curriculum and to establish central facilities that advance the research activities of faculty and foster interdisciplinary collaborations; and

**WHEREAS**, the Bradley Department of Electrical & Computer Engineering has forged strong collaborative research and education efforts among the sciences and engineering disciplines; and

**WHEREAS**, the Bradley Department of Electrical & Computer Engineering was recognized as a University Exemplary Department in 1994 and once again is a recipient of the University Exemplary Department Award for 2003;

**THEREFORE**, be it resolved that the Board of Visitors recognizes the Bradley Department of Electrical & Computer Engineering for its excellence in working collaboratively across departmental boundaries to fulfill common or complementary goals, and congratulates the department on its achievement.

**RECOMMENDATION:**

That the above resolution recognizing the Bradley Department of Electrical & Computer Engineering be approved.

**RESOLUTION HONORING  
THE DEPARTMENT OF MATERIALS SCIENCE & ENGINEERING  
NOVEMBER 3, 2003**

**WHEREAS**, the University Exemplary Department and Program Awards recognize the work of departments and/or programs that maintain exemplary teaching and learning environments for students, faculty, and staff; and

**WHEREAS**, the Department of Materials Science & Engineering is recognized for working cooperatively with the Departments of Electrical & Computer Engineering and Physics in developing an academic and research program called MicrOn (Center for Microelectronics, Optoelectronics, and Nanotechnology); and

**WHEREAS**, the Department of Materials Science & Engineering has worked closely to develop an integrated, cross disciplinary curriculum and to establish central facilities that advance the research activities of faculty and foster interdisciplinary collaborations; and

**WHEREAS**, the Department of Materials Science & Engineering has forged strong collaborative research and education efforts among the sciences and engineering disciplines; and

**WHEREAS**, the Department of Materials Science & Engineering was recognized as a University Exemplary Department in 1998 and once again is a recipient of the University Exemplary Department Award for 2003;

**THEREFORE**, be it resolved that the Board of Visitors recognizes the Department of Materials Science & Engineering for its excellence in working collaboratively across departmental boundaries to fulfill common or complementary goals, and congratulates the department on its achievement.

**RECOMMENDATION:**

That the above resolution recognizing the Department of Materials Science & Engineering be approved.



**RESOLUTION HONORING  
THE DEPARTMENT OF PHYSICS  
NOVEMBER 3, 2003**

**WHEREAS**, the University Exemplary Department and Program Awards recognize the work of departments and/or programs that maintain exemplary teaching and learning environments for students, faculty, and staff; and

**WHEREAS**, the Department of Physics is recognized for working cooperatively with the Departments of Electrical & Computer Engineering and Materials Science & Engineering in developing an academic and research program called MicrOn (Center for Microelectronics, Optoelectronics, and Nanotechnology); and

**WHEREAS**, the Department of Physics has worked closely to develop an integrated, cross disciplinary curriculum and to establish central facilities that advance the research activities of faculty and foster interdisciplinary collaborations; and

**WHEREAS**, the Department of Physics has forged strong collaborative research and education efforts among the sciences and engineering disciplines; and

**WHEREAS**, the Department of Physics was recognized as a University Exemplary Department in 1999 and once again is a recipient of the University Exemplary Department Award for 2003;

**THEREFORE**, be it resolved that the Board of Visitors recognizes the Department of Physics for its excellence in working collaboratively across departmental boundaries to fulfill common or complementary goals, and congratulates the department on its achievement.

**RECOMMENDATION:**

That the above resolution recognizing the Department of Physics be approved.

**RESOLUTION HONORING  
THE DEPARTMENT OF FOREIGN LANGUAGES & LITERATURES  
NOVEMBER 3, 2003**

**WHEREAS**, the University Exemplary Department and Program Awards recognize the work of departments and/or programs that maintain exemplary teaching and learning environments for students, faculty, and staff; and

**WHEREAS**, the Department of Foreign Languages & Literatures is recognized for working cooperatively with the Pamplin College of Business Graduate & International Programs to enhance and expand the quality, scope, and internationalization of their programs; and

**WHEREAS**, the Department of Foreign Languages & Literatures has collaborated to expand and improve study abroad programs that combine the study of foreign languages and culture with international business; and

**WHEREAS**, the Department of Foreign Languages & Literatures has worked to build the national and international reputation of Virginia Tech while developing strategic partnerships; and

**WHEREAS**, the Department of Foreign Languages & Literatures is a recipient of the University Exemplary Department Award for 2003;

**THEREFORE**, be it resolved that the Board of Visitors recognizes the Department of Foreign Languages & Literatures for its excellence in working collaboratively across departmental boundaries to fulfill common or complementary goals, and congratulates the department on its achievement.

**RECOMMENDATION:**

That the above resolution recognizing the Department of Foreign Languages & Literatures be approved.

**RESOLUTION HONORING  
THE PAMPLIN COLLEGE OF BUSINESS  
GRADUATE & INTERNATIONAL PROGRAMS  
NOVEMBER 3, 2003**

**WHEREAS**, the University Exemplary Department and Program Awards recognize the work of departments and/or programs that maintain exemplary teaching and learning environments for students, faculty, and staff; and

**WHEREAS**, the Pamplin College of Business Graduate & International Programs is recognized for working cooperatively with the Department of Foreign Languages & Literatures to enhance and expand the quality, scope, and internationalization of their programs; and

**WHEREAS**, the Pamplin College of Business Graduate & International Programs has collaborated to expand and improve study abroad programs that combine the study of international business with foreign languages and culture; and

**WHEREAS**, the Pamplin College of Business Graduate & International Programs has worked to build the national and international reputation of Virginia Tech while developing strategic partnerships; and

**WHEREAS**, the Pamplin College of Business Graduate & International Programs is a recipient of the University Exemplary Department Award for 2003;

**THEREFORE**, be it resolved that the Board of Visitors recognizes the Pamplin College of Business Graduate & International Programs for its excellence in working collaboratively across departmental boundaries to fulfill common or complementary goals, and congratulates the program on its achievement.

**RECOMMENDATION:**

That the above resolution recognizing the Pamplin College of Business Graduate & International Programs be approved.

**RESOLUTION HONORING  
THE GRADUATE PROGRAM IN SCIENCE & TECHNOLOGY STUDIES  
NOVEMBER 3, 2003**

**WHEREAS**, the University Exemplary Department and Program Awards recognize the work of departments and/or programs that maintain exemplary teaching and learning environments for students, faculty, and staff; and

**WHEREAS**, participants in the Graduate Program in Science & Technology Studies explore the relationship between science, technology, and people; and

**WHEREAS**, the Graduate Program in Science & Technology Studies is highly interdisciplinary and collaborative, both across disciplines and across colleges; and

**WHEREAS**, the Graduate Program in Science & Technology Studies is unique in its intellectual scope and depth, its success in mentoring students, and its ability to touch the lives of the community on a regular basis; and

**WHEREAS**, the Graduate Program in Science & Technology Studies seamlessly integrates teaching and learning with research and graduate training; and

**WHEREAS**, the Graduate Program in Science & Technology Studies is a recipient of the University Exemplary Department Award for 2003;

**THEREFORE**, be it resolved that the Board of Visitors recognizes the Graduate Program in Science & Technology Studies for its excellence in working collaboratively across departmental boundaries to fulfill common or complementary goals, and congratulates the program on its achievement.

**RECOMMENDATION:**

That the above resolution recognizing the Graduate Program in Science & Technology Studies be approved.

# **ATTACHMENT F**

## **MINUTES OF THE BUILDINGS AND GROUNDS COMMITTEE OF THE BOARD OF VISITORS VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

**November 3, 2003  
Donaldson Brown Hotel and Conference Center**

### **PRESENT**

#### **Board of Visitors Members:**

Mr. Mitchell O. Carr  
Mr. John R. Lawson, II  
Mr. A. Ronald Petera  
Mr. James W. Severt, Sr.

#### **VPI & SU Staff:**

Mr. William M. Elvey  
Mr. Z. Scott Hurst  
Mr. Kurt J. Krause  
Ms. Terri T. Mitchell  
Ms. Elizabeth D. Reed  
Dr. Raymond D. Smoot, Jr.

#### **Guests:**

Mr. Michael Bischoff – Pei Cobb Freed & Partners  
Mr. Michael Chateaufneuf – Burt Hill Kosar Rittelmann  
Ms. Sharrika Davis – Student  
Dr. Elizabeth Flanagan – Development and University Relations  
Mr. Sandy Howe – Shepley Bulfinch Richardson & Abbott  
Mr. Michael Hunt – SGA Senator  
Mr. Mark Owczarski – University Relations  
Mr. Ray Plaza - Student  
Ms. Leslie Simms – Shepley Bulfinch Richardson & Abbott

### **OPEN SESSION**

Opening Comments: Mr. Carr called the meeting to order at 8:00 a.m. Mr. Lawson moved the Committee enter into Closed Meeting to discuss the acquisition, use, or disposition of real estate; pursuant to §2.2-3711.3, Code of Virginia, as amended. The motion passed unanimously.



## **CLOSED MEETING**

The Committee met in a Closed Meeting to discuss the acquisition, use, or disposition of real property. Mr. Petera moved the Committee be reconvened in Open Session at 10:00 a.m. The motion passed unanimously. The Committee members individually certified that, pursuant to §2.2-3712, the Closed Meeting was conducted in conformity with the Code of Virginia.

## **OPEN SESSION**

1. **Report of Closed Meeting:** Mr. Carr reported that the Committee met in Closed Meeting to discuss acquisition, use, or disposition of real property. No actions were taken.
2. **Approval of Minutes:** The minutes of the August, 2003 meeting were unanimously approved.
3. **Schematic Design Review of Institute for Critical Technology and Applied Science – Phase I:** Architects presented the design for the Institute for Critical Technology and Applied Science. This phase of the project is a four-story, 103,000 gross square foot interdisciplinary research facility that will address the need for additional sponsored research space. Research will be supported with a mix of flexible laboratories, laboratory support areas, and office space. The Institute will support long-term research activities that promote collaboration between various science and engineering disciplines in five colleges at Virginia Tech. This phase of the project will provide research space for 25 faculty, 10 support personnel, and 100 doctoral students. The Committee approved the design with the condition that additional attention be given to enhancing traditional collegiate gothic features in the design, particularly in the detailing of the precast concrete trim and coping elements.
4. **Schematic Design Review of Biology and Vivarium Building:** Architects presented the schematic design for the Biology and Vivarium Building project. The ground floor of the building will contain the vivarium space (25,000 gross square feet), and the upper two floors will be biology laboratories (47,000 gross square feet). The vivarium portion of the building includes an animal housing area, animal lab space, quarantine/isolation area, surgical area, animal support space, and office and personnel space. The biology portion of the building includes modular research laboratories, laboratory support space, and office support space. The Committee approved the design with provisions that slate or synthetic slate be used on rooftop screens, roof gables be removed, and that visual treatment of the entry tower, stair towers, elevator towers and buttress caps be refined using the architectural precedent on campus.

5. **Peace Garden Sculpture:** Mr. Hurst presented a proposal for a sculpture in the Peace Garden adjacent to the Cranwell International Center. The sculpture, made from two pieces of World Trade Center debris, is sponsored and funded by the local Rotary Club. Mr. Hurst reported that the sculpture is between 7 and 8 feet tall at its highest point, and the bell to be attached is about 15 inches in diameter. The Committee approved both the design of the sculpture, and its placement in the Peace Garden.
6. **Capital Outlay Project Status Report:** The Committee reviewed the status of all capital projects in design or under construction. These included 8 projects in the design phase and 9 under construction. The Committee discussed green roofs, and Mr. Lawson requested that the Committee receive a presentation on these at the next meeting.
7. **Discussion of McCormick Farm Visitors Center:** Mr. Carr discussed a potential relationship with the Museum of Frontier Culture regarding the operation of the McCormick Farm Visitors Center. The Museum is preparing a proposal to the university, and Mr. Carr stated that he would bring this to the Committee for discussion when it is completed. Issues that must be considered include public relations, lease arrangements, additional facilities for the research station offices, and defining the potential benefits of such a relationship.
8. **Resolution for Appointments to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority:** The Committee reviewed a resolution to reappoint two jointly appointed members to the Authority. The Town of Blacksburg and the University jointly recommend Adele P. Schirmer and W. Bane Atkinson for reappointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority. Their current terms expire on January 1, 2004, and reappointment will extend their terms through January 1, 2008. The Buildings and Grounds Committee recommended this resolution for full Board approval.

The meeting of the Buildings and Grounds Committee adjourned at 11:00 a.m.

Respectfully submitted,

Kurt J. Krause  
Vice President for Business Affairs

**RESOLUTION FOR APPOINTMENTS TO THE BLACKSBURG-VIRGINIA  
POLYTECHNIC INSTITUTE SANITATION AUTHORITY**

The Town and university recommend for joint reappointment to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors Adele P. Schirmer and W. Bane Atkinson. Their terms would begin on January 2, 2004 and end on January 1, 2008. Both currently serve on the Board with terms expiring January 1, 2004.

Ms. Schirmer received a B.S. in Civil Engineering from Virginia Tech in 1984 and has been a Licensed Professional Engineer in Virginia since 1987. She has been employed by the Town of Blacksburg since 1989, and prior to that held a variety of engineering positions including consulting, working with the Army Corps of Engineers and with Fairfax County's Department of Public Works.

Mr. Atkinson is a charter member of the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors, appointed in February 1962, and has been Treasurer of the Authority since that time. He is a former owner and manager of an insurance agency and former executive of a savings and loan association.

**RESOLUTION FOR APPOINTMENTS TO THE BLACKSBURG-VIRGINIA  
POLYTECHNIC INSTITUTE SANITATION AUTHORITY**

**WHEREAS**, the Blacksburg-Virginia Polytechnic Institute Sanitation Authority consists of five directors who are responsible for the management and operation of the Authority. 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**, two of the jointly appointed directors of the Sanitation Authority, Adele P. Schirmer and W. Bane Atkinson, have terms expiring on January 1, 2004;

**NOW THEREFORE BE IT RESOLVED**, that Adele P. Schirmer and W. Bane Atkinson be reappointed as joint representatives to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors for terms expiring January 1, 2008.

**RECOMMENDATION:**

That the above resolution reappointing Adele P. Schirmer and W. Bane Atkinson as joint representatives to the Blacksburg-Virginia Polytechnic Institute Sanitation Authority Board of Directors, with terms expiring January 1, 2008, be adopted.

**MINUTES OF THE FINANCE AND AUDIT COMMITTEE  
OF THE BOARD OF VISITORS  
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

**November 3, 2003**

***AUDIT CLOSED SESSION***

**PRESENT:**

**BOARD OF VISITORS:** Mr. Jake Lutz, Mr. Tom Robertson, Mr. John Rocovich, Mr. Philip Thompson

**VPI&SU STAFF:** Ms. Kay Heidbreder, Mr. Stuart Mease, Mr. Minnis Ridenour, Mr. John Rudd, Mr. Dwight Shelton

AUDIT CLOSED SESSION: The Committee met in Closed Session with the Director of Internal Audit and Management Services to discuss audits of specific departments and units where individual employees were identified. The Committee also received an update on the outstanding fraud, waste, and abuse cases.

***AUDIT AGENDA***

**PRESENT:**

**BOARD OF VISITORS:** Mr. Jake Lutz, Mr. Tom Robertson, Mr. Philip Thompson, Dr. Diane Zahm – President, Faculty Senate

**VPI&SU STAFF:** Mr. Mel Bowles, Mr. John Cusimano, Ms. Cathy Greenberg, Mr. Tim Hodge, Mr. Doug Martin, Mr. Stuart Mease, Mr. Ken Miller, Mr. Raye Penney, Mr. Minnis Ridenour, Mr. John Rudd, Ms. Lisa Rudd, Ms. Kathy Sanders, Mr. Dwight Shelton, Ms. Linda Woodard

**GUESTS:** Mr. Joseph Fehlen, Virginia Tech Student; Ms. Kimberly Jamison-Muse, Office of Auditor of Public Accounts (APA); Mr. Steve Kleiber, Virginia Tech Student; Mr. Chris MacDonald, Virginia Tech Student; Mr. Jonathan McCloud, Virginia Tech Student; Mr. Kevin Miller, The Roanoke Times; Mr. Joe Stepp, Office of APA District Manager

**1. APPROVAL OF ITEMS DISCUSSED IN CLOSED SESSION:**

The Committee reviewed and took the following actions on items discussed in closed session: ratified the Personnel Changes Report, ratified the Research and



Development Disclosure Report, and approved the merit increases associated with the 2003-04 Faculty Salary Program.

2. APPROVAL OF MINUTES OF THE AUGUST 25, 2003 MEETING:

The Committee reviewed and approved the minutes of the August 25, 2003 meeting.

3. PRESENTATION AND ACCEPTANCE OF THE AUDITOR OF PUBLIC ACCOUNTS MANAGEMENT LETTER FOR JUNE 30, 2003 AUDIT:

The Committee received a report from Mr. Joe Stepp, Auditor of Public Accounts (APA) District Manager, on the University's financial statements and management letter for the year ended June 30, 2003. The financial statements have been prepared in accordance with general accepted accounting principles and carry an unqualified (or clean) opinion.

The University is proud to report that, for the first-time since the resumption of annual audits in 1979, the Virginia Polytechnic Institute and State University audit for the year ended June 30, 2003 found no material weaknesses with internal control matters and no instances of noncompliance to be reported. In addition, the University has taken adequate corrective action regarding prior audit findings and has presented the financial statements fairly in all material respects.

We are pleased that the APA has determined that Virginia Tech made substantial progress in addressing prior comments and is committed to continuing current efforts to ensure departments follow policies and procedures. These findings are the result of the effective working relationships between the Finance and Audit Committee of the Board of Visitors and University administration. The Finance and Audit Committee appreciates the commitment of University management to sound business and administrative practices and the extensive actions taken by staff in key administrative areas in order to increase awareness of appropriate business practices throughout the University.

The Committee accepted the report.

4. REVIEW AND ACCEPTANCE OF UNIVERSITY'S UPDATE OF RESPONSES TO ALL PREVIOUSLY ISSUED INTERNAL AUDIT REPORTS:

The Committee reviewed the University's update of responses to all previously issued internal audit reports. At the August meeting, the university reported 27 audit comments as remaining outstanding. An additional 21 comments have been issued since the August meeting for a total of 48 comments. As of September 30, 2003, the University has addressed 24 comments, leaving 24 comments still in progress.

The Committee accepted the report.

5. REVIEW AND ACCEPTANCE OF UNIVERSITY'S UPDATE OF RESPONSES TO ALL PREVIOUSLY ISSUED EXTERNAL AUDIT REPORTS:

The Committee reviewed the University's update of responses to all previously issued external audit reports. The 2002 APA management letter issued three recommendations. At the August meeting the Committee received a report that two recommendations had been fully addressed, and that two initiatives to address the one remaining recommendation regarding Business Practices were still in progress. As of September 26, 2003, the implementation of these two initiatives, the initiative to develop training and professional development programs and the initiative to develop incentive programs to reward good business practices, were complete.

The Committee accepted the report.

6. REPORT ON DEVELOPMENT OF AN AUDIT CHARTER:

The Committee reviewed the revisions to the University's Policy 3350, which serves as a charter for the Internal Audit Department. This charter is an outcome from our review of the provisions of the Sarbanes-Oxley Act.

The Committee will receive a further report at its next meeting.

7. REVIEW OF INTERNAL AUDIT DEPARTMENT'S STATUS REPORT AS OF SEPTEMBER 30, 2003:

The Committee reviewed the Internal Audit Department's Status Report for the quarter ended September 30, 2003. In addition to conducting scheduled audits, the audit department participated in annual audit activities; fraud, waste, and abuse audits; special projects; and professional development activities. In response to the Committee's question raised at the August meeting regarding the appropriateness of Management Services reporting to the Director of Internal Audit, Internal Audit explored the issues, and a report was provided to the Committee. The Executive Vice President and Chief Operating Officer will provide a report to the Committee at its next meeting regarding the appropriate reporting structure for Management Services.

Management Services staff provided assistance to several university clients in areas including business process analysis and project management, and database development and application for fixed asset reporting.

There were no joint issues involving university and foundation audit staff.

The Committee accepted the report.

8. REVIEW AND ACCEPTANCE OF THE FOLLOWING INTERNAL AUDIT REPORTS/MEMOS ISSUED:

The Committee reviewed the following Internal Audit Reports:

A. University Unions and Student Activities

The Committee received a report on the audit of University Unions and Student Activities. The audit indicated that the overall risk exposure is medium and that internal controls are effective. Recommendations for further improvement include: improve leave reporting procedures, ensure compliance with Health and Safety Policy 5800, improve payroll procedures for review and approval of wage employee pay rate changes, and strengthen oversight of telephone usage. Management is working to implement corrective action to address audit recommendations.

The Committee accepted the report.

B. Payroll

The Committee received a report on the Payroll audit. The audit indicated that the overall risk exposure is high and that internal controls are effective. Recommendations for further improvement include: implement a supervisory review of adjustments processed by payroll, improve the health insurance reconciliation process, and develop a more efficient and complete unemployment reconciliation process. Management is working to address the audit recommendations.

The Committee accepted the report.

C. Office of Sponsored Programs

The Committee received a report on the audit of the Office of Sponsored Programs. The audit indicated that the overall risk exposure is high and that internal controls are effective. Recommendations for further improvement include: ensure compliance with University's Funds Handling guidelines, and update the Accounts Receivable – Management and Collection procedures performed within the Office of Sponsored Programs. Management is working to address the audit recommendations.

The Committee accepted the report.

D. Recreational Sports

The Committee received a report on the audit of Recreational Sports. The audit indicated that the overall risk exposure is moderate and that improvements are needed. Recommendations include: improve cash handling and wage payroll procedures and fixed assets practices, improve server and desktop computer security, and strengthen management oversight and control over sports clubs' financial activities. Management is working to implement corrective action to address audit recommendations.

The Committee accepted the report.

E. Athletics, NCAA Compliance

The Committee received a report on the audit of Athletics, NCAA Compliance. This is the second phase of a three-year review of the NCAA Compliance program of the Athletics Department in conformity with the fiscal year 2003 audit plan. The audit indicated that the overall risk is high and improvements are recommended. Recommendations include: ensure compliance with NCAA regulations regarding team travel, equipment room procedures, and playing and practice season regulations; and improve controls over summer camp discounts and summer camp employment. Management has worked to implement corrective action to address all of the audit recommendations. Corrective actions have been taken and implemented on all of the recommendations with the exception of one – conduct rules-education sessions with coaching staff members – which will be implemented by December 15, 2003.

The Committee accepted the report.

F. Donaldson Brown Hotel and Conference Center

The Committee received a report on the audit of the Donaldson Brown Hotel and Conference Center. The audit indicated that the overall risk exposure is medium and that improvements are needed. Recommendations include: ensure that monthly financial reconciliations match the totals on the University's Banner reports, strengthen control over fixed assets, improve funds handling and leave reporting procedures, and increase control over long distance and other telephone usage. Management is working to implement corrective action to address audit recommendations.

The Committee accepted the report.

There being no further business, the meeting adjourned at 11:20 a.m.

Respectfully submitted,

John C. Rudd  
Director, Internal Audit & Management Services

**MINUTES OF THE FINANCE AND AUDIT COMMITTEE  
OF THE BOARD OF VISITORS  
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

**November 3, 2003**

***FINANCE CLOSED SESSION***

**PRESENT:**

**BOARD OF VISITORS:** Mr. Jake Lutz, Mr. Tom Robertson, Mr. John Rocovich, Mr. Philip Thompson

**VPI&SU STAFF:** Ms. Kay Heidbreder, Mr. Stuart Mease, Mr. Minnis Ridenour, Mr. John Rudd, Mr. Dwight Shelton

**FINANCE CLOSED SESSION:** The Committee met in Closed Session to review and take action on the quarterly personnel changes report, the Research and Development Disclosure Report, and the merit increases associated with the 2003-04 Faculty Salary Program.

***FINANCE OPEN SESSION***

**PRESENT:**

**BOARD OF VISITORS:** Mr. Jake Lutz, Mr. Tom Robertson, Mr. John Rocovich, Mr. Philip Thompson, Dr. Diane Zahm – President, Faculty Senate

**VPI&SU STAFF:** Mr. John Cusimano, Ms. Cathy Greenberg, Mr. Larry Hincker, Mr. Tim Hodge, Mr. Doug Martin, Mr. Stuart Mease, Mr. Ken Miller, Mr. Minnis Ridenour, Mr. John Rudd, Ms. Lisa Rudd, Ms. Kathy Sanders, Mr. Dwight Shelton, Ms. Linda Woodard

**GUESTS:** Mr. Joseph Fehlen, Virginia Tech Student; Mr. Steve Kleiber, Virginia Tech Student; Mr. Chris MacDonald, Virginia Tech Student; Mr. Jonathan McCloud, Virginia Tech Student; Mr. Kevin Miller, The Roanoke Times

**1. APPROVAL OF MINUTES OF THE AUGUST 25, 2003 MEETING:**

The Committee reviewed and approved the minutes of the August 25, 2003 meeting.



2. REPORT ON WRITE-OFF OF DELINQUENT ACCOUNTS:

The Committee received a report on delinquent accounts of the University that were written off as of June 30, 2003. The amount of write-off totaled \$355,927, which represents only one-tenth of one percent of the FY02 earned revenues, including tuition and fees. Accounts are deemed uncollected only after appropriate collection procedures are utilized, including working with the Office of the Attorney General. Further collection efforts are not justified due to various reasons, including: the cost versus the benefit for small receivables amounts; an individual or organization cannot be located or has no social security or identification number on file; and bankruptcies. The University is in compliance with the accounts receivable management standards established by the state.

3. ANNUAL REPORT ON CENTERS FINANCIAL AND ADMINISTRATIVE ACTIVITIES:

The Committee received an update on compliance with Policy 3020: Centers Financial and Administrative Policy and Procedures. The policy was established to enhance the financial and administrative operations of the University's centers and thus support the centers' programmatic success. Policy 3020 provides for the recognition, registration, and review of centers as part of the general commitment of the University to support center achievements in research, instruction, and outreach.

In 2002-03, the fourth year of implementation, the following five primary activities occurred: the continued coordination of a roster of all department, college, and university-level centers; the submission of annual financial reports; the second annual Business Practices Seminar; a five year detailed review of three university research centers; and, as part of an annual audit plan, the audit of four centers.

4. RECOMMENDATION REGARDING EMPLOYEE REVIEW OF HANDBOOKS AND POLICIES:

The Committee reviewed a recommendation regarding employee review of handbooks and policies in response to the Committee's request at the August meeting that management consider implementing a process to ensure that all employees are familiar with their responsibilities as outlined in the University's policies and in faculty and staff handbooks. The Executive Vice President and Chief Operating Officer will send to all employees each fall a letter highlighting the on-line location of these resources, stressing the responsibility of employees to understand and comply with the University's policies, describing the need for employee accountability and ethical behavior, and emphasizing new policies implemented over the prior year.

The Committee requested a plan be presented at the next meeting regarding the certification.

5. REVIEW OF UNIVERSITY PLAN TO ADDRESS CLASS SIZE:

The Committee received a review of the university plan to address class size in response to the Committee's request at the August meeting to receive additional information regarding the increase in average class size as a result of the 2002-04 budget reductions and how the University plans to address the issue. The reduction of classes offered coincides with the reduction of 133 teaching and research faculty since the fall of 2001. A comparison of average hours taken per student is down only slightly and can be considered insignificant, indicating that the student progress towards a degree has not slowed. Evidence appears to indicate that students have taken alternate classes when their original selection was either closed to non-majors or not offered, meaning a reduction in choice rather than credit hours.

***ITEMS PRESENTED TO THE FULL BOARD FOR APPROVAL***

6. APPROVAL OF ADJUSTMENT TO 2003-04 COMPENSATION FOR GRADUATE ASSISTANTS:

The Committee reviewed and took action on the proposed adjustment to the 2003-04 compensation for graduate assistants. The Board of Visitors approved 2003-04 graduate student stipend levels in March 2003. In May, 2003, Governor Warner signed legislation authorizing a 2.25 percent compensation increase for graduate students on assistantship. Consistent with the legislation, the University proposes to increase graduate stipend levels by 2.25 percent across-the-board effective November 25, 2003.

The Committee recommended the adjustment to the 2003-04 compensation for Graduate Assistants to the full Board for approval.

7. APPROVAL OF ORP TRUST AGREEMENT, PLAN DOCUMENT, AND INVESTMENT POLICY RESOLUTIONS:

At the March 2003 meeting, the Board of Visitors granted approval for Virginia Tech to "opt-out" from the VRS oversight of the University's Defined Contribution retirement plans, and in May, 2003 the VRS Optional Retirement Plan committee approved Virginia Tech's request to assume the overall fiduciary, legal and administrative responsibilities for the program. The Executive Briefing provided with the Board materials had noted that both of these events occurred in May 2003.

The Committee received a report on the University's oversight plans and reviewed for approval the following:

- Resolution to establish the fiduciary, legal, and administrative framework for the University Defined Contribution program
- Investment policy

- Delegation of authority to the Executive Vice President to make technical corrections to the Plans
- Master Trust Agreement
- Formation of an Investment Policy Committee

The Committee recommended the program to the full Board for approval.

8. APPROVAL OF DIETRICK SERVERY RENOVATION FINANCING RESOLUTION:

Renovations to Dietrick Dining Hall have been approved for debt financing in accordance with the provisions of Section 9(c) of Article X of the Constitution of Virginia for an aggregate principal amount not to exceed \$5,000,000 plus amounts needed to fund issuance costs, reserve funds, and other financing expenses.

The project will create a state of the art "Market Place" facility at Dietrick Dining Hall. Seven major food platforms will be incorporated in the new space, which will be supported by a variety of seating options including two private dining rooms, elevated seating platforms, and a dining room with a fireplace. The project will replace all ductwork on the second floor to include the servery system, exhaust hoods and related ventilation, and will be phased in over a 9-month period to allow for the facility to remain operational. Phase I of renovations to Dietrick Hall was completed in 2000 and replaced the HVAC mechanical systems for the entire building and all related ductwork for the first floor of the building.

The proposed resolution identifies the President, the Executive Vice President and Chief Operating Officer, and the University Treasurer as authorized officers to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the sale and issuance of the bonds.

The Committee recommended the Dietrick Servery Renovation Financing Resolution to the full Board for approval.

9. APPROVAL OF YEAR-TO-DATE FINANCIAL PERFORMANCE REPORT (JULY 1, 2003 – SEPTEMBER 30, 2003):

The Committee reviewed the Year-to-Date Financial Performance Report for the quarter ending September 30, 2003. For the first quarter, all programs of the University were on target and routine budget adjustments were made to reflect changes in projected revenues and expenditures.

First quarter tuition and fee revenue was higher than historical projections due to earlier than projected tuition collections. Revenue in All Other Income was lower

than projected due to timing of Tobacco Commission revenue collections for the Virginia Bioinformatics Institute.

Total sponsored and overhead revenue and expenses were less than projected but sponsored and research expenditures are ahead of 2002-2003 activity levels. Revenues were greater than projected in the Residential and Dining programs due to better-than-projected occupancy in the residence halls, income from dining dollar deposits, and meal plan sales to off-campus students. Revenues were greater than projected in the Athletic Department due to higher-than-anticipated football ticket sales and income from the NCAA in support of academic enrichment activities.

For the quarter ending September 30, 2003, \$12.8 million had been expended for Educational and General and 2002 General Obligation Bond capital projects and \$17.9 million had been expended for Auxiliary Enterprises capital projects.

The Committee recommended the year-to-date financial performance report to the full Board for approval.

#### 10. REVIEW AND ACCEPTANCE OF PRATT FUND PROGRAM AND EXPENDITURES REPORT:

The Committee received a report on the Pratt Fund program and expenditures. Pratt bequest expenditures of \$750,163 for Engineering and \$1,022,015 for Animal Nutrition were made during 2002-03.

The Pratt Funds for Engineering supported 15 undergraduate students in international study-abroad programs, and provided partial funding for an additional 12 scholarships for study-abroad programs. Three student scholarships were also awarded to help fund travel expenses. Additionally, the Pratt Funds provided scholarships for 184 undergraduate students and provided 10 tuition scholarships and 74 fellowships for graduate students. Pratt monies were utilized to fund prospective graduate student recruiting visits. Support for the graduate program allows the College of Engineering to remain competitive with other top engineering programs and helps in the recruitment and retention process. Sixty-one faculty members received support from Pratt Funds to participate in international conferences. Additionally, the College of Engineering invested Pratt Funds in several research initiatives, including: The Alexandria Research Institute, Microelectronics, Energy and Advanced Vehicles, and Bioengineering.

The Pratt Funds for Animal Nutrition provided scholarships to 50 outstanding freshman scholars, and 19 outstanding senior scholars received scholarships and research support. Additionally, the Pratt Funds provided assistantships, scholarships, and research funding for 15 graduate student fellows. The Pratt Funds also supported state-of-the-art scientific equipment purchases, research space renovations, and the publication of research journal articles resulting from student dissertations. Two visiting scientists were supported by Pratt Funds;

these scientists presented seminars for the University community and interacted with animal nutrition faculty and students in formal and informal instructional settings, including laboratories.

The Committee recommended the Pratt Fund Program and Expenditures Report to the full Board for approval.

There being no further business, the meeting adjourned at 11:20 a.m.

Respectfully submitted,

Minnis E. Ridenour  
Executive Vice President and  
Chief Operating Officer



**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

**2003-04 COMPENSATION ADJUSTMENT FOR GRADUATE ASSISTANTS**

Students who work as graduate assistants while pursuing master's or Ph.D. degrees provide a valuable service to the University. Many teach undergraduate classes and others support faculty in scholarly and sponsored research activities.

The Commonwealth's legislative process provides funding and guidance for faculty salaries and the compensation of graduate students on assistantships. Changes in compensation for these groups require action by the Board of Visitors.

The Board of Visitors approved 2003-04 graduate student stipend levels in March 2003. At that time, salary increases for 2003-04 were uncertain and therefore not included. On May 1, 2003, Governor Warner signed Chapter 1042, the 2003 Acts of Assembly, which authorized a 2.25 percent compensation increase for graduate students on assistantship. Consistent with the legislation, the University proposes to increase graduate stipend levels by 2.25 percent across-the-board effective November 25, 2003. The proposed monthly stipend payments are rounded to the nearest dollar, and the adjusted schedule of proposed graduate stipend levels is attached.

**RECOMMENDATION:**

That the adjusted stipend levels for graduate students effective November 25, 2003 be approved.

2003-04 Full-Time Graduate Monthly Stipend Compensation  
Effective November 25, 2003

	<u>Current Monthly</u>	<u>Proposed Monthly</u>	<u>Change</u>
Step 1	1,040	1,063	2.21%
Step 2	1,080	1,104	2.22%
Step 3	1,120	1,145	2.23%
Step 4	1,160	1,186	2.24%
Step 5	1,200	1,227	2.25%
Step 6	1,240	1,268	2.26%
Step 7	1,280	1,309	2.27%
Step 8	1,320	1,350	2.27%
Step 9	1,360	1,391	2.28%
Step 10	1,400	1,432	2.29%
Step 11	1,440	1,472	2.22%
Step 12	1,480	1,513	2.23%
Step 13	1,520	1,554	2.24%
Step 14	1,560	1,595	2.24%
Step 15	1,600	1,636	2.25%
Step 16	1,640	1,677	2.26%
Step 17	1,680	1,718	2.26%
Step 18	1,720	1,759	2.27%
Step 19	1,760	1,800	2.27%
Step 20	1,800	1,841	2.28%
Step 21	1,840	1,881	2.23%
Step 22	1,880	1,922	2.23%
Step 23	1,920	1,963	2.24%
Step 24	1,960	2,004	2.24%
Step 25	2,000	2,045	2.25%
Step 26	2,040	2,086	2.25%
Step 27	2,080	2,127	2.26%
Step 28	2,120	2,168	2.26%
Step 29	2,160	2,209	2.27%
Step 30	2,200	2,250	2.27%
Step 31	2,240	2,290	2.23%
Step 32	2,280	2,331	2.24%
Step 33	2,320	2,372	2.24%
Step 34	2,360	2,413	2.25%
Step 35	2,400	2,454	2.25%
Step 36	2,440	2,495	2.25%
Step 37	2,480	2,536	2.26%
Step 38	2,520	2,577	2.26%
Step 39	2,560	2,618	2.27%
Step 40	2,600	2,659	2.27%

**EXECUTIVE BRIEFING**  
**Administration of the Optional Retirement Plan and Cash Match Plan**  
**November 3, 2003**

Background

Faculty may participate in the Defined Benefit Retirement plan administered by the Virginia Retirement System (VRS), or the Defined Contribution Retirement Plan, previously administered by VRS. In May 2003, Board of Visitors' approval was granted to allow Virginia Tech to "opt-out" from VRS administration of the university's Defined Contribution Retirement Plan. Subsequently, the VRS Optional Retirement Plan Advisory Committee approved Virginia Tech's request to assume the overall fiduciary, legal and administrative responsibilities for the University Defined Contribution Retirement plan.

Faculty and classified staff may also participate in the state's Cash Match Plan, which allows for an employer match for qualified employees who participate in either the 457 Deferred Compensation Plan or the 403(b) Tax Shelter Annuity Plan. The university has no fiduciary responsibility for the employee's contributions to the 457 or the 403(b) plans. However, VRS has fiduciary and administrative responsibilities for the employer's matching contributions to the 457 plan, and the university has responsibility for the employer's 401(a) matching contributions to the 403(b) plan.

The university's responsibilities for the Defined Contribution Retirement Plan, also referred to as the Optional Retirement Plan (ORP), and the Cash Match plan include serving as Plan Administrator, communicating to plan participants, ensuring compliance with the applicable provisions of the Internal Revenue Code, and choosing and monitoring investment options. The Board of Visitors' primary responsibilities are to ensure that appropriate procedures and administrative oversight are in place and to approve certain plan amendments, where authority has not been delegated to the Executive Vice President.

Several actions must be taken to complete the VRS "opt out" process and to support the university's administration of the Defined Contribution Retirement Plans. These include Board of Visitors' approval of a Master Trust Agreement, delegation of authority to make technical Plan amendments to the Executive Vice President, approval of the Investment Policy, and establishment of a Defined Contribution Advisory Committee.

Approval of Master Trust Agreement

A Master Trust identifies trustees and their roles and defines how the Master Trust will interface with the companion administrative agreements with the external vendors. The Master Trust provides the legal framework for the University's Defined Contribution Retirement Programs. As Trustee, the

Executive Vice President, on behalf of the university, enters into administrative agreements with selected vendors. The Plan Administrator, also designated as the Executive Vice President, has overall responsibility for the selection of the vendors and investments. This process will be coordinated by the Defined Contribution Advisory Committee, described below.

#### Authority of Executive Vice President to Amend the Plans

The university believes that it is appropriate to assign the ability to make certain plan amendments to the Executive Vice President as Plan Administrator. The Board may delegate its authority to amend the Defined Contribution Retirement Plans, provided, however, that this delegated authority is limited to amendments necessary or advisable for purposes of maintaining the Plans' qualified status under IRS Code. With the approval of the Attorney General's office, the university is authorized to receive guidance on technical amendments to these Plans from external counsel. The law firm of Kaufman and Canoles currently serves in this capacity. Board approval for significant Plan amendments will be required.

#### Approval of the Investment Policy Statement

The Investment Policy Statement (IPS) provides guidelines for the investment management of funds held in trust for the participants and beneficiaries of the Optional Retirement Plan of the Commonwealth of Virginia and the Virginia Cash Match Plan. Although state agencies are not governed by the Employment Retirement Income Security Act (ERISA), the standards of the Act are imbedded within the IPS. As Plan Fiduciary, the university has a responsibility to offer a broad range of investment options, permit frequent changes to investment choices, provide sufficient information to allow for informed decision making, and exercise the same care, skill, prudence and diligence that a prudent person would exercise in managing similar affairs. The Investment Policy Statement provides for such a plan. A boiler-plate policy originated by the law firm of Morgan, Lewis & Bockius has been adapted by several Virginia universities and the Virginia Retirement System. With the assistance of the university's consultant, Palmer & Kay Investment Services, the university's Investment Policy was slightly modified and now represents the best collective ideas of the various policies around the state. The IPS outlines the overall structure of the Plans' investment program and describes the duties and responsibilities of the Defined Contribution Advisory Committee and its investment consultant. An Executive Summary of the Investment Policy is attached.

#### Establishment of Defined Contribution Advisory Committee

Because of the complexity of the Defined Contribution Retirement Plans, the university believes that an on-going committee should be established to

provide oversight. The Board is requested to establish the Defined Contribution Advisory Committee and authorize the President to appoint committee members. The committee will be comprised of representatives of the administration, faculty, and staff, and will have oversight of the legal, fiduciary, and administrative responsibilities that pertain to the Defined Contribution Retirement Plan and the Virginia Cash Match Plan. The Committee will use the approved Investment Policy Statement as the core document to define its duties and responsibilities. The initial responsibility of the Committee will include selection of vendors and investment options with the guidance of the external investment consultant, and oversight of the communication program for plan participants.

### Recommendation

The Board approve the Master Trust Agreement, authorize the Executive Vice President to adopt technical corrections to defined contribution plans, approve the Investment Policy Statement, and establish the Defined Contribution Advisory Committee.

## INVESTMENT POLICY EXECUTIVE SUMMARY

### Key Information

- Name of Plan: Virginia Polytechnic Institute and State University Optional Retirement and Cash Match Plans
- Plan Fiduciary: Virginia Polytechnic Institute and State University
- Trustee: Executive Vice President
- Contact: Senior Human Resources Manager
- Administrator: Executive Vice President
- Defined Contribution Advisory Committee: The Treasurer, the VP for Budget and Financial Management, the Assistant VP for Personnel Services, the Senior Human Resources Manager, the Director of Investments and Debt Management, Associate General Counsel, a member of the faculty or staff appointed by the Plan Administrator, and the representatives of the Faculty and Staff Senate.
- Contracting Officer: VP for Budget and Financial Management

### Plan Provisions

- Plan Year: Twelve month period commencing January 1
- Enrollment Dates: Within 60 days of becoming eligible, employee must designate the retirement program in which he/she would like to participate or default to the Defined Benefit Virginia Retirement System ("VRS"). Open enrollment is a 30-day period designated by the Administrator prior to the beginning of the Plan Year, which takes place no earlier than ninety-days prior to the beginning of the Plan Year.



- **Employee Eligibility:** An Employee can enroll in the Optional Retirement Plan who is a member of the General Faculty of the University, as defined by the Faculty Handbook and has full time salaried appointment that is not a temporary one. Any full or part time university salaried faculty or staff can participate in the 401(a) Cash Match program.
- **Transfers:** The Plan shall accept no transfers of any kind on behalf of a participant other than accrued benefits from the Virginia Retirement System.
- **University Contribution:** A contribution of base salary as determined by the General Assembly and approved by the Board of Visitors, currently at 10.4%, for the 401(a) Optional Retirement Plan with contributions to that plan being according to Section 415(c)(1)(a) of the IRS Code. Employer contributions to the 401(a) Cash Match will be in accordance Commonwealth of Virginia policies and procedures pertaining to the Cash Match for state employees. Contributions in aggregate will be made according to IRS limits.
- **Investment Options:** The Participant shall allocate the University's contributions among those investment options offered by the Plan. Participants can only change Optional Retirement Plan providers during the open enrollment period; however, designated funds within companies can be changed by mutual agreement between the Participant and the company at any time. Approved investment options can be changed in the Cash Match program at any time by mutual agreement between the Participant and the Company.

**RESOLUTION REGARDING THE OPTIONAL RETIREMENT PLAN  
AND CASH MATCH PLAN  
November 3, 2003**

**WHEREAS**, by resolution dated March 10, 2003, the Board of Visitors authorized Virginia Polytechnic Institute and State University to assume responsibility for its Optional Retirement Plan for faculty members; and

**WHEREAS**, the Virginia Retirement System has authorized Virginia Tech to assume responsibility for its Optional Retirement Plan for faculty members; and

**WHEREAS**, Virginia Tech has retained the firm of Kaufman and Canoles to address recent technical changes in the Internal Revenue Code for all Virginia Polytechnic Institute and State University defined contribution retirement plans; and

**WHEREAS**, to implement the Optional Retirement Plan, Virginia Tech must have an investment policy in place that identifies investment vehicles that meet the criteria for prudent investments for retirement purposes; and

**WHEREAS**, Virginia Tech desires to establish a Defined Contribution Advisory Committee to oversee the responsibilities pertaining to the Optional Retirement and Cash Match Plans.

**NOW, THEREFORE**, be it resolved that the Master Trust Agreement be approved; and

**FURTHER**, be it resolved that the Executive Vice President is authorized to adopt any technical corrections identified by Kaufman and Canoles in all Virginia Polytechnic Institute and State University defined contribution retirement plans; and

**FURTHER**, be it resolved that the Investment Policy be approved, and

**FURTHER**, be it resolved that a Defined Contribution Advisory Committee be established. The President is hereby authorized to appoint members to the committee with representation from administration, teaching faculty and staff.

**RECOMMENDATION:**

That the above resolution be approved.

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**  
**DEFINED CONTRIBUTION PLAN**  
**MASTER TRUST AGREEMENT**

**November 3, 2003**

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VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
DEFINED CONTRIBUTION PLAN MASTER TRUST AGREEMENT

THIS AGREEMENT made this first day of July, 2003, by and between VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (the "Plan Sponsor") and Minnis E. Ridenour (the "Trustee,") which term shall include all additional and successor Trustees who may hereafter be appointed in accordance with the provisions of this Agreement).

W I T N E S S E T H:

WHEREAS, the Plan Sponsor has established the retirement plans (the "Plans") listed in Appendix A to this Agreement; and

WHEREAS, the Plans are qualified plans under section 401(a) of the Internal Revenue Code of 1986, as amended (the "Code") and are governmental plans described in Code section 414(d); and

WHEREAS, the Plan Sponsor desires to provide a single trust fund as a vehicle for funds contributed under the Plans; and

WHEREAS, under the Plans, funds will be contributed to the Trustee by the Plan Sponsor to be held as a trust fund (the "Fund") for the benefit of persons who are Participants (as defined in the Plans), beneficiaries, and alternate payees; and

WHEREAS, the Plan Sponsor has appointed an Administrator as provided in the Plans; and

WHEREAS, the Plan Sponsor desires the Trustee to hold and administer such money and other property as now and hereafter may constitute the Fund, and the Trustee is willing to do so under the terms of this Agreement,

NOW, THEREFORE, in consideration of the promises and the mutual covenants herein contained, it is agreed by and between the Plan Sponsor and the Trustee as follows:

## ARTICLE I

### **ESTABLISHMENT OF THE TRUST**

**Section 1.01 Corpus of Trust.** The Plan Sponsor hereby establishes with the Trustee a trust consisting of such sums of money and property as are from time to time paid to the Trustee under the Plans, and such earnings, profits, increments, additions and appreciation thereto and thereon as may accrue from time to time. All such sums of money and property, all investments made therewith or proceeds thereof, and all earnings, profits, increments, appreciation and additions thereto and thereon, less the payments which shall have been made by the Trustee, as authorized herein to carry out the Plans, are referred to herein as the “Fund.”

**Section 1.02 Collection of Funds.** The Trustee shall not be responsible for the collection of any funds required by the Plans to be paid by the Plan Sponsor to the Trustee.

**Section 1.03 Duties of the Trustee.**

(a) **General.** Subject to Section 2.01, it shall be the duty of the Trustee to invest, to reinvest, to manage, and to administer the Fund for the exclusive benefit of the Participants (as defined in the Plans) and their respective beneficiaries and alternate payees in accordance with the provisions of this Agreement.

(b) **Benefit Payment Duties.** It shall be the duty of the Trustee, on written direction of the Administrator, to make payments out of the Fund to such persons, in such manner, in such amounts, and for such purposes as may be specified in such written direction. The Trustee shall make disbursements from the Fund with respect to a Plan only to or for the benefit of the Participants of such Plan so long as the assets of such Plan are sufficient for the purpose. At no time and in no event may the assets of one Plan be available to pay benefits under another Plan. The Trustee shall be under no liability for any payment made by it pursuant to such written direction by the Administrator if made in accordance with this Section 1.03(b).

(c) **Administrative Duties.** It shall be the duty of the Trustee to account for the assets of the Fund as further set forth in this Agreement, and to apply the assets of the Fund, to the extent necessary to defray the reasonable administrative costs of the Plans and of the Trust established hereunder.

**Section 1.04 General Non-Reversion Provisions.** Except as hereinafter provided in Section 1.05, the Plan Sponsor shall not have any right, title, interest, claim or demand whatsoever in or to the Fund held by the Trustee, other than the right to a proper application thereof and accounting therefor by the Trustee as provided herein, nor shall any assets of the Fund revert to the Plan Sponsor.



**Section 1.05 Refund of Contributions.** Neither the provisions of Section 1.04 hereof nor any other provision of this Agreement or of the Plans shall prohibit any of the following transactions:

(a) **Mistake of Fact Refunds.** The return to the Plan Sponsor of all or any part of one or more contributions made by the Plan Sponsor by reason of a mistake of fact if such return is made within one (1) year after the payment of such contribution; and

(b) **Nonqualified Plan.** All contributions are specifically conditioned upon the initial qualification of a Plan under section Code section 401(a), and if a Plan is found not to so qualify, all contributions under such Plan shall be returned to the Plan Sponsor and/or employees, as appropriate, and such Plan shall be deemed to have never been established.

This Section 1.05 shall not be construed to permit any payment that would deprive the Trust of its exempt status for Federal income tax purposes.

**Section 1.06 Separate Accounting of Plans.** Despite the collective investment hereunder, accounting for the assets and liabilities of each Plan shall be separate. The assets of one Plan shall never be made available to pay benefits under another Plan.

**Section 1.07 Payment of Benefits.** Whenever payments to a Participant or beneficiary are to be made by the Trustee in installments pursuant to the directions of the Administrator, the Trustee may (but need not) withdraw from the Fund the amount to which such Participant or his beneficiary is entitled under the Plan and deposit the same, less such amounts as the Trustee deems necessary for current payments, in a segregated account in the name of the Fund and identified to the interest of the Participant and Plan on whose behalf established, which account shall be in such savings banks or other depository institutions as may be selected by the Trustee with the approval of the Administrator. The installments shall thereafter be withdrawn from such savings banks or institutions by the Trustee in such amounts as the Trustee deems necessary for current payments due to such Participant or his beneficiary. All interest received or accrued on such account shall be added to the principal thereof and included in the payments made to the Participant or his beneficiary.

## ARTICLE II

### **INVESTMENT OF THE FUND**

**Section 2.01 Investment Direction.** The Administrator shall be responsible for the selection of the investments of the Fund, including the selection of any investment vehicles to be offered to the Participants of the Plans. The Trustee shall be bound to observe investment directions communicated to them as to the acquisition, retention and disposition of assets of the Fund from the Administrator or, if the Plan so provides, any other individual or entity who shall have authority to direct the acquisition, retention and disposition of assets of such Plan in the Fund, such as Participants of the Plans. The Trustee shall have no authority or responsibility to select, manage, or control the investment of the assets of the Fund.

**Section 2.02 Powers of Trustee.** Subject to Section 2.01, in addition to the powers customarily vested in Trustee by law, and in no way in derogation thereof, the Trustee shall be authorized and empowered:

(a) To invest and reinvest the principal and income of the Fund and to keep the same invested without distinction between principal and income;

(b) With any cash at any time held by it, to purchase or subscribe for any Authorized Investment (as defined in Section 2.03), and to retain such Authorized Investment in the Fund;

(c) To sell for cash or on credit, convert, redeem, exchange for another Authorized Investment, or otherwise dispose of, any Authorized Investment at any time held by the Fund;

(d) To retain uninvested all or any part of the Fund and to deposit the same in an interest-bearing account in any banking or savings institution;

(e) To exercise any option appurtenant to any Authorized Investment in which the Fund is invested for conversion thereof into another Authorized Investment, or to exercise any rights to subscribe for additional Authorized Investments, and to make all necessary payments therefor;

(f) To join in, consent to, dissent from or oppose the reorganization, recapitalization, consolidation, sale, merger, foreclosure, or readjustment of the finances of any corporations, entities or properties in which the Fund may be invested, or the sale, mortgage, pledge or lease of any such property or the property of any such corporation on such terms and conditions as they may deem wise; to do any act (including the exercise of options, making of agreements or subscriptions, and payment of expenses, assessments, or subscriptions) which may be deemed necessary or advisable in

connection therewith; and to accept any Authorized Investment which may be issued in or as a result of any such proceeding, and thereafter to hold the same;

(g) To vote, in person or by general or limited proxy, at any election of any corporation in which the Fund is invested, and similarly to exercise, personally or by a general or limited power of attorney, any right appurtenant to any Authorized Investment held in the Fund;

(h) To sell, either at public or private sale, option to sell, mortgage, lease for a term of years less than or continuing beyond the possible date of the termination of the Trust created hereunder, partition or exchange any real property which may from time to time constitute a portion of the Fund, for such prices and upon such terms as they may deem best, and to make, execute and deliver to the purchasers thereof good and sufficient deeds of conveyance therefor and all assignments, transfers and other legal instruments, either necessary or convenient for passing the title and ownership thereof to the purchaser, free and discharged of all trusts and without liability on the part of such purchasers to see the proper application of the purchase price;

(i) To repair, alter or improve any buildings which may be on any real estate forming part of the Fund or to erect entirely new structures thereon;

(j) To renew or extend or participate in the renewal or extension of any mortgage, upon such terms as may be deemed advisable, and to agree to a reduction in the rate of interest on any mortgage or to any other modification or change in the terms of any mortgage or of any guarantee pertaining thereto, in any manner and to any extent that may be deemed advisable for the protection of the Fund or the preservation of the value of the investment; to waive any default, whether in the performance of any covenant or condition of any mortgage or in the performance of any guarantee, or to enforce any such default in such manner and to such extent as may be deemed advisable; to exercise and enforce any and all rights of foreclosure, to bid in property on foreclosure, to take a deed in lieu of foreclosure with or without paying a consideration therefor, and in connection wherewith to release the obligation on the bond secured by such mortgage; and to exercise and enforce in any action, suit or proceeding at law or in equity any rights or remedies in respect to any mortgage or guarantee;

(k) To purchase Authorized Investments at a premium or discount;

(l) To employ suitable agents, actuaries, accountants, investment advisors or managers and counsel and to pay their reasonable expenses and compensation;

(m) To purchase, to sell, to exercise, to allow to expire without exercise, and to honor the exercise of options to purchase or sell stock or other assets;

(n) To purchase or sell commodities or interests therein and futures, including index futures;

(o) To borrow, raise or lend moneys, for the purpose of the Trust, in such amounts and upon such terms and conditions as the Trustee, in their absolute discretion, may deem advisable, and for any such moneys so borrowed to issue their promissory note as Trustee and to secure the repayment thereof by pledging or mortgaging all or any part of the Fund. No person lending money to the Trustee shall be bound to see to the application of the money lent or to inquire into the validity, expediency or propriety of any such borrowing;

(p) To cause any investment in the Fund to be registered in, or transferred into, their name as Trustee or the name of their nominee or nominees or to retain such investments unregistered or in form permitting transfer by delivery, but the books and records of the Trustee shall at all times show that all such investments are part of the Fund, and the Trustee shall be fully responsible for any misappropriation or defalcation in respect of any investment held by its nominee or held in unregistered form;

(q) To do all acts which they may deem necessary or proper and to exercise any and all powers of the Trustee under this Agreement upon such terms and conditions which they may deem are for the best interests of the Fund;

(r) To apply for, purchase, hold, transfer, pay premiums on, surrender, and exercise all incidents of ownership of any life insurance, retirement income or annuity contract (including group annuities, deposit administration, immediate participation guaranteed and similar contracts) which they are properly directed to purchase, provided, however, that if the Trustee shall borrow against the cash surrender values of any individual insurance, retirement income or annuity contracts for the general purposes of the Fund, they shall borrow and repay the amounts so borrowed on a pro rata basis so as to preclude discrimination; and

(s) To invest all or any portion of the Fund in any short term investment fund or in any collective or commingled investment fund which is operated exclusively for the purpose of investing assets of plans qualified under section 401(a) of the Code, provided, however, that at any time when any portion of the Fund is so invested, the terms and provisions of the trust agreement or other governing instrument(s) under which such investment fund is created and operated shall be deemed incorporated herein by reference.

**Section 2.03 Authorized Investments.** “Authorized Investment” as used in this Article shall mean bonds, debentures, notes, or other evidences of indebtedness; stocks (regardless of class), or other evidences of ownership, in any corporation, partnership, mutual investment fund, investment company, association, joint venture or business trust; life insurance, retirement income or annuity contracts; investment contracts issued by legal reserve insurance

companies; real and personal property of all kinds, including leaseholds on improved and unimproved real property; and the types of investment assets to which reference is made in the preceding section. "Authorized Investments" shall include, but shall not be limited to, that class of investments that are defined as legal investments for trust funds under the laws of any jurisdiction.

**Section 2.04 Segregated Accounts.**

(a) If individual contracts of life insurance or annuities are purchased on the life of any person, such contracts shall be considered segregated accounts under the Fund, shall provide that the Trustee is the sole owner and beneficiary thereof, and all dividends paid with respect to such contracts for any period during which the premiums are paid by the Fund shall be credited to the account of the Participant on whose life such contract was issued, unless the contract is a general asset of the Fund held for the benefit of the Fund and not for the benefit of the separate account of the person on whose life issued.

(b) The provisions of Subsection (a) of this Section shall not be construed as giving to any Participant the right to direct the purchase or maintenance of life insurance contracts except as the Trustee grants such option as a privilege, nor shall the Trustee grant such option except within such limitations as may be applicable to the purchase of life insurance by qualified plans.

(c) Each segregated account shall be considered separate and apart from the remainder of the Fund for the purpose of allocating earnings, accretions, losses and expenses uniquely identifiable to such account or the assets held therein.

## ARTICLE III

### **ACCOUNTS TO BE KEPT AND RENDERED BY THE TRUSTEE**

**Section 3.01 Books and Records.** The Trustee shall keep accurate and detailed accounts of all investments, receipts and disbursements and other transactions hereunder, including such specific records as shall be required by law and such additional records as may be agreed upon between the Administrator and the Trustee. All accounts, books and records relating thereto shall be open to inspection and audit, with respect to each Plan, by any person or persons designated by the Administrator or the Plan Sponsor at all reasonable times.

**Section 3.02 Accountings.** Within 120 days following the close of each year of the Plans or the receipt of the Plan Sponsor's contribution (or notice that there shall be no such contribution) for such year, or whenever requested by the Plan Sponsor, whichever is the later, the Trustee shall file with the Administrator of each Plan a written account, setting forth all investments, receipts and disbursements, and other transactions affected by it during the plan year of each such Plan, and showing all cash, securities and other property held at the end of such year. The Trustee shall include in such report a valuation of the Fund in accordance with Section 3.04. Neither the Plan Sponsor nor the Administrator nor any other person shall have the right to demand or to be entitled to any further or different accounting by the Trustee, except as may be required by statute or by regulations published by Federal government agencies with respect to reporting and disclosure.

**Section 3.03 Trustee's Liability.** Except with respect to alleged breaches of fiduciary responsibility under Virginia law, upon the expiration of ninety (90) days from the date of filing such annual or other account, the Trustee shall be forever released and discharged from any liability or accountability to anyone with respect to the propriety of his or her acts or transactions shown in such account, except with respect to any acts or transactions which the Administrator shall within such ninety-day period file with the Trustee a written statement claiming negligence, willful misconduct, lack of good faith, breach of fiduciary responsibility or other violation of applicable law on the part of the Trustee. In the event such a statement is filed, the Trustee shall, unless the matter is compromised by agreement between the Administrator and the Trustee, file their accountings covering the period from the date of the most recent annual accountings to which no objection was made in any court of competent jurisdiction for audit or adjudication. With respect to alleged breaches of Virginia law, the Trustee shall be entitled to rely upon the statutes of limitations set forth therein.

**Section 3.04 Participant Records.** The Trustee shall determine the fair market value of the Fund as of the last day of each Plan Year, and at such other dates as may be necessary under each Plan, in accordance with the method of valuation described in each such Plan. The Administrator shall maintain one or more separate accounts on its books for each Participant in each Plan and shall allocate to such Participants' accounts the Plan Sponsor's contributions to the Fund on behalf of the Participant, the contributions made by each Participant

(if any), rollover contributions and direct trustee-to-trustee transfers made by or on behalf of each Participant (if any), and the net income and losses of the Fund and any reallocable forfeitures as provided under the Plans. The Trustee, by agreement with the Administrator, may undertake the responsibility for maintaining individual Participant accounts in a Plan, and, if so, the Trustee shall determine the value of each such individual account in each such Plan as of the last day of each Plan Year and at such other dates as may be necessary under the Plan.



## ARTICLE IV

### THE TRUSTEE

**Section 4.01 Conditions of Acceptance of Trusteeship.** The Trustee accepts the Trust hereby created and agrees to perform the duties hereby required of them, subject, however, to the following conditions:

(a) The Trustee shall incur no liability to anyone for any action taken pursuant to a direction, request or approval given by the Administrator, or by any other party to whom authority to give such directions, requests or approvals is delegated under the powers conferred upon the Administrator, or such other party under the Plans or this Agreement.

(b) The Trustee shall receive as compensation for their services such amounts as may be agreed upon at the time of execution of this Agreement, subject to change at any time and from time to time by agreement between the Administrator and the Trustee. The Trustee's compensation shall be paid by the Plans and shall be a proper charge against the Fund, except to the extent that the Plan Sponsor elects to pay such amount or any part thereof. All other proper expenses of the Fund (unless payable out of the Trustee's compensation), including, without limitation, all real and personal property taxes, income taxes, transfer taxes, and other taxes of any and all kinds whatsoever that may be levied or assessed under existing or future laws of any jurisdiction upon or in respect of the Trust hereby created, or any money, property or securities forming a part thereof, shall be paid out of the assets of the Plan in the Fund to which the expenses are attributable. Notwithstanding the foregoing, no person who is either an employee of the Plan Sponsor or a Participant in a Plan shall receive any compensation for his or her services as a Trustee.

(c) The Trustee shall not be answerable for any action taken pursuant to any direction, consent, request, or other paper or document on the belief that the same is genuine and signed by the proper person if such direction, consent, request or other paper or document relates to a matter with respect to which the purported initiator or signatory has authority under a Plan or this Agreement.

(d) The Trustee shall incur no liability for any action taken or not taken in good faith reliance on advice of counsel, who may be counsel for the Plan Sponsor, or taken or not taken in good faith reliance on a determination as to a matter of fact which has been represented or certified by a person reasonably believed to have knowledge of the fact so represented or certified, or taken or not taken in good faith reliance on a recommendation or opinion expressed by a person reasonably believed to be qualified or

expert as to any matter where it is reasonable or customary to seek or rely on such recommendations or opinions.

Nor shall any Trustee be liable for the wrongful or negligent conduct of any other Trustee or any person having fiduciary responsibilities with respect to the Plan unless the Trustee (i) knowingly participates in or undertakes to conceal an act or omission of such other person knowing the act or omission is a breach of fiduciary duty, (ii) by failing to exercise the care, skill, prudence and diligence under the circumstances prevailing from time to time that a prudent man acting in a like capacity and familiar with such matters would exercise, has enabled the other fiduciary to commit a breach, or (iii) has knowledge of a breach by the other fiduciary and does not make reasonable efforts under the circumstances to remedy it. In no event shall the Plan Sponsor or the Administrator, or their officers, agents, or employees, be liable for any wrongful or negligent conduct except as otherwise provided under Virginia law.

(e) Nothing in this Agreement shall preclude the purchase by or for the Trustee of one or more policies of insurance to protect the Trustee from liability for breach of fiduciary or co-fiduciary duty; provided, however, that if such insurance shall be purchased by the Fund utilizing the assets thereof to pay any premiums, such insurance must permit recourse by the insurer against the Trustee in the case of a breach by the Trustee of their fiduciary duties.

**Section 4.02 Changes in Administrators.** Upon the appointment of the Administrator, and upon any change or dismissal of the Administrator, the Plan Sponsor shall advise the Trustee in writing of such appointment, change or dismissal, and the Trustee shall be fully protected in assuming that there has been no change until so advised by the Plan Sponsor.

**Section 4.03 Resignation or Removal of Trustee.** The Trustee acting hereunder (or any such Trustee if there be more than one) may resign at any time by giving sixty (60) days' written notice to the Plan Sponsor unless the Plan Sponsor agrees to allow the effective date of the resignation to be on a date less than sixty (60) days from the date on which the resignation was received. The Plan Sponsor may remove a Trustee at any time, with or without cause. Upon the death, resignation or other removal of any Trustee, a successor Trustee may be appointed by the Plan Sponsor, and such successor Trustee, upon qualifying as such by delivering to the Plan Sponsor a written acceptance of such appointment, shall, without further act, become vested with all the rights, powers, discretion and duties of the predecessor Trustee, with the same effect as though such successor Trustee had been originally named as a Trustee herein.

## ARTICLE V

### **DELEGATION OF DUTIES AND RESPONSIBILITIES**

**Section 5.01 Participant Investment Direction.** To the extent that any Participant, beneficiary or alternate payee exercises control over the assets held for his or her benefit in the Fund, the Trustee shall not be liable for any loss or by reason of any breach which results, directly or indirectly, from any action taken by such Participant, beneficiary or alternate payee, or by the failure of any such person to take any action.

**Section 5.02 Allocation of Authority of Trustee.** The Trustee may enter into a written agreement among themselves, subject to the approval of the Administrator, to allocate specific responsibilities, obligations and duties among themselves, in which event those persons or entities constituting Trustee to whom a specific responsibility, obligation or duty has not been delegated shall be free from liability for breach of the same by a co-fiduciary to the fullest extent permitted by law.

## ARTICLE VI

### **AMENDMENTS TO TRUST AGREEMENT**

**Section 6.01 Amendments.** The provisions of this Agreement may be amended at any time and from time to time by the Plan Sponsor provided that:

(a) No such amendment shall be effective unless the Plans and this Agreement, as so amended, shall be for the exclusive benefit of the employees of the Plan Sponsor, and their respective beneficiaries and alternate payees;

(b) No such amendment shall operate to deprive a Participant of any rights or benefits irrevocably vested in him under a Plan or this Agreement prior to such amendment, unless such amendment is specifically required by law or authorized by the Secretary of the Treasury or his delegate; and

(c) Each such amendment shall be adopted by action of the Plan Sponsor and shall be effective as of the date specified therein; provided, however, that if the amendment affects the Trustee, such amendment must be consented to or ratified by the Trustee.

**Section 6.02 Discontinuance of a Plan.** In the event of the termination of a Plan, the Trustee shall continue to hold the Fund in trust to be applied and distributed in accordance with the terms of the terminated Plan. The provisions of such Plan relating to the administration thereof and to the provision of benefits thereunder shall be deemed for this purpose to have survived the termination of the Plan. This Agreement shall cease and terminate upon completion of distribution of all assets of all Plans held hereunder.

## ARTICLE VII

### **MISCELLANEOUS PROVISIONS**

**Section 7.01 Reliance on Instruments.** Any person dealing with the Trustee may rely upon a copy of this Agreement and any amendments thereto, certified to be a true and correct copy by the Trustee.

**Section 7.02 Exclusive Benefit.** Other than as provided in Section 1.05 of this Agreement, in no circumstance, whether upon amendment or termination of this Agreement or otherwise, shall any part of the Fund be used for or diverted to any purpose other than the exclusive benefit of the employees and former employees of the Plan Sponsor who are Participants under the Plans, and their respective beneficiaries and alternate payees prior to the discharge of all liabilities of the Plans, fixed and contingent.

**Section 7.03 Protection of Plan Assets.** Except as otherwise required by law in the case of any qualified domestic relations order within the meaning of Code section 414(p) or any federal tax levy made pursuant to Code section 6331, or except as otherwise provided in the Plans with respect to any loan from the Fund to a Participant in accordance with the provisions of the Plans, the benefits or proceeds of any allocated or unallocated portion of the assets of the Fund and any interest of any Participant or beneficiary arising out of or created by the Plans either before or after the Participant's retirement shall not be subject to execution, attachment, garnishment or other legal or judicial process whatsoever by any person, whether creditor or otherwise, claiming against such Participant or beneficiary. Except as otherwise provided in the Plans with respect to any loan from the Fund to a Participant in accordance with the provisions of a Plan, no Participant or beneficiary shall have the right to alienate, encumber or assign any of the payments or proceeds or any other interest arising out of or created by the Plans and any action purporting to do so shall be void. The provisions of this Section shall apply to all Participants and beneficiaries, regardless of their citizenship or place of residence.

**Section 7.04 This Agreement as Part of the Plans.** This Agreement shall be deemed a part of each Plan, and shall be considered as incorporated therein. Any term defined in the Plans shall have the same meaning in this Agreement unless a different meaning is clearly required by context. The term "Plans" whenever used in this Agreement, shall mean all of the Plans as they exist on the date of adoption of this Agreement, and as they may be from time to time amended. The Plan Sponsor will cause a copy of the Plans and of each amendment thereto to be delivered to the Trustee.

**Section 7.05 Ratification of Trustee's Acts.** The Plan Sponsor shall have the right to acknowledge the acts of the Trustee and to ratify or object to the same, and to approve or decline to approve any action taken by the Trustee.

**Section 7.06 Counterpart Documents.** This Agreement and any amendment hereto may be executed in multiple counterparts. Each such counterpart document shall be deemed an original, and the production of any one such counterpart shall be considered the production of all and shall be sufficient for all legal purposes.

**Section 7.07 Controlling Law.** This Agreement shall be construed, enforced and regulated under the laws of the Commonwealth of Virginia, except to the extent Federal law supersedes such laws.

**Section 7.08 Name of the Trust.** The Trust established hereunder shall be known as the VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY DEFINED CONTRIBUTION PLAN MASTER TRUST.

IN WITNESS WHEREOF, the Plan Sponsor and the Trustee have caused this Agreement to be executed as of the day and date first set forth above.

**VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY**

By: Minnis E. Ridenour

Title: Executive Vice President and Chief

Operating Officer

**TRUSTEE**

\_\_\_\_\_  
[NAME]

## **APPENDIX A**

### **Defined Contribution Retirement Plan for Faculty of Virginia Polytechnic Institute and State University**

Plan No. 001; IRS Determination Letter dated February 20, 2002

### **Commonwealth of Virginia Matching Contribution Retirement Plan for Employees of Virginia Polytechnic Institute and State University**

Plan No. 002; IRS Determination Letter dated March 20, 2001

### **Select Defined Contribution Plan for Faculty of Virginia Polytechnic Institute and State University**

Plan No. 003; IRS Determination Letter dated September 20, 2002

### **Supplemental Defined Contribution Plan for Employees of Virginia Polytechnic Institute and State University**

Plan No. 004; IRS Determination Letter dated October 30, 2002

#50028076



**VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY**

**OPTIONAL RETIREMENT AND  
CASH MATCH PLANS**

**INVESTMENT POLICY STATEMENT**

**November 3, 2003**

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## **EXECUTIVE SUMMARY**

### **Key Information**

- Name of Plan: Virginia Polytechnic Institute and State University Optional Retirement and Cash Match Plans
- Plan Fiduciary: Virginia Polytechnic Institute and State University
- Trustee: Executive Vice President
- Contact: Senior Human Resources Manager
- Administrator: Executive Vice President
- Defined Contribution Advisory Committee: The Treasurer, the VP for Budget and Financial Management, the Assistant VP for Personnel Services, the Senior Human Resources Manager, the Director of Investments and Debt Management, Associate General Counsel, a member of the faculty or staff appointed by the Plan Administrator, and the representatives of the Faculty and Staff Senate.
- Contracting Officer: VP for Budget and Financial Management

### **Plan Provisions**

- Plan Year: Twelve month period commencing January 1
- Enrollment Dates: Within 60 days of becoming eligible, employee must designate the retirement program in which he/she would like to participate or default to the Defined Benefit Virginia Retirement System ("VRS"). Open enrollment is a 30-day period designated by the Administrator prior to the beginning of the Plan Year, which takes place no earlier than ninety-days prior to the beginning of the Plan Year.
- Employee Eligibility: An Employee can enroll in the Optional Retirement Plan who is a member of the General Faculty of the University, as defined by the Faculty Handbook and has full time salaried appointment that is not a temporary one. Any full or part time university salaried faculty or staff can participate in the 401(a) Cash Match program.

- Transfers: The Plan shall accept no transfers of any kind on behalf of a participant other than accrued benefits from the Virginia Retirement System.
- University Contribution: A contribution of base salary as determined by the General Assembly and approved by the Board of Visitors, currently at 10.4%, for the 401(a) Optional Retirement Plan with contributions to that plan being according to Section 415(c)(1)(a) of the IRS Code. Employer contributions to the 401(a) Cash Match will be in accordance Commonwealth of Virginia policies and procedures pertaining to the Cash Match for state employees. Contributions in aggregate will be made according to IRS limits.
- Investment Options: The Participant shall allocate the University's contributions among those investment options offered by the Plan. Participants can only change Optional Retirement Plan providers during the open enrollment period; however, designated funds within companies can be changed by mutual agreement between the Participant and the company at any time. Approved investment options can be changed in the Cash Match program at any time by mutual agreement between the Participant and the Company.

## PURPOSE OF THE INVESTMENT POLICY STATEMENT

These guidelines and objectives have been developed for use in managing the assets of the Virginia Polytechnic Institute and State University **Optional Retirement Plan** and **Cash Match Plan** (collectively the “Plans”). Although the University is not required to follow ERISA standards, the Board of Visitors of Virginia Polytechnic Institute and State University (the “BOV”) are utilizing ERISA section 404(c) as a guideline.

The purpose of this Investment Policy Statement (IPS) is as follows:

- to outline for the Defined Contribution Advisory Committee (“Advisory Committee” or “DCAC”) the overall structure of the Plans’ investment program, the duties and responsibility of the Advisory Committee and the general policies and procedures under which the Advisory Committee operates;
- to establish guidelines and procedures to be followed by the Advisory Committee or its staff in performing their duties in connection with selection of investment funds to be offered as investment options under the Plans; and
- to outline for the Advisory Committee criteria and procedures the Advisory Committee will utilize in evaluating the performance of the investment funds in which the Plans invest to ensure the investment policies are consistent with the goals of the Plans.

The Plans’ investment choices are designed:

- to provide an opportunity for participants to exercise control over assets in their individual account on a timely basis; and
- to provide participants an opportunity to choose from a broad range of diversified and distinct investment alternatives sufficient for participants to create portfolios with varied aggregate risk and return characteristics.

In general, it is understood that the Investment Policy Statement is intended to incorporate sufficient flexibility so as to accommodate current and future economic and market conditions and changes in applicable accounting, regulatory, and statutory requirements. The Board of Visitors will review this IPS periodically to determine if modifications are necessary or desirable.

The Advisory Committee’s primary objective is to select investment options that meet the needs of a diversified employee group and to select these options on the basis of risk and return characteristics. To accomplish this investment goal, annuity products and publicly traded mutual funds will comprise the principle investment options made available under the Plans.

# **INVESTMENT POLICY**

## **Investment Objective**

The investment objective of the Plans is to provide participants an opportunity to attain a range of possible returns within reasonable and prudent levels of risk by offering participants a broad range of investment alternatives.

ERISA standards require having at least three investment alternatives which have materially different risk and return characteristics so that, taken together, they enable a participant to arrange a portfolio with aggregate risk and return characteristics that are in a range that is appropriate for each participant. While the Plans are not subject to ERISA, this does suggest guidelines for achieving the objective of offering an appropriate range of investment alternatives for the Plans.

## **Time Horizon**

The investment guidelines for fund selection and monitoring are based upon an investment horizon of between three and five years. Interim fluctuations in investment performance should be viewed in light of this perspective. Depending on the investment vehicle, other time frames may also be evaluated, including rolling three- and five-year time periods.

Participants with shorter-term liquidity needs will have the ability to select a short-term investment fund with a primary objective of providing a non-fluctuating principal value.

## **Risk Tolerances**

Plan participants must recognize the difficulty of achieving their investment objectives in light of the uncertainties and complexities of the investment markets. It is understood that participants will seek to assume various individual levels of risk in order to achieve their various investment objectives.

In summary, several factors suggest collectively that the participants will need to tolerate some interim fluctuations in market value and rates of return in order to achieve their investment objectives. The Advisory Committee will evaluate each investment fund's risk and return characteristics in order to effectively discharge its responsibilities under the Plan in the best interests of participants and their beneficiaries.

## **INVESTMENT OPTION SELECTION GUIDELINES**

The investment guidelines set for each asset class will be reviewed and interpreted by the Advisory Committee on an annual basis. Adjustments to the guidelines will be made when necessary to ensure participants have adequate and distinct investment options available to them.

In addition to the guidelines established for each asset class, the following should be met for all investment options selected to be included under each Plan:

- A clearly articulated investment strategy that is consistent with the IPS asset class guidelines.
- Fund information on such items as the history of the firm, key personnel, and current fee schedule or current expense ratios.
- A cost structure that is reasonable and competitive.
- Performance and risk consistent with the asset class and competitive with peer group funds.

## ASSET CLASSES

Based on participants' varying time horizons and risk tolerances, the following asset classes may be made available for Plan participants. Participants may diversify between these asset classes in order to achieve their own optimum level of risk and return.

- Stable Value
- Fixed Income
  - Short-term
  - Core
  - Global
- Balanced
- Equity
  - Large Cap
  - Small Cap
  - Multi Cap
  - International
  - Emerging Markets
- Specialty
  - Real Estate (REITs)



## **STABLE VALUE FUNDS**

### **Objective**

Stable Value Funds, including but not limited to money market funds and guaranteed investment contract funds (GICs), provide stability of principal and current income that is consistent with prevailing shorter-term interest rates. These Funds may provide contractually specified interest rates and a guarantee of return of principal backed by the claims paying ability of the contract issuer.

### **Performance Benchmark**

The 90-day Treasury Bill Index

### **Typical Investor Profile**

- Investors who seek to preserve principal and produce income.
- Investors who are currently evaluating other investment options before determining their appropriate asset allocation.
- Investors moving to more conservative investments in anticipation of retirement.

### **Investment Strategy**

Stable Value Funds invest in a variety of options that may include stocks, bonds, real estate investments, mortgage loans, and direct business loans.

### **Investment Selection Guidelines**

- Above average claims paying ability as rated by Standard & Poor's or Moody's.
- Income that is consistent with current money-market interest rates and competitive with other stable value type funds.

## **FIXED INCOME FUNDS - SHORT-TERM**

### **Objective**

Short-Term Fixed Income Funds should provide a competitive level of current income and preservation of principal consistent with Funds having an average duration between one and two years.

### **Performance Benchmarks**

The Merrill Lynch 1-3 Year Treasury Index.

### **Typical Investor Profile**

- Short-term investors seeking liquidity, price stability, and rates of return over a market cycle that compare favorably to 1-3 Year U.S. Treasury Securities.
- Investors whose asset allocation plans include a stable, highly liquid investment.
- Investors who are currently evaluating other investment options before determining their appropriate asset allocation.
- Investors moving to more conservative investments in anticipation of retirement.

### **Investment Strategy**

The Short-Term Bond Fund generally should be comprised of investment grade quality short-term securities, originated from a diverse and high quality list of issuers. The securities that constitute the underlying assets of contracts should also follow proper consideration of investment grade quality and diversification.

### **Investment Selection Guidelines**

- Diversification by sector and industry other than U.S. Government securities is expected.
- Fund net assets of at least \$100 million.
- At least three years of actual or related investment history.
- Average credit quality of A or better by Standard & Poor's or Moody's.
- Average duration should not deviate from the benchmark's average by more than 1 year.
- Returns that approximate or exceed the benchmark for rolling three-year periods.
- Risk consistent with the asset class and competitive with peer group funds.

## **FIXED INCOME FUNDS – CORE**

### **Objective**

Core Fixed Income Funds should provide a level of total return that reflects current income and price fluctuation consistent with bond funds having an average duration of between three and six years.

### **Performance Benchmarks**

The Lehman Intermediate Aggregate Bond Index  
The Lehman Intermediate Government/Credit Bond Index  
The Lehman Aggregate Bond Index  
The Lehman Government/Credit Bond Index

### **Typical Investor Profile**

- Investors whose asset allocation plans call for income-producing investments.
- Investors seeking a fixed-income base to help cushion stock market declines but are also willing to accept fluctuations in share value.
- Investors moving to more conservative investment in anticipation of retirement.
- Retired investors seeking investment returns derived mostly from current income.

### **Investment Strategy**

Core Fixed Income Funds generally should invest in domestic investment grade fixed-income securities, including, but not limited to, government obligations, corporate debt securities, mortgage backed securities, guaranteed insurance contracts, bankers acceptance, cash and cash equivalents. The approach may be active management or a passive index approach.

### **Investment Selection Guidelines**

- Diversification by sector and industry other than U.S. Government securities is expected.
- Fund net assets of at least \$100 million.
- At least three years of actual or related investment history.
- Average credit quality of A or better by Standard & Poor's or Moody's.
- Average duration should not deviate from the benchmark's average by more than 2 years.
- Top 50th percentile performance within investment objective for rolling three-year periods.
- Returns that approximate or exceed the benchmark for rolling three- year periods.
- Risk consistent with the asset class and competitive with peer group funds.

## **FIXED INCOME FUNDS - GLOBAL**

### **Objective**

Global Fixed Income Funds should provide a level of total return that reflects current income and price fluctuation consistent with bond funds investing in global debt securities having an average duration of between three and six years.

### **Performance Benchmark**

Salomon Brothers World Bond Index

### **Typical Investor Profile**

- Investors whose asset allocation plans call for global income-producing investments.
- Investors seeking a fixed-income base to help cushion stock market declines but are also willing to accept fluctuations in share value.
- Retired investors seeking investment returns derived mostly from current income.

### **Investment Strategy**

Global Fixed Income Funds generally should invest in domestic and foreign fixed-income securities, including, but not limited to, government obligations, corporate debt securities, mortgage-backed securities, guaranteed insurance contracts, bankers acceptance, cash and cash equivalents. The approach may be active management or a passive index approach.

### **Investment Selection Guidelines**

- Diversification by sector, industry, and country is expected.
- Fund net assets of at least \$100 million.
- At least three years of actual or related investment history.
- Average credit quality of A or better by Standard & Poor's or Moody's.
- Average duration should not deviate from the benchmark's average by more than 2 years.
- Top 50th percentile performance within investment objective for rolling three-year periods.
- Returns that approximate or exceed the benchmark for rolling three-year periods.
- Risk consistent with the asset class and competitive with peer group funds.

## **BALANCED FUNDS**

### **Objective**

Balanced Funds should provide total returns and risk consistent with investments in a balanced portfolio of fixed income and common stock investments.

### **Performance Benchmark**

A blended index of stocks and bonds consistent with the objectives of the Fund.

### **Typical Investor Profile**

- Investors who want to achieve diversification across asset classes by investing in one fund.
- Investors willing to allow the management of the fund to periodically determine and change, if needed, the allocation percentages of the Fund's assets based on their beliefs about the prospects of future markets.

### **Investment Strategy**

The Balanced Fund generally allocates assets among the three primary asset classes (stocks, bonds and cash) based on guidelines which are regularly reviewed and may be gradually adjusted to provide the most favorable total return and risk based upon current and anticipated market conditions, as determined by fund management.

### **Investment Selection Guidelines**

- Diversification by sector and industry is expected.
- Fund net assets of a least \$100 million.
- At least three years of actual or related investment history.
- At least 20% of fund assets invested in fixed income securities.
- Maximum international exposure of 25%.
- Top 50th percentile performance within investment objective for rolling three-year periods.
- Returns that approximate or exceed the benchmark for rolling three--year periods.
- Risk consistent with the asset class and competitive with peer group funds.

## **LARGE CAP EQUITY FUNDS**

### **Objective**

Large Cap Equity Funds should provide investment results that are consistent with the total return and risk of investments in domestic medium to large capitalization stocks.

### **Performance Benchmark**

S&P 500

### **Typical Investor Profile**

- Investors willing to tolerate fluctuations, including above-average fluctuations, in share value to achieve long-term results.
- Investors who seek the growth potential that U.S. equity investments offer.
- Investors whose asset allocation plan calls for a U.S. equity investment.

### **Investment Strategy**

Large Cap Equity Funds generally should invest in equity securities of U.S. based companies with medium to large market capitalization, including companies that are believed to be undervalued or possessing lower than average price/earnings ratios and price/book ratios based upon their potential for appreciation, and companies with above average or accelerating earnings growth patterns. The Fund style may be value or growth biased, and may be an active management or a passive index approach.

### **Investment Selection Guidelines**

- Diversification by sector and industry is expected.
- Fund net assets of at least \$100 million.
- At least three years of investment history.
- Average market capitalization of at least \$2 billion.
- Less than 25% of the portfolio invested in International Equities.
- Top 50th percentile performance within investment objective for rolling three-year periods.
- Returns that approximate or exceed the benchmark for rolling three-year periods.
- Risk consistent with the asset class and competitive with peer group funds.

## **SMALL CAP EQUITY FUNDS**

### **Objective**

Small Cap Equity Funds should provide investment results that are consistent with the total return and risk of investments in domestic small capitalization stocks.

### **Performance Benchmark**

Russell 2000 Index

### **Typical Investor Profile**

- Investors willing to tolerate above-average fluctuations in share value to achieve long-term results.
- Investors seeking the capital appreciation potential offered by small market capitalization U.S. equity investments.
- Investors seeking returns that approximate or exceed those of the small cap segment of the U.S. stock market.
- Investors whose asset allocation plan calls for a U.S. small cap equity investment.

### **Investment Strategy**

The Small Cap Equity Fund generally should invest in equity securities of U.S. based companies with small market capitalization, companies that are believed to be undervalued or possessing lower than average price/earnings ratios and price/book ratios based upon their potential for appreciation, and companies with above average or accelerating earnings growth patterns. The Fund may be value or growth biased, and may be an active management or a passive index approach.

### **Investment Selection Guidelines**

- Diversification by sector and industry is expected.
- Fund net assets of at least \$100 million.
- At least three years of investment history.
- An average market capitalization of less than \$2 billion.
- Less than 25% of the portfolio invested in International Equities.
- Top 50th percentile performance within investment objective for rolling three-year periods.
- Returns that approximate or exceed the benchmark for rolling three-year periods.
- Risk consistent with the asset class and competitive with peer group funds.

## **MULTI CAP EQUITY FUNDS**

### **Objective**

Multi Cap Equity Funds should provide investment results that are consistent with the total return and risk of investments in domestic stocks with capitalization that ranges from small to large.

### **Performance Benchmark**

Wilshire 5000 Index

Russell 3000 Index

### **Typical Investor Profile**

- Investors willing to tolerate above-average fluctuations in share value to achieve long-term results.
- Investors seeking the capital appreciation potential offered by small to large market capitalization U.S. equity investments.
- Investors seeking returns that approximate or exceed those of the broad U.S. stock market.
- Investors whose asset allocation plan calls for broad exposure to U.S. equity investments.

### **Investment Strategy**

The Multi Cap Equity Fund generally should invest in equity securities of U.S. based companies with market capitalization that ranges from small to large, companies that are believed to be undervalued or possessing lower than average price/earnings ratios and price/book ratios based upon their potential for appreciation, and companies with above average or accelerating earnings growth patterns. The Fund may be value or growth biased, and may be an active management or a passive index approach.

### **Investment Selection Guidelines**

- Diversification by sector and industry is expected.
- Fund net assets of at least \$100 million.
- At least three years of investment history.
- Broad market capitalization distribution across the small, mid, and large cap ranges.
- An average market capitalization greater than \$2 billion.
- Less than 25% of the portfolio invested in International Equities.
- Top 50th percentile performance within investment objective for rolling three-year periods.
- Returns that approximate or exceed the benchmark for rolling three-year periods.
- Risk consistent with the asset class and competitive with peer group funds.



## **INTERNATIONAL EQUITY FUNDS**

### **Objective**

International Equity Funds should provide investment results that are consistent with the total return and risk of investments in stocks of non-U.S. companies traded on foreign exchanges.

### **Performance Benchmark**

MSCI World EX-US

### **Typical Investor Profile**

- Investors willing to accept above-average fluctuations in share value in order to achieve long-term results.
- Investors whose asset allocation plan calls for international equity investments.
- Investors seeking the diversification and return potential that foreign equity investments offer.

### **Investment Strategy**

The International Fund generally should invest in equity securities of non-U.S. companies traded in the more developed markets of the world. The portfolio should be managed such that the risk and returns available on this fund over time would be consistent with those available from the MSCI World Ex-U.S. Index. The Fund style may be value or growth biased, and may be an active management or passive index approach.

### **Investments Selection Guidelines**

- Diversification across sectors, industries, and countries is expected.
- Fund net assets of at least \$100 million.
- At least three years of investment history.
- Less than 25% of the portfolio invested in emerging market countries.
- An average market capitalization of at least \$2 billion.
- Top 50th percentile performance within investment objective for three years.
- Returns that approximate or exceed the benchmark for rolling three-year periods.
- Risk consistent with the asset class and competitive with peer group funds.

## **EMERGING MARKET EQUITY FUNDS**

### **Objective**

Emerging Market Equity Funds should provide investment results that are consistent with the total return and risk of investments in stocks of non-U.S. companies traded on foreign exchanges in markets which are less developed but are experiencing an increasing rate of economic expansion.

### **Performance Benchmark**

MSCI Emerging Markets Index

### **Typical Investor Profile**

- Investors seeking to take advantage of the return potential in developing countries but who have an understanding of and tolerance for other risk factors including currency fluctuations, and more volatile economic and political environments in these emerging markets.
- Investors seeking portfolio diversification offered by foreign investments which have historically exhibited lower correlation with the U.S. market.
- Investors willing to accept above-average fluctuations in share value in order to achieve attractive long-term results.
- Investors whose asset allocation plan calls for international equity investments.

### **Investment Strategy**

The Emerging Markets Fund generally should invest in equity securities of the world's emerging economies such as Argentina, Brazil, Mexico and Turkey. The portfolio should be managed such that the risk and returns available on this fund over time are consistent with those available from the MSCI Emerging Markets Index.

### **Investment Selection Guidelines**

- Diversification across sectors, industries and countries is expected.
- Fund net assets of at least \$100 million.
- At least three years of investment history.
- Limited exposure to the more developed market countries.
- Top 50th percentile performance within investment objective for three years.
- Returns that approximate or exceed the benchmark for rolling three-year periods.
- Risk consistent with the asset class and competitive peer group funds.

## **SPECIALTY FUNDS: REITs**

### **Objective**

REIT Funds should provide investment results that are consistent with the total return and risk of investments in higher yielding Real Estate Investment Trusts (REITs).

### **Performance Benchmark**

NAREIT Equity Index

### **Typical Investor Profile**

- Investors seeking portfolio diversification offered by REIT funds whose pattern of returns have historically differed from the bond and stock markets.
- Investors who seek higher yields than are available on typical equity investments.
- Investors who seek some hedge against inflation through exposure in real estate related investments.
- Investors who have an understanding of and appreciation for the risk factors inherent in real estate related investments such as interest rate sensitivity and responsiveness to economic growth and the rate of inflation.

### **Investment Strategy**

REIT Funds should generally invest in REITs (real estate investment trusts) investing in professionally managed companies that specialize in the development and management of real-estate properties. Some examples of the different types of REITs are apartment, factory outlet, health care, hotel and others.

### **Investment Selection Guidelines**

- Diversification across sectors, property types, and geographic regions is expected.
- Fund net assets of at least \$50 million.
- At least three years of investment history.
- Top 50th percentile performance within investment objective for three years.
- Returns that approximate or exceed the benchmark for rolling three-year periods.
- Risk consistent with the asset class and competitive with peer group funds.

## **USE OF CONSULTANTS AND OTHER SERVICE PROVIDERS**

The Advisory Committee may retain a Financial Consultant, whose functions will include:

- Rendering overall advice on investment policy regarding the management of Plan assets.
- Providing formal quarterly and annual reviews to the Advisory Committee of the performance of existing investment funds based on the established criteria. This includes recommendations for changes where appropriate.
- Recommendations regarding communications and investment funds based on participant demographics, Plan participation rates, deferral rates, and the allocation of participant account balances.

The Advisory Committee may also retain the services of other professionals in order to properly discharge its obligation under this IPS. Consultants and service providers retained by the DCAC may include:

- Trusts
- Investment Fund Managers
- Record keeper/Administrators
- Consultants
- Tax Advisors
- Auditors
- Lawyers
- Accountants

## **RESPONSIBILITY AND PERIODIC REVIEW**

### **Investment Performance**

Investment performance will be measured at least quarterly and reviewed by the Advisory Committee. The Committee will meet with the Financial Consultant annually for an overall Plan review.

It is not expected that the IPS will change frequently. In particular, short-term fluctuations in the financial markets should not require adjustments to the IPS.

#### **Quarterly, the Advisory Committee, with the assistance of its consultant, will:**

- Review the Performance Evaluation Report as provided by the Plan consultant.
- Compare each investment options' performance against the appropriate indices or benchmarks to ensure compliance with the IPS guidelines.
- Review all related fees and expense ratios.
- Identify any material changes in the fund's organization, investment philosophy, and/or personnel.

#### **Annually, the Advisory Committee, with the assistance of its consultant, will:**

- Review Plan participant account balances and elections for trends pertinent to investment options.
- Make revisions to the IPS to reflect changing conditions within the Plan or refine the IPS in order to make it more effective.
- Make deletions or changes in the investment options offered under the Plan.

### **Personnel Services Authority and Responsibilities**

Personnel Services will generally be responsible for the following communication efforts, as outlined by ERISA Section 404(c).

- Identifying the name, address, and phone number of the Plan fiduciary.
- Provide a general description of the investment alternatives available under the Plan, and a general description of the investment objectives and risk and return characteristics of each alternative, including information relating to the type and diversification of assets comprising the portfolio of the designated investment alternative.
- Provide a description of fees and expenses associated with the Plan.

- Provide a description of procedures established to provide confidentiality of information relating to investments in the Plan.
- Provide additional information that can be given to employees by the Personnel Services without rendering investment advice including, but not limited to:
  - general financial and investment information,
  - asset allocation models, and
  - interactive investment materials.

### **Manager/Fund Termination**

Investment options will be reviewed for possible replacement on an ongoing basis. Reasons for replacement may include, but are not limited to the following:

- Significant under-performance relative to the investment option's benchmark.
- Acceptance of significantly more risk than the investment option's benchmark.
- Change or loss of key personnel.
- Significant increase or decrease of assets under management over a 12-month period (that are unrelated to changes in market value).
- A real or perceived change in investment style or discipline. Dismissal will be automatic unless the new discipline satisfies the criteria in the IPS.
- The identification by the Advisory Committee of more suitable options.
- Failure to attain a majority vote of confidence of the Advisory Committee.

### **Voting of Proxies and Mutual Fund Units**

In accordance with the right of Plan participants to direct the investment of their Plan accounts, where applicable, the right to vote proxies and tender shares of any investment option held in their account will be the responsibility of Plan participants. If a Plan participant fails to exercise such right, neither the BOV nor the Trustee(s) shall vote such proxies or tender such shares, as the case may be.

### **Amendment and Termination**

This IPS may be amended or terminated upon the written recommendation of the Advisory Committee.

## **DIETRICK SERVERY RENOVATION, PHASE II**

Renovations to Dietrick Dining Hall have been approved for debt financing in accordance with the provisions of Section 9(c) of Article X of the Constitution of Virginia for an aggregate principal amount not to exceed \$5,000,000 plus amounts needed to fund issuance costs, reserve funds, and other financing expenses.

The project will create a state of the art “Market Place” facility at Dietrick Dining Hall. Seven major food platforms will be incorporated in the new space, which will be supported by a variety of seating options including two private dining rooms, elevated seating platforms, and a dining room with a fireplace. The project will replace all ductwork on the second floor to include the servery system, exhaust hoods and related ventilation, and will be phased in over a 9-month period to allow for the facility to remain operational. Phase I of renovations to Dietrick Hall was completed in 2000 and replaced the HVAC mechanical systems for the entire building and all related ductwork for the first floor of the building.

The proposed resolution identifies the President, the Executive Vice President and Chief Operating Officer, and the University Treasurer as authorized officers to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the sale and issuance of the bonds.

**RESOLUTION OF THE BOARD OF VISITORS OF  
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

**DIETRICK SERVERY RENOVATION, PHASE II - 9(c) FINANCING**

**WHEREAS**, there has been passed by the General Assembly of Virginia an act entitled "Commonwealth of Virginia Higher Educational Institutions Bond Act of 2002" (the "2002 Act") which has been signed by the Governor;

**WHEREAS**, the 2002 Act may be repealed, the Project, as defined below, continues as an authorized project for bond financing through subsequent legislation (the 2002 Act and any such subsequent legislation, the "Act");

**WHEREAS**, pursuant to the Act, the Treasury Board of the Commonwealth of Virginia (the "Treasury Board") is authorized, by and with the consent of the Governor, to sell and issue bonds or bond anticipation notes of the Commonwealth of Virginia for the purpose of providing funds, with other available funds, for paying the cost of acquiring, constructing, renovating, enlarging, improving and equipping certain revenue-producing capital projects at certain institutions of higher learning of the Commonwealth and for paying issuance costs, reserve funds and other financing expenses (the "Financing Expenses"), all in accordance with the provisions of Section 9(c) of Article X of the Constitution of Virginia;

**WHEREAS**, such revenue-producing capital projects include a Renovate Dietrick Servedy, Phase II, Capital Outlay Project Number 16681 (the "Project") for Virginia Polytechnic Institute and State University (the "Institution"); and

**WHEREAS**, the Treasury Board is proposing to sell and issue bonds or bond anticipation notes pursuant to the Act for such revenue-producing capital projects, in one or more series;

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

**Section 1.** The Board of Visitors of the Institution (the "Board") requests the Treasury Board to sell and issue bonds or bond anticipation notes ("BAN's") in an aggregate principal amount not to exceed \$5,000,000 to finance all or a portion of the costs of the Project plus Financing Expenses (individually, the "Project Bonds" or "Project Notes", collectively, the "Project Borrowing"). The Project Borrowing will be identified by amount by the State Treasurer upon issuance of any bonds or BAN's.

**Section 2.** The Board (a) covenants to fix, revise, charge and collect dining fees and other rates, fees and charges, for or in connection with the use, occupation and services of the Project and (b) pledges such rates, fees and charges remaining after



payment of (i) the expenses of operating the Project and (ii) the expenses related to all other activities funded by the rates, fees and charges ("Net Revenues") to the payment of the principal of, premium, if any, and interest on the Project Borrowing. The Board further covenants that it will fix, revise, charge and collect such rates, fees and charges in such amounts so that Net Revenues will at all times be sufficient to pay, when due, the principal of, premium, if any, and interest on the Project Borrowing and on any other obligations secured by Net Revenues (such payments collectively the "Required Payments"). The Project Borrowing shall be secured on a parity with such other obligations so secured by Net Revenues (other than any obligations secured by a prior right in Net Revenues). Any Net Revenues pledged herein in excess of the Required Payments may be used by the Institution for any other lawful purpose.

**Section 3.** It is hereby found, determined and declared that, based upon responsible engineering and economic estimates and advice of appropriate officials of the Institution, the anticipated Net Revenues pledged herein will be sufficient to pay the Required Payments so long as the aggregate amount of net debt service on the Project Borrowing actually payable in any bond year does not exceed the amounts assumed in the Financial Feasibility Study.

**Section 4.** The Board covenants that the Institution will furnish the Treasury Board its general purpose financial statements, within 30 days of their issuance and receipt, audited by a firm of certified public accountants or the Auditor of Public Accounts which shall include a schedule of revenues and expenditures for auxiliary enterprise systems. If Net Revenues are insufficient to pay Required Payments during such period, the Institution shall provide evidence of a plan to generate Net Revenues sufficient to make Required Payments in the future.

**Section 5.** The Board covenants that so long as any of the Project Notes are outstanding, the Institution will pay to the State Treasurer, not less than 30 days before each interest payment date, an amount estimated by the State Treasurer to be due and payable on such date as interest on the Project Notes. The Board covenants that so long as any of the Project Bonds are outstanding, the Institution will pay to the State Treasurer, not less than 30 days before each interest or principal payment date, the amount certified by the State Treasurer to be due and payable on such date as principal of, premium, if any, and interest on the Project Bonds.

**Section 6.** The Board hereby approves and authorizes its President, the Executive Vice President and Chief Operating Officer and the University Treasurer of the Institution (collectively, the "Authorized Officers") to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the sale and issuance of the Project Bonds.

**Section 7.** The Board covenants that the Institution will pay from time to time its proportionate share of all expenses incurred in connection with the sale and issuance of any series of bonds that includes Project Bonds or Project Notes and all

expenses thereafter incurred in connection with the Project Bonds, including without limitation the expense of calculating any rebate to the United States of the earnings derived from the investment of gross proceeds of the Project Bonds, all as certified by the State Treasurer to the Institution.

**Section 8.** The Board covenants that the Institution will not take or omit to take any action the taking or omission of which will cause the Project Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, including regulations issued pursuant thereto (the "Code"), or otherwise cause interest on the Project Bonds to be includable in the gross income of the owners thereof for federal income tax purposes under existing laws. Without limiting the generality of the foregoing, the Institution will pay from time to time its proportional share of any rebate to the United States of the earnings derived from the investment of the gross proceeds of the Project Bonds.

**Section 9.** The Board covenants that the Institution will proceed with due diligence to undertake and complete the Project and that the Institution will spend all of the available proceeds derived from the sale of the Project Borrowing for costs associated with the Project and appropriated for the Project by the General Assembly.

**Section 10.** The Board covenants that the Institution will not permit the proceeds of the Project Borrowing to be used in any manner that would result in (a) 5% or more of such proceeds being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% or more of such proceeds being used with respect to any output facility within the meaning of Section 141(b)(4) of the Code, or (c) 5% or more of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code. The Institution need not comply with such covenants if the Institution obtains the written approval of the State Treasurer and an opinion of nationally recognized bond counsel acceptable to the Treasury Board that such covenants need not be complied with to prevent the interest on the Project Bonds from being includable in the gross income of the owners thereof for federal income tax purposes.

**Section 11.** The Board covenants that for so long as any of the Project Bonds are outstanding the Institution will not enter into any operating lease, management contract or similar agreement with any person or entity, other than a state or local governmental unit, for all or any portion of the Project without first obtaining the written approval of the State Treasurer and an opinion of nationally recognized bond counsel acceptable to the Treasury Board that entering into such agreement will not cause the interest on the Project Bonds to be included in the gross income of the owners thereof for federal income tax purposes.

**Section 12.** The Board covenants that for so long as any of the Project Bonds are outstanding, the Institution will not sell or dispose of any or any part of the Project without first obtaining the written approval of the State Treasurer and an opinion of

nationally recognized bond counsel acceptable to the Treasury Board that such sale or disposition will not cause interest on the Project Bonds to be included in the gross income of the owners thereof for federal income tax purposes.

**Section 13.** The Board acknowledges that the Treasury Board will rely on the representations and covenants set forth herein in issuing the Project Bonds, that such covenants are critical to the security for the Project Bonds and the exclusion of the interest on the Project Bonds from the gross income of the owners thereof for federal income tax purposes, that the Board will not repeal, revoke, rescind or amend any of such covenants without first obtaining the written approval of the Treasury Board, and that such covenants will be binding upon the Board so long as any of the Project Bonds are outstanding.

**Section 14.** This resolution shall take effect immediately.

**RECOMMENDATION:**

That the above resolution allowing the Authorized Officers to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary in connection with the issuance of the bonds be approved.

November 3, 2003

**VIRGINIA TECH**

**FINANCIAL PERFORMANCE REPORT**

**Operating and Capital Expenditures**

**July 1, 2003 to September 30, 2003**

## **FINANCIAL PERFORMANCE REPORT**

The Financial Performance Report of income and expenditures is prepared from two sources: actual accounting data as recorded at Virginia Tech and with the Commonwealth of Virginia, and the annual budgets. The actual accounting data reflect the modified accrual basis of accounting, which recognizes revenues when received rather than when earned and the expenditures when obligated rather than when paid. The annual budgets are based upon the amount of funds anticipated, approved, and appropriated to Virginia Tech by the General Assembly and the Governor of the Commonwealth of Virginia before the beginning of the fiscal year. The projected year-end budgets reflect adjustments to incorporate actual experience during the fiscal year. The adjustments are coordinated with the State Department of Planning and Budget.

The July to September 2003-2004 budget (year-to-date) is prepared from historical data and reflects trends in expenditures from previous years. 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 accountability since the institution has a legislative mandate to remain within the total revenue and expenditure amounts appropriated by the General Assembly for the two divisions of Virginia Tech, including transfers from the Commonwealth's Central Appropriation for classified salary increase and fringe benefit rate changes.

## OPERATING BUDGET

1. Tuition and Fee revenue is higher than historical projections through the first quarter due to the timing of tuition collections occurring earlier than projected.
2. Revenue in All Other Income is lower than projected due to the timing of revenue collections from the Tobacco Commission for the Virginia Bioinformatics Institute as a result of a change in funding distributions from upfront grants to a reimbursement basis by the Tobacco Indemnification and Community Revitalization Commission.
3. Expenditures in the University Division are behind historical budget projections due to a delay in the timing of expenditures.
4. The budget for federal revenue is established to match projected allotments from the federal government. All expenses in federal programs are covered by drawdowns of federal revenue up to allotted amounts. Federal revenue in the Cooperative Extension/Agriculture Experiment Station Division was less than the projected budget due to lower-than-anticipated federal expenditures and the timing of receipt of federal drawdowns.
5. Expenses in the Cooperative Extension/Agriculture Experiment Station Division are lower than historical budget projections due to salary savings from vacant positions in the current year. These savings will be redistributed during the remainder of the year to one-time costs.
6. Quarterly and projected annual variances are explained in the Auxiliary Enterprises section of this report.
7. 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. The annual revenue and expenditure budgets were established based on a 10% target growth in sponsored activity levels. Total sponsored and overhead revenue and expenses were less than projected but sponsored and research expenditures are ahead of 2002-2003 activity levels.
8. Expenses for Student Financial Assistance through the first quarter are lower than projected due to the timing of the student financial aid awards. Awards for both undergraduate scholarships and graduate fellowships are being processed slightly later than last fiscal year.
9. The General Fund revenue budget has been increased by \$226,500 for a transfer from Student Financial Assistance to the Educational and General program for assistantships in the Minority Agricultural Opportunities Program, by \$27,816 for VIVA libraries distribution costs, and by \$197,030 to match the actual central appropriations transfer based on revisions in statewide fringe benefit rates. The corresponding expenditure budgets have been adjusted accordingly.
10. The annual budget for Tuition and Fees has been increased by \$112,006 to finalize the revenue estimates for the Virginia/Maryland Regional College of Veterinary Medicine and increased by \$45,000 for graduate degree application fees. The corresponding expenditure budgets have been adjusted accordingly.
11. The revenue budget for All Other Income has been increased by \$137,448 for additional administrative cost allowance from the Federal Government for administration of federal student aid programs, by \$1,643,531 for the carryover of tobacco funds for the Virginia Bioinformatics Institute, and by \$5,513,000 to recognize the direct assistance from the auxiliary enterprises. The corresponding expenditure budgets have been adjusted accordingly.
12. The General Fund revenue budget for the Cooperative Extension/Agriculture Experiment Station Division has been increased by \$168,991 to match the actual central appropriations transfer based on revisions in statewide fringe benefit rates. The corresponding expenditure budgets have been adjusted accordingly.
13. The annual budget for Federal Appropriations in the Cooperative Extension/Agriculture Experiment Station Division has been adjusted to reflect additional federal funds that are available to be expended prior to June 30, 2004. The corresponding expenditure budgets have been adjusted accordingly.
14. The Commonwealth provided \$331,461 of additional funding for need-based student financial aid; the projected year-end revenue and expense budgets for Student Financial Assistance were adjusted accordingly. In addition, budgets were reduced by \$226,500 for the transfer from Student Financial Assistance to the Educational and General program for assistantships in the Minority Academic Opportunities Program.

**OPERATING BUDGETS**  
**2003-2004 Fiscal Year**

Dollars in Thousands

	July 1, 2003 to September 30, 2003			Annual Budget for 2003-2004		
	Actual	Budget	Change	Original	Adjusted	Change
<b>Educational and General Programs</b>						
<b><u>University Division</u></b>						
<b><u>Revenues</u></b>						
- General Fund	\$134,189	\$134,189	\$0	\$135,068	\$135,519	\$451 (9)
- Tuition and Fees	86,103	84,202	1,901 (1)	181,697	181,854	157 (10)
- All Other Income	6,466	7,710	-1,244 (2)	22,356	29,650	7,294 (11)
Total Revenues	\$226,758	\$226,101	\$657	\$339,121	\$347,023	\$7,902
<b><u>Expenses</u></b>						
- Academic Programs	\$-61,993	\$-62,489	\$496 (3)	\$-225,908	\$-231,171	\$-5,263 (9,10,11)
- Support Programs	-31,210	-31,677	467 (3)	-113,213	-115,852	-2,639 (9,10,11)
Total Expenses	\$-93,203	\$-94,166	\$963	\$-339,121	\$-347,023	\$-7,902
NET	\$133,555	\$131,935	\$1,620	\$0	\$0	\$0
<b><u>CE/AES Division</u></b>						
<b><u>Revenues</u></b>						
- General Fund	\$53,519	\$53,519	\$0	\$52,349	\$52,518	\$169 (12)
- Federal Appropriation	3,304	3,681	-377 (4)	13,428	14,028	600 (13)
- All Other Income	165	133	32	600	600	0
Total Revenues	\$56,988	\$57,333	\$-345	\$66,377	\$67,146	\$769
<b><u>Expenses</u></b>						
- Academic Programs	\$-17,657	\$-18,103	\$446 (4,5)	\$-61,491	\$-62,199	\$-708 (12,13)
- Support Programs	-1,022	-1,318	296 (5)	-4,886	-4,947	-61 (12)
Total Expenses	\$-18,679	\$-19,421	\$742	\$-66,377	\$-67,146	\$-769
NET	\$38,309	\$37,912	\$397	\$0	\$0	\$0
<b>Auxiliary Enterprises</b>						
Revenues	\$49,047	\$46,753	\$2,294 (6)	\$131,297	\$132,063	\$766 (6)
Expenses	-33,245	-34,148	903 (6)	-130,485	-136,324	-5,839 (6)
Reserve Drawdown (Deposit)	-15,802	-12,605	-3,197 (6)	-812	4,261	5,073 (6)
NET	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sponsored Programs</b>						
Revenues	\$40,442	\$45,952	\$-5,510 (7)	\$168,399	\$168,399	\$0
Expenses	-46,218	-56,043	9,825 (7)	-168,399	-168,399	0
Reserve Drawdown (Deposit)	5,776	10,091	-4,315 (7)	0	0	0
NET	\$0	\$0	\$0	\$0	\$0	\$0
<b>Student Financial Assistance</b>						
Revenues	\$11,430	\$11,430	\$0	\$11,430	\$11,535	\$105 (14)
Expenses	-4,407	-4,789	382 (8)	-11,430	-11,535	-105 (14)
NET	\$7,023	\$6,641	\$382	\$0	\$0	\$0
<b>All Other Programs *</b>						
Revenues	\$544	\$675	\$-131	\$4,481	\$4,481	\$0
Expenses	-739	-880	141	-4,481	-4,481	0
Reserve Drawdown (Deposit)	195	205	-10	0	0	0
NET	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total University</b>						
Revenues	\$385,209	\$388,244	\$-3,035	\$721,105	\$730,647	\$9,542
Expenses	-196,491	-209,447	12,956	-720,293	-734,908	-14,615
Reserve Drawdown (Deposit)	-9,831	-2,309	-7,522	-812	4,261	5,073
NET	\$178,887	\$176,488	\$2,399	\$0	\$0	\$0

\* All Other Programs include federal work study, alumni affairs, surplus property, and unique military activities.

## AUXILIARY ENTERPRISE BUDGET

1. Revenues in Residence and Dining Halls are higher than projected due to better-than-projected occupancy in the residence halls, income from dining dollar deposits, and meal plan sales to off-campus students. Expenditures are less than projected due to savings in salary costs as a result of turnover and vacancy and the timing of food purchases.
2. Expenses are lower than projected in Parking and Transportation due to the timing of expenses for various projects, including parking gate installations, and the Parking Services building addition.
3. Revenues are higher than projected in Telecommunications due to a higher-than-projected income from telecommunication service and equipment sales to university departments.
4. Revenues are higher than projected in Intercollegiate Athletics due to higher-than-anticipated football ticket sales and income from the NCAA in support of academic enrichment activities.
5. Revenues are higher than projected in the Donaldson Brown Hotel and Conference Center due to improved accounts receivable billing and higher-than-projected income from lodging and food sales.
6. The projected year-end budget was increased for outstanding 2002-2003 commitments and projects that were initiated but not completed before June 30, 2003.
7. The projected annual revenue, expenditure and reserve drawdown budgets for Parking and Transportation Services were adjusted to complete last fiscal year's Blacksburg Transit contract payment to the Town, to account for additional revenue in the Northern Virginia parking operation from the sale of parking permits, and delayed contract payment receipts from the previous fiscal year.
8. The projected annual revenue and expenditure budgets for Telecommunications were adjusted to accommodate additional installation services provided to capital projects and activity on the National Lambda Rail Project.
9. The projected annual revenue, expenditure, and reserve drawdown budgets for the University Services System were adjusted to accommodate lower than projected summer fee income; the anticipated custodial, maintenance, and furnishing costs of the new Career Services building; renovation in the Squires recreational room; savings from debt refinancing; and one-time additional operating support.
10. The projected annual expenditure and reserve drawdown budgets for the Donaldson Brown Hotel and Conference Center were adjusted to accommodate the payment of management fees to the Hilton Hotels Corporation in accordance with the hotel operating agreement effective October 1, 2003.
11. The expenditure and reserve drawdown budgets for Other Enterprise Functions were adjusted to reflect the utilization of cash accumulated in 2002-2003 from all of the auxiliary enterprise functions to provide temporary financial assistance to the University's educational and general programs, in accordance with the budget reduction plans approved by the Board in November 2002.



**UNIVERSITY DIVISION  
AUXILIARY ENTERPRISES**

Dollars in Thousands

	July 1, 2003 to September 30, 2003			Annual Budget for 2003-2004		
	Actual	Budget	Change	Original	Adjusted	Change
<b>Residence and Dining Halls</b>						
Revenues	\$16,078	\$15,134	\$944 (1)	\$45,538	\$45,538	\$0
Expenses	-10,357	-10,845	488 (1)	-45,656	-46,403	-747 (6)
Reserve Drawdown (Deposit)	-5,721	-4,289	-1,432	118	865	747 (6)
Net	\$0	\$0	\$0	\$0	\$0	\$0
<b>Parking and Transportation</b>						
Revenues	\$2,101	\$2,002	\$99	\$4,215	\$4,231	\$16 (7)
Expenses	-443	-652	209 (2)	-4,107	-4,363	-256 (6,7)
Reserve Drawdown (Deposit)	-1,658	-1,350	-308	-108	132	240 (6,7)
Net	\$0	\$0	\$0	\$0	\$0	\$0
<b>Telecommunications Services</b>						
Revenues	\$3,919	\$3,656	\$263 (3)	\$13,940	\$14,740	\$800 (8)
Expenses	-3,249	-3,143	-106	-14,076	-15,007	-931 (6,8)
Reserve Drawdown (Deposit)	-670	-513	-157	136	267	131 (6,8)
Net	\$0	\$0	\$0	\$0	\$0	\$0
<b>University Services System</b>						
Revenues	\$7,356	\$7,425	\$-69	\$17,071	\$17,021	\$-50 (9)
Expenses	-4,413	-4,540	127	-18,266	-18,848	-582 (6,9)
Reserve Drawdown (Deposit)	-2,943	-2,885	-58	1,195	1,827	632 (6,9)
Net	\$0	\$0	\$0	\$0	\$0	\$0
<b>Intercollegiate Athletics</b>						
Revenues	\$13,919	\$13,082	\$837 (4)	\$26,845	\$26,845	\$0
Expenses	-8,319	-8,416	97	-24,332	-24,729	-397 (6)
Reserve Drawdown (Deposit)	-5,600	-4,666	-934	-2,513	-2,116	397 (6)
Net	\$0	\$0	\$0	\$0	\$0	\$0
<b>Electric Service</b>						
Revenues	\$3,028	\$3,096	\$-68	\$15,020	\$15,020	\$0
Expenses	-4,265	-4,225	-40	-15,345	-15,601	-256 (6)
Reserve Drawdown (Deposit)	1,237	1,129	108	325	581	256 (6)
Net	\$0	\$0	\$0	\$0	\$0	\$0
<b>Donaldson Brown Hotel and Conference Center</b>						
Revenues	\$1,159	\$907	\$252 (5)	\$3,743	\$3,743	\$0
Expenses	-810	-862	52	-3,813	-3,930	-117 (6,10)
Reserve Drawdown (Deposit)	-349	-45	-304	70	187	117 (6,10)
Net	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Enterprise Functions</b>						
Revenues	\$1,487	\$1,451	\$36	\$4,925	\$4,925	\$0
Expenses	-1,389	-1,465	76	-4,890	-7,443	-2,553 (6,11)
Reserve Drawdown (Deposit)	-98	14	-112	-35	2,518	2,553 (6,11)
Net	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL AUXILIARIES</b>						
Revenues	\$49,047	\$46,753	\$2,294	\$131,297	\$132,063	\$766
Expenses	-33,245	-34,148	903	-130,485	-136,324	-5,839
Reserve Drawdown (Deposit)	-15,802	-12,605	-3,197	-812	4,261	5,073
Net	\$0	\$0	\$0	\$0	\$0	\$0

## CAPITAL OUTLAY BUDGET

### Educational and General Projects

1. The project total budget and cumulative expenses reflect the appropriations available for fiscal year 2004. The annual budget was adjusted because expenses planned for fiscal year 2003 will be processed in fiscal year 2004. The annual budget is the amount needed to meet the state's 85 percent performance requirement.
2. Blanket Authorizations allow unforeseen renovation needs within \$500,000 to be authorized administratively for expediency. No active projects are underway.
3. The project is substantially complete and outstanding items with the contractor continue to defer closing the project. The total project cost is expected to be \$1.670 million.
4. This project will provide state-of-the-art teaching laboratories, faculty offices, and lecture hall space. The project is under construction with an estimated completion date of December 2003. The total project cost is expected to be \$26.774 million because of bid savings.
5. This project will replace outdated structures at the Dairy Cattle Center with state-of-the-art facilities. The project is under construction with an estimated completion date of February 2004. The annual budget was adjusted because inclement weather delays in the spring pushed construction work into fiscal year 2004.
6. The project is substantially complete and will be closed when final payments are processed. The annual budget was adjusted to reflect an estimated closing date in fiscal year 2004.
7. This comprehensive project addresses health and safety issues throughout campus such as fire alarm systems, air quality, and access for persons with disabilities. This project includes multiple items in various phases of design and construction. The estimated substantial completion date is December 2003. The annual budget was adjusted because expenses planned in fiscal year 2003 will be processed in fiscal year 2004.
8. This project will build a facility that will replace the outdated facilities in Henderson Hall. Construction is underway with an estimated completion date of May 2004.
9. This project will build a research building for the Bioinformatics program. Construction is underway with an estimated completion date of November 2003.
10. This project will provide a presentation arena. The project is under construction with an estimated completion date of March 2004. The total project cost is expected to be \$3.02 million.
11. This project includes the construction of a federally funded laboratory located near the Brooks Center. Planning is underway with an estimated construction completion date of July 2005. The annual budget was adjusted to reflect updated planning and construction activity for fiscal year 2004.
12. This project will build a second biological and computational research building located adjacent to the phase I building. The project is under construction with an estimated completion date of September 2004.

### 2002 General Obligation Bond Program

13. This project envisions a state-of-the-art laboratory facility to support plant science teaching and research. Construction is underway with an estimated completion date of August 2005.
14. This project is envisioned to build a 47,000 gross square foot laboratory building to support microbiology research. The University is in the process of soliciting the necessary approvals to combine the building with the Vivarium.
15. This project is to construct a new laboratory facility to support instructional programs in the Building Construction department. The total project budget includes an existing \$1 million of nongeneral fund support that may be used to initiate planning. The estimated bid date is July 2005 and the estimated completion date is January 2007.
16. This project is envisioned to update about 46,500 gross square feet of the most out-of-date general assignment classrooms on campus. The estimated bid date is August 2005.
17. This project is envisioned to update the building's power and HVAC infrastructure to support modern instructional technology. The estimated bid date is September 2006.
18. This project is envisioned to repair existing exterior precast concrete panels that are failing. The estimated bid date is December 2005.
19. This project is envisioned to provide cooling capacity to the north zone of campus to support several new construction and renovation projects. The estimated bid date is April 2005.
20. This project is envisioned to renovate Henderson Hall to house the School of the Arts program and to construct a state-of-the-art performance theatre. The estimated bid date is April 2006.
21. The project envisions the renovation of Williams Hall, Agnew Hall, and part of Burruss Hall for state-of-the-art instructional space. The Williams Hall component is complete with a budget of \$5.701 million including \$4.566 million of VCBA Bonds and \$482,000 of General Fund monies. The project includes \$652,000 of nongeneral fund authorization for the Williams Hall component that was a placeholder until the 2002 General Obligation Bond funds were available. The estimated bid date for the Agnew and Burruss components is October 2006. The annual budget was adjusted because expense activity expected in fiscal year 2003 will be processed in fiscal year 2004.
22. This project is envisioned to build a state-of-the-art animal care facility to support various research programs. The estimated bid date is February 2005 and a preplanning exercise is underway. The University is in the process of soliciting the necessary approvals to combine the project with the Biology building.
23. This project is envisioned to build a state-of-the-art, multidisciplinary research laboratory facility. Planning is underway with an estimated bid date of January 2005.
24. The timing of this project is based on the state's capital implementation plan.

**CAPITAL OUTLAY PROJECTS**  
**AUTHORIZED AS OF SEPTEMBER 30, 2003**  
**(\$000)**

	CURRENT YEAR			TOTAL PROJECT BUDGET						
	ORIGINAL ANNUAL BUDGET	REVISED ANNUAL BUDGET	YTD EXPENSES	STATE SUPPORT	GENERAL OBLIGATION BOND	NONGENERAL FUND	REVENUE BOND	TOTAL BUDGET	CUMULATIVE EXPENSES	
<u>Educational and General Projects</u>										
Maintenance Reserve	\$ 929	\$ 2,700	\$ 856	\$ 4,564	\$ 0	\$ 0	\$ 0	\$ 4,564	\$ 2,080	(1)
Blanket Authorizations	0	0	0	0	0	9,870	0	9,870	0	(2)
Airport Taxiway Construction	275	275	0	0	0	3,129	0	3,129	1,395	(3)
Chemistry/Physics - Phase II	7,491	8,578	1,719	23,431	0	3,763	0	27,194	19,915	(4)
Dairy Science Facilities	2,402	4,196	802	5,343	0	0	0	5,343	1,949	(5)
Hampton Roads Wing Replacement	0	265	119	1,345	0	83	0	1,428	1,282	(6)
Health, Safety, and Accessibility	252	1,166	448	2,500	0	0	0	2,500	1,782	(7)
Career Services Facility	2,790	3,430	967	0	0	0	4,608	4,608	1,863	(8)
Bioinformatics Building - Phase I	7,619	8,112	3,426	0	0	0	21,864	21,864	17,177	(9)
Multipurpose Livestock Arena	2,659	2,660	659	1,900	0	1,818	0	3,718	982	(10)
Fisheries and Aquatics Research Center	500	150	15	0	0	800	0	800	15	(11)
Bioinformatics Building Phase II	12,730	14,424	1,668	20,436	0	0	0	20,436	2,338	(12)
TOTAL	37,647	45,956	10,679	59,519	0	19,463	26,472	105,454	50,778	
<u>2002 General Obligation Bond Program</u>										
Agriculture & Natural Resources Research Laboratory	11,800	10,201	472	1,367	23,168	256	0	24,791	2,064	(13,24)
Biology Building	1,000	800	0	0	14,263	0	4,000	18,263	0	(14,24)
Bishop-Favrao Hall	100	0	0	0	2,500	5,000	0	7,500	0	(15,24)
Classroom Improvements, Phase I	0	0	0	0	4,530	0	0	4,530	0	(16,24)
Cowgill Hall HVAC and Power	0	0	0	0	7,500	0	0	7,500	0	(17,24)
Litton-Reaves Hall Exterior Repairs	1,400	0	0	0	2,500	0	0	2,500	0	(18,24)
Main Campus Chilled Water Central Plant	0	20	0	0	2,800	0	0	2,800	0	(19,24)
Henderson Hall and Performing Arts Center	30	900	0	0	6,542	2,235	40,000	48,777	0	(20,24)
Williams, Agnew, & Burruss Renovation	810	2,926	1,681	5,048	5,452	652	0	11,152	4,456	(21,24)
Vivarium Facility	707	600	0	0	12,000	0	4,750	16,750	0	(22,24)
Institute of Critical Technologies and Applied Sciences	530	1,300	0	0	13,996	0	17,000	30,996	0	(23,24)
TOTAL	16,377	16,747	2,153	6,415	95,251	8,143	65,750	175,559	6,520	

## CAPITAL OUTLAY BUDGET (continued)

### Auxiliary Enterprises Projects

1. Projects are scheduled and funded by the auxiliary enterprises during the annual Auxiliary Enterprise Budgeting Process. The total budget and expense amounts reflect the authorization available for the 2002-2004 biennium.
2. Blanket Authorizations allow unforeseen renovation needs within \$500,000 to be authorized administratively for expediency. This blanket has no active project authorizations.
3. The active project underway covers improvements to four existing lots. The revised annual budget reflects costs to complete two of the improvement projects that carried forward from fiscal year 2003. The outstanding project budget balance is envisioned for parking structures that are on hold.
4. The project is substantially complete and will be closed when final payments are processed. The final project cost is expected to be \$2,992,000. The annual budget was adjusted because activities and expenses planned for fiscal year 2003 are expected to be completed in fiscal year 2004.
5. This project is under construction with an estimated completion date of May 2005. The total estimated cost is expected to be \$43.118 million. The annual budget was adjusted because inclement weather delays in the spring pushed construction work into fiscal year 2004.
6. This project was envisioned to build a new clubhouse and driving range; the project is on hold pending programmatic decisions regarding future use of the on-campus course.
7. Phase I, South End Zone, is complete and the total cost is expected to be \$34.565 million. Phase II, West Side Stands, construction documents are underway for a new design concept. The estimated bid date is January 2004. The annual budget was adjusted to reflect moving forward with the West side this year.
8. The project is complete and will be closed when final payments are processed.
9. This project envisions a new residence hall of approximately 256 beds along with office spaces for residential services and judicial affairs. The project is on hold pending review of future residential fees and program priorities.
10. The project is substantially complete and will be closed when final payments are processed. The annual budget was adjusted because expenses planned for fiscal year 2003 will be processed in fiscal year 2004.
11. The project is complete and will be closed when final payments are processed. The annual budget was adjusted because expenses planned for fiscal year 2003 will be processed in fiscal year 2004.
12. This project is envisioned to modernize the servery of the second floor of Dietrick dining hall. Working drawings are underway with an estimated completion date of August 2004.
13. This project is envisioned to build dining, student activity, meeting, and classroom space. The project is on hold pending further review of the site location and the program priorities.
14. This project is envisioned to expand the existing student center by adding dining, student activity, meeting, and classroom space. The project is on hold pending further review of the site and program priorities. The annual budget was adjusted to reflect project management costs.
15. This project will install seating stands and restrooms to support the field adjacent to McComas Hall. The stands are complete. The estimated completion date of the restrooms is June 2004.

Capital Outlay Projects Authorized as of September 30, 2003 (Continued)

	CURRENT YEAR			TOTAL PROJECT						
	ORIGINAL ANNUAL BUDGET	REVISED ANNUAL BUDGET	YTD EXPENSES	STATE SUPPORT	GENERAL OBLIGATION BOND	NONGENERAL FUND	REVENUE BOND	TOTAL BUDGET	CUMULATIVE EXPENSES	
<u>Auxiliary Enterprises Projects</u>										
Maintenance Reserve	\$ 2,800	\$ 2,800	\$ 917	\$ 0	\$ 0	\$ 5,903	\$ 0	\$ 5,903	\$ 4,020	(1)
Auxiliary Enterprise Blanket Authorizations	0	0	0	0	0	4,809	0	4,809	2,691	(2)
Parking Auxiliary Projects	0	518	112	0	0	79	20,619	20,698	643	(3)
Substation Expansion	0	100	79	0	0	0	3,800	3,800	2,972	(4)
Alumni/CEC/Hotel Complex	23,840	20,668	2,072	0	0	25,099	20,732	45,831	5,196	(5)
Golf Course Facilities	0	0	0	0	0	1,500	0	1,500	0	(6)
Expand Lane Stadium - Phases I and II	250	14,100	523	0	0	11,000	82,800	93,800	33,896	(7)
Improve Security Access in Residence Halls	0	360	276	0	0	1,366	0	1,366	1,282	(8)
New Residence Hall	0	0	0	0	0	1,041	15,000	16,041	86	(9)
Electric Service Facility	644	1,678	820	0	0	251	2,749	3,000	2,142	(10)
Recreation Fields	0	243	105	0	0	1,529	0	1,529	1,391	(11)
Dietrick Servery/HVAC, Phase II	3,850	3,891	137	0	0	0	5,000	5,000	241	(12)
Dining and Student Union Facility	0	0	0	0	0	0	6,250	6,250	0	(13)
G. Burke Johnston Student Center Addition	0	5	3	0	0	0	6,250	6,250	41	(14)
Soccer/Lacrosse Complex	750	750	0	0	0	750	0	750	0	(15)
TOTAL	32,134	45,113	5,044	0	0	53,327	163,200	216,527	54,601	
GRAND TOTAL	\$ 86,158	\$ 107,816	\$ 17,876	\$ 65,934	\$ 95,251	\$ 80,933	\$ 255,422	\$ 497,540	\$ 111,899	

RECOMMENDATION:

That the report of income and expenditures for the University Division and the Cooperative Extension/Agriculture Experiment Station Division for the period of July 1, 2003 through September 30, 2003 and the Capital Outlay report be accepted.

## **PRATT FUNDS: College of Engineering**

The Pratt fund enriches the College of Engineering in many ways including student scholarships and fellowships, and international programs. Over the years, the result is cumulative and has added to Virginia Tech's international reputation. In 2002-2003, the Pratt fund supported the following engineering programs: undergraduate scholarships, graduate fellowships, and faculty research.

### **Undergraduate Study Abroad**

***Budgeted: \$25,000***

***Spent: \$9,586***

Partial travel scholarships were provided to 12 Industrial Systems, Mechanical, and Aerospace students participating in a Collaborative Design Project with students from Loughborough University, England. Students and faculty traveled to Loughborough during Thanksgiving break to collaborate on the General Aviation Multi-Disciplinary Design Project. In March, 12 students and 2 faculty from Loughborough visited Virginia Tech for one week to finalize their projects. Pratt funding supported student expenses in the amount of \$4,684, which included lodging, transportation and food during the exchange. The majority of expenses for this program were funded by a grant from Boeing.

Pratt funds in the amount of \$2,532 supported 15 students of the Engineering Fundamentals Enhanced Engineering Design and Problem Solving program held during the summer of 2002. Funding was used to provide round-trip air travel to the Virginia Tech Center for European Studies and Architecture in Riva San Vitale, Switzerland. This class is designed for academically advanced freshman engineering students to allow them to complete the required Engineering Fundamentals 1015 and 1016 courses in the summer. The international component of the course at CESA introduced students to the global aspects of the engineering profession. Students studied issues that affect engineering practice both in the United States and Europe.

The Engineering Fundamentals Enhanced Engineering Design and Problem Solving program for summer 2003 was cancelled due to the war in Iraq and the uncertain world climate. As a result, the budgeted amount of Pratt funding for international programs was under-spent for FY03.

The following student scholarships were awarded from Pratt funds in 2002-03 to help fund travel expenses prior to study abroad or international internships.

- Two Biological & Systems Engineering students study in Dublin, Ireland \$1772
- One Mechanical Engineering student internship in France \$599

### **Undergraduate Scholarships**

***Budgeted: \$400,000***

***Spent: \$359,276***

The Pratt fund allows the college to offer \$2,000 Marshall Hahn Scholarships to entering freshmen. In 2002-2003, we supported 139 incoming freshman students on Marshall Hahn Scholarships totaling \$272,000. These scholarships recognize the academic achievement of entering freshmen and have been a strong component of our recruiting program. In addition, the Pratt fund supported 45 undergraduate scholarships totaling \$87,276.

## **Graduate Fellowships and Graduate Tuition Scholarships**

***Budgeted: \$280,000***

***Total Spent: \$199,267***

### ***Graduate Fellowships***

Each engineering department receives a portion of the Pratt funds to use for graduate student support. In 2002-2003, 74 students received Pratt Fellowships ranging from \$250/month to \$500/month. These fellowships supplement existing assistantships and allow us to offer competitive packages to graduate students who are aggressively recruited by other top engineering colleges. Spent: \$184,544

### ***Graduate Tuition Scholarships***

Engineering departments also receive Pratt funds to use as tuition scholarships for graduate students. In 2002-2003, 10 students received tuition/fees scholarships ranging from \$446-\$2,816. Combined with assistantships and the supplemental Pratt Fellowships, the support package we offer prospective graduate students allows our College to better compete with other top graduate engineering programs. Spent: \$14,723

## **Graduate Recruitment**

***Budgeted: \$60,000***

***Spent: \$18,965***

In 2002-2003, departments utilized Pratt funds for prospective graduate student recruiting visits. Some of the departments had on-going recruiting visits. In addition, Chemical Engineering, Electrical and Computer Engineering, Engineering Science and Mechanics, Industrial and Systems Engineering, Materials Science and Engineering and Mechanical Engineering conducted Graduate Student Recruiting weekends in March that substantially increased their acceptance rate. This year funding for this event was provided from other sources thereby saving Pratt funds for other programs.

## **Faculty International Research Travel**

***Budgeted: \$50,000***

***Spent: \$90,292***

Our faculty is frequently invited to present papers or chair sessions at international conferences. Pratt funds supplement the university's supplemental grants program and departmental funds for foreign travel. Sixty-one faculty received support from the Pratt fund to attend international conferences. This international visibility promotes our contacts for teaching, research, and student exchange programs.

## **Research Initiatives**

### ***The Alexandria Research Institute***

Although only opened since 1998, the Alexandria Research Institute (ARI) has positioned itself quickly as a strong resource for Virginia and the nation by developing partnership activities among groups from academia, government and industry. With the help of funding from the Pratt research initiative, ARI has grown to include 15 faculty members and 28 graduate students, nearly half of whom are PhD candidates who are working in the thematic areas of Information Infrastructures, Sustainable Society, Lifelong Learning, and Embedded Energy. During the 2002 fiscal year, ARI faculty and students conducted sponsored research having a total value exceeding \$12 million, including a significant amount of collaborated work with colleagues at the Blacksburg campus.

### ***Microelectronics***

Renovation of Hancock Hall for the new microelectronics laboratory began during the spring semester and is presently significantly underway. The Pratt funds for microelectronics have contributed largely to the purchase, transport and storage of semiconductor fabrication tools that will be contained inside the clean rooms of this new laboratory facility. The national NSF Engineering Research Center for Power Electronic Systems (CPES) has also benefited considerably through investments of Pratt research initiative funds. CPES continues to be recognized by NSF as one of the most successful ERC's in the United States.

### ***Energy and Advanced Vehicles***

A wide range of research activities have been promoted by the Pratt funds in the areas of energy and advanced vehicles. These have included research in the areas of fuel cells, vibrations and acoustics, advanced vehicle dynamics, and combustion. Investment of funds through cost sharing of proposals has led to successes in external funding for faculty time, laboratory equipment, and graduate student support.

### ***Bioengineering***

The Center for Biomedical Engineering was formed by a group of faculty collaborating across five engineering departments. As a direct result of Pratt research initiative funds investment to support graduate students, research equipment, proposal preparation, and partial salary of the director, Dr. Elaine Scott, biomedical engineering activities have grown rapidly and extensively. Significant collaborative activities now include several research projects between the College of Engineering and the College of Veterinary Medicine. These two colleges have joined with the medical college of Wake Forest University to form the School of Biomedical Engineering and Sciences. This new school will provide collaborative education and research activities that have a great potential to attract significant funding from the National Institutes for Health. The new school has proposed a joint PhD degree to the State Council for Higher Education in Virginia.



**PRATT FUNDS ACTIVITY STATEMENT**  
**For the Year Ended June 30, 2003**  
**ENGINEERING**

**Income**

Balance, July 1, 2002	\$ 424,751
Endowment Income for 02-03	935,470
Repayment of Loan	(111,396)
Interest Earned on Cash Balances	<u>4,802</u>

Total Available	\$1,253,627
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**Expenditures**

Undergraduate Scholarships	\$359,276
Undergraduate Study Abroad Scholarships	9,586
Graduate Fellowships	184,543
Graduate Tuition Scholarships	14,723
Graduate Recruitment	18,965
Faculty International Research Travel	90,292
Research Initiatives	<u>72,778</u>

Total Expenditures	\$750,163
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Balance at June 30, 2003 to be carried to 2003-04	<b>\$ 503,464</b>
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**RECOMMENDATION:**

That the 2002-03 Pratt Funds Activities Statement for the College of Engineering be approved.

## **PRATT FUNDS: Animal Nutrition**

The John Lee Pratt program supports research, extension, and teaching programs in Animal Nutrition in several departments of the College of Agriculture and Life Sciences, the College of Natural Resources, and the Virginia-Maryland College of Veterinary Medicine. The participating departments are Animal and Poultry Sciences, Dairy Science, Biochemistry, Fisheries and Wildlife, Crop and Soil Environmental Sciences, Biomedical Sciences, Large Animal Clinical Services and Pathobiology, and the Middleburg AREC. The faculty of the program desires to put primary emphasis on educating graduate students so that direct support for stipends and operations and enhancement of graduate programs through equipment purchases and visiting scientists are the primary expenditures.

The total net expenditure for FY03 was \$818,423 for the continuing program. The main categories of expenditures were as follows:

Graduate students, Stipends and Research Allowance	42.48%
Undergraduate Scholarship and MAOP Interns	10.33%
Scientific Equipment/Technicians/Research Renovations	38.64%
Visiting Scientists/Scientific Reprints/Misc. Admin.	8.55%

### **Graduate Students**

The Pratt Fellowship program has now matured to where up to 15 Fellows are enrolled at all times. These students are highly selected from several states and countries based on academic and research accomplishments. They receive a Ph.D. or M.S. stipend plus payment of all required tuition and fees. Additionally, Ph.D. Fellows receive \$6,500 and M.S. Fellows receive \$3,500 toward their research expenditures.

### **Undergraduate Students**

Fifty outstanding freshman scholars were awarded \$1,000 merit scholarships upon entering departments which offer programs in Animal Nutrition. Nine Pratt Senior Animal Nutrition Research Scholars received scholarships (\$1,500) and ten received research support (\$1,000). This exciting program provides for outstanding seniors to participate in undergraduate research programs working directly with a faculty researcher. They report their research at a symposium each spring. Many of these students are stimulated toward graduate programs in Animal Nutrition.

### **Scientific Equipment and Research Renovations**

Expenditures for equipment and research space renovations continued to emphasize needs of graduate programs and multiple use by faculty and students, often involving several departments. Expenditures this year were as follows: forage testing, lab fume hood replacement, farrowing room equipment, gas chromatograph instrument, multichannel pipettors, equipment for protein nutrition lab, dairy heifer research facility, and dairy center equipment.

## **Research Publications**

The program continued to pay costs of research journal articles resulting from student dissertations. Over 450 publications have resulted from the program since its inception in 1978.

## **Visiting Scientists**

An important stimulus for graduate programs 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 nutrition faculty and students in formal and informal instructional settings including laboratories. Expenses for the following visitors in FY02 were paid in FY03:

Dr. Randy Baldwin – Growth Biology Lab, USDA, Beltsville, Maryland  
Dr. Rick Kohn – Associate Professor, University of Maryland

## **Summary**

Approximately \$275,000 in equipment money was carried over to FY04 due to delays in ordering equipment and completing construction of facilities. These funds are all committed to research equipment as follows:

\$ 85,000	Move nutrition research from Smithfield to Kentland
115,300	Equipment for Animal and Poultry Science
75,000	Equipment for Dairy Science

## PRATT FUNDS ACTIVITY STATEMENT

For the Year Ended June 30, 2003

### ANIMAL NUTRITION

#### Income

Balance, July 1, 2002	\$ 346,727	
2002-03 Endowment Income	1,001,013	
Sale of Cattle Previously Purchased for Pratt Projects	<u>201,607</u>	
Total Available		\$1,549,347

#### Expenditures

General Program Expenditures		
Graduate Students	\$ 347,628	
Undergraduate Instruction	73,512	
Scientific Equipment	239,748	
Visiting Scientists/Scientific Reports	69,959	
MAOP	11,050	
Technicians	<u>76,526</u>	
Total Budgeted Expenditures	\$ 818,423	
Cattle Projects Expenses	<u>203,592</u>	
Total Expenditures		<u>\$ 1,022,015</u>
Balance at June 30, 2003 to be carried to 2003-04		<b>\$ 527,332</b>

#### RECOMMENDATION:

That the 2002-03 Pratt Funds Activities Statement for Animal Nutrition be approved.

**DRAFT MINUTES  
STUDENT AFFAIRS COMMITTEE OF THE BOARD OF VISITORS**

**Conference Room G  
Donaldson Brown Hotel & Conference Center  
November 3, 2003  
8:30 a.m.**

**Present:** Mr. T. Rodman Layman, Chair  
Mr. Michael Anzilotti  
Mr. Allan Bradley  
Mr. L. Bruce Holland  
Mr. John Rocovich, Rector

**Visitors:** Ms. Megan Armbruster, Ms. Heidi Baldwin, Mr. Steven Clarke, Dr. Landrum Cross, Ms. Kylie Draucker, Mr. Tim Hall, Mr. Erik Kneubuehl, Ms. Anne Laughlin, Mr. Vivek Mehta, Mr. Puraj Patel, Ms. Donna Sanzenbach, Mr. Brant Snyder, Dr. Edward Spencer, Dr. Brian Warren, Mr. James Weaver

1. **Opening remarks and approval of August 25, 2003, minutes.** Mr. T. Rodman Layman, Chair, provided opening remarks and submitted the minutes of the August 25 Student Affairs Committee meeting to the committee for review and approval. The minutes were approved as written.
2. **Athletic Department Quarterly Report.** Mr. James Weaver, Athletic Director, presented the Athletic Department's Quarterly Report and discussed the following topics: 1) Hokies Respect—a sportsmanship program that Athletics has implemented to actively promote good sportsmanship at athletic events; 2) the men's and women's soccer programs, which are going very well this year and have a new facility; 3) motivational speakers for student athletes on topics such as gambling, substance abuse, and other student welfare issues. Mr. Weaver then turned the presentation over to Ms. Megan Armbruster, Director of the Athletics Office of Student Life. Ms. Armbruster discussed her office's Life Skills program which focuses on five commitments viewed as critical to the student athletes' personal growth: 1) academic excellence; 2) athletic excellence; 3) personal development; 4) community service; and 5) career development.
3. **Fall Orientation.** Mr. Erik Kneubuehl, Associate Director of Campus Programs, UUSA, discussed the Fall Orientation Program and its new theme: "Hokie Hi!" A committee representing UUSA, Student Programs, Athletics, Alumni, Student Government, faculty, and the Marching Virginians coordinated a variety of activities.

Marketing has been significantly increased. The Spirit Picnic and Pep Rally were held for the first time at Lane Stadium, with outstanding results. A variety of other programs for new students were sponsored by four major student organizations to keep freshmen busy and active until classes start.

4. **Selection Process for Student Representatives to the Board of Visitors.** Dr. Landrum Cross, Vice President for Student Affairs, discussed the process for selecting the student representatives to the Board of Visitors for 2004-2005. For the last several years, the Selection Committee has selected the new student representatives at the March Board meetings. Dr. Cross has been approached by the Student Government Association about eliminating the current selection process and having the presidents of the Student Government Association and the Graduate Student Assembly become the *ex officio* student representatives to the Board, just as the president of Faculty Senate. This has become the national trend for student representatives. The committee and student leaders, Mr. Brant Snyder, President of the Student Government Association, and Mr. Vivek Mehta, Chair of the Commission on Student Affairs, had a discussion of the selection process and possible changes to the student government. Following the discussion, the committee decided to keep the current selection process in place for the 2004-2005 representatives, with the selection taking place at the March 2004 meeting. In the meantime, the committee will familiarize themselves with the student government process and analyze any changes that need to be made in the future.
5. **Update on College Alcohol Abuse Prevention Center.** Mr. Steven Clarke, Director of the College Alcohol Abuse Prevention Center, discussed the status of alcohol abuse prevention programs at Virginia Tech. He presented information on recent trends in student's alcohol use and a new program, "Speak Up – Speak Out." This program promotes student involvement in grassroots efforts to promote safe and healthy alcohol use choices and promotes personal accountability for alcohol-related behavior and consequences. Mr. Clarke discussed the development of a peer-education program focusing on alcohol and drug education. He also presented information on the future direction of the Alcohol Abuse Prevention Center, which focuses on the use of technology to educate students. Mr. Clarke concluded his presentation by providing an overview of current grants and future funding opportunities for campus and community efforts to reduce high-risk and underage alcohol use.
6. **Adjournment.** There being no further business, the meeting adjourned at 11:52 a.m.

**RESOLUTION FOR REVISIONS TO THE BY-LAWS OF  
THE BOARD OF VISITORS**

**Whereas**, on April 6, 2003, the Board of Visitors authorized the Rector to appoint an ad hoc committee to evaluate whether the Board's guidelines stipulating the review period for Board Resolutions might be strengthened and to report to the Board no later than August 10, 2003; and

**Whereas**, the Rector thereupon appointed John Lawson, T. Rodman Layman, Jacob Lutz, and Brian Montgomery to serve on the ad hoc committee and named Mr. Layman as the chairman; and

**Whereas**, the ad hoc committee during its review discovered that portions of the By-laws of the Board of Visitors were no longer accurate, and the Rector subsequently broadened the scope of the committee's charge to include proposals to clarify or update the By-laws to conform with statutory changes and prior Board resolutions that had not been incorporated in the document; and

**Whereas**, on June 2, 2003, the chairman of the ad hoc committee presented the committee's report and recommendations for By-laws revisions to the Board of Visitors in order to allow ample time for review prior to action being taken at the August 25, 2003, Board meeting; and

**Whereas**, further recommendations suggested by members of the Board have been incorporated into this proposal;

**Now, therefore, be it resolved** that the Board of Visitors hereby adopts the recommendations of the ad hoc committee as attached, dealing with resolutions, ex officio members, closed sessions, constituent representatives, removal of board members, and conflicts of interest, and directs that these changes be implemented immediately.

**Recommendation:**

That the above resolution adopting changes to the By-laws of the Board of Visitors be approved and implemented immediately.

**Proposed Changes to the By-laws of the Board of Visitors**

**Resolutions (add new section 4A. to Art. I)**

In order to permit mature consideration and to facilitate preparation of agendas and dissemination to all members of the Board, all proposed resolutions of the Board of Visitors shall be presented to the Secretary to the Board at least fifteen (15) days prior to the meeting at which they are proposed to be considered, with mailing to the members and constituent representatives to occur ten (10) or more days prior to the meeting. Any amendments or additions to or deletions from the agenda must be presented to the Board Secretary in sufficient time to enable the changes to be distributed to the Board members and constituent representatives at least three (3) working days prior to the meeting. An emergency may be declared by a two-thirds (2/3) majority of the members present at the meeting to permit consideration of a proposal not adhering to this time requirement. Except in emergency situations, all action items and resolutions should come to the full Board from one of its standing or special committees or from the President of the University.

**Ex officio Member (clarification of Art. 1, Sec. 1)**

The term of the ex officio member of the Board of Visitors begins immediately upon his or her election as President of the Board of the Virginia Department of Agriculture and Consumer Services and continues for the duration of his or her service as president. (Section 23-115, *Code of Virginia*, as amended)



**Closed Sessions (amend Art. 1, Sec. 2)**

Change all occurrences of “executive session” to “closed session” to be consistent with the Freedom of Information Act. Also, amend the following sentences to update the *Code* section as follows: “~~Executive~~ Closed sessions may be held for specific matters. These matters are enumerated in Section 2.2-3711, *Code of Virginia*, as amended.”

**Constituent Representatives (add a new Sec. 2 to Art. I, adjust subsequent section numbers in Art. I accordingly.)**

Representatives are appointed by the Board to the Board from the Undergraduate student body and the Graduate student body as non-voting, advisory representatives, pursuant to statutory authority (section 23-9.2:5, *Code of Virginia*, as amended). The term of appointment is for one year commencing July 1. Such representatives shall be welcomed at all open meetings of the Board and may be appointed to standing or special committees of the Board.

The President of the Faculty Senate shall also be welcomed to sit with the Board in open session and participate in discussion, without authority to vote or make or second motions. Similarly, this representative shall also be welcomed to attend meetings of the Board’s committees in open session and to provide information and advice as deemed appropriate by the chair of that committee.

*[Wording adapted from BOV resolution of January 18, 1988]*

**Related Corporations (replace first paragraph of Art. III, Sec. 1)**

A number of corporations are intricately tied with the university by virtue of affiliation agreements that they have entered into with the university and that comply with the format for affiliation agreements that the Board of Visitors has approved. Each corporation has its own board. The boards of these corporations focus on areas of special interest to the University. A listing of these affiliated corporations and their affiliation agreements shall at all times be kept on file with the Secretary of the Board of Visitors.

**Related Corporations (delete existing Art. III, Sec. 2)**

*Rationale only – Language NOT to be included in By-laws: As the needs of the university evolve, new affiliated corporations may be formed or existing affiliated corporations may cease to exist. Because the Board has approved a format for affiliation agreements, all affiliation agreements are reviewed by the Board in accordance with a specified schedule, and the Board must approve all renewals of affiliation agreements, it is no longer necessary to enumerate the related corporations in the Board's By-laws document. Further, it would be cumbersome to revise the Board's By-laws each time there was a change to an affiliated corporation. Therefore, deletion of this Section 2 is proposed.*

**Removal of Board Members (restate Art. VII, Section 2)**

If any Visitor fails to perform the duties of his office for one year without good cause shown to the Board, the Board shall, at the next meeting after the end of such year, cause the fact of such failure to be recorded in the minutes of their proceedings, and certify the same to the Governor, and the office of such Visitor shall thereupon be vacant. (Section 23-120, *Code of Virginia*, as amended)

**Conflict of Interest (restate Art. VII, Section 3)**

Each Board member is subject to the provisions of the State and Local Government Conflict of Interests Act and must file reports as necessary. (Section 2.2-3114(B), *Code of Virginia*, as amended)

**Update on Review of Race-Conscious Programs – November 2, 2003**

The ad hoc committee on the narrow-tailoring concept met Sunday, November 2, 2003 to receive an update from Provost McNamee on the status of the review.

On October 17, 2003, Provost McNamee met with State Solicitor William Hurd and Senior Assistant Attorney General Maureen Matsen to discuss the program review materials, submitted to their office in May, and recommendations in the five major areas, submitted in July. Mr. Hurd and Ms. Matsen provided a helpful description of the changing legal environment surrounding the consideration of race and ethnicity in academic activities, and provided valuable feedback on the five major programs in which the university had requested advice. A summary of their conclusions in the five major areas follows:

**Undergraduate Admissions** - The university's process of an individualized review, where race/ethnicity is one factor out of many considered in determining an applicant's contribution to campus diversity is in compliance with the recent Supreme Court rulings. The Office of the Attorney General supports the inclusion of an essay opportunity that would allow any student to highlight their potential contribution to diversity. The university is considering this modification to its application process.

**Private Scholarships and Financial Aid** – The university will need to modify those privately-funded scholarships and fellowships that are restricted to or express a preference for certain races or ethnic groups. The Office of the Attorney General agreed to consult with the U.S. Department of Education regarding acceptable language and processes for administering these scholarships.

**The Multicultural Academic Opportunities Program (MAOP)** – The university had recommended the continued, narrowly-tailored consideration of race or ethnicity in selections for MAOP participation. The Office of the Attorney General asked whether this program could possibly achieve its goals without the use of race or ethnicity in the selection process. The university is working with the MAOP administrators to determine the impact of excluding race/ethnicity from the selection criteria. The U.S. Department of Education will also be reviewing the MAOP program and may provide additional guidance.

**Federal Sponsored/McNair Scholars** - The university will continue to comply with federal grant requirements while federal sponsoring agencies modify their programs to comply with recent legal changes.

Provost McNamee also updated the committee on discussions with the U.S. Department of Education's Office for Civil Rights (DOE-OCR) regarding their review of activities identified in a letter sent to them by the Center for Equal Opportunity in June, 2003.

A campus-wide forum will be held on November 10, 2003. Mr. Davenport, President Steger, Provost McNamee, and other key administrators, will discuss the review process and its outcomes and will respond to questions from the campus community.

**VIRGINIA TECH FIRST SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
FRESHMEN<sup>1</sup>**

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>AGRICULTURE AND LIFE SCIENCES</b>										
MEN	1	2	5	9	4	1	4	5	2	1
WOMEN	2	4	9	5	6	4	4	3	0	0
TOTAL	3	6	14	14	10	5	8	8	2	1
<b>ARCHITECTURE AND URBAN STUDIES</b>										
MEN	1	5	9	13	10	15	9	2	2	2
WOMEN	0	0	6	2	6	5	6	1	1	5
TOTAL	1	5	15	15	16	20	15	3	3	7
<b>ARTS AND SCIENCES</b>										
MEN	32	19	26	25	28	20	26	26	16	10
WOMEN	18	19	24	19	26	30	35	32	18	13
TOTAL	50	38	50	44	54	50	61	58	34	23
<b>BUSINESS</b>										
MEN	14	17	15	21	16	15	18	14	13	13
WOMEN	7	7	7	14	6	9	4	6	7	6
TOTAL	21	24	22	35	22	24	22	20	20	19
<b>EDUCATION</b>										
MEN	1	1	1	0	0	0	0	0	0	0
WOMEN	3	3	2	0	0	0	0	0	0	0
TOTAL	4	4	3	0	0	0	0	0	0	0
<b>ENGINEERING</b>										
MEN	20	24	30	65	35	44	39	30	30	29
WOMEN	6	2	6	14	4	7	4	6	3	1
TOTAL	26	26	36	79	39	51	43	36	33	30
<b>HUMAN SCIENCES AND EDUCATION</b>										
MEN	3	1	6	5	2	2	6	4	4	3
WOMEN	1	2	2	1	0	1	9	15	6	4
TOTAL	4	3	8	6	2	3	15	19	10	7
<b>INTERDISCIPLINARY</b>										
MEN	2	1	1	1	2	2	29	37	32	32
WOMEN	7	2	13	15	8	4	20	15	20	11
TOTAL	9	3	14	16	10	6	49	52	52	43
<b>NATURAL RESOURCES</b>										
MEN	56	20	41	30	26	12	1	2	2	5
WOMEN	12	7	12	18	15	13	0	2	2	1
TOTAL	68	27	53	48	41	25	1	4	4	6
<b>UNIVERSITY TOTALS</b>										
MEN	130	90	134	169	123	111	137	120	101	95
WOMEN	56	46	81	88	71	73	84	80	57	41
TOTAL	186	136	215	257	194	184	221	200	158	136

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

VIRGINIA TECH FIRST SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
SOPHOMORES<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	17	13	11	7	7	5	5	7	9	6
WOMEN	23	20	18	22	20	14	14	14	19	15
TOTAL	40	33	29	29	27	19	19	21	28	21
ARCHITECTURE AND URBAN STUDIES										
MEN	12	11	17	17	28	26	23	15	15	14
WOMEN	0	1	7	3	16	11	9	1	4	16
TOTAL	12	12	24	20	44	37	32	16	19	30
ARTS AND SCIENCES										
MEN	86	84	86	105	86	86	87	115	104	95
WOMEN	101	82	90	99	101	81	87	109	95	67
TOTAL	187	166	176	204	187	167	174	224	199	162
BUSINESS										
MEN	47	59	41	52	82	62	63	66	56	68
WOMEN	30	35	32	41	39	36	32	54	31	37
TOTAL	77	94	73	93	121	98	95	120	87	105
EDUCATION										
MEN	9	3	1	0	0	0	0	0	0	0
WOMEN	7	7	0	0	0	0	0	0	0	0
TOTAL	16	10	1	0	0	0	0	0	0	0
ENGINEERING										
MEN	119	116	124	144	159	145	137	155	101	138
WOMEN	25	28	23	39	50	36	28	23	31	32
TOTAL	144	144	147	183	209	181	165	178	132	170
HUMAN SCIENCES AND EDUCATION										
MEN	13	11	11	12	25	16	21	16	9	16
WOMEN	24	38	53	53	60	36	53	76	54	39
TOTAL	37	49	64	65	85	52	74	92	63	55
INTERDISCIPLINARY										
MEN	86	70	81	49	36	42	30	53	86	59
WOMEN	39	30	29	31	29	17	16	22	27	37
TOTAL	125	100	110	80	65	59	46	75	113	96
NATURAL RESOURCES										
MEN	10	16	4	8	9	4	3	3	2	4
WOMEN	6	4	4	7	4	1	0	3	1	3
TOTAL	16	20	8	15	13	5	3	6	3	7
UNIVERSITY TOTALS										
MEN	399	383	376	394	432	386	369	430	382	400
WOMEN	255	245	256	295	319	232	239	302	262	246
TOTAL	654	628	632	689	751	618	608	732	644	646

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

VIRGINIA TECH FIRST SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
JUNIORS<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	33	38	43	35	23	18	17	11	15	12
WOMEN	47	28	39	38	45	34	35	24	31	34
TOTAL	80	66	82	73	68	52	52	35	46	46
ARCHITECTURE AND URBAN STUDIES										
MEN	17	23	30	15	25	38	20	18	29	28
WOMEN	13	13	6	14	14	25	15	12	13	49
TOTAL	30	36	36	29	39	63	35	30	42	77
ARTS AND SCIENCES										
MEN	282	215	184	192	202	201	176	192	225	208
WOMEN	285	224	242	195	225	206	201	234	228	202
TOTAL	567	439	426	387	427	407	377	426	453	410
BUSINESS										
MEN	123	112	112	110	128	159	120	155	150	145
WOMEN	90	74	79	75	99	81	94	107	100	105
TOTAL	213	186	191	185	227	240	214	262	250	250
EDUCATION										
MEN	38	17	13	0	0	0	0	0	0	0
WOMEN	27	12	7	0	0	0	0	0	0	0
TOTAL	65	29	20	0	0	0	0	0	0	0
ENGINEERING										
MEN	254	239	252	217	244	240	214	261	218	236
WOMEN	56	53	47	53	49	49	55	42	44	60
TOTAL	310	292	299	270	293	289	269	303	262	296
HUMAN SCIENCES AND EDUCATION										
MEN	29	40	30	31	45	45	45	58	38	37
WOMEN	98	97	106	90	131	106	99	132	140	122
TOTAL	127	137	136	121	176	151	144	190	178	159
INTERDISCIPLINARY										
MEN	12	7	8	12	5	4	10	11	9	22
WOMEN	1	4	5	4	3	4	8	6	5	9
TOTAL	13	11	13	16	8	8	18	17	14	31
NATURAL RESOURCES										
MEN	18	16	14	8	15	14	6	10	10	7
WOMEN	14	14	10	10	10	9	4	7	6	5
TOTAL	32	30	24	18	25	23	10	17	16	12
UNIVERSITY TOTALS										
MEN	806	707	686	620	687	719	608	716	694	695
WOMEN	631	519	541	479	576	514	511	564	567	586
TOTAL	1437	1226	1227	1099	1263	1233	1119	1280	1261	1281

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

**VIRGINIA TECH FIRST SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
SENIORS<sup>1</sup>**

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>AGRICULTURE AND LIFE SCIENCES</b>										
MEN	36	40	33	39	34	44	40	37	21	22
WOMEN	23	35	28	43	55	55	44	61	26	30
TOTAL	59	75	61	82	89	99	84	98	47	52
<b>ARCHITECTURE AND URBAN STUDIES</b>										
MEN	46	25	33	54	55	59	46	50	35	64
WOMEN	32	13	20	33	25	26	27	28	27	44
TOTAL	78	38	53	87	80	85	73	78	62	108
<b>ARTS AND SCIENCES</b>										
MEN	282	214	211	275	268	287	307	323	290	300
WOMEN	253	213	178	253	259	252	262	295	236	219
TOTAL	535	427	389	528	527	539	569	618	526	519
<b>BUSINESS</b>										
MEN	162	134	123	174	210	252	299	335	349	328
WOMEN	89	90	65	112	115	152	161	188	175	205
TOTAL	251	224	188	286	325	404	460	523	524	533
<b>EDUCATION</b>										
MEN	35	31	15	0	0	0	0	0	0	0
WOMEN	25	22	9	0	0	0	0	0	0	0
TOTAL	60	53	24	0	0	0	0	0	0	0
<b>ENGINEERING</b>										
MEN	356	331	308	373	378	428	421	436	428	356
WOMEN	80	64	52	78	68	79	69	88	75	74
TOTAL	436	395	360	451	446	507	490	524	503	430
<b>HUMAN SCIENCES AND EDUCATION</b>										
MEN	39	32	48	81	69	67	86	100	103	72
WOMEN	100	94	102	165	180	157	200	192	185	139
TOTAL	139	126	150	246	249	224	286	292	288	211
<b>INTERDISCIPLINARY</b>										
MEN	0	1	0	0	0	0	4	0	0	0
WOMEN	0	1	0	1	0	0	1	0	0	0
TOTAL	0	2	0	1	0	0	5	0	0	0
<b>NATURAL RESOURCES</b>										
MEN	31	20	28	25	29	28	13	15	8	14
WOMEN	24	12	8	7	17	13	13	8	6	11
TOTAL	55	32	36	32	46	41	26	23	14	25
<b>UNIVERSITY TOTALS</b>										
MEN	987	828	799	1021	1043	1165	1216	1296	1234	1156
WOMEN	626	544	462	692	719	734	777	860	730	722
TOTAL	1613	1372	1261	1713	1762	1899	1993	2156	1964	1878

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education



VIRGINIA TECH FIRST SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
TOTAL UNDERGRADUATES<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	89	94	93	90	68	68	66	60	47	41
WOMEN	96	89	97	109	128	108	98	102	76	80
TOTAL	185	183	190	199	196	176	164	162	123	121
ARCHITECTURE AND URBAN STUDIES										
MEN	76	64	89	100	119	138	98	85	81	108
WOMEN	45	27	39	53	61	68	59	42	46	114
TOTAL	121	91	128	153	180	206	157	127	127	222
ARTS AND SCIENCES										
MEN	693	544	509	603	593	598	606	656	641	616
WOMEN	675	551	540	573	622	580	603	670	584	504
TOTAL	1368	1095	1049	1176	1215	1178	1209	1326	1225	1120
BUSINESS										
MEN	349	325	291	357	439	489	503	570	568	554
WOMEN	216	207	185	249	264	282	294	355	314	353
TOTAL	565	532	476	606	703	771	797	925	882	907
EDUCATION										
MEN	85	53	31	0	0	0	0	0	0	0
WOMEN	62	47	18	0	0	0	0	0	0	0
TOTAL	147	100	49	0	0	0	0	0	0	0
ENGINEERING										
MEN	750	710	715	799	817	858	814	882	780	760
WOMEN	167	147	128	185	172	172	158	159	154	167
TOTAL	917	857	843	984	989	1030	972	1041	934	927
HUMAN SCIENCES AND EDUCATION										
MEN	83	84	90	126	141	131	158	178	154	128
WOMEN	229	233	277	323	382	306	366	415	386	304
TOTAL	312	317	367	449	523	437	524	593	540	432
INTERDISCIPLINARY										
MEN	196	145	175	130	111	103	103	101	151	141
WOMEN	112	83	88	85	76	79	67	43	77	75
TOTAL	308	228	263	215	187	182	170	144	228	216
NATURAL RESOURCES										
MEN	63	54	52	46	55	48	25	30	22	30
WOMEN	45	32	25	25	31	24	17	20	15	20
TOTAL	108	86	77	71	86	72	42	50	37	50
UNIVERSITY TOTALS										
MEN	2384	2073	2045	2251	2343	2433	2409	2562	2444	2378
WOMEN	1647	1416	1397	1602	1736	1619	1662	1806	1652	1617
TOTAL	4031	3489	3442	3853	4079	4052	4071	4368	4096	3995

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

VIRGINIA TECH FIRST SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
ALL CLASSES AND TOTALS - AGRICULTURE TECHNOLOGY

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE TECHNOLOGY – FIRST YEAR										
MEN	1	3	0	3	0	1	1	3	2	0
WOMEN	0	1	0	0	0	0	0	0	0	0
TOTAL	1	4	0	3	0	1	1	3	2	0
AGRICULTURE TECHNOLOGY – SECOND YEAR										
MEN	38	26	35	40	28	36	35	43	27	30
WOMEN	7	4	3	3	4	5	0	3	7	3
TOTAL	45	30	38	43	32	41	35	46	34	33
UNIVERSITY TOTALS										
MEN	39	29	35	43	28	37	36	46	29	30
WOMEN	7	5	3	3	4	5	0	3	7	3
TOTAL	46	34	38	46	32	42	36	49	36	33

## VIRGINIA TECH FIRST SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR

TOTAL GRADUATES<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	65	33	38	12	16	16	13	12	13	13
WOMEN	35	22	20	8	9	7	12	16	11	18
TOTAL	100	55	58	20	25	23	25	28	24	31
ARCHITECTURE AND URBAN STUDIES										
MEN	46	35	40	45	56	27	36	41	44	37
WOMEN	38	26	21	35	32	29	33	38	38	25
TOTAL	84	61	61	80	88	56	69	79	82	62
ARTS AND SCIENCES										
MEN	181	86	69	58	52	41	49	68	34	42
WOMEN	95	48	53	31	46	19	37	30	28	27
TOTAL	276	134	122	89	98	60	86	98	62	69
BUSINESS										
MEN	87	83	95	95	80	68	58	35	27	35
WOMEN	65	59	59	40	44	53	52	32	37	36
TOTAL	152	142	154	135	124	121	110	67	64	71
EDUCATION										
MEN	100	76	74	0	0	0	0	0	0	0
WOMEN	196	183	144	0	0	0	0	0	0	0
TOTAL	296	259	218	0	0	0	0	0	0	0
ENGINEERING										
MEN	610	302	252	174	101	103	142	137	119	106
WOMEN	105	62	58	25	20	25	26	25	29	32
TOTAL	715	364	310	199	121	128	168	162	148	138
HUMAN SCIENCES AND EDUCATION										
MEN	16	8	14	103	70	89	62	68	67	71
WOMEN	30	29	34	162	142	155	126	163	148	118
TOTAL	46	37	48	265	212	244	188	231	215	189
INTERDISCIPLINARY										
MEN	0	0	1	0	0	0	0	42	0	0
WOMEN	0	0	0	0	0	0	0	24	0	2
TOTAL	0	0	1	0	0	0	0	66	0	2
NATURAL RESOURCES										
MEN	65	28	17	11	10	11	9	14	5	5
WOMEN	18	4	11	4	3	1	3	18	2	0
TOTAL	83	32	28	15	13	12	12	32	7	5
VETERINARY MEDICINE GRAD AND PH.D.										
MEN	3	5	12	9	5	2	5	6	5	1
WOMEN	11	6	8	4	3	0	4	8	6	4
TOTAL	14	11	20	13	8	2	9	14	11	5
UNIVERSITY TOTALS										
MEN	1173	656	612	507	390	357	374	423	314	310
WOMEN	593	439	408	309	299	289	293	354	299	262
TOTAL	1766	1095	1020	816	689	646	667	777	613	572

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

**VIRGINIA TECH FIRST SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
ALL CLASSES AND TOTALS - VETERINARY MEDICINE**

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>VETERINARY MEDICINE – FIRST YEAR</b>										
MEN	0	0	0	0	0	0	1	0	0	0
WOMEN	0	0	0	0	0	0	1	0	0	0
TOTAL	0	0	0	0	0	0	2	0	0	0
<b>VETERINARY MEDICINE – SECOND YEAR</b>										
MEN	1	0	0	0	0	0	1	0	0	0
WOMEN	0	0	0	0	0	0	1	0	0	0
TOTAL	1	0	0	0	0	0	2	0	0	0
<b>VETERINARY MEDICINE – THIRD YEAR</b>										
MEN	0	0	0	0	0	0	0	7	1	0
WOMEN	1	1	0	0	1	0	1	14	0	0
TOTAL	1	1	0	0	1	0	1	21	1	0
<b>VETERINARY MEDICINE – FOURTH YEAR</b>										
MEN	18	22	25	19	23	28	18	14	19	21
WOMEN	58	53	54	62	55	59	62	51	68	71
TOTAL	76	75	79	81	78	87	80	65	87	92
<b>UNIVERSITY TOTALS</b>										
MEN	19	22	25	19	23	28	20	21	20	21
WOMEN	59	54	54	62	56	59	65	65	68	71
TOTAL	78	76	79	81	79	87	85	86	88	92

VIRGINIA TECH FIRST SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
TOTAL UNIVERSITY STUDENTS<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	193	156	166	145	112	121	115	118	89	84
WOMEN	138	116	120	120	141	120	110	121	94	101
TOTAL	331	272	286	265	253	241	225	240	183	185
ARCHITECTURE AND URBAN STUDIES										
MEN	122	99	129	145	175	165	134	126	125	145
WOMEN	83	53	60	88	93	97	92	80	84	139
TOTAL	205	152	189	233	268	262	226	206	209	284
ARTS AND SCIENCES										
MEN	874	630	578	661	645	639	655	740	675	658
WOMEN	770	599	593	604	668	599	640	732	612	531
TOTAL	1644	1229	1171	1265	1313	1238	1295	1472	1287	1189
BUSINESS										
MEN	436	408	386	452	519	557	561	607	595	589
WOMEN	281	266	244	289	308	335	346	389	351	389
TOTAL	717	674	630	741	827	892	907	996	946	978
EDUCATION										
MEN	185	129	105	0	0	0	0	0	0	0
WOMEN	258	230	162	0	0	0	0	0	0	0
TOTAL	443	359	267	0	0	0	0	0	0	0
ENGINEERING										
MEN	1360	1012	967	973	918	961	956	1021	899	866
WOMEN	272	209	186	210	192	197	184	184	183	189
TOTAL	1632	1221	1153	1183	1110	1158	1140	1205	1082	1065
HUMAN SCIENCES AND EDUCATION										
MEN	99	92	104	229	211	220	220	248	221	199
WOMEN	259	262	311	485	524	461	492	580	534	422
TOTAL	358	354	415	714	735	681	712	828	755	621
INTERDISCIPLINARY										
MEN	196	145	176	130	111	103	34	175	151	141
WOMEN	112	83	88	85	76	79	20	97	77	77
TOTAL	308	228	264	215	187	182	54	272	228	218
NATURAL RESOURCES										
MEN	128	82	69	57	65	59	103	44	27	35
WOMEN	63	36	36	29	34	25	67	41	17	20
TOTAL	191	118	105	86	99	84	170	85	44	55
VETERINARY MEDICINE GRAD AND PH.D.										
MEN	22	27	37	28	28	30	25	27	25	22
WOMEN	70	60	62	66	59	59	69	73	74	75
TOTAL	92	87	99	94	87	89	94	100	99	97
UNIVERSITY TOTALS										
MEN	3615	2780	2717	2820	2784	2855	2803	3106	2807	2739
WOMEN	2306	1914	1862	1976	2095	1972	2020	2298	2026	1953
TOTAL	5921	4694	4579	4796	4879	4827	4823	5404	4833	4692

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

VIRGINIA TECH SECOND SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
FRESHMEN<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	1	3	3	7	3	1	3	4	0	0
WOMEN	3	5	6	4	5	3	4	4	2	2
TOTAL	4	8	9	11	8	4	7	8	2	2
ARCHITECTURE AND URBAN STUDIES										
MEN	4	5	7	10	10	16	6	4	0	1
WOMEN	0	1	5	1	5	11	3	1	1	2
TOTAL	4	6	12	11	15	27	9	5	1	3
ARTS AND SCIENCES										
MEN	28	30	21	23	31	23	32	26	11	9
WOMEN	14	20	30	19	36	24	43	28	9	16
TOTAL	42	50	51	42	67	47	75	54	20	25
BUSINESS										
MEN	10	15	13	21	14	16	13	17	11	9
WOMEN	9	4	4	15	5	8	8	2	4	4
TOTAL	19	19	17	36	19	24	21	19	15	13
EDUCATION										
MEN	1	0	1	0	0	0	0	0	0	0
WOMEN	2	1	1	0	0	0	0	0	0	0
TOTAL	3	1	2	0	0	0	0	0	0	0
ENGINEERING										
MEN	23	21	59	38	31	46	53	47	33	33
WOMEN	4	5	6	8	5	4	7	7	12	10
TOTAL	27	26	65	46	36	50	60	54	45	43
HUMAN SCIENCES AND EDUCATION										
MEN	0	1	2	7	5	4	4	4	2	4
WOMEN	3	2	5	6	3	4	8	10	6	0
TOTAL	3	3	7	13	8	8	12	14	8	4
INTERDISCIPLINARY										
MEN	49	29	24	32	22	7	27	31	29	30
WOMEN	14	11	10	11	14	6	17	15	12	10
TOTAL	63	40	34	43	36	13	44	46	41	40
NATURAL RESOURCES										
MEN	3	0	4	2	2	0	1	2	1	0
WOMEN	2	1	3	1	1	2	1	2	1	0
TOTAL	5	1	7	3	3	2	2	4	2	0
UNIVERSITY TOTALS										
MEN	119	104	134	140	118	113	139	135	87	86
WOMEN	51	50	70	65	74	62	91	69	47	44
TOTAL	170	154	204	205	192	175	230	204	134	130

<sup>1</sup> Effective Fall 1996, total for Education are reflected in Human Sciences and Education

VIRGINIA TECH SECOND SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
SOPHOMORES<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	9	4	4	7	7	2	5	9	6	6
WOMEN	10	7	12	12	9	8	6	8	8	5
TOTAL	19	11	16	19	16	10	11	17	14	11
ARCHITECTURE AND URBAN STUDIES										
MEN	6	9	21	13	21	28	27	7	4	8
WOMEN	3	5	6	2	12	14	8	3	3	11
TOTAL	9	14	27	15	33	42	35	10	7	19
ARTS AND SCIENCES										
MEN	57	53	79	80	87	49	56	74	53	56
WOMEN	51	39	47	53	68	45	61	67	57	33
TOTAL	108	92	126	133	155	94	117	141	110	89
BUSINESS										
MEN	39	48	32	29	49	34	37	50	35	33
WOMEN	15	31	17	21	22	18	15	29	15	12
TOTAL	54	79	49	50	71	52	52	79	50	45
EDUCATION										
MEN	4	3	2	0	0	0	0	0	0	0
WOMEN	5	7	0	0	0	0	0	0	0	0
TOTAL	9	10	2	0	0	0	0	0	0	0
ENGINEERING										
MEN	92	78	116	118	99	104	122	91	92	81
WOMEN	23	21	19	25	30	19	26	21	29	21
TOTAL	115	99	135	143	129	123	148	112	121	102
HUMAN SCIENCES AND EDUCATION										
MEN	11	4	7	5	14	12	9	7	5	12
WOMEN	12	10	21	18	28	14	22	33	26	9
TOTAL	23	14	28	23	42	26	31	40	31	21
INTERDISCIPLINARY										
MEN	73	52	36	34	34	31	43	44	70	49
WOMEN	28	12	11	23	22	9	11	21	22	26
TOTAL	101	64	47	57	56	40	54	65	92	75
NATURAL RESOURCES										
MEN	10	7	5	4	6	5	1	2	5	2
WOMEN	5	5	1	4	1	0	1	2	2	2
TOTAL	15	12	6	8	7	5	2	4	7	4
UNIVERSITY TOTALS										
MEN	301	258	302	290	317	265	300	284	270	247
WOMEN	152	137	134	158	192	127	150	184	162	119
TOTAL	453	395	436	448	509	392	450	468	432	366

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

VIRGINIA TECH SECOND SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
JUNIORS<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	26	28	21	19	12	11	12	5	10	5
WOMEN	28	24	19	24	26	20	18	14	26	19
TOTAL	54	52	40	43	38	31	30	19	36	24
ARCHITECTURE AND URBAN STUDIES										
MEN	13	15	24	15	19	27	14	7	15	13
WOMEN	6	7	5	10	17	10	9	8	8	33
TOTAL	19	22	29	25	36	37	23	15	23	46
ARTS AND SCIENCES										
MEN	212	157	125	152	151	133	150	139	155	154
WOMEN	191	147	158	118	148	127	132	159	134	111
TOTAL	403	304	283	270	299	260	282	298	289	265
BUSINESS										
MEN	94	75	80	73	113	73	87	104	78	93
WOMEN	81	46	58	59	67	49	53	53	53	49
TOTAL	175	121	138	132	180	122	140	157	131	142
EDUCATION										
MEN	23	15	7	0	0	0	0	0	0	0
WOMEN	20	6	6	0	0	0	0	0	0	0
TOTAL	43	21	13	0	0	0	0	0	0	0
ENGINEERING										
MEN	192	203	210	170	213	174	151	186	169	137
WOMEN	40	41	42	44	39	35	32	30	31	39
TOTAL	232	244	252	214	252	209	183	216	200	176
HUMAN SCIENCES AND EDUCATION										
MEN	10	24	17	28	35	28	37	30	25	17
WOMEN	62	54	50	54	111	48	63	90	81	81
TOTAL	72	78	67	82	146	76	100	120	106	98
INTERDISCIPLINARY										
MEN	12	6	10	10	7	3	5	14	9	12
WOMEN	0	3	4	3	4	2	5	3	2	6
TOTAL	12	9	14	13	11	5	10	17	11	18
NATURAL RESOURCES										
MEN	17	11	8	6	11	11	4	9	5	5
WOMEN	11	9	7	9	5	6	2	2	10	1
TOTAL	28	20	15	15	16	17	6	11	15	6
UNIVERSITY TOTALS										
MEN	599	534	502	473	561	460	460	494	466	436
WOMEN	439	337	349	321	417	297	314	359	345	339
TOTAL	1038	871	851	794	978	757	774	853	811	775

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education



VIRGINIA TECH SECOND SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
SENIORS<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	30	25	15	25	21	27	25	23	14	20
WOMEN	25	26	15	24	26	34	29	33	20	22
TOTAL	55	51	30	49	47	61	54	56	34	42
ARCHITECTURE AND URBAN STUDIES										
MEN	28	27	19	40	46	26	33	31	16	39
WOMEN	19	10	9	22	16	10	14	8	11	28
TOTAL	47	37	28	62	62	36	47	39	27	67
ARTS AND SCIENCES										
MEN	209	142	148	210	248	220	268	234	237	235
WOMEN	159	145	128	176	201	164	178	184	168	165
TOTAL	368	287	276	386	449	384	446	418	405	400
BUSINESS										
MEN	123	93	110	155	151	152	194	181	210	188
WOMEN	78	66	52	91	92	80	109	108	120	123
TOTAL	201	159	162	246	243	232	303	289	330	311
EDUCATION										
MEN	35	24	15	0	0	0	0	0	0	0
WOMEN	31	22	11	0	0	0	0	0	0	0
TOTAL	66	46	26	0	0	0	0	0	0	0
ENGINEERING										
MEN	293	287	272	319	348	356	364	380	362	302
WOMEN	77	58	50	44	72	63	72	58	65	67
TOTAL	370	345	322	363	420	419	436	438	427	369
HUMAN SCIENCES AND EDUCATION										
MEN	25	23	18	44	55	40	60	62	56	79
WOMEN	69	69	51	88	126	128	152	103	118	106
TOTAL	94	92	69	132	181	168	212	165	174	185
INTERDISCIPLINARY										
MEN	0	1	0	0	0	0	2	3	0	1
WOMEN	0	0	0	2	0	0	0	0	0	0
TOTAL	0	1	0	2	0	0	2	3	0	1
NATURAL RESOURCES										
MEN	25	10	21	20	20	11	11	19	9	6
WOMEN	11	15	4	6	4	7	3	7	6	4
TOTAL	36	25	25	26	24	18	14	26	15	10
UNIVERSITY TOTALS										
MEN	768	632	618	813	889	832	957	933	904	870
WOMEN	469	411	320	453	537	486	557	501	508	515
TOTAL	1237	1043	938	1266	1426	1318	1514	1434	1412	1385

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

VIRGINIA TECH SECOND SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
TOTAL UNDERGRADUATES<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	66	60	43	58	43	41	45	41	30	31
WOMEN	66	63	54	64	66	67	58	59	56	48
TOTAL	132	123	97	122	109	108	103	100	86	79
ARCHITECTURE AND URBAN STUDIES										
MEN	51	56	71	79	97	97	80	49	35	61
WOMEN	28	23	25	36	50	45	35	20	23	74
TOTAL	79	79	96	115	147	142	115	69	58	135
ARTS AND SCIENCES										
MEN	510	388	380	471	522	429	512	473	460	457
WOMEN	424	361	374	370	463	364	425	438	370	326
TOTAL	934	749	754	841	985	793	937	911	830	783
BUSINESS										
MEN	267	233	237	279	332	276	333	352	334	324
WOMEN	185	150	132	188	188	155	187	192	193	188
TOTAL	452	383	369	467	520	431	520	544	527	512
EDUCATION										
MEN	65	44	25	0	0	0	0	0	0	0
WOMEN	59	38	18	0	0	0	0	0	0	0
TOTAL	124	82	43	0	0	0	0	0	0	0
ENGINEERING										
MEN	601	589	657	645	692	681	692	704	659	553
WOMEN	144	125	117	121	147	122	138	116	137	138
TOTAL	745	714	774	766	839	803	830	820	796	691
HUMAN SCIENCES AND EDUCATION										
MEN	46	52	44	84	109	84	110	103	88	112
WOMEN	147	136	129	168	268	196	245	236	233	196
TOTAL	193	188	173	252	377	280	355	339	321	308
INTERDISCIPLINARY										
MEN	176	117	116	109	105	61	104	92	127	109
WOMEN	84	60	57	71	77	47	64	39	61	61
TOTAL	260	177	173	180	182	108	168	131	188	170
NATURAL RESOURCES										
MEN	55	28	38	32	39	28	17	32	20	13
WOMEN	29	30	15	21	11	15	7	13	19	7
TOTAL	84	58	53	53	50	43	24	45	39	20
UNIVERSITY TOTALS										
MEN	1837	1567	1611	1757	1939	1697	1893	1846	1753	1660
WOMEN	1166	986	921	1039	1270	1011	1159	1113	1092	1038
TOTAL	3003	2553	2532	2796	3209	2708	3052	2959	2845	2698

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

VIRGINIA TECH SECOND SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
ALL CLASSES AND TOTALS - AGRICULTURE TECHNOLOGY

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE TECHNOLOGY – FIRST YEAR										
MEN	1	0	0	0	0	0	0	0	0	0
WOMEN	0	0	0	0	0	0	0	0	0	0
TOTAL	1	0	0	0	0	0	0	0	0	0
AGRICULTURE TECHNOLOGY – SECOND YEAR										
MEN	38	0	0	0	0	0	0	0	1	1
WOMEN	7	0	0	0	0	0	0	0	0	0
TOTAL	45	0	0	0	0	0	0	0	1	1
UNIVERSITY TOTALS										
MEN	39	0	0	0	0	0	0	0	1	1
WOMEN	7	0	0	0	0	0	0	0	0	0
TOTAL	46	0	0	0	0	0	0	0	1	1

VIRGINIA TECH SECOND SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
TOTAL GRADUATES<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>AGRICULTURE AND LIFE SCIENCES</b>										
MEN	59	32	37	21	13	11	17	10	11	7
WOMEN	38	19	21	10	10	10	16	16	11	11
TOTAL	97	51	58	31	23	21	33	26	22	18
<b>ARCHITECTURE AND URBAN STUDIES</b>										
MEN	23	24	19	26	35	23	24	23	29	27
WOMEN	18	22	9	24	20	21	23	29	20	16
TOTAL	41	46	28	50	55	44	47	52	49	43
<b>ARTS AND SCIENCES</b>										
MEN	149	61	50	34	29	21	41	45	35	30
WOMEN	88	44	39	24	21	27	29	28	31	14
TOTAL	237	105	89	58	50	48	70	73	66	44
<b>BUSINESS</b>										
MEN	67	62	66	65	54	22	23	10	10	21
WOMEN	43	40	35	32	33	8	15	10	11	11
TOTAL	110	102	101	97	87	30	38	20	21	32
<b>EDUCATION</b>										
MEN	140	95	96	0	0	0	0	0	0	0
WOMEN	275	199	176	0	0	0	0	0	0	0
TOTAL	415	294	272	0	0	0	0	0	0	0
<b>ENGINEERING</b>										
MEN	555	264	231	131	119	92	124	121	104	76
WOMEN	112	68	60	28	30	23	28	19	16	16
TOTAL	667	332	291	159	149	115	152	140	120	92
<b>HUMAN SCIENCES AND EDUCATION</b>										
MEN	11	10	8	126	113	88	83	90	81	75
WOMEN	31	22	14	178	189	160	197	201	126	152
TOTAL	42	32	22	304	302	248	280	291	207	227
<b>INTERDISCIPLINARY</b>										
MEN	1	1	0	0	0	0	0	0	0	1
WOMEN	0	0	0	0	0	0	0	0	1	0
TOTAL	1	1	0	0	0	0	0	0	1	1
<b>NATURAL RESOURCES</b>										
MEN	63	28	21	3	12	9	6	7	4	3
WOMEN	15	2	10	4	4	0	2	3	0	1
TOTAL	78	30	31	7	16	9	8	10	4	4
<b>VETERINARY MEDICINE GRAD AND PH.D.</b>										
MEN	9	5	16	11	10	3	6	7	4	2
WOMEN	16	9	11	8	10	4	11	5	4	3
TOTAL	25	14	27	19	20	7	17	12	8	5
<b>UNIVERSITY TOTALS</b>										
MEN	1077	582	544	417	385	269	324	313	278	242
WOMEN	636	425	375	308	317	253	321	311	220	224
TOTAL	1713	1007	919	725	702	522	645	624	498	466

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

**VIRGINIA TECH SECOND SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
ALL CLASSES AND TOTALS - VETERINARY MEDICINE**

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>VETERINARY MEDICINE – FIRST YEAR</b>										
MEN	0	0	0	0	0	0	1	0	0	0
WOMEN	0	0	0	0	0	0	1	0	0	0
TOTAL	0	0	0	0	0	0	2	0	0	0
<b>VETERINARY MEDICINE – SECOND YEAR</b>										
MEN	0	0	0	0	0	0	2	0	0	0
WOMEN	0	0	0	0	0	0	1	0	0	0
TOTAL	0	0	0	0	0	0	3	0	0	0
<b>VETERINARY MEDICINE – THIRD YEAR</b>										
MEN	0	0	0	0	0	0	0	0	0	0
WOMEN	0	0	0	0	0	0	1	0	0	0
TOTAL	0	0	0	0	0	0	1	0	0	0
<b>VETERINARY MEDICINE – FOURTH YEAR</b>										
MEN	20	22	25	19	24	27	21	21	20	21
WOMEN	57	55	55	62	55	57	61	65	68	71
TOTAL	77	77	80	81	79	84	82	86	88	92
<b>UNIVERSITY TOTALS</b>										
MEN	20	22	25	19	24	27	24	21	20	21
WOMEN	57	55	55	62	55	57	64	65	68	71
TOTAL	77	77	80	81	79	84	88	86	88	92

VIRGINIA TECH SECOND SUMMER SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
TOTAL UNIVERSITY STUDENTS<sup>1</sup>

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES										
MEN	125	92	80	79	56	52	62	51	42	39
WOMEN	104	82	75	74	76	77	74	76	67	59
TOTAL	229	174	155	153	132	129	136	127	109	98
ARCHITECTURE AND URBAN STUDIES										
MEN	74	80	90	105	132	120	104	72	64	88
WOMEN	46	45	34	60	70	66	58	49	43	90
TOTAL	120	125	124	165	202	186	162	121	107	178
ARTS AND SCIENCES										
MEN	659	449	430	505	551	450	553	525	496	487
WOMEN	512	405	413	394	484	391	454	468	401	340
TOTAL	1171	854	843	899	1035	841	1007	993	897	827
BUSINESS										
MEN	334	295	303	344	386	298	356	364	344	345
WOMEN	228	190	167	220	221	163	202	205	204	199
TOTAL	562	485	470	564	607	461	558	569	548	544
EDUCATION										
MEN	205	139	121	0	0	0	0	0	0	0
WOMEN	334	237	194	0	0	0	0	0	0	0
TOTAL	539	376	315	0	0	0	0	0	0	0
ENGINEERING										
MEN	1156	853	888	776	811	773	816	828	763	629
WOMEN	256	193	177	149	177	145	166	136	153	154
TOTAL	1412	1046	1065	925	988	918	982	964	916	783
HUMAN SCIENCES AND EDUCATION										
MEN	57	62	52	210	222	172	193	193	169	187
WOMEN	178	158	143	346	457	356	442	440	359	348
TOTAL	235	220	195	556	679	528	635	633	528	535
INTERDISCIPLINARY										
MEN	177	118	116	109	105	61	104	110	127	110
WOMEN	84	60	57	71	77	47	64	62	62	61
TOTAL	261	178	173	180	182	108	168	172	189	171
NATURAL RESOURCES										
MEN	118	56	59	35	51	37	23	39	24	16
WOMEN	44	32	25	25	15	15	9	17	19	8
TOTAL	162	88	84	60	66	52	32	56	43	24
VETERINARY MEDICINE GRAD AND PH.D.										
MEN	29	27	41	30	34	30	30	28	24	23
WOMEN	73	64	66	70	65	61	75	70	72	74
TOTAL	102	91	107	100	99	91	105	98	96	97
UNIVERSITY TOTALS										
MEN	2934	2171	2180	2193	2348	1993	2241	2210	2053	1924
WOMEN	1859	1466	1351	1409	1642	1321	1544	1523	1380	1333
TOTAL	4793	3637	3531	3602	3990	3314	3785	3733	3433	3257

<sup>1</sup> Effective Fall 1996, totals for Education are reflected in Human Sciences and Education

**VIRGINIA TECH FALL SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
FRESHMEN**

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>AGRICULTURE AND LIFE SCIENCES*</b>										
<b>MEN</b>	111	150	141	143	119	105	83	80	69	88
<b>WOMEN</b>	186	228	240	223	198	197	167	176	161	203
<b>TOTAL</b>	297	378	381	366	317	302	250	256	230	291
<b>ARCHITECTURE AND URBAN STUDIES*</b>										
<b>MEN</b>	121	148	145	152	162	153	148	139	123	113
<b>WOMEN</b>	57	74	61	62	63	89	77	69	81	114
<b>TOTAL</b>	178	222	206	214	225	242	225	208	204	227
<b>BUSINESS*</b>										
<b>MEN</b>	328	356	447	561	531	493	451	458	444	440
<b>WOMEN</b>	252	302	303	323	356	325	325	299	324	322
<b>TOTAL</b>	580	658	750	884	887	818	776	757	768	762
<b>ENGINEERING*</b>										
<b>MEN</b>	786	725	1372	1342	1260	1321	1101	1030	982	1282
<b>WOMEN</b>	149	168	266	260	246	241	228	225	183	207
<b>TOTAL</b>	935	893	1638	1602	1506	1562	1329	1255	1165	1489
<b>INTERDISCIPLINARY</b>										
<b>MEN</b>	805	944	623	615	482	544	656	819	794	783
<b>WOMEN</b>	460	543	521	503	433	493	543	560	528	539
<b>TOTAL</b>	1265	1487	1144	1118	915	1037	1199	1379	1322	1322
<b>LIBERAL ARTS AND HUMAN SCIENCES**</b>										
<b>MEN</b>	0	0	0	0	0	0	0	0	0	231
<b>WOMEN</b>	0	0	0	0	0	0	0	0	0	446
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	677
<b>NATURAL RESOURCES*</b>										
<b>MEN</b>	116	102	97	83	72	73	71	59	77	49
<b>WOMEN</b>	67	60	50	51	41	41	45	30	28	36
<b>TOTAL</b>	183	162	147	134	113	114	116	89	105	85
<b>SCIENCE**</b>										
<b>MEN</b>	0	0	0	0	0	0	0	0	0	304
<b>WOMEN</b>	0	0	0	0	0	0	0	0	0	500
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	804
<b>UNIVERSITY TOTALS</b>										
<b>MEN</b>	2962	3276	3665	3778	3510	3641	3405	3433	3258	3290
<b>WOMEN</b>	2239	2448	2526	2559	2431	2553	2581	2402	2272	2367
<b>TOTAL</b>	5201	5724	6191	6337	5941	6194	5986	5835	5530	5657

\* Effective Fall 2003, includes addition of academic departments as a result of University restructuring.

\*\* Effective Fall 2003, University restructuring results in creation of Liberal Arts and Human Sciences [formerly known as Human Sciences and Education] and College of Science [formerly known as Arts and Sciences].

VIRGINIA TECH FALL SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
SOPHOMORES

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>AGRICULTURE AND LIFE SCIENCES*</b>										
MEN	145	129	156	129	109	111	86	92	75	100
WOMEN	140	172	205	184	189	162	135	141	157	209
TOTAL	285	301	361	313	298	273	221	233	232	309
<b>ARCHITECTURE AND URBAN STUDIES*</b>										
MEN	109	144	162	133	132	159	159	150	194	168
WOMEN	44	57	86	64	63	71	81	72	124	148
TOTAL	153	201	248	197	195	230	240	222	318	316
<b>BUSINESS*</b>										
MEN	330	359	447	433	458	500	439	450	455	446
WOMEN	212	271	327	276	251	306	230	288	285	302
TOTAL	542	630	774	709	709	806	669	738	740	748
<b>ENGINEERING*</b>										
MEN	848	818	1010	1096	1082	943	984	920	917	1113
WOMEN	187	150	206	195	201	199	183	170	196	190
TOTAL	1035	968	1216	1291	1283	1142	1167	1090	1113	1303
<b>INTERDISCIPLINARY</b>										
MEN	428	390	253	219	245	192	264	317	366	350
WOMEN	204	184	197	179	168	149	197	199	203	200
TOTAL	632	574	450	398	413	341	461	516	569	550
<b>LIBERAL ARTS AND HUMAN SCIENCES**</b>										
MEN	0	0	0	0	0	0	0	0	0	294
WOMEN	0	0	0	0	0	0	0	0	0	494
TOTAL	0	0	0	0	0	0	0	0	0	788
<b>NATURAL RESOURCES*</b>										
MEN	115	132	125	108	87	92	66	69	72	85
WOMEN	62	68	70	68	43	38	31	44	30	31
TOTAL	177	200	195	176	130	130	97	113	102	116
<b>SCIENCE**</b>										
MEN	0	0	0	0	0	0	0	0	0	265
WOMEN	0	0	0	0	0	0	0	0	0	409
TOTAL	0	0	0	0	0	0	0	0	0	674
<b>UNIVERSITY TOTALS</b>										
MEN	2749	2725	3050	3040	3012	2794	2882	2863	2928	2821
WOMEN	1949	1992	2295	2099	2035	1953	1935	2087	2059	1983
TOTAL	4698	4717	5345	5139	5047	4747	4817	4950	4987	4804

\* Effective Fall 2003, includes addition of academic departments as a result of University restructuring.

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VIRGINIA TECH FALL SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
JUNIORS

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
AGRICULTURE AND LIFE SCIENCES*										
MEN	157	177	177	154	165	122	107	92	105	127
WOMEN	137	145	185	175	191	163	159	137	123	275
TOTAL	294	322	362	329	356	285	266	229	228	402
ARCHITECTURE AND URBAN STUDIES*										
MEN	139	152	150	155	152	151	138	171	193	201
WOMEN	51	61	59	73	68	73	68	82	115	162
TOTAL	190	213	209	228	220	224	206	253	308	363
BUSINESS*										
MEN	454	436	475	430	572	592	568	659	586	598
WOMEN	285	246	314	305	324	327	378	352	390	352
TOTAL	739	682	789	735	896	919	946	1011	976	950
ENGINEERING*										
MEN	882	914	894	812	869	866	821	853	840	1092
WOMEN	170	156	170	152	160	150	166	153	147	203
TOTAL	1052	1070	1064	964	1029	1016	987	1006	987	1295
INTERDISCIPLINARY										
MEN	35	25	31	20	11	30	27	15	32	34
WOMEN	13	10	20	11	7	13	10	21	13	9
TOTAL	48	35	51	31	18	43	37	36	45	43
LIBERAL ARTS AND HUMAN SCIENCES**										
MEN	0	0	0	0	0	0	0	0	0	406
WOMEN	0	0	0	0	0	0	0	0	0	576
TOTAL	0	0	0	0	0	0	0	0	0	982
NATURAL RESOURCES*										
MEN	138	144	144	113	99	95	83	72	72	86
WOMEN	58	58	66	58	65	45	41	36	55	37
TOTAL	196	202	210	171	164	140	124	108	127	123
SCIENCE**										
MEN	0	0	0	0	0	0	0	0	0	279
WOMEN	0	0	0	0	0	0	0	0	0	391
TOTAL	0	0	0	0	0	0	0	0	0	670
UNIVERSITY TOTALS										
MEN	2874	2901	2878	2578	2908	2840	2622	2871	2739	2823
WOMEN	2096	2054	2145	1854	2022	1936	1893	1967	2020	2005
TOTAL	4970	4955	5023	4432	4930	4776	4515	4838	4759	4828

\* Effective Fall 2003, includes addition of academic departments as a result of University restructuring.

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VIRGINIA TECH FALL SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
SENIORS

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>AGRICULTURE AND LIFE SCIENCES*</b>										
MEN	137	134	135	180	177	167	154	135	117	146
WOMEN	114	122	116	183	184	217	209	176	163	287
TOTAL	251	256	251	363	361	384	363	311	280	433
<b>ARCHITECTURE AND URBAN STUDIES*</b>										
MEN	184	175	189	238	253	289	275	252	313	329
WOMEN	94	75	74	93	121	138	132	124	171	228
TOTAL	278	250	263	331	374	427	407	376	484	557
<b>BUSINESS*</b>										
MEN	322	317	330	463	522	672	759	765	858	788
WOMEN	227	197	180	306	370	368	389	444	497	461
TOTAL	549	514	510	769	892	1040	1148	1209	1355	1249
<b>ENGINEERING*</b>										
MEN	983	934	905	1051	1062	1214	1202	1149	1156	1367
WOMEN	209	183	170	208	220	247	223	260	227	262
TOTAL	1192	1117	1075	1259	1282	1461	1425	1409	1383	1629
<b>INTERDISCIPLINARY</b>										
MEN	0	0	0	0	0	0	0	0	0	1
WOMEN	0	0	0	1	0	0	0	0	0	0
TOTAL	0	0	0	1	0	0	0	0	0	1
<b>LIBERAL ARTS AND HUMAN SCIENCES**</b>										
MEN	0	0	0	0	0	0	0	0	0	477
WOMEN	0	0	0	0	0	0	0	0	0	629
TOTAL	0	0	0	0	0	0	0	0	0	1106
<b>NATURAL RESOURCES*</b>										
MEN	94	114	104	115	134	115	117	106	89	87
WOMEN	62	51	35	53	57	71	56	55	41	57
TOTAL	156	165	139	168	191	186	173	161	130	144
<b>SCIENCE**</b>										
MEN	0	0	0	0	0	0	0	0	0	298
WOMEN	0	0	0	0	0	0	0	0	0	411
TOTAL	0	0	0	0	0	0	0	0	0	709
<b>UNIVERSITY TOTALS</b>										
MEN	2581	2405	2332	2921	3083	3534	3590	3436	3622	3493
WOMEN	1552	1461	1375	1925	2108	2273	2221	2278	2291	2336
TOTAL	4133	3866	3707	4846	5191	5807	5811	5714	5913	5829

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VIRGINIA TECH FALL SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
TOTAL UNDERGRADUATES

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>AGRICULTURE AND LIFE SCIENCES*</b>										
MEN	555	593	612	608	581	513	440	399	375	461
WOMEN	582	677	754	771	768	752	674	630	614	974
TOTAL	1137	1270	1366	1379	1349	1265	1114	1029	989	1435
<b>ARCHITECTURE AND URBAN STUDIES*</b>										
MEN	554	620	647	680	700	753	723	712	824	811
WOMEN	247	268	281	293	319	377	360	347	493	654
TOTAL	801	888	928	973	1019	1130	1083	1059	1317	1465
<b>BUSINESS*</b>										
MEN	1438	1472	1701	1892	2090	2267	2224	2332	2346	2272
WOMEN	985	1024	1134	1215	1320	1340	1333	1383	1500	1437
TOTAL	2423	2496	2835	3107	3410	3607	3557	3715	3746	3709
<b>ENGINEERING*</b>										
MEN	3503	3397	4187	4312	4278	4349	4126	3952	3909	4856
WOMEN	716	660	812	815	833	843	805	808	758	862
TOTAL	4219	4057	4999	5127	5111	5192	4931	4760	4667	5718
<b>INTERDISCIPLINARY</b>										
MEN	1283	1376	929	866	755	784	965	1151	1206	1179
WOMEN	705	754	758	709	625	670	768	780	753	772
TOTAL	1988	2130	1687	1575	1380	1454	1733	1931	1959	1951
<b>LIBERAL ARTS AND HUMAN SCIENCES**</b>										
MEN	0	0	0	0	0	0	0	0	0	1411
WOMEN	0	0	0	0	0	0	0	0	0	2148
TOTAL	0	0	0	0	0	0	0	0	0	3559
<b>NATURAL RESOURCES*</b>										
MEN	466	496	472	423	397	379	343	306	311	307
WOMEN	252	239	225	235	208	195	177	165	156	161
TOTAL	718	735	697	658	605	574	520	471	467	468
<b>SCIENCE**</b>										
MEN	0	0	0	0	0	0	0	0	0	1148
WOMEN	0	0	0	0	0	0	0	0	0	1715
TOTAL	0	0	0	0	0	0	0	0	0	2863
<b>UNIVERSITY TOTALS</b>										
MEN	11223	11355	11976	12374	12590	12880	12585	12603	12602	12445
WOMEN	7908	8033	8418	8492	8702	8823	8723	8734	8696	8724
TOTAL	19131	19388	20394	20866	21292	21703	21308	21337	21298	21169

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VIRGINIA TECH FALL SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
ALL CLASSES AND TOTALS - AGRICULTURE TECHNOLOGY

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
FIRST YEAR										
MEN	44	59	75	65	71	49	63	63	50	65
WOMEN	7	9	5	12	6	5	9	10	13	14
TOTAL	51	68	80	77	77	54	72	73	63	79
SECOND YEAR										
MEN	40	35	45	61	42	48	37	49	43	40
WOMEN	7	5	6	3	4	5	2	4	10	6
TOTAL	47	40	51	64	46	53	39	53	53	46
UNIVERSITY TOTALS										
MEN	84	94	120	126	113	97	100	112	93	105
WOMEN	14	14	11	15	10	10	11	14	23	20
TOTAL	98	108	131	141	123	107	111	126	116	125

VIRGINIA TECH FALL SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
TOTAL GRADUATES

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>AGRICULTURE AND LIFE SCIENCES*</b>										
MEN	178	150	147	134	144	128	121	122	128	130
WOMEN	96	101	104	103	106	107	120	124	117	152
TOTAL	274	251	251	237	250	235	241	246	245	282
<b>ARCHITECTURE AND URBAN STUDIES*</b>										
MEN	195	167	190	174	195	167	189	176	178	182
WOMEN	131	110	117	117	117	114	132	154	134	153
TOTAL	326	277	307	291	312	281	321	330	312	335
<b>BUSINESS*</b>										
MEN	233	217	231	238	201	177	159	141	166	185
WOMEN	138	121	126	111	118	130	114	102	127	119
TOTAL	371	338	357	349	319	307	273	243	293	304
<b>ENGINEERING*</b>										
MEN	1138	1003	1016	958	941	921	1023	1061	1111	1313
WOMEN	196	196	196	194	187	188	196	227	253	290
TOTAL	1334	1199	1212	1152	1128	1109	1219	1288	1364	1603
<b>INTERDISCIPLINARY</b>										
MEN	1	1	1	0	0	0	23	6	16	28
WOMEN	0	0	0	0	0	0	9	4	8	15
TOTAL	1	1	1	0	0	0	32	10	24	43
<b>LIBERAL ARTS AND HUMAN SCIENCES**</b>										
MEN	0	0	0	0	0	0	0	0	0	275
WOMEN	0	0	0	0	0	0	0	0	0	522
TOTAL	0	0	0	0	0	0	0	0	0	797
<b>NATURAL RESOURCES*</b>										
MEN	109	85	89	102	101	93	86	83	74	78
WOMEN	32	25	36	41	37	36	41	40	37	42
TOTAL	141	110	125	143	138	129	127	123	111	120
<b>SCIENCE**</b>										
MEN	0	0	0	0	0	0	0	0	0	330
WOMEN	0	0	0	0	0	0	0	0	0	199
TOTAL	0	0	0	0	0	0	0	0	0	529
<b>VETERINARY MEDICINE GRAD AND PH.D.</b>										
MEN	15	16	29	29	38	33	38	27	34	27
WOMEN	30	26	22	27	36	45	53	46	47	44
TOTAL	45	42	51	56	74	78	91	73	81	71
<b>UNIVERSITY TOTALS</b>										
MEN	2715	2399	2473	2449	2411	2257	2409	2433	2472	2548
WOMEN	1609	1462	1483	1419	1436	1361	1466	1583	1573	1536
TOTAL	4324	3861	3956	3868	3847	3618	3875	4016	4045	4084

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VIRGINIA TECH FALL SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
ALL CLASSES AND TOTALS - VETERINARY MEDICINE

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
VETERINARY MEDICINE – FIRST YEAR										
MEN	19	24	27	22	20	27	22	12	28	18
WOMEN	64	59	63	67	69	72	71	76	64	74
TOTAL	83	83	90	89	89	99	93	88	92	92
VETERINARY MEDICINE – SECOND YEAR										
MEN	25	18	24	28	22	15	17	21	11	26
WOMEN	56	58	55	60	67	64	68	71	77	64
TOTAL	81	76	79	88	89	79	85	92	88	90
VETERINARY MEDICINE – THIRD YEAR										
MEN	21	25	19	24	28	22	21	20	21	11
WOMEN	57	56	62	56	61	67	63	69	71	75
TOTAL	78	81	81	80	89	89	84	89	92	86
VETERINARY MEDICINE – FOURTH YEAR										
MEN	19	22	25	19	24	28	22	21	20	21
WOMEN	59	55	56	62	55	60	65	65	68	71
TOTAL	78	77	81	81	79	88	87	86	88	92
UNIVERSITY TOTALS										
MEN	84	89	95	93	94	92	82	74	80	76
WOMEN	236	228	236	245	252	263	267	281	280	284
TOTAL	320	317	331	338	346	355	349	355	360	360

VIRGINIA TECH FALL SEMESTER ON-CAMPUS HEADCOUNT BY YEAR  
TOTAL UNIVERSITY STUDENTS

<u>COLLEGE</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
<b>AGRICULTURE AND LIFE SCIENCES*</b>										
MEN	817	837	879	868	838	738	661	633	596	696
WOMEN	692	792	869	889	884	869	805	771	754	1146
TOTAL	1509	1629	1748	1757	1722	1607	1466	1404	1350	1842
<b>ARCHITECTURE AND URBAN STUDIES*</b>										
MEN	749	787	837	854	895	920	912	888	1002	993
WOMEN	378	378	398	410	436	491	492	501	627	807
TOTAL	1127	1165	1235	1264	1331	1411	1404	1389	1629	1800
<b>BUSINESS*</b>										
MEN	1671	1689	1932	2130	2291	2444	2383	2475	2512	2457
WOMEN	1123	1145	1260	1326	1438	1470	1447	1489	1627	1556
TOTAL	2794	2834	3192	3456	3729	3914	3830	3964	4139	4013
<b>ENGINEERING*</b>										
MEN	4641	4400	5203	5270	5219	5270	5149	5019	5020	6169
WOMEN	912	856	1008	1009	1020	1031	1001	1035	1011	1152
TOTAL	5553	5256	6211	6279	6239	6301	6150	6054	6031	7321
<b>INTERDISCIPLINARY</b>										
MEN	1284	1377	930	866	755	784	988	1164	1222	1207
WOMEN	705	754	758	709	625	670	777	791	761	787
TOTAL	1989	2131	1688	1575	1380	1454	1765	1955	1983	1994
<b>LIBERAL ARTS AND SCIENCES**</b>										
MEN	0	0	0	0	0	0	0	0	0	1686
WOMEN	0	0	0	0	0	0	0	0	0	2670
TOTAL	0	0	0	0	0	0	0	0	0	4356
<b>NATURAL RESOURCES*</b>										
MEN	575	581	561	525	498	472	429	391	385	385
WOMEN	284	264	261	276	245	231	218	207	193	203
TOTAL	859	845	822	801	743	703	647	598	578	588
<b>SCIENCE**</b>										
MEN	0	0	0	0	0	0	0	0	0	1478
WOMEN	0	0	0	0	0	0	0	0	0	1914
TOTAL	0	0	0	0	0	0	0	0	0	3392
<b>VETERINARY MEDICINE GRAD AND PH.D.</b>										
MEN	99	105	124	122	132	125	120	101	114	103
WOMEN	266	254	258	272	288	308	320	327	327	328
TOTAL	365	359	382	394	420	433	440	428	441	431
<b>UNIVERSITY TOTALS</b>										
MEN	14106	13937	14664	15042	15208	15326	15176	15256	15247	15174
WOMEN	9767	9737	10148	10171	10400	10457	10467	10655	10572	10563
TOTAL	23873	23674	24812	25213	25608	25783	25643	25911	25819	25737

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## **Resolution Honoring**

**Archie S. Cannon, Jr.**

### **University Distinguished Achievement Award Recipient for 2004**

**WHEREAS**, Archie Cannon graduated from Virginia Tech in 1950 with a B.S. Degree in Business Administration and was commissioned as an officer through the ROTC program; and

**WHEREAS**, he continued his education and earned an M.S. Degree in International Affairs from George Washington University, engaged in graduate work in the fields of law and behavioral sciences, and military education including the Artillery Advanced Officers Course, the U.S. Army Command and General Staff College, the Armed forces Staff College and the National War College; and

**WHEREAS**, General Cannon has held a wide of command and staff positions world wide, having served in Germany, Korea, Japan and Vietnam, as well as the Continental United States, where he played a key role in developing and executing policies and programs impacting over 500,000 soldiers, family members, civilian employees and a local national work force comprising the U.S. Army Europe, and held other key assignments including Deputy Commander U. S. Army Air Defense Center and School, Chief of Staff, U. S. Army Recruiting Command, and Deputy to the Assistant Secretary of Defense for Legislative Affairs; and

**WHEREAS**, General Cannon has been honored and recognized with awards and decorations that include the Distinguished Service Medal, the Legion of Merit with Oak Leaf Cluster, the Bronze Star Medal, the Meritorious Service Medal, the Joint Service Commendation Medal and the Army Commendation Medal with Oak Leaf Cluster; and

**WHEREAS**, since he retired from the U.S. Army in 1987 as the Deputy Chief of Staff, Personnel, for the U.S. Army Europe and Seventh Army, he has served as Chairman of the Board of Directors and is a resident of Patriots Colony, a retirement community in Williamsburg for retired military officers and their spouses which he helped found and has been recognized with the naming of the Cannon Community Center in his honor; and

**WHEREAS**, General Cannon has served his alma mater as the fund-raising chair for the 50<sup>th</sup> Reunion of the Class of 1950, helping to raise over 1.2 million dollars for a mathematics professorship, a Corps scholarship and library improvements, and personally providing support for Virginia Tech's Pamplin College of Business, the Corps of Cadets, and the athletic programs.

**WHEREAS**, General Cannon currently serves as a member of the Virginia Tech Cadet Corps Alumni Development Council, is chairman of class giving, and is a member of the Ut Prosim Society, while he continues his support to other university programs and remains active in the Tidewater Area Hokie Clubs and Alumni Chapter;

**NOW, THEREFORE, BE IT RESOLVED** that, with pride and in recognition of his outstanding professional career, his wide-reaching achievements, and his contributions and outstanding service to his country, his alma mater, and his community, the Board of Visitors of Virginia Polytechnic Institute and State University confers the University Distinguished Achievement Award for 2004 to Archie S. Cannon, Jr.

**RECOMMENDATION:** That the resolution conferring the 2003 University Distinguished Achievement Award to Archie S. Cannon, Jr. be approved.



## **Resolution Honoring**

**James E. Turner, Jr.**

### **2004 William H. Ruffner Medal Recipient**

**WHEREAS**, Virginia Tech is very proud to recognize among its most esteemed alumni Mr. James E. Turner, Jr. who graduated in 1956 with a B.S. degree in agricultural engineering/engineering; and

**WHEREAS**, he has successfully demonstrated the value of a Virginia Tech education through a very successful and distinguished career, which includes forty years in management positions at Newport News Shipbuilding and Drydock Company, Westinghouse, and General Dynamics; and

**WHEREAS**, he joined General Dynamics, a company that manufactures submarines, surface ships and tanks, in 1988 as Corporate Vice President and General Manager of the Electric Boat Division and was promoted to Executive Vice President in 1991, then named as head of the Marine Group in 1995, and ultimately President and C.O.O.; and

**WHEREAS**, Jim Turner has maintained a close relationship with his alma mater over the years by serving on the Academy of Engineering Excellence, Capital Campaign Steering Committee, Engineering Advisory Committee, and the previous Regional Campaign Committee, and more recently by serving on the Board of Visitors as Rector, on the Engineering Committee of 100, and the Virginia Tech Foundation Board and Executive Committee, making it possible to maintain and further the excellence of his alma mater; and

**WHEREAS**, Mr. Turner's service in the larger community serves as a model for Virginia Tech alumni and includes: Chairman of Development Committee, Mariner's Museum; Member, National Academy of Engineering; Past Member, World Board of Governors, USO; Bartels Fellow, University of New Haven; Member, Society of Naval Architects and Marine Engineers; Member, American Society of Naval Engineers; Member, American Defense Preparedness Association; Past Member, National Security Industrial Association Board of Trustees; Member, Naval Submarine League; and Life Member, Navy League of the United States; and

**WHEREAS**, Jim Turner has provided generously to the support of the University, the College of Engineering, and the Alumni and Conference Center and has been the honoree of gifts to the University ensuring aid to students, providing current funds for operations, and helping to meet capital needs; and for his extraordinary generosity, he is a member of the Ut Prosim Society and a charter member of the President's Circle;

**NOW, THEREFORE, BE IT RESOLVED** that, in recognition of Mr. Turner's achievements and his demonstrated loyalty and benevolence to the university, the Board of Visitors of Virginia Polytechnic Institute and State University confers upon James E. Turner, Jr. its highest award, the 2004 William H. Ruffner Medal.

**RECOMMENDATION:** That the resolution conferring the 2004 William H. Ruffner Medal to James E. Turner, Jr. be approved.

**Resolution Naming**

**The Sandy Thompson Press Box**

**at the Virginia Tech Soccer Field**

**at the Virginia Polytechnic Institute and State University**

**Whereas**, Sandy Thompson was a loyal fan and supporter of women's athletics at Virginia Tech; and

**Whereas**, her husband, Ronald Thompson, has made a generous gift to the women's athletic programs in the memory of his deceased wife; and

**Whereas**, Mr. Thompson wishes to provide a special tribute and memorial that will symbolize the love, enthusiasm, and commitment his wife felt for all Virginia Tech sports teams; and

**Whereas**, the athletics department plans to show its appreciation formally in a program at an upcoming women's soccer game;

**Now, therefore, be it resolved** that, in order to recognize such generosity to the athletics programs and the love for Virginia Tech teams, the press box at the women's soccer field at Virginia Polytechnic Institute and State University will be known as **The Sandy Thompson Press Box**.

**Recommendation:**

That the above resolution naming **The Sandy Thompson Press Box** be approved.

**Resolution to Name the Wankopin Creek Conservation Area  
at the Middleburg Agricultural Research and Extension Center**

**Whereas**, the Wankopin Creek Conservation Area at the Middleburg Agricultural Research and Extension Center (AREC), was an idea conceived and developed by Dr. Wendell L. Cooper in 1993 as an over-and-above response to Governor L. Douglas Wilder's Executive Memorandum 4-93 requiring conservation plans on all state-owned lands; and

**Whereas**, Dr. Cooper provided leadership and worked diligently with numerous partners to create the Conservation Area, including USDA Natural Resources Conservation Service, U.S. Fish & Wildlife Service, Virginia Department of Environmental Quality, Virginia Department of Forestry, and The Goose Creek Association, defining a 45-acre track along Wankopin Creek through the Middleburg AREC; and

**Whereas**, Dr. Cooper garnered numerous resources to fence this area, build stream crossings, and plant desirable vegetation that encouraged native flora and fauna; and

**Whereas**, Dr. Cooper built a strong relationship with the adjoining Hill School, making the Conservation Area available for school programs such as studying water quality and the establishment, growth and development of organisms in the riparian buffer; and

**Whereas**, Dr. Cooper continued to work with the Hill School, the Town of Middleburg and the Emmanuel Episcopal Church to create the Wankopin Community Trail in 2001 - a three-mile trail linking the Middleburg AREC with the Hill School and the Town of Middleburg, thereby providing pleasurable hiking, watershed interpretation and an outdoor classroom for all citizens; and

**Whereas**, Dr. Cooper retired from Virginia Tech as Superintendent of the Middleburg AREC on April 1, 2003, after 8 years and five months of dedicated service;

**Now therefore, be it resolved**, that the 45-acre area located at the Middleburg AREC and known unofficially as the Wankopin Creek Conservation Area be officially renamed as the "Wendell L. Cooper Conservation Area";

**Be it further resolved**, that a suitable plaque be placed on the Wankopin Community Trail displaying the name of the Conservation Area; and finally

**Be it further resolved**, that a copy of this resolution be presented formally to Dr. Cooper at the appropriate time and place.

**Recommendation:**

That the above resolution naming **The Wendell L. Cooper Conservation Area** be approved.

**RESOLUTION FOR EMERITUS STATUS**  
**November 3, 2003**

**WHEREAS**, Dr. Richard “Terry” Graham faithfully served Virginia Tech for 31 years in the College of Human Sciences & Education, beginning in 1971; and

**WHEREAS**, as a member of the faculty in the Department of Teaching & Learning, he was a dedicated teacher of a wide range of courses from the lower division undergraduates to the advanced graduate level; and

**WHEREAS**, he advised and counseled countless masters-level students, served on numerous doctoral committees, and served as major advisor to many Ph.D. and Ed.D. students with excellence and dedication; and

**WHEREAS**, he shared his enthusiasm for education in many ways, including serving as faculty sponsor for the Student Virginia Education Association and by challenging his students and colleagues to view literacy as important in all subjects;

**THEREFORE**, be it resolved that the Board of Visitors recognizes Dr. Richard “Terry” Graham for his service to the university with the title of Associate Professor Emeritus of Teaching & Learning.

**RECOMMENDATION:**

That the above resolution recommending Dr. Richard “Terry” Graham for emeritus status be approved.

**RESOLUTION FOR EMERITUS STATUS  
November 3, 2003**

**WHEREAS**, Dr. Randolph L. Grayson faithfully served Virginia Tech for over 19 years in the College of Agriculture & Life Sciences, beginning in 1984; and

**WHEREAS**, as a member of the faculty in the Department of Plant Pathology, Physiology, & Weed Science, he was a dedicated teacher of Electron Microscopy and served as Director of the Electron Microscopy Center; and

**WHEREAS**, he advised and counseled numerous graduate students during his career, and served as the graduate advisor for three masters degree students at Virginia Tech; and

**WHEREAS**, he made significant research contributions to understanding the ultrastructure of plant-pathogen interactions; and

**WHEREAS**, he founded the Minority Academic Opportunities Program (MAOP) in 1993 which first served African American students in agricultural sciences and has since grown to be a very successful university-wide program attracting and supporting underrepresented students of all groups; and

**WHEREAS**, as director of MAOP, he was especially committed to building partnerships with members of the General Assembly, HBCUs, industry and community groups, and academic programs at Virginia Tech, thereby earning their commitment to the growth and success of the program and the students who were served; and

**WHEREAS**, as the leader of the extended MAOP family, he encouraged the intellectual and personal growth of hundreds of Virginia Tech students and summer interns from around the country, helping increase their educational aspirations and providing them with the tools for success; and

**WHEREAS**, the legacy that he leaves provides a strong future for the MAOP program and a positive imprint on the lives of the many individuals he touched;

**THEREFORE**, be it resolved that the Board of Visitors recognizes Dr. Randolph L. Grayson for his service to the university with the title of Professor Emeritus of Plant Pathology, Physiology, & Weed Science.

**RECOMMENDATION:**

That the above resolution recommending Dr. Randolph L. Grayson for emeritus status be approved.

**RESOLUTION FOR EMERITUS STATUS  
November 3, 2003**

**WHEREAS**, Dr. Harry L. Haney, Jr., faithfully served Virginia Tech for 28 years in the College of Natural Resources, beginning in 1975; and

**WHEREAS**, as a member of the faculty in the Department of Forestry, he was a dedicated teacher, researcher, and extension specialist, serving as a trusted advisor to undergraduate and graduate students; and

**WHEREAS**, he made significant contributions in research on forest economics, financial analysis, and forest taxation; and

**WHEREAS**, he authored four landowner guides on investment analysis, estate planning, and conservation easements; conducted more than 500 programs on these topics; and wrote more than 135 technical publications in forestry; and

**WHEREAS**, he counseled thousands of forest landowners on a myriad of forestry issues and served numerous professional societies, commissions, and committees in countless ways;

**THEREFORE**, be it resolved that the Board of Visitors recognizes Dr. Harry L. Haney, Jr., for his service to the university with the title of Garland Gray Professor Emeritus of Forestry.

**RECOMMENDATION:**

That the above resolution recommending Dr. Harry L. Haney, Jr., for emeritus status be approved.

**RESOLUTION FOR EMERITUS STATUS**  
**November 3, 2003**

**WHEREAS**, Dr. James E. LaPorte faithfully served Virginia Tech for 21 years in the College of Liberal Arts & Human Sciences, beginning in 1982; and

**WHEREAS**, as a member of the faculty in the Technology Education Program, he taught a wide range of undergraduate and graduate courses, and was recognized with the William E. Wine Award and inducted into Virginia Tech's Academy of Teaching Excellence; and

**WHEREAS**, he was a devoted advisor and mentor to hundreds of undergraduate and graduate technology-education students for more than two decades; and

**WHEREAS**, he made significant contributions to research in the field of technology education through his numerous scholarly publications and presentations, sponsored research and developmental projects, and leadership as editor of the *Journal of Technology Education* from 1998-2003, serving on numerous professional learned societies; and

**WHEREAS**, he gave unselfishly of his time throughout these years in providing dedicated service across the Commonwealth as well as at the program, department, and university levels at Virginia Tech;

**THEREFORE**, be it resolved that the Board of Visitors recognizes Dr. James E. LaPorte for his service to the university with the title of Professor Emeritus of Teaching & Learning.

**RECOMMENDATION:**

That the above resolution recommending Dr. James E. LaPorte for emeritus status be approved.

**RESOLUTION FOR EMERITA STATUS  
November 3, 2003**

**WHEREAS**, Dr. Linda G. Leffel faithfully served Virginia Tech for 26 years in the Division of Continuing Education, beginning in 1975; and

**WHEREAS**, as a member of the faculty and an administrator in the Division of Continuing Education, she was a dedicated teacher, program developer, and mentor; and

**WHEREAS**, she personally planned, coordinated, and delivered over 2,500 professional and advanced education programs that literally touched the lives of thousands of individuals around the world; and

**WHEREAS**, over her career, these programs generated over \$46 million in gross revenue and more than \$10 million in surplus revenue for Continuing Education and the colleges; and she additionally administered annually 400 continuing education, non-credit programs; and

**WHEREAS**, she directed the team that developed the first multidisciplinary teleconference series for Virginia Tech, reaching over 4,000 individuals in 33 states in each of six programs; and

**WHEREAS**, under her leadership, the program development team developed a business plan that resulted in \$1.2 million in external funding and provided nationally recognized market research on the need for workforce training, resulting in the formation of the Graduate Program in Information Technology at the Northern Virginia Center; and

**WHEREAS**, she contributed significantly to the university community through her leadership and service on many university, extension, and national University Continuing Education Association (UCEA) Committees, being a featured speaker at UCEA annual meetings; and

**WHEREAS**, as director of market research, she collaborated on the research for, and authored the text of, the "Market Research Study: Commonwealth Graduate Engineering Program"; and

**WHEREAS**, she was an author, researcher, and collaborator with many others on research and outreach endeavors;

**THEREFORE**, be it resolved that the Board of Visitors recognizes Dr. Linda G. Leffel for her service to the university with the title of Professor Emerita of Continuing Education.

**RECOMMENDATION:**

That the above resolution recommending Dr. Linda G. Leffel for emerita status be approved.



**RESOLUTION FOR EMERITUS STATUS**  
**November 3, 2003**

**WHEREAS**, Dr. James W. Michaels faithfully served Virginia Tech for 28 years in the College of Liberal Arts & Human Sciences beginning in 1975; and

**WHEREAS**, as a member of the faculty in the Department of Sociology, he was a dedicated teacher of courses at the undergraduate and graduate levels; and

**WHEREAS**, he advised and counseled numerous undergraduate and graduate students during his career and served on numerous master's and doctoral degree committees; and

**WHEREAS**, he served in an exemplary manner as Interim Chair of the Department of Sociology; and

**WHEREAS**, he made significant contributions in research in the areas of social psychology, small groups, and sociology and social psychology of education, including research on academic effort and college grades, and applying theories of deviance to academic cheating;

**THEREFORE**, be it resolved that the Board of Visitors recognizes Dr. James W. Michaels for his service to the university with the title of Professor Emeritus of Sociology.

**RECOMMENDATION:**

That the above resolution recommending Dr. James W. Michaels for emeritus status be approved.

## FACULTY LEAVES

Virginia Tech's program of professional development for tenured faculty members provides two kinds of opportunities: Study-Research Leaves at one-half salary for up to one year and one-semester Research Assignments at full salary.

The following faculty members are requesting Study-Research Leave for the purpose and period of time specified:

**Glenn R. Bugh**, Associate Professor, Department of History, for AY 2004-2005, as one of two Elizabeth A. Whitehead Visiting Professors by the American School of Classical Studies, Athens, Greece, to teach a graduate seminar on the Venetian colonial period in Greece, and to write a book entitled Athens in the Fourth Century B.C.

**Peter A. Linnell**, Professor, Department of Mathematics, for Spring 2004, in Münster, Germany, to conduct research and to present a paper on "L<sup>2</sup>-invariants, measure theory and geometric group theory."

### **RECOMMENDATION:**

That the above Study-Research Leaves be approved as requested.

## **ALUMNI DISTINGUISHED PROFESSOR**

Dr. Jacqueline Bixler, professor of Spanish, is a superb teacher and scholar who has earned international recognition from her peers and the overwhelming gratitude and affection of her students and colleagues.

Dr. Bixler has devoted her career to the education, nurturing, and success of undergraduate students. She has been an exemplary teacher. She has been awarded the university's prestigious Alumni Award for Teaching Excellence, the Diggs Teaching Scholar Award, and four Certificates of Teaching Excellence. She is a member of the Academy of Teaching Excellence. This kind of teaching record reflects the passion she has for her subject, the extraordinary energy she brings to all that she does, a genuine affection for students, and the shared joy that can accompany the learning process. She is innovative in her approach to teaching, successfully coaching students to move beyond their self-imposed limitations. She has used her interests and skills outside her department by teaching Honors courses and conducting study-abroad programs. Her success in working with students regardless of major has led many students in other disciplines to double major or minor in Spanish, adding language to their crowded schedules because she has turned them onto the richness of Spanish language, culture, and literature. Recently she has taken over coordination of the master's program in area studies, expanding the number of students enrolled in this option and formalizing the program structure.

Dr. Bixler has earned international respect for her scholarly work in Latin American theatre. She is particularly known for her work on Mexico's leading playwright of the 20<sup>th</sup> century, Emilio Carballido. The fact that she is recognized as the leading scholar of Carballido in Mexico, where she is invited to give lectures and teach short courses, is remarkable for someone of American origin. Dr. Bixler's interest in Latin American theatre is not simply an academic interest pursued through publication. She organizes visits and events where scholars, playwrights, and sometimes students interact, and she has introduced the work of new playwrights, such as Sabina Berman of Mexico and Eduardo Rovner of Argentina, to North American scholars through her books, articles, and conference presentations.

Colleagues at Virginia Tech and at other institutions have found her to be an extraordinary mentor, providing invaluable guidance for their careers and reflecting a caring concern for their progress. In sum, Dr. Bixler's exceptional service has enriched the lives of students and colleagues alike, winning the respect and devotion of all of those with whom she interacts.

### **RECOMMENDATION:**

That Dr. Jacqueline Bixler be appointed Alumni Distinguished Professor effective November 25, 2003 for a period of ten years.

## **ALUMNI DISTINGUISHED PROFESSOR**

The Alumni Distinguished Professorship is a preeminent faculty rank bestowed by the University's Board of Visitors upon a faculty member who, over time, has made outstanding contributions to the instructional program of the University and, in so doing, touched the lives of generations of Virginia Tech alumni.

The University Provost has nominated Dr. Charles W. Bostian to an Alumni Distinguished Professorship, upon the recommendation of the College of Engineering with the support of the College Honorifics Committee, and the university-level selection committee.

Dr. Bostian is a member of the Academy of Teaching Excellence, a recipient of the Wine Award for Teaching Excellence, and nine certificates of teaching excellence. He has achieved an extraordinary overall teaching evaluation of 3.7 on a 4-point scale, teaching some 134 sections of rigorous engineering courses and enrolling more than 4000 students. He has been especially committed to teaching sophomores throughout his career in the belief that a faculty member's most important tasks are to get students excited about the fields and to teach them the way that engineers think and approach problems.

In graduate education, Dr. Bostian has maintained an excellent record in supervising master's and doctoral candidates. He has successfully mentored faculty in his home department, as well as in other departments. And, he has served as the principal investigator on some 27 sponsored research projects, totaling \$5.8 million.

Dr. Bostian is the co-author of the most widely used textbooks in satellite communications and in radio frequency design. He initiated courses in radio wave propagation and satellite communications, as well as an honors course in telecommunications, and was a co-developer of the interdisciplinary "GETWEBS" course. Overall, Dr. Bostian is a major influence in Virginia Tech's current preeminence in wireless communications.

### **RECOMMENDATION:**

That Dr. Charles W. Bostian be appointed Alumni Distinguished Professor effective November 25, 2003 for a period of ten years.

## **DESCRIPTION OF FACULTY PERSONNEL CHANGES**

(Prepared by Personnel Services)

### **I. FACULTY PERSONNEL & SALARY CHANGES**

This section includes new appointments and changes in appointments for the general faculty, including faculty in the colleges and in the library, and for administrative and professional faculty in all areas under educational & general funding.

#### **A. New Appointments**

This section includes documentation of all new faculty appointments for the positions noted above. Some appointments, for example visiting faculty, may be “restricted” with a fixed-term appointment. If a senior-level appointment (Associate or Full Professor) is to be made with tenure, it is so noted.

#### **B. Adjustments in Appointment and/or Salary**

This section includes a listing and brief explanation of all off-cycle salary adjustments, conversion of positions from classified to faculty status, changes in the percent of employment (example: 50% to 75%), etc.

### **II. SPONSORED RESEARCH FACULTY**

Section II documents appointments and changes to faculty positions funded by sponsored grants and contracts. These positions are usually “restricted” with a fixed-term appointment. Occasionally, appointments may be designated as regular (non-restricted) and will be noted as such.

#### **A. New Appointments**

This section includes appointments such as Visiting Assistant Professor, Professional Lecturer, or Instructor, as well as any of the various “Special Research-Ranked Faculty” titles, such as Research Associate, Postdoctoral Associate, or Research Scientist. Faculty appointed to these positions are funded from sponsored grants and contracts on one-year or multi-year appointments, which may be renewed depending on availability of funding, need for services, and performance.

#### **B. Adjustments in Appointment and/or Salary**

This section contains annual merit adjustments for faculty not included in the special research-ranked positions, changes in rank, special adjustments made for equity, funding availability, or changes in job responsibilities, and similar changes. Also included are adjustments in the percentage of employment and reappointments.

# FACULTY PERSONNEL CHANGES

## November 2 - 3, 2003

### TEACHING AND RESEARCH FACULTY

#### *NEW APPOINTMENTS*

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
<u>Agriculture &amp; Life Sciences</u>					
Davy, Brenda	Assistant Professor	Human Nutrition, Foods & Exercise	08-10-03	100	\$ 60,000
Davy, Kevin	Associate Professor	Human Nutrition, Foods & Exercise	08-10-03	100	\$ 79,000
			08-10-03	100	\$ 105,307
Thomason, Wade	Assistant Professor	Crop & Soil Environmental Sciences	01-01-04	100	\$ 58,000
<u>Business</u>					
Becker, Cherylynn	Visiting Associate Professor - Rstr	Hospitality & Tourism Management	08-10-03	100	\$ 55,000
<u>Engineering</u>					
Lo, Jenny	Assistant Professor	Engineering Fundamentals	08-10-03	100	\$ 50,000
McQuain, William	Instructor	Computer Science	08-16-03	100	\$ 44,990
Vlachos, Pavlos	Assistant Professor	Mechanical Engineering	08-10-03	100	\$ 67,000
<u>Liberal Arts &amp; Human Sciences</u>					
Barton, Jennifer	Instructor - Rstr	English	08-10-03	50	\$ 14,000
Ekstrom, Ireta	Assistant Professor - Rstr	Teaching & Learning	08-10-03	100	\$ 42,000
Gendron, Brian	Visiting Assistant Professor - Rstr	Music	08-10-03	100	\$ 42,000
Johnson, Julia	Instructor - Rstr	English	08-10-03	100	\$ 28,000
Jonas, Carol	Instructor - Rstr	Child Development Lab	08-10-03	100	\$ 39,500
Lawrence, Jennifer	Instructor - Rstr	English	08-10-03	100	\$ 28,000
McDuffie, Nancy	Assistant Professor - Rstr	Music	08-10-03	100	\$ 55,000
Mengert, Julie	Instructor - Rstr	English	08-10-03	100	\$ 28,000

Continued

**TEACHING AND RESEARCH FACULTY**

***NEW APPOINTMENTS***

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
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**Liberal Arts & Human Sciences**

Padilla-Falto, Olga	Visiting Assistant Professor	Foreign Languages & Literatures	08-10-03	100	\$ 35,000
Quesenberry, Brandi	Instructor - Rstr	Communication Studies	08-10-03	100	\$ 28,000
Two Horses, Mike	Visiting Instructor - Rstr	Cntr for Interdisciplinary Studies	08-10-03	100	\$ 30,000
Weathers, Edward	Instructor - Rstr	English	08-10-03	100	\$ 28,000
Weinstein, Alan	Assistant Professor - Rstr	Music	08-10-03	100	\$ 47,000

## **TEACHING AND RESEARCH FACULTY**

### ***ADJUSTMENTS***

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
<b><u>Agriculture &amp; Life Sciences</u></b>					
Alley, Marcus	Professor	Crop & Soil Environmental Sciences	07-25-03	100	\$ 120,000
Jamison, Kathleen	Assistant Professor	4-H Centers & Admin	09-10-03	100	\$ 56,000
Lewis, Edwin	Assistant Professor	Entomology	08-10-03	100	\$ 63,000
Martino-Catt, Susan	Associate Professor	Horticulture	08-10-03	100	\$ -
Rankin, Janet	Professor	Human Nutrition, Food, & Exercise	08-10-03	100	\$ 82,550
<b><u>Architecture &amp; Urban Studies</u></b>					
Randolph, John	Professor	School of Pub & International Affairs	08-10-03	100	\$ 111,755
Sanchez, Thomas	Associate Professor	School of Pub & International Affairs	08-10-03	100	\$ 70,000
<b><u>Business</u></b>					
Huang, Philip	Professor	Business Information Tech	08-10-03	100	\$ 109,600
Ragsdale, Cliff	Professor	Business Information Tech	08-10-03	100	\$ 116,400
<b><u>Engineering</u></b>					
Brown, Gary	Professor	Electrical & Computer Engineering	08-10-03	100	\$ 116,059
Fox, Edward	Professor	Computer Science	08-10-03	100	\$ 138,801
Paretti, Marie	Instructor	Materials Science & Engineering	09-25-03	100	\$ 47,000
Riad, Sedki	Professor	Bradley Dept of Electrical & Computer Engineering	08-10-03	100	\$ 90,665
<b><u>Liberal Arts &amp; Human Sciences</u></b>					
Colbert, Joy	Visiting Asst Professor - Rstr	Innovative Programs	10-01-03	100	\$ 91,584
Gardner, Thomas	Professor	English	08-10-03	100	\$ 70,100
Harrison, Anthony	Visiting Asst Professor - Rstr	Sociology	08-10-03	100	\$ 40,000
Kershaw, Terry	Associate Professor	Cntr for Interdisciplinary Studies	08-10-03	100	\$ 100,000
Luke, Timothy	Professor	Political Science	07-01-03	100	\$ 168,094
Mayo, Deborah	Professor	Philosophy	08-10-03	100	\$ 90,000
McKee, David	Instructor	Music	08-10-03	100	\$ 62,220
Polonah, Paulo	Instructor - Rstr	Sociology	08-10-03	100	\$ 30,666
Snizek, William	Associate Dean	Dean's Office	09-10-03	100	\$ 136,053
Snyder, David	Visiting Asst Professor - Rstr	History	08-10-03	100	\$ 32,300
Stevenson, Michelle	Assistant Professor	Human Development	08-10-03	100	\$ 48,000



Continued

## **TEACHING AND RESEARCH FACULTY**

### ***ADJUSTMENTS***

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
<b><u>Provost</u></b>					
Heilker, Paul	Associate Professor	Cntr Excellence in Undergrad Teaching	08-10-03	100	\$ 52,700
<b><u>Science</u></b>					
Eriksson, Susan	Associate Professor	Geological Sciences	08-10-03	100	\$ 66,649
Rutherford, Charles	Professor	Biology	08-10-03	100	\$ 92,177
Scheckler, Stephen	Professor	Biology	08-10-03	100	\$ 71,800
<b><u>Veterinary Medicine</u></b>					
Ahmed, S. Ansar	Professor	Biomedical Sciences & Pathobiology	08-10-03	100	\$ 97,100
Currin, John	Instructor	Large Animal Clinical Sciences	08-10-03	100	\$ 64,900
Leib, Michael	Professor	Small Animal Clinical Sciences	08-25-03	100	\$ 115,200
Meng, Xian-Jin	Associate Professor	Biomedical Sciences & Pathobiology	08-10-03	100	\$ 80,600
Palmer, Wallace	Instructor	Large Animal Clinical Sciences	08-10-03	100	\$ 64,400
Pleasant, Robert	Associate Professor	Large Animal Clinical Sciences	08-10-03	100	\$ 89,600
Sponenberg, Dan	Professor	Biomedical Sciences & Pathobiology	09-25-03	100	\$ 107,800
Troy, Gregory	Professor/Dept Head	Small Animal Clinical Sciences	07-01-03	100	\$ 129,500
Whitter, William	Professor	Large Animal Clinical Sciences	07-10-03	100	\$ 104,700
<b><u>Vice Provost for Outreach</u></b>					
Beale, Carolyn	Instructor - Rstr	Reynolds Homestead Continuing Education Cntr	06-10-03	100	\$ 40,233

## **ADMINISTRATIVE AND PROFESSIONAL**

### ***NEW APPOINTMENTS***

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
<b><u>Agriculture &amp; Life Sciences</u></b>					
Atwell, James	Assoc Extension Agent - Rstr	VA Cooperative Extension	08-10-03	100	\$ 32,500
Hairston, Brian	Assoc Extension Agent	VA Cooperative Extension	09-10-03	100	\$ 33,000
Lawson, Robert	Assoc Extension Agent	VA Cooperative Extension	09-10-03	100	\$ 32,000
Padgett, Geneva	Assoc Extension Agent - Rstr	VA Cooperative Extension	09-25-03	100	\$ 31,000
<b><u>Athletics</u></b>					
Staedt, Lisa	Assistant Lacrosse Coach	Athletics	08-06-03	100	\$ 21,000
Zawacki-Woods, Terry	Head Women's Tennis Coach	Athletics	09-10-03	100	\$ 40,000
<b><u>Dean of Libraries</u></b>					
Meehan, Jennifer	Special Collections Librarian - Rstr	University Libraries	09-05-03	100	\$ 35,000
<b><u>Executive Vice President</u></b>					
Greenberg, Catherine	Dir of Administration & Project Planning for the Office of the Executive Vice President - Rstr	Executive VP & Chief Operating Officer	09-22-03	100	\$ 75,000
<b><u>Liberal Arts &amp; Human Sciences</u></b>					
Ridgwell, Diana	Academic & Career Advisor/Recruiter	Office of the Dean	10-01-03	100	\$ 45,000
<b><u>Provost</u></b>					
Mitchell, Linda	Interim Director - Rstr	Women's Center	09-29-03	100	\$ 52,000
<b><u>Research Division</u></b>					
Quisenberry, Larry	Prgm Assessment Coord - Rstr	Interdisciplinary Programs	08-10-03	100	\$ 50,000

Continued

**ADMINISTRATIVE AND PROFESSIONAL**

***NEW APPOINTMENTS***

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
<b><u>Vice President for Development &amp; University Relations</u></b>					
Bales, Max	Dir of Development for College Agriculture & Life Sciences	University Development	12-01-03	100	\$ 80,000
Owczarski, Mark	News and Information Director	University Relations	09-15-03	100	\$ 70,000
Parsons, Nancy	Dir of Development for College of Natural Resources	University Development	09-15-03	100	\$ 65,000
<b><u>Vice President for Business Affairs</u></b>					
Krause, Kurt	Vice President for Business Affairs	Vice President, Business Affairs	10-20-03	100	\$ 150,000
<b><u>Vice President for Outreach</u></b>					
Sherman, Julie	Resident Advisor - Rstr	Center for European Studies	08-10-03	100	\$ 18,707
<b><u>Vice President for Student Affairs</u></b>					
Freeman, Jeremy	Staff Physician	Schiffert Health Center	08-10-03	100	\$ 73,500

## **ADMINISTRATIVE AND PROFESSIONAL**

### ***ADJUSTMENTS***

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
<b><u>Agriculture &amp; Life Sciences</u></b>					
Cooper, Sarah	Assoc Extension Agent	VA Cooperative Extension	08-25-03	100	\$ 32,600
Covey, Thomas	Farm Bus Mgmt Agent	VA Cooperative Extension	08-10-03	100	\$ 52,944
Martin, Michael	Acting District Director	VA Cooperative Extension	07-25-03	100	\$ 60,000
Stallings, Charles	Asst Dean, CALS & Assoc Dir	VA Cooperative Extension	09-01-03	100	\$ 102,000
<b><u>Athletics</u></b>					
Brauns, Alfred	Assistant Softball Coach	Athletics	07-01-03	80	\$ 14,550
Klink, Elizabeth	Asst Men's/Women's Swim Coach	Athletics	08-10-03	100	\$ 24,000
Tice, Julie	Assistant Lacrosse Coach	Athletics	07-01-03	80	\$ 14,550
<b><u>Executive Vice President</u></b>					
Mease, Stuart	Administrative Intern - Rstr	Exec VP & Chief Operating Officer	08-18-03	100	\$ 40,000
<b><u>Provost</u></b>					
Ammons, Katie	Assistant Director	Student Athlete Academic Support Services	08-25-03	100	\$ 38,500
Mathias, Angela	Academic Advisor - Rstr	University Studies	09-05-03	100	\$ 30,000
Schurig, Gerhard	Professor & Interim Director	Dean's Office, Vet Med & Provost	07-01-03	100	\$ 150,000
<b><u>Veterinary Medicine</u></b>					
Caruso, Thomas	Director of Research Initiatives	Research & Graduate Studies	08-15-03	100	\$ 69,000
<b><u>Vice President for Administration and Treasurer</u></b>					
Cusimano, John	Associate Treasurer	Investment & Debt Management	09-10-03	100	\$ 98,200
Elvey, William	Assistant Vice President for Facilities	Facilities Administration & Supervision	09-25-03	100	\$ 120,000
<b><u>Vice President for Budget and Financial Management</u></b>					
Hodge, Timothy	University Budget Director	Budget & Financial Planning	07-10-03	100	\$ 100,000

Continued

**ADMINISTRATIVE AND PROFESSIONAL**

***ADJUSTMENTS***

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
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**Vice President for Information Technology**

Fowler, Shelli	Dir, Grad Educ Dev Inst & Assoc Professor w/ Tenure	Information Technology	11-10-03	100	\$ 62,100
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**Vice President for Student Affairs**

McPherson, Amy	Associate Director	Career Services	10-01-03	100	\$ 42,000
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## **SPECIAL RESEARCH FACULTY**

### ***NEW APPOINTMENTS***

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
<b><u>Agriculture &amp; Life Sciences</u></b>					
Geng, Tuoyu	Research Associate - Rstr	Animal & Poultry Sciences	09-01-03	100	\$ 26,000
Hein, Gayle	Project Associate - Rstr	Cntr for Food & Nutrition Policy	09-08-03	100	\$ 40,000
<b><u>Architecture &amp; Urban Studies</u></b>					
Moore, John	Project Associate - Rstr	School Pub & International Affairs	09-10-03	100	\$ 55,000
<b><u>Engineering</u></b>					
Guo, Zenglin	Research Associate - Rstr	Mechanical Engineering	08-22-03	100	\$ 35,000
Guo, Shu	Postdoctoral Associate - Rstr	Engineering Sciences & Mechanics	08-25-03	100	\$ 33,900
Hicks, James	Postdoctoral Associate - Rstr	Bradley Dept of Electrical & Computer Engineering	09-01-03	100	\$ 48,000
Mostafa, Raqibul	Postdoctoral Associate - Rstr	Bradley Dept of Electrical & Computer Engineering	09-01-03	100	\$ 44,000
Oh, Sangyong	Postdoctoral Associate - Rstr	Engineering Science & Mechanics	09-10-03	85	\$ 22,000
Phanse, Kaustubh	Postdoctoral Associate - Rstr	Bradley Dept of Electrical & Computer Engineering	09-01-03	100	\$ 22,320
Robert, Pablo	Postdoctoral Associate - Rstr	Bradley Dept of Electrical & Computer Engineering	08-10-03	100	\$ 54,000
Zhang, Jinming	Postdoctoral Associate - Rstr	Mining & Minerals Engineering	10-01-03	100	\$ 35,000
<b><u>Executive Vice President</u></b>					
Lawrence, Christopher	Research Associate Professor	Virginia Bioinformatics Institute	12-01-03	100	\$ 100,000
<b><u>Liberal Arts &amp; Human Sciences</u></b>					
Barrier, Helen	Project Associate - Rstr	Educational Leadership & Policy Studies	07-16-03	50	\$ 21,659
<b><u>Natural Resources</u></b>					
Conway, Martha	Research Asst Professor - Rstr	Forestry	09-01-03	100	\$ 43,000
Devens, Robert	Project Associate - Rstr	Conservation Management Institute	10-10-03	100	\$ 52,000
Hockett, Karen	Project Associate - Rstr	Conservation Management Institute	08-25-03	100	\$ 28,000

Continued

**SPECIAL RESEARCH FACULTY**

***NEW APPOINTMENTS***

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
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**Research Division**

Neyman, Elizabeth	Research Associate - Rstr	Materials Research Institute	08-25-03	100	\$ 30,000
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**Science**

Elhadj, Selim	Sr Research Associate - Rstr	Geological Sciences	09-15-03	100	\$ 33,000
Vogelaar, Nancy	Postdoctoral Associate - Rstr	Biology	09-15-03	100	\$ 36,000
Wu, Xiaohua	Research Associate - Rstr	Chemistry	08-14-03	100	\$ 25,000

## **SPECIAL RESEARCH FACULTY**

### ***ADJUSTMENTS***

NAME	TITLE	DEPARTMENT	EFF DATE	% APPT	ANNUAL RATE
<b><u>Agriculture &amp; Life Sciences</u></b>					
Anderson, Patricia	Research Associate - Rstr	Center for Food & Nutrition Policy	08-01-03	100	\$ 52,500
Forshee, Richard	Research Asst Professor - Rstr	Center for Food & Nutrition Policy	08-01-03	100	\$ 87,200
<b><u>Engineering</u></b>					
Howard, Mark	Research Associate - Rstr	ISE Software Technologies Lab	08-06-03	100	\$ 108,106
<b><u>Liberal Arts &amp; Human Sciences</u></b>					
Barner, Kristen	Project Associate - Rstr	Educational Leadership	08-01-03	100	\$ 32,200
<b><u>Research Division</u></b>					
Elseifi, Mostafa	Sr. Research Associate - Rstr	VT Transportation Institute	10-01-03	100	\$ 53,000
<b><u>Vice Provost for Outreach</u></b>					
Bertelsen, Michael	Research Scientist	International Research, Educ, & Development	08-25-03	100	\$ 101,680
Heinrichs, Elvis	Sr Project Associate - Rstr	International Research, Educ, & Development	09-10-03	100	\$ 89,250



**RESEARCH AND DEVELOPMENT DISCLOSURE REPORT**  
**July 1, 2003 - September 30, 2003**

<b>Reason for Conflict</b>	<b>Sponsor</b>	<b>Owner</b>	<b>Principal Investigator</b>	<b>Co - P.I.'s</b>	<b>College</b>	<b>Period of Performance</b>	<b>Award Amount</b>	<b>Short Title<sup>(1)</sup></b>
Faculty-owned Business	Nanosonic, Inc.	R. O. Claus	J. McGrath	No Co-PI	Arts & Sciences	July 03 - Apr 04	\$20,000	Exchange Membranes With Improved Methanol Permeability
Faculty-owned Business	Nanosonic, Inc.	R. O. Claus	W. Spillman	No Co-PI	Univ. Center	Aug 03 - Jan 04	\$1,000	Polymer Based Photonics for Space Environment Applications
Faculty-owned Business	Nanosonic, Inc.	R. O. Claus	W. Spillman	No Co-PI	Univ. Center	Sep 03 - Feb 04	\$5,000	Thermally Conductive Nano-composites for Millise Electronics Packaging
Faculty-owned Business	Technology in Blacksburg	W. Ng	W. Mason	No Co-PI	Enineering	Aug 03 - Aug 04	\$23,492	Proposal for Graduate Student Support for Neal Harrison To Investigate a BWB Aircraft Inlet
Faculty-owned Business	Technology in Blacksburg	W. Ng	M. Johnson	No Co-PI	Engineering	Jul 03 - Apr 04	\$30,000	Vibration Isolation for IMP Quieting

<sup>(1)</sup>More detailed information on the subject of the project is available upon request.