

**University Commencement Committee Meeting Minutes**  
**Wednesday, April 2, 2014**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Janice Austin, Julie Acton for Candi Clemenz, Terry Cobb, Carrie Cox, Rebecca Funk, Mark Owczarski for Larry Hincker, Tamara Knott, Joseph Millett, Kim O'Rourke, Anthony Watson Eric Wininger, Diane Zahm

**Absent:** Bill Green, Jason Holliday, Sarah Karpanty (with notice), Joe Merola, Jacqueline Nottingham (with notice), Jean-Luc Pierre Ford, Durelle Scott, Jay Tucker

**Guests:** Marwa Abdel Latif, Kevin Ayoub, Isaac Barber, Brian Bolton, Bo Frazier, Captain Vince Houston, Andrew Putnam, Mike Mulhare, Margie Murray, April Myers, Pam Vickers, Laura Wedin, Corrine Woods

Dr. Taylor called the meeting to order at 12:15 p.m.

**Approval of February 5, 2014, minutes**

Zahm made a motion to approve the minutes of the February 5, 2014, meeting. The motion was, and the minutes were approved unanimously.

**International Flag Display**

Taylor introduced Brian Bolton from the Cranwell International Center. A proposal was brought to the Cranwell International Center by the Council of International Student Organizations (CISO). Bolton introduced Marwa Abdel Latif as the president of CISO. Bolton informed the committee that in the spirit of recognizing and highlighting the increasing globalization of Virginia Tech, the Cranwell International Center proposes displaying international flags near the Commencement ceremony. Bolton indicated that it has been determined the best location for the flag display would be on the grassy slope outside of the stadium on Spring Road. This will allow the flags to be out of the way while still being very visible. O'Rourke asked what would be done with the flags during inclement weather such as thunderstorms with high winds. Bolton indicated that the flags are made of weather resistant material. Bolton also indicated that there will be someone stationed near the flags to prevent theft and this person can also be utilized to take care of the flags if there are high winds. Taylor informed the committee that the request to display the flags has been reviewed by the Virginia Tech Police Department, Facilities, and the Office of Emergency Management. Houston indicated that Spring Road will be shut down beginning at 6:30 a.m. on Friday morning, but they can give access to those setting up the flags. Cobb questioned how the international flags were selected. Bolton indicated that the Registrar's office will run a report that lists all the countries represented by graduates this year and the flag of each country listed would be displayed. There will be approximately 100 flags displayed. Bolton stated that all questions concerning the flag display can be directed to the Cranwell International Center. Owczarski offered to write a new release about the international flag display.

Cobb made a motion to approve the International Flag display on the slope outside of Lane Stadium on Spring Road, and O'Rourke seconded the motion. A vote was taken, and the motion passed unanimously.

**Committee Support on Wind Ensemble Tour**

Andrew Putnam asked for the committee's endorsement for the request to fund the annual University Wind Ensemble tour. The student Wind Ensemble performs during the Spring University Commencement and goes on a tour prior to the ceremony to several different high

schools in Virginia. This tour helps to generate student musician participation in the Commencement ceremonies and helps to create awareness at Virginia high schools of what the Virginia Tech Music Department has to offer. The tour also gives the Virginia Tech Music Department the opportunity to connect with Virginia Tech alumni. The tour will be to the Roanoke, Charlottesville, and Richmond areas over a two-day period. The budget is slightly lower than last year.

Zahm made a motion to accept the proposal and to recommend to the President that Virginia Tech support the University Wind Ensemble Tour. O'Rourke seconded the motion. The motion passed unanimously.

### **Planning for Spring ceremonies**

Zahm announced that no college usher or marshal volunteer names have been received yet. Zahm will send out an e-mail reminder this week to the college representatives.

Major Cox asked about the paperwork needed to pay the Color Guard members. Murray indicated that the information will be sent out once the President's Office receives the names of the Corps members participating in the Color Guard.

Taylor announced that the rehearsal will be on Thursday, May 15, 2014, at 4:00 p.m., beginning on the floor of Cassell Coliseum.

Wedin indicated that there will need to be seating on the field for the five class officers not seated on the stage.

Taylor informed Putnam that the honors procession will be led by bagpipers through the tunnel on the North side of the stadium. Taylor suggested that Putnam get a walkie-talkie so that he will know when to stop playing for the honors procession to enter the stadium.

Captain Houston stated that a time will need to be scheduled for the musicians to bring their instruments to the stadium on Thursday evening. The instruments will need to be checked for security issues.

Wininger indicated that the lottery has concluded for the on-campus rooms that have air conditioning. They are in the process of notifying those that received an air conditioned room.

Watson announced that the carpet for the coliseum will only last through approximately three more ceremonies (i.e. spring 2014, fall 2014, and spring 2015). The President's office will plan for its subsequent replacement.

With no other business, Zahm moved to adjourn at 12:46 p.m.