

**University Commencement Committee Meeting Minutes**  
**Wednesday, May 1, 2013**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Tyler Campbell, Candi Clemenz, Terry Cobb, Elizabeth Fine, Pat Goodrich, Larry Hincker, Tamara Knott, Joe Merola, Kim O'Rourke, Bruce Pencek, Fatemeh Saeidi-Rizi, Durelle Scott, Jay Tucker, Michael Weaver, Eric Winger, Diane Zahm

**Absent** Rebecca Funk, Bill Green, Jason Holliday, Jacqueline Nottingham (with notice), Anthony Watson

**Guests:** Kevin Ayoub, Travis Cross, Bo Frazier, Sergeant Gallemore, Natalie Hart, Captain Houston, Hannah Koontz, Peter McCann, Christina McIntyre, Lieutenant Morgan, Mike Mulhare, Margie Murray, April Myers, Ryan Steves, Sarah Spanski, Pam Vickers, Laura Wedin

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

**Approval of April 3, 2013, minutes**

Merola made a motion to approve the minutes of the February 6, 2013, meeting. Zahm seconded the motion, and the minutes were approved unanimously.

**Planning for Spring ceremonies**

Taylor stated that the timing for the University ceremony should be changed because the procession ran long last year. It was determined that the honors procession will leave Hillcrest at 10:55 a.m. The prelude will start at 11:00 a.m. Cross indicated that the band can play as long or short as needed. Cross also indicated that the band may begin with Crown Imperial which lasts about ten minutes and then start Pomp and Circumstance. The honors procession will enter the stadium approximately at 11:25 a.m. Christina McIntyre will announce the Honors procession from a microphone in the tunnel on the north end of the stadium. The full procession will begin approximately at 11:30 a.m.

A list of those needing radios will be provided to Mike Mulhare. Radios will be distributed on the day of the ceremony.

The one-page flyer for the graduates at the University ceremony will be placed in the lineup area in the parking lot for the students to pick up prior to the start of the procession. McIntyre will also provide Margie Murray the number of one-page flyers that will be needed at Hillcrest for the honors students.

The Color Guard will be at the rehearsal on Thursday, May 16. Taylor stated that he will give the cue for the audience to please rise for the passing of the colors and the singing of the National Anthem at both ceremonies. The vocalist will need to begin the National Anthem after the Color Guard turns around at the stage for the graduate ceremony in the coliseum and in the stadium for the university ceremony the vocalist will be cued by the band after the Color Guard turns around at the stage. It was noted that the colors are not posted until after the National Anthem. After the colors are posted, Dr. Steger will make welcoming comments.

Captain Houston announced that Cassell Coliseum will be opening at 7:00 a.m. and Lane Stadium will be opening at 10:00 a.m. Gates 1, 3, 4, 5, & 6 will be open at the Stadium, and for security purposes, gates 2, 7, and 8 will be closed.

The Virginia Tech Rescue Squad (VTRS) will have a four-person crew for the Graduate School ceremony. Two will be located on the upper level while two will be located at the floor level. At the stadium, the VTRS will be using the first aid rooms on the west side, the south side, and the first level on the east side. The first aid room on the second level of the east side will be used to set up refreshments for ushers and other Commencement workers. Sarah Spanski indicated that they would make sure that room is cleared out for the refreshments and will unlock the door on Thursday night. Captain Houston indicated that there would be security stationed at the stadium overnight so leaving the door unlocked should not be a problem.

Diane Zahm informed the committee that she still needs usher volunteers from the College of Architecture and Urban Studies and the College of Veterinary Medicine.

McIntyre asked if it would be possible to block off Crest Lane for approximately 45 minutes in order to give space for the honors procession to line up. Captain Houston indicated that the street could not be blocked, but the VTPD could stop and/or redirect traffic temporarily beginning at 10:35 a.m. so that the honors students could line up.

A suggestion was also made to keep the graduates from lining up in West tunnel until after the honors procession marches down the field and into that tunnel. This will allow more room for the honors students to turn around.

O'Rourke announced that the University ceremony keynote speaker will be Charles Steger, the Graduate School ceremony keynote speaker will be Christoph Ebell, and the National Capital Region ceremony keynote speaker will be Austin K. Yamada.

Winger indicated that check-in for campus housing will begin at 7:00 p.m. on Thursday evening, and he asked if the Cassell Coliseum parking lot could be closed prior to check-in because campus housing guests may not realize that that lot will be closed for Commencement ceremonies beginning Friday morning and they may try to park there on Thursday evening. A suggestion was made to use the lot at the basketball practice facility for check-in. Signs can be posted for that lot indicating 30-minute parking for lodging check-in. Winger informed the committee members that currently 1,200 people have registered for campus housing.

In the case of inclement weather, Mike Mulhare will meet with President Steger to determine if the University ceremony will be delayed. Hincker stated that VT Alerts will not be used if there is ample time to notify everyone using other mediums.

It was determined that the Commencement Marshal will not have to travel to the Northern Virginia because a Commencement Marshal will be selected from the National Capital Region area for that ceremony.

With no other business, Zahm moved to adjourn at 12:45 p.m.