

**University Commencement Committee Meeting Minutes**  
**Wednesday, November 5, 2008**  
**12:15 p.m.**  
**325 Burruss Hall**

**Present:** Dan Taylor (chair), Bill Stringer for Jerry Allen, Jactone Arogo Ojejo, Sonya Benson, Candice Clemenz, Jeffrey Connor, Michelle Czamanske, Elizabeth Fine, Brian Golden, Mark Owczarski for Larry Hincker, Adeel Khan, Jong Kim, Brad Klein, Ann Marie Knoblauch, Christina McIntyre, Brian Mihalik, Kim O'Rourke, Lyndell Price, Dixie Reaves, Kerry Redican, Dean Stauffer

**Absent:** Linda Tegarden

**Guests:** Captain Albert, Travis Cross, Margie Murray, April Myers, Jennie Reilly, Christina Todd, Laura Wedin, Eric Wininger

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

**Approval of Minutes**

O'Rourke moved that the minutes for October 1, 2008, meeting be approved. With a second from Redican, the minutes were approved unanimously.

**Planning for Fall Ceremonies**

The memo requesting volunteers for ushers and marshals was sent out last week to the college representatives. Instructions will be sent out closer to the ceremony. Jong Kim informed the committee that he has received more than the requested number of marshal volunteers and he is one short for the requested number of usher volunteers. He questioned if there is a way to trade volunteers with other colleges. Reaves indicated that negotiating trades would have to be done by the college representatives. Reaves stated no volunteers should be turned away, and she will find them a job.

The cone signs will no longer be used in the coliseum. The new signage will fit over the back of the coliseum seats in order to keep the aisles open.

An announcement was made that Dr. Marc Edwards will be the Graduate School keynote speaker, and Dr. Gary Downey will be the University ceremony keynote speaker. The student speakers will be named on Monday, November 10. Taylor mentioned that there will be meeting with him, Ms. O'Rourke, and all the student speakers on Reading Day to discuss speech content, length, regalia, etc.

Since the tennis court lot is no longer available for stage party parking, Taylor made a suggestion to have a section of the coliseum lot roped off and not opened up for any other parking. These spaces will be to accommodate the stage parties of both ceremonies. Captain Albert indicated he will contact parking services to make these arrangements.

Rehearsal will be on Thursday, December 18 at 4:00 p.m. in the coliseum. This is not a mandatory rehearsal, but those with speaking or singing parts may want to attend to become familiar with the microphone.

Travis Cross was introduced to the committee as the new Commencement music coordinator. Cross indicated that the vocalist has not been named as of yet.

Clemenz informed the committee that the photographer has agreed to provide a staff person to string the cards after each name is read.

Khan informed the committee that during a senior class officer meeting, a question was raised as to if and where a general Commencement resource page can be found on the Virginia Tech website. Murray indicated that the registrar's office has a list of frequently asked questions on their home page. The information is on the Virginia Tech website, but it is very difficult to find. Owczarski asked the committee members to send any links pertaining to Commencement to University Relations, and they will include these links on the main Commencement webpage. Currently Virginia Tech's search engine is not refined enough to have the Commencement website come up as the first item when a search is done on Commencement. This is something that will be addressed in the future.

Taylor announced that the space issues for the spring ceremony will be addressed at a later meeting once better estimates of the number of graduates are available.

With no other business, Fine moved to adjourn at 12:30 p.m.