

**University Commencement Committee Meeting Minutes**  
**Wednesday, April 1, 2009**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), LTCOL Bill Stringer for Jerry Allen, Jactone Arogo Ojejo, Sonya Benson, Candice Clemenz, Jeffrey Connor, Larry Hincker, Christina Todd for Adeel Khan, Jong Kim, Christina McIntyre, Brian Mihalik, Kim O'Rourke, Lyndell Price, Dixie Reaves, Dean Stauffer

**Absent:** Michelle Czamanske, Elizabeth Fine, Brian Golden, Brad Klein, Ann Marie Knoblauch, Kerry Redican (with notice), Linda Tegarden

**Guests:** Captain Albert, Bud Brown, Rebecca Burtch, Travis Cross, Bo Frazier, Captain Houston, Margie Murray, April Myers, Jennie Reilly, Eric Wininger

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

**Approval of Minutes**

McIntyre moved that the minutes for March 4, 2009, meeting be approved. With a second from Stauffer, the minutes were approved unanimously.

**Update on Graduate School Diploma Size**

Sonya Benson reported to the committee that she met with Dean DePauw on March 9 to discuss the possibility of obtaining a larger size for the Graduate School diplomas. Dean DePauw plans to present the GSA with the different options the Graduate School considers viable. The GSA will respond with feedback on the options presented by Dean DePauw, and Benson will update the committee.

**Committee Support on Spring Band Tour**

Taylor asked if the committee wanted to support the request from the Music Department for funding the University Wind Ensemble tour. Cross indicated that there was not an overnight stay included last year, but there was the previous two years. Cross has included an overnight stay this year which makes the total cost of the tour \$13,502, but he is only requesting funding for \$10,625 (the same as last year). Cross will request assistance from the Department of Music and/or the College of Liberal Arts and Human Sciences to cover the difference because the trip serves as a recruiting tool for the Music Department as well as good public relations and a perquisite for the students who delay their summer plans so they can perform at Commencement. The tour will begin at Hidden Valley High School and end at a Fairfax area high school with an evening concert. Cross also plans to invite a representative from the Admissions office to accompany the group.

Reaves made a motion to recommend to the President that Virginia Tech support the University Wind Ensemble Tour. Hincker seconded the motion. The motion passed unanimously.

**Planning for Spring Ceremonies**

Cross informed the committee that Candice Wilson will be the vocalist for the University ceremony, and an invitation has been sent to Abigail Vandevander to perform at the Graduate School ceremony.

Taylor informed the committee that when students make the selection through the Hokie Spa to have their information kept completely confidential, their names will not be printed in the Commencement program. Approximately 200 students made this selection, and they have been notified individually by the Registrar that their names will not appear in the program given

their confidentiality selection. These students were given the option to change their confidentiality selection on Hokie Spa. A notice to this effect has also been posted on the Commencement website.

Murray indicated that during last spring's ceremonies in Cassell, the colleges were not aware of a second photograph being taken. Clemenz indicated that the Pamplin College of Business knew about the second photograph, but there was an issue with where the photographer was standing. Clemenz indicated that she has spoken with the photographer, and the positioning has been rearranged. Murray will send out information about the photographs to all the college and department Commencement staff support personnel.

Murray informed the committee that there will be Commencement portraits on Thursday, May 14, on the second floor of the career services building. Wedin suggested that the portraits could be done at the Alumni Center during Grad Bash in the future.

Taylor announced that the rehearsal will be on Friday, May 15, at 8:00 a.m.

Taylor indicated there is a need for better coordination with the Color Guard during the University ceremony. It was decided that the music will stop once the mace is posted, and then Taylor will announce the passing of the colors. The Color Guard will begin processing at this point.

Parking will only be in the coliseum lot. Taylor indicated that parking is difficult between the two ceremonies due to the University ceremony ushers, marshals, and stage party trying to park before those working the Graduate School ceremony leave. McIntyre asked what the possibility of beginning the Graduate School ceremony one hour earlier would be. Taylor indicated that this item will be included on the agenda of the first Commencement meeting in the fall.

McIntyre indicated that the call went out last week for ushers and marshals.

Reilley suggested purchasing approximately twelve highly visible vests for the disability workers. O'Rourke asked for a cost estimate before a determination can be made.

There will be five seats allocated for the senior class officers in the front row on the east side of the field. Tickets will be provided for reserved seating in the east stands for families of the class officers.

It was decided that the Jumbotron screen is too small to display information about regalia, but a pre-Commencement slideshow will be shown on the Jumbotron prior to the start of the University ceremony.

O'Rourke announced that General Lance L. Smith will deliver the University Commencement address, Nicholas Taubman will deliver the Graduate School Commencement address, and Michelle Duke will deliver the Northern Virginia Commencement address.

With no other business, Brown moved to adjourn at 12:55 p.m.