

**University Commencement Committee Meeting Minutes**  
**Wednesday, April 1, 2015**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Jan Helge Bøhn, Candi Clemenz, Chelsea Corkins, Carrie Cox, Andrew Ellis, Laura Wedin for Jean-Luc Ford, Gina French, Rebecca Funk, Larry Hincker, Kim O'Rourke

**Absent** Janice Austin (with notice), Luke Carroll (with notice), Joe Merola, Joseph Millett, Jacqueline Nottingham (with notice), Elena Serrano, Martha Sullivan (with notice), Anthony Watson (with notice), Pengtao Yue, Diane Zahm (with notice)

**Guests:** Ken Belcher, Bo Frazier, Captain Vince Houston, Mike Mulhare, Margie Murray, April Myers, Andrew Putnam, Robyn Stuart, Pam Vickers, Laura Wedin, Corrine Wood

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

**Planning for Spring ceremonies**

Spring Road will be closed during Commencement. Closing Spring Road provides a much better pathway for pedestrians. Vickers indicated that last year there was a bottleneck between the University and Graduate School ceremonies near Cassell Coliseum because guests didn't realize that Spring Road was open to pedestrian traffic. Captain Houston indicated that there will be better communication so that guests will know that Spring Road is for pedestrian traffic.

Belcher indicated that all of the air conditioned rooms in the residence halls have been allocated for on-campus Commencement lodging. Currently, 800 rooms have been reserved, and Belcher expects there to be approximately 1000 rooms reserved.

Wedin informed the committee that she has received numerous inquiries about accoutrements for student organizations. Wedin then suggested that there is a need to establish guidelines about cords, sashes, stoles, etc. that are worn with regalia. Wedin will work with the Office of Student Affairs to get a committee established to recommend guidelines and develop a self-monitoring registry. Student organizations are looking for permission to wear an accoutrement with their regalia. Alumni has offered to house the guidelines and registry website.

Taylor indicated that the decision to delay the opening of the University until 10:00 a.m. will help with the congestion. A suggestion was made to caution employees to park in lots away from the coliseum and stadium. A decision was made to announce the delayed opening now and again closer to Commencement.

A question was raised as to whether the international flags will be displayed again this year. Myers will contact Suzie Baker, Interim Director of Cranwell International Center, to confirm the international flag display.

The Commencement keynote speakers will be announced early next week.

Taylor announced that the rehearsal will be on Thursday, May 14, 2015, at 4:00 p.m., beginning on the floor of Cassell Coliseum.

Murray informed the committee that the Alumni Library is not available on Thursday, May 14, for the Commencement photographs this year. She indicated that a good location may be in the Squires Student Center since it is a central location.

### **Committee Support on Wind Ensemble Tour**

Andrew Putnam asked for the committee's endorsement of 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 Radford, Bristol, Wytheville, and Roanoke areas over a two-day period. The budget is slightly lower than last year.

Hincker 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.

### **Approval of February 4, 2015, minutes**

Bohn made a motion to approve the minutes of the February 4, 2015, meeting. Clemenz seconded the motion, and the minutes were approved unanimously.

With no other business, a motion was made to adjourn at 12:42 p.m.