

**University Commencement Committee Meeting Minutes**  
**Wednesday, April 4, 2012**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Tom Broyles, Tyler Campbell, Candi Clemenz, Elizabeth Fine, Rebecca Funk, Larry Hincker, Jason Holliday, Matt Jernigan, Joe Merola, Jacqueline Nottingham, Kim O'Rourke, Masoud Safdari, Durelle Scott, David Shuster, Muzaffer Uysal, Anthony Watson

**Absent** Tamara Knott, Mike Ellerbrock (with notice), Pat Goodrich, Bill Green, Michael Weaver (with notice)

**Guests:** Kevin Ayoub, Bo Frazier, Ciji Good, Natalie Hart, Captain Houston, Mike Mulhare, Margie Murray, April Myers, Pam Vickers, Laura Wedin, Eric Winger

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

**Approval of February 1, 2012, minutes**

A motion was made to approve the minutes of the February 1, 2012, meeting. The motion was seconded, and the minutes were approved unanimously.

**Planning for Spring Ceremonies:**

Taylor informed the committee members that logistics will change for the Spring 2012 University ceremony because of the addition of the First Lady of the United States as one of the keynote speakers. Graduates will have to be checked with metal detectors prior to entering the stadium tunnel. Once the graduates have been cleared to enter the stadium they will not have access to the general public. Water will be made available to the graduates and well as portable restrooms. Facilities will also look into getting mister fans setup for the graduates while they wait to enter into the stadium tunnel. The fans will create a lot of noise so there will be a need for signs to communicate information to the students. Pam Vickers indicated that there may be a need for seating for some of the graduates while they wait for the ceremony to begin. The colleges will have staggered arrival times so that the screening process can move quicker.

Except for a few locations, security for the general public will be the same as previous Commencement ceremonies.

There will be designated gates for families of graduates to use and other gates specified for the general public. There may be restriction of movement once inside the stadium. Those sitting in certain sections may be checked with metal detectors, or some sections of the stands may be closed

There may be an issue with ADA parking because the Graduate School ceremony will still be taking place when Lane Stadium will be open for guests of the University ceremony, thus all of the spring road parking lot will be reserved for ADA, ushers and stage party parking.

College representatives will be asked to direct graduates to the Commencement website once information is posted. Hincker indicated that he can also send out information to the parent listserv that University Relations maintains.

Taylor has requested that student speeches be as short as possible. There will be a meeting scheduled with the student speakers on reading day to discuss speeches.

The University Award recipients will receive their awards at the Thursday evening dinner, but will be recognized at the University ceremony.

**Announcements:**

- The Stadium will open at 8:00 a.m.
- Signs will be allowed in the Stadium
- Umbrellas will be allowed in the Stadium for viewing guests only (not graduates)
- Additional ushers and marshals are still needed
- Programs for the general public at the University ceremony will increase from 12,000 to 40,000
- The Commencement guide is posted on the Commencement website ([www.vt.edu/commencement](http://www.vt.edu/commencement))
- The rehearsal is currently scheduled to begin at 4:00 p.m. in Cassell Coliseum on Thursday, May 10, 2012.
- Campus lodging registration goes through April 30, 2012.

With no other business, O'Rourke moved to adjourn at 12:57 p.m.