

University Commencement Committee Meeting Minutes
Wednesday, May 2, 2012
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor (chair), Tom Broyles, Tyler Campbell, Candi Clemenz, Elizabeth Fine, Pat Goodrich, Larry Hincker, Matt Jernigan, Tamara Knott, Joe Merola, Jacqueline Nottingham, Kim O'Rourke, Durelle Scott, Anthony Watson, Michael Weaver

Absent Mike Ellerbrock (with notice), Rebecca Funk, Bill Green, Jason Holliday, Masoud Safdari, David Shuster, Muzaffer Uysal

Guests: Susan Angle, Kevin Ayoub, Travis Cross, Bo Frazier, Natalie Hart, Captain Houston, Joli Huynh, Richard McCoy, Mike Mulhare, Margie Murray, April Myers, Bobbi Myers, Pam Vickers, Laura Wedin, Eric Wininger

Dr. Taylor called the meeting to order at 12:20 p.m.

Approval of April 4, 2012, minutes

Fine made a motion to approve the minutes of the April 4, 2012, meeting. Merola seconded the motion, and the minutes were approved unanimously.

Planning for Spring Ceremonies:

Taylor announced that as chair of the Commencement Committee, he will be in the control booth during the entire University Commencement ceremony. Taylor then indicated that someone will need to cue Travis Cross as to when to start Pomp and Circumstance, but he should still be able to ask the audience to "please rise for the passing of the colors," from the control booth.

There was a request made to point out honors graduates as they process in. Murray indicated that there is a part in the script where those wearing honor sashes are asked to stand up.

Nottingham informed the committee that Graduate School has numbers of the graduates who are processing. The hooding faculty, the processing faculty, and the doctoral candidates will line up downstairs in Cassell Coliseum and will work their way up through the stairwell to process in. The master's candidates will line up in room 213.

Because First Lady Michelle Obama will be one of the Commencement speakers, there will be additional security measures this year. The undergraduate students will assemble in the Rector Field House after being screened. Water and energy bars will be available for the students while they wait. Students can bring in food, but they will have to throw away any trash prior to processing.

The Secret Service has been notified that the ceremony may be delayed up to two hours if there is inclement weather.

Announcements:

- A decision was made to not have a fanfare for either ceremony
- Concessions will be available at the coliseum and the stadium
- The Commencement website will be updated as information is received (www.vt.edu/commencement)

- Stadium seats are allowed in the stadium for the ceremony
- There will be shuttles for the outlying parking lots
- Faculty and Staff will be working a regular work day
- Spring Road will be closed
- The Cassell Coliseum lot will be used for the stage party and ADA parking
- The rehearsal is scheduled to begin at 4:00 p.m. in Cassell Coliseum on Thursday, May 10, 2012
- The meeting to discuss student Commencement speeches is scheduled for Reading Day

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