COMMENCEMENT COMMITTEE MEETING MINUTES
Wednesday, May 1, 2002
12:15 p.m.
President’s Boardroom, 210 Burruss Hall

PRESENT: Ed Henneke, Kim O’Rourke, Larry Hincker, Bill Stringer for J. Allen, Bill Conger, Dixie Reaves, Mitzi Vernon, Dan Taylor, Pat Goodrich, John Beach for B. Elvey, Stan Burke, Bill Green, Randy Billingsley, Sherry Schofield-Tomschin, Harry Robertshaw, Audrey Zink-Sharp, Mary Ann Lewis, Reba Crawford.


ABSENT: Bud Brown, Brad Klein, Erin Miller, Grant Hill, Michelle Jefferson.

Ed Henneke called the meeting to order at 12:15 p.m.

Approval of Minutes – April 3, 2002 Meeting
The minutes from the April 3 meeting were approved unanimously as written. Dr. Henneke provided further update on the matter reported in the April 3 minutes about the Committee on Academic Support proposal not to hand out diplomas at the Spring ceremony. He learned from a member of the Commission on Faculty Affairs that the proposal was essentially dead because the individual who made the proposal received much opposition from faculty, students, and alumni.

Handicap Access
Jenny Reilly distributed, for review and comment, guidelines she had drafted for the smaller ceremonies. She requested that each department do a walk-through of their ceremony a day before with the physical accessibility checklist.

Jumbotron
A video was shown of Virginia Tech infomercials that will be aired prior to the University Commencement Ceremony on the Jumbotron. Randy Stith has arranged this detail and the tape will be looped to replay as guests are being seated. The tape will begin at 8:15 a.m. and continue to 8:45 a.m. At 8:45 a.m., the music begins. Larry Hincker will let Athletics know that the Jumbotron will be used.

Concessions
The question as to whether or not concession stands would be open was discussed. In the April 2000 minutes the committee voted against having the concession stands open. Alternatively, the caterer could provide 1500 bottles of water at $0.75 each. Conger moved to have concessions open, O’Rourke seconded the motion, and all approved. It was determined that due to the early arrival of guests the concessions would be opened.

It was also noted that the first aid stations would have water. The committee suggested that all the soft drink machines be refilled prior to the ceremonies on Friday and Saturday.
Honor Judge Sashes
The judges of the honor court requested that they be allowed to wear special sashes at Commencement. The committee felt that since the honors sashes would not be based on academic achievement as other sashes are, they should not be approved.

Pedestrian Routing
It was reported that the new gates at Lane Stadium will be open and that extra staff would be hired to man them. There will be no pedestrian access from the southwest end of the stadium, only the BT paratransit van. The van will cycle from Wallace to the Coliseum lot. If the colleges have transportation issues, BT will provide buses or vans upon request on Commencement day. The shuttle will run behind the east stands. The Coliseum lot will be used for stage party parking, handicap parking, and other special needs. After 8:45 a.m. anyone would be allowed to park in that area. The tennis court parking lot will be available on Friday until 4 p.m. for the stage party only.

Stage Party
Refreshments will be provided in the practice gym on Saturday prior to the University ceremony. The stage and sound system should be checked to ensure that the stage party members can hear the program. At 8:30 a.m., officers will stop all traffic into the tunnel to prepare for the procession of the stage party. After 8:30 a.m., late arriving students can gain access to the playing field through the stands in sections 8 and 14 on the west side.

Signs will be posted on the stadium gates that only Commencement officers would be allowed on the playing field. The marshals will be stationed at the tunnel exit onto the field to direct graduating students. The west side sidewalk will be used to escort guests of the stage party to the President's Box.

Security
As with the fall ceremony, additional events staff will be hired. A total of 18 event staff will be requested for the Saturday ceremony. Margie Murray will contact Laurie Roop.

Without any further business, the meeting adjourned at 1:08 p.m.