University Commencement Committee Meeting Minutes  
Wednesday, November 7, 2007  
12:15 p.m.  
President’s Board Room, 210 Burruss Hall

**Present:** Dan Taylor, Bill Stringer for Jerry Allen, Bud Brown, Candice Clemen, Michael Dunleavy, Elizabeth Fine, Larry Hincker, Kathy Hosig, Christina McIntyre, Brian Mihalik, Linda Tegarden for Christopher Neck, Ashley Noble, Kim O’Rourke, Lyndell Price, Dean Stauffer

**Absent:** Michelle Czamanske, Brad Klein, Jean Kampe, Adeel Khan, Dixie Reaves, Susanna Rinehart

**Guests:** Capt. Albert, Stephen King, Margie Murray, April Myers, Jennie Reilly, Laura Wedin, Eric Wininger

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

**Approval of Minutes**
Brown moved that the minutes for the October 3, 2007, meeting be approved. With a second from Mihalik, the minutes were approved unanimously.

**Planning for Fall Ceremonies**
Taylor announced to the committee that RMC has provided a new estimate for entrance security during the fall ceremonies, and the total cost has dropped approximately $1000. The decrease is the result of fewer people working the event as well as some staff leaving after the second ceremony is under way.

Taylor informed the committee that an e-mail was received from an upset parent on the system used to allocate hotel rooms for Spring Commencement. He indicated that it would be a good idea for the committee to know what the system is for any future questions or complaints. Murray confirmed that information about on-campus Commencement housing is on the Commencement website.

Taylor indicated that the number of potential graduate students is 1072 for the fall ceremony, and he mentioned that there is not a need for all 1072 chairs because not all of the students will participate. He then informed the committee that there is a potential for 1570 undergraduate students for the fall ceremony. If 75% of these students attend there may be a need to have reserved seating in the stands for any overflow.

Taylor announced that the keynote speaker for the University ceremony is Dr. Scott Geller, and the keynote speaker for the Graduate School is Dr. Michael Hochella. Dr. Geller would like to have a wireless microphone. Price indicated that facilities will take care of getting the wireless microphone. Price then mentioned that there is not much room to move around on the stage. Hincker indicated that his office will work on the press release for the speakers.

Murray indicated that the brochure is ready to be printed, but the print shop is backed up. She then indicated e-mailing the information to the faculty instead of sending them a printed brochure will speed up the process and save money. Brochures will still be sent
to graduating students. The exact information is also posted on the Commencement website. Hincker suggested e-mailing a PDF file of the actual brochure so it can be printed by anyone who wishes to print it.

Murray indicated that she is still gathering information for the Commencement program. King indicated that he will have the musician information to Murray by Friday, November 9, 2007. King announced that the ensemble will be a double quintet including students and faculty, and he is still working on getting a singer.

McIntyre informed the committee that ushers and marshals are streaming in, and she asked that any college representative who has not provided volunteers please do so as soon as possible. She then stated that there are enough ushers sashes for the fall ceremony. A seating diagram of where colleges are seated will be determined by Dixie Reaves once she reviews the number of graduates for each college.

McIntyre asked if signage can be posted outside directing students and marshals to the practice gyms. Price indicated that would not be a problem, but he will need to know what is needed as soon as possible.

Taylor announced that the rehearsal for the fall ceremony will be on Thursday, December 13, 2007, at 4:00 p.m.

**Diploma Sizes**
Hincker provide the committee with information on standard diploma sizes for other universities and standard frame sizes. He indicated that many universities use an 8 ½ x 11 size. Taylor indicated there is excess stock of diploma paper, covers, and frames. Mihalik stated that some of these items are out on contract and that will need to be honored before any changes take place. The committee will revisit this after the first of the year.

**Graduation Sashes for Graduating Student Athletes**
Taylor informed the committee that the Virginia Tech Student Athlete Advisory Committee has a request to have graduation sashes made for student athletes to wear during Commencement. Taylor reminded the committee that this issue was addressed in November 2004, and the committee passed a motion to allow one accoutrement in addition to the honor sash to be worn during Commencement. Taylor will let the Student Athlete Advisory Committee know that they can move forward with the production of sashes for student athletes.

With no other business, Brown moved to adjourn at 12:50 p.m.