

**University Commencement Committee Meeting Minutes**  
**Wednesday, May 6, 2009**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), LTCOL Bill Stringer for Jerry Allen, Jactone Arogo Ojejo, Sonya Benson, Candice Clemenz, Jeffrey Connor, Larry Hincker, Christina Todd for Adeel Khan, Jong Kim, Ann Marie Knoblauch, Christina McIntyre, Brian Mihalik, Kim O'Rourke, Anthony Watson for Lyndell Price, Dixie Reaves, Dean Stauffer

**Absent:** Michelle Czamanske, Elizabeth Fine, Brian Golden, Brad Klein, Kerry Redican (with notice), Linda Tegarden

**Guests:** Captain Albert, Susan Angle, Kevin Ayoub, Bud Brown, Rebecca Burtch, Travis Cross, Bo Frazier, Captain Houston, Margie Murray, April Myers, Laura Wedin

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

**Approval of Minutes**

Mihalik moved that the minutes for April 1, 2009, meeting be approved. With a second from McIntyre, the minutes were approved unanimously.

**Final Planning for Spring Ceremonies**

Taylor indicated that there is a shortage of usher and marshal volunteers for the spring ceremonies. McIntyre indicated that more ushers were needed because an usher assignment has been expanded out to the corner of Spring Road and Southgate to assist with guests parking in the handicapped section. Reaves announced that marshal assignments will be e-mailed next week, and nametags and parking passes will be mailed out via campus mail.

Taylor indicated that the programs will be distributed for both Friday and Saturday ceremonies. The drop off locations will be the same as in past years. The printing of the programs began on Monday, May 4. Watson confirmed that Lyndell Price will be the contact person if ushers need additional programs during the ceremony. A contact list of phone numbers will be distributed by April Myers later this week.

Because of the nationwide outbreak of swine flu (H1N1), Taylor announced that hand sanitizers will be made available either by handing out individual wipes or hand pump stations set up throughout the coliseum and stadium. Watson informed the committee that currently, the university can only purchase approximately 8,000 hand wipes, but Purell has been contacted to request an order of approximately 42,000 hand wipes shipped directly to Virginia Tech prior to the ceremony. This will be confirmed within 48 hours. Individually-wrapped handwipes will be distributed to colleges and departments along with programs. (Note: They will be sent to the National Capital Region ceremony as well.) The President's Office will purchase pumps for various locations such as the table on the stage at the Graduate School ceremony and the robing areas. Todd suggested using the sanitizer stations that are located in the dining halls. The stations are portable but will have to be refilled. Hincker announced that there is language on the Commencement website indicating that there are no changes to venues and hand sanitizers will be provided at all major venues. A campus-wide e-mail will also be distributed.

McIntyre announced that a mother's nursing room has been established in both Cassell Coliseum and Lane Stadium.

Taylor announced that this will be Dixie Reaves's last Commencement, and he thanked her for all of her hard work and support over the years. She received a round of applause from the committee.

With no other business, Mihalik moved to adjourn at 12:30 p.m.