

University Commencement Committee Meeting Minutes
Wednesday, May 6, 2015
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor (chair), Janice Austin, Jan Helge Bøhn, Luke Carroll, Candi Clemenz, Chelsea Corkins, Jean-Luc Ford, Gina French, Rebecca Funk, Larry Hincker, Joe Merola, Jacqueline Nottingham, Kim O'Rourke, Anthony Watson, Pengtao Yue, Diane Zahm

Absent Carrie Cox (with notice), Andrew Ellis, Joseph Millett, Elena Serrano, Martha Sullivan

Guests: Ken Belcher, Bo Frazier, Tom Gallemore, Captain Vince Houston, Peter McCann, Dave McKee, Mike Mulhare, Margie Murray, April Myers, Cheryl Peterson, Robyn Stuart, Pam Vickers, Laura Wedin

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

Approval of April 1, 2015, minutes

O'Rourke made a motion to approve the minutes of the April 1, 2015, meeting. Zahm seconded the motion, and the minutes were approved.

Planning for Spring ceremonies

Zahm indicated that the ushers are all organized. Ushers working the Graduate School ceremony will be directed to meet in the lobby of the coliseum for orientation. Peter McCann (RMC) will make sure that the ushers can get in the front doors of the coliseum. Sgt. Gallemore confirmed that the doors to Cassell will be opened at 10:00 a.m.

Zahm stated that there was a shortage of coffee for ushers in the stadium last year. Myers indicated that additional coffee will be provided.

Nottingham informed the committee that she has a sufficient number of marshal volunteers. She then mentioned that there are a lot of doctoral graduates this year which is a good indicator that the graduate school ceremony will be longer than normal. Janice Austin indicated that there are 190 doctoral candidates and 450 master's candidates.

Nottingham questioned how many will be participating in the honors procession, and what the start time will be for the procession. Taylor indicated that he will work with Christina McIntyre and Anthony Watson to determine the timeframe for the honors procession. Nottingham indicated that if the one-page flyer is being distributed to the graduates at the University ceremony, it is best to distribute them once the graduates are seated on the field.

Taylor announced that there will not be a band tour this year, and instead, there will be auditions on campus on Wednesday and Thursday. McKee indicated that he will work with the Virginia Tech Police Department to coordinate getting equipment and instruments to the stadium for storage.

Mulhare indicated that he will need a list of those needing radios during the Commencement ceremonies. Names can be sent to Bobbi Myers in the Office of Emergency Management. The radios can either be picked up at the rehearsal or a time can be scheduled to pick them up.

O'Rourke indicated that help will be needed from the VTPD to assist the University Commencement keynote speaker. Houston indicated that would not be a problem.

Pam Vickers indicated that there will be blind student processing at the University ceremony. Vickers and Nottingham have made arrangements to meet the student prior to ceremony. There is also one undergraduate student who will be in a wheelchair.

Ken Belcher announced that an additional building has been opened up for campus housing this year. There are 1,600 guests staying on campus this year, which is the largest number to date.

Hincker announced that we are moving forward with the Twitter screen. It will be curated so all tweets will be approved before they are displayed. We will alternate between videos and tweets on the Jumbotron. Vickers asked if the videos were captioned. Hincker indicated that he will find out if the videos are captioned; if they are not, they may not use them. Taylor indicated that it might be best to just use a video without dialogue.

Taylor announced that he will be working with Dave McKee to coordinate a fanfare for the stage party. This has not been done for the past several years.

Taylor announced that the rehearsal will be on Thursday, May 14, 2015, at 4:00 p.m., beginning on the floor of Cassell Coliseum.

With no other business, Zahm made a motion to adjourn at 12:33 p.m.