

University Commencement Committee Meeting Minutes
Wednesday, November 5, 2014
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor (chair), Janice Austin, Luke Carroll, Candi Clemenz, Chelsea Corkins, Carrie Cox, Andrew Ellis, Jean-Luc Ford, Larry Hincker, Kim O'Rourke, Trent Chinault for Anthony Watson, Pengtao Yue

Absent Jan Helge Bøhn, Terry Cobb, Rebecca Funk, Joe Merola (with notice), Joseph Millett, Jacqueline Nottingham (with notice), Elena Serrano, Martha Sullivan (with notice), Diane Zahm (with notice)

Guests: Bo Frazier, Captain Vince Houston, Mike Mulhare, Margie Murray, April Myers, Andrew Putnam, Pam Vickers, Laura Wedin

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

Announcement of Approval of September 3, 2014, minutes

O'Rourke moved to approve the minutes of the September 2, 2014, meeting. The motion was seconded, and the minutes were approved unanimously.

Planning for Fall ceremonies

Andrew Putnam indicated that the names of the musicians and vocalist have been finalized and sent to the President's office.

Bo Frazier stated that there are no concerns with parking at this time. The same parking system will be used as in past fall ceremonies.

Captain Houston informed the committee that a representative from RMC (the event staff contractor) will attend the December meeting.

MAJ Cox indicated that she will get the names of the Color Guard and the cadet who will assist President Sands on stage at the University ceremony to the President's office.

Trent Chinault confirmed that there are no issues with facilities at this time.

Pam Vickers indicated that she has not heard if there are any accessible needs for the stage.

Kim O'Rourke announced that Dennis Dean will be the keynote speaker at the Graduate School ceremony, and a keynote speaker will soon be named for the University ceremony.

Margie Murray indicated that she is working on the Commencement brochure, and it will be posted on the Commencement website soon. A question was raised as to how to get the brochure out to the parents of graduates. Murray asked if it would be possible to send it out via a listserv. Hincker suggested contacting Penny White who is the custodian of the listserv from the office of the Vice President for Student Affairs. The information may go out to the parents of all Virginia Tech students but that is better than the information not getting out at all.

Dan Taylor announced that the request for ushers and marshals needs was emailed to the Commencement Committee college representatives on October 29, 2014, with a December 1, 2014, deadline for providing names and contact information.

Announcement

Taylor announced that there will be a meeting with student speakers on December 11 (Reading Day) to discuss speeches.

Taylor also announced that the rehearsal will be held on Thursday, December 18, beginning at 4:00 p.m. in Cassell Coliseum. April Myers will ask the photographer from Grad Images to be at the rehearsal in order to give President Sands some direction on where students will be on the stage when they receive their diplomas. Stage Sound will also be there for those wanting to test the microphone.

The carpet used for Commencement should be okay for this year, but may have to be replaced next fall.

With no other business, a motion was made to adjourn at 12:35 p.m.