

University Commencement Committee Meeting Minutes
Wednesday, November 7, 2012
12:15 p.m.
201 Burruss Hall

Present: Dan Taylor (chair), Tyler Campbell, Candi Clemenz, Terry Cobb, Pat Goodrich, Larry Hincker, Tamara Knott, Jacqueline Nottingham, Kim O'Rourke, Masoud Safdari, Calvin T. Chinault for Anthony Watson, Michael Weaver, Eric Winger

Absent Tom Broyles (with notice), Elizabeth Fine, Rebecca Funk, Bill Green, Jason Holliday, Joe Merola (with notice), Bruce Pencek (with notice), Durelle Scott, Jay Tucker (with notice), David Shuster, Muzaffer Uysal

Guests: Kevin Ayoub, Bo Frazier, Natalie Hart, Captain Houston, Mike Mulhare, Margie Murray, April Myers, Pam Vickers, Laura Wedin

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

Approval of October 3, 2012, minutes

Cobb moved to approve the minutes of the October 3, 2012, meeting. With a second from Nottingham, the minutes were approved unanimously.

Planning for the Fall Ceremonies

Captain Houston informed the committee that a representative from RMC will attend the next Commencement Committee meeting on December 5, 2012

Frazier indicated that parking will be handled in the same way as at the Spring 2012 ceremonies. This change makes parking easier to manage with people not coming and going all at the same time.

Nottingham announced that the call for volunteer marshals and ushers was sent out and the deadline for volunteer names is December 1, 2012.

Taylor announced that the vocalist and musicians are lined up for both ceremonies in the fall.

O'Rourke announced that the University ceremony keynote speaker will be Dr. Annie Hesp, the primary faculty member responsible for bringing Martin Sheen to campus last fall. The Graduate School keynote speakers will be Dr. Kirk Schulz, President of Kansas State, and his wife, Dr. Noel Schulz, who is a named professor of Electrical and Computer Engineering at Kansas State. Both are Virginia Tech alumni.

Murray indicated that there will probably be more people participating in the University ceremony stage party this year than normal. It will be important to know as soon as possible if there will be any graduates in need of the ramp to get on the stage so that it will be possible to determine how much space will be available for seating.

Vickers indicated that we were at maximum capacity for wheel chairs on the coliseum floor at the fall 2011 University ceremony. Taylor indicated that this year, there may not be as many graduates and guests attending since there ceremony is so close to the holidays.

Mulhare indicated that the emergency action plans will be similar to last year.

Taylor announced that the robing area has been moved to the Merryman Center Auditorium. This will be the permanent location for future ceremonies.

The rehearsal for both the University and Graduate School ceremonies will be on Thursday, December 20, 2012, beginning at 4:00 p.m. The rehearsal is not mandatory but is a good time for speakers to become familiar with the microphone.

Murray indicated that the number of programs ordered has been increased by 750 because there was a shortage of programs at the Graduate School ceremony last fall. O'Rourke indicated that since the ceremony is so close to the holidays, there may not be a need for as many programs this year. A suggestion was made to give out programs that include the graduate names to only those graduating. There can be a condensed program that does not include the names of those graduating. This will allow for more programs to be ordered for the audience without raising the cost.

Live Streaming University and Graduate School Ceremonies

Hincker indicated that fall and spring ceremonies that take place in Cassell Coliseum are already set up to stream live. The cost for this is split between the Graduate School and the Colleges using the coliseum (during the spring). There hasn't been a cost to video stream the University ceremony in the fall. There will be an additional cost of \$300.00 in order to set up the equipment in Lane Stadium to stream the spring University ceremony. It was decided that the additional cost was reasonable, and O'Rourke approved the additional expenditure.

Cassell Coliseum Lineup

Taylor informed the committee that practice gym 220 in Cassell Coliseum will no longer be available to assemble students prior to Commencement processions in Cassell. Nottingham indicated that the hallway in Jamerson on the floor below the playing court level was used to line up the Ph.D. students and faculty for the Spring 2012 Graduate School ceremony. She suggested using the same hallway for the fall ceremonies. Additional signage will be made directing graduates and faculty as to where to line up. Nottingham announced that the registrar's office has a mechanism in place where students can indicate if they intend to participate in the University ceremony. This will help to determine how and where to line up the graduates based on the number of participants expected.

Announcement

Taylor announced that Tom Broyles has stated that after the fall ceremony he will not be able to continue as the Director of Ushers. Taylor is still trying to find someone to fill that role. It is hoped that the next Director of Ushers will be willing to serve at least a two-year term.

With no other business, Cobb moved to adjourn at 12:38 p.m.