

**University Commencement Committee Meeting Minutes**  
**Wednesday, March 2, 2011**  
**12:20 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Col Bill Stringer for Jerry Allen, Jactone Arogo Ogejo, Sandy Bass, Doug Epps for Anthony Watson, Larry Hincker, Jason Holliday, Jong Kim, Kim O'Rourke, Nathan Lavinka, Jacqueline Nottingham, Kate Preston

**Absent** Tom Broyles (with notice), Jeffrey Connor, Elizabeth Fine, Pat Goodrich (with notice), Brad Klein, Ann Marie Knoblauch, Gary Long (with notice), David Shuster (with notice), Jill Sible (with notice), Muzaffer Uysal,

**Guests:** Captain Houston, Kevin Ayoub, Bo Frazier, Margie Murray, April Myers, Pam Vickers, Laura Wedin

Dr. Taylor called the meeting to order at 12:20 p.m.

**Approval of February 2, 2011, minutes**

Bass moved to approve the minutes of the February 2, 2011, meeting. With a second from Nottingham, the minutes were approved unanimously.

**Planning for Spring Ceremonies**

Taylor indicated that by having access to radios in the stadium, there will be better coordination with the Color Guard and the band during the ceremony. Taylor also indicated that he would like to have a fanfare for the faculty when they process in.

Epps indicated that it would be helpful if the first Saturday ceremony in the coliseum was the largest group and the last ceremony in the coliseum was the smallest group. If chairs are removed for the second ceremony, there is not ample time to add chairs back to the floor for the last ceremony because there are students trying to leave the coliseum floor while chairs are being brought back in. There is a rotation schedule set for the two larger ceremonies, and they are always the first and last ceremonies in the coliseum. Frazier indicated that from a parking standpoint it is easier to have the smaller ceremony as the second ceremony. A suggestion was made to leave all the chairs on the floor for all three ceremonies and then the chairs will only have to be straightened for each ceremony. Epps mentioned that the carpet is also deteriorating, and there are a few areas that are in need of repair. The carpet will probably have to be replaced in one or two more years.

Epps informed the committee that last spring they moved pedestrians away from the elevators in the south end zone in order to keep these elevators available for guests needing accessible seating. This worked well last year and will be duplicated this year.

Taylor stated that from an emergency planning standpoint, there will be a need to know in advance if colleges are using any of the stadium suites during Commencement. There is a possibility that the suites may be used as a location for guests in case of inclement weather.

Nottingham stated that the information requesting marshal and usher volunteers went out today via e-mail. There is now a request for the volunteers to provide cell numbers in case of an emergency.

Taylor informed the committee that the information about inclement weather is being updated, and the statement about the University ceremony moving to the coliseum will be removed. If the University ceremony is canceled, there will only be individual college and department ceremonies.

Taylor indicated that there needs to be a walkthrough of the new lineup area in the coliseum for the colleges that have Saturday ceremonies. One of the practice gyms is no longer available as a staging area. Taylor will meet with those in charge of each ceremony (the Pamplin College of Business, the College of Agriculture and Life Sciences, and the College of Engineering) to look at the facilities.

Lavinka indicated that the class historian is working on the slideshow for the University ceremony. He asked what the deadline will be for submission of the slideshow. Hincker suggested a week prior to the ceremony should be ample time.

### **Staff Volunteering at Commencement**

Taylor informed the committee that Human Resources and Legal Counsel have determined that staff employees are eligible to volunteer at Commencement. Staff employees will need to fill out a form if they are volunteering during a time that is not during working hours, and their supervisor will have to approve the request and sign the form. If an employee is volunteering during normal work hours he or she will have to record community service leave. The form will be distributed to the college representatives by Jacqueline Nottingham, and the forms should be returned to her so that she can scan them before sending the hard copies to the President's office, where they will be kept on file.

### **Printing of Commencement Programs**

Murray informed the committee that over half of the individual college and department ceremonies print their own programs and include the names of graduates. There is a large variety of different style programs. Hincker indicated that he will have a couple of templates for programs drawn up that can be used by colleges and departments. The templates will not be required but will be made available for each college and department.

Murray indicated that there is a plan for:

1. Providing a full program for:
  - a. Graduate School ceremony
  - b. National Capital Region ceremony
  - c. One program per student at individual college or department ceremonies
2. Providing a twelve-page program for guests at the University ceremony (no student names)
3. Providing a one-page flyer (printed on front and back) for the students at the University ceremony that includes the order of ceremony and information about the speakers

This plan will be a cost savings of more than \$17,000 and will save over one million printed pages. Prior to 2002, there was not a full program given to guests during the University ceremony, and this plan will be similar to that.

After lengthy discussion, it was decided to send the programs for the individual college and department ceremonies to each office in charge of the ceremonies instead of to the venues. The full program will also be made available on the Commencement website.

O'Rourke made a motion to print full Spring Commencement programs for the Graduate School ceremony, the National Capital Region ceremony, and one full program per student at the individual college or department ceremonies. In addition, she moved to print an abbreviated program without student names for the guests at the University ceremony, and a one-page flyer (printed on front and back) for the students at the University ceremony. The motion was seconded and approved unanimously.

The meeting adjourned at 1:08 p.m.