

**University Commencement Committee Meeting Minutes**  
**Wednesday, December 2, 2015**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Janice Austin, Candi Clemenz, Luke Carroll, Patrick Finn, Pj Johnston, Lance Jones, Jacqueline Nottingham, Kim O'Rourke, Steve Sheetz, Michael Stowe, Martha Sullivan, Raven Weaver, Pengtao Yue, Anthony Watson, Diane Zahm

**Absent:** Deborah Dickerson (with notice), Andrew Ellis, Rebecca Funk, Bernice Hausman (with notice), Elena Serrano

**Guests:** Isaac Barber, Jonathan Caldwell, Bo Frazier, Sergeant Tom Gallemore, Mike Mulhare, Margie Murray, April Myers, Pam Vickers, Laura Wedin

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

**Approval of November 4, 2015, minutes**

Nottingham made a motion to approve the minutes of the November 4, 2015, meeting. The motion was seconded, and the minutes were approved unanimously.

**Planning for Fall ceremonies**

Zahm indicated that volunteers for usher and marshal assignments have been received from all colleges except the College of Agriculture and Life Sciences.

Murray indicated that the final draft of the Commencement program will need to be approved by Monday, December 7.

Jones indicated that the Color Guard and the cadet assisting President Sands at the University Ceremony are all lined up and ready.

Mulhare indicated that all is set with Emergency Management. They will begin reviewing procedures.

Vickers indicated that with the new accessible seating area, there will be no accessible seating on the coliseum floor. The accessible entrances will still be the front door of the Merryman center. Vickers is working with the sign shop to get the proper signage.

Sergeant Gallemore informed the committee that the doors to the coliseum will open at 9:00 a.m. and will remain open throughout both ceremonies. There was a brief meeting with Rhino, the event services contractor, to go over expectations a few weeks ago so all should be good to go. Murray indicated that there is a College of Business Breakfast beginning at 9:15 a.m. in the Bowman Room and in the past couple of years the event security staff would not allow anyone access to the building for the breakfast. Gallemore indicated that he will let the new event services contractor know about the breakfast.

Zahm indicated that the start time for the College of Business breakfast conflicts with the time graduates are supposed to check in for the processional. Clemenz indicated that she was not aware that there was a conflict with the time. Invitations have already gone out for this year, but the College of Business can look in to changing the start time next year.

Programs will be set up in sections 4, 6, 8, the front of the coliseum, and the entrance to Merryman.

Caldwell indicated that the musicians and the vocalist are all set.

Taylor informed the committee that Athletics has been handling the live streaming of the University and Graduate School ceremonies and has asked the University (President's Office) to assume the cost for live streaming, and he questioned whether the committee felt the live streaming should be continued. Watson indicated that the cost will now be \$1,500 per ceremony which will be a total of \$6,000 per year. Taylor suggested continuing with the live streaming at least for the fall ceremonies since it is really too late to make that change now. Stowe indicated that there is a strong sentiment from University Relations to continue offering the live streaming of the ceremonies. Clemenz indicated that the College of Business has received positive feedback about the live streaming. Carroll indicate that he believes that the live streaming should continue because there are many family members who are not able to make the trip to Blacksburg and are still able to see the ceremony. Austin also indicated that there are many international graduate students and streaming the ceremonies allows the families of those students see them graduate. O'Rourke indicated that based on the consensus of the committee, we will continue with the live streaming in both fall and spring since it is a beneficial service.

Taylor announced that the student speaker meeting will be on Thursday, December 10, 2015, at 11:00 a.m. in 325 Burruss Hall. Taylor then announced that the rehearsal will be on Thursday, December 17, 2015, at 4:00 p.m. on the floor of Cassell Coliseum.

Sheetz questioned where students who are receiving their Masters of Information Technology should line up since this is an interdisciplinary degree that is not associated with a specific college. Nottingham indicate that there are other interdisciplinary degrees. Austin indicated that the interdisciplinary degree graduates should report to line number nine.

With no other business, Sheetz moved to adjourn at 12:33 p.m.