

University Commencement Committee Meeting Minutes
Wednesday, December 3, 2008
12:15 p.m.
325 Burruss Hall

Present: Dan Taylor (chair), Bill Stringer for Jerry Allen, Jactone Arogo Ojejo, Sonya Benson, Michelle Czamanske, Elizabeth Fine, Larry Hincker, Adeel Khan, Jong Kim, Brad Klein, Christina McIntyre, Kim O'Rourke, Anthony Watson for Lyndell Price, Kerry Redican, Dean Stauffer

Absent: Candice Clemenz, Jeffrey Connor, Brian Golden, Ann Marie Knoblauch, Brian Mihalik (with notice), Dixie Reaves (with notice), Linda Tegarden

Guests: Captain Albert, Bo Frazier, Margie Murray, April Myers, Jennie Reilly, Christina Todd, Laura Wedin, Eric Wininger

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

Approval of Minutes

Khan moved that the minutes for November 5, 2008, meeting be approved. With a second from Redican, the minutes were approved unanimously.

Final Planning for Fall Ceremonies

Listed below are the main items discussed for planning of the Fall ceremonies:

- a. It was announced that Chelsea Crane will be the vocalist for the fall ceremonies.
- b. It was determined that 200 spaces in the Coliseum Lot will need to be reserved for the University and Graduate School ceremonies for members of the stage party and workers.
- c. The final quote from RMC for security is \$3715.
- d. Information for ushers will be mailed out on Wednesday, December 10, and the information for the marshals will be mailed out next week.
- e. McIntyre asked Reilly to update the ADA information that will be distributed to the ushers next Wednesday.
- f. The meeting for the student speakers is set for Reading Day.
- g. The program is ready to be approved and is at the print shop.

Space Issues for Spring Ceremonies

The Registrar's office provided the number of possible graduates for each college/department that has a ceremony in the spring. Engineering, Pamplin College of Business, and Agriculture and Life Sciences have the most number of potential graduates and are already in Cassell Coliseum. Architecture and Urban Studies, Biological Sciences, and Psychology are the next three with the most number of potential graduates and are currently in Burruss Hall Auditorium. The potential number of graduates and guests for Political Science and International Studies exceeds the limit of 1200 people for Squires Student Center, Commonwealth Ballroom (the current space being used). There are several departments where the space is larger than needed. The question raised to the committee was does the committee want to have four ceremonies in Burruss Hall Auditorium, or to move ceremonies around to more appropriate size venues. If ceremonies are moved to different venues, there may be additional setup fees for some departments that are currently not paying these setup fees, and some groups may be reluctant to change start times. Other venues, such as Colonial Hall, may be available for some of the smaller scale ceremonies. The committee decided it would not be good to have a ceremony begin after 2:00 p.m. A motion was made and seconded to not have a 4th ceremony in any venue for the Spring ceremonies. The motion passed unanimously. Murray will contact

each college/department that may have to move to a new venue in order to give each group time to react and will report back to the committee at the January meeting. The committee will then make a recommendation to the President's Office.

With no other business, Redican moved to adjourn at 12:43 p.m.