

## University Commencement Committee Meeting Minutes

May 4, 2022

12:00PM

Zoom

**Attending:** Diane Zahm (chair), Janice Austin, Danielle Panico, Kim O'Rourke, Jennifer Cleveland, Margaret Deck, Anthony Watson, Stewart Scales, Johnathan Watkinson

**Invited Guests:** Laura Wedin, Gordon Yee, Kenneth Wong, Tom Gallemore, Abby Carlson, Dennis Robage, Rebecca Jones, Melissa Wright, Mike Mulhare, Monica Kimbrell, Pamela Vickers, Kelly McCann, Deanna Harman, Kylie Thomas

Diane Zahm called the meeting to order at 12:03 p.m.

### Spring Commencement Logistics

All volunteers have been submitted from colleges for the University Commencement Ceremony.

University Ceremony student speakers will meet on May 5<sup>th</sup> to go over individual speeches.

There will be a Hokie Bird reveal after the Class President speech. Introduction have been added to the end of Danielle's remarks.

The Color Guard will post the flags at both Graduate School Ceremony and the Undergraduate Ceremony. The flags will remain for the rest of the ceremonies. The Kelly McCann will need the Corps of Cadets names and emails for payment.

ADA volunteers will need to meet with Abby and Joe outside of Gate 2 before the ceremonies. All those with mobility issues will park in ADA reserved section in front of Gate 2. A student has contacted ADA about needs for Graduate School Ceremony. Diane and Janice will check if the student is a PhD candidate or Master student to know how to address their concerns.

The Graduate School ceremony will not have hand shaking. President Sands may hand them the diploma cover.

All of campus will be open for parking till Noon on Friday (except North End Garage)

Stage set-up begins today. Chairs will follow shortly.

SEO will send communication directly to volunteers for the University Ceremony. Janice will communicate with Graduate school volunteers. Colleges will communicate with their ceremony volunteers directly.

Parking passes for Lot 4 are being sent via email. Parking in Lot 4 is limited and passes should be distributed only to those who require them to ensure space is available for the ceremony during any overlap. Colleges will be asked to track who has received a parking pass.

## **Colleges Ceremonies Update**

A 30-minute one-on-one meeting with colleges will be held this week to discuss run of show, seating, and volunteer needs. Any items colleges would like to drop off before their ceremonies can be done on Wednesday, May 11<sup>th</sup> from 10:00 a.m. to Noon.

There will be 50 reserved seats in section 8 for each ceremony. Rhino will not be managing this seating. Sign Language Interrupters will be on the East side of field between section 7 and 9. ADA needs have been addressed with individual colleges, as has SSD.

There is concern regarding the quick turnaround time between ceremonies for the guests. There will be extra police staff on hand to help with traffic flow.

A hazardous weather plan is in the works. Leadership will review the new plan on Friday and then shared with the committee afterwards. Currently, we will not be cancelling any ceremonies. Before each ceremony, volunteers will be briefed by Mike on what to do if the hazardous weather plan is enacted. This will be done on the field at the SW tunnel after they arrive.

Volunteers will need to let Rhino know they are volunteers and for which ceremony to be let into stadium.

Clear bag policy is in place for Lane Stadium. Any bags with media will have to be checked.

The Northern Virginia ceremony is ready and moving forward as planned. They do have a Mace for the event.

## **Adjournment**

With no further committee business, the meeting was adjourned at 12:34 p.m.