

University Commencement Committee Meeting Minutes

December 1, 2021

12:00PM

Zoom

Attending: Diane Zahm (chair), Janice Austin, Eric Kaufman, Danielle Panico, Paul Deck, Amie Pendleton, Prince Wang, Kim O'Rourke

Invited Guests: Jennifer Cleveland, Laura Wedin, Tom Gallemore, Michael Mulhare, Margaret Deck, Pamela Vickers, Kelly McCann, Deanna Harman, Alex Garner, Danesh Tafti, Keresh Afsari, Dennis Robarge, Melissa Wright, Monecia Taylor, Lisa Wilkes

Diane Zahm called the meeting to order at 12:05 p.m.

Marshals

Still need list of 4 marshals from each college. Diane will be in touch to the colleges that need to supply their list of marshals.

Fall Logistic Timeline

Arrival time for graduates will be 9:30am. Students will not process. Students will walk directly to the floor for first come first serve seating within college section. A marshal in regalia will have a sign to direct students to their college seat section. Doors to public and marshals will open at 9:00am. Musician arrival time is 9:45am. Stage party asked to arrive no later than 10am at the Student Athlete Performance Center. University Ceremony begins at 10:30am. Prelude music starts once the musicians are ready. Diane will give the signal for the ceremony music to start.

Graduate students' arrival time is at 1:30pm. Musicians arrive at 1:45pm.

ADA entrance and parking

ADA entrance will have guests coming from Merryman center side and go through the back way to the elevators to get into Cassell. Section of Lot 1 will be blocked off for ADA parking and stage parking. Signage will specify it is for ADA and Stage parking.

COVID Protocols

Masks will be required at all times. Speakers and Administrator are required to wear masks except while speaking. Will need to let public know that speakers are allowed to remove masks. Will add to beginning

of the script that speakers will be removing masks for recording purposes. This should include that the readers will also be removing masks for recording purposes.

Water

Students are allowed to bring in factory-sealed water bottles. Still working with concessions to see if they are functioning during commencement. Need to confirm if contract with concessions allow for any type of factory sealed drink or just water. Need to include in communication with students and families about only factory sealed water/drinks allowed in.

Additional Fall Logistics

Currently waiting to hear if will be having handshake or photo on stage. The Dean's should follow President Sand's example. The final stage script should include information on photo/ handshake with President Sands.

Associate Deans usually read the names. An email will be sent to see who is doing this from each college.

Student speakers for University Ceremony have been selected and notified. Laura and Diane will listen to the speeches ahead of time. Danielle is looking at Reading day for the speeches review to happen.

There will be name cards and pencils given to students at the University ceremony as they enter to be used for reading of names and photography. Staff will be on hand to collect pencils with buckets from facilities.

At this time, no Board Members are planning to attend the ceremonies. Expecting them to be in the stage party in the spring.

Confirmation with guest speaker for University Ceremony is still happening. Word should be out soon on who the guest speaker is.

Typically, the University Award winners are not honored in the fall; however due to COVID two alumni distinguish awards will be acknowledged during the ceremony.

There will not be a Pamplin breakfast this year.

Rehearsal will be 4:00pm Thursday, December 16th, at the coliseum. Anyone wishing to see the layout and test the sound system is invited to attend.

Adjournment

With no further committee business, the meeting was adjourned at 12:21 p.m.

Future Meeting Dates

Wednesday, February 2, 2022 at Noon