

University Commencement Committee Meeting Minutes
Wednesday, November 7, 2018
12:15 p.m.
Holtzman Alumni Center Boardroom

Present: Diane Zahm (chair), Janice Austin, Jamie Cowell-Lucero, Lara Khansa, Billy Lin, Kim O'Rourke, Hans Robinson, Cara Spicer, Anthony Watson, Matthew Winston

Absent: Nicole Akers, Wat Hopkins, Tanyel Turkaslan Bulbul, Jay Crone, Deborah Dickerson, Rebecca Funk, Lance Jones, Marcella Kelly, Greg Klatt, Scotland Leman, Cheryl Peterson, Michael Stowe

Guests: Jon Caldwell, Tom Gallemore, Mike Kutrak, Tara Nepper, Kelly McCann, Peter McCann, Margie Murray, Danielle Russell for Greg Klatt, Deborah Smith, Graham Smith, Laura Wedin

Dr. Zahm called the meeting to order at 12:19 p.m.

Announcement of the Approval of the October 3, 2018, Minutes

Zahm announced that the minutes of the October meeting were approved by the committee electronically.

Preparations for Fall Commencement

Dr. Zahm began with a discussion about developing a comprehensive timeline of activities for fall graduation. Zahm asked that timeline additions be sent to Margie Murray, e.g. VT Police assignments, Rhino Services, Facilities Services, and so on. Gallemore indicated that K-9 sweeps of Cassell Coliseum would be at 7 a.m. on Friday, November 14. The complete timeline will be shared with everyone at the December 5th meeting.

Rhino Services was reminded that the Pamplin College of Business breakfast is planned for 8:30 a.m. in the Bowman Room, and that parents and students will be entering through the Merryman Center.

Zahm indicated that college representatives should ensure that each college's volunteers are identified to serve as ushers and marshals. A confusion about the representative for the Pamplin College of Business was cleared up indicating that Lara Khansa is the committee representative, and that Cara Spicer is the college contact responsible for recruiting the volunteers.

Future Meeting Dates – Holtzman Alumni Center Boardroom – 12:15 p.m.

December 5, 2018

April 3, 2019

May 1, 2019

Adjournment

With no further committee business, the meeting adjourned at 12:47 p.m.