

University Commencement Committee Meeting Minutes

Wednesday, December 4, 2019

12:15 p.m.

Holtzman Alumni Center Boardroom

Called to order at 12:16 p.m.

Attending: Janice Austin (Grad School), Jay Crone (SOPA), Wat Hopkins (Ushers), Kelly McCann (SE), Cara Spicer (PCOB), Anthony Watson (Facilities), Michael Stowe (UR), Monecia Taylor (PG), Lisa Wilkes (BA), Diane Zahm (Chair)

Invited Guests: Tom Gallemore (VTPD), John Jackson (UR), Mike Mulhare (EM), Dennis Robarge (Rhino), Pam Vickers (ADA), Laura Wedin (AR), Tara Nepper (SE), Gana Campo (Rhino)

Minutes

The minutes from the meeting on November 6th were provided electronically and approved.

Review Final Timeline and Details

Diane updated the timeline and discussed changes made since the last meeting. The Thursday rehearsal is available for anyone wishing to see the layout and test the sound system. Laura confirmed that the students will review scripts on Reading Day and will be at rehearsal at 4 p.m. on Thursday.

Wat reported that he has received the volunteer lists from all colleges. He will send marshal lists to Kelly, and will notify ushers tomorrow. He has not counted to see if he has enough usher and marshal volunteers. Kelly will forward the list of graduate marshals to Janice.

Pamplin will hold a breakfast in the South End Zone at 8:45 a.m. Kelly reminded that the check-in time is 9:30 a.m.

Lance confirmed that the Color Guard will arrive by 9 a.m. and will be sure to have all items needed. The Color Guard will place the flags at 3:45 on Thursday for rehearsal so everything will be in place. The flags can be removed around 5:30 p.m. on Friday after grad school ceremony is over. The Color Guard should not remove flags for use at the Commissioning Ceremony at 3:30 p.m.

Jay confirmed the prelude begin times are 10 a.m. and 2 p.m. The musicians are invited to attend brunch in the President's Box. Kelly will distribute scripts to Jay when they are final. In the future, non-student hires may be added if needed to fill the ensemble.

VTPD will cover all day and will not leave the building open between ceremonies.

Mike reported on the weather plan and updated language for the inclement weather policy. The weather plan includes moving to Thursday if there is bad weather predicted for Friday, or moving to Burruss on Saturday if bad weather is predicted on Thursday and Friday. Using Burruss would require tickets, with overflow in Squires. Another option is to have a livestream or pre-produced ceremony with the president and provost. There will be a weather meeting on Monday and a final decision would be

made by 10 a.m. on Wednesday. All options must be coordinated with authorized closing decisions made by the university.

Rhino reminded that VT Rescue needs to be in place when doors open. Diane noted they are not on the list and Kelly advised they are invited to the implementation meeting and she will remind them.

Anthony reported that the Facilities team is all set and ready to go.

Pam reported that ADA is ready. Wheelchair tags are not needed at the fall ceremony. Pam may need assistance from Rhino or others due to the loss of Mike Kutnak.

Kelly reported that the Alma Mater was cut in the spring due to abbreviated script. Discussion was held about discontinuing the singing of the Alma Mater. A general consensus was that if a school song exists, then commencement would be an appropriate time for it to be sung. By popular vote, the Alma Mater will be left in the program.

It was noted that special seating is in section 8 as usual. Laura will create a pass and share with SE.

Anyone with mobility issues will use the normal route entering through the Merryman Center. Dennis will pass along to his staff that Laura will need to get to the floor after the ceremony to hand out pins.

Adjourned 1:30 p.m.