

University Commencement Committee Meeting Minutes
Wednesday, September 5, 2007
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor, Bill Stringer for Jerry Allen, Bud Brown, Michael Dunleavy, Elizabeth Fine, Larry Hincker, Kathy Hosig, Jean Kampe, Adeel Khan, Brad Klein, Christina McIntyre, Ashley Noble, Kim O'Rourke, Lyndell Price, Dixie Reaves, Susanna Rinehart, Dean Stauffer

Absent: Michelle Czamanske, Brian Mihalik, Linda Tegarden

Guests: Capt. Albert, Margie Murray, April Myers, Jacqueline Nottingham, Jennie Reilly, Eric Wininger

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

Approval of Minutes

Minutes will be distributed electronically for approval for the past four meetings. These meetings were so close together that it is taking some time to sort through the information.

Welcome and Introductions

Taylor welcomed everyone and asked those present to introduce themselves so everyone can become familiar with each other.

Debriefing From the Spring Ceremonies

Taylor asked the committee to look beyond the extraordinary circumstances and activities that took place during the Commencement ceremony in order to discuss the actual logistics of the ceremony.

Brown indicated that it took longer than normal to get everyone in. Reaves indicated that the student processional lined up too far in the tunnel which did not give the Honors Students a place to turn around. She then indicated that next year there will be a big yellow line on the ground that will help keep the processional from lining up too far. Reaves then stated that on the whole everything went very well. As in years past, it is difficult to keep the students lined up correctly when they process in. This results in uneven seating.

Taylor informed the committee that he received a comment about the congestion in the South End Zone with the elevators. It was very difficult to get those in wheelchairs where they needed to be efficiently. This was much worse this year due to the unique circumstances, but it has always been an issue in the past. It was then suggested that the stage party use the President's Box for future ceremonies. O'Rourke indicated that the only detractor from using the President's Box is the difficulty of getting the stage party down to the field through the crowds. Murray indicated that the elevator only goes to the concourse and not all the way down on to the field. It was determined that it is too congested to rope off a path for the stage party to walk through after they exit the elevator. It was then suggested the use of the stairs in the South End Zone to move the stage party down to line up for the processional.

Reilly indicated that there were not too many complaints about the congestion this past spring ceremony because most understood the circumstances. She then indicated that some of the congestion was created by the caterers transporting items in the elevators.

Murray informed the committee that there was a guest at the Spring ceremony who twisted his/her ankle and needed a wheelchair to leave. She then questioned if there are extra wheelchairs available during the ceremony. Reilly indicated that there are not, but emergency personnel has folding chairs that can be used.

Reilly indicated that there was more of a problem on the west side this past year. The accessible seating is very limited in the west stands and those that entered in on the west side had to go the South End Zone side to get to accessible seating. It was suggested to have better signage farther into the parking lot indicating where the accessible seating is located.

Hincker indicated that the number of guests attending the ceremony was comparable to past years.

Planning for Fall Ceremonies

Taylor asked if there is a need to have extra security at the Fall Commencement ceremony. Albert will get a cost estimate from RMC, the group that worked security at the Spring ceremonies, for the Fall ceremony. Albert indicated that extra security seems to put people attending football games more at ease. Albert then informed the committee that the Virginia Tech Police Department feels more comfortable when extra screening and security are done at big events. It was also determined that an evacuation of the coliseum will be easier than the stadium due to the number of doors coming in to the venue. Khan indicated that he did not feel that the extra security was overbearing during the Spring ceremony. Other ACC schools are providing extra security at their big events. A motion was made to have RMC staff at the Fall 2007 and the Spring 2008 Commencement ceremonies and to follow the same guidelines as the Spring 2007 Commencement Ceremony. O'Rourke seconded the motion. The motion passed unanimously.

O'Rourke asked Dunleavy, the President of the Class of 2008, to provide names of possible keynote speakers for the Fall Commencement ceremony by the October meeting of the Commencement Committee. Dunleavy indicated that he will work with Tom Tillar to get that information.

With no other business, Brown moved to adjourn at 12:45 p.m.

University Commencement Committee Meeting Minutes
Wednesday, October 3, 2007
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor, Bill Stringer for Jerry Allen, Jerry Via for Bud Brown, Michael Dunleavy, Larry Hincker, Brad Klein, Christina McIntyre, Brian Mihalik, Kim O'Rourke, John Beach for Lyndell Price, Dixie Reaves, Susanna Rinehart, Dean Stauffer

Absent: Michelle Czamanske, Elizabeth Fine, Kathy Hosig, Jean Kampe, Adeel Khan, Ashley Noble, Linda Tegarden

Guests: Capt. Albert, Margie Murray, April Myers, Jennie Reilly, Laura Wedin, Eric Wininger

Dr. Taylor called the meeting to order at 12:18 p.m.

Approval of Minutes

Minutes will be distributed electronically for approval for the April 4, 2007, April 23, 2007, May 2, 2007, May 9, 2007, and September 5, 2007 meetings.

Northern Virginia Spring Ceremony

It was announced that the Northern Virginia Spring ceremony will be held at the Center for the Arts at George Mason University on Sunday, May 11, 2008, beginning at 1:30 p.m.

Reporting on/Discussion of the Costs of Event Staff at the Fall Ceremony

The committee voted on September 5, 2007, to have RMC event staff at the Fall and Spring Commencement ceremonies. Taylor brought to the committee's attention that the estimate of the bill for the Fall ceremony is \$6,825. O'Rourke questioned if the number of event staff could be reduced from thirty. Albert indicated that he will check with RMC to see if the numbers could be reduced. O'Rourke then suggested that some of the event staff can leave before the ceremony is over. Albert indicated that he would check on this as well. O'Rourke also reminded the committee that there are budget cuts to contend with this year.

Planning for Fall Ceremonies

Taylor informed the committee that the recruitment of ushers and marshals will begin soon. Reaves reminded the college representatives that they need to notify their respective volunteers that they have been volunteered to be an usher or marshal. If additional usher sashes are needed, Murray will need to know as soon as possible in order to have them ordered.

Dunleavy indicated the he has the names of potential keynote speakers for the University ceremony. The President will make a selection at later date. Mihalik indicated that the Graduate School has not made a selection for a speaker.

Taylor announced that the Monogram Room will be used as the robing room for the Fall Commencement ceremonies.

Myers will contact the Music Department to get the name of the person replacing Patrick Casey as the Commencement music coordinator.

McIntyre informed the committee that she did a walkthrough of the coliseum in regards to ADA, and one of the suggestions she received was to encourage the students to enter in through the outside doors leading to the practice gyms in order to eliminate some of the congestion at the main entrances. Taylor suggested having signage posted at the beginning of the steps indicating where the students should enter. O'Rourke indicated that event staff will need to be posted at these doors. Albert indicated that when he meets with RMC they will do a walkthrough to make sure all areas are covered.

Old Business

During the April 4, 2007, Commencement Committee meeting, there was discussion about the possibility of changing the undergraduate and graduate diplomas sizes in order to have a consistent standard size. Currently the size of the undergraduate diplomas is 13 ½" x 15 ½", and the graduate diploma is 9" x 12". The undergraduate diploma is an odd size, which makes it difficult for students to find inexpensive off-the-shelf frames. It was also discussed that the Graduate School diplomas should be increased in size but should remain a standard size. Mihalik indicated that with the current budget cuts, they will not be able to change the size of the graduate diplomas at this time because of the number of diploma covers on hand. The Graduate School has been using the 9" x 12" for some time now. Wedin informed the committee that the Alumni Association as well as both bookstores in town stock frames to fit the 13 ½" x 15 ½" diplomas, and if a change is made, they will need time (approximately a year) to implement the change. Hincker offered to do some research on the different sizes and bring the information to the next meeting. The Veterinary Medicine diplomas are a larger size than the Graduate School diplomas. This may be to accommodate the seals from Virginia Tech and Maryland.

With no other business, Rinehart moved to adjourn at 12:40 p.m.

University Commencement Committee Meeting Minutes
Wednesday, November 7, 2007
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor, Bill Stringer for Jerry Allen, Bud Brown, Candice Clemenz, Michael Dunleavy, Elizabeth Fine, Larry Hincker, Kathy Hosig, Christina McIntyre, Brian Mihalik, Linda Tegarden for Christopher Neck, Ashley Noble, Kim O'Rourke, Lyndell Price, Dean Stauffer

Absent: Michelle Czamanske, Brad Klein, Jean Kampe, Adeel Khan, Dixie Reaves, Susanna Rinehart

Guests: Capt. Albert, Stephen King, Margie Murray, April Myers, Jennie Reilly, Laura Wedin, Eric Wininger

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

Approval of Minutes

Brown moved that the minutes for the October 3, 2007, meeting be approved. With a second from Mihalik, the minutes were approved unanimously.

Planning for Fall Ceremonies

Taylor announced to the committee that RMC has provided a new estimate for entrance security during the fall ceremonies, and the total cost has dropped approximately \$1000. The decrease is the result of fewer people working the event as well as some staff leaving after the second ceremony is under way.

Taylor informed the committee that an e-mail was received from an upset parent on the system used to allocate hotel rooms for Spring Commencement. He indicated that it would be a good idea for the committee to know what the system is for any future questions or complaints. Murray confirmed that information about on-campus Commencement housing is on the Commencement website.

Taylor indicated that the number of potential graduate students is 1072 for the fall ceremony, and he mentioned that there is not a need for all 1072 chairs because not all of the students will participate. He then informed the committee that there is a potential for 1570 undergraduate students for the fall ceremony. If 75% of these students attend there may be a need to have reserved seating in the stands for any overflow.

Taylor announced that the keynote speaker for the University ceremony is Dr. Scott Geller, and the keynote speaker for the Graduate School is Dr. Michael Hochella. Dr. Geller would like to have a wireless microphone. Price indicated that facilities will take care of getting the wireless microphone. Price then mentioned that there is not much room to move around on the stage. Hincker indicated that his office will work on the press release for the speakers.

Murray indicated that the brochure is ready to be printed, but the print shop is backed up. She then indicated e-mailing the information to the faculty instead of sending them a printed brochure will speed up the process and save money. Brochures will still be sent

to graduating students. The exact information is also posted on the Commencement website. Hincker suggested e-mailing a PDF file of the actual brochure so it can be printed by anyone who wishes to print it.

Murray indicated that she is still gathering information for the Commencement program. King indicated that he will have the musician information to Murray by Friday, November 9, 2007. King announced that the ensemble will be a double quintet including students and faculty, and he is still working on getting a singer.

McIntyre informed the committee that ushers and marshals are streaming in, and she asked that any college representative who has not provided volunteers please do so as soon as possible. She then stated that there are enough ushers sashes for the fall ceremony. A seating diagram of where colleges are seated will be determined by Dixie Reaves once she reviews the number of graduates for each college.

McIntyre asked if signage can be posted outside directing students and marshals to the practice gyms. Price indicated that would not be a problem, but he will need to know what is needed as soon as possible.

Taylor announced that the rehearsal for the fall ceremony will be on Thursday, December 13, 2007, at 4:00 p.m.

Diploma Sizes

Hincker provide the committee with information on standard diploma sizes for other universities and standard frame sizes. He indicated that many universities use an 8 ½ x 11 size. Taylor indicated there is excess stock of diploma paper, covers, and frames. Mihalik stated that some of these items are out on contract and that will need to be honored before any changes take place. The committee will revisit this after the first of the year.

Graduation Sashes for Graduating Student Athletes

Taylor informed the committee that the Virginia Tech Student Athlete Advisory Committee has a request to have graduation sashes made for student athletes to wear during Commencement. Taylor reminded the committee that this issue was addressed in November 2004, and the committee passed a motion to allow one accoutrement in addition to the honor sash to be worn during Commencement. Taylor will let the Student Athlete Advisory Committee know that they can move forward with the production of sashes for student athletes.

With no other business, Brown moved to adjourn at 12:50 p.m.

University Commencement Committee Meeting Minutes
Wednesday, December 5, 2007
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor, Bill Stringer for Jerry Allen, Bud Brown, Candice Clemenz, Michael Dunleavy, Elizabeth Fine, Larry Hincker, Kathy Hosig, Brad Klein, Christina McIntyre, Monika Gibson for Brian Mihalik, Linda Tegarden for Christopher Neck, Kim O'Rourke, Lyndell Price, Dixie Reaves, Dean Stauffer

Absent: Michelle Czamanske, Jean Kampe, Adeel Khan, Ashley Noble, Susanna Rinehart

Guests: Captain Vince Houston, Stephen King, Margie Murray, April Myers, Jennie Reilly, Laura Wedin

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

Approval of Minutes

O'Rourke moved that the minutes for the November 7, 2007, meeting be approved. With a second from McIntyre, the minutes were approved unanimously.

Final Planning for Fall Ceremonies

It was confirmed that the print shop is on track with the program.

McIntyre informed the committee that usher instructions for the Graduate School ceremony are ready to be picked up, and the instructions for the University ceremony will be mailed out on Thursday, December 6. Reaves indicated that the letter to the marshals was mailed out on Tuesday, December 4, 2007, and an e-mail with instructions will be sent out next week.

Houston indicated that the Virginia Tech Police Department has everything coordinated with RMC is for both ceremonies.

The Commencement Marshal, Susanna Rinehart, will not be able to participate in the ceremony due to a back injury. Kerry Redican has offered to fill in as the Commencement Marshal. The committee decided that Kerry Redican would be a good replacement.

Reilly indicated that there will be one student on crutches who will use the ramp during the ceremony. The student will come up on the stage, receive his/her degree, and then turn around to go back off of the stage using the ramp. There will also be two parents attending the ceremony that are deaf and one will be in a wheelchair. These two parents and their son will be seated on the front row of the faculty seating on the coliseum floor in order to be directly in front of the interpreters. They will be seated at 10:15 a.m.

Taylor indicated that the Pamplin College of Business has also requested use of the ramp. Tegarden indicated that one student will be using a walker and will need the ramp to access the stage.

King informed the committee that the music is all set. The Chamber Winds were added in order to play the Interlude during the Graduate School ceremony. It was determined that the musicians will bring their own music stands, and the physical plant will make sure that the clip-on lights will be provided.

Proposal from Chappell to take an additional photograph during the fall ceremonies

Vincent Becker with Chappell Grad Images gave a short presentation offering to take a second photograph during the ceremonies. This photograph will be at no cost to the students or the University and can either be taken before the student goes on stage or after they exit the stage. He indicated that this additional shot will give the students and/or their parents another option. The following concerns were mentioned by members of the committee:

- Not a lot of extra space to set up an additional photograph
- Timing issues (Do not want the ceremony to get backed up)
- Possible flash issues
- Possibility of parents trying to take pictures of student when they realize what is happening
- Will the additional shot affect the two shots made for the doctoral candidate hooding and handshake
- Possibility of blocking view of interpreters

Vincent Becker indicated that eighty percent of other universities have the second photograph taken. It does not hinder the ceremony and there is very little flash output. It was also determined that this will not affect the current photographs that are taken at both ceremonies.

Reaves made a motion to have a Chappell representative attend the 4:00 p.m. rehearsal on Thursday, December 13, 2007, to discuss the logistics of the second photograph, and the committee members present will make recommendations on whether to allow the second photograph as a trial for the Fall 2007 ceremonies. The motion was seconded and passed unanimously.

With no other business, Brown moved to adjourn at 12:57 p.m.

The next meeting will be February 6, 2008, at 12:15 p.m.

University Commencement Committee Meeting Minutes
Wednesday, February 6, 2008
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor, Bud Brown, Michael Dunleavy, Larry Hincker, Brad Klein, Christina McIntyre, Kim O'Rourke, Lyndell Price, Dixie Reaves, Susanna Rinehart, Dean Stauffer, Linda Tegarden

Absent: Jerry Allen, Candice Clemenz, Michelle Czamanske, Elizabeth Fine, Kathy Hosig, Adeel Khan, Brian Mihalik, Ashley Noble,

Guests: Captain Joey Albert, Stephen King, Margie Murray, April Myers, Jennie Reilly, Laura Wedin, Eric Wining

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

Approval of Minutes

Dunleavy moved that the minutes for the December 5, 2007, meeting be approved. With a second from Hincker, the minutes were approved unanimously.

Debriefing from Fall Ceremonies

Reaves mentioned that both ceremonies flowed very smoothly even with the additional photograph being taken and the use of the ramp.

Tegarden, on behalf of Candice Clemenz, informed the committee that the Commission on Undergraduate Studies and Policies discussed an issue with the process of the photo cards given to the readers of names. Currently the reader of names will get the card from the student and after the name is read will slide the card onto a string provided by Chappell Graduation Images. Some of the students rip the cards so the cards will not stay on the string. Another problem is the string had a knot in it which made it difficult to slide the cards on. The names are difficult to read because there is a lot of information on the front of the card which makes it difficult to locate the phonetic spelling. It is also hard to manage the cards with the slanted podium. Dr. Candice Clemenz has offered to contact the photographer to research a better method to use for the photo cards. The committee welcomed her offer.

Dunleavy informed the committee that as a member of the stage party he received someone else's proofs. Taylor indicated that this is another issue to inform Chappell Graduation Images about.

Dunleavy asked what graduates who are members of the stage party should do when their names are called. Reaves indicated that during the Fall ceremony, the student should get up and exit the stage and join his/her college as they are lining up to walk across the stage. After walking across the stage, the student should return to his/her seat on the stage.

Taylor informed the committee that the ceremony began before the colors were posted, which is when the flags are placed in the stands. It is very difficult to hear and see what the Color Guard is doing from the stage. Reaves suggested that in order to help make

the stage party aware of what is happening, the script should include stage directions noting that the chair of the Commencement Committee will announce the passing of the colors just prior to the colors being posted.

Captain Albert indicated that everything went well from a security point of view.

Reaves commended the physical plant employees for a fantastic job as always.

McIntyre suggested that the ushers check in at a predetermined location such as the food station. She also suggested there be an usher training session the day before the ceremony during which a walk-through can be conducted.

Senior Class Officer Seating

Dunleavy informed the committee that some of the class officers who will not have the opportunity to speak want some type of recognition. There was a suggestion from the officers to allow all eight officers (three who are speaking and five who are not speaking) to sit on the stage. It was determined that there is not enough room for all class officers to sit on the stage. A suggestion was made to have the five officers without a speaking role process in before the College of Veterinary Medicine graduates. Five seats can be placed in the front of the section specifically for the officers. Reaves suggested that the first student speaker can recognize the additional officers at the beginning of his/her speech.

Planning for spring ceremonies

Reilly informed the committee that she, David Bingham (Architect for ADA), and Doug Epps (Sign Shop) toured the stadium to look for any trouble spots. She indicated that there is a need for more ushers on the Northwest side. Reilly also asked if the Southwest platform would be available for ADA seating. This platform was used last year by the media. Hincker indicated that there will not be a large media presence this spring. It was also determined that there is a need to communicate when a platform has reached capacity. The use of signs and ushers were suggested as ways to communicate when the platforms are at capacity. Reilly also informed the committee that four handicapped-accessible bathrooms did not have signs posted. She will contact Tom Gabbard. A better map of the stadium will be included in the usher packets for the spring ceremony.

It was determined that the stage party will need a robing room located at field level. It was very difficult to get the ADA guests down on the elevators while the stage party tries to go back up to the west lounge of the South End Zone to disrobe after the ceremony. The caterers also use the elevators after the ceremony to transport items down. The congestion should not be as bad this year because there will be fewer guests on the club level.

Albert informed the committee that the quote from RMC for the spring ceremony will be approximately \$19,000. He suggested giving the RMC staff dorm rooms to stay in which may help with decreasing the cost.

Graduation Nation

A company called Graduation Nation has contacted Randy Stith about videotaping or using Virginia Tech's feed to produce a Commencement DVD. Murray indicated that this type of service may have to go out on bid. Klein stated that from his own experience

with trying to videotape his son's graduation, he was grateful that the university produced a DVD of the ceremony. Rinehart cautioned that some of these types of companies are only out to make money and do not get a real sense of the university. She then suggested that a DVD be produced in house. Hincker indicated that it would not be cost effective. He then suggested that Virginia Tech can provide background footage for the DVD, but not film the entire ceremony. Hincker suggested that there be an income stream coming back to the university if we allow Graduation Nation or any other company to do this. Reilly mentioned that if there is sound to the DVD, caption will need to be included for the hearing impaired. It was questioned if this company would be willing to provide DVDs of all college/department ceremonies or just the University and Graduate School ceremonies. A question was raised about how Chappell Graduation Images (photographer) would react to a videographer (i.e., a competitor) at the ceremonies. Hincker offered to investigate the university's options and will report back to the committee.

March and April Meetings

Taylor indicated that the March meeting was moved back to March 12, 2008, in order to accommodate those away on spring break. He then informed the committee that he will be in Africa during the April meeting, so he would like to discuss as much as possible at the March meeting.

With no other business, O'Rourke moved to adjourn at 12:55 p.m.

University Commencement Committee Meeting Minutes
Wednesday, March 12, 2008
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor, Bill Stringer for Jerry Allen, Bud Brown, Candice Clemenz, Michael Dunleavy, Larry Hincker, Kathy Hosig, Christina McIntyre, Brian Mihalik, Kim O'Rourke, Lyndell Price, Dixie Reaves, Susanna Rinehart, Linda Tegarden

Absent: Michelle Czamanske, Elizabeth Fine, Adeel Khan, Brad Klein, Ashley Noble, Dean Stauffer

Guests: Captain Joey Albert, Stephen King, Margie Murray, April Myers, Randy Stith, Laura Wedin

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

Approval of Minutes

Mihalik moved that the minutes for the February 6, 2008, meeting be approved. With a second from Brown, the minutes were approved unanimously.

Commercial DVD Proposal – Report from Randy Stith

Randy Stith gave a report on what GraduationNation has to offer Virginia Tech concerning the production of a Commencement DVD. [Note: GraduationNation is a company that approached Virginia Tech requesting the opportunity to produce a Commencement DVD.]

List below are the highlights from Randy Stith's report:

1. Production

- Two cameras cover the stage
- The samples provided were adequate but nothing special
- They can do their own videography or take a finished tape from Virginia Tech and do post-production and marketing
- If Virginia Tech provides a video the University will receive a rebate from each copy sold
- 60%-70% of the schools that use GraduationNation provide their own tape

2. Marketing

- DVD will be packaged and distributed
- Package design is approved by the school (can copy Commencement program cover)
- Sold on GraduationNation website for \$30-\$40
- They create a flyer for graduation packets sent out
- They send out e-mail blasts before and after Commencement
- They set up tables at graduation
- They take care of all sales on-line or by mail
- They keep the DVD in archives for ordering anytime

3. Timetable

- February - Begin arrangements
- March – Designs are approved and fliers are delivered
- April – Plan production
- May – Sales representatives and camera crews are on campus
- July – DVD is approved, duplicated, and delivered

4. Interest

- Interest is said to grow from year to year
- GraduationNation claims that 5% order the first year, then 10% order, then maybe up to 25% order

5. Smaller Schools

- Video everyone receiving a diploma, and they do all of the coverage

6. Larger Schools

- They cover the main university ceremony and some of the large college/departamental ceremonies (must have at least 500 graduates)
- Perhaps 30% of clients are individual colleges or departments rather than the university as a whole
- GraduationNation claims to have done up to 10 concurrent ceremonies

7. Reason to use GraduationNation

- They have been around the longest
- They can put extra material provided by the school onto the DVD
- Can create 2-disc set for Virginia Tech – the main ceremony plus whatever breakout ceremony requested as long as the 500 minimum graduates are met

8. Testimonials

- Miami University – Basically covers main ceremony and speaker, no breakout ceremonies - Miami University has not had any problems with GraduationNation
- Old Dominion University – They cover 2 ceremonies of 3 colleges each – Still photos are more popular, but Old Dominion “highly endorses” GraduationNation
- Northwestern – Use local company for main ceremony, but may use GraduationNation for some individual schools

The Graduate School pays the Athletics Department for coverage of the Graduate School ceremony, and makes it available on a DVD through the University Bookstore. The Bookstore duplicates the DVD and markets it. There is little interest in this DVD. Some semesters there are only 3-5 copies sold, and there has never been more than 10 copies sold. The cost is \$20 per video. The Bookstore has offered to do this for the University ceremony as well. The Bookstore only takes pre-orders on their website and will make the exact number ordered. There is no special packaging for the bookstore DVD.

It was mentioned that not many people will want to buy a copy of the University ceremony; they will want a video that shows graduates receiving their diplomas at the college/department ceremonies. It will also be impossible to make all ceremonies available on the DVD. If the DVD has to be close-captioned, it may not be worthwhile for vendors to produce.

This request will have to go out on bid if it an outside company produces the DVD of the Commencement ceremony. If the bookstore produces the DVD, it will not have to go out on bid.

Larry made a motion that the Commencement Committee has reviewed the options of producing a DVD of the University ceremony and at this time the Committee does not express any interest. With a second from Brown, the motion passed unanimously.

[Note: The committee recognized Mr. Randy Stith for the outstanding job he did on researching the commercial DVD and the report he presented to the committee.]

Committee Support on Spring Band Tour

Taylor then asked if the committee wanted to support the request from the Music Department for funding for the University Wind Ensemble tour. The procedure is that the committee recommends approval to the President to support a tour of student musicians to various high schools around the state. These musicians will also play at the Spring Commencement ceremony. This tour creates good public relations for Virginia Tech.

King indicated that the budget is \$10,625 and covers meals, transportation, and a crew to provide concerts at proposed high schools in Floyd, William Byrd, and E.C. Glass. The musicians will be based at Virginia Tech this year so there will not be a need for any lodging expenses. A question was raised as to why Floyd High School was included in the list of schools. King informed the committee that Floyd High School made a request for the University Wind Ensemble to perform at their school.

Mihalik made a motion to recommend to the President that Virginia Tech support the University Wind Ensemble tour. Hincker seconded the motion. The motion passed unanimously.

Planning for spring ceremonies

Mihalik informed the committee that an invitation has been extended for the keynote speaker at the Graduate School ceremony, but the offer has not been accepted as of yet.

Stringer indicated that the Color Guard is ready. The Corps ceremony is also set and a meeting is scheduled with UUSA to make arrangements.

McIntyre informed the committee that she, Dan Taylor, Jennie Reilly, and a representative from the Virginia Tech Rescue Squad met at the Stadium to look at the stadium from an usher and an accessibility perspective. The main outcome from this will be an increase in the number of ushers requested from each college. The joint request for ushers and marshals will be sent out early next week. There will be a number for marshals (which requires regalia to be worn), and there will be a larger number for ushers (who will not be required to wear regalia).

Murray indicated that all the ceremonies are confirmed and on the website. The brochure is on schedule. Wedin indicated that she will provide a photo of the class ring to go on the cover of the brochure and the program.

Hincker informed the committee that there are several survivors of April 16 graduating this spring. As a result, it is very likely there will be a lot of media interest. This will be managed similar to last year's Commencement. Media will have to be credentialed and satellite trucks will not be traveling around on campus. As of now, there have not been many requests from the media for Commencement.

Clemenz brought a question to the committee from the Commission on Undergraduate Studies and Polices. The commission wanted to know if someone was following up with the RMC staying in the dorms. Captain Albert indicated that he is working on it, and he will pursue other options if that is not feasible.

Clemenz wanted to let the committee know that she has contacted Chappell, and the photo cards have been redesigned to make them easier to read. She is still working with Chappell on a resolution for keeping the photo cards in order during the Fall Commencement ceremonies.

The University ceremony and the Northern Virginia ceremony speakers have been confirmed and will be announced approximately four to five weeks before the ceremonies.

April Meeting

Taylor reminded the committee that the next meeting will be on Wednesday, April 2, 2008. Dixie Reaves will be chairing the April meeting because Dr. Taylor will be out of the country.

With no other business, Brown moved to adjourn at 12:55 p.m.

University Commencement Committee Meeting Minutes
Wednesday, April 2, 2008
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dixie Reaves (Chairing for Dan Taylor), Bill Stringer for Jerry Allen, Bud Brown, Candice Clemenz, Michael Dunleavy, Elizabeth Fine, Larry Hincker, Kathy Hosig, Adeel Khan, Christina McIntyre, Kim O'Rourke, Susanna Rinehart, Dean Stauffer, Linda Tegarden

Absent: Dan Taylor (with notice), Sean Arthur, Michelle Czamanske (with notice), Brad Klein, Brian Mihalik (with notice), Ashley Noble, Lyndell Price,

Guests: Laura Guilliams, Cyndi Hutchison, Stephen King, April Myers, Brianna Robinson, Christina Todd, Laura Wedin, Eric Wininger

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

Approval of Minutes

Khan moved that the minutes for the March 12, 2008, meeting be approved. With a second from Hincker, the minutes were approved unanimously.

Update on Planning for Spring Ceremonies

Reaves informed the committee that the college representatives should have received the request for marshals and ushers. She pointed out that there is an increase in the requested number of ushers because of some increased need at the stadium. These additional volunteers will not need regalia. McIntyre mentioned that Marilyn Echols will be the one point of contact to whom college representatives should return their volunteer lists, and the deadline is later this month. Reaves and McIntyre will need to know if a marshal will be hooding a graduate in order to assign that person to a location close to their student. Stauffer questioned if an electronic template could be used when requesting marshal and ushers. This way, the names can be inserted into the template and it will make the merging of the data from each college representative easier. Reaves and McIntyre indicated that this was a good suggestion.

King questioned what role the Wind Symphony will play if there is inclement weather. The Wind Symphony has approximately 50 to 60 members and cannot set up in Cassell Coliseum. The group that plays at the Graduate School ceremony is separate group from the Wind Symphony. O'Rourke indicated that if there is a forecast for very bad weather, such as consistent, heavy rains, the decision to move indoors would be made on Thursday afternoon, May 8. Otherwise, if there is, for example, a forecast of hit-or-miss thunderstorms, the ceremony would remain in the stadium, and the start time can be delayed briefly, if necessary. King indicated that it would be best to have the Brass group on call.

Stringer informed the committee that he will have the flags at the coliseum by 6:30 a.m. on Saturday morning, May 10, to be used during the Pamplin College of Business, The College of Engineering, and The College of Agriculture and Life Sciences ceremonies. He will also make arrangements to retrieve the flags at the conclusion of the final

ceremony. The four names for the Northern Virginia ceremony Color Guard members will be e-mailed today.

Hincker mentioned a note he received from VDOT about construction on I-81 just before exit 129 (Ironto exit). The traffic for Commencement is very similar to traffic for a football game. Hincker will check to make sure this information is posted on the Commencement website.

Dunleavy questioned when the speeches from the student speakers should be submitted for approval. O'Rourke indicated that a meeting will be scheduled with the student speakers, herself, and Dan Taylor to discuss speech length and content on reading day. April Myers will coordinate a time and location for this meeting. Wedin will work with the President of the Alumni Association to go over speech length and content.

Special Recognition

It was brought to the committee's attention that there has been inquiry about the possible need for special recognition during the University ceremony for the graduating injured students of April 16. Reaves asked the committee if there is anything that needs to be done at the University ceremony in a formal way. Hincker indicated that he has been working closely with the Office of Recovery and Support, and he feels that the injured students will not want to be singled out. O'Rourke suggested that, if there is any kind of recognition, it should be handled at the individual college or department ceremonies in accordance with the wishes of the individual students. The general consensus of the committee was that recognizing these students at the University ceremony is not the appropriate venue.

With no other business, Brown moved to adjourn at 12:30 p.m.

University Commencement Committee Meeting Minutes
Wednesday, May 7, 2008
12:15 p.m.
325 Burruss Hall

Present: Dan Taylor (chair) Bill Stringer for Jerry Allen, Sean Arthur, Bud Brown, Candice Clemenz, Michael Dunleavy, Elizabeth Fine, Larry Hincker, Christina McIntyre, Brian Mihalik, Lyndell Price, Susanna Rinehart, Linda Tegarden, Christina Todd

Absent: Michelle Czamanske, Kathy Hosig, Brad Klein, Ashley Noble, Kim O'Rourke, Dixie Reaves (with notice), Dean Stauffer (with notice)

Guests: Joey Albert, John Beach, Bo Frazier, Stephen King, Margie Murray, April Myers, Mark Owczarski, Jennie Reilly, Laura Wedin, Eric Winingar, Deidre White

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

Approval of Minutes

It was moved that the minutes for the April 2, 2008, meeting be approved. With a second from Hincker, the minutes were approved unanimously.

Final Planning for Spring Ceremonies

Beach informed the committee that the weather forecast predicts rain on Thursday, May 8, but should clear up by 2:00 p.m. on Friday, May 9. Hincker informed the committee that a decision to move the ceremony to Cassell Coliseum would have to be made by 3:00 p.m. on Friday. The ceremony will be moved inside only for severe weather. A statement has already been prepared in case there is a move. If a decision is made to move the ceremony inside information will be sent out via e-mail, posted on the VT Homepage, updated on the weather line, and a new release will be sent to area news stations. Hincker asked for clarification as to when the graduates should report to the coliseum. Taylor indicated that since there is no processional students should report to the coliseum floor between 6:30 and 7:00 p.m. The ceremony will be broadcast on campus cable channel 224 and Blacksburg cable channel 2. Hincker informed the committee that steps are being taken to prepare an overflow location to view the ceremony. Colonial Hall, Litton-Reaves, and the Graduate Life Center are three possible overflow locations. If there is inclement weather, seats will have to be reserved in the stands for the band members. Ponchos and umbrellas are lined up for the stage party.

[Note: President Steger subsequently decided that in the event of a storm, the University ceremony may be delayed, but it would be held at the stadium and not moved indoors.]

Reilly gave an update on ADA access. Signage will be added to direct people to the accessible areas, and there will be additional signs for the coliseum parking lot. The Services for Students with Disabilities website has the current information posted. There are new maps for the ushers, and two new usher training sessions have been scheduled for Thursday. Training will still be done on Friday as well. The perches on the North and South Towers of the west side will be available for accessible seating. There is a system in place to notify others when the perches are full.

McIntyre informed the committee that ushers will be receiving their information and sashes by Thursday, May 8. Ushers are to check in for the Graduate School ceremony at the Main Lobby and for the University ceremony at the main entrance on the west side. Taylor informed the committee that marshal instructions will be sent out via e-mail later today.

With no other business, Brown moved to adjourn at 12:32 p.m.