

**University Commencement Committee Meeting Minutes**  
**Wednesday, February 1, 2017**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Jay Crone, Patrick Finn, Rebecca Funk, Robyn Schneider for Lance Jones, Steve Sheetz, & Michael Stowe

**Absent:** Janice Austin (with notice), Candi Clemenz, Rami Dalloul (with notice), Deborah Dickerson, Andrew Ellis, PJ Johnston, Liselle Joseph, Kelly McCann (with notice), Kim O'Rourke, Chris Saunders, Martha Sullivan (with notice), Benjamin Tracy, Anthony Watson (with notice), Pengtao Yue, & Diane Zahm (with notice)

**Guests:** Jonathan Caldwell, Bo Frazier, Tom Gallemore, Captain Vince Houston, Peter McCann, Christina McIntyre, Margie Murray, April Myers, Dennis Robarge, Rick Sparks, Robyn Stuart, Pam Vickers, Andrew Ward, & Laura Wedin

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

**Announcement of Approval of December 7, 2016, minutes**

Taylor announced that the minutes of the December 7, 2016, meeting have been voted on and approved electronically.

**Recap of Fall ceremonies**

Taylor noted that it would be good to make a note to have the Color Guard bring the flag stands for the ceremonies.

The graduates were instructed to sit down after they processed in. An announcement was made for the graduates to rise for stage party processional. This practice seemed to work well and will be used during both the spring and fall ceremonies from now on.

**Planning for the Spring ceremonies**

Robyn Schneider of the Corps of Cadets informed the committee that the Color Guard will take care of the following:

- The Graduate School ceremony on Thursday, May 11, 2017
- The University Ceremony on Friday, May 12, 2017
- The Corp of Cadets Commencement and ROTC Commissioning Ceremony on Friday, May 12, 2017
- A static of colors will be on display in Cassell Coliseum for the ceremonies on Saturday, May 13, 2017
- The National Capital Region Commencement ceremony on Sunday, May 14, 2017

Pam Vickers indicated that ADA would like to seat family members, visitors, and guests as appropriate in the press box seats behind accessible seating. Future ceremonies in the coliseum will allow the use of the press box for this purpose.

Margie Murray indicated that the schedule for the Spring Commencement ceremonies is posted on the commencement website.

A question was raised as to if the University will be opening at 10:00 a.m. on Friday, May 11, 2017, in order to reduce the traffic congestion. The President will make a decision as to whether or not the university will have a delayed opening.

With no other business, Steve Sheetz moved to adjourn at 12:27 p.m.