

**University Commencement Committee Meeting Minutes**  
**Wednesday, April 7, 2010**  
**12:15 p.m.**  
**325 Burruss Hall**

**Present:** Dan Taylor (chair), LTCOL Bill Stringer for Jerry Allen, Jactone Arogo Ogejo, Jeffrey Connor, Jong Kim, Nathan Lavinka, Christina McIntyre, Kim O'Rourke, Hardus Odendaal, Kate Preston, Muzzo Uysal

**Absent:** Bud Brown (with notice), Elizabeth Fine, Brian Golden (with notice), Pat Goodrich, Larry Hincker (with notice), Brad Klein, Ann Marie Knoblauch, Lyndell Price (with notice), David Shuster (with notice), Jill Sible (with notice), Dean Stauffer (with notice)

**Guests:** Kevin Ayoub, Amanda Bury, Travis Cross, Captain Houston, Margie Murray, April Myers, Jennie Reilly, Pam Tate, Laura Wedin, Eric Winger

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

**Approval of February 3, 2010 minutes**

A motion was made and seconded to approve the February 3, 2010, minutes. The minutes were approved unanimously.

**Director of Processions and Ushers**

Taylor informed the committee that Jacqueline Nottingham has agreed to take on the role of the Director of Processions starting the Fall of 2010. Taylor asked the committee members to think of someone who would be a good fit for the Director of Ushers. Jennie Reilly announced that this will be her last Commencement and she wanted the committee to be aware of the change in personnel for the fall ceremony.

**Parking in Cassell Coliseum Lot during Saturday Ceremonies**

Taylor informed the committee that Parking Services has agreed to maintain the coliseum parking lot for stage party members during the Saturday ceremonies in Cassell Coliseum. Each College that has a ceremony in Cassell will need to contact Dan Taylor in order to obtain the correct number of parking passes needed for the coliseum lot.

**Planning for Spring Ceremonies**

Taylor indicated that the rehearsal for both the Graduate School and University ceremonies will be on Thursday, May 13, 2010, beginning at 4:00 p.m. in Cassell Coliseum. O'Rourke pointed out that historically the rehearsal was held at 8:00 a.m. the morning of the ceremonies. Taylor informed the committee that he will determine the date and time of the rehearsal and have an e-mail distributed to the Commencement Committee. It will be good for speakers to attend the rehearsal in order to familiarize themselves with the microphone. [Note: After the meeting, Dan Taylor confirmed that the rehearsal would be on Thursday, May 13, 2010, beginning at 4:00 p.m.]

Cross informed the committee that the Wind Ensemble Tour has been scheduled. The three stops for the tour include Northside High School, Charlottesville High School, and W.T. Woodson High School.

McIntyre indicated that there are plenty of ushers for the Graduate School ceremony, but there is a deficit of approximately thirty ushers for the University ceremony. A suggestion was made to utilize students and/or staff as usher volunteers. McIntyre indicated that most students are out of town if they are not graduating. Preston suggested requesting volunteers from the Graduate Student Assembly, and Wedin said she would ask her student group as well. O'Rourke stated that Human Resources would have to determine if staff could volunteer, and they may have to receive overtime compensation for their hours worked.

Taylor announced that there will be a meeting on Reading Day to go over speeches with the student speakers. This meeting is not to censor any speeches, but it is used to prevent repetition and keep the speeches at a proper length.

Taylor then informed the committee that there has been one meeting about the emergency plan. The basic logistics have already been worked out because emergency procedures have been established for other events already held in Cassell Coliseum and Lane Stadium. Still needed are the names and numbers of the key people in charge of each area during the ceremony. The planning group will also determine what communication devices will be used for emergency situations.

With no other business, Odendaal moved to adjourn at 12:36 p.m.