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

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.