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 Clemen, 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.