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.