University Commencement Committee Meeting Minutes  
Wednesday, May 7, 2008  
12:15 p.m.  
325 Burruss Hall

Present: Dan Taylor (chair) Bill Stringer for Jerry Allen, Sean Arthur, Bud Brown, Candice Clemenz, Michael Dunleavy, Elizabeth Fine, Larry Hincker, Christina McIntyre, Brian Mihalik, Lyndell Price, Susanna Rinehart, Linda Tegarden, Christina Todd

Absent: Michelle Czamanske, Kathy Hosig, Brad Klein, Ashley Noble, Kim O’Rourke, Dixie Reaves (with notice), Dean Stauffer (with notice)

Guests: Joey Albert, John Beach, Bo Frazier, Stephen King, Margie Murray, April Myers, Mark Owczarski, Jennie Reilly, Laura Wedin, Eric Wininger, Deidre White

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

Approval of Minutes
It was moved that the minutes for the April 2, 2008, meeting be approved. With a second from Hincker, the minutes were approved unanimously.

Final Planning for Spring Ceremonies
Beach informed the committee that the weather forecast predicts rain on Thursday, May 8, but should clear up by 2:00 p.m. on Friday, May 9. Hincker informed the committee that a decision to move the ceremony to Cassell Coliseum would have to be made by 3:00 p.m. on Friday. The ceremony will be moved inside only for severe weather. A statement has already been prepared in case there is a move. If a decision is made to move the ceremony inside information will be sent out via e-mail, posted on the VT Homepage, updated on the weather line, and a new release will be sent to area news stations. Hincker asked for clarification as to when the graduates should report to the coliseum. Taylor indicated that since there is no processional students should report to the coliseum floor between 6:30 and 7:00 p.m. The ceremony will be broadcast on campus cable channel 224 and Blacksburg cable channel 2. Hincker informed the committee that steps are being taken to prepare an overflow location to view the ceremony. Colonial Hall, Litton-Reaves, and the Graduate Life Center are three possible overflow locations. If there is inclement weather, seats will have to be reserved in the stands for the band members. Ponchos and umbrellas are lined up for the stage party.

[Note: President Steger subsequently decided that in the event of a storm, the University ceremony may be delayed, but it would be held at the stadium and not moved indoors.]

Reilly gave an update on ADA access. Signage will be added to direct people to the accessible areas, and there will be additional signs for the coliseum parking lot. The Services for Students with Disabilities website has the current information posted. There are new maps for the ushers, and two new usher training sessions have been scheduled for Thursday. Training will still be done on Friday as well. The perches on the North and South Towers of the west side will be available for accessible seating. There is a system in place to notify others when the perches are full.

McIntyre informed the committee that ushers will be receiving their information and sashes by Thursday, May 8. Ushers are to check in for the Graduate School ceremony at the Main Lobby and for the University ceremony at the main entrance on the west side. Taylor informed the committee that marshal instructions will be sent out via e-mail later today.

With no other business, Brown moved to adjourn at 12:32 p.m.