Present: Ed Henneke, Bill Stringer for Jerry Allen, Roger Avery, Sumeet Bagai, Bud Brown, Myrna Callison, Deborah Cook, Robyn Daniel, Jerry Gibson, Ellington Graves, Clara Cox for Larry Hincker, Brad Klein, Kim O’Rourke, Lyndell Price, Dixie Reaves, Dan Taylor, Diane Zahm

Absent: Bill Green, Brian James, Vinod Lohani, Dean Stauffer

Guests: Patrick Casey, Wendy Conner, Hunter Gresham, Dave McKee, Jennie Reilly,

Chairman Henneke called the meeting to order at 12:15 p.m.

Approval of Minutes
The minutes were approved as written.

Review of Spring Commencement
The Commencement Program was reprinted for the graduates of the Virginia Maryland Regional College of Veterinary Medicine due to the omission of the second half of their graduate listing in the program. The President’s Office is waiting for a mailing list to mail the programs to the recent graduates.

Taylor noted that there needed to be more signage indicating the closure of the West Stands. Reaves requested that orange cones be placed where students process to help keep the students in marching order. Gibson also requested more signage. Price suggested that Taylor and Reaves provide them with a list of needed signs prior to the ceremony.

Reaves and McKee commented on how well the honors procession was handled.

It was requested that the colleges holding ceremonies around campus be informed that programs are being delivered and that the location of the programs be provided to be sure they are handed out.

Price stated that there was a group selling milkshakes in the Coliseum. Due to the spillage during the first ceremony, it became harder to set up for the second ceremony because of the additional cleaning that was necessary. It was noted that the Dairy Science Club had been given permission to sell the milkshakes. The concessions were requested to be opened because it is necessary to provide cold drinks on hot days to the staff working and to the audience. Henneke indicated that the concessions operator will be notified to request changes to items being provided. It was suggested that at minimum, plastic lids and straws be provided to reduce spillage.

Gresham stated that the ceremonies being held in Squires have become larger due to the combining of departments, and that space is becoming an issue. Some departments may need to move to larger venues if available. It was suggested that once the new Alumni Conference Center opens that it may be possible to have larger ceremonies there.

Henneke asked for volunteers to serve on a sub-committee to review the dress code for Commencement regarding stoles, colors of sashes, and college tassel colors. Because there are no official lists, students have little guidance regarding academic regalia other than what is sent to the Bookstore from Oak Hall.
2004 Fall Ceremony
The fall ceremony will be held on December 17, much earlier than last year. The University Ceremony will be held at 11 a.m., and the Graduate Ceremony at 3:00 p.m. in Cassell Coliseum.

At the request of the Commencement Committee, there will be a change at each ceremony regarding the photographing of students as they cross the stage. No additional photographs will be taken off stage. The President’s Office will make arrangements with Chappell Studios to set up for official photographs the day before the ceremonies for both undergraduate and graduate students.

Reaves noted that each college uses a different means of assigning volunteer ushers and marshals for Commencement. She requested that the college representatives be sure that volunteers are made aware of their assignment to avoid no-shows.

Avery indicated that Dean DePauw has commissioned another piece of music to be written for the next spring ceremony. Also, he noted that the Northern Virginia Ceremony may again be on Sunday because a venue cannot be found for Saturday evening.

No speakers have been chosen for either ceremony at this point. Callison and Daniel asked how the speakers are chosen. O’Rourke indicated that for the University ceremony in the fall, the senior class president confers with the Alumni Association to develop a list of three faculty, from which the President makes the selection. The speaker for the University Ceremony in the spring is usually an external person selected by the President, and the President’s Office is always pleased to receive suggestions. Avery noted that the Graduate Commencement speaker is chosen by the Graduate School and that they were looking for a speaker for the fall ceremony as well.

Beach estimated that the cost of an additional handicap ramp would be approximately $14-15,000. There are systems that may be rented for $3-5,000 that includes a ramp.

With no other business, the meeting adjourned at 1:05 p.m.