

University Commencement Committee Meeting Minutes
Wednesday, May 7, 2014
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor (chair), Janice Austin, Julie Acton for Candi Clemenz, Terry Cobb, Carrie Cox, Larry Hincker, Tamara Knott, Jacqueline Nottingham, Joseph Millett, Kim O'Rourke, Anthony Watson Eric Winger, Diane Zahm

Absent: Rebecca Funk, Bill Green, Jason Holliday, Sarah Karpanty (with notice), Joe Merola, Jean-Luc Pierre Ford, Durelle Scott, Jay Tucker

Guests: Bo Frazier, Sergeant Tom Gallemore, Kathleen Green-Malcolm, Natalie Hart, Captain Vince Houston, Andrew Putnam, Peter McCann, Christina McIntyre, Mike Mulhare, Margie Murray, April Myers, Pam Vickers, Laura Wedin, Penny White, Corrine Woods

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

Approval of April 2 2014, minutes

Zahm made a motion to approve the minutes of the April 2, 2014, meeting. The motion was seconded, and the minutes were approved unanimously.

Planning for Spring ceremonies

Taylor announced that the rehearsal will be on Thursday, May 15, 2014, at 4:00 p.m., beginning on the floor of Cassell Coliseum, and the meeting to discuss student speakers will be at 10:00 a.m. on Reading Day (May 8, 2014).

Zahm indicated that she has approximately three-fourths of the usher volunteers needed, and assignments will go out in campus mail on Monday, May 12, 2014. Nottingham indicated that she will send out an e-mail this weekend with information to marshal volunteers, and instructions will be sent out via campus mail on Monday, May 12, 2014. Nottingham will meet marshal volunteers during the rehearsal, and Zahm will meet with usher volunteers early Friday morning. Cobb questioned if there is any way to get the volunteer instructions out sooner because volunteers are asking for this information. Zahm indicated that assignments cannot be made until all volunteer names are received. A suggestion was made to send out an e-mail to the volunteers that says thanks for volunteering and to expect to receive information closer to Commencement.

Watson informed the committee that the restrooms in the upper east and upper south sides of the stadium will not be in operation. A suggestion was made to not seat anyone, especially ADA guests, in those sections.

Watson indicated that the CSPAN platform will be 4'x8' and approximately 20" tall. Hincker indicated that the platform should not be closer than the 50-yard line. Watson indicated that the graduate seats will be adjusted to make sure that every student is able to see the stage. Captain Houston indicated that he needs a contact for CSPAN in order to coordinate the time they will want to set up their equipment.

The procession is scheduled to begin at approximately 8:45 a.m. Taylor indicated that the processional needs to start after the honors procession enters in the tunnel.

Mulhare announced that radios can be picked at the rehearsal on Thursday in the coliseum or early Friday morning at the stadium. Zahm will provide an usher staffing plan to Emergency Management and will provide a number of radios needed.

Houston indicated that gates 2, 7, and 8 will be closed. Zahm stated that gate 7 was opened last year. Peter McCann (RMC) indicated that gate 7 had signs posted last year so it was opened, but there is no support there from RMC. It was determined to not open gate 7 this year.

Mulhare announced that the University ceremony could be delayed due to inclement weather until 10:00 a.m. If that were to happen, graduates would have to line up in Rector Fieldhouse and guests would be moved to the concourse level of the stadium. The ceremony would not be cancelled for inclement weather unless there is lightning.

Umbrellas are allowed in the stadium. Murray indicated that strollers are allowed but will have to be parked in the concourse area.

Wininger announced that there will be 1,400 guests staying in campus housing with 1,200 of those guest checking in on Thursday. The Cassell Coliseum lot will be closed on Thursday afternoon in order to keep the lot available for ADA guests and stage party participants on Friday.

Houston announced that Spring Road will be closed early Friday morning, and will be reopened after the last ceremony in Cassell Coliseum begins.

With no other business, Cobb moved to adjourn at 12:44 p.m.