

University Commencement Committee Meeting Minutes
Wednesday, November 4, 2015
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor (chair), Candi Clemenz, Luke Carroll, Patrick Finn, Pj Johnston, Jacqueline Nottingham, Kim O'Rourke, Steve Sheetz, Martha Sullivan, Raven Weaver, Pengtao Yue, Diane Zahm

Absent: Janice Austin (with notice), Deborah Dickerson (with notice), Andrew Ellis, Rebecca Funk, Bernice Hausman (with notice), Lance Jones, Elena Serrano, Michael Stowe (with notice), Anthony Watson (with notice)

Guests: Johni Amos, Isaac Barber, Jonathan Caldwell, Bo Frazier, Captain Vince Houston, Mike Mulhare, Margie Murray, April Myers, Rick Sparks, Pam Vickers, Laura Wedin

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

Approval of October 7, 2015, minutes

Zahm made a motion to approve the minutes of the October 7, 2015, meeting. The motion was seconded, and the minutes were approved unanimously.

Planning for Fall ceremonies

Frazier stated that there are no concerns with parking for the Fall ceremonies.

Vickers informed the committee that the accessible seating in Cassell Coliseum has been moved, but the new location should be okay and it is closer to the restrooms. Nottingham questioned if there is a way to receive notification in advance if a student needs special accommodations for the ceremony (wheelchair, crutches etc.). Taylor indicated that it is important for colleges and departments to give advanced notification that special arrangements may be required during the ceremony. Murray has a contact for each college and department and will request that each one to ask their students for advanced notification for any special needs.

The notice requesting usher and marshal volunteers has been sent out to the college representatives. Zahm indicated that after the fall ceremonies, the usher sashes will no longer be used. The sashes are fairly expensive and ushers have not been returning them after the ceremonies. Another means for identifying ushers will be found.

Houston indicated that the new event services contractor, and he would like to get a group together to meet with before the next Commencement Committee meeting to discuss expectations. Murray and Mulhare indicated that this is a good idea since there are different rules for Commencement versus a sporting event.

Taylor stated that there will be a meeting scheduled on reading day with the student speakers to go over their speeches and answer any questions they may have.

Murray questioned if we should give out partial programs (partial programs do not have the names of the graduating students listed) to guests in the fall as is done in the spring. Currently full programs are given out the students and the guests; the consensus was to continue the current practice.

Caldwell indicated that the musicians are all lined up.

Wedin asked the committee if there is any place where the class banner could be displayed during the ceremony. Taylor indicated that he would check in to it and get back to her.

O'Rourke confirmed that the Graduate School ceremony in the spring will be on Thursday from 3:00 to 5:00 p.m.

With no other business, O'Rourke moved to adjourn at 12:32 p.m.