

**University Commencement Committee Meeting Minutes**  
**Wednesday, February 3, 2016**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Luke Carroll, Candi Clemenz, Patrick Finn, Rebecca Funk, PJ Johnston, Lance Jones, Jacqueline Nottingham, Steve Sheetz, Michael Stowe, Benjamin Tracy, Anthony Watson, Pengtao Yue, Diane Zahm

**Absent:** Janice Austin (with notice), Deborah Dickerson, Andrew Ellis, Bernice Hausman (with notice), Kim O'Rourke (with notice), Martha Sullivan, Raven Weaver

**Guests:** Johni Amos, Isaac Barber, Ken Belcher, Jonathan Caldwell, Margie Murray, April Myers, Pam Vickers, Andrew Ward, Laura Wedin

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

**Approval of December 2, 2015, minutes**

Zahm made a motion to approve the minutes of the December 2, 2015, meeting. Stowe seconded the motion, and the minutes were approved unanimously.

**Recap of Fall ceremonies**

Vickers indicated that the new ADA seating worked out well. There were a lot of spectators stopping to use the ADA platforms to take photographs which caused a few issues with getting the ADA guests seated. A suggestion was made to have additional ushers posted in this section to prevent spectators from entering the ADA platforms.

A suggestion was made to place the mace in a different location on the stage to prevent it from being knocked over when the graduates cross the stage. The mace was also not placed in the base properly which caused it to be unstable. A recommendation was made to have the Commencement Marshal practice placing the mace in the base prior to the ceremony as well as placing the base away from where the students cross the stage.

Zahm informed the committee that it is important to communicate if a college representative on the Commencement Committee leaves or is replaced so communication regarding ushers and marshals can be received by the correct person in a timely manner. This fall there were approximately twelve ushers that did not show up so Zahm will increase the number of ushers needed for each ceremony.

Nottingham indicated that there was a smaller number of graduates processing than normal which made it easier to manage.

Taylor stated that all went well with Rhino (the event services contractor). There was only one upset parent who was told for security measures, a wrapped present could not be taken in to the coliseum.

**Planning for Spring ceremonies**

Zahm questioned where the refreshments will be located for the ushers and marshals at Lane Stadium. Murray suggested having the refreshments set up in one of south end zone lounges. Using one of the lounges will allow the refreshments to be easily accessible but still in a location away from guests.

Caldwell indicated that the Commencement band tour proposal will be finalized soon.

Nottingham indicated that we always run out of chairs on one side of the field and then have to guide the graduates over to the other side of the field. This looks disorganized. Murray indicated that there will be more chairs put on the field this spring so that may help to eliminate steering a large number of graduates from one side of the field to the other.

A question was raised as to when the rehearsal will be for the Graduate and University ceremonies. A suggestion was made to have the Graduate School rehearsal Wednesday at 4:00 p.m in the coliseum. Anthony Watson indicated that he would confirm that Stage Sound will have the microphone set up that afternoon. The University Ceremony rehearsal will continue to be at 4:00 p.m. on Thursday at the stadium because the stage will not be set up by Wednesday afternoon. Wedin indicated the Grad Bash will be held on the Wednesday before Commencement so a Thursday rehearsal will be better for the student speakers.

Ken Belcher indicated that communication regarding lodging on campus is posted on the website, and indicated that he could provide this information for any communication going out to graduates.

With no other business, Zahm moved to adjourn at 12:41 p.m.