

University Commencement Committee Meeting Minutes
Wednesday, December 4, 2013
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor (chair), Janice Austin, Candi Clemenz, Larry Hincker, Lance Jones, Sarah Karpanty, Tamara Knott, Joe Merola, Kim O'Rourke, Jean-Luc Pierre Ford, Jay Tucker, Eric Winingar, Diane Zahm

Absent: Rebecca Funk, Terry Cobb, Bill Green, Jason Holliday (with notice), Jacqueline Nottingham (with notice), Durelle Scott, Anthony Watson

Guests: Kevin Ayoub, Bo Frazier, Tom Gallemore, Andrew Putnam, Margie Murray, April Myers, Bobbi Myers, Pam Vickers, Laura Wedin

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

Approval of September 4, 2013, minutes

Cobb made a motion to approve the minutes of the September 4, 2013, meeting. Merola seconded the motion, and the minutes were approved unanimously.

Final Planning for Fall ceremonies

Bo Frazier indicated that the same parking system will be used as in past fall ceremonies. The entire coliseum lot will be closed for accessible parking, Commencement workers, and stage party members. There will be no road closures for the fall ceremonies.

Sergeant Gallemore stated that RMC (the event staff contractor) is ready and just needs parking passes. Myers will contact Peter McCann with RMC to get the number of passes needed. Gallemore indicated that the doors to Cassell Coliseum will open an hour and a half prior to the ceremony. In the event of bad weather, the doors will be open two hours early.

MGySgt Jones stated that all is good with the Color Guard. Taylor suggested that the Color Guard attend the rehearsal on Thursday, December 19, 2013, at 4:00 p.m. to practice. Myers also suggested that the University Commencement Corps assistant to Dr. Steger attend the rehearsal to get some directions on what is expected.

Murray indicated that there is a change in the order of ceremony. Taylor will announce please rise for the passing of the colors and the singing of the National Anthem instead of just saying please rise for the passing of the colors.

Zahm indicated that the usher and marshal volunteer numbers are low. Many have indicated that they will volunteer in the spring, but due to the possibility of inclement weather in the December, they do not want to volunteer to work the fall ceremonies. Taylor indicated that during the fall ceremonies, it may be possible to get by with fewer ushers. The programs can be left in boxes at the tables for guests to pick up. Zahm requested to meet with the RMC staff in order to confirm the duties for ushers and RMC staff. Myers will send Zahm the contact information for RMC.

Vickers questioned if there is confirmation that there will be sign language interpreters for both ceremonies. Murray indicated that Services for Students with Disabilities will have to confirm that sign language interpreters will be at both ceremonies. Vickers also requested a few programs be delivered to the Merryman where the accessible seating entrance is located.

Merola questioned if there were going to be faculty remarks at the ceremony. Myers confirmed that there will not be faculty remarks at the University ceremony but will be included in the Graduate School ceremony.

Clemenz announced that the College of Business will be awarding a posthumous degree.

Putnam indicated that the musicians and vocalist are all set.

Wedin informed the committee that she is working on a database of cords and stoles the various student organizations are currently using. This will help new groups determine what colors are not being used so as to avoid duplication.

Announcement

Taylor announced that there will be a meeting with student speakers on December 12 (Reading Day) to discuss their speeches.

Taylor announced that he is cancelling the January meeting, but he will send out an email asking for feedback of the fall ceremony.

With no other business, Clemenz moved to adjourn at 12:40 p.m.