

University Commencement Committee Meeting Minutes
Wednesday, December 5, 2012
12:15 p.m.
201 Burruss Hall

Present: Dan Taylor (chair), Candi Clemenz, Terry Cobb, Pat Goodrich, Larry Hincker, Tamara Knott, Joe Merola, Jacqueline Nottingham, Kim O'Rourke, Bruce Pencek, Jay Tucker, Anthony Watson, Michael Weaver, Eric Wininger

Absent Tom Broyles (with notice), Tyler Campbell, Elizabeth Fine, Rebecca Funk, Bill Green, Jason Holliday (with notice), Masoud Safdari, Durelle Scott

Guests: Kevin Ayoub, Travis Cross, Bo Frazier, Natalie Hart, Captain Houston, Peter McCann, Mike Mulhare, Margie Murray, April Myers, Laura Wedin

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

Approval of November 7, 2012, minutes

Merola moved to approve the minutes of the November 7, 2012, meeting. With a second from Knott, the minutes were approved unanimously.

Planning for the Fall Ceremonies

Mulhare asked if a situation occurs and Cassell has to be evacuated whether the ceremony would resume at a later time. It was determined that the ceremony would be cancelled if there is an evacuation. The Graduate School ceremony would not necessarily be cancelled if the earlier University ceremony was cancelled due to an evacuation.

The rehearsal for both the University and Graduate School ceremonies will be on Thursday, December 20, 2012, beginning at 4:00 p.m. The rehearsal is not mandatory but is a good time for speakers to become familiar with the microphone.

Merola inquired about the elimination of the message from the faculty. O'Rourke indicated that it is due to the length of the ceremony.

The Merryman Auditorium is no longer available to be used as a staging area for members of the University and Graduate School stage parties. A group is going over to Cassell Coliseum to find a new space for the stage parties to assemble. **Post Meeting Update:** It was decided that the Basketball Media Center (207 Cassell Coliseum) will be the permanent location for the stage parties to assemble for all future University and Graduate School ceremonies that are held in the coliseum.

Nottingham indicated that she is waiting for three colleges to turn in their usher and marshal volunteers. Once she has that information, she will send out instructions via e-mail.

Because of the loss of a practice gym in Cassell Coliseum for processional preparation and set-up, the Commencement staff needed to review space for the University ceremony. **Post Meeting Update:** After meeting with personnel from the Athletic department, it was determined that we could use both parts (area nearest the equipment room and area nearest the new football locker room) of the first floor of Jamerson Athletic Center to accommodate the staging area for the second group of undergraduates.

Taylor announced that the regular sign language interpreters from Services for Students with Disabilities (SSD) are not able to work the ceremonies this year due to medical reasons. SSD has been able to arrange for two sign language interpreters to work the Graduate School ceremony. One of the interpreters is available to work the University ceremony also, but there is a need to find one additional interpreter. There is a fee associated with these external sign language interpreters.

It was decided that for this year, the University will pay the fee for the interpreters for both the University and Graduate School ceremonies. The wording in the brochure will be changed for all future ceremonies to say simply that requests for disability accommodations must be made to the office of Services for Students with Disabilities two weeks before the ceremony.

Hincker inquired whether there is a clearing house in the area for homeowners who might want to rent out rooms for Commencement since hotels are requiring a minimum of three night's stay during Commencement. A suggestion was made to check with Techsidelines.com, Craigslist, and Off Campus Housing to see about alternative lodging for Commencement guests.

Announcement

Taylor announced that the Commencement Committee will not meet on January 2, 2013. The next meeting will be on February 6, 2013.

With no other business, O'Rourke moved to adjourn at 12:36 p.m.