

Commencement Committee Meeting

February 5, 2020

Holtzman Alumni Center

Called to order at 12:16 p.m.

Attending: Janice Austin (Grad School), Wat Hopkins (Ushers), Cara Spicer (PCOB), Anthony Watson (Facilities), Diane Zahm (Chair), Julia Acton (Khansa)

Invited Guests: Tara Nepper (SE), Ciana Campo (Rhino), Daniel Shapiro (SOPA), Clay Hutchinson (Rhino), Darryl McCallum, Christina McIntyre (Honors)

Minutes

The minutes from the meeting on December 4th were provided electronically with the calendar request. The minutes are approved.

Diane thanked everyone who stepped up at the ceremony and made her absence unnoticed.

Debrief of Fall Commencement

Janice noted that there was no mention of graduate degrees from the President or Provost during the University Ceremony. Janice would like to see if that could be brought back.

The slide show presentation in Grad School was off ratio. They are aware and will make corrections with the software issues.

Weather Plan

Anthony Watson reported on the weather plan meeting that was held prior to the fall ceremony. Multiple scenarios were presented and discussed thoroughly so that we could have weather plan options in place prior to any weather issues.

Diane asked for the committee to approve the plan and noted that it will be written into an SOP. Diane put out an open call to anyone who wished to be included on the group who will make weather decisions as mentioned in the plan.

It was noted that in the future the use of tickets in Burruss Hall will need to be addressed as the space is limited for larger ceremonies.

Anthony Watson made a motion to approve the Weather Plan and Cara Waters seconded. The motion passed.

Deadline/Schedules for volunteers for spring

Wat Hopkins indicated he needs to know who in each college should receive information about commencement volunteers, aside from the college reps.

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After March 16th an email will be sent out to ask for spring ceremony volunteers. The names will be due to Wat by April 24th. More volunteers are needed in the spring and as a reminder these volunteers may be faculty, staff and graduate students.

Wat is running out of badge holders and name cards and Special Events will order more. SE will also price out lanyards in a bright color like yellow or orange for ushers to wear which will make them more noticeable.

Spring Speakers

Sam Dickerson, Male Member-at-Large

Greg Klatt, President

Megan Dennis, Cadet Member-at-Large

Meeting adjourned at 12:33 p.m.

Future Meeting Dates - Holtzman Alumni Center Boardroom - 12:15 p.m.

April 1, 2020

May 6, 2020