

University Commencement Committee Meeting Minutes
Wednesday, April 4, 2018
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Diane Zahm (chair), Wat Hopkins (Interim Director of Ushers), Kelly McCann (Director of Processions), Janice Austin, Jay Crone, Lance Jones, Lara Khansa, Scotland Leman, Billy Lin, Jamie Cowell-Lucero, Chris Saunders, Steve Sheetz, Michael Stowe, and Anthony Watson

Absent: Monty Abbas, Tanyel Turkaslan Bulbul, Austin Compton, Jamie Cowell-Lucero, Deborah Dickerson, Rebecca Funk, PJ Johnston, Marcella Kelly, Cheryl Peterson (with notice)

Guests: Mac Babb, Jonathan Caldwell, Bo Frazier, Tom Gallemore, Ciji Good, Peter McCann, Heather Miller, Margie Murray, April Myers, Kim O'Rourke, Robyn Stuart, Pam Tate, Don Taylor, Laura Wedin

Dr. Zahm called the meeting to order at 12:21 p.m.

Announcement of the Approval of the February Minutes

Zahm announced that the minutes of the February 28, 2018, meeting were approved by the committee electronically.

Preparations for May Commencement

Zahm announced that rehearsal for the Graduate School Ceremony would be held at 4 p.m. on Wednesday, May 9, at Cassell Coliseum. Since the Color Guard needs to practice at the stadium, Watson indicated he would get them onto Worsham Field for a second practice.

Practice for the University Ceremony will be held at 4 p.m. on Thursday, May 10. To get onto Worsham Field, go to the entrance to the southwest tunnel. If you are driving to the stadium, be sure to bring your parking pass. Peter McCann indicated that radios would be available at that time.

Jones asked to have a room available for the Color Guard to leave their equipment and uniforms. Watson indicated that a room below the south end zone will be provided. Jones also noted that two flag stands will be left in Cassell Coliseum after the Graduate School ceremony since they'll be used on Saturday as well.

Zahm indicated that a timeline for all activities was needed so discussions revolved around the times for ushers and marshals to arrive, working staff, musicians and so on. **Attached** is the prepared schedule.

Kelly McCann asked again for water coolers and cups to be provided to processors prior to the Graduate School ceremony. She also wanted to make sure that the Big Ass Fans were placed in the hallways and gym in both lineup areas for the Graduate School ceremony.

Kelly McCann indicated that a rain plan needed to be finalized for student processors in case of inclement weather.

O'Rourke indicated that if the clear bag policy was to be strictly enforced at future Commencements, the information should be published well in advance of the ceremonies.

Adjournment

With no further committee business, the meeting adjourned at 1:08 p.m.

??? Email to students with a 5 Things to Know about Graduation (including lineup)

??? Schedule Attachment