

University Commencement Committee Meeting Minutes
Wednesday, May 2, 2018
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Diane Zahm (chair), Wat Hopkins (Interim Director of Ushers), Janice Austin, Jay Crone, Lance Jones, Billy Lin, Jamie Cowell-Lucero, Cheryl Peterson, Steve Sheetz, Michael Stowe, and

Absent: Monty Abbas, Tanyel Turkaslan Bulbul, Austin Compton, Jamie Cowell-Lucero, Deborah Dickerson, Rebecca Funk, PJ Johnston, Lara Khansa, Marcella Kelly, Scotland Leman, Kelly McCann (Director of Processions), Chris Saunders, Anthony Watson

Guests: Jeri Baker for Bo Frazier, Jonathan Caldwell, Doug Epps for Anthony Watson, Tom Gallemore, Ciji Good, Mike Kutnak, Ricky Lan, Kristina Lundquist, Peter McCann, Christina McIntyre, Heather Miller, Margie Murray, April Myers, Kim O'Rourke, Robyn Stuart for Kelly McCann, Rick Sparks, Pam Tate, Dan Taylor, Pam Vickers, Laura Wedin

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

Announcement of the Approval of the February Minutes

Zahm announced that the minutes of the April 4, 2018 meeting were approved by the committee electronically.

Preparations for May Commencement

The first order of business was to show the entire committee membership and guests the final student video that would be aired just prior to the first student speaker's remarks. The video was well-received by all in attendance. A practice run of the video was still planned for the Jumbotron at Lane Stadium. This video would also be available after the ceremony by visiting the Commencement website and reviewing the videotape of the live-streaming.

Robyn Stuart indicated that marshals were still needed to assist with the University Commencement Ceremony, but there would be Special Events staff assisting with the processional. Gate six was noted as the early entrance for ushers on Friday. Peter McCann said he would have additional radios available at rehearsal today.

Austin indicated she was prepared to assign duties to the marshals for the Graduate School Commencement Ceremony since she could provide more specific information than someone unfamiliar with the ceremony. The ushers were assigned duties by the Director of Processions' assistant. It was reiterated that Anthony Watson agreed to have water stations on the first and second floor for the processing graduate students and faculty.

In case of inclement weather, the students in Lot 4 would be directed to Cassell Coliseum for lineups in the concourse area, where a second set of lineup signs would be pre-set. The Honors students would also be directed toward Cassell. In case of inclement weather it was asked how late the ceremony could be delayed. O'Rourke indicated that 9:50 or 10:00 a.m. would be the latest possible start time.

Doug Epps said he was preparing additional signage at various entrances to campus to direct guests to handicap parking, especially since Beamer Way would be closed at 7:00 a.m.

It was noted by Vickers that the language interpreters would be in the west stands between aisles five and seven. Seating for the hearing impaired is the first three rows from the bottom.

Adjournment

With no further committee business, the meeting adjourned.