

**University Commencement Committee Meeting Minutes**  
**Wednesday, December 5, 2018**  
**12:15 p.m.**  
**Holtzman Alumni Center Boardroom**

**Present:** Diane Zahm (chair), Janice Austin, Jamie Cowell-Lucero, Wat Hopkins, Lara Khansa, Billy Lin, Cara Spicer, Michael Stowe, Anthony Watson,

**Absent:** Nicole Akers, Tanyel Turkaslan Bulbul, Jay Crone, Deborah Dickerson, Rebecca Funk, Lance Jones Marcella Kelly, Greg Klatt, Scotland Leman, Kim O'Rourke, Cheryl Peterson, Wat Hopkins, Hans Robinson

**Guests:** Tom Gallemore, Ciji Good, Mike Kutnak, Kelly McCann, Darryl McCallum, Amanda McCormick, Sarah McCoy, Margie Murray, April Myers, Bobbi Myers, Tara Nepper, Dennis Robarge, Graham Smith, Danielle Russell for Greg Klatt, Laura Wedin, Matthew Winston

Dr. Zahm called the meeting to order at 12:17 p.m.

**Preparations for Fall Commencement**

The first agenda item was to finalize the timeline for fall commencement ceremonies. Input had been requested of the committee at the November meeting. The timeline was distributed to meeting attendees. Attached is that timeline.

Zahm indicated that rehearsal would be held on Thursday, December 13, at 4 p.m. The student speakers were announced to the committee. Speaking are Billy Lin, Gordon Quach, and Teri Upton from the Class of 2019.

Zahm asked if there were any gaps in staffing that needed to be addressed, or any facility or security issues to be addressed. There were no specific items to address.

Parking passes were distributed to members of the committee and were provided for distribution to the ushers and marshals.

Stowe stated that the Department of Athletics would no longer be assisting with streaming of the Graduate and University Commencement Ceremonies. Although payment has been made in the past, another group would have to be used.

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

February 6, 2019

April 3, 2019

May 1, 2019

**Adjournment**

With no further committee business, the meeting adjourned at 12:48 p.m.