

**University Commencement Committee Meeting Minutes**  
**Wednesday, April 6, 2011**  
**12:19 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Col Bill Stringer for Jerry Allen, Jactone Arogo Ogejo, Sandy Bass, Tom Broyles, Elizabeth Fine, Pat Goodrich, Larry Hincker, Jason Holliday, Jong Kim, Nathan Lavinka, Gary Long, Jacqueline Nottingham, Kim O'Rourke, David Shuster, Muzaffer Uysal, Anthony Watson

**Absent** Jeffrey Connor, Brad Klein, Ann Marie Knoblauch, Kate Preston, Jill Sible (with notice),

**Guests:** Captain Houston, Kevin Ayoub, Bo Frazier, Lydia Miller, Margie Murray, April Myers, Laura Wedin

Dr. Taylor called the meeting to order at 12:20 p.m.

**Approval of March 2, 2011, minutes**

Hincker moved to approve the minutes of the March 2, 2011, meeting. With a second from Long, the minutes were approved unanimously.

**Printing of Fall Commencement Programs**

A question was raised as to whether there will be a similar system for printing fall Commencement programs as there is for the spring. It was determined that this topic will be revisited at the September Commencement committee meeting after observing how the system works in the spring.

**Planning for Spring Ceremonies**

Taylor indicated that it now appears no changes will be made to the practice gyms in Cassell Coliseum until after Spring Commencement. Watson will work on getting a confirmation as to whether or not both practice gyms will be available to use during the spring Commencement ceremonies. [Note: After the meeting, Anthony Watson confirmed that both practice gyms will be available to use during the spring Commencement ceremonies.]

Murray questioned if the track lot could be blocked off for faculty participating in the procession since they have to line up in the south end zone parking lot. Frazier indicated that it should not be a problem to block off.

Long suggested that an officer be designated to direct traffic in the area of the roundabout on the day of Commencement. Last fall, there was mass confusion within the roundabout, and it caused a traffic jam. Captain Houston acknowledged the problem and noted that more than one officer would be needed.

Taylor informed the committee that he is working with Travis Cross to arrange a fanfare before the faculty processes at the University and Graduate School ceremonies this year.

Radios will be provided from security for those employees working the University and Graduate School ceremonies on Friday. Alumni will still provide radios for the University ADA Services Office so they can have a separate channel for communication among ADA employees during the ceremonies.

The blankets for those in wheelchairs may not be used this year due to the difficulty getting them to the stadium and the process of cleaning them after they are used. The University ADA Office will make a decision on whether or not to use the blankets at a later date.

Nottingham and Broyles indicated that they have not received any volunteers from the colleges. Instructions are ready to be distributed once volunteers are confirmed. Taylor informed the committee that the paperwork has been started for staff volunteers and will be available to distribute soon. Goodrich questioned whether graduate student volunteers could volunteer as marshals without regalia. Taylor indicated that there are some marshal duties that can be done without regalia.

Lavinka informed the committee that the class officers will soon be reviewing the photographs submitted for the slideshow and will have them ready for approval by May 1. Lavinka questioned what format to send the photographs in for final approval. A suggestion was made to contact Kevin Hicks in Athletics to confirm the correct format.

### **Announcements**

- There will be a meeting on Reading Day scheduled with the University Commencement student speakers to discuss their speeches.
- Commencement rehearsal will be on Thursday, May 12, at 4:00 p.m. beginning on the floor of Cassell Coliseum.

The meeting adjourned at 12:41 p.m.