

University Commencement Committee Meeting Minutes
Wednesday, February 5, 2014
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor (chair), Janice Austin, Terry Cobb, Larry Hincker, Jason Holliday, Lance Jones, Tamara Knott, Joe Merola, Jean-Luc Pierre Ford, Durelle Scott, Eric Wininger, Diane Zahm

Absent: Candi Clemenz, Rebecca Funk, Bill Green, Sarah Karpanty (with notice), Jacqueline Nottingham (with notice), Kim O'Rourke (with notice), Jay Tucker, Anthony Watson

Guests: Kevin Ayoub, Bo Frazier, Natalie Hart, Captain Vince Houston, Margie Murray, April Myers, Laura Wedin, Corrine Woods

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

Approval of December 4, 2013, minutes

Zahm made a motion to approve the minutes of the December 4, 2013, meeting. Cobb seconded the motion, and the minutes were approved unanimously.

Recap of Fall ceremonies

Zahm indicated that the tables that were set up for the programs were taken by the group selling flowers. So the ushers had to set up and use the tables brought for the flowers. The tables for the programs and the flowers are located in the same area so signs should be placed on the tables for the programs to eliminate confusion in the future. Taylor stated that Pam Vickers of the ADA office informed the committee that programs were not dropped off in the Merryman center entrance or for accessibility guests needing physical assistance.

Streaming of Fall Ceremonies

Hincker was very pleased with the number viewers for the Fall Commencement ceremonies; 494 viewers watched the University ceremony live, and 260 viewers watched the Graduate School ceremony live. After the ceremonies, 449 viewers watched the University ceremony and 324 viewers watched the Graduate School ceremony. Hincker feels that the \$300 paid to Athletics to provide this service is a good investment. Murray asked if there is a way to get information posted to the website stating when the live streaming will begin because several people called to ask that question. Hincker stated that he would get that added for the spring.

Merola pointed out that the timing for the reading of names of candidates for master's degrees needs to be adjusted. Currently, master's candidate start their walk across the stage after their name is read. This means that as one graduate appears on the webcast crossing the stage, the name of the next graduate is being read. In the future, the reader should not announce the graduate's name until he/she has reached the middle of the stage.

Planning for Spring ceremonies

Taylor announced that there has been a change in the time for the Spring ceremonies. The University ceremony will begin at 9:00 a.m. on Friday, May 16, 2014, and the Graduate School ceremony will begin at 12:00 noon on Friday, May 16, 2014.

Captain Houston questioned if there has been any consideration given to staging the graduates in the Rector Fieldhouse. Taylor indicated that there has not been any discussion on that yet.

Captain Houston announced that Spring Road will be shut down on Friday and Saturday.

Murray informed the committee that there will be two ceremonies held in the Moss Arts Center on Saturday, May 17, 2014. The Moss Arts Center is providing ushers for the ceremonies, but there will also be a need for security at this venue.

Zahm stated that there is a need for additional water for the ushers at the University ceremony.

Zahm asked if a listing of where colleges will be seated on the field can be provided to the ushers prior to the day of the ceremony because that is the main question that is asked. Murray also suggested that this information could be displayed on the Jumbotron as well.

Other Items

Hincker announced that when Dr. Steger became president, a new mace was commissioned, and the original mace was put in storage. The original mace has recently been sent over to Special Collections. Special Collections has asked if someone could provide a short written history of the original mace and Hincker asked the committee members to provide any information or names of anyone who may have background on the mace. A suggestion was made to contact either Jim Owen or Carole Nickerson to see if either one has any background information on the original mace.

Announcement

Taylor announced that the March meeting will more than likely be cancelled unless pressing business comes up.

With no other business, Cobb moved to adjourn at 12:36 p.m.