

**University Commencement Committee Meeting Minutes**  
**Wednesday, April 3, 2013**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Tyler Campbell, Candi Clemenz, Terry Cobb, Rebecca Funk, Larry Hincker, Jason Holliday, Tamara Knott, Kim O'Rourke, Bruce Pencek, Durelle Scott, Jay Tucker, Anthony Watson, Michael Weaver, Eric Wininger

**Absent** Elizabeth Fine, Pat Goodrich, Bill Green, Joe Merola (with notice), Jacqueline Nottingham (with notice), Fatemeh Saeidi-Rizi, Diane Zahm (with notice)

**Guests:** Kevin Ayoub, Randy Collins, Bo Frazier, Sergeant Gallemore, Natalie Hart, Katy Johnston, Mike Mulhare, Margie Murray, April Myers, Pam Vickers, Laura Wedin

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

**Approval of February 6, 2013, minutes**

A motion was made and seconded to approve the minutes of the February 6, 2013, meeting, and the minutes were approved unanimously.

**Planning for Spring ceremonies**

Murray informed the committee that the number of programs has been determined and the order has been placed. The full program will be given to each student at the individual college/department ceremonies, at the National Capitol Region ceremony, and at the Graduate School ceremony. Partial programs will be given to the audience at the University ceremony and the one-page flyer (front and back) will be distributed to the graduates at the University ceremony.

Vickers indicated that there have been several requests for oversized seating during the ceremonies in Burruss Hall Auditorium. During ceremonies held in Cassell Coliseum, oversized seating is provided on the floor of the coliseum by setting two folding chairs next to each other. Watson indicated that he would check into renting oversized chairs. Watson indicated that there is a spot to put additional seating in Burruss Auditorium.

Taylor stated that he would be stationed in the operations center to direct the University ceremony because it is the best location to see the entire picture. Mulhare then stated that he would like to meet with the lead ushers approximately one week prior to the ceremony.

Murray made a request to Parking Services to prepare a notice about road closures and parking information as done for football games. Frazier indicated he will work on getting the notice prepared for posting to the Commencement website.

Murray then stated that a request has been made to post the times when buildings for ceremonies will be open. The gates to Lane Stadium will be open at 10:00 a.m.

Wininger informed the committee that campus housing registration is now open. There have been a total of 700 people registered. 84 people received air conditioned rooms. These 84 people were selected out of 514 people who registered through a lottery. Check-in for campus housing will be from 7:00 to 10:00 p.m. on Thursday, May 16, and from 9:30 a.m. -5:00 p.m. on Friday, May 17.

Taylor announced that usher and marshal volunteers are still needed for the College Architecture and Urban Studies, the College of Natural Resources and Environment, and the College of Science.

Murray indicated that there may be a need for a handicapped ramp for the University ceremony. Watson indicated that there is only one ramp but will look into getting an additional ramp so that there can be one at both the University and Graduate School ceremonies.

Wedin informed the committee that there will only be three class officers seated on the field because two of the class officers graduated in December 2012.

Wedin indicated that Alumni Relations would like to send out a survey to student organizations and university departments in order to determine what accoutrements are being worn by the various groups. Once the survey is conducted, the Alumni Office will develop a registry list of what accoutrements (colors of cords, stoles, etc.) are currently worn by the various student groups and departments and posted on the Alumni website. O'Rourke asked if the list could include a photograph of each accoutrement. The university does not have a process in place for the approval of accoutrements.

O'Rourke noted that speakers have not yet been announced.

#### **Other Items**

Clemenz informed the committee that during the Fall University ceremony, the person collecting the name cards from the students and handing them to the readers of names had to stand in front of the podium because there was no other place to stand. This blocked the speaker's vision of the audience. There were more members of the stage party this past December than normal which may have been the reason for the limited space. Murray suggested putting a platform beside the stage so the person handing cards to the reader of names can be right next to the stage. It was indicated that this will be checked prior to the Fall ceremony to make sure that there is ample room next year. Taylor requested that an associate dean attend Commencement rehearsal to make sure the layout is correct.

#### **Announcements**

Taylor announced that the next Commencement Committee meeting will be on Wednesday, May 1, 2013, in the President's Board Room (210 Burruss Hall) beginning at 12:15 p.m.

The rehearsal will begin at 4:00 p.m. on Thursday, May 16, 2013, starting in Cassell Coliseum.

With no other business, Campbell moved to adjourn at 12:44 p.m.