

University Commencement Committee Meeting Minutes
Wednesday, May 3, 2017
12:15 p.m.
President's Board Room, 210 Burruss Hall

Present: Dan Taylor (chair), Janice Austin, Candi Clemenz, Jay Crone, Patrick Finn, Rebecca Funk, Lance Jones, Kelly McCann, Kim O'Rourke, Chris Saunders, Steve Sheetz, Michael Stowe, Martha Sullivan, Anthony Watson, Pengtao Yue, & Diane Zahm

Absent: Rami Dalloul (with notice), Deborah Dickerson, Andrew Ellis, PJ Johnston, Liselle Joseph (with notice), & Benjamin Tracy

Guests: Deputy Chief of Police Mac Babb, Jonathan Caldwell, Bo Frazier, Sergeant Tom Gallemore, Peter McCann, Christina McIntyre, Heather Miller, Margie Murray, April Myers, Dennis Robarge, Rick Sparks, Robyn Stuart, Casey Underwood, Pam Vickers, & Laura Wedin

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

Announcement of Approval of April 5, 2017, minutes

Taylor announced that the minutes of the April 5, 2017, meeting have been voted on and approved electronically.

Final Planning for the Spring ceremonies

Sergeant Gallemore informed the committee members that the doors of Cassell Coliseum will be open an hour and a half prior to the Graduate School ceremony on Thursday and the gates at Lane Stadium will be open at 7:00 a.m. on Friday for the University ceremony. Beamer Way will be closed beginning at 7:00 a.m. on Friday morning and will stay closed until the last ceremony begins on Saturday.

The meeting location for ushers at the stadium will be just inside gate 1S and at the front door of the coliseum.

Dennis Robarge from Rhino (the event staff subcontractor) indicated that security is all set.

Peter McCann indicated that those needing radios need to fill out the radio sign-up sheet after the meeting concludes so that Emergency Management is able to provide the correct number of radios for each area. The radios can be picked up on Thursday at the rehearsal or on the morning of the ceremony.

Gate 2 at the stadium will be opened for general admission, but will be temporarily blocked for the processional.

Bo Frazier indicated that there is a meeting with Facilities to work out the parking logistics for the ceremonies, but parking should be good-to-go.

Pam Vickers indicated that the interpreters have requested to be moved back on to the field for the University ceremony because guests walk in front of them when they were located in the stands. This causes a distraction for the hearing-impaired guests. A suggestion was made to move the hearing-impaired section to the south end zone.

McIntyre indicated that the honors graduates will begin their march from Hillcrest to Lane Stadium beginning at 7:45 a.m. Friday. The march from Hillcrest will take approximately 30 minutes. The processional will not begin early even if the honors procession arrives early.

Kelly McCann indicated that the marshal instructions are being rewritten and will be distributed once the rewrite is complete. For the University ceremony, there will be barricades set up in the Track and Field lot to separate the two lines for the processional. Signage is also needed for students to determine which side they need to line up on. There will be five porta potties in each tunnel in the south end zone. The 5 class officers and the student of the year will process in at the beginning of the line on the west side.

The rehearsal for the Graduate School ceremony will be at 4:00 p.m. on Wednesday, May 10, and the rehearsal for the University ceremony will be at 4:00 p.m. on Thursday, May 11. The vocalist will leave the Graduate School ceremony in order to attend the University ceremony rehearsal.

It was confirmed that the band will be able to store their instruments in the south end zone halftime locker room on Thursday night as in the past.

Master Gunnery Sergeant Jones indicated that he just needs to know what time to arrive at the ceremonies, what time to pick up the colors, and what time is rehearsal.

Michael Stowe indicated that he needs all speeches in advance for those taking care of the closed captioning of the ceremonies. Stowe is also working with the Facebook team to live stream the University ceremony to Sheryl Sandberg's Facebook page which has 1.5 million followers. CNN and ABC News will most likely stream live and broadcast the ceremony. A request has been made to allow two Facebook vehicles to park on the media pad at the stadium. Gallemore indicated that he will need to know how to identify the two vehicles and will also need a timeline for their arrival.

Janice Austin indicated that there are 750 total graduates for the Graduate School ceremony. Approximately 190 Ph.D. graduates will be participating in the ceremony. There are 120 more students than in past years. A suggestion was made to have a separate hooding ceremony for the Ph.D. students in the future.

There is one professor hooding a student who will need wheelchair access to the stage.

With no other business, Diane Zahm moved to adjourn at 12:48 p.m.