

**University Commencement Committee Meeting Minutes**  
**Wednesday, May 4, 2016**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Janice Austin, Luke Carroll, Patrick Finn, PJ Johnston, Lance Jones, Jacqueline Nottingham, Kim O'Rourke, Michael Stowe, Martha Sullivan, Benjamin Tracy, Anthony Watson, Fisha Gresham for Raven Weaver, Pengtao Yue, Diane Zahm

**Absent:** Candi Clemenz, Deborah Dickerson (with notice), Andrew Ellis, Rebecca Funk, Bernice Hausman (with notice), Steve Sheetz

**Guests:** Isaac Barber, Kathleen Green, Bo Frazier, Captain Vince Houston, Mike Kutnak, Kelly McCann, Christina McIntyre, Mike Mulhare, Margie Murray, April Myers, Rick Sparks, Robyn Stuart, Andrew Ward, Laura Wedin

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

**Approval of April 6, 2016, minutes**

Zahm made a motion to approve the minutes of the April 6, 2016, meeting. O'Rourke seconded the motion, and the minutes were approved unanimously.

**Final Planning for Spring ceremonies**

Taylor announced that the student speaker meeting will be held on Reading Day (May 5, 2016) at 9:00 a.m. in the President's Board Room. Taylor then mentioned that the Graduate School rehearsal will be at 4:00 p.m. on Wednesday, May 11, 2016, in Cassell Coliseum, and the University Ceremony rehearsal will be at 4:00 p.m. on Thursday, May 12, 2016, in Lane Stadium.

A question was raised as to where the class officers, who are not speaking, need to line up for the processional. The class officers sitting on the field will need to go to the south end zone tunnel on the west side for the processional.

Mulhare indicated that those needing radios can either pick them up beginning at 6:30 a.m. May 13 on the 7<sup>th</sup> floor of the west side of Lane Stadium or schedule a time to pick them up beforehand. Mulhare indicated that staffing information is also needed. Those responsible for gathering this information can send it to Bobbi Myers in the Office of Emergency Management.

McIntyre indicated that the honors graduates will begin their march from Hillcrest to Lane Stadium beginning at 7:45 a.m. They should arrive in the north end tunnel at approximately 8:15 a.m.

Captain Houston indicated that Beamer Way will be closed beginning at 7:15 a.m. on Friday, May 13, 2016. Andrew Ward indicated that there will be Rhino (event services contractor) staff securing Cassell Coliseum overnight on Wednesday, May 11, 2016.

Isaac Barber questioned whether the sale of flowers is allowed in Burruss Hall and Commonwealth Ballroom in Squires. Zahm indicated that the bookstore sells flowers at Cassell Coliseum and Lane Stadium. Barber indicated that there has been a request for flower sales in Burruss and Squires. It was indicated that only the bookstore sells flowers for university Commencement ceremonies.

Murray indicated that the usher and marshal refreshments for the University ceremony will be located in the breezeway between the two lounges in the south end zone. Murray indicated that ushers will need to monitor the doors in order to keep other guests out of the south end zone suite area.

Rick Sparks indicated that diplomas will be ready by 6:30 a.m. on Saturday morning. Diplomas are picked up at the Student Services building unless a college or department has made prior arrangements.

A question was raised as to whether the ceremonies will be streamed live. It was confirmed that both ceremonies will be streamed live. An additional question was raised as to whether the streaming will be captioned. Michael Stowe indicated that he would have to check into that, but his guess is that they are not captioned.

Michael Stowe indicated that they were managing the media for two different pieces: the normal media, and the media attending for Marc Edwards and Mona Hanna-Attisha's speech. There will be a point during the ceremony when Marc Edwards will request tweets that are to be displayed on the Jumbotron. Those viewing the live streaming of the ceremony will see what is on the Jumbotron for approximately five seconds.

Stowe then questioned if it would be possible to put a riser up in the first section for media to put cameras on. Watson indicated that there are no additional materials from the stage to construct a riser. It was indicated that the problem with a riser on the field is that it blocks the view of the graduates.

Austin indicated that the Graduate School ceremony is good to go. There were a lot of hooding faculty that were unaware that the ceremony was on Thursday instead of Friday.

With no other business, Zahm moved to adjourn at 12:51 p.m.