

**University Commencement Committee Meeting Minutes**  
**Wednesday, October 3, 2012**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Julia Acton for Candi Clemenz, Terry Cobb, Elizabeth Fine, Rebecca Funk, Larry Hincker, Jason Holliday, Christi Boone for Tamara Knott, Jacqueline Nottingham, Kim O'Rourke, Bruce Pencek, Durelle Scott, Jay Tucker, Michael Weaver, Eric Wininger

**Absent** Tom Broyles (with notice), Tyler Campbell (with notice), Pat Goodrich, Bill Green, Joe Merola (with notice), Masoud Safdari, Anthony Watson (with notice), David Shuster, Muzaffer Uysal

**Guests:** Travis Cross, Bo Frazier, Natalie Hart, Captain Houston, Margie Murray, April Myers, Laura Wedin

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

**Announcement of Approval of May 2, 2012, minutes**

Taylor announced that the minutes of May 2, 2012, have been voted on and approved electronically.

**Debriefing of Spring Ceremonies**

Taylor announced that he found it was beneficial for him (as chair of the committee) to be in control booth during the entire University Commencement ceremony. This allowed him to stay in contact with everyone while having a better view of what was happening on the field.

Cross indicated that it was easier for the musicians to bring their instruments to the stadium for overnight storage the evening before the ceremony. It was decided that this is something that can be done for all future ceremonies.

Nottingham suggested that there should be a better way to communicate to students who are physically challenged about special needs for the ceremony. There were several students who had special needs that Nottingham did not know about or what to do for them.

Nottingham also indicated that the use of the Rector Fieldhouse worked out very well for the lining up graduates and suggested possibly using it again in the future ceremonies. It was indicated that the Fieldhouse will not be there once the new indoor practice facility is built, but that is not going to happen in the near future.

Pencek suggested that members of the stage party should receive better instructions as to where to go, how to line up, how to process, and where to sit on the stage. Taylor suggested that anyone who has questions should come to the rehearsal the day before the ceremony. O'Rourke indicated that there is a stage party layout that is distributed in the robing room so stage party members know how to line up and where they are sitting on the stage.

Murray indicated that the only complaint she received about the University ceremony was that there were not enough seats on the field for all processing students. Nottingham indicated that approximately 200 students had to sit in the stands. With First Lady Michele Obama as the Commencement speaker, it was difficult to estimate how many students would participate.

Nottingham indicated that due to the short amount of time between the ceremonies, there was an issue with getting the college banners from the Graduate School ceremony to the University ceremony. It was suggested that there may have been an issue with getting the banners through security due to the participation of the First Lady as one of the keynote speakers at the University ceremony, and there probably will not be a problem next year. Hincker indicated that if there is still a problem, he will work on getting banners for the ceremonies.

### **Planning for the Fall Ceremonies**

Taylor indicated that this will be the first fall ceremony with only one practice gym available to line up graduates. The Graduate School ceremony did not have the second gym for this past spring ceremony so they lined up doctoral students and hooding faculty downstairs in Cassell Coliseum. There will be a lot more undergraduate students than doctoral students so this space may not work for the University ceremony. Murray indicated that since the ceremony is so late (December 21) this year, there will probably not be as many students who participate in the ceremony. Taylor indicated that a new space will have to be determined for future ceremonies and that use of the Hahn-Hurst Basketball Practice Facility may be a possibility. It was suggested that that facility would not be viable during inclement weather such as when there is ice on the top of Cassell Coliseum or when the sidewalks are slick that can cause students to slip and fall as they walk to Cassell.

Nottingham announced that the call for volunteer marshals and ushers will be sent out next week.

### **Announcement**

Taylor announced that Tom Broyles has stated that after the fall ceremony he will not be able to continue as the Director of Ushers. Taylor asked the college representatives to check with faculty members in their colleges to see if anyone is interested (and has the potential) to take on this position. The Director of Ushers coordinates usher volunteers, organizes usher duties during the ceremony, and circulates during the ceremony to handle any situation that may come up. It is hoped that the next Director of Ushers will be willing to serve at least a two-year term.

With no other business, Cobb moved to adjourn at 1:00 p.m.