University Commencement Committee Meeting Minutes
Wednesday, December 2, 2009
12:15 p.m.
325 Burruss Hall

Present: Dan Taylor (chair), LTCOL Bill Stringer for Jerry Allen, Jactone Arogo Ogejo, Bud Brown, Jeffrey Connor, Elizabeth Fine, Brian Golden, Pat Goodrich, Larry Hincker, Nathan Lavinka, Christina McIntyre, Hardus Odendaal, Kate Preston, Dean Stauffer

Absent: Jong Kim, Brad Klein (with notice), Ann Marie Knoblauch, Kim O'Rourke (with notice), Lyndell Price, David Shuster (with notice), Jill Sible, Muzzo Uysal (with notice)

Guests:Bo Frazier, Captain Houston, Margie Murray, April Myers, Krisztina Roder, Eric Wininger

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

Approval of November 4, 2009 minutes
Stauffer moved to approve the minutes of the November 4, 2009, meeting. With a second from Hincker, the minutes were approved unanimously.

Final Planning for Fall Ceremony
Listed below are the items discussed for planning of the Fall ceremonies:

- Murray announced that the programs are in process.
- Information for marshals and ushers will be mailed out next week.
- Marshal and usher volunteers are still needed from the College of Architecture and Urban Studies.
- A sound check will be performed in order to make sure that those sitting on the stage and floor will be able to hear.
- The podium for the readers of names will be on the stage during the University ceremony.
- Captain Houston will work with Mike Mulhare to finalize the evacuation plan and will have it distributed to security and ushers.
- The Commencement website will be updated to include the Donning of the Kente ceremony on Thursday, December 17, 2009.
- The meeting for the student speakers is set for Reading Day.
- The stage parties for both ceremonies will assemble in the Monogram Room.
- Taylor announced that Dr. Rosemary Blieszner will deliver the keynote address for the University ceremony, and Dr. Elsa Murano will deliver the keynote address for Graduate School ceremony.

With no other business, Brown moved to adjourn at 12:33 p.m.