

University Commencement Committee Meeting Minutes
Wednesday, December 7, 2016
12:15 p.m.
President's Board Room, 210 Burruss Hall

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

Absent: Deborah Dickerson, Andrew Ellis, PJ Johnston, & Lance Jones

Guests: Jonathan Caldwell, Bo Frazier, Captain Vince Houston, Christine McIntyre, Margie Murray, April Myers, Pam Vickers, Andrew Ward, & Laura Wedin

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

Announcement of Approval of November 2, 2016, minutes

Taylor announced that the minutes of the November 2, 2016, meeting have been voted on and approved electronically.

Final planning for Fall ceremonies

Taylor announced that the meeting to discuss student speeches will be held on Thursday, December 8, 2016, at 11:00 a.m. in the President's Board Room (210 Burruss Hall). Taylor then announced that the rehearsal will be on Thursday, December 15, 2016, at 4:00 p.m. on the floor of Cassell Coliseum.

Anthony Watson indicated that the replacement carpet for Cassell Coliseum has been received and is ready.

Andrew Ward with Rhino (event security group) will have personnel stationed at the main entrances at 7:00 a.m. and the remaining personnel will arrive at 8:15 a.m. Those working the Commencement ceremonies who need early access to the coliseum should enter the coliseum from the entrance where the graduates enter (on the Beamer Way side).

Christina McIntyre indicated that honors students will be receiving their medallions this week. Any questions about the medallions should be directed to the Honors College.

Jonathan Caldwell and Jay Crone indicated that all is good for the musicians and the vocalist. They will make sure that the music stands are there and the lighting is good.

Kelly McCann indicated that information will be sent out to the marshals next week. Diane Zahm indicated that all is set for ushers.

Michael Stowe indicated that we are all set for the live streaming and live captioning of the ceremonies. He asked to get copies of any speeches, the scripts, and the program for those taking care of the live captioning.

A question was raised as to whether the sound issues for those sitting on the stage and the coliseum floor had been fixed. Anthony Watson will contact Stage Sound to make sure any issues have been corrected.

With no other business, Zahm moved to adjourn at 12:28 p.m.