Commencement Team Meeting  
January 19, 2010


Spring 2010 Ceremonies

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Friday, May 14, 2010</td>
<td>10:00 a.m.</td>
<td>College of Liberal Arts</td>
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<tr>
<td>Friday, May 14, 2010</td>
<td>2:00 p.m.</td>
<td>College of Education</td>
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<td>Friday, May 14, 2010</td>
<td>6:00 p.m.</td>
<td>College of Science</td>
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<td>College of Applied Arts</td>
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<td>Saturday, May 15, 2010</td>
<td>10:00 a.m.</td>
<td>McCoy College of Business Administration</td>
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<td>College of Health Professions</td>
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<td>Saturday, May 15, 2010</td>
<td>2:00 p.m.</td>
<td>College of Fine Arts and Communication</td>
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<td>University College</td>
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- Concerns about overflow for spring
  - IT announced that fiber is now running from Strahan to Alkek for Cable Channel 17 (on campus channel). Uses Bryan Miller’s signal to Jumbotron for feed
  - If appropriate, we can work with Rick Bishop to set up the internet feed for on campus. Off campus requires different streaming capabilities, must send signal to the city
  - The Maroon and Gold room has several TVs
  - If necessary, teaching theatres should be reserved far in advance

Action Items
- Meet with IT, Bryan Miller, etc. about cable channel and web streaming for spring
- Add words “next gym” to the sandwich board signs for gyms 101/102
- Move orchestra forward so that UPD and others can move behind the stage/orchestra area

One Time Funding
- Announced that our commencement requests were approved including:
  - new draperies for platform
  - electronic sign for UPD
  - cones/signs for UPD
  - gym 101/102 signs
  - concourse signs
- Sub-groups will begin meeting soon to assess needs and begin ordering
- Additional items requested if possible:
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- Tent for the elderly in Bobcat Bobby area (Risk Management would store it, set up, and take down)
- Trip hazard mats

Action Items
- Meet with Communication Sub-group
  - new signs for gyms need to be higher for candidate viewing
  - Add Chandra to group
- Meet with Safety Sub-group

Commencement Going Green

- This semester the Bookstore is selling recycled gowns only, Greenweaver collection from Oak Hall
- Recycled invitations are an option, not required
- Bookstore is moving to the correct colored tassel, old gold
- Custom recycling bins for programs are being considered

Action Items
- Update commencement website with Going Green information and email link to the team

Safety Workshop

- Will be offered again this spring in early March or late April
- Will include a section by Tina Schultz for training staff to help disabled students
- Is open to all staff that work at commencement

Action Items
- Assign a student worker to assist at the freight elevator prior to and just after ceremonies
- Set workshop times/dates with Russell, Captain Benitez, and Tina
- Review website for disabled seating information, first come first served, one person can sit with disabled person

Student Survey

- Currently processing survey using Registrar’s Office. As students come in to pick up diplomas, they are filling out the surveys. Last day of pick up is February 5th.
- There have been approximately 400 surveys filled out since 1/13.

Action Items
- Meet with sub-group after February 5th to evaluate the results
Ushers and Volunteers

- Academic Affairs is now included in the rotation for ushering
  - The request sent by Holly Tipton is intended to request volunteers not already working at commencement. It is understood that the advising centers are working in the gyms. Other staff in the colleges can work as ushers.
  - It was suggested that the usher request be mentioned or included in the same email as the marshal and other staff request
- A request was brought forth to possible open program boxes or cut off tops and leave programs in the box. The new, slicker cover makes it difficult to grab programs when they are stacked against the wall. Also, the stacks tend to fall over which is a trip hazard.
- Russell could use help with the Bobby’s
  - 30 to 40 minute shifts
  - 2 volunteers per ceremony
  - Volunteers need to attend short training session
  - Contact Russell at mc52
  - Volunteer at Commencement website has more information
  - Brad has extra students working that day that could assist

Action Items
- Have student worker open program boxes and leave programs in boxes in the tunnels
- Kristin will talk to Lanita regarding ushers. A suggestion was made that if Advising Center staff wanted to participate as ushers, they could stay for an additional ceremony.