Commencement Team Meeting Minutes
9/21/10

Attending:
Russell Clark, Kristin McDaniel Brad McAllister, Derek Grice, Ralph C. Meyer, Adam Rodriguez, Michael Paynter, JD Dixon, Jennifer Scharlach, Lanita Legan, Kim May, Elizabeth Mock, Tina Schultz, Arin Ely, Ashley Ransom, Andres Lopez, Marissa Saenz, Micky Autrey, Glenda Jurek-Rahe, Becky Swindal, Yvette Morales

Updates

- Updates from June Meeting
  - UPD/Risk management agreed on emergency procedures
- Updates from August Commencement
  - No incidents reported to UPD
  - Faculty Regalia drop off was offered by Bookstore, find out from Lauren their exact location, maybe add signage?

Strahan Master Plan Update from Derek Grice

- Highlights of New Strahan Plan
- Strahan was built in 1981
- Creating a “front door” with ticket booths, lighted walkway
- Court lighting was upgraded before Aug. commencement 25%-50%
- Course lighting, paint and signage will be addressed soon
- The concourse will be renovated, widened, concession stands will be removed
- Add benches in concourse
- Add Bus loop on Aquarena Springs
- Renovate storage under bleachers
- Addition of food court area
- Large wall behind stage – add something to break up white area
- Seating-replacing retractable seats
- Request to include more wheelchair seating; maybe possible with funding
- Riverside Apartments-in the 5 year plan: tear down apts, add monument style signs starting @ Charles Austin all the way to Strahan
- Directional Signage

One Time Money Purchases

- The new table signs will be similar to the gym wall signs
- Stage Banners (Gonfalons)- being updated and the Deans will receive the current gonfalons
- Table cloths will be in the gym for fall-to match the wall signs
- Possibility of parking lot light pole signage-not likely; there are no poles currently in the lot
Chief will look into painting the ground
- Color coding parking lots; discuss in transport sub-groups
- Invite Steve Prentiss

Commencement Subgroups/Meetings

- Yvette-Communicator sub-groups
  - Constantly editing instructions; web
  - Redesigned parking maps; Strahan map - simplified for specific groups
  - Guest guide PDF on web

- Survey Sub-groups
  - Add to web/guest guide to allow reasonable time to exit and be patient

- Survey results are provided to CAD
  - Faculty Attendance
  - Student Speakers
  - Faculty invite will now come from Dr. Moore
  - Upcoming mtg. with Faculty Senate Chair
  - Regalia Rental is possibly a problem - is there a way to put a donation/help with regalia? New faculty issues?
  - Group feels strongly @ encouraging faculty attachment
  - Dr. Moore's email to faculty - maybe include in the invitation @ survey results?
  - Attendance list
  - Email survey link to team
  - recommend to survey faculty
  - more involvement in the ceremony
  - what has worked @ other universities
  - maybe recognizing faculty by college rather than group?

- The Graduate College meets as a group to discuss commencement procedures. JD will attend the Pre-Commencement Meeting to give a presentation on graduate hooding.

Reader Cards

- Addresses on the reader cards should not be pre-populated
- Students need to fill out cards
- If the student has a privacy hold, this will trump their answer on the graduation application.
- With the new SIS, we may be able to let students know of privacy holds at the time of application

Additional Discussion Items
• It was suggested that the Bobcat Village parking lot NOT be used for commencement. The Transportation Subgroup will discuss this immediately and update the parking maps, etc.

• Discuss possibility of PhD candidate portrait

• Alumni working with photographers for green screen outside
  o Send a copy of photography contract to Alumni Association

• Attendance
  o Internships in summer cause lack of attendance
  o Advisors can compare numbers from participants in May to August attendance, if necessary

• Sidewalk-widen to 9ft-$10,000
  o Budgets-commencement, ADA (Russell will send estimates with email for Thorne)
  o WEB-there is now a home page for students, guests, and faculty
    ▪ Emergency plan is available as well
    ▪ Dr. Moore is the emergency speaker for script regarding weather, bomb threats etc.