Commencement Team Meeting
Updated Meeting Minutes
June 8, 2010

Attendees: Micky Autrey, Amy Beck, Russell Clark, Laura Daniels, Arin Ely, Debra Feakes, Darlene French, Jennifer Jahns, Rickey Lattie, Lanita Legan, Kim May, Brad McAllister, Kristin McDaniel, Ralph Meyer, Yvette Morales, Mary Pavia, Sara Pfeifer, Adam Rodriguez, Jennifer Scharlach, Becky Swindal, Holly Tipton, Michael Whitehawk

Comments on Spring 2010:
- The only incident reported was an ill candidate on the floor of the coliseum.
- Leaving programs in the boxes was a big help.
- Change distribution of program boxes in entries:
  - Entrances hardest hit: 2 and 3
  - Next level of distribution: 8, 9, and 10
- Restroom signs seem small
- Request for additional yellow walls signs at entrances 4 and 5 to direct candidates/guests
  - Maybe one that says “Guest Seating Sections A through D” with directional arrow and a second indicating the remaining sections.
- A couple of sidewalk areas flooded easily and request issued for better/higher sidewalks.
  - The sidewalk from Jowers to the smaller “Platform Party” Parking Lot
  - The sidewalk from Jowers to the Bobcat Bobbies need to be 4 feet wider for disabled accessibility.

Emergency Procedures:
- UPD and Strahan staff were prepared for rain/tornados during the May 2010 commencement and suggested plan be set in place for every commencement in the case of bad weather.
  - In case of tornado, Jowers’ gyms are the best option.
  - Request issued by UPD that we reserve the upstairs Jowers gyms every semester in case of any emergency.
  - Arrange meeting between Marcus Hendry and UPD.

Transportation Discussion Items:
- Request for signs on the various light poles in parking lots so that guests know where they have parked.
  - Chief Meyer will look in to this and discuss further at transportation subgroup meeting.
- The buses only had one issue and that was the rain. Everything ran smoothly.
- Advertise the Mill Street Parking as the main parking lot that is serviced by buses.

Survey Discussion:
- Tassel turning and ring turning were added to Dr. Moore’s speeches as a result of the fall 2009 survey results. All guests and students responded appreciatively.

General Discussion:
- Request for all volunteers/staffers to watch the pdf’s from the Emergency/Safety Workshop
- Bobcat Bobbies still need additional volunteers.
- Russell received many “thank you’s” and positive feedback from the people he assisted regarding the short ceremonies.
- Check with Lauren in the Bookstore regarding the return of faculty robes.
  - Could this be done after commencement in the Park?
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- Faculty requested that we have a check in for their personal items.
- Request made for additional signage in gyms to indicate that personal items will be picked up and taken to Lost and Found once the ceremony begins. Our staff are not liable for items left behind.
- Request made for web streaming by the Team. Was agreed that this might help the crowding problems as well as the disabled guests who do not want to attend.