



Commencement Committee Minutes

Date 04/23/2018 Start Time 3:30 PM Adjournment Time 4:05 PM Location ULM Library 3-B
 Type of Meeting Regular Special

CHAIR	Kelli Cole and Emily Williamson
SECRETARY	Emily Williamson
ATTENDEES	Dr. Scott Baggarly, Dr. Patti Calk, Ms. Amanda Carter, Ms. Kelli Cole, Dr. Cassie Crew, Dr. Sharon Cruse, Dr. Tom DeNardin, Dr. Theresa Dronet, Ms. Amanda Elias, Ms. Rebecca Hamm, Ms. Tyler Greer, Dr. Julia Guernsey-Pitchford, Mr. John Herrock, Dr. Scott Humes, Ms. Allison Jarrell, Ms. Sandra Jones, Dr. Faisal Kaleem, Mr. Jeremy Kent, Ms. Amy Kincannon, Mr. David King, Dr. Mara Loeb, Ms. Lauren McCarty, Dr. Janelle McDaniel, Dr. Carolyn Murphy, Ms. April Picard, Ms. Audrey Rayford, Ms. Suzanne Seeber, Ms. Ashley Taylor, Ms. Sara Webb, Ms. Janis Weber, Ms. Emily Williamson, Mr. Robert Williamson, Ms. Mary Blanche Wortham,
ABSENT (EXCUSED)	Ms. Jordan Anderson, Dr. Laurie Babin, Ms. Carolyn Bruce, Mr. Barth Cox, Dr. Adaobi Duru, Dr. Virginia Eaton, Mr. Julian Jones, Ms. Brooke Foy, Ms. Julia Letlow, Dr. Sandra Lunte, Mr. Adam Majors, Mr. Anthony Malta, Ms. Rhonda Mann, Ms. Sherry Peveto, Dr. Jason Smith, Mr. Thom Rogers, Ms. Kim Theodos, Hope Young

Agenda

GENERAL ANNOUNCEMENTS	
1.	Welcome Spring 2018 Commencement Committee Planning Meeting
2.	Review of Minutes – 11-20-17 Motion to approve minutes made by: Amy Kincannon Seconded by: MaryBlanche Worththam
3.	Overview of 2018 Spring Commencement as of 4-23-18 Awarding 967 Degrees (896 Marching) 9 Associate Degrees 725 Bachelor’s Degrees (5 Multiple degrees) 125 Master’s Degrees 94 Pharm D 2 are Doctor of Education 5 are Doctor of Philosophy 1 Posthumous 9 Students with 4.0 132 Cum Laude 3.5 to 3.75 55 Suma Cum Laude 3.9 to 4.0 54 Magna Cum Laude 3.75 to 3.9 Announcer: Dr. Jeff Anderson Speaker: Judge Milton Moore III
4.	Rehearsal and Ceremony Dates/Times Commencement Rehearsal will be held Friday, May 11, 2018 at 10:00 AM in Fant-Ewing Coliseum. You will need to report to the Commencement Office Lower Level Room 43 at 9:45 to pick up your Marshal Clipboards, digital radios, and ear pieces. Please place your clipboards back in the mail slots following rehearsal so we can change out items on them and post any ceremony changes. Place digital radios back on chargers, return ear piece to bag on your clipboard. Commencement Ceremony will be held Saturday, May 12, 2018 at 10:00 AM in Fant-Ewing Coliseum. You will need to report to the Commencement Office on the Lower Level Room 43 at 8:45 to pick up your Marshal Clipboards, digital radios, ear pieces and ceremony changes in order to be in place at your assigned location by 9:00 AM.

- 5. Review of Conflict Resolution techniques

- 6. Preparation for Rehearsal and Ceremony
 - Commencement Regalia Etiquette
 - Info for candidates and guests on Student Tab.
 - Marshal Assignments and Duties
 - Marshals/Nurses
 - Trauma Kits – Nurses will have at East Ramp lower concourse entrance
 - West Ramp lower concourse entrance
 - Upper level main entrance Left (wheelchair ramp) side.

 - AED Location –West Ramp Lower Concourse – from col. Floor on Left Wall in Concourse entrance between roller door and exit doors
 - East Ramp Lower Concourse – Nurse will have portable unit.
 - Upper level main entrance Left (wheelchair ramp) side.
 - Marshal Communication
 - Marshal line checklist
 - Clothing – robe unzipped
 - Approved Regalia – (Diagram will be with your clipboards)
 - Cords-
 - Stoles-
 - Pins –
 - Mortar Boards – Check tops
 - Hands – empty (no phones, cameras, bottles, programs, etc.)
 - Review marshals’ instructions
 - Line-up Formation
 - Sign-up sheet for “other duties”

DISCUSSION TOPICS	
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- Program adjustments due to number of graduates for this ceremony only
 - o Faculty will be seated in chairs on the floor for processional but will leave the floor during the recessional as usual.
 - o Dr. Bruno will not individually recognize students by name for their accomplishments
 - o The Alma Mata will be deleted at the end of this ceremony
 - o Flags will be posted already without color guard
 - o Bayou Pointe will be opened for overflow guests
- Recessional Music Vote –
 - A. Traditional music - 9 votes
 - B. Traditional recessional music played while the administration and faculty march out then play the "Happy" song as the students march out - 20 votes
 - 2 committee members abstained
- Spring 2019 will be split into 2 separate ceremonies with 2 rehearsals
- Fall 2018 Additional Committee Assignments will be assigned and divided between the three ceremonies. Fall 2018 and the two Spring 2019 ceremonies.

CONCLUSIONS	
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Option B was selected for Recessional music.
 Motion made by Patti Calk to adjourn meeting. Seconded by Rebecca Hamm

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Approved by committee/council chair Yes on 9-24-18