



Commencement Committee Minutes

Date 08/24/2018 Start Time 3:30 PM Adjournment Time 3:58 PM Location ULM Library 3B
 Type of Meeting Regular Special

CHAIR	Dr. Patti Calk and Emily Williamson
SECRETARY	Emily Williamson
ATTENDEES	Dr. Laurie Babin, Dr. Nektarios Barabutis, Dr. Patti Calk, Dr. Jean Christopher Chamcheu, Ms. Kelli Cole, Dr. Khalid El Sayed, Ms. Amanda Elias, Ms. Morgan Fitch, Mr. John Herrock, Dr. Anissa Horne, Dr. Scott Humes, Dr. Faisal Kaleem, Ms. Amy Kincannon, Dr. Carolyn Murphy, Ms. April Picard, Ms. Mary Rhea, Ms. Suzanne Seeber, Dr. Roxie Stewart, Ms. Emily Williamson, Mr. Robert Williamson, Ms. Mary Blanche Wortham,
ABSENT (EXCUSED)	Ms. Brandi Adcock, Ms. Sandy Bailey, Mr. Barth Cox, Dr. Cassie Crew, Dr. Sharon Cruse, Ms. Tammy Dannehl, Dr. Tom DeNardin, Dr. Bryan Donald, Dr. Emily Dow, Dr. Virginia Eaton, Dr. Patrick Exmeyer, Ms. Brooke Foy, Ms. Tyler Greer, Ms. Allison Jarrell, Mr. Jeremy Kent, Ms. Julia Letlow, Dr. YongYu Liu, Dr. Mara Loeb, Ms. Lauren McCarty, Dr. Janelle McDaniel, Mr. Anthony Malta, Ms. Rhonda Mann, Ms. Victoria Moore, Mr. Zachary Moore, Ms. Sherry Peveto, Mr. Thom Rogers, Dr. Laurel Sampognaro, Ms. Kim Theodos, Ms. Sara Webb, Hope Young

Agenda

GENERAL ANNOUNCEMENTS	
1.	Welcome to the 2018-2019 Commencement Committee Planning Meeting
2.	Review of Minutes – 4-23-18 Motion made by: Amy Kincannon Seconded by: Dr. Laurie Babin
3.	Dates/Times for 2018-2019 Fall 2018 Committee meeting – Monday, November 19, 2018 3:30-5:00 PM ULM Library 3B Rehearsal – Friday, December 7, 2018 10:00-11:30 AM Fant Ewing Coliseum Ceremony – Saturday, December 8, 2018 10:00 AM Commencement Committee will report at 8:45 AM Fant Ewing Coliseum Lower Level Room 43 Spring 2018 Committee meeting – Monday, April 15, 2019 3:30-5:00 PM ULM Library 3B Rehearsal – Friday, May 10, 2019 10:00-11:30 AM Fant Ewing Coliseum Ceremony – Saturday, May 11, 2019 10:00 AM Commencement Committee will report at 8:45 AM Fant Ewing Coliseum Lower Level Room 43
<p>Commencement Rehearsal will be held in Fant-Ewing Coliseum at 10:00 AM. You will need to report to the Commencement Office Lower Level Room 43 at 9:45 to pick up your Marshal bag containing Clipboards, digital radios, and ear pieces.</p> <p>Commencement Ceremony will be held 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 bag containing Clipboards, digital radios, ear pieces and ceremony changes in order to be in place at your assigned location by 9:00 AM.</p>	
DISCUSSION TOPICS	
4.	Additional Rehearsal and Ceremony Assignments (page 2)
5.	Regalia/Honors – updating organizations and regalia
6.	Protocol for Communications liaison
7.	Committee questions/recommendations

CONCLUSIONS		
Committee members will be assigned additional rehearsal and ceremony assignments. RSO information for Honors Regalia needs to be updated Additions were made to Protocol for Communications liaison		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committee members will swap positions on additional rehearsal and ceremony assignments	Individual Committee membes	Ongoing
RSO Coordinator Meagan Lee will be contancted for Facualty Sponsor and organization list to update Honors Regalia	Emily Williamson	11-30-18
Updated Communication Liaison protocol will be sent to Dr. Rob Hanser for use during ceremony.	Emily Williamson	11-25-18

Approved by committee/council chair Yes on 11-19-18