

UNIVERSITY OF LOUISIANA AT MONROE

Commencement Committee Meeting Agenda



4:00 p.m. ~ November 18, 2019
Library 3-C



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1. **Welcome to the Fall 2019 Commencement Committee Planning Meeting**
 2. **Review of Minutes – 04-15-19**
Motion made by: Dr. Mara Loeb
Seconded by: Mrs. Mary Wortham
 3. **Dates/Times for 2019**
Fall 2019
Committee meeting – Monday, November, 2019 4:00-5:00 PM ULM Library 3C
Rehearsal – Friday, December 13, 2019 10:00-11:30 AM Fant Ewing Coliseum.
Commencement Committee will report at 8:45 AM Fant Ewing Coliseum Lower Level Room 43
Ceremony – Saturday, December 14, 2019 10:00 AM. Commencement Committee will report at 8:45 AM Fant Ewing Coliseum Lower Level Room 43

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 8:45 to pick up your Marshal bag containing Clipboards, digital radios, and ear pieces.*
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.*
 4. **Commencement numbers**
 - a. Currently there are 204 students graduating from Summer and 618 students graduating this Fall. 639 stating that they will be walking in commencement.
 - b. 42 are Associate's, 556 are Bachelor's, 220 Graduate School, 1 Pharm D
 5. **Additional Rehearsal and Ceremony Assignments (page 3-4)**
 6. **Commencement speaker is Kim Hunter Reed, Louisiana Commissioner of Higher Education**
 7. **Regalia/Honors – updating organizations and regalia**
 - a. Please advise of any new organizations
 8. **Awaiting information from Dr. Ruiz regarding a committee to discuss non-academic regalia**
 9. **Discuss Spring ceremony**
Potentially need to break Spring ceremony into 2 ceremonies. Morgan Fitch and Patti Calk to meet with Dr. Ruiz for follow-up.

10. Committee questions/recommendations:

- add wheelchair access to printed map in marshal packet
- outdoor handicap signs pointing to direction of ramp
- check to see if we can set up before 4:30 on 12/12/2019
- need a box (2 flats) of water

11. Short meeting with line marshals following conclusion – Carolyn Murphy and Sara Webb

12. Adjournment

Motion made by: Dr. Kristen Hill

Seconded by: Dr. Carolyn Murphy

Committee Member	Extra Duty Assignment	Date
Anissa Horne	Hanging Signs	Thursday, December 12, 4:30 pm until
Deb Golemon	Hanging Signs	Thursday, December 12, 4:30 pm until
Amy Kincannon	Hanging Signs	Thursday, December 12, 4:30 pm until
Yong-Yu Liu	Hanging Signs	Thursday, December 12, 4:30 pm until
Amy Kincannon	Hanging Signs	Thursday, December 12, 4:30 pm until
Mara Loeb	Hanging Signs	Thursday, December 12, 4:30 pm until
Kelley Gentry	Hanging Signs	Thursday, December 12, 4:30 pm until
Andrew Cox	Hanging Signs	Thursday, December 12, 4:30 pm until
Amanda Thompson	Hanging Signs	Thursday, December 12, 4:30 pm until

Greeting and handing out rehearsal packets

Ashley Barbo	Lower Concourse East Ramp	Friday, December 13, at 9:15 AM
Jean Chamcheu	Lower Concourse West Ramp	Friday, December 13, at 9:15 AM
Alaina Johnson	Upper Concourse Left Side	Friday, December 13, at 9:15 AM
Zachary Moore	Upper Concourse Right Side	Friday, December 13, at 9:15 AM
Veronika Humphries	Direction Assistance at East Floor entrance (behind stage)	Friday, December 13, at 9:15 AM
Sandra Lunte	Direction Assistance at West Floor entrance (BonAire side)	Friday, December 13, at 9:15 AM
Mary Rhea	Assist on floor helping students find their seats	Friday, December 13, at 9:15 AM
Laurel Sampognaro	Assist on floor helping students find their seats	Friday, December 13, at 9:15 AM
David McGraw	Assist on floor helping students find their seats	Friday, December 13, at 9:15 AM
Roxie Stewart	Assist on floor helping students find their seats	Friday, December 13, at 9:15 AM
Amanda Elias	Assist on floor helping students find their seats	Friday, December 13, at 9:15 AM
Kristen Hill	Assist on floor helping students find their seats	Friday, December 13, at 9:15 AM
Paula Willis	Assist on floor helping students find their seats	Friday, December 13, at 9:15 AM

Taking Down Laminated Signs

Patrick Exmeyer	Upper concourse –Row Numbers Upper concourse – Signs by Gate entrances Signs hanging from ceiling Be sure and get magnetic hooks. (Step stool in commencement office)	Saturday December 14, 2019 at 10:00 am
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Nektarios Barabutis	Lower concourse – Signs from outside of east and west entrance doors.	Saturday December 14, 2019 at 10:00 am
Chaz Lilly	Lower concourse – Signs beside tunnel entrance and dressing room doors (Be very quiet)	Saturday December 14, 2019 at 10:00 am
Fred Adams	Sort Laminated signs in office as they come in	Saturday December 14, 2019 at 10:00 am
Ashley Wiltcher	Sort Clipboard Items, Nametags, and Vests in office	Saturday December 14, 2019 at 10:00 am
Long Pham	Take down exterior door signs upper concourse Take down exterior door signs lower concourse and stairwell hanging signs in lower concourse.	Saturday December 14, 2019 at 10:00 am

Taking Signs off Chairs and Reserved Seating Signs

Tom DeNardin	Take down exterior door signs upper concourse	Saturday December 14, 2019 immediately after ceremony
Bryan Donald	Row/Seat # on chairs left side	Saturday December 14, 2019 immediately after ceremony
Sandy Bailey	Row/Seat # on chairs left side	Saturday December 14, 2019 immediately after ceremony
Khalid El Sayed	Row/Seat # on chairs right side	Saturday December 14, 2019 immediately after ceremony
Tammy Dannehl	Row/Seat # on chairs right side	Saturday December 14, 2019 immediately after ceremony
Mary Blanche Wortham	Reserved seating signs upper concourse seating area	Saturday December 14, 2019 immediately after ceremony
Kim Theodos	Sort row and seat # and pack for next ceremony	Saturday December 14, 2019 immediately after ceremony
Amy Miller	Sort row and seat # and pack for next ceremony	Saturday December 14, 2019 immediately after ceremony
Allison Jarrell	Sort row and seat # and pack for next ceremony	Saturday December 14, 2019 immediately after ceremony
Brooke Foy	Sort row and seat # and pack for next ceremony	Saturday December 14, 2019 immediately after ceremony
Elizabeth Ragland	Return clothing racks and carts from Administration and Faculty and Robing. Put water in refrigerator. Restock carts.	Saturday December 14, 2019 immediately after ceremony
Tyler Greer	Replace missing row and seat # and for next ceremony	Saturday December 14, 2019 immediately after ceremony
Sandy Bailey	Check Nurse/Medical bags and write down items that need to be replaced	Saturday December 14, 2019 immediately after ceremony