



Commencement Committee

Minutes

Date 11/21/2016 Start Time 3:30 PM Adjournment Time 4:24 PM Location ULM Library 3-B
 Type of Meeting Regular Special

CHAIR	Kelli Cole and Emily Williamson
SECRETARY	Emily Williamson
ATTENDEES	Dr. Fred Adams, Dr. Scott Baggarly, Ms. Sandy Bailey, Ms. Amanda Carter, Dr. Sharon Cruse Mr. Jeremy Kent, Ms. Rebecca Gibson, Ms. Tyler Greer, Mr. Dustin Gross, Dr. Julia Guernsey- Pitchford, Mr. John Herrock, Dr. Lyle Holin, Ms. Allison Jarrell, Ms. Sandra Jones, Mr. Julian Jones, Ms. Amy Kincannon, Mr. David King, Mr. Anthony Malta, Ms. Lauren McCarty, Dr. Janelle McDaniel, Ms. Paula Miller, Dr. Melvin Mobley, Dr. Carolyn Murphy, Ms. April Picard, Dr. Courtney Robertson, Ms. Suzanne Seeber, Ms. Cindy Strickler, Ms. Kim Theodos, Dr. Richard Thurlkill, Ms. Janis Weber, Ms. Emily Williamson, Mr. Robert Williamson, Ms. Mary Blanche Wortham.
ABSENT (EXCUSED)	Ms. Jordan Anderson, Dr. Laurie Babin, Ms. Betsy Beard, Ms. Carolyn Bruce, Dr. Patti Calk Ms. Kelli Cole, Mr. Barth Cox, Dr. Adaobi Duru, Dr. Virginia Eaton, Dr. Scott Humes, Mr. Brice Jones, Ms. Julia Letlow, Dr. Sandra Lunte, Ms. Rhonda Mann, Dr. Janelle McDaniel, Dr. Leslie Pace, Ms. Sherry Peveto, Ms. Patricia Roshto, Dr. Jason Smith, Ms. Catherine St. John, Ms. Ashley Taylor, Dr. Anthony Walker, Ms. Sara Webb.

Agenda

GENERAL ANNOUNCEMENTS	
1. Welcome	Mrs. Williamson welcomed all committee members and asked committee members introduce themselves and share which department they are affiliated with. Mrs. Williamson explained new co-chair, vice-chair and committee rotation structure.
2. Review of Minutes – April 25, 2016.	Minutes from the April 25, 2016, meeting were reviewed and approved (motion, Carolyn Murphy, second, Scott Baggarly)
3. Overview of 2016 Fall Commencement	Awarding 739 Degrees from Summer 2016 and Fall 2016 (553 Marching) 50 Associate Degrees 523 Bachelor’s Degrees (Multiple degrees) 150 Master’s Degrees (First award Masters of Public Administration) 7 are Doctor of Education 9 are Doctor of Philosophy Announcer: Dr. Chris Michaelides Speaker: State Senator Ronnie Johns
4. Rehearsal and Ceremony Dates/Times	Mrs. Williamson called committee member’s attention to the following dates and times for the 2016 Fall Commencement.
Commencement Rehearsal will be held Friday, December 9, 2016 at 9:00 AM in Fant-Ewing Coliseum. You will need to report to the Commencement Office Lower Level Room 43 at 8:45 to pick up your Marshal Clipboards. Please place your	

clipboards back in the mail slots following rehearsal so we can change out items on them and post any ceremony changes.

Commencement Ceremony will be held Saturday, December 10, 2016 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 and ceremony changes in order to be in place at your assigned location by 9:00 AM.

5. Preparation for Rehearsal and Ceremony

The following items were discussed in preparation for the upcoming rehearsal and ceremony:

Candidates / guest information: has been moved from the Registrar's page under the Student Tab on the homepage under the category of commencement.

Review marshals' instructions and Assignments: Mrs. Williamson directed committee members to 2016 Fall Commencement Instructions for Marshals, the Candidate Line-up Formation Diagram of Fant-Ewing Coliseum and the Commencement Committee assignments table.

Volunteer Sign-up: Committee members were asked to volunteer to hang /remove signs, greet and distribute rehearsal packets, and take row and seat numbers off chairs. A sign-up sheet for these additional duties was passed around.

6. Other Business

None stated

7. Adjournment

The meeting was adjourned at 4:24 PM

Respectfully submitted,
Emily Williamson, Co-Chair
November 22, 2016

DISCUSSION TOPICS		
listed above		
CONCLUSIONS		
listed above		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
listed above	listed above, marshal assign.	12-10-16

Approved by committee/council chair Yes on 4-24-17