

Commencement Committee Meeting
Minutes
November 3, 1993

The meeting was called to order at 12:00 noon by Ed Henneke, chair of the committee.

Agenda items discussed:

- (1) Report on action items from the October 6, 1993, meeting.

New stage - Justification and cost estimates for a new stage have been forwarded to Laurie Martinson and the Budget Committee for consideration.

Reception allowances - A letter requesting support for an increase in reception allowances has been sent to Laurie Martinson.

- (2) Proposal for graduate student listings in program.

Martha Johnson was not able to present this item in person, but did submit a proposal to the committee for consideration.

The committee decided to support the re-listing of students not making Fall Commencement. It did not support running the entire Graduate School listing. Printing costs for the Spring Commencement Program increased approximately \$7,000 in 1992 when the entire listing of advanced degree candidates for fall and spring were included.

- (3) Last minute issues for Fall Commencement.

Everything looks like it's falling together.

Meeting was adjourned at 1:10 p.m.