

UNIVERSITY COMMENCEMENT COMMITTEE MINUTES
December 3, 1997
President's Boardroom, 210 Burruss Hall

PRESENT: E. Henneke, C. Nickerson, L. Hincker, S. Musser, W. Glasser, D. Taylor, M. Johnson, J. Beach, P. Metz, A. McDaniel, L. Roberson for J. Scarpaci, B. Sumichrast, A. Bame, R. Kander, W. Shannon, J. Miller, J. Ginther

Guests: C. Agnew, S. Angle, T. Duetsch, K. Peter, P. Caldwell for M. Jones, D. McKee

The meeting was called to order by Chairman Henneke at 12:05 p.m.

Approval of November 5, 1997 minutes

The minutes were approved unanimously as distributed.

Final plans for Fall Commencement, December 19-20, 1997

John Beach presented the mace to Paul Metz, Commencement Marshal, for his safe keeping.

Dr. Henneke explained to the new members why diplomas are not distributed at Fall Commencement. There is insufficient time for the Registrar's Office to compile records in time to hand out diplomas in the Fall.

Rehearsals will be held as follows: Graduate School - 8:00 a.m. on December 19, at Cassell Coliseum; Undergraduate - 8:30 a.m. on December 19, at Cassell Coliseum. The sound system will be operational.

There will be 900 chairs set up for the undergraduate ceremony.

Paul Metz asked if anyone had looked into buying chairs instead of renting them. John Beach responded -- a chair similar to the one currently rented would cost about \$13 each (we rent approximately 10,000 chairs), but storage is the main problem. We have a good vendor who gives good quality chairs at about \$1 each in Fall and 75 cents each in Spring.

The handicap access ramp is needed on the stage.

Susan Angle will let Dr. Henneke and John Beach know if a signer is needed.

Dave McKee presented the music back-up tape to Martha Johnson.

Listening assistive devices will be available at the Coliseum for those who need them.

Six staff volunteers are still needed for the Graduate Ceremony.

Other items, as needed

Larry Hincker will see that the Graduate School Commencement Ceremony is listed on the University Faculty-Staff Planning Calendar for 1998-99. He also mentioned that he had checked with other universities who had tried videotaping their ceremonies -- they found it was not economical.

Dr. Henneke suggested videotaping the fall speaker. Paul Metz indicated he would like a tape or a hard copy of the talk for the library's archives.

Carole Nickerson stated that we always request text from the speakers, but most of them don't want to give it to us in advance. One problem is that speakers don't follow the written version exactly, making it difficult to recreate.

Parking/traffic control -- Carole Nickerson requested that the police monitor the bays reserved for the stage party and special guests. Lt. Caldwell indicated that there would be three people on hand.

The meeting was adjourned at 12:40 p.m.

Respectfully submitted

Edmund G. Henneke, Chair
University Commencement Committee