

MINUTES
UNIVERSITY COMMENCEMENT COMMITTEE
December 7, 1994

Members present: E. Henneke, C. Nickerson, L. Hincker, S. Musser, D. Ludwig, D. Taylor, D. deWolf, Norrine Bailey Spencer for R. Smith, J. Tlou, R. Broadwater, A. Zink, F. Thye, D. Waldron, B. Brown, S. Milliken

Resource persons present: C. Agnew, J. Beach, D. McKee, V. Reilly, P. White, Rhonda Rogers for L. Worley

Ed Henneke called the meeting to order at 12:00 noon. The meeting was held in the President's Boardroom, Burruss.

The main topic of discussion was last minute details for the Fall Commencement Ceremony scheduled December 17, 1994.

Dan Taylor and Dan Ludwig reported that all ushers and marshals have been secured and will report for duty on the 17th.

John Beach reported that the new stage will arrive on December 15 (the old stage will be available just in case it shouldn't arrive). Chairs have been rented for the stage.

Virginia Reilly reported that seats on the same level with the entrances will be roped off all the way around the coliseum for those individuals who have difficulty maneuvering stairs. She also indicated that a social group called HANDS has volunteered to help distribute listening assistive devices at the ceremony. They will have a table and a check-out system in place.

David McKee reported that the musicians will be rehearsing on Monday, the 12th.

Dan Ludwig reported that he reserved 200 seats up the sides to hold overflow graduates. There are 990 seats on the floor.

A concession stand will be open for the ushers to receive free coffee and pastries per Henry Pittard.

Pat White reported that the program is done. Programs will be picked up by Physical Plant and stored in the Coliseum until the 17th.

Stan Musser indicated that the Color Guard is ready.

Shannon Milliken indicated that there will be four officers seated on the stage and the remainder will be seated on the first row of seats.

Ed Henneke presented a potential problem to the committee members for their information. A basketball game has been scheduled after commencement next year, December 16, 1995. He would like for the committee to meet with Dave Braine and express its concern over this action. John Beach indicated that the game will put a great deal of pressure on his crew to have the coliseum in good shape for the basketball crowd that evening (picking up trash, cleaning restrooms, tearing down the stage and chairs). May not have to put plywood down on the floor--just the carpet, which would help time- and manpower-wise. Cheryl Gasper is concerned that individuals wearing high heels may scar the floor if they step on one of the seams. Further discussion will continue.

Receptions planned by the individual colleges were discussed briefly. Business planned a "buy your own lunch" for their graduates and families and sold out in a short period of time. Engineering was having its reception at Dietrick. Forestry had a breakfast planned for its graduates. Only one college, Education, decided to forego a reception for its fall graduates.

Meeting was adjourned at 1:00 p.m.