Commencement Committee Meeting Minutes
Wednesday, December 7, 2005
12:15 p.m.
President’s Boardroom, 210 Burruss Hall

Present: Dan Taylor, Bill Stringer for Jerry Allen, Bud Brown, Deborah Cook, Russell Davis, Sam Easterling, Jerry Gibson, Larry Hincker, Jean Kampe, Brad Klein, Navin Manjooran, Kim O’Rourke, Lyndell Price, Dixie Reaves

Absent: Ed Henneke, Sumeet Bagai, Karen DePauw, Ellington Graves, Bill Green, Brian James, Jerry Niles, Dean Stauffer

Guests: Wendell Flinchum, Patrick Casey, Margie Murray, April Myers, Jennie Reilly

Dr. Taylor chaired the meeting in the absence of Dr. Henneke. He called the meeting to order at 12:16 p.m.

Approval of Minutes
O’Rourke moved that the minutes for the November 2, 2005, meeting be approved as written. With a second from Cook, the minutes were approved unanimously.

Final Planning for Fall Commencement
Taylor indicated that this meeting would basically be a check in for Fall Commencement. He reminded the committee that the rehearsal will be on Thursday, December 15, at 4:00 p.m. in the coliseum.

Taylor indicated that there are sufficient usher and marshal volunteers for the ceremony. Reaves informed the committee that instructions for the marshals will be distributed after the meeting. Murray questioned how many parking passes are needed for marshals and ushers. Taylor stated he will need 60 parking passes for ushers and Reaves said she will get a count by the end of the meeting.

Price informed the committee that the sign shop will need to be notified as soon as possible if any signs are needed. Reilly asked about the status of the signage indicating that guests in wheelchairs can have one guest sit with them and the remaining family members will be seated behind them. Price confirmed that these signs are ready.

Taylor asked if there are any issues about the lighting for the band. Casey indicated that he will work with Price to make sure there will be proper lighting.

Murray indicated that there were approximately 1,100 undergraduates that are eligible to graduate. Reaves stated that she needs the number of graduates per college to determine the proper seating arrangement. O’Rourke asked Murray to obtain the number of graduates per college.

Kampe asked if the Commencement speaker has been revealed yet. Taylor stated that Minnis Ridenour will be the University ceremony speaker and Phil Thompson will be the Graduate School ceremony speaker.
O’Rourke questioned if there are any issues with concessions. Taylor indicated that the concessions should be open and ready for business at least an hour before the ceremony.

Price asked if the programs are ready. Murray indicated that they are being printed and should be ready by December 14.

Murray questioned where the food should be located for the ushers and marshals. Taylor suggested the same location as previous ceremonies.

Casey announced that he will not be present at the ceremony, but he would like to receive feedback for future ceremonies.

Reilly questioned if the handicapped parking will be in the same location as previous ceremonies. Taylor stated that it should be the same location as before.

O’Rourke then mentioned that according to the Inclement Weather Policy if the University is closed on Friday, December 16, there will be no Commencement ceremonies.

With no other business, Brown moved to adjourn at 12:20 p.m.

[Note: Because of inclement weather, the University Ceremony and the Graduate School Ceremony were each delayed by three hours on December 16. Also, the rehearsal on December 15 was cancelled.]