Dr. Henneke called the meeting to order at 12:16 p.m.

Approval of Minutes
A motion was made and seconded to approve the minutes for the March 2, 2005 meeting and the minutes were approved unanimously.

Announcements
Henneke stated that Jim Hyatt has approved the request from Dave McKee for the pre-Commencement band tour that will be sponsored by the Commencement Committee.

Requests have already been sent out for ushers and assistant marshals to volunteer to help with the ceremony.

Avery indicated that the master's candidates will be able to pick up their diplomas after the ceremony at the Graduate School. The Graduate School will extend their hours to accommodate this.

Henneke informed the committee that one of the departments has sent out an announcement to their graduates stating that there will be a limit of five tickets to the ceremony available for each graduate. Several irate parents have called stating that they have more than five people attending the ceremony. Hincker questioned who changed the venue for this department. Henneke stated that the Commencement Committee Chair and the President’s office made the change because another department needed the larger space. Murray indicated that the department in question did not return a survey that was sent out requesting the necessary information to schedule a suitable venue. Murray then stated that information gathered last year from this department indicated a total of 250 students graduating and 600 guests which is why the change was made to a smaller venue that will accommodate 1500 people. Henneke then stated that he brought this situation to the committee’s attention because the committee will hear about it, but it is ultimately up to the department to handle.
Planning for the Spring Ceremony
Henneke questioned if there has been a determination made on how many programs to print. Murray indicated that a decision has been made to print 23,000 programs. Murray then informed the committee that last year a decision was made to print a two-page flyer for the University ceremony guests, but because of all of the award recipients this year the flyer would have to be four pages. Last year two programs per student were provided for each college/department ceremony. Murray stated if we only provide one program per student this year there should be enough full programs to hand out to the audience.

It states in the brochure that those wanting a program will need to go to the University ceremony to obtain one. Murray then stated that 3,000 programs are for the Graduate School, 1,000 are for the College of Veterinary Medicine, 4,000 are for the undergraduates, and 15,000 are for the University ceremony audience. Henneke stated that 15,000 should cover the adults in the audience but not the children. Beach then suggested that the number of programs printed be increased in order to supply the entire audience, but it is hard to keep waste to a minimum. Hincker asked how many were in the audience last year. Beach indicated that the numbers were between 20,000 and 30,000. Avery suggested handing the programs out just to the adults. Gresham questioned if there were still going to be programs given out at the individual ceremonies. Murray confirmed that there will be one per student provided for the individual ceremonies. Gresham indicated that the College of Veterinary Medicine does not want any programs. Zahm then stated that Architecture doesn’t want the University programs for their ceremony either. Murray then stated that she would send out an email to each college/department asking if they want University programs for their ceremonies.

Hincker asked what the price for each program has been in the past. O'Rourke indicated that she would research this and let him know. [Note: In 2004, the cost was $1.16 per program.]

Beach then indicated that due to the construction there will only be a couple of distribution points this year which should make things easier.

Daniels indicated that as a graduating student she definitely wants a program. Reaves indicated that the programs are handed out to each student while marching in at the University ceremony.

Reaves then mentioned that colleges are starting to send in the names of their volunteers, and that each college representative needs to make sure that the volunteers know that they have been volunteered in advance.

Beach reminded everyone of the construction on the west side. There will be plenty of seating on the east side and the south end zone, and that there should not be anyone near the west side.

In response to a question, Henneke confirmed that the stage will be in the same location.

Beach informed the committee that there is a chance that the jumbotron will not have video feed, and will not be used.

Reaves questioned if the honors students processional has been set. Henneke stated that he received an email from Jack Dudley stating that they would be ready to march in at 5:50 p.m. It
was decided that after Reaves determines the time to march in Henneke will contact Jack Dudley informing him of the correct time to be ready.

Henneke then reminded the committee that the next meeting, and the last one of the academic year will be the first Wednesday in May.

With no other business Cook moved to adjourn at 1:46 p.m.