COMMENCEMENT COMMITTEE MEETING MINUTES
Wednesday, April 7, 2004
12:15 p.m.
President’s Boardroom, 210 Burruss Hall

Present: Ed Henneke, Bill Stringer for Jerry Allen, Bud Brown, Theresa Cassino, Deborah Cook, John Beach, Jerry Gibson, Larry Hincker, Vinod Lohani, Kim O’Rourke, Dixie Reaves, Nicole Reynolds, Sherry Schofield-Tomschin, Dan Taylor, Diane Zahm, Audrey Zink-Sharp for Dean Stauffer

Absent: Robyn Daniel, Pat Goodrich, Bill Green, Brian James, Brad Klein, Rich Sorensen


Chairman Henneke called the meeting to order at 12:15 p.m.

Approval of Minutes
Zahm moved that the minutes be approved, and with a second from Hincker, the minutes were unanimously approved as written.

Honors Procession
The first order of business was to discuss final details for the honors procession. It was suggested that after their procession enters Lane Stadium that they join and take the lead in the University Ceremony procession. Reaves moved to approve this recommendation, and with a second from Gibson, the motion was unanimously approved. Gibson suggested that the ushers and marshals be provided this information in advance.

No West Side Stands Seating at Lane Stadium
Beach indicated that the west side of Lane Stadium will be completely blocked, providing no access for family or visitor seating. This information was provided in the brochure that was mailed to all eligible students and their parents.

Accessibility Signs and Seating
Reilly questioned if adequate signage would be provided indicating seating and access changes. After meeting with Beach, she indicated possible changes in the information being provided to ushers. Reilly suggested that there be signs at the south end zone elevator indicating that ambulatory access would be available on the 2nd level of the south end zone, and wheelchair access would be on the 4th level. In addition, it was noted that twenty minutes prior to the ceremony, there would be no wheelchair access due to the procession lineup.

General Information
It was requested that the ushers be provided information indicating where students will be seated, either on the floor of Cassell Coliseum during the Graduate School Ceremony or on the field at Lane Stadium during the University Ceremony, to assist in directing parents to the closest location to their child.

Beach noted that there would be reduced lighting on the field due to the west side construction. There will be no lights on the west side. Stage lighting may be an issue for the speakers and should be addressed.
Beach also requested a best guess for the number of seats to be placed on the field at Lane Stadium. Margie Murray will provide him with this information after talking with the Registrar’s Office.

**New Business**
Cook asked if there was a better way to inform students that there are two separate ceremonies—the Friday University Ceremony, and their Saturday college or departmental ceremony. Could an explanation be added to the website with more detail for student information? Murray indicated that this information can be added to the website, and that the planning for a more detailed and accessible website is underway, and hopefully will be in place by fall. Lohani suggested that the website provide space for feedback for future planning purposes. Hincker stated that this can be done, and that the information can be sent to a database or survey machine if done in a particular format. It was suggested, however, that this issue be studied more carefully so that, if implemented, the survey would provide information efficiently.

With no further business, the meeting adjourned at 12:37 p.m.