

University Commencement Committee Meeting Minutes
Wednesday, October 1, 2008
12:15 p.m.
325 Burruss Hall

Present: Dan Taylor (chair), Bill Stringer for Jerry Allen, Jactone Arogo Ojejo, Candice Clemenz, Jeffrey Connor, B.J. Norris for Larry Hincker, Christina Todd for Adeel Khan, Jong Kim, Brad Klein, Christina McIntyre, Brian Mihalik, Kim O'Rourke, Lyndell Price, Dixie Reaves, Kerry Redican

Absent: Sonya Benson, Michelle Czamanske (with notice), Elizabeth Fine, Brian Golden, Ann Marie Knoblauch (with notice), Dean Stauffer, Linda Tegarden

Guests: Joey Albert, Margie Murray, April Myers, Jennie Reilly, Laura Wedin

Dr. Taylor called the meeting to order at 12:15 p.m.

Announcement of Approval of Minutes

Dr. Taylor announced that the May 7, 2008, minutes have been voted on and approved electronically.

Welcome and Introductions

Taylor welcomed everyone to the committee and requested introductions be made so that everyone can become familiar with each other.

Recap of Spring Ceremonies

Taylor asked the committee if there were any issues that the committee needs to be informed about relating to the spring ceremony. Reilly informed the committee that the use of the seven Alumni Association radios was very effective, and she questioned if Alumni is able to loan the radios again. Wedin indicated that it would not be a problem to get the radios again.

Planning for Fall Ceremonies

O'Rourke indicated that she will need the keynote speaker recommendations (usually three faculty members) and the names of the student speakers from the class officers as soon as possible.

Reaves informed the committee that approximately a month before the ceremony, the college representatives of the committee will get a call for volunteers to be both ushers and marshals. It will be up to the college representatives to see to it that the college supplies the volunteers. Each college handles this differently. It is also important that each volunteer knows exactly what they are volunteering for (some marshals need to wear regalia).

Reilly indicated that in the past each college dean receives information on accessibility, and she questioned if she can get a list of college representatives to the committee in order to send this information to them as well. Myers indicated that she will provide the list of college representatives.

Spring 2009 Commencement Space Concerns

Murray informed the committee that the Political Science and International Affairs department ceremony has outgrown the Squires Commonwealth Ballroom and will need to move to a larger venue. There is an estimate that 1700 people will be in attendance at this ceremony in the spring. The next largest space is Burruss Hall Auditorium, and there are already three ceremonies held there on Saturday. The three ceremonies in Burruss Hall are: Architecture (had 1250 in attendance last spring), Biological Sciences (had 1500 in attendance last year),

and Psychology (had 1250 in attendance last spring). The two options are either to move one of the current ceremonies out of Burruss Hall and into a different venue (either War Memorial Gym or Commonwealth Ballroom), or to have a fourth ceremony in Burruss Hall Auditorium. A fourth ceremony in Burruss would not begin until 4:00 p.m. at the earliest, which is too late to begin a ceremony.

Mihalik asked why the Rector Field House is not being used. Murray indicated that it is too costly to put the floor down in the field house.

Reaves made a suggestion to get the number of expected graduates for each ceremony from the Registrar's Office and multiply by the number of guests (six per graduate) to determine which ceremonies will have the largest number in attendance. Having the Registrar's Office provide this information will give a fair and reasonable estimate. Margie Murray will obtain the numbers from the Registrar's Office by the next meeting so that the committee can make a recommendation.

With no other business, Redican moved to adjourn at 12:37 p.m.