

THE UNIVERSITY OF LOUISIANA AT MONROE
Commencement Committee Minutes

December 6, 2005

Members Present: C. Browder, M. Caldwell, J. Carr, S. Chaney, K. Crowley (Chair), D. Duplechin, L. Ellerman, J. Ellington, T. Hayes, R. Hudson, S. Jones, R. Keiser, P. Melton, M. Michel, A. Picard, M. Ramsey, L. Reid, S. Reid, B. Smith, R. Stephenson, D. Stokes (for C. Bailey), C. Thameling, E. Williamson

Members Absent: R. Brown (excused), R. Chardkoff (excused), M. DeGennaro (excused), D. Eichhorn (excused), F. Gibson (excused), J. Goodman, P. Jones (excused), J. McKeithen.

The December 6, 2005, meeting of the Commencement Committee, held in Library 651, was called to order at 3:05 p.m. by Committee Chair Karen Crowley. The meeting was comprised of the following agenda items:

1. Welcome

Committee Chair Karen Crowley welcomed members of the committee and thanked them for their attendance before distributing materials regarding the December 17 commencement.

2. Approval of Minutes

The minutes of the August 15, 2005, Commencement Committee meeting were reviewed and approved (motion made by Dr. Carl Thameling, seconded by Linda Reid).

3. Introduction of Members

Committee members introduced themselves, with special note being taken of new members brought to service since the committee's August meeting. Former members who returned to service to aid in training new members were recognized for graciously agreeing to continue participating on the committee.

4. Overview of Newly-Revised Committee Structure

Denise Duplechin gave an overview of the committee's newly-revised structure. She explained that the creation of various subcommittees (i.e., Operations, Graduates, Faculty, Music) would more evenly distribute the tasks associated with each commencement. Specific subcommittee assignments and responsibilities were discussed briefly.

5. Review of Rehearsal and Ceremony Instructions

Committee Co-Chair Emily Williamson distributed and reviewed the written marching and commencement instructions with the committee. Committee members discussed these procedures, and questions were answered.

6. Miscellaneous Topics

- Ms. Crowley noted that new committee member Marge Michel, Student Health Clinic Manager, has agreed to provide the RN for each commencement. Not only will utilizing ULM employees to provide this service save money, but also it will bring another area of the University into participation in the most significant ceremony in the life of our institution, commencement.
- Ms. Duplechin stated that live flowers would no longer be used at the commencement ceremony. Although there are several reasons for moving to a silk arrangement, chief among them is a drastic reduction in expenses.
- Ms. Duplechin and Ms. Crowley announced that ROTC cadets would no longer usher the graduates into the Coliseum for the commencement ceremony. Instead, two faculty members dressed in full regalia will serve as candidate marshals.
- Dr. John Carr, Ms. Williamson, and others discussed using timers during commencement rehearsal. There was also discussion of purchasing walkie-talkies for use during the ceremony, as well as during rehearsal.
- Dr. Rebecca Stephenson asked for confirmation that line marshals (a) are to report for rehearsal at 10:15 on Friday, December 16, and (b) may wear street clothes to the ceremony. Both items were confirmed.

There being no further business, the meeting was adjourned at 3:56 p.m.

Karen A. Crowley, Chair
Associate University Registrar
7 December 2005