

Brothers, Sheila C

From: Malone, Terry R
Sent: Thursday, April 15, 2010 1:55 PM
To: Wyatt, Stephen W
Cc: Brothers, Sheila C; Herbst, John
Subject: RE: replacement
Attachments: 2009 Commencement Participant list (2)Final.doc; 2009 Ins -Banner Carriers (2).doc; 2009 INSTR- COL1 MARSHALS.doc; 2009 INSTR- FACULTY MARSHALS.doc; 2009 INSTR- COL2 MARSHALS.doc; 2009 INSTR-COL3 MARSHALS.doc; 2009 INSTR-COL4 MARSHALS.doc; 2009 Marshal Banner list (Final).doc; 2008Commencement Procedures.doc; Grad 2009 overall.ppt

Sheila: The Commencement Committee has sub-groups responsible for portions of the overall activity (Student Speaker Selection, etc.)

The sub-committee which requires an ongoing presence – is to coordinate the Marshals and Banner Carriers to enable the coordinated process of getting the faculty and “graduates to be” properly processed into Rupp Arena – in a timely and organized fashion. I have created directions with general & specific information for all participants. (attached – 2008 & 2009 versions) We have a “rehearsal meeting” on Friday May 7th during which we review the sequence for the Banner Carriers and Marshals. The folks that coordinate this need to confirm the Orator and University marshal; identify willing Marshals (sometimes call in friends !), and get the appropriate Deans to identify the College Banner Carrier – do these activities during Spring semester – assemble the final participant list (attached) and also do the rehearsal presentation (attached power point Grad 2009)

I’ll be happy to continue as a Marshal and assist the actual ceremony – but have done my time being the coordinator!

Thanks - Terry (ps-you may want to keep these to forward– forward the whole package)

From: Wyatt, Stephen W
Sent: Thursday, April 15, 2010 1:24 PM
To: Malone, Terry R
Cc: Brothers, Sheila C; Herbst, John
Subject: replacement

Dr. Malone, Shelia contacted me to f/u on our request for someone to “attempt” to fill your shoes on the faculty subcommittee of the University Commencement Committee. It would help Shelia(and the Senate) to have a 2-3 sentence description of the function/role of the SubCommittee and the Chairperson. Would you be willing to send this to Shelia??