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MEMORANDUM

DATE: February 16, 1998

TO: Commencement Committee

FROM: Anthony J. Joiner, Chair, Commencement Committee

SUBJECT: SPRING 1999 -- COMMENCEMENT COMMITTEE MEETINGS

Thanks to each of you for your invaluable assistance and inputs during the Fall 1998 Commencement Convocation Ceremonies. I am particularly pleased that we received numerous praises for a job well done.

Let's do it again! Yes, it is time to plan another Commencement Convocation. We are scheduled for:

Sunday, May 2, 1999
 2:00 p.m.
 Mahaffey Theater

By now you should have received correspondence which indicate that I have submitted our speaker recommendations to Dean Heller.

I would like for the Committee to meet in accordance to the following schedule:

DAY	MONTH/ DATE	TIME	LOCATION
Thursday	March 18	2:00 p.m.	Harborside BAY 117
Thursday	April 15	2:00 p.m.	Harborside BAY 117
Friday	April 30	4:00 p.m.	Mahaffey Theater

Please let me know if this schedule presents any problems.

Distribution List: Commencement Committee (See Reverse)

- xc: Dr. Steve Ritch, Director of Student Affairs
- Dr. H. William Heller, Executive Officer and Campus Dean
- Dr. Winston Bridges, Associate Dean
- Ms. Carol Russell, Acting Director of Campus Advancement

SNL 100

Sudsy Tschiderer
Assistant Director
Special Events

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H. William Heller, Campus Executive Officer and Dean
Amy Hopkins, Assistant Director of Counseling and Career Center
Jackie Jackson, Librarian, Poynter Library
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Diane McKinstry, Associate Director of Student Affairs
Carol Russell, Director of Campus Advancement
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