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Fort Hays State University

Hays, Kansas 67601

M E M O R A N D U M

To: Mr. Kellerman

From: W. E. Keating

Date: March 14, 1979

Enclosed is our analysis of the charges being made against the present commencement fee of \$10.00. As you see, charges exceed the fee. Several years ago we started out with a healthy balance in the commencement fee fund as the fees were in excess of the amount being charged to the fund. This year will wipe out the balance and we will have to have an increase in the fee if we are to continue to charge the same kinds of expenses to the commencement fund.

May I have your recommendation. If there is to be a change in the commencement fee, we would need a fiscal impact statement prepared to go to the Board of Regents with a request for approval of the change in the fee. This statement should be prepared in time to submit to the Board of Regents about the 1st of April.

WEK

WEK:nfm

Enc.

cc: President Tomanek ✓
Dean Garwood

COMMENCEMENT FEES

Fee	\$10.00
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Charged Against Fee:

Diploma	.65
Diploma Cover	1.20
Tassel	.40
Luncheon	4.25
Labor (Band)	1.00
Printing	2.75*
Miscellaneous: Postage, Computing, Engraving, Office Supplies	<u>2.46</u>

TOTAL	<u>\$12.71</u>
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Binding of Thesis Fee	5.00 per copy
Cost per copy	4.60

COMMENCEMENT FEES AT OTHER SCHOOLS

University of Kansas	-0-
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Kansas State University	-0-
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Wichita State University	-0-
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Emporia State University	
Associate and Undergraduate	15.00
Graduate	20.00

Pittsburg State University	17.00
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*Line of March	190.18
All-Graduate Luncheon Ticket	23.50
Reservation Card for all Degree Candidates Luncheon	26.75
3 x 5 Card Listing Graduate's Name	10.00
Commencement Programs	2,461.55
Envelopes for Commencement Invitations	38.00
Commencement Invitation	<u>52.75</u>

TOTAL	<u>2,802.73</u>
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Commencement

M I N U T E

Dean Garwood, Vice President Jellison, Mr. Kellerman met in Vice President Keating's Office at 9:30 a.m., Friday, April 6 to discuss the charges being made against the present commencement fee and a determination as to whether or not the fee should be increased or other sources of funds should be sought for funding commencement expense. President Tomanek joined the committee for a few minutes discussion about increasing the commencement fee. The President expressed concern about attempting to increase student fees at this point and would rather look for other sources of funding or a change in our commencement function. The committee agreed that for this year approximately \$2,000 be set aside for the printing and mailing costs associated with commencement.

The committee discussed an alternative program that might be used in lieu of the luncheon which at the present does not appear to be too popular with the students. A morning brunch was suggested as an alternative to the luncheon. Another alternative was a reception at the President's house following the rehearsal in the afternoon. It was agreed that Mr. Kellerman would follow-up on a review of the commencement activities with Mrs. Ward, Jeff Peier and others interested in the commencement function. This follow-up to be done early enough next year so that if the fee increase is proposed it can be discussed with the Student Senate leaders early in the year.

WEK

nmk

WEK:nm

cc: President Tomanek
Vice President Eickhoff

P.S. New account No. 674041 Commencement--General

Commencement

TO: Walter Keating
Dean Garwood

FROM: Jim Kellerman

DATE: May 2, 1979

As you recall, on April 6 I was instructed to call a meeting with Sally Ward and Jeff Peier to discuss keeping the Graduate Luncheon as part of our Commencement activities which would necessitate an increase in Commencement fees or propose some changes which would permit us to retain the present Commencement fee. Sally, Jeff, and I met on April 26. Jeff will select a student committee and get back to us early in the Fall of 1979.

In general we discussed

- (a) Prefer not to increase the fee.
- (b) Morning brunch in lieu of Graduate luncheon.
- (c) Reception in Presidents home for degree candidates, the afternoon of Commencement. This in lieu of Graduate luncheon. (Move Commencement rehearsal to 1 p.m. followed by reception.)
 - 1. A reception would perhaps involve more parents.
 - 2. Pilot and Torch Award recipients announced at Commencement.

cc: President Tomanek ✓
Sally Ward
Jeff Peier

TO: Walter Kesting
Dean Garwood

FROM: Jim Holliman

DATE: May 2, 1979

As you recall, on April 8 I was instructed to call a meeting with Sally Ward and Jeff Pater to discuss keeping the Graduate luncheon as part of our Commencement activities which would necessitate an increase in Commencement fees or perhaps some changes which would permit us to retain the present Commencement fee. Sally, Jeff, and I met on April 28. Jeff will select a student committee and get back to us early in the fall of 1979.

In general we discussed

- (a) Prior not to increase the fee.
 - (b) Having lunch in lieu of Graduate luncheon.
 - (c) Reopening in Pasadena for degree candidates.
- the status of Commencement. This is in line of Graduate luncheon. (How Commencement relevant to I am followed by reception.)
1. A separate table for degree recipients.
 2. Prior and lunch for degree recipients.
 - announced at Commencement.

cc: President Jomarek
Sally Ward
Jeff Pater

President Jomarek

CHARGE TO THE 1979 GRADUATES

TODAY YOU BECOME A MEMBER OF A SELECT GROUP OF MEN AND WOMEN
NUMBERING IN THE THOUSANDS--GRADUATES OF FORT HAYS STATE. REMEMBER
HER KINDLY, FOR SHE GAVE YOU SEVERAL YEARS OF HER VERY BEST.

THE COMMENCEMENT EXERCISE DOES NOT MEAN A SEVERANCE OF YOUR
TIE TO HER OR HER TIE TO YOU. LIKE A GOOD MOTHER, HER LOVE AND
CONCERN WILL ALWAYS BE WITH YOU, READY TO HELP YOU IN ANY WAY THAT
SHE CAN. COMMENCEMENT DOES MEAN THE BEGINNING OF A LIFETIME
ASSOCIATION WITH YOUR UNIVERSITY AND NOT ONLY WILL SHE STAND WITH
YOU BUT SHE ALSO LOOKS TO YOU AS HER TORCHBEARER AND THE PROMOTER
OF HER SPIRIT.

ALTHOUGH WE ARE PROUD OF THE BEAUTY OF OUR PHYSICAL CAMPUS, ITS
BUILDINGS, GROUNDS AND FACILITIES, WE TAKE EVEN MORE PRIDE IN OUR
FACULTY, STAFF AND STUDENTS. FORT HAYS STATE IS MUCH MORE THAN IS
DISCERNABLE AT ANY ONE TIME. YOUR UNIVERSITY CONSISTS OF ALL THOSE
WHO COME INTO HER ENVIRONMENT, ARE TOUCHED BY HER CONCERN, HER
INFLUENCE AND THOSE WHO CARRY FORWARD HER SPIRIT. WHEREVER YOU GO
AND WHATEVER YOU ACHIEVE, THERE IS FORT HAYS STATE AT WORK. IF THE
LIGHT OF OUR UNIVERSITY CONTINUES TO SHINE, IT MUST SHINE THROUGH

(YOU AND ALL THOSE WHO HAVE WALKED OUR HALLS, SAT IN OUR CLASSROOMS
AND WERE A PART OF OUR TOTAL CAMPUS COMMUNITY.

WITH A GREAT DEAL OF CONFIDENCE, WE WELCOME YOU INTO THIS
FELLOWSHIP. WE ARE NOT HERE TO SAY "GOODBYE" BUT RATHER WE SAY
"TILL WE MEET AGAIN." WE DO NOT INTEND TO SEVER THE CORD, MAYBE
STRETCH IT A LITTLE, BUT STILL MAINTAIN THE CONNECTION. YOU GO
FORTH, BUT NOT FROM US. WE WILL ALWAYS CLAIM YOU AND WE HOPE YOU
FEEL THE SAME WAY ABOUT US WHO REMAIN. GOD GO WITH YOU AND BE
WITH YOU AND WITH ALL OF US.

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