



Office of the Director
Division of Student Affairs
St. Petersburg Campus
University of South Florida
140 Seventh Avenue South, DAV 118
St. Petersburg, Florida 33701-5016
(813) 893-9162
FAX (813) 893-9525

March 11, 1999

MEMORANDUM

TO: Commencement Committee

FROM: Joneen Maczys 
Recording Secretary, Commencement Committee

SUBJECT: Meeting Time Changes

Attached is a revised copy of the Spring 1999 Commencement Committee Meeting Schedule.

Because of our need to have more student representation on the committee, Mr. Joiner has asked me to notify you of changes in the time of our meetings on March 18 and April 15 from 2:00 P.M. to 4:00 P.M. We apologize for the short notice of this change.

Please mark your calendars accordingly.

See you on the 18th at 4:00.

cc: Anthony Joiner

MEMORANDUM

DATE: February 16, 1999

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	4:00 p.m.	Harborside BAY 117
Thursday	April 15	4:00 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, Director of Campus Advancement