I. Approve Minutes of Last Meeting: See at http://www.uwplatt.edu/committees/cc/agend_min.html

II. Personnel Introductions:
A. Senior Valedictory Speaker: 4/3/09 deadline; BILSA – Speaker: Derek Dietmeier & Anne Killian is the alternate. LAE – Speaker: Eugene Woehrle (Criminal Justice major) & Tiffany Hess is the alternate. EMS – Speaker: Steven Prouty (BSCE) & Megan Murphy (engineering physics) is alternate.
B. Recognize Volunteers: Countdown to Commencement & Commencement (Mohan, Amy (N), Esther, Rick)
C. Commencement Speakers: XXX - 9:30 a.m. ceremony; XXX - 2:00 ceremony
D. Student Ushers: Use Student Ambassadors – Barb Daus. Use revised flow chart distributed by Bala for ambassadors, procession leaders, Registrar’s Office, stage party and others.
E. Procession: 9:30 a.m.: Barb (B) & Clem 2:00 p.m.: Tony & Cori.
Commencement Marshal: Michael Lewis (morning) and Laurel Skrede (afternoon).
Barb Daus coordinates procession of students, faculty & stage party.
F. Volunteers to line up students by college: See table below.
G. College Banner Carrier(s): LAE: Kelly Grandon. BILSA: Derek Dietmeier, John Riewerts, Amber Zeamer. EMS: Mike DeAmico. Amy Nemmetz coordinates banners for both ceremonies.

III. Visitor:

III. Programs: Commencement Program Publication Schedule Spring 09
4/1/09 Programs delivered to campus
4/6/09 Graduate Listing from Registrars office
4/10/09 Proof to Deb Lundell in registrar’s office
4/13/09 Biography text from Barb
4/15/09 Proof to Barb and Joyce
4/22/09 To Printer
5/6/09 Programs delivered to campus

III. Details
A. Flowers: P.O. sent by Joyce Burkholder. (Erschen’s Florist: 348-3433). Set-up by 8 a.m.
B. Stage directions: Barb & Registrar’s Office. Deb Lundell has ordered table cloths for stage tables.
C. TV and sound: Contacted Colleen Garrity for TV (Channel 5). James Ball/Nathan Manwiller.
D. Seating: Dave (L) to inform Bala any major changes by 9 a.m. and 1 p.m.

Overflow: Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294. Family & Graduate Brunch will return to the Crossing as the Commencement Luncheon will return to Velzy. Doudna 103 has also been reserved for overflow seating.

E. Music: UW-Platteville Symphonic Wind Ensemble - Barry Ellis, Conductor. Morning Song Leader: Jaclyn Leonhard BILSA. Afternoon Song Leader Jenny Van Haren LA&E.

F. Pictures & Plaques: Chappell Studios is now Grad Trak Graduation Images. Joyce will send order forms for plaques. Bala contacted Ms. Sandy Donlevy (800-628-4509) who handles UW-P account. Arranged for photographers. Updated info.

G. EMS/EMT crew – Deb Lundell contacted EMS/EMT & arranged for EMTs. (348-9741 X 271)

H. Reserved track area of field house for line-up of students. Room (# B 52) for faculty coats, etc., and Athletic Office (Room #134) for stage party. (Curt Fatzinger - 1568). Memo to all faculty & staff will be sent this week.

I. Faculty & Staff Attendance:

<table>
<thead>
<tr>
<th></th>
<th>9:30 A.M.</th>
<th>2 P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAE</td>
<td>6</td>
<td>34</td>
</tr>
<tr>
<td>Library &amp; Acad. Staff</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>BILSA</td>
<td>21</td>
<td>1</td>
</tr>
<tr>
<td>EMS</td>
<td>4</td>
<td>43</td>
</tr>
<tr>
<td>Total</td>
<td>31</td>
<td>78</td>
</tr>
</tbody>
</table>


Grad. School total of 133 includes 31 Chinese graduate students.

IV. New Business:
1. Jan Siegert suggested that flower arrangement for commencement may be a project for the greenhouse/Horticulture Club. Bala talked with Dawn Lee & Mike Compton requested such support for fall 2009 and also every semester in the future. Their answer is NO at present.

2. Theron E. Parsons IV, Professor of Psychology & Alcohol and Drug Committee: ADC "duties" that refers to coordinating with Commencement committee in regards to alcohol issues during graduation. Add to letter sent to graduates - wording to the effect of "graduation is a 'no use event', if you are believed to be intoxicated you may be asked to leave the ceremony". Who will do this?

3. Should college deans be required to select a valedictory speaker and an alternate speaker? Minutes of UCC meeting held o 4/26/2006: " From fall 2006 alternate speaker will be listed on the program and will be recognized by the Chancellor." No biodata for alternate speaker. Can we identify alternate speaker by *** against that person’s name? Feedback from Barb Daus

4. Subcommittee (Cori, Barb(D), Tim, Devine, Rick) to finalize meeting times to finalize the academic regalia guidelines. Student senators Devine and Tim will take the proposal to Student Senate and provide feedback to the subcommittee. Students want to have a more concrete base of what organizations could have a sash. Also, they want a time qualification of who could qualify, such as being in an organization for at least 2 years. Current guidelines will be enforced until the new guidelines become available. Current guidelines & proposal rejected by Student Senate provided.

5. Subcommittee (Barb(D), Dave (L & K), Scott, Nathan) to finalize meeting times to plan for fall 2009 commencements. First meeting of this subcommittee will be in Oct. 2009.

6. Noise / Disturbance from audience at the Ceremony: Chancellor to make request decorum at the beginning of ceremony and remind that campus security will escort those people out.

7. If a committee member does not show up for assigned works on the day of commencement, then that person must arrange for a substitute faculty member or academic staff to take care of the assigned work. Bala arranges for reimbursing Dave Langkamp for pizza for dinner for custodial staff.

8. Barb Daus coordinates speakers, student ambassadors, order of processions, timing of events, etc on the day of Commencement. She also edits or writes sections of the Commencement brochure and proofreads the brochure.

9. Joyce Burkholder coordinates sending memos to faculty and academic staff, commencement speakers, & marshals, ordering of flowers for stage, proofreading & printing of brochures, ordering plaques, ordering of box lunch for staff, etc.


12. Stage & ramp testing on 2/18/09: Comments?

13. Countdown to Commencement: Colleen Garrity and her section will have a table to publicize streaming video of ceremonies. Sue will ensure that the event is listed at UW-P website and the UW-P calendar of events.


15. Ordered cable covers to prevent guests from tripping over cables in the aisles.

16. Info sent to Faculty Senate. Faculty Senate does not like the Option #1: Move faculty section to the back of the room and Option #2: Faculty to come in procession and go out of the room and not sit down. Faculty Senate recommended having three commencement ceremonies each semester, if necessary. The Senate suggests that local schools may be contacted to have live music during the ceremonies if the Music Department cannot find the song leader and band for all the ceremonies.