UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA
Meeting on Tue., Nov. 17, 2009, 2007 Ullsvik Hall. 8:05 a.m. – 8:50 a.m.

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

II. Information for Committee Members: Many UCC members played a role in finalizing the following details about the 183rd Commencement at UW-Platteville.

9:30 a.m.
Les Hollingsworth – Commencement Marshal
Dr. Barbara Knox – Pediatrician University of Wisconsin Hospital (1995 UWP Alum)
Scott Skelly, Senior Valedictory Speaker – BILSA (alternate: Morgan May, BILSA)
Kelly Berger – Song Leader (Matthew Gregg, Conductor, University Symphony Band)
Outstanding Recent Alumni: Barbara Knox, Kimberly Pokorny
Flag Carriers: BILSA: Quinn Coogan, Morgan May; Grad. School: First person in the line

2:00 p.m.
Patrick Hagen – Commencement Marshal
Mr. Robert Vosberg - Senior Vice President of Engineering & Procurement Wind Capital Corporation – Madison - (1978 UWP Alum)
Therese (Tess) Guinther, LAE Senior Valedictory Speaker (alternate: Jared Prado – LAE)
Kelly Berger – Song Leader (Matthew Gregg, Conductor, University Symphony Band)
Outstanding Recent Alumni: Troy Everson, Eben Miller
Flag Carriers - Gentry Timm (LAE); Derek Friske (EMS)
Underkofler Awardee – Theron Parsons

III. Recognize Volunteers: See the table on page #2.

IV. Assignments

A. 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.

B. International and other Flags: Barb Daus coordinates. Flags will be brought in before the commencement procession, at 9:25 a.m. for morning ceremony and at 1:55 p.m. for afternoon ceremony. See agenda below for discussion and final decision today. Dan has informed Matthew Gregg, conductor for both ceremonies that music will be played when flags are brought in. Our fall 2009 international students hail from the following countries 26 countries.

C. Procession Leaders: See Table below. Procession of graduates will start at 9:30 a.m. in the morning ceremony and at 1:30 p.m. for afternoon ceremony. Barb Daus coordinates procession of students, faculty & stage party.

D. Volunteers to line up students by college: See table below.

E. College Banner Carrier(s): Bala coordinates banners for both ceremonies.

F. Programs: Commencement Program preparation and printing is on schedule. No problems recently.

G. Flowers: P.O. sent by Joyce Burkholder. (Erschen’s Florist: 348-3433). Set-up by 8 a.m.

H. Stage: Barb & Registrar’s Office. Deb Lundell has ordered table cloths for stage tables.

I. TV and sound: Contacted Colleen Garrity for TV (Channel 5). Nathan Manwiller.

J. Seating: Dave (L) to inform Bala any major changes by 9 a.m. and 1 p.m.

K. 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 and it can accommodate 182 persons. We cannot accommodate 10 guests per graduate as stated in the materials sent to graduates.


M. EMS/EMT crew – Deb Lundell contacted EMS/EMT & arranged for EMTs. (348-9741 X 271)
V. Faculty & Staff Attendance:  

<table>
<thead>
<tr>
<th></th>
<th>9:30 A.M.</th>
<th>2 P.M.</th>
<th>NOT KNOWN YET</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAE</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Library &amp; Acad. Staff</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>BILSA</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>EMS</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>


VII. Parking: Scott E Marquardt will work with Joyce Burkholder and decide the number of parking spaces that will be reserved for stage party. Amy Nemmetz will stand outside in the reserved parking area to be sure that the reserved spots are only taken by the stage party and a Student Senator will assist her.

VIII. Comments/Additional Information for Members:
1. Request from University Alcohol and Drug Advisory Committee is implemented. See [http://www.uwplatt.edu/registrar/graduation.html](http://www.uwplatt.edu/registrar/graduation.html). Correct the title to University ADAC.
2. Noise / Disturbance: Acting Chancellor Carol Sue to request for decorum at ceremony and remind that campus security will escort people causing disturbance out of the fieldhouse.
3. 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.
4. 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.
6. Dave Langkamp coordinates all arrangements in the room and stage. Colleen Garrity coordinates TV services. Nathan Manwiller (1230) coordinates Tech. Services. He will order pizza for dinner for staff and Bala will reimburse him.

IX. New Business Agenda: (a) Layout & location for band (b) Parking (c) International & other flags (d) New Format for Name Card (e) member list (f) Misc. topics raised by members