UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA
Friday, Feb. 11, 2011. Room # 2007 Ullsvik Hall, 8:00 a.m. – 8:50 a.m.

I. Minutes Fall 2010

II. Personnel
A. Introduction of members/visitors,
B. Commencement Speaker: No information yet.
C. Senior Valedictory Speaker: Colleges will select valedictory speaker and an alternate and inform Rick by April 1, 2011.
D. Student Ushers: Barb Daus will request & coordinate for Student Ambassadors. A separate flow chart will be mailed for the next meeting.
E. Procession: Procession See Table on page #2. Volunteers accepted, updates needed prior to countdown to commencement on March 23rd.
F. Commencement Marshal: Joyce Burkholder will send Rick the list of retirees and list them in the order of seniority. Rick will call them in the order of seniority. Marshals will send bio-data to UIC which will be used to prepare bio’s for the banquet brochures and the graduation program.
G. Volunteers to line up the students by college and also faculty/staff: See table page #2.

H. Banners: Chair to work with Registrar’s Office. Deliver banners to banner carriers at the track. 2 of the 4 banners will be on stage ramps prior to the start of each ceremony. Rick will arrange to have the banners available for carriers.

II Commencement Program Publication (Schedule revised by Joyce & Amy Kreul)
4/1/11 Cover, front and back sections to Joyce from old program for changes (back to publications by 4/8/11 for changes)
4/4/11 Graduate listings (grad and undergrad) from registrar’s office and updates from Joyce
4/8/11 Proof to Deb Lundell in registrar’s office (proof back from registrar’s office by 4/12/11)
4/12/11 Biography text from UIC for Principal Speakers, Distinguished Alumni, Commencement Marshals
4/15/11 Proof to Chancellors office-- Bill and Joyce (proof back from Chancellor’s office by 4/18/11)
4/15/11 Write up for valedictory speakers from UIC
4/18/11 Proof to Chancellor’s office of valedictory speakers (proof back to publications by 4/19/11)
4/20/11 Final proofs to Chancellor’s office and registrar’s office final ok needed by 4/21/11
4/21/11 To printer, 5/6/11 Programs delivered to campus
5/9/11 Programs delivered to campus

III Details
A. Flowers: Joyce (1234) will handle the arrangements for flowers on stage.
B. TV Hookup, Sound, Track, & Rooms: Informed James (1895), Nathan (1230), Colleen (1628), & Curt (1568), Tracks, B-52 & Offices reserved. Deb Lundell will deliver robes to Athletic Office. Doudna 103 has also been reserved for overflow seating. Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294.
C. Music: Dan Fairchild discussion of options lead by Dan.
D. Pictures and Plaques: Joyce will prepare P.O. and coordinate after the ceremonies.
E. Emergency Medical Technicians: Deb Lundell (1321) has called & reserved.
F. International Flags: Flags will be arranged on stage similar to the fall 2010 set-up.

IV Countdown to Commencement Reception Table: Wednesday, March 23, 2:30 to 6:00 p.m., in the Velzy South Commons, Ullsvik Hall. See page #2 for assignment of committee members to time slots.
Fall 2011 Countdown to Commencement is set for Wednesday, October 19, 2011 in Velzy Commons South of Ullsvik Hall. 2:30 to 6:00 p.m. Spring 2012, Countdown to Commencement is set for Wednesday, March 7, in Velzy Commons, South of Ullsvik Hall, from 2:30 to 6:00. Fall 2012 Countdown to Commencement is set for Wednesday, October 24, same time and location.

V Old Business
A. Reserved parking for Chancellor, Deans, commencement speakers, guests and stage party in the parking lot #11 behind Ottensman Hall served well. Amy Nemmetz did an excellent job & will be responsible again. Amy Kreul will print parking permits as it was done in fall 2010 and Joyce will distribute them.
B. Complaint from parents/guests – publicize the time the hall will open and times of no entry, ice AM, snow after the PM ceremony.
C. Feedback from fall 2009 ceremonies: Having graduates complete info on cards was good. New method of lining up students worked well. Insert about noise makers was effective. Do these again?
D. Overflow: No overflow was needed for either ceremony in fall 2010.
E. Registrar’s Office: Graduates to attend ceremony before completing requirements – not a problem now. Graduates unable to attend in December 2010, will be granted permission to walk in May 2011.
F. Banners: New or old for the spring 2011 ceremony??
G. Robes is further action on robe options (Shari)
VI New Business

A. Music
B. Pete Davis & Nathan Manwiller opportunity for suggestions.
C. Next Meeting: Wed., April 27, 2011, 8:05 a.m. – 8:50 a.m. Ullsvik Hall, Room 207
D. Current estimate of graduates from the Registrar’s Office: BILSA: 325, Grad. School: 50, EMS: 162, LAE: 225. We will have correct numbers after the Countdown to Commencement.
E. Current bleacher seating capacity is 1,893 (folding seats with backs: 414, East: 520, West: 939). The floor seating from the .pdf file of the Williams Fieldhouse layout: 364 graduates and 96 faculty/Staff. In fall 2009 we had 62 seats for faculty and staff and 384 seats for graduates.
F. Dave presented the options to issue tickets for guest seating. Including handicap areas that will be reserved similar to the past ticketed ceremonies.
G. If there is overflow, PSC locations will be filled first and then overflow will be accommodated at Doudna Lundeen Lecture Hall. Debra Lundell (Registrar's Office) sends a summary of weekend events to a Campus Security and therefore Campus Security is responsible for opening Doudna 103 for overflow seating for Commencement. Colleen Garrity will make sure that the TV screens are ready to go as soon as Doudna 103 is opened by Campus Security. PSC staff will keep track of number of overflow guests in each room of PSC and Doudna 103 and report that total to UCC after the event is over.
H. Rick will send memo to Deans about selection of Banner Carriers before the end of March 2010.
I. Barb Daus coordinates speakers, student ambassadors, order of processions, timing of events, etc on the day of Commencement.
J. Joyce Burkholder coordinates sending memos to faculty and academic staff, commencement speakers, ordering of flowers for stage, proofreading & printing of brochures, ordering plaques, ordering of lunch for staff, etc.
K. David Kieckhafer and his office staff coordinate transport of robes, banners, etc to the Commencement Ceremony.
L. Order coffee and rolls for custodial staff. Coordinate posting of Commencement instructions online.
N. Information card will be filled by each graduate at the line up as it was done in fall 2010. (registrars)

| UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, Spring 2011 |
|---------------------------------|----------------|-----------------|-----------------|
| **Countdown to Commencement,**  | **COMMENCEMENT,** 5/14/2011 | **LINE UP STUDENTS & FACULTY** |
| 3/23/2011 | **BANNERS/PARKING** | **PROCESSION LEADERS** | |
| 2:30 – 4:00 p.m. | 4:00 – 5:00 p.m. | 5:00 – 6:00 p.m. | a.m. | p.m. | a.m. | p.m. | a.m. | p.m. |
| Banners: | Banners: | 1. Louis Nzegwu | 1. Pamela Peters | **Denise McNamara** | **Denise McNamara** |
| **Denise McNamara** | **Rick Bockhop** | **Banners: Rick** | **Rick** | **Student Senator** | **Student Senator** |
| **Bala** | **2. Tony Thomas** | **2. Tony Thomas** | **Student Senator** | **Student Senator** | **Student Senator** |
| 2. Dan Fairchild | **Parking: Amy Nemmetz Student Senator** | **Parking: Amy Nemmetz Student Senator** | **1. Eugene Alcalay Student Senator** | **Rick Bockhop.** | **Dan Fairchild** |