UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA
Wednesday, April 27, 2011. Room # 2007 Ullsvik Hall, 8:00 a.m. – 8:50 a.m.

I. Minutes Spring 2011

II. Personnel
   A. Introduction of members/visitors.
   B. Commencement Speaker: John J. Gallo, Executive Vice-President for business Operations for Rolls–Royce Corporation. A.M., Matthew G. Booth, Owner of Mattitude and Elite Entertainment, P.M.
   C. Senior Valedictory Speaker: Nicloe N. Martinson A.M., Anna M. Allen P.M.
   D. Student Ushers: Kim Schmelz will request & coordinate for Student Ambassadors. A separate flow chart will be mailed for the next meeting.
   E. Procession: Banner Carriers: Mary E. Calhoun BILSA., Sam L. Scholze & Matthew A. Stadtmueller, EMS., Cassandra M, Schreiber, LAE., Procession See Table on page #2. Volunteers accepted
   F. Commencement Marshal: A.M., Walter C. Iselin P.M., Max L. Anderson
   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 to entrance of Gym. 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.

III. 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

IV. 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. Barry L. Ellis Conductor
   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, October 19, 2011, 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.(This will be an issue as in climate weather occurs)note: have extra salt available
   C. Overflow: See item III B above; No overflow was needed for either ceremony in fall 2010.
   D. 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.
   E. Banners: New for the spring 2011 ceremony (one per ramp might be a consideration, we will determine this Friday evening after general set-up is near completion)
VI New Business
A. Music
B. Pete Davis & Nathan Manwiller opportunity for suggestions.
C. Next Meeting: Wednesday, September 1, 2011, 8:05 a.m. – 8:50 a.m. Ullsvik Hall, Room 2007
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 options 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. Countdown to Commencement is set for Wednesday, October 19, 2011 in Velzy Commons South, in Ullsvik Hall. 2:30 to 6:00 p.m.
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.
M. Pete Davis & Tony Isabell (1155) coordinate all arrangements in the room and stage.
O. Information card will be filled by each graduate at the line up as it was done in fall 2010. (registrars)
P. Consider having the Senior Commencement Speaker present their speech to a few faculty members prior to graduation. Use this as a practice where suggestions will be offered as needed
Q. Consideration of an additional commencement for the spring ceremony 2012
R. Tickets for future graduation events pending the number of commencements.