UNIVERSITY COMMENCEMENT COMMITTEE (UCC) Agenda
Thursday, Sep. 27, 2012. 1 Room 2007, Ullsvik Hall, 8:00 – 8:50 A.M. December 15, 2012 ceremony

I. Minutes of previous meeting.

II. Personnel
A. Members will be asked to introduce themselves. Chair and Vice-Chair need to be elected or appointed along with a recorder respectively.
B. Commencement Speaker: Kim Schmeltz, details will be available soon.
C. Senior Speaker: Dean of the College of BILSA will select a valedictory speaker and an alternate for a.m. ceremony in consultation with faculty and students and inform the UCC by Nov. 6, 2012. Dean of LAE and EMS may work together and identify a valedictory speaker and an alternate for the p.m. ceremony in consultation with faculty and students and inform the UCC by Nov. 6, 2012. Alternatively, there may be two valedictory speakers, one speaker from each college, for the p.m. ceremony and the Deans must make the selection in consultation with faculty and students and inform the UCC by Nov. 6, 2012.
D. Student Ushers: Kim Schmeltz will request & coordinate for Student Ambassadors.
E. Procession: Morning Ceremony & Afternoon Ceremony: 2 procession leaders for each ceremony (page 2).
F. Commencement Marshal: Rick will call them. Marshals will send bio-data to Paul Erickson.
G. Volunteers to line up the students by college and also faculty: See page #2.
H. Banners: Small banners are to be considered for the December 2012 ceremony.

III. Commencement Program Publication Schedule December 2012
11/5/12 Cover, front and back sections to Joyce from old program for changes
11/7/12 Graduate Listing from Registrars office and updates from Joyce
11/9/1 Proof to Chuck Harwick in registrar’s office, Linda Jamisom to check graduate names proofs back from registrar’s Office by 11/13/12
11/9/12 Write up for valedictory speakers
11/9/12 Biography text from UIC for Principal Speakers, Outstanding Alumni Awards, Commencement Marshals, Underkofler Excellence in Teaching Award
11/13/12 First full proof to Joyce, Rick, Kim S., David K., David V. (proof back by 11/15/12)
11/19/12 Second full proof to Joyce, Rick, Kim S., David K., David V. (Final proof needed by noon of 11/21/12)
11/21/12 To Printer, 12/10/12 Programs delivered to campus

III Details
A. Flowers: Joyce prepare P.O. and send it please.
B. TV Hookup, Sound, Track, & Rooms: Informed Kelly Jo Hadfield (1301), Tyler Tollfson (1628), & Curt (1568). Tracks, B-52 & Offices reserved. Dale Larson will deliver robes to Athletic Office. Doudna 103 has also been reserved for overflow seating. Streamed on internet, live on air Channel 5 via local cable system, Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294.
C. Music: University Symphony Band will provide the music. Matt Greg will conduct. Morning Rachel Day and Afternoon song leaders will be announced by Dan Fairchild by 11/1/2012.
D. Pictures and Plaques: Joyce will prepare P.O. and coordinate after the ceremonies.
E. EMT: Chuck Harwick (1321) will has called & reserved.
F. Other?

IV. Countdown to Commencement Reception Table– Wednesday, October 24, 2012, 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.

V. Old Business
A. Amy will work with Scott on reserved parking for stage party.
P.M.: University North & South: ___, Platteville East & West: ___, Heritage Hall: ___
TV Lounge: ___, Alumni Lounge: ___, PSC TOTAL: ___, Lundeen Lecture Hall: __
C. 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.

<table>
<thead>
<tr>
<th>Countdown to Commencement, 10/24/2012</th>
<th>COMMENCEMENT, 12/15/2012</th>
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<tbody>
<tr>
<td>2:30 p.m. – 4:00 p.m.</td>
<td>Launch Small Banner Carries</td>
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<tr>
<td>4:00 p.m. – 5:00 p.m.</td>
<td>PROCESSION LEADERS</td>
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<tr>
<td>5:00 p.m. – 6:00 p.m.</td>
<td>LINE UP STUDENTS &amp; FACULTY</td>
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**VI New Business**

A. Next Meeting: Thursday, Nov. 8, 2012, 9:00 a.m. – 9:50 a.m. Ullsvik Hall, Room 2007
B. No tickets will be issued for attendees of the Fall Commencement Ceremony (suggest 6 per graduate)
C. Recommend the same times for the spring ceremonies: BILSA + Masters 9:00 A.M. LAE + Master at 12:30 P.M. & EMS + Masters @ 4:00 P.M.
D. Current estimate of graduates from the Registrar’s Office: Morning Ceremony (294) 77 are graduate students, Afternoon Ceremony (260). Correct numbers will be known after the Countdown to Commencement.
E. New chairs might be from two different lots, Tony is checking into the chairs
F. Consider having an ambassador to handout portfolios seated on stage
G. Discussion of stoles/sashes
H. Discussion of ceremonies after finals week
I. Current bleacher seating capacity is 1,893. The floor seating from the .pdf file of the Willams Fieldhouse layout: ___ graduates and ___ faculty/Staff ___ music Rick will work with this.
J. Any Other Business….

**VII MEMO:** If there is overflow, PSC locations will be filled first and then overflow will be accommodated at Doudna Lundeen Lecture Hall.
1. Dale Larson (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.
2. Colleen Garrity will make sure that the TV screens are ready to go as soon as Doudna 103 is opened by Campus Security.
3. Kelly Jo will keep track of number of overflow guests in each room of PSC and Doudna 103 and report that total to UCC after the events.

**VII. Memo** will be sent to the Deans to poll faculty & academic staff regarding attendance at the commencement ceremonies. Chair will send memo to Deans about selection of Banner Carriers before the end of Oct. 2012.
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.
David Kieckhafer and his office staff coordinate transport of robes, banners, etc to the Commencement Ceremony.