UNIVERSITY COMMENCEMENT COMMITTEE (UCC) Agenda  
Thursday, November 15, 2012. 1 Room 2007, Ullsvik Hall, 9:00 – 9:50 A.M. December 15, 2012 ceremony

I. Minutes of previous meeting.

II. Personnel
A. Members will be asked to introduce themselves.
B. Commencement Speaker: College of BILSA AM Speaker: Rochelle Ripp, '09 Ag Business major; College of EMS, LAE PM Speaker: Brian Rauche, ’86 Mechanical Engineer Kim Schmeltz, provided these.
C. Senior Speaker: College of BILSA AM Speaker: Brian Wetter, 'Media Technology major; Alternate Liberty Daniels; College of EMS, LAE PM Speaker: Ian McGregor, Math Alternate Jessica Weber
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: Madonna (Donna) Perkins A.M. Joe Lomax P.M.
G. Volunteers to line up the students by college and also faculty: Dale Larson.
H. Banners/Flag Carriers; BILSA; Gaile S. Schwickrath A.M., EMS: Nicole Richter LAE: Renee Heimdal, Brianna M. Jentz, Kylie Fendrick, stands will be placed on floor to place the banner in for each session

II 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 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 Tollsfson (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. Barry Ellis will conduct. Morning song leader will be Amanda Zasada; Rachel Day, for the afternoon, announced by Dan Fairchild. (35-44 seats ?)
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, March 13, 2013, 2:30 to 6:00 p.m., in the Velzy South Commons, Ullsvik Hall. See page #2 for assignment of committee members

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: __ If there is overflow, PSC locations will be filled first and then overflow will be accommodated at Doudna Lundeen Lecture Hall. 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.
C. Noise / Disturbance from audience at the Ceremony: Chancellor is asked to make request for decorum at the
beginning of ceremony and remind that campus security will escort those people out.

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<tr>
<th>UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, FALL 2012</th>
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<tr>
<td>Countdown to Commencement, 3/13/2013</td>
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<td>Launch Small Banner Carries</td>
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<td>2:30 p.m. – 4:00 p.m.</td>
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<td>4:00 p.m. – 5:00 p.m.</td>
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<td>5:00 p.m. – 6:00 p.m.</td>
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VI New Business
A. Next Meeting: Wednesday, Feb. 13, 2012. 8:00 a.m. – 8:50 a.m. Ullsvik Hall, Room 2007
B. Seating tickets will not be issued for attendees at the Fall Commencement Ceremony (suggest 6 per graduate)
C. We 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 BILSA 239, 92 graduate students, 44 have indicated the plan to walk (283), Afternoon Ceremony EMS 121, LAE 154 (275).
E. Joanne Wilson will handout portfolios she is seated on stage, seat placement?
F. Discussion of stoles/sashes--Joanne Wilson ad hoc Committee Chair Report, Shari has comments
G. Current bleacher seating capacity is 1,893. The floor seating from the .pdf file of the Williams Fieldhouse layout: ___ graduates and ___ faculty/Staff ____music Rick will work with Tony on this. Special seating David K. will arrange…
H. Any Other Business…. 

VII MEMO:
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. Tyler Tollesfson & Colleen Garrity will make sure that the TV screens are ready to go as soon as Doudna 103 is opened by Campus Security.
3.) 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.