UNIVERSITY COMMENCEMENT COMMITTEE AGENDA
Agenda for Meeting. Wed., April 26, 2006, 8:15 a.m. Brig. 320

I. Personnel Introductions: Dr. Susan Hilal hilals@uwplatt.edu (Nominated by Graduate Council).


B. Recognize Volunteers – See A, D, E, & F also. Countdown to Commencement (Prof. Mohan Gill, Mr. Dale Bernhardt, Drs. Esther Ofulue, Corinne Enright, Clement Jeske, & Ambrish Vashishta,)

C. Speaker – 9:30 a.m. Ceremony (BILSA/Grad school): Dr. Milton Engelke. 2:00 p.m. Ceremony(LAES/EMS): Mr. James (Jim) Wienkes

D. Student Ushers – Barb Daus will give them instructions for both ceremonies.

E. Procession- Faculty leaders - 9:30 a.m. Ceremony: Louis Nzegwu & ? Commencement Marshal: Mr. D. Palmer.  2:00 p.m. Ceremony: Corinne Enright, Ambrish Vashishta (?). Commencement Marshal: Dr. C. Sundin. Barb Daus coordinates procession of students, faculty & stage party.

F. Volunteers to line up students by college:
   BILSA at 8:45 a.m.: Dennis Cooley, Louis Nzegwu
   LAE at 1:15 p.m.: Corinne Enright, Dale Bernhardt
   EMS at 1:15 p.m.: Barbara Barnet, Ambrish Vashishta

G. Banners: EMS-Keegan Iverson; BILSA- Shara O. Bacher, Henry C. Dean, Audrey F. Lange & Andrew D. Strommen; LAE-Ashley Buss

H. Visitor - David M. Nevins. Distribute cards to graduates to write a note to faculty members.

II. Programs

III. Details
   A. Flowers – P.O. prepared & sent. (Erschen’s Florist: 348-3433). Set-up by 8 a.m.

   B. Stage directions

   C. TV and sound – Contacted Colleen Garrity-1628 for TV (Channel 5). James Ball-1895 & Todd Duwe-1230.

   D. Seating – Arranged

   E. Music – Student Song Leader for Spring Commencement - Ms. Brittny A. Kempfer


   G. Plaques – Joyce will send order forms to Chappell Studios.

   H. EMS crew – Arranged (348-9741 X 271)

   I. Reserved track area of field house for line-up of students. Room (# B 52 usually) for faculty coats, etc., and Athletic Office (Room #134) for stage party. (Curt Fatzinger - 1568). Memo to all faculty & staff will be sent next week.

   J. Faculty & Staff Attendance: 9:30 A.M. 2 P.M.
   Academic Staff: 2 4
   LAE: 8 25.
   Library: 3 1
   BILSA: 31 1
   EMS 4 43
   Total: 48 74


IV. Old Business ?

V. New Business: Over-flow Options – James Ball