UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA

Wednesday, Sep. 19, 2007, 320 Brigham, 8:05 a.m.

I. Changes & Approval of Minutes of previous Meeting. Add new items to agenda.

II. Personnel
   A. Introductions, Selection of Chair and Vice-Chair
   B. Commencement Speaker: Fred Jaeckle - 9:30-BILSA/Grads Sch. ceremony.
   C. Senior Valedictory Speaker: Chair to send memo to Deans and publish in Intercom.
All interviews to be on Mon., 11/5, Platteville-East in PSC and announce selection by 11/9/07. Ad Hoc committee of three faculty members (Tony (Chair), Cori, & Esther).
   Student Senators: Eric Hopfensperger (hopfense@uwplatt.edu), Abby Felix (felixa@uwplatt.edu). Two more will be nominated soon.
   D. Student Ushers: Barb Daus will request & coordinate for Student Ambassadors.
   Attached flow chart will be used by them to help with flow of graduates, faculty, & stage party.
   G. Volunteers to line up the students by college and also faculty
      EMS: 1. Barb 2. Christina
      LAE: 1. Eugene 2. Bernie
   H. Banners: Chair to work with Registrar’s Office & Deans. Deliver banners to banner carriers at the track. 2 of the 4 banners will be left on stage at the start of ceremony.
   II Commencement Program, Proofreading, etc: Send to printer about 17 days before event.

III Details
   A. Flowers: Joyce (1234) will prepare P.O. and send
   B. TV Hookup, Sound, Track, & Rooms: Informed James (1895), Todd (1230), Colleen (1628), & Curt (1568). Tracks, B-52 & Offices reserved. Robes to be delivered to Athletic Office. Overflow seating is planned at Doudna 103.
   C. Music & Student Song Leader: Eugene (1292) to provide information to Joyce.
   D. Pictures and Plaques: Joyce will prepare P.O. and coordinate.
   E. EMT: Deb (1321) will call & reserve.
   F. Other? (Stage Directions, Tickets, Parking, etc): Not a problem now.

IV Countdown to Commencement (Senior Salute) Reception Table– Wednesday, October 17, 2007, between 3:00 and 6:00 p.m., in the PSC (University North and South Rms.)

Two volunteers from the committee needed for each time slot:
2:45 - 4:00 1. Eugene/Amy Kreul 2. Esther
4:00 - 5:00 1. Christina 2. Bernie
5:00 - 6:00 1. Barb 2. Bernie

V Old Business
   A. Access to graduates with disabilities. Options being investigated.
   B. Lessons from 2006-2007 ceremonies & planned improvements this year
   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.

VI New Business
   A. Next Meeting: Wed., Nov. 28, 2007, 8:05 a.m. Brig. 320
   B. Registrar’s Office will have graduate count after Oct. 17, 2007.

VII. Memo to Deans to poll faculty & staff - attendance at the commencement ceremonies.