I. Approve Minutes of Last Meeting
II. Personnel Introductions:
   B. Recognize Volunteers – Countdown to Commencement (Amy & Eugene, Tony & Bernie, Christina & Esther) & Commencement (See E & F below)
   C. Commencement Speakers: David Walsh, Regent (UW System) 9:30 a.m. ceremony; Michael Jansen, IIW Engineers & Surveyors, P.C. - 2:00 ceremony
   D. Student Ushers – Barb Daus will give them instructions for both ceremonies.
   E. Procession – 9:30 a.m.: Barb (B) & Clem  2:00 p.m.: Tony & Cori.
   Commencement Marshal: Laura Anderson (morning) and Dave Zierath (afternoon).
   Barb Daus coordinates procession of students, faculty & stage party.
F. Volunteers to line up students by college:
   Grad. School: 8:45 a.m.: Barb (B) & Clem.  BILSA at 8:45 a.m.: Esther & Rick
   Line up faculty & staff: Barb, Clem, Esther, Bernie, Rick, student senators
   EMS at 1:15 p.m.: Christina & Tony  LAE at 1:15 p.m.: Cori. & Bernie
   Line up faculty & staff: Tony, Cori, Christina, Bernie, student senators
G. College Banner Carrier(s): EMS- Dustin Schopen  BILSA- Emily Jean Yoshino
   LAE: Gina Nauertz, Ryan Schroeder, Kari Pearce
H. Visitor:
III. Programs – Taken care of by Joyce, Barb, & Dennis.
III. Details
   A. Flowers – P.O. sent by Joyce Burkholder. (Erschen’s Florist: 348-3433). Set-up by 8 a.m.
   B. Stage directions – Barb & Registrar’s Office. Deb Lundell has ordered table cloths for stage tables.
   C. TV and sound – Contacted Colleen Garrity (1628) for TV (Channel 5). James Ball (1895).
   D. Seating – Dave (L) to give Bala # of students in each row and # of faculty in each row.
   Overflow: Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60).
   PSC can accommodate a total of 294. Family & Graduate Brunch will return to the Crossing as the Commencement Luncheon will return to Velzy. Doudna 103 has also been reserved for overflow seating.
E. Music – University Symphonic Wind Ensemble, Matthew Greg Conductor
   Morning song leader Kelsey Klug BILSA. Afternoon song leader Hilary Buttkikofer (LA&E).
F. Pictures –contacted Chappell Studios. Mr. Steve Higdon (800-247-3435, X 269) handles UW-P account.
   Arranged for photographers. Updated info.
G. Plaques – Joyce will send order forms to Chappell Studios.
H. EMS/EMT crew – Deb Lundell contacted EMS/EMT & arranged for EMTs. (348-9741 X 271)
I. Reserved track area of field house for line-up of students. Room (# B 52) for faculty coats, etc., and Athletic Office (Room #134) for stage party. (Curt Fatzinger - 1568). Memo to all faculty & staff will be sent this week.
J. Faculty & Staff Attendance:  9:30 A.M.  2 P.M.
   LAE: 5 27
   Library & Acad. Staff 9 15
   BILSA: 29 0
   EMS 3 50
   Total 43 88
IV. New Business: Dave (K) – Proposal to sell flowers at commencement, Fundraising events on that day by student groups.
University Commencement Committee
Minutes of Meeting. Wednesday, February 6, 2008 (8:05 – 8:45a.m.)
2007 Ullsvik Hall

The minutes of the previous meeting (11/28/07) was approved with two corrections after Rick moved and Eric seconded the motion for approval. The deadline for nomination of speaker and alternate was changed to the end of 1st week of April & November. Bala thanked UCC members who helped with the events in fall 2007.

I. Personnel
A. Commencement Speakers
B. Senior Valedictory Speakers: Dean of BILSA will identify the speaker & alternate for morning ceremony and forward all nomination papers for them to the Chancellor’s Office by the end of first week of April.
Dean of LAE will select the speaker & alternate for afternoon ceremony and forward all nomination papers for them to the Chancellor’s Office by the end of first week of April.
Chancellor’s Office will provide instructions and guidance to the speakers. Chancellor will send a memo to the Deans conveying the above information.
C. Student Ushers: Use Student Ambassadors – Barb Daus
D. Procession: Two faculty members needed to lead the procession for each ceremony: 9:30 a.m.: Barb (B) & Clem  2:00 p.m.: Tony & Cori.
E. Commencement Marshals: Dave Zierath agreed for the 2 p.m. NEED 1 FACULTY/STAFF for morning. Bala will get their resume.
F. Two Volunteers to line up the students in each college (two per college)
Grad. School: 8:45 a.m.: Barb (B) & Clem.  BILSA at 8:45 a.m.: Esther & Rick
Line up faculty & staff: Barb, Clem, Esther, Bernie, Rick, student senators
EMS at 1:15 p.m.: Christina & Tony  LAE at 1:15 p.m.: Cori. & Bernie
Line up faculty & staff: Tony, Cori, Christina, Bernie, student senators
G. Banners & College Banner Carriers: Bala will coordinate with the Deans as soon as college GPA list is received from Deb Lundell in April. Bernie will coordinate delivery of two respective banners to track for each ceremony. Two banners that are not carried will be left on stage at the beginning of each ceremony.

II. Commencement Program: To be ready about 17 days before the event.

III. Details
A. Flowers: Purchase Requisition (Erschen’s Florist) will be sent to Purchasing Office.
B. TV Hookup and Sound: Talked with Colleen Garrity (1628)
C. Music/Song Leaders
D. Pictures / Plaques: To be arranged with Chappel Studio
E. Emergency Medical Services: Deb Lundell will call EMS.
F. Overflow seating:
G. Parking
H. Other?

IV. Countdown to Commencement (Senior Salute) Reception Table—Wednesday, March 12, 2008 at Velzey South, Ullsvik Hall. Two volunteers from the committee are needed for each time slot:
   2:30 - 4:00: Amy & Eugene  4:00 - 5:00: Tony & Bernie  5:00 - 6:00: Christina & Esther

V. Old Business: A. Accommodate graduates with disabilities: Chancellor will take care of this issue.

VI. New Business:
Banner Carrier for EMS is spelled (if that makes any difference to you)