UNIVERSITY COMMENCEMENT COMMITTEE AGENDA
Meeting on Wed., Dec. 3, 2008, 2510 Ullsvik Hall. 8:10 a.m. – 8:45 a.m.

I. Motion to Approve Minutes of Last Meeting, Second, & Vote:

II. Personnel Introductions:
A. Senior Valedictory Speaker: BILSA – Jeremy Hach, Comm Tech/Broadcasting major and alternate speaker is Toni Bockhop. EMS & LAE – Larissa Smage (LAE) and Ryan Werner (LAE) is alternate speaker.
B. Recognize Volunteers & Countdown to Commencement: feedback?
C. Commencement Speakers: ?? - 9:30 a.m. ceremony. ?? - 2:00 ceremony
D. Student Ushers – Barb Daus will give them instructions for both ceremonies.
E. Procession- 9:30 a.m.: Barb (B) & Esther, 2:00 p.m.: Tony & Cori. Commencement Marshal: Jim Valaskey (morning) and Karen Bennett Allen (afternoon). Barb Daus coordinates procession of students, faculty & stage party.
F. Volunteers to line up students by college:
   BILSA & Grad. School: 8:45 a.m.: Barb (B), Esther, Louis, Mark. Student Senators.
   Line up faculty & staff: Barb (B), Esther, Louis, Mark. Student Senators.
   EMS & LAE at 1:15 p.m.: Tony, Cori, Clem, & Student Senators. Rick Bockhop.
   Line up faculty & staff: Tony, Cori, Clem, student senators.
   Banners: Amy Nemmetz / Clem Jeske
G. College Banner Carrier(s): EMS- Sam Straub, BILSA- Todd Faulhaber, LAE: Larissa June Smage

III. Programs – Taken care of by Joyce, Barb, & Amy/Dennis.

III. Details:
A. Flowers – P.O. sent by Joyce Burkholder. (Erschen’s Florist: 348-3433). Set-up by 8 a.m.
B. Stage direction – Barb & Registrar’s Office. Deb Lundell has ordered table cloths for stage tables.
C. TV and sound- Contacted Colleen Garrity for TV (Channel 5). James Ball/Nathan Manwiller.
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.


F. Pictures – Contacted Chappell Studios. Mr. Steve Higdon (800-247-3435, X 269) handles UW-P account.

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:

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<th>9:30 A.M.</th>
<th>2 P.M.</th>
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<tbody>
<tr>
<td>LAE</td>
<td>8</td>
<td>31</td>
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<tr>
<td>Library &amp; Acad. Staff</td>
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<tr>
<td>BILSA</td>
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<tr>
<td>EMS</td>
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<td>Total</td>
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IV. New Business:
1. Barb Daus will give Bala the total number of Chancellor’s guests by Friday, Dec. 12, 2008 so that those seats can be reserved.
2. Student Senate rejected Commencement Apparel Policy that was approved unanimously by UCC.
3. Subcommittee to decide the details of fall 2009 commencement.
4. Memos to faculty, staff, procession leaders, etc.
5. Accessibility for graduates with disabilities: ADA compliant ramp will not be delivered before 12/17. To be tested by Barb Daus, Student Ambassadors, Dave (K), Marge Karsten, Rebecca Peters, Students, etc.
6. Lessons from 2007-2008 ceremonies & planned improvements this year: Efforts will be taken to limit the number guests for each graduate.
(a) Front row seating should be limited to those who require special needs seating and that we should also allow one companion (as many other UW System schools do) per special needs person. Registrar should be informed a week prior to graduation (12/6).

(b) The front row of the east side of the bleachers should be marked for handicap seating only, regardless of whether there are that many requests prior to commencement.

(c) The Chancellor’s guests (commencement speakers guests, banner carrier guests, award winner guests, commencement marshal families) should have reserved seating.

7. 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.

8. Attendance by teaching academic staff: Academic Staff Senate to take actions to amend the Employee Handbook.

9. Jennifer Snoek-Brown, Reference Librarian left campus. Need replacement (Rick Bockhop??)

10. Stage should be at the north end of the gymnasium/building.