UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA
Wednesday, Feb.13, 2013. Room # 2007 Ullsvik Hall, 8:00 a.m. – 8:50 a.m.

I. Minutes  seeking approval of Fall 2012 minutes
II. Personnel
   A. Introduction of members/visitors.
   B. Commencement Speaker: No information at this time.
   C. Senior Valedictory Speaker: Colleges will select valedictory speaker and an alternate and inform Rick by April 1, 2013.
   D. Student Ushers: Kim Schmelz will request & coordinate for Student Ambassadors. A separate flow chart will be mailed for the next meeting.
   E. Procession: Procession See Table on page #2. Volunteers accepted, updates needed prior to countdown to commencement on Wednesday, March 13th.
   F. Commencement Marshal: Joyce Burkholler will send Rick the list of retirees and list them in the order of seniority. Rick will call them in the order of seniority. Marshals will send bio-data to UIC which will be used to prepare bio’s for the banquet brochures and the graduation program. LAE Marshal is: David Van Buren
   G. Volunteers to line up the students by college and also faculty/staff: See table page #2.
   H. Banners: Chair to work with Registrar’s Office. Deliver banners to banner carriers at the track. Banners will be placed on the floor near the graduates prior to the start of each ceremony. Rick will arrange to have the banners available for carriers at the entrance of Bo Ryan court.

II Commencement Program Publication (Schedule revised by Joyce & Amy Kreul)
4/1/13 Cover, front and back sections to Joyce from old program for changes (back to publications by 4/8/13 for changes)
4/4/13 Graduate listings (grad and undergrad) from registrar’s office and updates from Joyce
4/8/13 Biography text from UIC for Principal Speakers, Distinguished Alumni, Commencement Marshals
4/9/13 Write up for Student speakers from UIC
4/9/13 Proof to Chuck Harwick in registrar’s office (proof back from registrar’s office by 4/10/13)
4/15/13 Proof to—Rick, Kim, David K., Joyce (proof back by 4/16/13)
4/15/13 Proof to—Rick, Kim, David K., Joyce final proof back to publications by 10 a.m. on 4/18/13
4/19/13 To printer,
5/6/13 Programs delivered to campus

III Details
   A. Flowers: Joyce (1234) will handle the arrangements for flowers on stage.
   B. TV Hookup, Sound, Track, & Rooms: Jess Waterhouse (1230), Colleen and/or Tyler (1628), & Curt (1568). Tracks, B-52 & Offices reserved. Chuck will deliver robes to Athletic Office. Doudna 103 has also been reserved for overflow seating. Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294.
   C. Music: Dan Fairchild discussion of options lead by Dan.
   D. Pictures and Plaques: Joyce will prepare P.O. and coordinate after the ceremonies.
   E. Emergency Medical Technicians: Chuck (1321) has called & reserved.
   F. International Flags: Flags will be arranged on stage similar to the fall 2013 set-up.

IV Countdown to Commencement Reception Table: Wednesday, March 13, 2:30 to 6:00 p.m., in the Velzy South Commons, Ullsvik Hall. See page #2 for assignment of committee members to time slots.

V Old Business
   A. Reserved parking for commencement speakers, guests and stage party in the parking lot #11 west side of the PAC. Amy Nemmetz and Scott Marquardt
   B. Overflow: A few chose to use overflow for either ceremony December 2012.
   C. Review banner carriers procedures

VI New Business
   A. Next Meeting: Wed., April 24, 2013, 8:05 a.m. – 8:50 a.m. Ullsvik Hall, Room 2007
   B. Discussion of stoles/sashes--Joanne Wilson ad hock Committee Chair Report
   C. Graduation Fees currently $25, David
   D. Other business …

Notes for 2013 Spring Ceremony:
   • Current estimate of graduates from the Registrar’s Office: BILSA:325, Grad. School: 50, EMS: 162, LAE: 225. We will have better numbers after the Countdown to Commencement.
   • If there is overflow, Markee PSC locations will be filled first and then overflow will be accommodated at Doudna
Lundeen Lecture Hall. Chuck (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. Colleen Garrity will make sure that the TV screens are ready to go as soon as Doudna 103 is opened by Campus Security.

- PSC staff will keep track of number of overflow guests in each room of PSC and Doudna 103 and report that total to UCC after the event is over.
- Rick will send memo to Deans about selection of Banner Carriers before the end of March 2013.
- 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.
  - Coordinate posting of Commencement instructions online.
- Pete Davis & Tony Isabell (1155) coordinate all arrangements in the room and stage.
- Information card will be filled by each graduate at the line up as it was done in fall 2012. (registrars)

Countdown to commencement:

<table>
<thead>
<tr>
<th>Time</th>
<th>Banners/Parking</th>
<th>Procession Leaders</th>
<th>Line Up Students &amp; Faculty</th>
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<tbody>
<tr>
<td>2:30 – 4:00 p.m.</td>
<td>1.</td>
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<tr>
<td>4:00 – 5:00 p.m.</td>
<td>2.</td>
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<td>5:00 – 6:00 p.m.</td>
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**UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, Spring 2013**

**COMMENCEMENT, 5/11/2013**

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<th>Banners/Parking</th>
<th>Procession Leaders</th>
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<tbody>
<tr>
<td>9:00 a.m.</td>
<td>12:30 p.m.</td>
<td>4:00 p.m.</td>
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<tr>
<td>Banners: Rick</td>
<td>Banners: Rick</td>
<td>1. Louis Nzegwu</td>
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<tr>
<td>Parking: Amy N. Scott M.</td>
<td>Parking: Amy N. Scott M.</td>
<td>2.</td>
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