UNIVERSITY COMMENCEMENT COMMITTEE (UCC)
Minutes of the meeting
Wednesday, Sep. 28, 2005, 320 Brigham, 8:15 a.m.

I. Personnel
A. Introductions, Dr. Bala was voted unanimously as the Chair and and Dr. Tony Thomas was voted unanimously as the Vice-Chair of the UCC.

B. Commencement Speaker: Linda Pauls-Fleming (Regent Milton McPike on stage)

C. Senior Valedictory Speaker Selection Committee
   Chair: Dr. Anthony Thomas.
   Members: Dr. Corinne Enright, Dr. Dan Fairchild & four student senators

D. Student Ushers: Mrs. Barb Daus will request for about 10 Student Ambassadors

E. Procession
   Dr. Anthony Thomas and Dr. Corinne Enright will lead the procession

F. Commencement Marshall: Dr. Thomas Waters. Mrs. Joyce Burkholder will send the thank you memo, directions about the robe, mace, etc.

G. Volunteers to line up the students by college
   BILSA: Dr. Louis Nzegwu and Mr. Dale Bernhardt
   EMS: Dr. Barbara Barnet and Dr. Ambrish Vashishta
   LAE: Dr. Anthony Thomas and Dr. Corinne Enright

H. Banners: Bala will send memo to the Deans on Oct/Nov after getting the list of students with the highest GPA for each college.

II Commencement Program, Proofreading, etc Mrs. Joyce Burkholder, Mrs.Barb Daus & Bala

III Details
A. Flowers: Bala will order through Mr. Ed Deneen
B. TV Hookup and Sound: Mrs. Barb Daus contacted Mr. James Ball (1895), Todd Duwe (1230) & Mrs Colleen Garrity (1628) on Sep. 28, 2005.

C. Music: Dr. Dan Fairchild will send information.
   Student Song Leader: Dr. Dan Fairchild will send information

D. Pictures and Plaques: Mrs. Joyce Burkholder & Bala
E. EMT: Already given dates & times by Mr. Ed Deneen’s Office

F. Other? (Stage Directions, Tickets, Parking, etc): Consider in next meeting.

IV Senior Salute Reception Table—Wednesday, October 19 in the University Rooms of the Pioneer Student Center

Two volunteers from the committee needed for each time slot:

2:50 - 4:00 Prof. Mohan Gill & Dr. Ambrish Vashishta.

4:00 - 5:00 Mr. Dale Bernhardt and Dr. Louis Nzegwu

5:00 - 6:00 Dr. Bala and Dr. Dan Fairchild

V Old Business

A. Change in wording in the Faculty Handbook to reflect current attendance policies

B. Update on the construction of a ramp for use at commencement

C. Comments or concerns about the ceremonies last spring to improve this year: Prof. Mohan Gill provided feedback on chairs being too close in faculty seating area. 9:30 a.m. and 2:00 p.m. ceremonies worked well in spring. Ideal to have 90 faculty & staff at each ceremony.

VI New Business

A. Next Meeting: Wed., Nov. 30, 2005, 8:15 a.m. Brig. 320

B. Grad. Students? Val Speaker Nomination. Ceremony to attend. NONE

C. Other? NONE