UNIVERSITY COMMENCEMENT COMMITTEE
Minutes of the Meeting, Wed., Nov. 30, 2005, 8:15 a.m. Brig. 320

I. Personnel Introductions

II.A. Senior Valedictory Speaker: Delanie Breuer (Alternate: Crystal Imhof). Ad Hoc Committee chaired by Dr. Anthony Thomas. Members: Dr. Corinne Enright, Dr. Dan Fairchild, Student Senators: Jessica Borzyskowski, Coltan Janes, Christi Rischar, Ben Wyman

B. Recognize all volunteers {Prof. Mohan Gill, Dr. Ambrish Vashishta, Mr. Dale Bernhardt and Dr. Louis Nzegwu, and Dr. Dan Fairchild }

C. Speaker – Announcement from Chancellor Dr. Markee.

D. Student Ushers – Barb Daus

E. Procession- Faculty leaders: Dr. Clem Jeske & Dr. Corinne Enright will lead. Commencement Marshal: Dr. Thomas Waters.

F. Volunteers to line up students by college:
   - BILSA: Dr. Louis Nzegwu and Mr. Dale Bernhardt
   - EMS: Dr. Barbara Barnet and Dr. Ambrish Vashishta
   - LAE: Dr. Clem Jeske and Dr. Corinne Enright
   - Grad. Sch. (Dr. Clem Jeske/Dr. Esther Ofulue)
   - Banners: EMS-Matt Hedlund, BILSA-Veronika Redding, LAE-Rebecca Feigl,

G. Visitor – Bala made the motion to adopt Mr. David M. Nevins’ proposal to distribute a card to graduates lining up for the procession and ask each one to write a note or thanks to one or more faculty members. CPR and the PIC will take care of logistics. Student staff from PIC will help. Anthony Thomas seconded the motion. The motion was approved unanimously approved by the committee after discussion.

II. Programs

III. Details

   A. Flowers – P.O. prepared & sent. (Erschen’s Florist: 348-3433). Set-up by 10:30 a.m.
   B. Stage directions
   C. TV and sound– Contacted Colleen Garrity-1628 for TV (Channel 5). James Ball-1895 & Todd Duwe-1230.
   D. Seating–Arranged overflow room at PSC. James Ball-1895
   E. Music – Student Song Leader for Fall Commencement - Mr. Andrew Meyers
   G. Plaques – Received order forms from Chappell Studios. Completed order will be sent soon.
   H. EMS crew – Arranged (348-9741 X 271)
   I. Reserved track area of field house for line-up of students (12 – 2 p.m.), Room (# B 52 usually) for faculty coats, etc., and Athletic Office (Room #134) for stage party. (Curt Fatzinger - 1568). Memo to all faculty & staff was sent out on Dec. 1, 2005.

   J. Faculty & Staff Attendance: Academic Staff: F2005  S2006(9:30 A.M.)  S2006(2 P.M.)
      LAE:  5  2   4
      Library:  8  25.
      BILSA:  1  3   1
      EMS  30  31   1
      Total 86  65   49


IV. Old Business

V. New Business: Over-flow space arrangement Options, Over-flow arrangements for fall 2006 and spring 2007 will be discussed in Jan/Feb. 2006. James Ball will propose alternatives.

Bala met with Joyce to send out memo to faculty and staff and also order plaques. Bala met with Ed Deneen and Dave to finalize seating and procession details and prepare sketches.