University Commencement Committee  
Minutes of Meeting, Wednesday, February 8, 2006, 320 Brigham

I Personnel  
A. Commencement Speakers  

9:30 a.m. Ceremony (BILSA/Grad school): Dr. Milton Engelke - Professor of Turfgrass Breeding, Genetics and Management at the Texas A & M Agricultural Experiment Station. A 1968 graduate in Technical Agriculture, Milt studied under Roger Higgs. Dr. Engelke has obtained millions of dollars in research grants, and in 2004 he received the Vice Chancellor's Award in Excellence at Texas A & M --the highest honor given to faculty and employees of the Ag Program. In 2001, Dr. Engelke was honored with BILSA's Friend of the College Award.

2:00 p.m. Ceremony (LAE/EMS): Mr. James (Jim) Wienkes - Manager, Tractor Engineering, John Deere Waterloo Works (Waterloo, IA). Jim is the manager of Worldwide Tractor Product Engineering for agriculture tractors in the 7000, 8000, & 9000 series with a 100-hp and higher range. He is a 1979 graduate of UWP with a B.S. in Mechanical Engineering and Agricultural Engineering. He was born in Highland, WI and his family continue to live in the area. (Joyce Clifton, Office of Study Abroad is his sister)

B. Senior Valedictory Speakers  
Ad hoc committee of three faculty members and four student senators needed: Anthony Thomas - Chair, Cory Enright, Dan Fairchild, Jessica Borzyskowski, Coltan Janes, Christi Rischar, Ben Wyman. Maximum of four nominations from each college. Nominations to the Deans by March 20, 2006. Deans to send nominations to Anthony Thomas by April 3, 2006. All interviews on April 10, 2006 from 6 p.m. to 9 p.m. at the Mound Room, PSC.

C. Student Ushers: Use Student Ambassadors – Barb Daus. Bala will meet with Cory, Dave, Barb Daus and others involved to create a flow chart faculty & student flow, ambassador responsibilities, etc to avoid communication problems.

D. Procession  
Two faculty members needed to lead the procession:  
9:30 a.m. Ceremony: Louis Nzegwu, Bala  
2:00 p.m. Ceremony: Corinne Enright, Ambrish Vashishta

E. Commencement Marshals: Prof. T Waters (1965), Dr. C. Sundin (1967), Mr. D. Palmer (1971), Dr. S. Becker (1971), Dr. L. Lee (1978). Prof. Waters was the Commencement Marshall in Fall 2005. So Bala will call the rest of the retirees in the above order and identify the volunteers. Mr. D. Palmer agreed on Feb. 8, 2006 to be the Commencement Marshall for the morning BILSA/Grad. School ceremony. Dr. Sundin has agreed to be the Commencement Marshall for the afternoon LAE/EMS ceremony.

F. Volunteers to line up the students by college (two per college)  
BILSA at 8:45 a.m.: Dennis Cooley, Louis Nzegwu  
LAE at 1:15 p.m.: Corinne Enright, Dale Bernhardt  
EMS at 1:15 p.m.: Barbara Barnet, Ambrish Vashishta

G. Banners & College Banner Carriers: Deb Lundell will send top College GPA list in April. Bala will coordinate with the Deans as soon as list is received from Deb.

II Commencement Program: To be ready about 17 days before the event.
III Details
A. Flowers: Purchase Requisition (Erschen’s Florist) has been sent to Purchasing Office.
B. TV Hookup and Sound: Talked with Colleen Garrity (1628) & Todd Duwe (1230)
C. Music/Song Leaders: Barry Ellis - Conductor. Brittany Kempfer - student song leader for afternoon ceremony. Dan Fairchild will send e-mail about student song leader for morning ceremony.
D. Pictures / Plaques: Will be arranged with Chappel Studio via their website by Bala & Joyce Burkholder.
E. Emergency Medical Services: Deb Lundell has called EMS.
F. Overflow seating: Overflow of about 200 in Fall 2005. Long discussion is summarized below:
   (a) May not be a problem in Spring 2006 with an estimate from Ed Deneen of about 550 graduates. Will revisit this issue in fall 2006 and decide on one of the options below.
   (b) Have tickets for seating in the Fieldhouse. Add to the ticket “Seat is not assured if arrival at the Fieldhouse is after 1:30 p.m.”
   (c) Have overflow seating at the PSC, Nohr Gallery, Velzy Commons, etc
   (d) Issue tickets for overflow seating, but not collect it. This will convey message to families that all large groups cannot be accommodated in the Filedhouse.
G. Parking
H. Other: (a) Coordinate with Alumni Association so that faculty exiting the room will not be blocked by alumni trying to distribute mouse pads to engineering graduates.
   (b) Have the National Flag on the stage so that it will be visible to audience.
   (c) Have song leader at the front of audience to be visible.
   (d) Investigate a podium with retractable step-stool for shorter persons.
   (e) Find alternate location for college banners.

IV Senior Salute Reception Table–Wednesday, March 8, 2006 at PSC. One or two volunteers from the committee needed for each time slot:
   2:00 - 3:00 Mohan Gill, Esther Ofulue  3:00 - 4:00 Corinne Enright, Clement Jeske
   4:00 - 5:00 Ambrish Vashishta, Dale Bernhardt  5:00 - 6:00 Dale Bernhardt

V Old Business
A. Chair-lifts? overflow, past complaints,
B. Other: Bala distributed the Greetings, DVD, photo album, and Gift Box of Chocolates from Chappel Studio to the committee members. The leftover sweets were sent to the Registrar’s Office staff.

VI New Business
A. Guidelines for selecting senior speakers
B. Recognition of international students
C. Other? Next meeting April 26, 2006, 8:10 a.m., Brig 320.
D. Plan budget for video camera & other equipment that can be operated without running many cables or wires on the floor.
E. Inform TV-5 to start live-feed 5 to 10 min early so that viewers will know that the program is about to start. Public will know that program may not start at 9:30 a.m. or 2 p.m. exactly and no announcements will be necessary to reassure the public/remote audience.

Send corrections to this minutes to Bala (1718) at balachas@uwplatt.edu