UNIVERSITY COMMENCEMENT COMMITTEE MEETING MINUTES
Wed., April 26, 2006, 8:15 a.m. Brig. 320

I. Personnel Introductions: Dr. Susan Hilal hilals@uwplatt.edu (Nominated by Graduate Council).


B. Recognize Volunteers – See A, D, E, & F also. Countdown to Commencement (Prof. Mohan Gill, Mr. Dale Bernhardt, Drs. Esther Ofulue, Corinne Enright, Clement Jeske, & Ambrish Vashishta.)

C. Speaker – 9:30 a.m. Ceremony (BILSA/Grad school): Dr. Milton Engelke. 2:00 p.m. Ceremony(LAE/EMS): Mr. James (Jim) Wienkes

D. Student Ushers – Barb Daus will give them instructions for both ceremonies. Banners will be at the back of the stage. Mace stand will be set to the right (when standing behind the podium) of the podium.

E. Procession - Faculty leaders - 9:30 a.m. Ceremony: Louis Nzegwu & Anthony Thomas. Commencement Marshal: Mr. D. Palmer. 2:00 p.m. Ceremony: Corinne Enright, Ambrish Vashishta (Mike Rowe). Commencement Marshal: Dr. C. Sundin. Barb Daus coordinates procession of students, faculty & stage party.

F. Volunteers to line up students by 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
GRAD. SCH. At 8:45 a.m.: Susan Hilal

G. Banners: EMS-Keegan Iverson; BILSA- Shara O. Bacher, Henry C. Dean, Audrey F. Lange & Andrew D. Strommen; LAE-Ashley Buss

H. Visitor – Voted unanimously to let David M. Nevins and his helpers to distribute cards to graduates to write a note to faculty members.

II. Programs: Being printed. No changes will be made for spring 2006 ceremony. Chancellor will recognize alternate speakers.

III. Details
A. Flowers – P.O. prepared & sent. (Erschen’s Florist: 348-3433). Set-up by 8 a.m.

B. Stage directions: Ed Deneen and Chancellor will take care of details.

C. TV and sound – Contacted Colleen Garrity-1628 for TV (Channel 5). James Ball-1895 & Todd Duwe-1230. Colleen will investigate new lens and/or camera. Long range plans may be made to acquire them.

D. Seating – Arranged. Camera at the center aisle will have a round-about to allow traffic. Rows will be shortened near the camera to facilitate traffic. Dave (Physical Plant) will take care of this. We will have 2 American Flags. College banners will be behind the chairs on the stage. Student ambassadors must be given instructions.

E. Music – Student Song Leader for Spring Commencement - Ms. Brittny A. Kempfer. Dave (Physical Plant) will work with the Music Dept and have a raised platform so that singer may be more visible.


G. Plaques – Joyce will send order forms to Chappell Studios.

H. EMS crew – Arranged (348-9741 X 271)

I. Reserved track area of field house for line-up of students. Room (# B 52 usually) for faculty coats, etc., and Athletic Office (Room #134) for stage party. (Curt Fatzinger - 1568). Memo to all faculty & staff will be sent next week.

J. Faculty & Staff Attendance: 9:30 A.M. 2 P.M.

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IV. Old Business – None.

V. New Business: We will decide in fall 2006 about over-flow options, 2 ceremonies in fall, issuing tickets for visitor seating, etc. Decided to have only one speaker at each ceremony. From fall 2006 alternate speaker will be listed on the program and will be recognized by the Chancellor.