University Commencement Committee  
Minutes of Meeting on Wednesday, January 31, 2007 (8:10 a.m.), 320 Brigham

1. Barb Daus moved that the minutes of the meeting held on Nov. 29, 2006 be approved and Richard Bockhop seconded that motion. The minutes was approved unanimously.

2. Subcommittee to select the Senior Valedictory Speakers will consists of Drs. Anthony Thomas (Chair), Esther Ofulue, and Dan Fairchild. Request for four student senators to serve on this committee has been sent to the Student Senate. Memos have been sent to faculty, staff, and Deans requesting nominations. Deadline for nominations to reach Deans is 3/20/07. Deadline for Deans to send nomination materials to Dr. Anthony Thomas is 4/2/07. Each college may nominate a maximum of four candidates. Valedictory speaker interviews will be from 6 p.m. to 9 p.m. on 4/10/07. Final recommendations will reach the Chancellor by 4/17/07.

3. Student Ushers: Use Student Ambassadors – Barb Daus will take care of this.

4. Procession: Two faculty members are needed to lead the procession. Bala and Richard Bockhop will lead the procession at the 9:30 a.m. ceremony. Cori Enright and Clem Jeske will lead the procession at the 1:30 p.m. ceremony.

5. Commencement Marshals: Chancellor informed that Steve Zielke (1967) and John Vacca (1979) will be retiring this semester and the complete list of retirees is not yet available. The senior most candidate will be offered this honor first. Bala will then contact the other candidates if necessary.

6. Volunteers to line up the students by college (two per college) and help with faculty line up also
   Grad. School & BILSA at 8:45 a.m.: Susan Hilal (Grad. Sch.) and Richard Bockhop (BILSA).
   EMS at 1:15 p.m.: Barb Barnet and Anthony Thomas.
   LAE at 1:15 p.m.: Cori Enright and Dale Bernhardt.
   Colton Janes and one more student senator will also be available to help with line up.

7. 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. Bala will work with the Dianne Hanten or the Registrar to either give the banners to the banner carriers at the track when students line up or will create a placard for banner carriers to identify the beginning of each college. The placard will be exchanged for banner at the entrance to the gym.

8. Commencement Program: To be ready about 17 days before the event.

9. Details
   A. Flowers: Purchase Requisition (Erschen’s Florist) was sent by Joyce Burkholder to Purchasing Office.
   B. TV Hookup and Sound: Talked with Colleen Garrity (1628) & Todd Duwe (1230)
   C. Music/Song Leaders: not known now.
   D. Pictures / Plaques: Arranged with Chappel Studio via their website. Joyce Burkholder will take care of it in May.
   E. Emergency Medical Services: Deb Lundell has called EMS.
   F. Overflow seating: Doudna 103 will be used.
   G. Parking: Tickets will not be used or distributed.

10. Countdown to Commencement (Senior Salute) Reception Table–Wednesday, March 7, 2007 at PSC – University Rooms (North & South):
11. Access to graduates with disabilities:
Chancellor announced that some funds have been donated to provide better access to people with disabilities. The following options will be explored and technical feasibility will be studied. For each option costs will be estimated. Todd Duwe and James Ball are working on these options. Todd Duwe will consult Colleen Garrity also before the final recommendation is sent to

1. Lower the stage to 2 feet height and determine the cost of two 20’ ramps with rails.
2. Cost and feasibility of using two chair-lifts.
3. Lowering stage to floor level and projecting the ceremony on large screens or displaying on very large monitors. The feasibility of this option for May 2007 ceremony must be explored by Colleen and Todd by the end of March 2007. After the Countdown to Commencement on March 7, 2007 we will know whether there are graduates with disabilities in the 2007 ceremonies. If whether there are graduates with disabilities in the 2007 ceremonies, this option may have to be implemented in May 2007.

12. Academic Regalia: Barb Daus moved that the subcommittee report be accepted as the new policy at UW – P. Esther Ofulue seconded this motion. After discussions the UCC approved unanimously the proposal from the subcommittee as the new policy for academic regalia at UW – P. The Registrar’s Office may place these guideline online as soon as possible.

13. Chancellor announced that from Dec. 2007 there will be two graduation ceremonies to avoid problems associated with overflow of guests at the graduation ceremonies and also seating of guests at the gym.

14. Richard Bockhop moved that the faculty may be asked to line up at the track area to avoid congestion at the entrance to the gym and also blocking entrance to restrooms on the ground floor. Susan Hilal seconded this motion. After discussions the UCC approved unanimously this proposal. Bala will modify the memo to be sent to faculty and staff in May 2007 and include instructions about the new way to line up. This memo will also remind faculty and staff to honor their contractual obligations and attend at least one ceremony per academic year. In addition, faculty and staff will be requested to follow directions given by procession leaders and help with the seating of faculty as per seniority, even if they have to occupy the front row of seats. Finally they will be requested to honor the graduates by having enough enthusiasm to clap their hands until the last student has left the track area.

15. Members were requested by Bala to mark their calendars and attend the next meeting of UCC on May 2, 2007 at 8:10 a.m. in Birg. 320. Joyce Burkholder reserved Brig. 320 for that meeting.

This is the first draft of the minutes of the UCC meeting held on Jan. 31, 2007. It took a long time to write. There are likely to be errors in this draft. All errors and omissions must be brought to the attention of Bala at 342-1718 or balachas@uwplatt.edu so that the errors may be corrected at the next meeting of the UCC on May 2, 2007.