UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA
Wednesday, Sep. 19, 2007, 320 Brigham, 8:05 a.m.

I. Rick moved and Eric seconded that the Minutes of previous Meeting be approved as published. UCC approved unanimously.

II. Personnel
   A. All present were introduced. Nominations for the position of Chair were solicited. Barb nominated Bala and Tony seconded the nomination. There were no other nominations. Bala was elected unanimously as Chair of UCC for 2007-08 academic year. Tony accepted the position of Vice-Chair.
   B. Commencement Speaker: Fred Jaeckle - 9:30-BILSA/Grads Sch. ceremony. Joyce provided updates.
   C. Senior Valedictory Speaker: UCC voted unanimously to seek four nominations (Bala moved & Tony seconded) from each College. Chair to send memo to Deans and publish in Intercom. All interviews to be on Mon., 11/5, Platteville-East, PSC and announce selection by 11/9/07. Ad Hoc committee of three faculty members (Tony (Chair), Cori, & Esther). Student Senators: Eric Hopfensperger (hopfense@uwplatt.edu), Abby Felix (felixa@uwplatt.edu). Two more student senators will be nominated.
   D. Student Ushers: Barb Daus will request & coordinate for Student Ambassadors. Attached flow chart will be used by them to help with flow of graduates, faculty, & stage party.
   F. Commencement Marshall: K. Winz (LAE), Nusbaum (BILSA), & others will be contacted soon.
   G. Volunteers to line up the students by college and line up faculty: All student senators will help also.
      EMS: 1. Barb 2. Christina
      LAE: 1. Eugene 2. Bernie
   H. Banners: Chair to work with Registrar’s Office & Deans. Deliver banners to banner carriers at the track. 2 of the 4 banners will be left on stage at the start of ceremony.
   II Commencement Program, Proofreading, etc: Send to printer about 17 days before event. Joyce, Amy, Dennis, & Dave K will investigate options to publish an attractive brochure.

III Details
   A. Flowers: Joyce (1234) will prepare P.O. and send
   B. TV Hookup, Sound, Track, & Rooms: Informed James (1895), Todd (1230), Colleen (1628), & Curt (1568). Tracks, B-52 & Offices reserved. Robes to be delivered to Athletic Office. Overflow seating is planned at Doudna 103. Registrar’s Office will inform graduates that up to 10 family members or friends can be accommodated in the fieldhouse and additional guests, if any, must use Doudna 103.
   C. Music & Student Song Leader: Eugene (1292) to provide information to Joyce.
   D. Pictures and Plaques: Joyce will prepare P.O. and coordinate. Amy, Dave K, Joyce, Dave L will investigate, select, and use UW-P banner as the backdrop for graduation pictures.
   E. EMT: Deb (1321) will call & reserve.
   F. Other? (Stage Directions, Tickets, Parking, etc): Not a problem now.

IV Countdown to Commencement (Senior Salute) Reception Table– Wednesday, October 17, 2007, between 2:45 p.m. and 6:00 p.m., in the PSC (University North and South Rms.)
   Two volunteers from the committee needed for each time slot:
   2:45 - 4:00 1. Eugene/Amy Kreul 2. Esther
   4:00 - 5:00 1. Christina 2. Bernie
   5:00 - 6:00 1. Barb 2. Bernie

V Old Business
   A. Access to graduates with disabilities. Options being investigated.
   B. Lessons from 2006-2007 ceremonies & planned improvements this year: Dave L reported that in spring 2007, a few in the audience were sitting in the aisles and was a potential hazard. It was decided by UCC that Student Senators and Student Ambassadors will monitor the audience and help campus security in making sure that aisles are not restricted.

VI New Business
   A. Next Meeting: Wed., Nov. 28, 2007, 8:05 a.m. Brig. 320
   B. Registrar’s Office will have graduate count after Oct. 17, 2007.

VII. Draft of memo to Deans to poll faculty & staff - attendance at the commencement ceremonies were approved by UCC.

VIII. There is a basketball game on Dec. 15, 2007 in the evening. So the Chancellor will inform the audience and request then to clear the room as soon as possible so that custodians can get the hall ready for the game.