UNIVERSITY COMMENCEMENT COMMITTEE MINUTES
Meeting on Wed., Dec. 3, 2008, 2510 Ullsvik Hall. 8:10 a.m. – 8:45 a.m.

I. Barb Daus moved to approve minutes of last meeting. Mohan Gill seconded the motion and Second, and it was approved unanimously.

II. Personnel Introductions:
A. Senior Valedictory Speaker: BILSA – Jeremy Hach, Comm Tech/Broadcasting major and alternate speaker is Toni Bockhop. EMS & LAE – Larissa Smage (LAE) and Ryan Werner (LAE) is alternate speaker.
B. Recognized all volunteers.
C. Commencement Speakers: Gov. Doyle - 9:30 a.m. ceremony. Dr. John Busby - 2:00 p.m. ceremony
D. Student Ushers – Barb Daus will give them instructions for both ceremonies.
E. Procession- 9:30 a.m.: Barb (B) & Esther, 2:00 p.m.: Tony & Cori. Commencement Marshal: Jim Valaskey (morning) and Karen Bennett Allen (afternoon). Barb Daus coordinates procession of students, faculty & stage party.
F. Volunteers to line up students by college:
   BILSA & Grad. School: 8:45 a.m.: Barb (B), Esther, Louis, Mark. Student Senators. Rick Bockhop.
   Line up faculty & staff: Barb (B), Esther, Louis, Mark. Student Senators.
   EMS & LAE at 1:15 p.m.: Tony, Cori, Clem, & Student Senators.
   Line up faculty & staff: Tony, Cori, Clem, student senators.
   Banners: Amy Nemmetz / Clem Jeske

G. College Banner Carrier(s): EMS- Sam Straub, BILSA- Todd Faulhaber, LAE: Larissa June Smage

III. Programs – Taken care of by Joyce, Barb, & Amy/Dennis.

III. Details
A. Flowers – P.O. sent by Joyce Burkholder. (Erschen’s Florist: 348-3433). Set-up by 8 a.m.
B. Stage directions – Barb & Registrar’s Office. Deb Lundell has ordered table cloths for stage tables.
C. TV and sound – Contacted Colleen Garrity for TV (Channel 5). James Ball/Nathan Manwiller.
D. Seating – Dave (L) to give Bala # of students in each row and # of faculty in each row.

Overflow: Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294. Family & Graduate Brunch will return to the Crossing as the Commencement Luncheon will return to Velzy.

G. Plaques – Joyce will send order forms to Chappell Studios.
H. EMS/EMT crew – Deb Lundell contacted EMS/EMT & arranged for EMTs. (348-9741 X 271)
I. Reserved track area of field house for line-up of students. Room (# B 52) for faculty coats, etc., and Athletic Office (Room #134) for stage party. (Curt Fatzinger - 1568). Memo to all faculty & staff will be sent this week.

J. Faculty & Staff Attendance:

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<th>9:30 A.M.</th>
<th>2 P.M.</th>
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<tbody>
<tr>
<td>LAE</td>
<td>8</td>
<td>31</td>
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<tr>
<td>Library &amp; Acad. Staff</td>
<td>2</td>
<td>2</td>
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<tr>
<td>BILSA</td>
<td>36</td>
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<tr>
<td>EMS</td>
<td>5</td>
<td>56</td>
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<td>Total</td>
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IV. New Business:
1. Barb Daus will give Bala the total number of Chancellor’s guests by 12/12/08 to reserve seats.
2. A subcommittee consisting of Cori, Barb (D), Juedes, Devine & Rick was formed to make recommendation on Academic Apparel at the next meeting of UCC on 2/4/09.
3. Subcommittee to decide the details of fall 2009 commencement consists of Barb (D), Dave (K), Dave (L), Laurel and Nathan. First meeting will be on 2/4/09 after the UCC meeting.
4. Memos to faculty, staff, procession leaders, etc will be sent this week about commencement instructions.
5. Accessibility for graduates with disabilities: ADA compliant ramp will not be delivered before 12/17. To be tested by Barb Daus, Student Ambassadors, Dave (K), Marge Karsten, Rebecca Peters, Students, etc.
6. Lessons from 2007-2008 ceremonies & planned improvements this year: Efforts will be taken to limit the number guests to 10 for each graduate.
(a) Front row seating should be limited to those who require special needs seating and that we should also allow one companion (as many other UW System schools do) per special needs person. Registrar should be informed a week prior to graduation (12/6).

(b) The front row of the east side of the bleachers should be marked for handicap seating only, regardless of whether there are that many requests prior to commencement.

(c) The Chancellor’s guests (commencement speakers, guests, banner carrier guests, award winner guests, commencement marshal families) should have reserved seating.

7. Noise / Disturbance from audience at the Ceremony: Chancellor to make request decorum at the beginning of ceremony and remind that campus security will escort those people out.

8. Attendance by teaching academic staff: Academic Staff Senate to take actions to amend the Employee Handbook.

9. Jennifer Snoek-Brown, Reference Librarian left campus. Rick Bockhop is the replacement.

10. Stage should be at the north end of the gymnasium/building.

11. The following were decided after the meeting was over: Joyce will order box lunches for all personnel who assist with the commencement ceremonies and this will be done for each commencement in the future. Registrar’s Office will arrange for coffee in the morning for all personnel who assist with the commencement ceremonies and this will be done for each commencement in the future. Bala will arrange for reimbursing Dave Langkamp for morning refreshments and evening pizza for personnel who assist with the commencement ceremonies and this will be done for each commencement in the future. There will be signup sheets where refreshments are set up so that reimbursements from Bala’s account will not be a problem.