UNIVERSITY COMMENCEMENT COMMITTEE AGENDA
Meeting on Wed., April 28, 2010. Ullsvik Hall. Room #2007. 8:05 a.m. – 8:50 a.m.

I. Approve Minutes of Last Meeting: See at http://www.uwplatt.edu/committees/cc/agend_min.html
II. Personnel Introductions:
III. Details
A. Senior Valedictory Speaker: BILSA – George Katze (Tech Ed) & Nathan Blankenheim (Biol) is the alternate. LAE & EMS – Morgan Spitzer (LAE) & Brittany DuCharme (EMS) is the alternate.
B. Recognize Volunteers: Countdown to Commencement (William, Tony, Esther, Dan D, Dan F)
C. Commencement Speakers: John Silseth - 9:30 a.m. ceremony; Ron Meissen - 2:00 ceremony
D. Student Ushers: Use Student Ambassadors – Barb Daus. Use revised flow chart distributed by Bala for ambassadors, procession leaders, Registrar’s Office, stage party and others.
E. Procession: 9:30 a.m.: Richard B/William M & Mark Z 2:00 p.m.: Pam P & Clem J.
F. Commencement Marshals: Liz Tucker (morning) and Dale Bernhardt (afternoon).
G. International Flags: Arrange on stage as in fall 2009. Consider only students with visa: Barb Daus/Bala
H. Barb Daus coordinates procession of students, faculty & stage party.

I. Volunteers to line up students by college & also faculty & staff: See table below.

J. College Banner Carrier(s): LAE: Tracy Davis. BILSA: Allan Michael Ballweg, Samantha Colleen Brehm, Carl Eric Smorstad, Brock J. Walker, Chelsey Carol Walker, Matthew Jon Huenefeld EMS: Stephanie Hammer. Bala coordinates banners for both ceremonies.


L. Brochure: Feedback about Commencement Program Publication Schedule – Amy (1197)
M. Flowers: P.O. sent by Joyce Burkholder. (Erschen’s Florist: 348-3433). Set-up by 8 a.m.

N. Stage directions: Barb & Registrar’s Office. Deb Lundell has ordered table cloths for stage tables.

O. TV and sound: Contacted Colleen Garrity for TV (Channel 5). Nathan Manwiller.

P. Seating: Procession Leaders will count chairs and plan seating. Consult Bala.

Q. Overflow: Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294. Doudna 103 has also been reserved for overflow seating and it can accommodate 298 persons.

R. Music: Symphonic Wind Ensemble conducted by Dr. Barry Ellis. Song Leader AM Tiffany Skinner & PM Aaron Athas

S. Pictures & Plaques: GradImages™, Joyce will send order forms for plaques. Pam Breeding, Client Relations Specialist, GradImages™, Phone: 1-800-628-4509, ext. 2286 handles UW-P account. Contacted in Mar 2010.

T. EMS/EMT crew – Deb Lundell contacted EMS/EMT & arranged for EMTs. (348-9741 X 271)

U. 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.

V. Faculty & Staff Attendance: 9:30 A.M. 2 P.M.
   LAE: 8 26
   Library & Acad. Staff 0 1
   BILSA: 22 0
   EMS 5 40
   Total 35 68


X. Parking: Scott E Marquardt will work with Joyce Burkholder and decide the number of parking spaces that will be reserved for stage party. Amy Nemmetz will stand outside in the reserved parking area to be sure that the reserved spots are only taken by the stage party and a Student Senator will assist her.

IV. New Business:
   1. Report from Peter Davis about ceiling modifications
   2. Academic Regalia: Barb, Dave, Bala (tassel colors)
3. International flags: About 10 committee members voted that valid student visa will determine flags to be displayed on stage. Is it necessary to reconsider? Arranging flags in alternative ways: Nathan.

4. Tickets: Dave K, Barb. Tickets for song leaders & graduates who have guests with disability.

5. Reserved Seating: Barb, Joyce, Carol Sue


7. Next Meeting: Sep. 8, 2010. 8:10 a.m. to 8:50 a.m. Fall 2010 Countdown to Commencement is set for Wednesday, October 13, in Velzy Commons.

V. Information for Committee Members & Other Assignments:
1. Noise / Disturbance: Acting Chancellor Carol Sue to request for decorum at ceremony and remind that campus security will escort people causing disturbance out of the fieldhouse.
2. If a committee member cannot at the commencement, then that person must arrange for a substitute faculty member or academic staff to take care of the assigned work.
3. Pizza for dinner for custodial staff?
4. Barb Daus coordinates speakers, student ambassadors, order of processions, timing of events, etc on the day of Commencement. She also edits or writes sections of the Commencement brochure and proofreads the brochure.
5. Joyce Burkholder coordinates sending memos to faculty and academic staff, commencement speakers, & marshals, ordering of flowers for stage, proofreading & printing of brochures, ordering plaques, ordering of box lunch for staff, etc.

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**UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, Spring 2010**

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<thead>
<tr>
<th>Countdown to Commencement, 3/10/2010</th>
<th>COMMENCEMENT, 5/8/2010</th>
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<tr>
<td><strong>BANNERS/PARKING</strong></td>
<td><strong>PROCESSION LEADERS</strong></td>
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<td>2:30 – 4:00 p.m.</td>
<td>4:00 – 5:00 p.m.</td>
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**THANKS TO ALL VOLUNTEERS**