UNIVERSITY COMMENCEMENT COMMITTEE MINUTES
Meeting on Tuesday, November 30, 2010. Ullsvik Hall. 2007. Called to order 8:07-Adjourned 8:42.
The following items/information was reviewed and updated. Rick

I. Approve Minutes of Last Meeting: See at http://www.uwplatt.edu/committees/cc/agend_min.html

II. Personnel Introductions: Members Present: Rick Bockhop, (Chair) Amy Nemmetz, (Vice Chair)
David Kieckhafer, Barb Daus, Joyce Burkholder, Amy Kreul, Shari Wedig, Scott Marquardt, Bala Chandrin, Nathan Manwiller, Eugene Alcalay, Denise McNamara, Bill Haskins, Tony Isabell

III. Details
A. Senior Valedictory Speaker: BILSA – Todd J. Tubergan (An Sc) & Paige Murphy (Comm) is the alternate. LAE & EMS – Kaitlyn Jones (LAE) & Holly Wagemann (EMS) is the alternate.
B. Recognize Volunteers: Countdown to Commencement (Denise, Amy, Dan F, Rick)
C. Commencement Speakers: John W. Bustle - 9:00 a.m. ceremony; Virgina Emmons - 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. (12 per session)
E. Procession: 9:00 a.m.: Clem Jeske and Tony Thomas  2:00 p.m.: Pam Peters Cori Enright
F. Commencement Marshals: Elizabeth Duewer PhD (morning) and Tom Lo Guidice (afternoon).
G. International Flags: Arrange on stage as in Spring 2010.
H. Barb Daus coordinates procession of students, faculty & stage party.
I. Volunteers to line up students by college & also faculty & staff: See table below.
K. Honorees: Dennis Anthony, Ryan Weigel A.M. Douglas Curry, Greg Gard, P.M.
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 7:45 a.m.
N. Stage directions: Barb & Registrar’s Office. stage seating, Nathan Manwill, table skirts 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 or Rick.
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 (ACT December 11)
R. Music: Symphonic Wind Ensemble (30) conducted by Matthew A. Gregg. Song Leader (AM) Rachel A. Day (PM also) Rachel A. Day
S. Pictures & Plaques: GradImages™. Joyce will send order forms for plaques. Caroline Capper, Client Relations Specialist, GradImages™, Phone: 1-800-628-4509, ext. 2286 handles UW-P account.
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: 9:00 A.M.  2 P.M.
   LAE:  6  26
   Library & Acad. Staff  1  2
   BILSA:  42  3
   EMS  7  54
   Total  56  85
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:
   Facilities will be available to begin set-up at 6:00PM on December 10.
   1. West side, bleachers, area adequate for video, bloc this area?
   2. Academic Regalia: Barb, Dave, Bala (tassel colors update November 2010)
   3. International flags: Poles for College Banners, New Banners will not be available
4. Tickets: David & Tianna Conway (1398). Tickets for song leaders & graduates who have guests with disability.
5. Reserved Seating: Barb, Joyce, David
6. Environmentally friendly graduation gowns: Shari, Dave K., Rick
7. Next Meeting: Wednesday, February 2, 2011. 8:00 a.m. to 8:50 a.m. Spring 2011 Countdown to Commencement is set for Wednesday, March 23, in Velzy Commons.

V. Information for Committee Members & Other Assignments:
1. Noise / Disturbance: Chancellor Dennis Shields to request for decorum at ceremony and remind that campus security will escort people causing disturbance out of the fieldhouse. (Reviewed)
2. If a committee member cannot attend the commencement, then that person must arrange for a substitute faculty member or academic staff to take care of the assigned work.
3. Box Lunch custodial staff on Saturday? 100 Pizza after Saturday clean-up? David K.
4. Barb Daus coordinates speakers, student ambassadors, order of processions, timing of events, etc on the day of Commencement. Johanna Belken and Joyce Burkholder assisted with the Commencement brochure including proofreading.
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.
7. Tony Isabel coordinates all arrangements in the room and stage. Colleen Garrity coordinates TV services. Nathan Manwiller (1230) coordinates Tech. Services.
8. Any other business or matters to be addressed: Luncheon, Parking permits

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<tr>
<th>UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, FALL 2010</th>
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<tr>
<td>Spring 2011 Countdown to Commencement is set for Wednesday, March 23, in Velzy Commons, South of Ullsvik Hall, from 2:30 p.m. to 6:00 p.m.</td>
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<tr>
<th>BANNERS</th>
<th>COMMENCEMENT CEREMONIES ON 12/11/2010</th>
<th>LINE UP STUDENTS &amp; FACULTY</th>
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<tbody>
<tr>
<td>Hand over banners to the banner carriers at the top of the staircase.</td>
<td>See flow chart for details. Count chairs in each row to seat faculty &amp; students.</td>
<td>See flow chart for details.</td>
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<tr>
<td>PROCCESSION LEADERS</td>
<td></td>
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<td>Eugene Alcalay*</td>
<td>Louis Nzegwu &amp; Tony Thomas</td>
<td>Denise McNamara &amp; Louis Nzegwu have primary responsibility.</td>
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<td>Amy Nemmetz*</td>
<td>Bala*</td>
<td>Clem Jeske and Tony Thomas will help also.</td>
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<tr>
<td>Denise McNamara</td>
<td>Bala*</td>
<td>2 student senators will also be assigned.</td>
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<td></td>
<td>Bill Haskins will help with lining up graduate students.</td>
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PARKING FOR STAGE PARTY
Amy Nemmetz will help Scott Marquardt in securing the parking lot and release parking spaces after 8:50 a.m. for morning ceremony and 1:50 p.m. for afternoon ceremony. Amy Kreul will print the parking permits and Joyce Burkholder will distribute them as in spring 2010.

*Names in bold denote that volunteers sent e-mail confirming the task assignment(s).

THANKS TO ALL VOLUNTEERS