UNIVERSITY COMMENCEMENT COMMITTEE (UCC) Minutes
Tuesday, Sep. 15, 2011. 1510 Alumni Conference Room Ullsvik Hall, 8:00 a.m. – 8:50 a.m.

Present: Rick Bockhop (Chair), Amy Nemmetz (Vice Chair), Ann Farrelly, Kelly Aldworth, Sue Lindholm, Tony Isabell, Kelly Jo Hadfield, Nathan Manwiller, Colleen Garrity, Scott Marquardt, David Kieckhafer, Amy Kreul, Dan Fairchild, Tony Thomas, Pam Peters, Paul Erickson, and Swaminat Balachandran

I. Minutes of previous meeting- Dan Fairchild made a motion to approve the minutes, Dave seconded the motion, all were in favor of approving the minutes.

II. Personnel
A. Members introduced themselves. Chair (Rick) and Vice-Chair (Amy) agreed to continue to serve as Chair and Vice Chair.
B. Commencement Speaker: Kim Schmelz is working on the details; she will notify the committee when the final decisions have been made.
C. Senior Valedictory Speaker: Dean of the College of BILSA will select a valedictory speaker and an alternate for a.m. ceremony in consultation with faculty and students and inform the UCC by Nov. 7, 2011. Dean of LAE and EMS may work together and identify a valedictory speaker and an alternate for the p.m. ceremony in consultation with faculty and students and inform the UCC by Nov. 7, 2011. Alternatively, there may be two valedictory speakers, one speaker from each college, for the p.m. ceremony and the Deans must make the selection in consultation with faculty and students and inform the UCC by Nov. 7, 2011.
D. Student Ushers: Kim Schmelz is arranging/coordinating the Student Ambassadors.
E. Procession: Morning Ceremony & Afternoon Ceremony: 2 procession leaders for each ceremony (page 2).
F. Commencement Marshal: Rick will call them. Marshals will send bio-data to Amy Kreul.
G. Volunteers will line up the students by college and also faculty: See page #2.
H. Banners: Chair is working with Frank Steck and Eric Rimel to create a wood type plaque to be carried in by the recognized. All banners (4) will be on the stage at each ceremony.

II Commencement Program Publication Schedule December 2011
11/1/11 Cover, front and back sections to Joyce from old program for changes
11/2/11 Graduate Listing from Registrars office and updates from Joyce
11/9/11 Proof to Chuck Harwick (Deb Lundell’s replacement) in registrar’s office, Linda Jamison to check graduate names proofs back from registrar’s Office by 11/11/11
11/11/09 Write up for valedictory speakers
11/11/11 Biography text from UIC for Principal Speakers, Outstanding Alumni Awards, Commencement Marshals, Underkofler Excellence in Teaching Award
11/14/11 Proofs to Joyce, Chancellor’s Office will return these on or by 11/22/11
11/23/11 To Printer, 12/12/11 Programs delivered to campus

III Details
A. Flowers: Joyce (1234) will prepare P.O. and send it please.
B. TV Hookup, Sound, Track, & Rooms: Informed Kelly Jo Hadfield (1301), Nathan (1230), Colleen (1628), & Curt (1568). Tracks, B-52 & Offices reserved. Deb Lundell will deliver robes to Athletic Office. Doudna 103 has also been reserved for overflow seating. Streamed on internet, live on air Channel 5 via local cable system, Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294.
C. Music: University Symphony will provide the music. Matt Greg will conduct. Morning and Afternoon song leaders will be announced by Dan Fairchild by 11/7/2011.
D. Pictures and Plaques: Joyce will prepare P.O. and coordinate after the ceremonies. Two seats will be provided for photographer during commencement (Tony is aware). Amy agreed to contact Andy and Tyler (campus photographers) to request pictures of plaque and award recipients (with campus/professional looking backdrop).
E. EMT: Deb Lundell & Chuck Harwick (1321) have called & reserved.
F. Other— Pam Peters accepted a position in New Mexico; she will not be on UUCC in 2012.

IV Countdown to Commencement Reception Table– Wednesday, October 19, 2011, 2:30 to 6:00 p.m., in the Velzy.
Old Business

A. Amy will work with Scott on reserved parking for stage party.
B. Overflow: **A.M.:** University North & South: 41, Platteville East & West: 38, Heritage Hall: 6, TV Lounge: 2, Alumni Lounge: 17, PSC TOTAL: 104, Lundeen Lecture Hall: 0
**P.M.:** University North & South: 32, Platteville East & West: 35, Heritage Hall: 0, TV Lounge: 2, Alumni Lounge: 21, PSC TOTAL: 90, Lundeen Lecture Hall: 0
C. Noise / Disturbance from audience at the Ceremony: Chancellor to make request decorum at the beginning of ceremony and provide a warning/comment regarding excessive noise makers (i.e. Campus Police on sight).

New Business

A. Next Meeting: Thursday, 11-3-11, 8:05 a.m. – 8:50 a.m. Ullsvik Hall, Room 1510
B. No tickets will be issued for attendees of the Fall Commencement Ceremony (suggest 6 per graduate)
C. Committee recommended the following times for the spring ceremonies: BILSA 9:00 A.M. LAE + Masters in that area at 12:30 P.M. & EMS + all other receiving Masters @ 4:00 P.M.; Dan made a motion to approve the 3 ceremonies and corresponding times, Bala seconded, all were in favor.
D. Current estimate of graduates from the Registrar’s Office: Morning Ceremony (250) Afternoon Ceremony (247). Correct numbers will be known after the Countdown to Commencement.
E. New chairs were priced (Nathan) and considered for graduate seating on the floor of Bo Ryan Court. Nathan found a $43 folding chair on sale for $29.00/chair. The chairs stack well, come with a 10-year warranty, and appear to be sturdy (they hold 1000lbs). A ‘sample’ chair is enroute to Nathan. A motion was made by Pam to move forward with considering new chairs, Bala seconded the motion, and all were in favor. A subcommittee was established to discuss sharing the cost.
F. New floor coverings were priced (Nathan) and considered as well. Purchasing a stain resistant covering would double the cost of a standard ivory/off white cover. Nathan will gather pricing for a variety of options.
G. General seating ticketing was discussed for the spring ceremonies based upon anticipated graduates. Amy Kreul provided a ‘sample’ ticket. Dave noted that reproducing ‘fake’ tickets would be a concern. Ticket distribution is costly if the box office is involved. The only ceremony that may incur problems with bleacher seating is the morning BILSA ceremony, but overflow seating would take care of this possible issue. Thus, tickets will not be issued for the spring ceremony.
H. Current bleacher seating capacity is 1,893. The floor seating from the .pdf file of the Williams Fieldhouse layout: 364 graduates and 96 faculty/Staff. It was suggested that 1 or 2 chairs be removed from each faculty row to allow comfortable seating for the faculty. Sub-committee chaired by Dave K will decide details of seating for band, faculty & graduates. Members: Nathan M, Rick and Tony.
I. If there is overflow, PSC locations will be filled first and then overflow will be accommodated at Doudna Lundeen Lecture Hall.
1. Debra Lundell (Registrar's Office) sends a summary of weekend events to Campus Police and therefore Campus Police is responsible for opening Doudna 103 for overflow seating for Commencement.
2. Colleen Garrity will make sure that the TV screens are ready to go as soon as Doudna 103 is opened by Campus Police.
3. Kelly Jo will keep track of number of overflow guests in each room of PSC and Doudna 103 and report that total to UCC after the events.
J. Dan Fairchild suggested hiring the Ensemble Nouveau (faculty) for all 3 spring commencements; it is not appropriate to expect the students to cover 3 commencements. Dan will still arrange for a student song leader for all 3 commencements. Dan and Rick will be discussing the music for the spring commencements further.
K. Ann Farrelly is a theater faculty member. She volunteered to meet with the student commencement speakers prior to commencement to allow the students to ‘rehearse’ their speech in an auditorium setting. Ann will provide the students with feedback. Rick will notify the college deans.
L. The cost of the new stage ($11,000) came entirely from the UUCC budget. It was suggested that other groups (who use the stage regularly) contribute to the cost which would provide more money in the UUCC budget to put toward new chairs. This will be discussed during the chair subcommittee meeting.
VII. Memo will be sent to the Deans to poll faculty & academic staff regarding attendance at the commencement ceremonies. Chair will send memo to Deans about selection of Banner Carriers before the end of Oct. 2011.

Joyce Burkholder coordinates sending memos to faculty and academic staff, commencement speakers, ordering of flowers for stage, proofreading & printing of brochures, ordering plaques, ordering of lunch for staff, etc.

David Kieckhafer and his office staff will coordinate: transport of robes, banners, etc to the Commencement Ceremony.

Motion to Adjourn made by Dan, seconded by Tony, all were in favor.