UNIVERSITY COMMENCEMENT COMMITTEE MINUTES
Meeting on Thursday, November 3, 2011. Ullsvik Hall. Room #1510. 8:00 – 8:50

I. Approve Minutes of Last Meeting: Minutes had been distributed to the committee via email; Dan made a motion to approve the minutes, Ann seconded the motion, all were in favor of approving the minutes (the next UCC meeting ‘change of date’ was noted to reflect 11-3-11 in lieu of 11-8-11).

II. Personnel Introductions (Present): David Kieckhafer, Dan Fairchild, Rick Bockhop, Amy Nemmetz, Paul Erickson, Tony Isabell, Nathan Manwiller, Esther Ofulue, Shari Wedig, Clem Jeske, Scott Marquardt, Amy Kreul, Joyce Burkholder, Christina Curras, Sue Lindholm, Kim Schmelz, Kelly Jo Hadfield, Frank Steck, Louis Nzegwu, Ann Farrelly, Pam Peters

III. Details
   A. Senior Valedictory Speakers: BILSA ceremony speaker: Sarah Dinga (Agriculture major) & the Alternate is Patrick Harker (Agriculture major). LAE & EMS ceremony speaker: Patrick Harker and the name of the alternate speaker will be forwarded to Rick Bockhop.
   B. Recognize Volunteers: Thanks to Dan, Bala, Esther, and Louis for their assistance with Countdown to Commencement! The event went well.
   C. Commencement Speakers: Brenda Bowers, Masters in Education (9:00 A.M. ceremony) & Patrick Kennedy, Education Major (2:00 P.M. ceremony)
   D. Student Ushers: Student Ambassadors will serve as ushers – Kim Schmelz. The revised flow chart Bala prepared will be used for the: ambassadors, procession leaders, Registrar’s Office, stage party, etc.
   E. Procession: 9:00 A.M.: Clem Jeske & Esther Ofulue, 2:00: Pam Peters & Cori Enright
   F. Commencement Marshals: Michael Mee PhD (9am) and Allison Bunte PhD (2pm)
   G. International Flags: Arrange on stage (same order as spring 2010).
   H. Day of Procession Directions: Rick Bockhop 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): BILSA: to be announced * to be announced LAE: to be announced, Andres EMS: to be announced. Rick coordinates banners for both ceremonies.
   K. Honorees: Jody Pluemer, Business Major (9am); Mike North Agriculture Major (9am). Tom Laufenbuer, Engineering Major (2pm) & Lonny Johnson Engineering Major (2pm)
   L. Brochure: Amy Kreul reported that the Commencement Program Publication is on schedule
   M. Flowers: Joyce sent the P.O. (Erschen’s Florist: 348-3433) [Set-up by 7:45]
   N. Stage directions: The Registrar’s Office (Nathan) has the table cloths for stage tables.
   O. TV and sound: Rick has contacted Colleen Garrity for TV Streaming Video (Channel 5). Nathan Manwiller’s crew will be ready to go.
   P. Seating: Procession Leaders will count chairs and plan seating. Rick will make sure the photographer has enough room to sit comfortably with the equipment.
   Q. Overflow: PSC’s University Rooms should be utilized first (150 seats), 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: The University Symphony Band Wind Ensemble (30) will be conducted by Matthew A. Gregg. Song Leader (AM & PM): Elizabeth Bragee. The committee discussed the music for the 3 Spring 2012 ceremonies. The University Symphony Band Wind Ensemble would still be willing to play for the first two ceremonies. Dan Fairchild provided information regarding campus professionals (Ensemble Nouveau) playing for the final ceremony. The 4 members should be compensated for their time (e.g. $100 per diem). Pam made a motion to hire the Ensemble Nouveau for the 4pm ceremony and to pay each member $100 for their time; Louis seconded the motion, all were in favor.
   S. Pictures & Plaques: GradImages™ is contracted through into 2012 to cover commencement. Joyce will send the order forms for plaques. The GradImages™, Phone # is: 1-800-628-4509, ext. 2286 (handles UW-P account). Dave Kieckhafer updated the committee on a new feature the photographers will be testing out at UW-Platteville (free of charge); the students can essentially ‘pick’ a backdrop when ordering their pictures.
T. EMS/EMT crew – The Registrar’s Office already contacted EMS/EMT & arranged for EMTs. (348-9741 X 271). Scott Marquardt offered to take over this task in the future.

U. Reserved track area of field house for line-up of students. The following rooms have already been reserved: Room (# B 52) for faculty coats, etc., and Athletic Office (Room #134) for the stage party. (Curt Fatzinger is the contact- 1568).

V. Faculty & Staff Attendance:  

<table>
<thead>
<tr>
<th>Time</th>
<th>LAE</th>
<th>Library &amp; Acad. Staff</th>
<th>BILSA</th>
<th>EMS</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 A.M.</td>
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<td>2:00 P.M.</td>
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A Memo to all faculty & staff will be sent the week after Thanksgiving.

W. Graduates who have RSVPed. Grad School: 54 of the 99 RSVPed, BILSA: 206. Total (AM): 256  

EMS: 130 & LAE: 151. Total (PM): 281

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 band members playing at the ceremonies.

IV. New Business:

1. West side, video area will be reserved, bloc this area?
2. Academic Regalia (to assist anyone who needs assistance with the regalia): Barb & Rick
3. International flags: Poles for College Banners, New Banners will be set up on ramp, Tony
4. Tickets: tickets were not issued for graduates. Graduates were asked to extend an invitation to no more than 6 guests. In the future, it may be helpful to consider reserving areas or providing tickets for the song leader’s family members. Accommodations are made for graduates guests who have a disability (the guest with a disability & and 1 additional guest are assigned to a specific seating area); Dave Kieckhafer’s office addresses this information in the Countdown to Commencement materials and makes these arrangements.

5. Next Meeting: Friday, February 3, 2012. 8:00 - 8:50, Alumni Conference Room Ullsvik 1510  

Spring 2012 Countdown to Commencement is set for Wednesday, March 7, in Velzy Commons.

6. Banner/College Plaque: Frank Steck and his students are designing 3 wood plaques since the banner carriers no longer carry in the college banners. The wood plaques will include the raised campus seal and name of the college. The cost will depend on the type of wood selected. Dan made a motion to allow Frank and his students to proceed with making the 3 plaques, Esther seconded the motion; all were in favor.

V. Information for Committee Members & Other Assignments:

1. Noise / Disturbance: the Provost will make a request for decorum at ceremony and may remind everyone that campus security will escort people causing disturbance out of the fieldhouse.
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. Joyce ordered box lunched for the custodial staff, wind ensemble between ceremonies
4. Kim & Rick will continue to coordinate the speakers, student ambassadors, order of processions, and timing of events on the day of Commencement. Johanna Belken and Joyce Burkholder assisted with the Commencement brochure including proofreading.
5. Joyce Burkholder will coordinate sending memos to faculty and academic staff (Rick will send the memo to Joyce), commencement speakers, & marshals, ordering of flowers for stage, proofreading & printing of brochures, and ordering plaques.
7. Tony Isabell will coordinate all arrangements in the room and on the stage. Colleen Garrity will coordinate TV services. Nathan Manwiller (1230) will coordinate Tech. Services.
8. Chair and floor covering update- Nathan noted that the 495 new chairs (and 11 carts for the chairs)
will arrive prior to the December commencement; Gerri (Physical Plant) confirmed that the ‘sale price’ of the chairs is an exceptionally good price. Tony noted that arrangements will be made to store the chairs. Nathan mentioned that per Pete Davis, the floor covering in the field house will be replaced regularly. Arrangements to sell the old chairs will be made after the new chairs arrive.

9. The Spring commencement (May 12th) will consist of 3 ceremonies: 9am (BILSA), 12:30 (LA&E), & 4pm (EMS). Graduate program graduates will walk in the LAE & EMS ceremonies. The web page will be updated with this information (after the new web page goes ‘live’).

10. Proof reading- Rick and Paul Erickson will edit the Provost and/or Chancellor’s speeches

11. Any other business or matters to be addressed- Scott Marquardt requested the parking lot barricades for the December commencement.

Motion to adjourn by Dan, Esther seconded; all were in favor

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

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### UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, FALL 2011

<table>
<thead>
<tr>
<th>Spring 2012 Countdown to Commencement is set for Wednesday, March 7, in Velzy Commons, South of Ullsvik Hall, from 2:30 to 6:00.</th>
<th>COMMENCEMENT CEREMONIES ON 12/17/2011</th>
<th>LINE UP STUDENTS &amp; FACULTY</th>
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<tbody>
<tr>
<td></td>
<td>Plaques</td>
<td>PROCESSION LEADERS</td>
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<tr>
<td></td>
<td>Provide Plaques to the banner carriers at the top of the staircase placed on the corner of the stage during the ceremony.</td>
<td>See flow chart for details. Count chairs in each row to seat faculty &amp; students.</td>
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<td>2:30 – 4:00</td>
<td>4:00 – 5:00</td>
<td>5:00 – 6:00</td>
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<td>2 student senators should be assigned.</td>
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<td>PARKING FOR STAGE PARTY</td>
<td>Amy Nemmetz will help Scott Marquardt in securing the parking lot and release parking spaces after 8:45 a.m., for morning ceremony and 1:45 for afternoon ceremony. Amy Kreul will print the parking permits and Joyce Burkholder will distribute them as in spring 2011.</td>
<td>Louis Nzegwu</td>
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<td></td>
<td>Dan Fairchild* Amy Nemmetz* Esther Bala Louis Nzegwu Rick Bockhop</td>
<td>Rick Rick Clem Jeske &amp; Esther Ofulue Cori Enright &amp; Pam Peters</td>
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