UNIVERSITY COMMENCEMENT COMMITTEE (UCC) Minutes
Wednesday, April 25, 2012, Room #2007, Ullsvik Hall, 8:00 a.m. – 8:50 a.m.

Members Present: Annie Kin wa-Muzinga, Tyler, Balachandran, Paul Erickson, Joyce Burkholder, Tony Isabell, Sheri Wedig, Eric Farrel, Ann Farrelly, Amy Kreul, Kim Schmelz, Scott Marquardt, Bill Haskins, David Kieckhafer, Zach Candee, Kelly Jo Hadfield, Leonida Ljumanovic, Rick Bockhop, Amy Nemmetz

I. Minutes Spring Feb. 3 2012; Paul Erickson moved to approve the 2-3-12 minutes, Tony Isabell seconded, all were in favor.

II. Personnel
   A. Introduction of members/visitors: None
   B. Commencement Speaker: BILSA; Julie E. Amacher Clement, LAE; Sunny Hong Kang, EMS; Thomas N. Nelson
   C. Senior Speaker: BILSA; Alec L. Schielke, Alt. Cody J. Custer LAE; Cherith J. Dilley, Alt Michelle L. Merkovich EMS; Zachary G. Hebl, Alan M. Shermo, Alt. (there will be co-speakers for the EMS ceremony as one student has a disability and subsequently has difficulty standing).
   D. Student Ushers: Kim Schmelz will request & coordinate the Student Ambassadors. Separate flow charts were updated thanks to Bala and Rick (please refer to attachments)
   E. Procession & Countdown to Commencement: March 7th Countdown went very well. The students were encouraged to gather stickers at each table; there was a prize incentive. Sue (Alumni) received positive student feedback on the activity. Countdown to Commencement is scheduled this fall for 10-24-12.
   F. Volunteers needed to line up the students by college and also faculty/staff for commencement: See table page #3. Amy Nemmetz will be available to help at each ceremony. Bill Haskins will assist with this at the 9am (BILSA) ceremony.
   G. Commencement Marshal: BILSA: Sue Price, LAE: George E. Smith, & EMS; Thomas B. Nelson
   H. Student Procession Leaders: Chair (Rick) will work with Registrar’s Office for a list of eligible representatives. Plaques will be on stage before each ceremony starts. Earlier this semester, Rick was considering a medallion for the plaque carriers to wear during the commencement ceremonies. There is a concern about retrieving the medallions after each ceremony. A mace and a banner were discussed. A subcommittee will meet to research some options; subcommittee members include Amy K, Dave K., Leonida, Amy N.,

I. Distinguished Alumns: BILSA: Kevin Ladwig, LAE: Bruce Howdle & Kimberly Oomens Thorsen, EMS: Larry Larson

II Commencement Program Publication (Schedule revised by Joyce & Amy Kreul)
   4/2/12 Cover, front and back sections to Joyce from old program for changes
   4/5/12 Graduate Listing from Registrars office and updates from Joyce
   4/10/12 Proof to Chuck Harwick in registrar’s office (proof back from Registrar’s office by 4/11/12)
   4/9/12 Biography text from UIC
   4/12/12 1st full proof to Joyce, Rick, Kim S., David K., David V (proof back by 4/18/12)
   4/19/12 2nd full proof to Joyce, Rick, Kim S., David K., David V final ok needed by afternoon of 4/20/12
   4/23/12 to printer 5/7/12 Programs delivered to campus (special thanks to Amy, Joyce and David)
   5/12/12 Commencement!

III Details
   A. Flowers: Joyce (1234) handling the arrangements for flowers on stage.
   B. TV Hookup, Sound, Track, & Rooms: Rick has contacted the following people to arrange for TV, sound, Track, and room reservations at the Field House: Sean (1230), Colleen (1628), & Curt (1568) [Tracks, B-52 & Offices reserved]. Deb Lundell will deliver rooves to Athletic Office. Doudna 103 has also been reserved for overflow seating. Use first the PSC's University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294. Colleen was able to arrange for a full crew and full camera coverage for the 3 ceremonies.
   C. Music: Professional group to perform (Ensemble Nouveau) for the @ 9:00 and Symphonic Wind Ensemble (33) conducted by Barry Ellis, will perform at the12:30 & 4:00 ceremony (arranged by Dan Fairchild). Lunch will be provided for the Wind Ensemble members playing during commencement. Symphonic Wind Ensemble will likely play for both ceremonies in December.
   D. Pictures and Plaques: Joyce will prepare the P.O. and take care of this.
   E. Emergency Medical Technicians: Diane (1321) has called to make the request.
   F. International Flags: Flags will be arranged on stage similar to the fall 2011 set-up.
   G. Procedures: It would be helpful to have written policies in place; the policies could outline people responsible for each commencement task

IV Countdown to Commencement Reception Table:
   Fall 2012 Countdown to Commencement is set for Wednesday, October 24, 2012 in Velzy Commons South in Ullsvik Hall. 2:30 to 6:00 p.m. The Spring 2013, Countdown to Commencement will be Wednesday, March 13, 2013 (please save these dates). The Fall 2013, date will be in October (specific time is yet to be determined.)
A. Reserved parking for Chancellor, Deans, commencement speakers, guests and stage party in the parking lot #11 behind Ottensman Hall served well per Amy N and Scott M. Scott suggested that a specific number of spots be reserved in the lot. Scott and Amy will make sure this gets taken care of. Scott’s staff will patrol the lot. Joyce will still issue the corresponding ‘reserved’ card (to be placed on the driver’s dash).

B. Report on chairs (Tony): all the chairs have arrived and look great! Dave K said the budget (even after purchasing the chairs) seems to be in good shape based on the money from Countdown to Commencement; the budget is $7000 in the red after purchasing the chairs. Per Tony, a new floor covering will be available for the May commencement.

C. Continue announcing information regarding noise makers seems to be working, effective!!!

E. Registrar’s Office: Graduates walking in the ceremony before completing requirements has become a problem.

Expectations have been outlined for students requesting to walk before commencement; David Kieckhafer met with a subcommittee to write the policy. Committee members included: Dave, Paul Erickson, and a Distance Learning Center rep (Melissa Dupont).

G. New Robes were purchased and have arrived. Per Amy K, the robes are very sharp (sapphire blue with orange cording)! I. The Friday Banquet award and recognition banquet (Alumni) will begin at 5:30 P.M. in Velzey.

VI. New Business

A. The students will likely play for the fall ceremonies and cover 2 spring ceremonies.
B. Next Meeting: Thursday, September 27, 2012, 8:05 a.m. – 8:50 a.m. Ullsvik Hall, Room 1510
C. Current estimate of graduates from the Registrar’s Office: BILSA: 390, Grad. School: 7, LAE: 222, EMS: 218 Grad School 24. Requests are still coming in, so the numbers are still unofficial (they will be updated by the Registrar’s Office).
D. Current bleacher seating capacity is 1,893 (folding seats with backs: 414, East: 520, West: 939). The floor seating from the .pdf file of the Williams Fieldhouse layout equates to: 364 graduates and 60 faculty/Staff.
E. Dave and Kim will coordinate issuing tickets for guest seating to seating for guests with disabilities.
F. If there is overflow, PSC locations will be filled first and then overflow will be accommodated to Doudna, Lundeen Lecture Hall. Debra Lundell (Registrar's Office) will send a summary of weekend events to Campus Police and therefore Campus Police is responsible for opening Doudna 103 for overflow seating for Commencement. Colleen Garrity will make sure that the TV screens are ready to go as soon as Doudna 103 is opened by Campus Police. MPSC staff will keep track of number of overflow guests in each room of PSC and Doudna 103 and report that total to UCC after the event is over.

G. Joyce Burkholder will (1) coordinate memos to faculty and academic staff and commencement speakers, (2) order flowers for stage, (3) proofread & print brochures, order plaques, and order box lunches for staff. The number of lunches will likely increase significantly since the Alumni luncheon will not be held on Saturday; lunches will likely be needed for the band members, student ambassadors, Registrar’s staff, UCC members who will be attending multiple ceremonies, Colleen’s staff, and stage party members who are required to attend multiple ceremonies.

H. David Kieckhafer and his office staff will coordinate transport of robes, banners, etc to gym. Tony will make sure the banners get to the gym.
I. The Registrar’s Office made arrangements for Emergency Medical Service/Technicians.
J. Pete Davis & Tony Isabell (1155) will coordinate arrangements in the room and stage set up. Rick, Tony, and Tony’s staff will start setting up 12pm on Friday
K. Colleen Garrity will coordinate TV services. Kelly Aldworth will coordinate Tech. Services.
L. Commencement instructions were completed by each graduate at the line up like the fall 2011. (Registrar’s Office)

M. Paul, Kim and Rick have been proofreading the commencement ceremony script (used at the lectern) to monitor the information provided to the audience.

N. Departments and UCC members who need lunch on 5-12-12, should contact Joyce to make the arrangements.

O. Other business: Students will be split into two groups/sections (on the track) based on alphabetical order. The graduate students will sit in front of the undergraduates (drawings were provided via email). Signs will be made for each group.

P. Fall commencement: December 15th, 2 ceremonies (9:00 A.M. BILSA & Graduates and then 2:00 P.M. EMS & LAE.

Q. Any other business that is properly brought to the committee will be considered.
R. Shari Wedig reiterated that double majors should pick 1 tassel to wear; 2 tassels are not allowed.

Paul moved to adjourn the meeting, Tyler seconded the motion, all were in favor.
## UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, Spring 2012

### Countdown to Commencement, 3/7/2012

<table>
<thead>
<tr>
<th>Time</th>
<th>Task Details</th>
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<tbody>
<tr>
<td>2:30 – 4:00 p.m.</td>
<td>Plaques/PARKING</td>
</tr>
<tr>
<td>5:00 – 6:00 p.m.</td>
<td>All Day</td>
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### COMMENCEMENT, 5/12/2012

<table>
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<tr>
<th>Time</th>
<th>Task Details</th>
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<tbody>
<tr>
<td>9:00 a.m.</td>
<td>PROCSSION LEADERS</td>
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<tr>
<td>12:30 p.m.</td>
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<td>4:00 p.m.</td>
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<tr>
<th>Task Details</th>
<th>AssignMENTS</th>
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<tr>
<td>1. Student Ambassad or</td>
<td>Esther Ofulue (<em>Plaques:</em>) Rick Louis Nzegwu Cori Enright Bala</td>
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<tr>
<td>2. Bala (2:30-3:30)</td>
<td>Dan Fairchild (3:30-5) Ann Farrelly Check on parking: Mark Zidon Ann Farrelly Clem Jeske</td>
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<tr>
<td>Line-up Graduates &amp; Faculty On the Track</td>
<td>Bill Haskins: backup leader &amp; will line up students Amy Nemmetz</td>
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Signs need to be created to split groups alphabetically for each ceremony.