UNIVERSITY COMMENCEMENT COMMITTEE (UCC) Minutes
Thursday, Sep. 27, 2012. 1 Room 2007, Ullsvik Hall, 8:00 – 8:50 A.M. December 15, 2012 ceremony

I. Minutes of previous meeting.  To accept Dan F. Second Ann F. Approved

II. Personnel

A. Members will be asked to introduce themselves. Chair and Vice-Chair need to be elected or appointed along with a recorder respectively. Rick elected chair, Amy N. elected vice chair

B. Commencement Speaker: Kim Schmeltz, details will be available soon. Rochelle Ripp A. M. Speaker P.M. Speaker is pending

C. Senior 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. 6, 2012. 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. 6, 2012. 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. 6, 2012.

D. Student Ushers: Kim Schmeltz will request & coordinate for Student Ambassadors. (No Changes)

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 Paul Erickson.

G. Volunteers to line up the students by college and also faculty: See page 2.

H. Banners: Small banners are to be considered for the December 2012 ceremony. Banners purchase were approved: moved by Dan F. second by Clem 1’x4’ or smaller, letters only PASSED

III. Commencement Program Publication Schedule December 2012

11/9/12 Cover, front and back sections to Joyce from old program for changes

11/7/12 Graduate Listing from Registrar’s office and updates from Joyce

11/9/12 Proof to Chuck Harwick in registrar’s office, Linda Jamisom to check graduate names proofs back from registrar’s Office by 11/13/12

11/9/12 Write up for valedictory speakers

11/9/12 Biography text from UIC for Principal Speakers, Outstanding Alumni Awards, Commencement Marshals, Underkofler Excellence in Teaching Award

11/13/12 First full proof to Joyce, Rick, Kim S., David K., David V. (proof back by 11/15/12)

11/19/12 Second full proof to Joyce, Rick, Kim S., David K., David V. (Final proof needed by noon of 11/20/12

11/21/12 To Printer, 12/10/12 Programs delivered to campus

IV. Details

A. Flowers: Joyce prepare P.O. and send it please. Joyce has completed this, thanks

B. TV Hookup, Sound, Track, & Rooms: Informed Kelly Jo Hadfield (1301), Tyler Tollsfson (1628), & Curt (1568). Tracks, B-52 & Offices reserved. (Paul is checking on the best rooms for faculty attire during the ceremony) Dale Larson 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 Band will provide the music. Matt Greg will conduct. Morning song leader will be announced later (Dan) and Afternoon Rachel Day song leaders.

D. Pictures and Plaques: Joyce will prepare P.O. and coordinate after the ceremonies. Every is good to go

E. EMT: Chuck Harwick (1321) will call & reserve service. David K. indicated this is good to go as well

F. Other?

Countdown to Commencement Reception Table— Wednesday, October 24, 2012, 2:30 to 6:00 p.m., in the Velzy South Commons, Ullsvik Hall. See page 2 for assignment of committee members to time slots. Additional help is needed Rick and Amy will work on this!

V. Old Business

A. Amy will work with Scott on reserved parking for stage party. Good to go Scott noted that we need to address the new parking restrictions and publicize where parking is available and restricted for the ceremonies

UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, FALL 2012

Countdown to Commencement,
10/24/2012

<table>
<thead>
<tr>
<th>Time</th>
<th>Launch Small Banner</th>
<th>PROCESSION LEADERS</th>
<th>LINE UP STUDENTS &amp; FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30 p.m. - 4:00 p.m.</td>
<td>MORNING</td>
<td>1. Rick</td>
<td>1. Louis N.</td>
</tr>
<tr>
<td>4:00 p.m. - 5:00 p.m.</td>
<td>AFTERNOON</td>
<td>1. Rick</td>
<td>2. Ann F.</td>
</tr>
<tr>
<td>5:00 p.m. - 6:00 p.m.</td>
<td>MORNING</td>
<td></td>
<td>Student Senators</td>
</tr>
<tr>
<td>ANN F.</td>
<td>Paul E</td>
<td></td>
<td>Student Senators</td>
</tr>
<tr>
<td></td>
<td>Eric F</td>
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<td></td>
<td>Clem</td>
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</tbody>
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TV Lounge: __, Alumni Lounge: __, PSC TOTAL: ___. Lundeen Lecture Hall: ___

C. Noise / Disturbance from audience at the Ceremony: Chancellor to make request decorum at the beginning of ceremony and remind that campus security will escort those people out.

VI New Business

A. Next Meeting: Thursday, Nov. 8, 2012. 9:00 a.m. – 9:50 a.m. Ullsvik Hall, Room 2007
   New Meeting time Thursday, Nov. 15, 2012. 9:00 a.m. – 9:50 a.m. Ullsvik Hall, Room 2007
B. No tickets will be issued for attendees of the Fall Commencement Ceremony (suggest 6 per graduate)
   Approved suggest 6 per graduate
C. Recommend the same times for the spring ceremonies: BILSA + Masters 9:00 A.M.
   LAE + Master at 12:30 P.M.  &  EMS + Masters @ 4:00 P.M.  No change same as 2012
D. Current estimate of graduates from the Registrar’s Office: Morning Ceremony (294) 77 are graduate students, Afternoon Ceremony (260). Correct numbers will be known after the Countdown to Commencement.
E. New chairs might be from two different lots, Tony is waiting on a response
F. Consider having an ambassador to handout portfolios seated on stage: Joanne Wilson, Senior staff representative volunteered to assist with this the stage is full
G. Discussion of stoles/sashes Referred to a committee Jo Ann is the Chair of this ad hoc committee  See notes for item VI …G below
H. Discussion of ceremonies after finals week after a lengthy discussion no adjustment at this time See notes for item VI…H below
I. Current bleacher seating capacity is 1,893. The floor seating from the .pdf file of the Williams Fieldhouse layout: ___ graduates and ___ faculty/Staff ____ music Rick will work with this.
J. Any Other Business….50 year celebration walk in commencement considered Kim S Clem moved to adjourn @9:50 second by Ann F. passed

VII MEMO: If there is overflow, PSC locations will be filled first and then overflow will be accommodated at Doudna Lundeen Lecture Hall.
1. Dale Larson (Registrar's Office) sends a summary of weekend events to a Campus Security and therefore Campus Security 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 Security.
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.
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. 2012. 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 coordinate transport of robes, banners, etc to the Commencement Ceremony.

Notes:
VI…G  Stoles/sashes Kayla Bradley on behave of Student Senate presented a resolution regarding consideration of a new policy. Joanne Wilson indicated the senior staff supports additional sashes/cords and anything the celebrates the commencement event
Discussion on approval of additional stoles/sashes was questioned; registrar’s office already has a significant responsibility with graduation. Therefore it was suggested the student senate be the gate keeper for approval of additional regalia for the ceremony.
Students not involved becoming in the minority is also a relevant consideration
Gratitude stole
Colors could be limited by department or classification of organization(s)
Statement indicating what the stoles/sashes represent in the commencement program
Consideration of patches with size limitations places on stoles
Refer to a committee…Joanne chair Eric F., David K., Student Senate Representatives, Rick

VI…H  Challenge for band/music keeping the students room and board. Resident life, catering help, set-up help, media services student help, and ambassadors to name some of the questions that need to be addressed
Academic calendar is approved for 2013-14
December calendars would be the weekend to close to the Holidays.
Student Senate has a concern with students who cannot celebrate do to scheduled finals following the graduation ceremonies.