UNIVERSITY COMMENCEMENT COMMITTEE (UCC) Meeting Minutes
Thursday, November 15, 2012. 1 Room 2007, Ullsvik Hall, 9:00 – 9:50 A.M. December 15, 2012 ceremony

I. Minutes of previous meeting- 2 changes needed on previous minutes: the proper spelling of Kim’s last name is: Schmelz (no “t”) and in IV. G., the word “behave” should be replaced with “behalf”

II. Personnel
A. Members introduced themselves: Kim Schmelz, Tyler Tollefson, Sue Lindholm, Tony Isabell, Joyce Burholder, Amy Kruel, Leonida Ljumonovic, Dave Kieckhafer, Clem Jeske, Lisa Landgraf, Karen Stinson, Rick Bockhop, Joanne Wilson, Bill Haskins, Louis Nzegwu, Shari Wedig, Amy Nemmetz
B. Commencement Speaker: College of BILSA AM Speaker: Rochelle Ripp, ’09 Ag Business major; College of EMS, LAE PM Speaker: Brian Rauche, ’86 Mechanical Engineer Kim Schmelz, provided these.
C. Senior Speaker: College of BilSA, LAE AM Speaker: Brent Wetter, Media Technology major; Alternate Liberty Daniels; College of EMS, LAE PM Speaker: Ian McGregor, Civil and Environmental Engineering major; Math Alternate Jessica Weber
D. Student Ushers: Kim Schmelz will request & coordinate for Student Ambassadors.
E. Procession: Morning Ceremony & Afternoon Ceremony: 2 procession leaders for each ceremony (page 2).
F. Commencement Marshal: Madonna (Donna) Perkins AM. Joe Lomax PM.
G. Volunteers to line up the students by college and also faculty: Dale Larson.
H. Banners/Flag Carriers; BILSA; Gaile S. Schwickrath A.M., EMS: Nicole Richter LAE: Renee Heimdal, Brianna M. Jentz, Kylie Fendrick. Stands and poles have been ordered; they will be placed on floor to place the banner in for each session. Amy K. will check on the pole height.

II Commencement Program Publication Schedule December 2012
11/5/12 Cover, front and back sections to Joyce from old program for changes
11/7/12 Graduate Listing from Registrars office and updates from Joyce
11/9/1 Proof to Chuck Harwick in registrar’s office, Linda Jamison 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 11/21/12) To Printer, 12/10/12 Programs delivered to campus

III Details
A. Flowers: Joyce will prepare the P.O. and send it
B. TV Hookup, Sound, Track, & Rooms: Informed Kelly Jo Hadfield (1301), Tyler Tollefson (1628), & Curt (1568). Tracks, B-52 & Offices reserved. 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. Rick will check with Curt to see when the set up can begin on Friday.
C. Music: University Symphony Band will provide the music. Barry Ellis will conduct. Morning song leader will be Amanda Zasada; Rachel Day, for the afternoon, announced by Dan Fairchild. (35-44 seats ?)
D. Pictures and Plaques: Joyce will prepare P.O. and coordinate after the ceremonies. Dave K. is working on an updated contract with the current photographer. In the future, the photographer will be paying UW-Platteville for the contract (e.g. $1/student photo). There is also a new backdrop for the pictures (with the logo).
E. EMT: Chuck Harwick (1321) has been reserved.
F. Other?
IV Countdown to Commencement Reception Table– went well this year. Future dates: Wednesday, March 13, 2013, 2:30 to 6:00 p.m., in the Velzy South Commons, Ullsvik Hall, 10-9-12 2:30p-6p. See page #2 for assignment of committee members

V Old Business
A. Amy N. will work with Scott on reserved parking for stage party.

Overflow:

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.

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

VI New Business
A. Next Meeting: Wednesday, Feb, 13, 2012, 8:00 a.m. – 8:50 a.m. Ullsvik Hall, Room 2007
B. Seating tickets will not be issued for attendees at the Fall Commencement Ceremony (suggest 6 per graduate)
C. We 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.
D. Current estimate of graduates from the Registrar’s Office: Morning Ceremony BILSA 239, 92 graduate students, 44 have indicated the plan to walk (283), Afternoon Ceremony EMS 121, LAE 154 (275).
E. Joanne Wilson will handout portfolios; so she will be seated closer to the table
F. Discussion of stoles/sashes--Joanne Wilson ad hoc Committee Chair Report: no students attended the meeting, so an alternate date was scheduled (11-15-12). Shari asked about international students (here studying at UW-Platteville) wearing their home country sash. Per the current policies, this is ok; the students will need to purchase the sash and work out any other logistics out with the Education Abroad Office.
G. 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 Tony on this. Dave K. will make arrangements for special seating
H. Kim S. introduced an Alumni Class reunion gathering (before the ceremony) and inquired about inviting the attendees to the commencement ceremony. The gathering will be from the graduating classes in the 40’s, 50’s, 60’s. The attendees will be shuttled to and from the Field House and may sit behind the graduates (in the chairs).

VII MEMO:
1. Dale Larson (Registrar's Office) sends a summary of weekend events to a Campus Police and therefore Campus Police is responsible for opening Doudna 103 for overflow seating for Commencement.
2. Tyler Tollesfon & Colleen Garrity will make sure that the TV screens are ready to go as soon as Doudna 103 is opened by Campus Police.
3.) 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.

Bill Haskers made a motion to adjourn the meeting at 9:40am, Tyler seconded the motion. All were in favor.