I. Minutes seeking approval of Fall 2012 minutes- Dan moved to approve the minutes, Eric seconded, all were in favor, minutes were approved.

II. Personnel
   A. Introduction of members/visitors. Members present: Richard Bockhop, Eric Farrell, Sue Linholm, Bill Haskins, Tony Isabell, Joyce Burkholder, Leonida Ljumanovic, Joanne Wilson, Dan Fairchild, Dave Kieckhafer, Amy Kreul, Esther Ofulue, Kim Schmelz, and Amy Nemmetz
   B. Commencement Speaker: No information at this time.
   C. Senior Valedictory Speaker: Colleges will select valedictory speaker and an alternate and inform Rick by April 1, 2013.
   D. Student Ushers: Kim Schmelz will request & coordinate for Student Ambassadors. A separate flow chart will be mailed for the next meeting.
   E. Procession: Procession See Table on page #2. Volunteers accepted, updates needed prior to countdown to commencement on Wednesday, March 13th.
   F. Commencement Marshal: Joyce Burkholder will send Rick the list of retirees and list them in the order of seniority. Rick will call them in the order of seniority. Marshals will send bio-data to UIC which will be used to prepare bio’s for the banquet brochures and the graduation program. LAE Marshal is: David Van Buren
   G. Volunteers to line up the students by college and also faculty/staff: See table page #2.
   H. Banners: Chair to work with Registrar’s Office. Deliver banners to banner carriers at the track. Banners will be placed on the floor near the graduates prior to the start of each ceremony. Rick will arrange to have the banners available for carriers at the entrance of the Bo Ryan court.

II Commencement Program Publication (Schedule revised by Joyce & Amy Kreul)
4/1/13 Cover, front and back sections to Joyce from old program for changes (back to publications by 4/8/13 for changes)
4/4/13 Graduate listings (grad and undergrad) from registrar’s office and updates from Joyce
4/8/13 Biography text from UIC for Principal Speakers, Distinguished Alumni, Commencement Marshals
4/9/13 Write up for Student speakers from UIC
4/9/13 Proof to Chuck Harwick in registrar’s office (proof back from registrar’s office by 4/10/13)
4/15/13 Proof to—Rick, Kim, David K., Joyce (proof back by 4/16/13)
4/15/13 Proof to—Rick, Kim, David K., Joyce final proof back to publications by 10 a.m. on 4/18/13
4/19/13 To printer,
5/6/13 Programs delivered to campus

III Details
   A. Flowers: Joyce (1234) will handle the arrangements for flowers on stage.
B. TV Hookup, Sound, Track, & Rooms: Jess Waterhouse (1230), Colleen and/or Tyler (1628), & Curt (1568). Tracks, B-52 & Offices reserved. Chuck will deliver robes 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.

C. Music: Dan Fairchild will arrange for the signers for the national anthem. Dan is still finalizing the musicians for the 3 ceremonies: symphonic wind ensemble will lead two ceremonies (Matt Gregg will be conducting) and a small group of musicians will take care of the third ceremony.

D. Pictures and Plaques: Joyce will prepare P.O. and coordinate after the ceremonies. Another 3-year contract was signed with the photographer. The company will give the university money back for every graduate who provides their name and walks in the ceremony. The company will also have the UW-Platteville logo on the photo backdrop.

E. Emergency Medical Technicians: Chuck (1321) has called & reserved.

F. International Flags: Flags will be arranged on stage similar to the fall 2012 set-up; Tony will oversee this.

IV Countdown to Commencement Reception Table: Wednesday, March 13, 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.

V Old Business
A. Reserved parking for commencement speakers, guests and stage party in the parking lot #11 west side of the PAC. Joyce will send an email to the committee and stage party guests regarding obtaining the corresponding ‘reserved parking’ pass. Scott Marquardt’s staff will reserve/mark the corresponding spots in lot 11.

B. Overflow: A few chose to use overflow for either ceremony December 2012.

C. Review banner carriers procedures

VI New Business
A. Next Meeting: Wed., April 24, 2013, 8:05 a.m. – 8:50 a.m. Ullsvik Hall, Room 2007, Joyce will reserve the room.

B. Discussion of stoles/sashes--Joanne Wilson and an ad hoc committee met with student representatives and decided that student organizations, clubs, and groups will be allowed to fill out a request form to get a stole/sash/pin approved for the graduation ceremony. The student will only be allowed to wear one stole/stash (in addition to honor cords). Additionally, the stole or stash cannot be gold as gold will be reserved for the honor cords. A member of the committee will be present at commencement to assure that the stoles and stashes worn by students have been previously approved. Dan made a motion to approve the committees’ suggestions, Bill seconded, all were in favor.

C. Graduation Fees: Dave Kieckhafer discussed the graduation fee. The fee has been $25 for several years; the money is used to pay for chairs, imaging, etcetera. The fee seems to vary at other campuses (e.g. no fee to $50, $100, etc). Dan made a motion to raise the fee to $40 for the 2013-2014 school year, Esther seconded, all were in favor.

D. Other business: (1) Kim and Sue discussed the 40, 50, 60th alumni reunion (i.e. graduated in 53, 63, or 73). The alumni will be invited to campus commencement weekend for a reception and the hope is to have the alumni recognized/be a part of the second ceremony. The alumni could sit in the extra chairs. Kim and Sue will work with UCC chair to discuss details/plans. (2) There will be a signer at the LAE Ceremony. (3) Tony will have extra chairs available near the stage in case extra stage party guests arrive for one of the ceremonies. (4) College of EMS provided a document of “4 key elements” and 2 “minor elements” for consideration [see document on shared drive]. No motions were made to accept suggestions in the elements provided by EMS at this time as concerns were expressed about lining graduates up by their major (logistical concerns due to many students with double majors), concerns regarding being consistent for graduates in the other colleges too, and concerns about the time and space associate with adding more directors and administrators to shake hands with graduates as the graduates cross the stage.

Notes for 2013 Spring Ceremony:
• Current estimate of graduates from the Registrar’s Office: BILSA:365, Grad. School: 50, EMS: 230, LAE: 251. We will have better numbers after the Countdown to Commencement.
• If there is overflow, Markee PSC locations will be filled first and then overflow will be accommodated at Doudna Platte body Lecture Hall. Chuck (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. Colleen Garrity will make sure that the TV screens are ready to go as soon as Doudna 103 is opened by Campus Security.
• PSC 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.
• Rick will send memo to Deans about selection of Banner Carriers before the end of March 2013.
• 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.
Coordinate posting of Commencement instructions online.
  - Pete Davis & Tony Isabell (1155) coordinate all arrangements in the room and stage.
  - Information card will be filled by each graduate at the line up as it was done in fall 2012. (registrars)

Countdown to commencement:

<table>
<thead>
<tr>
<th>Time</th>
<th>2:30 – 4:00 p.m.</th>
<th>4:00 – 5:00 p.m.</th>
<th>5:00 – 6:00 p.m.</th>
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**UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, Spring 2013**

**COMMENCEMENT, 5/11/2013**

<table>
<thead>
<tr>
<th>Time</th>
<th>BANNERS/PARKING</th>
<th>BANNERS/PARKING</th>
<th>PROCESSION LEADERS</th>
<th>PROCESSION LEADERS</th>
<th>LINE UP STUDENTS &amp; FACULTY</th>
<th>LINE UP STUDENTS &amp; FACULTY</th>
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</thead>
<tbody>
<tr>
<td>9:00 a.m.</td>
<td>Banners: Rick</td>
<td>Banners: Rick</td>
<td>Leonida Ljumanovic</td>
<td>Dale Student Senator</td>
<td>Dale Student Senator</td>
<td>Dale Student Senator</td>
</tr>
<tr>
<td>12:30 p.m.</td>
<td>Parking: Amy N. Scott M.</td>
<td>Parking: Amy N. Scott M</td>
<td>1. Louis Nzegwu</td>
<td>Dale</td>
<td>Dale</td>
<td>Dale</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>2. Esther Ofulue</td>
<td>2. Cori Enright</td>
<td>Ann Farrell</td>
<td>Student Senator</td>
<td>Student Senator</td>
<td>Student Senator</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Dale Student Senator</td>
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