UNIVERSITY COMMENCEMENT COMMITTEE (UCC) MINUTES
Wednesday, April 24, 2013, Room #2007, Ullsvik Hall, 8:00 a.m. – 8:50 a.m.

Members Present: Louis Nzegwu, Scott Marquardt, Kelly Jo Hadfield, Kim Schmelz, Karen Stinson, Paul Erickson, Bill Haskins, Lisa Landgraf, Amy Kreul, Eric Farrell, Leonida Ljumanovic, Sue Lindholm, Tony Isabell, Tyler Tollefson, David Kieckhafer, Joanne Wilson, Ann Farrelly, Amy Nemmetz, Rick Bockhop

I. Minutes Spring Feb. 13 2013 requires approval; minutes were approved.

II. Personnel
   A. Introduction of members/visitors.
   B. Commencement Speaker: BILSA: Khalil “Kal” E. Kardus, CEO copy data LAE; Kevin P. Reilly, UW System President, EMS; Barbra Bolt, College of Lake County
   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: Fall: October 9th
   F. Volunteers needed to line up the students by college and also faculty/staff for commencement: See table page #3. Dale (Registrar’s Office) will be assisting with this.
   G. Commencement Marshal: BILSA: Stephen W. Kleisath, LAE: David P. Van Buren, EMS; Larry L. Austin
   H. Banner Carriers: Chair (Rick) will make sure someone has the banners available when graduates enter Bo Ryan Court.
      BILSA: Stacy M.Klemp
      LAE: Rebecca Hansen
      EMS: Diedrick Hellenbrand & Shanna Yoose

II Commencement Program Publication (Schedule revised by Joyce & Amy Kreul)
4/2/13 Cover, front and back sections to Joyce from old program for changes
4/5/13 Graduate Listing from Registrar’s office and updates from Joyce
4/10/13 Proof to Chuck Harwick in registrar’s office (proof back from registrar’s office by 4/11/13)
4/9/13 Biography text from UIC
4/12/13 1st full proof to Joyce, Rick, Kim S., David K., David V (proof back by 4/18/13)
4/19/13 2nd full proof to Joyce, Rick, Kim S., David K., David V final ok needed by afternoon of 4/20/13
4/23/13 to printer 5/7/13 Programs delivered to campus (special thanks to Amy K, Joyce and David)
5/11/13 Commencement!

III Details
   A. Flowers: Joyce (1234) will handle 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 robes to Athletic Office. Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294. Doudna 103 has also been reserved for overflow seating (will not likely need it).
   C. Music: Barry Ellis, 9am & 12:30pm ceremonies. Matt Gregg will be assisting with the afternoon music.
   D. Pictures and Plaques: Joyce will prepare P.O. and coordinate after the ceremonies.
   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.

IV Countdown to Commencement Reception Table:
   Fall 2013. October 9, 2013 Spring 2014, will be Wednesday, March 12, 2014 (please save these dates),

V Old Business
   A. Reserved parking for Chancellor, Deans, commencement speakers, guests and stage party in the parking lot #11 behind Ottensman Hall served well. Campus Police will “mark” (reserve) several stalls. Those who would like reserved parking, can pick up permits from Joyce.
   B. The committee is in favor of purchasing new chairs for the stage. Joanne Wilson said she would contact Gerri (Facilities) and look into this further.
   C. Continue announcing information regarding noise makers (this seems to be effective)!!!
   G. New Banners look great!
   I. Friday Banquet for spring 2013, Velzy, at 5:30pm [Alumni staff are taking care of the arrangements]
VI

New Business

A. Music consideration in the future- December and May. We might want to consider a long term plan.
B. Next Meeting: Thursday, September 26, 2013, 8:05 a.m. – 8:50 a.m. Ulsvik Hall, Room 1510
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: 364 graduates and 60 faculty/Staff.
E. Dave K. will reserve seats for guest seating to include disabled areas that will be reserved
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 a 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 coordinate 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. Lunches will likely be needed for the band members, student ambassadors, stage party (who are required to attend multiple ceremonies), commencement committee members who will be attending multiple ceremonies, Registrar’s staff, etc. There is discussion about moving the ‘boxed lunch’ to a buffet line in the PSC and having a room reserved for seating in the PSC. Arrangements are still being discussed.
H. David Kieckhafer and his office staff will coordinate transport of robes, banners, etc to gym. Tony’s staff stored the banners; Tony will make sure the banners get to the gym.
I. David Kieckhafer will arrange for Emergency Medical Service/Technicians.
J. Jesse Waterhouse & Tony Isbell (1155) will coordinate arrangements in the room and stage
K. Tyler Tollefson will coordinate TV services. Jesse Waterhouse will coordinate Tech. Services.
J. Information cards will be completed by each graduate at the line up like the fall 2012. (Registrar’s Office)
L. Commencement instructions will be updated online; Rick will work out the new directions for each Ceremony so the committee is aware of the process before graduation (attached for each ceremony)
M. Proof reading (the commencement ceremony script used at the lectern) will need to take place before commencement; Paul, Kim and Rick will monitor the information presented
N. Other business: It may be advantageous to split the students in two groups/sections (on the track) according to how they receive will receive their diplomas in the gym. We will need to make signs for each group based upon numbers provided from the registrar’s office
O. December 14 is the date for the fall, two ceremonies 9:00 A.M. BILSA & Graduates, 2:00 P.M. EMS & LAE
P. Any other business that is properly brought to the committee will be considered
Q. Alumni Office will be putting a small booklet of “thank you” wishes (written by students to family, campus, etc) on the chairs and handing out the booklets with the programs.
R. Joanne Wilson will be present when the students line up on the track to look at stoles & pins (she will have the list of ‘approved’ items with her). Any group using the campus logo, must talk to Pubs.
S. Amy Kreul will check into order one additional gown (a shorter one)
T. Tony’s staff will take a box of programs to the PSC for the overflow seating guests

UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, Spring 2013

<table>
<thead>
<tr>
<th>BANNERS/PARKING</th>
<th>PROCESSION LEADERS</th>
<th>LINE UP STUDENTS &amp; FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m.</td>
<td>12:30 p.m.</td>
<td>4:00 p.m.</td>
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<tr>
<td>Banners: Rick</td>
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<td>1. Louis Nzegwu</td>
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<tr>
<td>Backup: Amy N. Scott M.</td>
<td>Backup: Bill Haskins</td>
<td>2. Esther Ofufue</td>
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| Backup: Bill Haskins | Backup: Amy N. Scott M | Backup: Lisa Landgraf | Student Senator | Student Senator |

| Dale Student Senator | Dale Student Senator | Dale Student Senator | Dale Student Senator |

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