UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA
Tuesday, Feb. 3, 2010. Room #2007 Ullsvik Hall, 8:05 a.m. – 8:50 a.m.

I. Changes & Approval of Minutes of previous Meeting as posted online. Add new items to agenda.

II. Personnel
A. Introduction of new members/visitors.
B. Commencement Speaker:
C. Senior Valedictory Speaker: Colleges will select valedictory speaker and an alternate and inform Bala by April 2, 2010.
D. Student Ushers: Barb Daus will request & coordinate for Student Ambassadors. A separate flow chart will be mailed with this agenda.
E. Procession: Procession leaders for both ceremonies are listed in the table on page #2.
F. Commencement Marshal: Joyce Burkholder will send Bala the list of retirees and list them in the decreasing order of seniority. Bala will call them in the order of seniority. Marshals will send bio-data to Barb Daus to prepare the brochure. Mohan Gill who retires on August 1, 2010 agreed to be a marshal for p.m. ceremony.
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. 2 of the 4 banners will be left on stage at the start of each ceremony. Bala will hand over the banners to carriers.

II Commencement Program Publication Schedule to be revised by Joyce & Barb after this meeting:
4/1/10 Cover, front and back sections to Joyce from old program for changes (back to publications by 4/9/10 for changes)
4/5/10 Graduate listings (grad and undergrad) from registrar’s office and updates from Joyce
4/9/10 Proof to Deb Lundell in registrar’s office (proof back from registrars office by 4/13/10)
4/12/10 Biography text from Barb for Principal Speakers, Distinguished Alumni, Commencement Marshals
4/14/10 Proof to Barb and Joyce (proof back from chancellor’s office by 4/16/10)
4/16/10 Write up for valedictory speakers from Barb
4/16/10 Proof to chancellor’s office of valedictory speakers (proof back to publications by 4/19/10)
4/20/10 Final proofs to Chancellor’s office and registrar’s office
4/21/10 To printer, 5/5/09 Programs delivered to campus

III Details
A. Flowers: Joyce (1234) has prepared P.O. and sent it.
B. TV Hookup, Sound, Track, & Rooms: Informed James (1895), Nathan (1230), Colleen (1628), & Curt (1568). Tracks, B-52 & Offices reserved. Deb Lundell 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 inform Bala by April 2, 2010.
D. Pictures and Plaques: Joyce will prepare P.O. and coordinate after the ceremonies.
E. Emergency Medical Technicians: Deb Lundell (1321) has called & reserved.
F. Other?

IV Countdown to Commencement Reception Table: Wednesday, October 14, 2009, 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.
Spring 2010 Countdown to Commencement is set for Wednesday, March 10, 2010 in Velzy Commons South of Ullsvik Hall. 2:30 to 6:00 p.m. Fall 2010 Countdown to Commencement is set for Wednesday, October 13, in Velzy Commons, South of Ullsvik Hall, from 2:30 to 6:00. Spring 2011 Countdown to Commencement is set for Wednesday, March 23, same time and location. Fall 2011 Countdown is set for Wednesday, October 19, same time and location.

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. Amy Nemmetz did an excellent job & will be responsible again.
B. Complaint from parents/guests – publicize the time the hall will open and times of no entry.
C. Feedback from fall 2009 ceremonies? None from Bala. Events were excellent.
D. Overflow: No overflow for the morning ceremony in fall 2009. There were 4 guests in the TV Lounge for the afternoon ceremony. Kelly Jo will collect overflow data for PSC & Doudna 103 in spring 2010.

E. 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.

F. Reports from Registrar’s Office: Request from the graduates to attend ceremony before completing requirements.

VI New Business
A. Visitors agenda items: Shari from Bookstore, Pete Davis & Nathan Manwiller about Fieldhouse.
B. Self Assessment required by Faculty Senate. See attached file. The committee must edit, vote, and approve this document so that Bala may send it to the Faculty Senate.
C. Next Meeting: Wed., April 28, 2010. 8:05 a.m. – 8:50 a.m. Ullsvik Hall, Room 2007
D. Current estimate of graduates from the Registrar’s Office: Morning Ceremony? Afternoon Ceremony? We will have correct numbers after the Countdown to Commencement.
E. 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 96 faculty/Staff. Committee to decide issuing ticket for guest seating (Dave Kieckhafer’s comments?).
F. If there is overflow, PSC locations will be filled first and then overflow will be accommodated at Doudna Lundeen Lecture Hall. Debra Lundell (Registrar's Office) sends a summary of weekend events to 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.
G. Bala will send memo to Deans about selection of Banner Carriers before the end of March 2010.
H. Barb Daus coordinates speakers, student ambassadors, order of processions, timing of events, etc on the day of Commencement. She also edits or writes sections of the Commencement brochure and proofreads the brochure.
I. 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.

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<th>UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, Spring 2010</th>
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<tr>
<td><strong>Countdown to Commencement, 3/10/2010</strong></td>
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<td>2:30 – 4:00 p.m.</td>
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H. David Kieckhafer and his office staff coordinate transport of robes, banners, etc to the Commencement Ceremony. Order coffee and rolls for custodial staff. Coordinate posting of Commencement instructions online. Arrange Emergency Medical Service/Technicians. Get help from Tech. Support/Services.
I. Pete Davis & Roger Reed coordinate all arrangements in the room and stage. Colleen Garrity coordinates TV services. Nathan Manwiller coordinates Tech. Services.