UNIVERSITY COMMENCEMENT COMMITTEE (UCC) AGENDA
Wednesday, Feb. 4, 2009. 2510 Ullsvik Hall, 8:10 a.m. – 8:50 a.m.

I. Dan Fairchild moved and Rick Bockhop seconded to approve of minutes of previous meeting as published at the UCC webpage (Page#3).

II. Personnel
A. Introductions: All members introduced themselves. Members should inform if UCC online is not current.
B. Commencement Speaker:
C. Senior Valedictory Speakers: Dean of BILSA will identify the speaker & alternate for morning ceremony and forward all nomination papers for them to the Chancellor’s Office by April 3, 2009. Deans of LAE & EMS will work together and select the speaker & alternate for afternoon ceremony and forward all nomination papers for them to the Chancellor’s Office by April 3, 2009. EMS and LAE may each have a speaker, if necessary. Chancellor’s Office will provide instructions and guidance to the speakers. Chancellor will send a memo to the Deans conveying the above information.
D. Procession Leaders: Two for each ceremony: 9:30 a.m.: Barb (B) & Clem 2:00 p.m.: Tony & Cori.
E. Commencement Marshals: Joyce gave Bala a list of retirees. Bala will call them and inform Joyce.
F. Volunteers to line up graduates, faculty, & instructional academic staff: See UCC work assignment Table below.
G. Banners & College Banner Carriers: Deb Lundell will send top College GPA list in April. Bala will coordinate with the Deans as soon as list is received from Deb. See UCC work assignment Table below for the coordinator of delivery of two respective banners to track for each ceremony. Two banners that are not carried will be left on stage at the beginning of each ceremony.

II. Commencement Program: Draft to be ready 20 days before event. Final copy will go to printer 17 days before the event.

III. Details
A. Flowers: P.O. (Erschen’s Florist) will be sent by Joyce.
B. TV Hookup, Sound, Track, & Rooms: Informed James (1895), Nathan (1230), Colleen (1628), & Curt (1568). Tracks, B-52 & Offices reserved. Robes will be delivered 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/Song Leaders: Dan Fairchild to inform Bala & Joyce by April 10, 2009.
D. Pictures / Plaques: Bala (picture) & Joyce (plaques) - (Chappel Studios) Grad Trak Graduation Images.
E. Emergency Medical Services: Deb Lundell will call EMS.
F. Overflow seating: Nathan Manwiller. No overflow in Fall 2008 in the a.m. & p.m. ceremonies.
G. Parking: There was no problem in fall 2008.
H. Other:

IV. Countdown to Commencement Reception Table–Wed., 3/11/09. See UCC work assignment Table below.


VI. New Business
(a) Subcommittee (Cori, Barb(D), Tim, Devine, Rick) to finalize meeting times to finalize the academic regalia guidelines. Student senators Devine and Tim will take the proposal to Student Senate and provide feedback to the subcommittee.
(b) Subcommittee (Barb(D), Dave (L & K), Scott, Nathan) to finalize meeting times to plan for fall 2009 commencements. First meeting of this subcommittee will be during spring break in March 2009.
(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.
(d) Next Meeting: Wed., April 29, 2009, 8:10 a.m. – 8:50 a.m.
(e) Bala will send memo to Deans to about valedictory speakers by 2/10/09 and banner carriers by 3/24/09. Memos to procession leaders, faculty & academic staff, commencement marshals etc will be sent by 5/1/09. Bala will substitute for a committee member if that person does not show up for assigned works on the day of commencement. Bala arranges for reimbursing Dave Langkamp for pizza for dinner for custodial staff.
(f) 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.
(g) Joyce Burkholder coordinates sending memos to faculty and academic staff, commencement speakers, & marshals, ordering of flowers for stage, proofreading & printing of brochures, ordering plaques, ordering of box lunch for staff, etc.
(h) David Kiekhafer and his office staff coordinate transport of robes, banners, etc to the Commencement Ceremony. Order morning coffee and rolls for custodial staff. Coordinate posting of Commencement instructions online. Arrange Emergency Medical Service/Technicians. Get help from Tech. Support/Services.
(i) Dave Langkamp coordinates all arrangements in the room and stage. Colleen Garrity coordinates TV services. Nathan Manwiller (1230) coordinates Tech. Services.
Faculty & Academic Staff:
Mark Zidon (1391, zidon@uwplatt.edu), Leigh Monhardt (6004, monhardt@uwplatt.edu), Daniel Fairchild (1123, fairchig@uwplatt.edu), Mohaninder Gill (1516, gill@uwplatt.edu), Rick Bockhop (1890, bockhopr@uwplatt.edu), Barbara Barnet (1942, barnetb@uwplatt.edu), Corinne Enright (1765, enrightc@uwplatt.edu), Esther Ofulue (1331, ofuluee@uwplatt.edu), Clement Jeske (1931, jeske@uwplatt.edu), Anthony Thomas (1941, thomasto@uwplatt.edu), Amy Nemmetz (1494, nemmetza@uwplatt.edu), Barbara Daus (1282, daus@uwplatt.edu).

Student Senators:
Tim Juedes : juedest@uwplatt.edu, Laura Schreiber : schreibil@uwplatt.edu, Seth Johnson : johnsonse@uwplatt.edu, Devine Nzegw : nzegwud@uwplatt.edu

Ex-Officio Members:
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Kelly Jo Hadfield (1301)
Nathan Manwiller (1230)