I. Introductions & Approval of Minutes of Last Meeting: [http://www.uwplatt.edu/committees/cc/agend_min.html](http://www.uwplatt.edu/committees/cc/agend_min.html).

Barb moved to approve the minutes as published at the committee website and Dan F seconded. UCC approved unanimously. Members were introduced. Student senators on the committee are Alan Sulzer, Jonathan Predaina Keith Becker, and Ann Jens.

II. Information for Committee Members: Many UCC members played a role in finalizing the following details about the 183rd Commencement at UW-Platteville.

9:30 a.m.

Les Hollingsworth – Commencement Marshal

Dr. Barbara Knox – Pediatrician University of Wisconsin Hospital (1995 UWP Alum)

Scott Skelly, Senior Valedictory Speaker – BILSA (alternate: Morgan May, BILSA)

Kelly Berger – Song Leader (Matthew Gregg, Conductor, University Symphony Band)

Outstanding Recent Alumni: Barbara Knox, Kimberly Pokorny

Flag Carriers: BILSA: Quinn Coogan, Morgan May; Grad. School: First person in the line

Procession Leaders: Richard Bockhop & Mark Zidon (Amy Nemmetz & Dan Dahlquist are trainees)

Lining up students, faculty & staff: Esther Ofulue, Dan Dahlquist, Lisa Riedle, Alan Sulzer

2:00 p.m.

Patrick Hagen – Commencement Marshal

Mr. Robert Vosberg - Senior Vice President of Engineering & Procurement Wind Capital Corporation – Madison - (1978 UWP Alum)

Therese (Tess) Guinther, LAE Senior Valedictory Speaker (alternate: Jared Prado – LAE)

Kelly Berger – Song Leader (Matthew Gregg, Conductor, University Symphony Band)

Outstanding Recent Alumni: Troy Everson, Eben Miller

Flag Carriers Gentry Timm (LAE); Derek Friske (EMS)

Underkofler Awardee – Theron Parsons

Procession Leaders: Tony Thomas & Clem Jeske (Pam Peters & W McBeth are trainees)

Lining up students, faculty & staff: Pamela Peters, W McBeth, Ann Jens

III. Assignments

A. **Student Ushers:** Use Student Ambassadors – Barb Daus. Use revised flow chart distributed by Bala for ambassadors, procession leaders, Registrar’s Office, stage party and others.

B. **International and other Flags:** Barb Daus coordinates. Flags will be brought in before the commencement procession, at 9:25 a.m. for morning ceremony and at 1:55 p.m. for afternoon ceremony. See agenda below for discussion and final decision today. Dan has informed Matthew Gregg, conductor for both ceremonies that music will be played when flags are brought in. Our fall 2009 international students hail from 26 countries. These flags will be on the stage. Dave Langkamp will make sure that the heights of flags are properly adjusted when they are in their respective holders.

C. **Procession Leaders:** See Table below. Procession of graduates will start at 9:30 a.m. in the morning ceremony and at 1:30 p.m. for afternoon ceremony. Barb Daus coordinates procession of students, faculty & stage party.

D. **Volunteers to line up students by college:** See table below.

E. **College Banner Carrier(s):** Bala will deliver banners to carriers at the top of stairs for both ceremonies. Banners may have to be located on the floor next to the ramps on either side of stage.

F. **Programs:** Commencement Program preparation and printing is on schedule. No problems recently.

G. **Flowers:** P.O. sent by Joyce Burholder. (Erschen’s Florist: 348-3433). Set-up by 8 a.m.

H. **Stage:** Barb & Registrar’s Office. Deb Lundell has ordered table cloths for stage tables.

I. **TV and sound:** Contacted Colleen Garrity for TV (Channel 5). Nathan Manwiller.

J. **Seating:** Dave (L) to inform Bala any major changes by 9 a.m. and 1 p.m.
K. Overflow: Use first the PSC’s University Rooms (150), Platteville Rooms (84), and Wisconsin Room (60). PSC can accommodate a total of 294. Family & Graduate Brunch will return to the Crossing as the Commencement Luncheon will return to Velzy. Doudna 103 has also been reserved for overflow seating and it can accommodate 182 persons. We cannot accommodate 10 guests per graduate as stated in the materials sent to graduates.


M. EMS/EMT crew – Deb Lundell contacted EMS/EMT & arranged for EMTs. (348-9741 X 271)

N. Reserved track area of field house for line-up of students. Room (# B 52) for faculty coats, etc., and Athletic Office (Room #134) for stage party. (Curt Fatzinger - 1568). Memo to all faculty & staff will be sent this week.

IV. Faculty & Staff Attendance: 9:30 A.M. 2 P.M. Will get data by 11/26/09


VI. Parking: Joyce Burgholder will work with publications and arrange for the printing of parking permit for the stage party and members of the committee. Committee members may stop by Joyce’s office and pick up the parking permit. Amy Nemmetz and John Jonathan Predaina will stand outside in the reserved parking area behind Ottensman Hall to be sure that the reserved spots are only taken by the stage party and committee members. Jonathan will help with moving the traffic barrier at 9 a.m. for the morning ceremony and 1:45 p.m. for the afternoon ceremony so that anyone can use the remaining parking spaces.

VII. Comments/Additional Information for Members:

1. Request from University Alcohol and Drug Advisory Committee is implemented. See http://www.uwplatt.edu/registrar/graduation.html. Correct the title to University ADAC.

2. Noise / Disturbance: Acting Chancellor Carol Sue to request for decorum at ceremony and remind that campus security will escort people causing disturbance out of the fieldhouse.

3. If a committee member does not show up for assigned works on the day of commencement, then that person must arrange for a substitute faculty member or academic staff to take care of the assigned work.

4. Joyce Burgholder 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.


6. Dave Langkamp coordinates all arrangements in the room and stage. Colleen Garrity coordinates TV services. Nathan Manwiller (1230) coordinates Tech. Services. He will order pizza for dinner for staff and Bala will reimburse him.

VIII. New Business:

(a) Layout & location for band: Band will be close to the stage at the front. Colleen will work with the conductor and resolve problem with camera view of stage.

(b) Parking: See VI above.

(c) International & other flags: See IIIB above.

(d) New Format for Name Card: Barb moved that the new card from the Grad Trak Graduation Images be used in fall 2009 to collect information about graduates for the studio. Registrar’s Office will affix their label on the back of these cards to pronounce names correctly. Dan F seconded. Approved unanimously.

(e) Member list: Only one correction was noted. Student senators will be added by Joyce.

(f) Instructions for Procession Leaders: Bala will revise these and e-mail it by first week of Dec. 2009.

(g) Instructions for Volunteers to line up graduates, faculty & staff: Bala will e-mail in 2 weeks.

(h) Instructions to faculty & staff for Dec. 12, 09 ceremonies: Bala will revise & e-mail in 2 weeks.

(i) Volunteers: Countdown to Commencement: Dan Dahlquist, W. McBeth, Pam Peters, Dan Fairchild, Esther Ofulue. Other are listed above under various sections. Bala thanked all volunteers.