MINUTES OF LAST MEETING

I. Minutes of last meeting were approved unanimously when Dan Fairchild moved and Rich Bockhop seconded it.

II. Personnel

A. Introduction of new members/visitors: Pete Davis, Roger Reed, Duane Huehne
B. Commencement Speaker: No information yet.
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 See Table on page #2.
F. Commencement Marshal: Joyce Burkholder will send Bala the list of retires 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 4/15/10)
4/15/10 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

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. Amy Kreul will print parking permits as it was done in fall 2009 and Joyce will distribute them.
B. Complaint from parents/guests – publicize the time the hall will open and times of no entry.
C. Feedback from fall 2009 ceremonies: Having graduates complete info on cards was good. New method of lining up students worked well. Insert about noise makers was effective. Do these again.
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. Registrar’s Office: Graduates to attend ceremony before completing requirements – not a problem now.

VI. New Business

A. Committee approved unanimously Shari to be a nonvoting member.
B. Pete Davis & Nathan Manwiller presented the need and cost for mounting light fixture in the ceiling to save 8’ to 10’ of floor space. Cost of consultant to design support in ceiling is about $5000 and cost of construction may be about $5000 to $10,000. The cost of 2 hoists will be about $3000. Acting Chancellor Carol Sue Butts approved these expenditures and
asked Pete Davis to proceed with the work. The work may be completed in spring 2010.

C. Self Assessment for Faculty Senate was approved unanimously after Dan F moved & Rich B seconded.

D. Next Meeting: Wed., April 28, 2010. 8:05 a.m. – 8:50 a.m. Ullsvik Hall, Room 2007

E. Current estimate of graduates from the Registrar’s Office: BILSA: 325, Grad. School: 50, EMS: 162, LAE: 225. We will have correct numbers after the Countdown to Commencement.

F. 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. In fall 2009 we had 62 seats for faculty and staff and 384 seats for graduates.

G. Dave presented the options to issue tickets for guest seating. Dan F moved and Rich B seconded to issue reserved seating tickets through the Box Office. It was approved unanimously. Dave K will revise the ticket issuing details and send it to committee members so that arrangements may be made to publicize it via TV Services, News Releases, PSC Displays, Exponent and e-mail to Dist. Ed. Students.

H. 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.

H. David Kieckhafer and his office staff coordinate transport of robes, banners, etc to the Commencement Ceremony. 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.

J. Information card will be filled by each graduate at the line up as it was done in fall 2009.

---

<table>
<thead>
<tr>
<th>UNIVERSITY COMMENCEMENT COMMITTEE ASSIGNMENTS, Spring 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Countdown to Commencement, 3/10/2010</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>2:30 – 4:00 p.m.</td>
</tr>
<tr>
<td>4:00 – 5:00 p.m.</td>
</tr>
<tr>
<td>5:00 – 6:00 p.m.</td>
</tr>
<tr>
<td>1. Dan Dahlquist</td>
</tr>
<tr>
<td>2. W. McBeth</td>
</tr>
<tr>
<td>1. Tony Thomas</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

1. Tony Thomas
2. Dan Fairchild