

Graduation 2012 Committee Meeting Minutes

Thursday, November 10, 2011 – 11 a.m.

Present: Mostafa Ghous, Judie Burtenshaw, Patsy Itaya, Thom Watkins, Erin Vines

Not Present: Barb Fountain, Steve Dawson, Dave Froehlich, Thomas Trujillo, Judy Spencer, Karen McCord, Laurie Gorman, Matt Borchert, Terri Pearson, Phil McCaffery. Jr., Peter Bostic, Shirley Lewis, Caryl Corbin, Arturo Reyes, Trish Meyer, Robin Darcangelo, Kimo Calilan

The meeting started about 11:10 a.m. in Room 1421

Committee - Mostafa said the committee members looked right and asked if anyone else wants to be on the committee. *Please contact him if you know someone else who wants to be on the committee or if you want to be removed from the committee.* The Academic Senate chooses marshals. Thom will a list to Mostafa and add them to the committee

Also, if anyone is interested in being co-chair, please email Mostafa and let him know.

Ceremony - The 2011 Commencement went well, but we used the alternative of the gymnasium due to rain. Weather permitting, this year's commencement will be held May 23 from 10 a.m. to 12:30 p.m. in the stadium. We are striving to make this year's commencement even better than last year. *If you know of anything that can help, let Mostafa know.*

- Erin thought the speed of the event went well last year. Having degrees earned printed in the program and not announced helped.
- The Academic Senate chooses marshals. Thom will a list to Mostafa and add them to the committee
- There were problems with the use of the red carpet so we will not use this year.
- Broadcasting in the 1400 building worked well and had good feedback.
- We need more specifications/directions on where to place faculty in wheelchairs.
- Flowers for receptions were unintentionally not ordered; will order this year.
- Hospitality room will remain the same.
- Mostafa will look into playing a recording to help cut cost of hiring a band.
- Mostafa wants to look into getting a page set up on the website to help graduates know the process.

Subcommittees

Information Table – we want this – near the entrance

Student Marshals – This year we want to make sure that student marshals are not graduating students.

Faculty Marshals – Nick Cittadino

Setup – Facilities

VIP Hospitality Room – Same as last year

Police - C. Corbin – parking, drop off, pedestrian traffic

Reception Set up – Patty will help

Other subcommittees – TBD when volunteers are signed up.

Mostafa will get input from President Laguerre before the next meeting. **The next meeting will take place on Thursday, December 1 at 11 a.m. in room 1421.** It was agreed that every other week was too much and the meetings will be the 1st and 3rd Thursdays of the month. December 1st will be the last meeting this semester; will resume after the spring semester begins.

Meeting was adjourned about noon.