

## Graduation 2012 Committee Meeting Minutes

**Thursday, December 8, 2011 – 11 a.m.**

**Present:** Mostafa Ghous, Judie Burtenshaw, Tricia Meyer, Patsy Itaya, Thom Watkins, Caryl Corbin, Judy Spencer, Peter Bostic,

**Not Present:** Barb Fountain, Steve Dawson, Dave Froehlich, Thomas Trujillo, Karen McCord, Laurie Gorman, Matt Borchert, Terri Pearson, Phil McCaffery, Jr., Shirley Lewis, Arturo Reyes, Robin Darcangelo, Kimo Calilan, Erin Vines,

**The meeting started about 11:05 a.m. in Room 1421**

**Co-Chair** - Mostafa is still seeking a co chair for the Graduation Committee meetings. If anyone is interested in doing that, please let him know. They would take charge of the meetings his absence.

**Review of logistics** – The Superintendent/President’s Council went over and approved last year’s graduation plan, with the following exception: Eliminate the red carpet or secure it better. People were tripping on it. Everyone wants to keep the band and not use a CD for music. We did not have to pay the band.

**Date/Location** – May 23, 2012 at the stadium – 10:00 a.m. to 12:30 p.m. Timing worked well last year. Mostafa went through the slides that were designed for last year’s ceremony at the stadium. Rain plan is same as last year at the gym, with overflow going to 1400 and seeing ceremony on TV screens; we need a better system to prevent crowding in the gym.

### Sub-committees

**Information Table** – We will have an information table by the graduates for lining up.

**Faculty** - We want 4 faculty marshals (or 2 marshals and 2 ushers). They should be faculty who are not going to be on stage. Lineup does not have to be in alphabetical order. Everyone liked the walkthrough after the ceremony and shaking of hands with the faculty.

**Student Marshals** – Need 4 student marshals who are not graduating students.

**Signers** – Some people were not able to see the signers for the hearing impaired. We need to evaluate where they can be placed for better viewing – possibly the corners of the stage. Check with DSP for input.

**VIP Hospitality Room** – In the Faculty/Staff Lounge, same as last year – it worked well.

We will talk about the program and the rest of the agenda at the next meeting in January.

**The next meeting will take place on Thursday, January 26 at 11 a.m. in room 1421. Meeting was adjourned about noon.**

Judie Burtenshaw  
Administrative Assistant III  
Student Development Office