

# NCTC-ECG

## Graduation Committee Meeting Minutes

### Jan. 23, 06      Room 106

**Members Present:** Karla Anderson, Margarita Bracamonte, Robert Hunter, Mary Jo, Renee Kringlen, Andrea Moses, Jo Ann Schill, Pam Schorsch, Lindsey Wangberg.

<b>Topic</b>	<b>Responsible Party</b>	<b>Discussion/Outcomes</b>
<b>1. Graduation date &amp; Location</b>		Deadline to register for graduation? Feb 28, 06. However, students turn in graduation application after this deadline. If head counts need to be done, is better to wait until en of March.
<b>2. Soundboard Services</b>	Mary Jo	Duaine Sanden? When to contact him to secure his service? Mary Jo will contact him How much does he cost? About \$400.00
<b>Sign Language Interpreter</b>	Mary Jo	Cindy Clow Mary Jo will contact her.
<b>3. Grad. Invitations</b>	Lindsey and Renee	Invitations are printed at George Quick printing. The school colors and logo will be included in this year's grad. invitations. Each graduating student will get 10 free invitations to be picked up at the bookstore.
<b>4. Grad. Program Handouts</b>	Pam, Lindsey, Renee	The plan is to print the grad. program handouts at NCTC (to be folded at TRF). The school colors and logo will be included in this year's grad. program handouts. If handouts can't be made at NCTC, another venue will be used.
<b>5. Grad. videotape</b>	Mary Jo Lindsey	Graduation ceremony will be taped. It cost \$700 to tape the live graduation ceremony. The idea is to have students sign up for a CD with the grad. ceremony when they purchase their cap & gown. In this way we will be able to tell how many CDs are needed to be burned. The plan is to also place the ceremony video at.

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		the school's web site.
<b>6. Mace Carrier</b>		<p>Suggestions for a mace carrier? Tabled until later. But suggestions for mace carrier include:</p> <ul style="list-style-type: none"> <li>-Retiring NCTC-EGF faculty/staff</li> <li>-Teacher of the year</li> <li>-Most senior faculty</li> </ul>
<b>7. Speakers</b>	Margarita	<p># of speakers to have at the grad. ceremony:</p> <ul style="list-style-type: none"> <li>-1 student for invocation</li> <li>-1 student for benediction</li> <li>-1 student commencement speaker</li> <li>-1 commencement public speaker (15 minutes speech)</li> </ul> <p>Margarita will ask the Student Senate about student speakers + commencement public speaker.</p>
<b>8. Honor Cords &amp; Sashes</b>		<p>Yes: There will be honor cords &amp; sashes.</p> <p>Margarita will ask Student Senate about funds to purchase them.</p>
<b>9. Photographer</b> (to take picture of grad. on stage receiving diploma)	Renee	Renee will contact Tweeten's
<b>10. Reception after Grad. Ceremony</b>	Margarita	<p>Margarita will ask Student Senate if a reception will take place after ceremony. If there is a reception: it can be done outside Chester but depends on weather.</p> <p style="text-align: center;">It can be done inside Chester but will not hold too many people.</p>
<b>11. Grad. Banquet</b>	Margarita	<p>At least six weeks before grad. ceremony, head counts need to be done for those attending the ceremony.</p> <p>Program not yet set but suggested as follow:</p> <p>Social, dinner &amp; music entertainment, awards, social</p>
<b>12. NEXT Meeting</b>		When: Feb 13, 06 (Monday) at 2:30 pm

