

NCTC-ECG
Graduation Committee Meeting Minutes
Feb. 13, 06 Room 217

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

Topic	Responsible Party	Discussion/Outcomes
1. Graduation Application Deadline	Jo Ann	-Feedbacks from students have been received about graduation time: Students like better to have the graduation ceremony in the morning. -Students that DO NOT have more than 16 credits to finish before summer can apply for graduation. -A Suggestion for the college's web site included a link or "visible button" that students click and takes them to graduation information. -NCTC has to be out of Chester Fritz by 2 pm on graduation day.
2. Soundboard Services: Duaine Sander Sign Language Interpreter: Cindy Clow	Mary Jo	-Duaine Sander will conduct sound system on graduation day. He will charge \$400.00. He wants to come to a graduation committee meeting in the future. -Cindy Clow has accepted to be the sign language interpreter. Mary Jo will find out how much she charges for her services.
3. Grad. Invitations Grad. Program Handouts	Pam, Lindsey, Renee	Tabled. -There is no limit to how many people each student invites to the graduation ceremony. However, each graduating student only gets 10 free graduation invitation cards.
4. Grad. videotape/CD	Mary Jo, Lindsey	-UND has been hired to videotape the graduation ceremony. The ceremony will be on channel 3 one week after the event. -A CD with the graduation ceremony will be available for purchase. Estimated selling price: \$15.00. Announcements for this CD will be made in the handout given to students at the bookstore when they pick up their caps & gowns, in the graduation ceremony program, in "Dear grad. letter" sent out by Jo Ann, etc.

5. Grad. Speakers	Margarita	<ul style="list-style-type: none"> -Invocation speaker will be Derek Murph. -Benediction speaker will be Pam Kruger. -Commencement student speaker will be the valedictorian grad. student. -Commencement public speaker: Provost or Dean of Academic Affairs will be ask to invite a public speaker.
6. Honor Cords & Sashes		Margarita will ask Student Senate if graduating students with a GPA 3.75 and higher should wear sashes or a new proposed medallion.
7. Photographer (to take picture of grad. on stage receiving diploma)	Renee	Renee contacted Tweenen's and they will be at the grad. ceremony.
8. Cap & Gown	Renee, Jo Ann	<ul style="list-style-type: none"> -Jo Ann placed an order for students' caps, gowns, and tassels. Each grad. student will pay \$22.50 for his/her cap, gown + tassel. -Renee sent out an e-mail to faculty to reply back to her and let her know who needs a cap & gown. Deadline for faculty to reply back to Renee is March 15.
9. Diplomas		Diplomas are printed at NCTC. Diplomas are sent to students after the graduation date. During the ceremony, grad. students only get the diploma cover.
10. Reception after Grad. Ceremony	Margarita, Mary Jo	<p>UND campus catering will be hired. The reception will take place in the garden area of Chester Fritz.</p> <p>Cookies, punch, coffee will be served during the reception.</p>
11. Grad. Banquet	Margarita B.	<p>Suggested program:</p> <p>dinner & music entertainment, awards, social. The Student Senate will plan the grad. banquet. But suggestions included to have a social with mocktails, a pop bar, appetizers, punch, sparkling juice in fancy glasses, etc.</p>
12. Grad. Banquet Invitations		Student Senate will work in the grad. banquet invitations. Grad. banquet invitations can be printed at NCTC.
13. NEXT Meeting		<p>When: March 6, 2006</p> <p>To discuss next time: flowers on stage, who sits on stage, mace carrier, graduation ceremony invitations (paper choice, layout), division flags on stage.</p>

