

NCTC-ECG

Graduation Ceremony Committee Minutes

March 6, 06 Room 106

Members attending: Margarita Bracamonte, Mary Jo, Renee Kringlen, Jo Ann Schill, Pam Schorsch, Monica Smith-Gruhot, Lindsey Wangberg.

Topic	Responsible Party	Discussion/Outcomes
1. Graduation Application Deadline	Jo Ann	"Dear Graduate" letter- will be send out the last week of March. It will include an announcement to purchase the graduation ceremony CD.
2. Sign Language Interpreter: Cindy Clow	Mary Jo	Table. But Cindy Clow will be the sign language interpreter. Contract will be sent later.
3. Grad. Invitations Grad. Program Handouts	Pam, Lindsey, Renee	Tabled. A preliminary grad. ceremony invitation and grad. program handout will be presented at next meeting.
4. Grad. CD	Mary Jo, Lindsey	Estimated purchase price: \$15.00. Students will be able to purchase them from the bookstore.
5. Grad. Ceremony		How long is it? 1hr to 1 ½ hour.
6. Grad. Speakers	Margarita	How long invocation speech? 3-5 minutes How long benediction speech? 3-5 minutes How long commencement student speech? 7-10 minutes How long commencement public speaker speech? 10-15 minutes
7. Honor Cords & Sashes	Jo Ann, Margarita	Deadline for students to submit their vote to select either a sash or a medallion for students graduating with a 3.75 GPA and higher is March 10. Students are responding to the survey by voting on line or depositing their vote in a box outside tahr.
8. Graduation list to advisors		First draft: Andrea Moses is entering the names of students graduating in spring 06. As soon as those names are entered, a first draft will be made available to advisors.

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9. Cap & Gown	Renee, Jo Ann	<p>3 faculties and 1 staff have requested caps and gowns. Renee will send another e-mail to faculty & staff about caps & gowns.</p> <p>Students will pick up their cap + gown + tassel from the bookstore starting April 3rd. Cost will be \$22.50. The 10 free grad. invitations for each graduate will be also available at the bookstore starting April 3rd.</p>
10. Reception after Grad. Ceremony	Mary Jo	Cookies, punch, coffee will be served in the reception after the graduation ceremony. UND catering will be hired for this job.
11. Awards	Margarita	Bonnie Steward will be contacted to determine how many awards may be available to give at the graduation banquet ceremony.
12. Flowers on Stage		Jessie Adkins takes care of how many and the types of flowers to have on stage. Jessie usually attends the last meetings before graduation to discuss about flowers on stage.
13. Division Flags on Stage		Bob has the flags.
14. Who sits on stage?		Tabled.
15. Mace Carrier		Tabled.
16. NEXT Meeting		<p>When: March 27, 06 at 2:30 pm</p> <p>What to discuss next time? Who sits on stage, mace carrier, graduate parade in Chester Frits (how many seat rows for students? Faculty? Where are each seating?, etc.).</p>