

NCTC-ECG

Graduation Ceremony Committee Meeting Minutes

March 27, 06 Room 106

Members Present: Jesse Adkins, Karla Anderson, Margarita Bracamonte, Robert Hunter, Mary Jo, Renee Kringlen, Andrea Moses, Mike Normandin, Jo Ann Schill, Pam Schorsch, Monica Smith-Gruhot, Lindsey Wangberg.

Topic	Responsible Party	Discussion/Outcomes
1. Grad. Invitations Grad. Program Handouts	Pam, Lindsey, Renee	TABLED but comments were: More expensive to make grad. invites in house. Lindsey will find out if Quick George's can have them done in time. Invites will be similar to last's years but will have the school logo in colors and letters will be in blue color. Lindsey will have a sample of this year's grad. program handouts.
2. Grad. Ceremony DVD	Karla Pam	DVD announcement will e-mailed to students, staff & faculty, tent in bookstore, announcements around school, Pioneer news The cost to make DVD may be around \$6.95 but it will be sold at \$15.00 in the bookstore.
3. Grad. Public Speaker		Jim Davis will be the Graduation Public Speaker. Francoise Cooley has accepted to be the Commencement Student Speaker.
4. Sash or medallion?	Jo Ann, Margarita	Students voted for sash instead of medallion to be used by high honor students. PTK graduating students will wear something different than a sash or cord.
5. Maps of Chester Fritz seating	Karla, Jo Ann Mary Jo	Similar procedure as 2004 graduation will be followed to guide graduates and faculty to their seats. Order of the march will be: 1) mace carrier, 2) platform guests, 3) faculty 4) graduates.
6. Mace Carrier	Renee	Traditionally the faculty that has retired in the current academic year is the mace carrier. NO faculty retired in 2005-2006 academic year at EGF. The mace carrier this year will be the second most senior time faculty. Renee will find out who this person is.

7. Planters on Stage	Jesse Adkins	Jesse will buy fresh cut flowers with the school colors to be placed on stage. Same 6 planters used before will be used this year.
8. Ushers for graduation	Monica, Renee	Monica will ask at Student Senate to help find at least 6 student ushers. Ushers will wear a burgundy cap, gown, and tassel. Renee will find out how much a burgundy cap, gown, tassel costs per student. There are about 3 usher tags. Some tags may be at the Student Senate office.
9. What's on stage?		Division flags, chairs for guests, table for diploma, podium. Ellen Brehmer and Yvette will be asked if they would like to be the student names announcers.
7. Next Meeting		April 10, 06 at 2:30 pm. Room # is pending. Margarita will send an e-mail announcing room number for next meeting.