

# NCTC-ECG

## Graduation Ceremony Committee Meeting Minutes

### April 10, 06      Room 106

**Attending Members:** Jesse Adkins, Margarita Bracamonte, Mary Jo, Renee Kringlen, Andrea Moses, Mike Normandin, Jo Ann Schill, Pam Schorsch, Lindsey Wangberg.

<b>Topic</b>	<b>Responsible Party</b>	<b>Discussion/Outcomes</b>
<b>1. Grad. Invitations Grad. Program Handouts</b>	Lindsey, Renee	<p>Grad. Program Handouts TABLED: 1,500-2000 grad. program handouts will be ordered from Fine Prints.</p> <p>All the graduates' names submitted by April 21 will be in the grad. program. The name of a student applying for graduation after Apr 21 will not be in the grad. program handout.</p> <p>GF Herald contacted Mary Jo to get graduating students' names. About 400 students will be graduating Spring 2006.</p>
<b>2. Grad. Ceremony DVD</b>		Are graduates requesting DVD? 7 DVDs have been ordered in the bookstore.
<b>3. Cap &amp; Gown count down</b>	Jo Ann	40 caps & gowns have been sold in the bookstore.
<b>4. Sash &amp; cords: Who pays for them?</b>	Karla, Jo Ann	TABLED
<b>5. Stage</b>		<p>The following items will be needed on stage (items provided by NCTC): podium, tablecloths, US, Minnesota &amp; division flags, chairs for stage guests, tables for diplomas, graduating students announcers, flowers</p> <p>Graduating Student Announcers: Yvette Schneider &amp; Ellen Brehmer Who sits on stage? Kent, NCTC president (Jim), Mike, guest speaker, Mnscu Representative, mace carrier.</p> <p>Mnscu representative? Mary Jo will be contacted about this person.</p>

<b>6. Order of Exercises</b>	Mary Jo	The same order of exercises as 2005 graduation will be used. Invocation and Benediction names may be changed.
<b>7. Mace Carrier</b>	Renee	TABLED. But the 2 <sup>nd</sup> most senior faculty will be asked.
<b>8. Grad. Banquet</b>		At A Touch of Magic May 11, 06 starting at 5:00 pm
<b>9. Reception after Graduation</b>	Mary Jo	UND Catering: Will cater the reception after graduation
<b>10. Flowers on Stage</b>	Jesse Adkins	Fresh cut burgandy, blue, flowers will be placed in glass (transparent) vases. 12 vases will be arranged to be placed on stage. Staff & faculty will help Jesse to arrange flowers on graduation date.
<b>11. Ushers</b>		6 ushers are needed. They will wear white shirt and black bottom. No scarlet cap & gowns will be used as there is no room in the storage room to place them.
<b>10. Next Meeting</b>		When? Lindsey will determine the date for next meeting (when grad. program handout draft is available to be reviewed at next meeting). What to discuss? Ushers, arrival time to Chester to arrange stage, Dwaine Sandler will be invited to next meeting.