

**NCTC-EGF Graduation Ceremony – May 18, 2007 at 11:00am Chester Fritz**

**Minutes from April 05 Meeting      Room 306B    12:00 pm**

**Committee Members Present:** Jesse Adkins, Margarita Bracamonte, Mary Jo, Jo Ann Schill, Robert Hunter, Adam Kendall, Ben Hunter

<b>Topic</b>	<b>Responsible Party</b>	<b>Discussion/Outcomes</b>
<b>1. Graduation Program</b>	Lindsey	Tabled
<b>MnsCu Representatives?</b>	Mary Jo	Cindy Cedergren will communicate with the Chancellor's office to invite MnsCu representatives to attend the May 18 <sup>th</sup> graduation ceremony.
<b>2. Stage</b>		Mary Jo has a map of previous graduations sitting arrangements. Stage set up will be rearranged: podium will be closer to where students step on the stage. What will be needed for the stage? podium (NCTC needs to bring the podium), mace stand, division flags, flowers.  Arrival time to Chester Fritz: Students at 10:15 pm    NCTC employees to arrange & decorate stage: 9:00 am
<b>3. Stage Ramp</b>		There is no need for a stage ramp. One usher or a Chester Fritz's employee will be instructed to take Adam Kendall (Benediction speaker) on the stage. There are elevators to bring Adam when he needs to go on stage.
<b>4. Photography Set-Up</b>	Mary Jo	Mary Jo will talk with photographers and Kent to arrange the area for students pictures. Margarita will talk to Kent to invite him to the next graduation meeting to see what suggestions he may have about the picture set ups.
<b>5. Announcers</b>		Announcers need to be more serious: not laughing during students' names calling, more professional. Suggestions for announcers: NCTC students, Mary Fontes. Margarita will ask Mary Fontes if she would like to announce the students' names as they go on stage.

<b>6. Platform Guests</b>		Deans: Academic, Student Services NCTC president, Vice-President of Academic & Student Affairs, guest speaker, mace carrier, MnsCu representative.
<b>7. Ushers</b>	Robert Hunter Ben Hunter	Student Ushers: There are 4 student ushers that will volunteer for the graduation ceremony. Margarita will send e-mails to students to ask for more ushers.  Staff Ushers: Karla, Renee, Pam Schorsh, Jo Ann
<b>8. Liberal Arts Flag Extension poles</b>	Mary Jo	The Liberal Arts flag has been purchased. Mary Jo contacted Bob to ask for extension poles for the other division flag poles.
<b>9. Flowers on Stage</b>	Jessie Adkins	Begonia pots will be displayed on stage: they will have mix color flowers. Each begonia pot will cost about \$5.00. Some begonia pots will have Drecenas (each Drecena cost about \$7.00).
<b>10. Student Commencement Speaker</b>	Margarita	The student commencement speaker will be Lee Hendrickson, AAA, accounting program. Lee Hendrickson is the graduating student with the highest NCTC credits and highest GPA.
<b>10. Other</b>		The mace carrier will also help to distribute diploma covers during the graduation ceremony.
<b>10. NEXT Meeting</b>		On April 24 <sup>th</sup> at 12:00 PM. Margarita will arrange the room for next meeting.