

NCTC-EGF Graduation Ceremony – May 18, 2007 at 11:00 am Chester Fritz
Committee Meeting Minutes from April 24, 07 meeting, room 306B 12:00 pm

Members Present: Margarita Bracamonte, Mary Jo, Renee Kringlen, Lindsey Wangberg, Robert Hunter,

Others attending: Adam Kendall, Diana Moncada, Adrienne Hawkins.

Topic	Responsible Party	Discussion/Outcomes
1. Graduation Program	Lindsey	<p>Fine Prints is working on the graduation program draft. The graduating student's names will be submitted to Fine Prints on May 1st. A draft will be shown to the Graduation Ceremony Committee before final approval for printing of the programs. Only about one week prior to the graduation ceremony is needed to print the final graduation programs.</p> <p>Lindsey will talk to Michelle Thomas to find out if PTK will have a graduation pledge this year.</p> <p>LPN pinning ceremony needs to be added in the graduation program.</p>
2. Invocation Student Speaker	Margarita	TABLED
3. Stage Arrangement	Mary Jo Margarita	Margarita talked to Kent and his suggestion was that on the graduation day, some Graduation Ceremony Committee members walk on stage to have a feel for time and space that students will need to go across the stage. Then stage rearrangements can be done (for example, get the table that will hold the diploma covers closer to the stage center). At previous ceremonies, the students' names have been read too fast and also students are pilling up close to the stairs to get off the stage.
4. Extension Poles for division flags	Mary Jo	TABLED. Bob will find out if extension poles can be purchased.
5. Ushers		<u>Student Ushers:</u> There are 8 student ushers that have volunteered at the ceremony. They will wear black bottom and white shirt. Margarita will ask Jo Ann is she knows where the usher tags are. Student Ushers will be at Chester

		<p>Fritz at 10:15 AM and they will meet Betty at the Chester Fritz's lobby. Margarita will find out with Lisa Bottle at TRF campus if we can rent gowns to be worn by student ushers.</p> <p><u>Staff Ushers</u>: Kate, Janet, Pam, Renee, Karla, Jo Ann</p>
6. Graduation Announcer	Margarita	<p>Shanon Oldenburg (Mace carrier) will be asked if she can announce the students' names as they walk on stage to get their diploma. Mary Fontes will be passing the diploma covers to the Deans.</p>
7. Next Meeting		<p>The following dates have been scheduled for meetings: May 3r, May 8th, and May 15th. All meetings will be at 12:30 PM. Margarita will schedule the meetings room and will e-mail committee members with the room information for next meetings.</p>