

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

Committee Meeting: May 8, 07 Room 306B 12:30 pm

Members Present: Karla Anderson, Margarita Bracamonte, Renee Kringlen, Mike Normandin, Jo Ann Schill, Lindsey Wangberg, Robert Hunter.

Others Attending: Adam Kendall

Topic	Responsible Party	Discussion/Outcomes
1. Graduation Program	Lindsey	<p>Final proof for the graduation ceremony program was seen at the meeting. No corrections were made. The only detail advised by Mike Normandin was that the PTK advisor should go on stage and speak about PTK and their activities. Mike will introduce the PTK advisor (Michelle Thomas) before she goes on stage.</p> <p>2,000 graduation ceremony programs will be ordered at Fine Prints. A PDF file will be requested to Fine Prints to put the graduation ceremony program on the college's webpage.</p> <p>Graduates do not get a graduation ceremony program the day of the graduation. The program is mailed out to them along with their diploma.</p>
2. Procession & Recession	Mary Jo Karla Renee	<p>Mary Jo, Renee, and Jo Ann visited today, May 8th, the Chester Fritz auditorium to check details for the graduation. According to Chester Fritz's fire codes, no ropes can be used at any place. The aisle where students walk from the stage to the room where they take their graduation picture is wide enough to allow only one person to walk on it at one time. Staff ushers will be at this aisle to tell graduates' family members that they can not be there. Student ushers will be at mezzanine when graduates come out to tell them that they need to exit to the reception area and to not stay at the mezzanine.</p> <p>There will be personal ushers for students with disabilities. Since Adam Kendall will be the Benediction speaker, after he receives his diploma he will stay on stage and sit in the same area as the platform guests.</p>

		Before the beginning of the commencement ceremony, music will be played as family members find a seat.
3. Student ushers: roles?		<p>Student ushers will do the following: hand out graduation ceremony programs, open doors, prevent family members from cramping at the area where Tweeten's takes the graduation picture, guide graduates to the stage, etc. Student ushers will be at the last meeting (May 15th) and their roles will be discussed.</p> <p>Student Life will obtain Northland key chains (cost of each key chain is less than \$5.00) as a thank you gift for their help during the ceremony.</p> <p>Scarlet red gowns have been ordered for student ushers. Gowns will arrive to NCTC-EGF the week of May 14th (before graduation ceremony). Gowns were ordered from Josten's and the cost is \$14.10 each.</p>
4. Other		<p><u>Nursing Students and Faculty:</u></p> <p>Renee will talk to the Nursing faculty about how the nursing students will be escorted out of the graduates' line after the ceremony finishes. She will also talk to the nursing graduates downstairs Chester Fritz before the beginning of the ceremony so that they know what will happen. Nursing graduates have to come back to the auditorium to be at the Nurse Pinning Ceremony. Nursing faculty will walk out of Chester Fritz but will come back to the auditorium for the Pinning Ceremony.</p> <p>A sign with the following will be at the mezzanine when graduates exit the auditorium: "Nursing Students Only". It will also have an arrow to point to the direction where these students need to turn. Renee will also be in front of the first nursing student to guide them out of the graduates' line.</p> <p><u>Tablecloths:</u> blue table cloths will be needed for the diploma table and the bookstore table.</p>
5. Next Meeting		May 15 th (Tuesday), 12:30 pm in room 306B. The topic to be discussed at next meeting will be Student Ushers. Student Ushers will be invited to attend to May 15 th meeting.