

## **NCTC-EGF Graduation Committee Meeting Minutes – May 2008 Graduation**

**Dec 4, 07      Room 106**

**Members Present:** Margarita Bracamonte, Renee Kringlen, Mike Normandin, Karen Znajda, Robert Hunter, Karla Anderson, Jo Ann, Mary Jo,

<b>Topic</b>	<b>Responsible Party</b>	<b>Discussion/Outcomes</b>
<b>1. Graduation date &amp; location</b>		<p><b>Date:</b> May 16, 2008 at 11:00 AM (Confirmed previously with Robert Hunter to check if time of graduation was ok with students.) Graduation date &amp; time are confirmed with Betty.</p> <p><b>Location:</b> Chester Fritz Auditorium</p> <p><b>Deadline for students to apply for graduation:</b> Feb 28<sup>th</sup> 2008 (already posted in NCTC website under Grad. Information.)</p>
<b>2. Soundboard Services</b>  <b>Sign Language Interpreter</b>	Mary Jo Renee	Chester Fritz services will be hired again: \$150, cost for sound service Cindy Clow, sign language interpreter, will be hired for May 2008 Graduation. Renee will talk to her
<b>3. Graduation Invitations &amp; Program Handouts</b>	TABLED	<p>Who will take care of this? Mark Johnson. Committee members agreed to use the same design as the 2007 graduation invitation &amp; graduation program.</p> <p>Renee has Lindsey's folder: It will be given to Mark Johnson.</p> <p>Where are graduation invitations and programs going to be printed? Fine Prints</p>
<b>4. Mace carrier Suggestions</b>	Mike	Mike Normandin will ask Mary Lou to be the Mace carrier. Mary Lou is retiring after Spring 08.
<b>5. Speakers</b>	Robert Mike Margarita	<ul style="list-style-type: none"> <li>-1 student for invocation: 3-5 min speech</li> <li>-1 student for benediction: 3-5 min speech</li> <li>-1 student commencement speaker (Valedictorian): 5-7 min speech</li> </ul>

		<p>-1 commencement speaker: 10-15 minutes speech</p> <p>Suggestions for a commencement speaker? Mike will call people in the community. Robert Hunter will ask Student Senate officers if any is graduating in May 2008.</p>
<b>6. Honor Cords &amp; Sashes</b>	Jo Ann	<p>Cord is used by graduating students with: 3.5-3.74 GPA</p> <p>Sash is used by graduating students with: 3.75-4.00 GPA</p> <p>Margarita will e-mail Michelle Thomas (PTK advisor) to ask if graduating PTK members will use a medallion again.</p>
<b>7. Photographer</b> (to take picture of graduates on stage receiving diploma)	Renee	<p>Tweeten's</p> <p>Renee will contact them now to reserve their services.</p>
<b>8. Reception after Grad. Ceremony</b>	Mary Jo	<p>Outside? It is preferred to have the reception after graduation outside, in Chester Fritz lawn (weather permitting)</p> <p>Catering for reception: Chester Fritz Catering service</p> <p>Suggestions to serve after graduation? Cookies and treats, coffee, juice</p> <p>At the 2007 May Graduation reception, Chester Fritz charged \$3.15/person for their catering service. An amount for 750 people was charged to NCTC.</p> <p>The fee to rent the tent was \$150.00</p> <p>There was a little bit of food left for the reception after the Nurse Pinning Ceremony. Mary will talk to catering persons to ask them to save an additional tray with treats for the reception after the Nurse Pinning Ceremony.</p>
<b>9. Other</b>		<p>Nick and Shannon, the new advisors, will be contacted by Margarita to be part of the Graduation Ceremony Committee as Student Services Representatives.</p> <p>\$1,724 total cost for Chester Fritz (catering, sound service, rent of place, etc.) on May 16, 2007 Graduation Ceremony.</p>

		<p>Chancellor's office: Cindy will check to see if someone from the Chancellor's office will be present at the May 2008 graduation.</p> <p>Nurse Department will have their Pinning Ceremony after the Graduation Ceremony. Karen will talk to Barb about sending ASAP to LPN graduating students information about the Pinning Ceremony. In addition, Jo Ann will add in the "Dear Graduate" letter information about the Pinning Ceremony.</p> <p>It was also suggested to add the Pinning Ceremony information at the colleges website.</p> <p>Mary Jo will talk to Marv to get NCTC-EGF campus on the schedule to have the Graduation Ceremony transmitted on Channel 3.</p> <p>The 2007 Graduation Ceremony cost to have TV set up, shooting, editing, 21 CDCs made, etc. was \$1258.</p> <p>The 2007 Graduation Ceremony ran on Channel 3. This information was included in the graduation program.</p> <p>Presentation of Academic Degrees: announcers will invite students to rise and come to the podium to receive their degrees.</p> <p>Nick and Shannon will be asked to be the graduating student announcers. They will stand at the podium and take turns.</p>
<b>10. NEXT Meeting</b>		When? Jan 29 at 10:00 am