

NCTC-EGF Graduation Ceremony Committee – May 2008 Graduation Ceremony

Meeting date: Feb 26, 08 Room 106 10:00 a.m.

Committee Members Attending: Karla Anderson, Margarita Bracamonte, Robert Hunter, Mark Johnson, Jo Ann Schill, Karen Znajda, Bobbie Bloom, Shannon Bolden, Nick Thomson.

Topic	Responsible Party	Discussion/Outcomes
1. LPN Pinning Ceremony	Bobbie Karen	<p>Have graduating LPN students been informed about this ceremony occurring during the Graduation Ceremony? Yes: by e-mail and it has been posted in D2L in the Clinical II course.</p> <p>Has it been decided how many LPN faculty will be on stage to pin students. Tracy Wright will be on stage but a second LPN faculty has not been assigned yet.</p> <p>Cost of pin to students? The bookstore is selling them currently for \$7.00. LPN faculty will have additional pins on stage as back out. It was suggested by the Committee to charge students that don't have their pins at graduation latter for the pin bought from LPN faculty at graduation day to prevent any precedence that even if they don't buy the pin, the LPN faculty will have one for you, anyways!</p> <p>Also, it was suggested that the College's bookstore should have a list of LPN graduating students. As these students buy their pin, the bookstore will highlight their names, indicating the students that have bought their pins. It was also suggested that the bookstore keeps the pins & then pass them on to LPN faculty before graduation. This will prevent students forgetting the pin on graduation day, losing the pin, etc. So a list will be kept updated with the names of LPN students that have bought their pins. Karla will talk to Dee and Amanda to set this up. The LPN faculty will send e-mails to those students that</p>

		<p>have not bought their pins to remind them that they need to purchase them.</p> <p>Pictures of LPN students being pinned: Tweeten's will be advised to take a picture when students receive their pin in addition to the picture taken when they receive the diplomas.</p>
2. "Dear Graduate" letter	Jo Ann	<p>When is this letter mailed to students? March 17th, 08</p> <p>What information does it contain?</p> <p>Date & time of graduation, location, reception following graduation, when to arrive (10:00 am), where to line up in alphabetical order, to pick up a name card when they line up, ushers to lead them from assembly area to their sit & to remain standings, where to buy cap, tassel, & gowns (at bookstore , Apr 1st – May 15 a @ \$23.00), LPN students to purchase pins @ bookstore, 12 free graduation announcements to pick them up @ bookstore starting Apr 1st, announcements can also be mailed to them, DVD (\$15.00) pre-paid @ bookstore and prior to ceremony , diploma to be mailed 4-8 weeks after ceremony,etc.</p>
3. Grad. invitation and program handout	Mark Jo Ann	<p><u>Graduation Invitations:</u></p> <p>How many free graduation invitations will each graduate get? 12</p> <p>Target date when students can pick up invitations? Apr 1st, at bookstore</p> <p>Approximated date to have graduation invitations printed by Fine Print? Look @ Lindseys and what was ordered last year</p> <p>How many graduation invitations to print at Fine Print? Look at Lindsey's note from last year's graduation.</p> <p><u>Graduation Program Handout:</u></p> <p>Approximated date to have these handouts printed by Fine Print? Once all graduating students names are in, Fine Print will be contacted. Usually the graduating students names are in after Spring Break. This detail will be</p>

		discussed at next Graduation Ceremony Committee Meeting.
4. Student Speakers and Commencement Ceremony Speaker	Margarita Robert Mike	<p>-1 student for invocation (5-7 min): _____</p> <p>-1 student for benediction (5-7 min): Christopher Brown, Student Senate Vice President</p> <p>-1 commencement student speaker (5-7 min): TBA</p> <p>-1 commencement speaker: 10-15 minutes speech: TABLED.</p> <p>Karla will check on The Chamber to see if anyone is interested. It was suggested to invite a Northland Alumnus to be commencement speaker.</p>
5. Cap & Gowns	Jo Ann Renee	<p>When do they need to be ordered? Students gowns have been ordered.</p> <p>Faculty cap & gown: when to announce to faculty if anyone needs to get a cap & gown? Renee will send an e-mail out to faculty.</p> <p>Honor students: will wear a sash (GPA up to 3.74) or a cords (GPA from 3.75 and up). The sash and cord will be picked up from Jo Ann.</p> <p>PTK astudents: What will they wear? TABLE. Margarita will ask Michelle Thomas.</p>
6. Other	Jo	<p>Jo suggested that students should take their “pose” picture take before the start of the ceremony and not during the ceremony, as it has done in previous years The committee agreed to Jo’s suggestion and this year students will be asked to come 15 to 30 minutes earlier to take their “pose” picture.</p> <p>Renee will contact Tweeten so that they will know about this and have the set up ready when students arrive early to take their “pose” picture.</p>
6. NEXT Meeting		When? March 25, 08 at 10:00 a.m. Margarita will get the room for this meeting and e-mail the information to committee members.

