

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

Meeting Minutes: Mar 25, 08 Room 306B 10:00 a.m.

Attending Committee Members : Jesse Adkins, Karla Anderson, Margarita Bracamonte, Robert Hunter, Jo Ann Schill, Bobbie Bloom, Christ Brown.

| Topic | Responsible Party | Discussion/Outcomes |
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| 1. LPN Pinning Ceremony | Bobbie Karen Renee | <p>About 7 pins have been purchased at the bookstore as to date. Adds will be placed at the commons announcing to students to purchase: cap & gown, pin (if LPN Student), and DVD at the bookstore. Bobby will talk to Jody to see if she can remind students to purchase the pin.</p> <p>Has it been decided how many LPN faculties will be on stage to pin students? Tracy Wright will be on stage and one more LPN faculty.</p> <p>Tweeten's is aware that a picture will be taken of each LPN graduating student as he/she gets pinned in addition to the picture taken when they get the diploma on stage..</p> <p>Graduating students have been asked to arrive at 9:30 a.m. on graduation date to take the diploma "pose" picture. Originally this picture was taken from each student as he/she stepped down the stage.</p> |
| 2. 2008 Student Graduates List | Jo Ann | <p>The list will be available around April 11th (when it gets send to Grand Forks Herald)</p> <p>The list of the top 10 graduating students' names with the highest GPAs will be printed soon by Jo Ann (around April 1st). This list will be used to find the Student Commencement Speaker.</p> |
| 3. Caps & Gowns | Renee (but absent at meeting) | <p>Renee sent an e-mail to Margarita with information about faculty gowns: 2 have requested caps & gowns. Deadline to request gowns: Mar 25th.</p> |

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| 4. Flowers on Stage | Jessie Adkins | <p>Use similar set up as last year's graduation?</p> <p><u>Planters</u>? Jesse proposed new ideas for planters as the previous one are too old: hanging baskets on metal stands and new 10-inch basket flowers (also on metal stands). 8 total planters will be gotten: 4 of the hanging basket metal stands and 4 of the 10 inch basket flower stands. The cost for the 8 planters will be around \$210.</p> <p>6-inch potted begonias will also be purchased to decorate the stage. The flower colors will be blue, red (to use the college colors), and silver.</p> <p>The cost for the flowers will be around \$350-400 dollars. After the graduation ceremony, the flowers will be offer for sale at the college.</p> |
| 5. Ushers | Robert Hunter Margarita | <p>Six student ushers will be needed at graduation. Robert Hunter will ask the Open Student Senate meetings for student volunteers.</p> <p>Jobs for Ushers: to hand out the graduation program, to help students going up or coming down from the steps from the stage, to lead them out of the auditorium once the ceremony is over, etc.</p> <p>Staff Ushers: Karla (will lead students in & out of their seats), Jo Ann, Mary Jo, Renee, Bobby, Jenny, Susie. Jo Ann will ask for the help of more staff volunteers during a Student Services meting at the end of April.</p> <p>Student ushers will wear a red gown (provided by Student Life), white shirt, black bottom and the usher pin.</p> |

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| 6. Student Speakers and Commencement Ceremony Speaker | Karla Robert Mike Margarita Karla | <p>-1 student for invocation (5-7 min): Savanna Miller (Pharmacy Club President)</p> <p>-1 student for benediction (5-7 min): Christopher Brown, Student Senate Vice President</p> <p>-1 commencement student speaker (5-7 min): TABLED</p> <p>-1 commencement speaker: 10-15 minutes speech: TABLED</p> <p>Karla asked a member of The Chamber to see if he is interested to be the speaker: Dennis Alberts, Dean of Business Dept. at UND, was asked by Karla but will be contacted later to see what he has decided.</p> |
| 7. Graduation Program Handout | Mark Mary Jo | <p>Same order as 2007 Graduation Program has been suggested. Mary Jo will ask Kent Hanson to approve the order of the program.</p> <p>What else to include in this program? Name of the attending Board of Trustees member will be included; PTK officers will wear a medallion & the rest of PTK members will wear a gold and glue cord; PTK to have a pledge.</p> |
| 8. NEXT Meeting | | When? April 15 & 29 at 10:00 am. Margarita will schedule the room and inform members by e-mail of next meetings room number. |