

NCTC-EGF Graduation Ceremony – May 16, 2008 11:00 a.m. Chester Fritz
Meeting Minutes April 15, 08 Room 106 10:00 a.m.

Members Present: Jesse Adkins, Karla Anderson, Margarita Bracamonte, Robert Hunter, Mary Jo, Renee Kringlen, Mike Normandin, Jo Ann Schill, Karen Znajda, Bobbie Bloom.

Topic	Responsible Party	Discussion/Outcomes
1. Graduation Program MNSCU Representative	Mark Mary Jo	<p>Did Kent approve order in proposed 2008 graduation program? TABLED</p> <p>MNSCU representative will attend the commencement ceremony but Mary Jo will check with Cindy or Ann about if this person will speaker at the commencement ceremony.</p> <p>We need to think about putting Ann to speak for a brief moment, at least, during the commencement ceremony.</p> <p>Mary Jo will ask Kent and Ann to decide their roles on what each one will say and when to say it.</p> <p>It was suggested that LPN program buys the nursing pins for LPN students.</p>
2. Student Speakers and Commencement Ceremony Speaker	Mike Margarita	<p>-1 student for invocation (5-7 min) :Savannah Miller, Pharmacy Technology</p> <p>-1 student for benediction (5-7 min): Christopher Brown, Student Senate Vice President</p> <p>-1 commencement student speaker (5-7 min):</p> <p>-1 commencement speaker: 10-15 minutes speech:</p> <p>Ryan Bakken, senior columnist at Grand Forks Herald, has been asked. He may write an article about NCTC graduation. An honorarium will be given to him as he is not a state employee.</p>

3. Flowers on Stage	Jesse	<p>Jesse showed another type of planter to put on stage: this additional planter holds 10" flower basket. A total of 8 planters will be placed on stage.</p> <p>Potted begonias will be included around planters.</p>
4. Photography Set Up	Renee Mary Jo	<p>The set up for graduate pictures before graduation will be downstairs, where students line up.</p> <p>Graduates will also get a picture taken when they receive the diploma on stage.</p> <p>Tweeten will also take a picture of each LPN student as he/she receives the nurse pin on stage.</p>
5. Ushers	Robert Margarita	<p>Students: there are two students that have volunteered. Margarita will send an e-mail out to students to ask for more student volunteers.</p> <p>Staff: Jo Ann will ask at Student Services meeting for staff help as ushers.</p>
6. Stage	Jo Ann Mary Jo Renee Karen Bobbie	<p>Arrival time to Chester to help in stage set up? 8:30 a.m. on May 16th. Need to check if someone will be there to have the doors open. Mary Jo will call Chester Fritz to find out at what time they can be there to open the doors.</p> <p>Needed to bring the following to Chester Fritz on May 16th: Division flags, NCTC podium, mace plus mace stand, cloths for tables, water for speakers, USA flag and Minnesota flag, a basket that will contain the LPN pins</p> <p>Mary Jo will ask Chester Fritz on what to use to put 2 separate baskets (one with the pin and the other with the back of the pin).</p> <p>Faculty & Administrators to sit at stage chairs: Mary, Mary lou, Kent, Mike, Ann, Officer from the Chancellor's office, Gale</p>

		<p>Olson, Ryan Bakken, Cindy Clowth (with chair off stage). Nick & Shanon will sit off stage.</p> <p>LPN Faculty to pin students: Karen & Donna. Faculty will announce to students why there are two pins. Karen and Donna will sit at the faculty chairs but close to the stairs that will lead them up to the stage.</p> <p>Nick & Shannon will announce to LPN students that they will get their pin too when they go up on stage to receive their diplomma. They will also mention about what does the pin represents. Nic & Shannon will wear cap and gown. Renee will ask them if they have their graduation regalia.</p>
7. NEXT Meeting		April 29 th , 10:00 a.m., room 106