

# **NCTC-ECG Graduation Committee Meeting Minutes – May 2009 Graduation**

**Dec 16, 08      Room 106**

**Members Present:** Renee Kringlen, Nic Thompson, Bobbie Bloom, Margarita Bracamonte

<b>Topic</b>	<b>Responsible Party</b>	<b>Discussion/Outcomes</b>
<b>1. Graduation date &amp; location</b>		Date: <u>May 15<sup>th</sup>, 2009 at 11:00 am</u> Location: <u>Chester Fritz Auditorium</u>  Deadline for students to register for 2009 graduation? Februray 28 <sup>th</sup> , 2009
<b>2. “Dear Graduate” letter</b>	Jo Ann TABLED	When is this letter going to be sent to graduating students?  What information does this letter contain?
<b>3. 2009 Graduation Ceremony Budget</b>	TABLED Margarita Karla Mary Jo	Budget:\$11,600 (according to Karla’s transaction list printed on 12/15/08)  What can be cut or decreased to lower expenses for the 2009 Graduation Ceremony? Cancel TV coverage of the graduation ceremony Decrease free invitations to grad ceremony form 12 to 6 free invitations. Cut the video taping of the ceremony plus DVDs Cut some flowers on stage Print the programs and invitations in-house to decrease cost. BUT: do <u>not</u> eliminate the free sashes, cords, diploma covers to students.  Have students indicate in their graduation application how many invitations each one will need. Then we can see approx. how many invitations need to be printed.  A better system needs to be developed to read the budget printout and expenses

		<p>incurred. Bobbie can explain how she does it for the Nursing Program. Every expense incurred for the 2009 graduation ceremony needs to be reported to keep track of all expense done for the ceremony.</p>
<p><b>4. Graduation Invitations &amp; Program Handouts</b></p>	<p>TABLED Mark</p>	<p>Who will take care of the Graduation Ceremony invitations and program handout? We can do polycom and still have Mark do the invitations.</p> <p>Should the design from the 2008 Graduation Ceremony invitation and Graduation program handout be used for the 2009 Graduation invitations and program handout? Make a more elegant, easier to the eye, program. Have Fine Print suggest a new design (if the program will be printed by Fine Print)</p> <p>If the programs are printed in-house, none of our machines can fold 8.5 X 26 inches paper.</p> <p>Fine Print to print the 2009 Graduation invitations and program handouts? Maybe. We could do the programs in-house</p>
<p><b>5. Speakers</b></p>	<p>TABLED</p>	<p>How many and how are they selected?</p> <ul style="list-style-type: none"> <li>-1 student for invocation: 5 min speech</li> <li>-1 student for benediction: 5 min speech</li> <li>-1 student commencement speaker (Valedictorian): 5-7 min speech</li> <li>-1 commencement speaker: 10-15 minutes speech</li> </ul> <p>Suggestions for a commencement speaker? Ask around? Hank may know someone.</p>
<p><b>6. Photographer</b> (to take picture of grads. on stage)</p>	<p>Renee</p>	<p>Tweeten's Can we contact them now? Yes, Renee will take care of contacting them and</p>

receiving diploma)		will report back at next meeting.
<b>7. Other</b>		Nothing else suggested for now.
<b>8. NEXT Meeting</b>		When: Jan 28th, at 1:00 pm. Margarita will schedule the room and inform committee members by e-mail.