



## Northland Community & Technical College TRF Graduation Committee Meeting

Date & Time: 2/28/07 at 3:00pm  
Campus & Room # 515

### MINUTES

Attendees: Rocky Ammerman, Jane Anderson, Lisa Bottem, Jodi Halsa, Kathy Olson, Marcia Sandahl  
Guest: President Anne Temte

Absent: Doug Fjerstad, Katie Kezar

Topic	Responsible Party	Discussion/Outcome
Call to order	Lisa	
1. Graduation Date/Place	Lisa	Thursday, May 17, 2007 at 7:00 pm in the NCTC Gymnasium
2. Feedback and Input from Dr. Temte	Everyone	<ul style="list-style-type: none"><li>• Discussed the things we liked about previous graduation ceremonies and ideas for improvement.</li><li>• Discussed student Farewell Speaker – Lisa will ask Stacy Rasmussen who is running for International Phi Theta Kappa President</li><li>• Discussed sources of traffic bottlenecks, set-up of gymnasium and reception</li><li>• Change some of the layout and terminology used on the program cover</li><li>• Contact Julie Olson for potential pictures to use on program layout 2</li><li>• Program Change, President will Confer degrees with assistance of Foundation President</li><li>• Discussion on how to attract ushers. Will contact club advisors.</li><li>• Ice Cream Social will be provided by Administration, coordinate with Cindy C.</li></ul>

		<ul style="list-style-type: none"> <li>• Contact Cindy Cedergren about a possible representative from the Office of the Chancellor</li> </ul>
3. Awards	All	Plan to seek nominations for Student of the Year and Alumnus of the Year as was done last year. Nomination forms will be forthcoming with a due date of early April. The speaker will also mention other notable awards during this time at graduation such as Academic All-State, etc. Program does not need to be changed for this.
4. Adjourned	Lisa	Will set next meeting for early April. Date will be sent out at a later time.