Northland Community & Technical College
TRF Graduation Committee Meeting

Date & Time: 1/22/2008
Campus & Room # 635

M I N U T E S

Attendees: Rocky Ammerman, Lisa Bottem, Marcia Sandahl

Absent: Jane Anderson, Michelle Benitt, Doug Fjerstad, Jodi Halsa

Topic	Responsible Party	Discussion/Outcome
Call to order	Lisa	
1. Graduation Date/Place	Lisa	Thursday, May 15, 2008 at 7:00 pm in the NCTC Gymnasium
2. Duties Assigned	All	**Awards** –Lisa **Catering/Food** – Jodi, Lisa **Flowers/Ballons** – Marcia **Gown** – Lisa (Faculty); Bookstore – Rosie, Bonnie (Student) **Gymnasium Set-Up**-Clinton Castle and Maintenance Crew **Honor Students**-Lisa **Invitations**-Lisa **Medallions**-Lisa **Music**-Linda Samuelson & Vanessa Martell **Programs**-Jodi, Lisa **Rehearsal**-Rocky, Lisa **Luncheon or Social**-Michelle Benitt Most likely not a luncheon, will contact Michelle Benitt w/Foundation to leave an open

		invitation to participate in any graduation activites. Contact Cindy Cedergren to see if the Administrative Council is interested in offering an Ice Cream Social **Reception**-Marcia (Will consult Clinton Castle on set-up) **Signage**- Lisa **Speakers (Presentation of Graduates)-**Jane Anderson **Stoles**- Lisa for Highest Honors (Adam Paulson for PTK) **Traffic Control**-Rocky, Lisa **Ushers-**Rocky will contact club leaders for ideas **Videotaping** – Will contact Mark Johnson **Sound System** – Will contact Dave Olsen
3. Quotation for Program	Lisa	Will send out an e-mail with requests for the quotation on the front cover of the program
4. Contact Printing Plus	Lisa	Use same design as last year; this will be the second year the design is used. Previously made a decision to do a design change every three years
5. Reception Layout	Marcia	Marcia and Kathy will consult with Clinton Castle to make some slight changes to the reception layout to alleviate bottle neck in hallway near bookstore.
6. 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.
7. Adjourned	Lisa	Next Meeting time to be determined at a later date.