

Minutes for Graduation Committee Meeting held on 04/30/08

Present were: Dorothy Smith, Ramon Castillo, Lori Hunter, Dr. Theda Douglas, Mai Le, Ester Usaha, Jearold Mock, David Ysais, Chini Johnson, Isabel Ruiz-Moreno, Trini Alvarez, Melain McIntosh, Helen Beard, and Greg Porras.

10:10 a.m.-Meeting began

10:50 a.m.-Minutes approved

1. Student Graduation Packet

- The committee decided to:
 - Add a Letter from the President congratulating the graduates. (David Ysais)
 - Inform graduates:
 - Not to leave before all names are called
 - Of designated areas for handicap and strollers
 - Disclose the price for the cap and gown
 - Include a map of the Convention Center
- District is currently working on getting the list of graduating students. A& R will send to Jearold Mock and Lori Hunter a copy so that graduation packets can be mailed and contact cards can be made.
- A separate distinguished graduate packet?

2. Graduation committees update

- Plaques for keynote and student speaker were ordered
- Catering for the breakfast was confirmed
- Mona Field is the representative for Board of Trustees; her regalia has been ordered
- 20-24 tables will be needed for Student Reception
- Linda Cole, Helen Beard and Sheila Tishler will coordinate all Ushers
- David Ysais' will:
 - talk to Patrick Reed regarding creating our own backdrop
 - coordinate signage on campus and at the Convention Center
- Theda Douglas will:
 - ask the Foundation for funds to cover the printing costs for the graduation program
 - provide two songs for vocalist to perform
- Dorothy Smith will:
 - schedule another walk through at the Convention Center
 - talk to Carole Anderson regarding the keynote's regalia and steam ironing the department flags
- Jearold Mock will:
 - inform the Academic Teacher-of-the-Year, Coach Richard Wells about his role for the graduation as well as get his regalia
 - talk to Che Chancy regarding the mace for the processional
- Chini Johnson will encourage the participation of faculty

6. Tabled to next meeting:

- Set up at the Convention Center and Trade-Tech
- Procession

11:15 a.m.-Meeting adjourned