

Minutes for Graduation Committee Meeting held on 04/15/08

Present were: Dorothy Smith, Deputy Diane Dodd, Trini Alvarez, Lori Hunter, Dr. Raul Cardoza, Melain McIntosh, Jearold Mock, David Esparza, Chini Johnson, Isabel Ruiz-Moreno and Phil Schmerber.

10:35 a.m.-Minutes approved.

1. Student Graduation Packet

- The committee decided to:
 - Add portrait flyer as item # 5
 - Add graduation student speaker audition form as # 11
 - Delete top portion of the last page on student packet and have students return in its entirety.
- Jearold needs a list of graduating students from A& R to make labels and send graduation packets. The 21st Century staff will assist with packet mailing.
- Include map of campus with photo. Chini will e-mail Isabel to incorporate to student packet

2. Backdrop (Two plans)

- Plan A- place an order on hold for LA city skyline backdrop
- Plan B-go with David Ysais' plan to take picture of downtown LA and have backdrop made.

3. Graduation committees update

- Committee suggested encouraging all departments to send someone to represent their area.
- A "location" column was added to the graduation committee's spreadsheet.
- Contact cards-Lori Hunter will work on getting contact cards ready and Melain and Trini will assist with dissemination.
- Deployment issues with armed sworn officers; cannot be on the facility.
- Suggest two (2) songs for vocalist to interpret.
- One-pager to faculty regarding regalia.

4. Graduation program

- Dedicate the last page of program to late applicants; they will be listed with no major/certificates.
- Table to next year's meetings the consideration of not adding the title of the students' degrees and/or certificates.
- Chini will work with printer (Archie) on a deadline for final revisions to program.
- Mona Field will be here representing the Board of Trustees
- Chini will bring a mock of the new graduation program.
- Dorothy will talk to little Erik regarding the catering of graduation breakfast.
- Grand Marshall will be the Academic Teacher-of-the-Year: mace?

5. Set-up

- Give medallions during line-up
- The fountain will be used in the garden room.
- List of tables for reception tables
- Signage on campus: laminate signs (David E. will talk to Doc)
- Dividers to separate staff and students: wood poles (should be universal) two suggestions: 1) ask around campus to find some, 2) ask convention center if they rent some)
- Paint diploma box (David E. will ask Graphics, Chini will ask Archie for decal)
- Steam iron flags (Carole)
- Table covers (21st Century will provide)
- Tents (2) Melain will place work order: one tent, 20x30 to be in front of cafeteria the smaller one by Phoenix (between C & E buildings)
- Same carpet as last year will be used
- Jearold will get from Phil the number of ficus and plants needed
- No banisters will be needed

6. Tabled to next meeting:

- Procession
- Ushers-who will coordinate?
- Designated areas for handicap and strollers

11:45 a.m.-Meeting adjourned.