



Commencement Committee Minutes

January 25, 2016
MJC East Campus
Center for Accelerated Technologies (CAT) 262
2:30pm-3:30pm

Present: George Boodrookas, Vie Champa, Michelle Christopherson, Julie Hughes, Linda Hoile, Lloyd Jackson, Bryan Justin Marks, Irene Nunez, Sherri Potts, Shami Soro, Sherri Suarez

1. Area Reports

a. Platform Participants & President's Binder (Linda Hoile)

Linda reported that she will handle the platform party. It is still early to contact trustees regarding attendance. She also explained the presidential binder that is prepared for the event that she assists with.

b. Check In (Julie Hughes, Vie Champa)

Vie and Julie reported that the deadline to apply for graduation will be March 11. They asked if the committee can make sure there are some emergency waters available in the gym the day of graduation as well as the bleachers being down for students. It was also discussed if the committee wishes to change the protocol for students graduating in summer. Currently students can walk in the ceremony but are unable to have their names in the program. The committee will take a look at what other schools do and revisit this topic at a later date.

c. Faculty & Student Marshalls (Layla & Denise)

Layla was unable to attend but sent an email informing the committee that Mr. Bur Shook would be willing to read names again.

d. Faculty Participation (Michelle Christopherson)

Michelle reported that she was working to get graduation gowns for faculty donated. She also stated she would get a letter from Bryan that explains the graduation steps for faculty.

e. Student Commencement Speaker & Luncheon Speaker (Michael Sundquist, Todd Guy)

Advertising for speakers has gone out around campus. The deadline to apply is February 29, 2016.

f. Graduate Readers (Michael Sundquist & Layla)

No Report

g. National Anthem Singer (Erik Maki, Michael Sundquist)

No Report

h. Commencement Reception (Sandy Marks)

Sandy Marks from the MJC Foundation will be assisting with this area.

i. Sophomore Luncheon (Campus Life)

The idea of moving the Sophomore Luncheon to the Friday before was discussed. The reasoning being that students find it difficult to attend the luncheon the same day as graduation. By having it a week earlier more graduates would be able to attend. The committee agreed. Sherri Suarez will check to see if MSR is available. The possibility was also discussed about maybe giving graduates one free ticket to the luncheon. The committee agreed to revisit this at a later date. The Campus Life staff will be coordinating the luncheon.

j. Security (Lloyd Jackson)

Lloyd inquired about the celebrity status of the graduation speaker. George informed him it was not a celebrity. The issue of families bringing balloons into graduation (which is not allowed) was discussed. Families bring them and then find out they can't take them in and they leave them on the fences or at the gate. Lloyd will make sure that no balloon signs are posted in all the parking lots. The public traffic at the back entrance by the PE offices was also discussed. It was a challenge last year to get the special needs carts through the gate. It was decided that the carts would drive behind the tennis courts and use an alternate entrance that would allow them to circumvent foot traffic.

k. Video (Contract)

Our contract with our current video vendor is good through this year. Next year we will have to revisit this.

l. Facilities/Spec Sheet (Sherri S. & Rita)

Sherri mentioned that there will be a track meet and an event on the West Campus that will prevent facilities from setting up the stage the day prior to graduation. It was mentioned that someone could perhaps visit the idea of events not being allowed on graduation day. Sherri will begin the spec sheet for the event.

m. Rain Plan (Sherri S.)

There was concern over a rain plan not working with the amount of graduates anticipated. The gym is the backup plan for rain and can only hold roughly 1,500 spectators. In the previous years that the rain plan has been used the total amount of graduated was smaller. The theater is set up as a streaming overflow option. The committee agreed reduce the rain tickets offered from three to two. Tickets will also state limited seating, first come first served. Sherri will look into the possibility of being able to stream in multiple rooms. Bryan, Sherri, and Lloyd will also do a physical walk through to map out a rain plan action plan.

n. Commencement Program (Irene & Sherri P.)

Irene handed out the list of deadlines for the program. The committee asked Sherri P. If we could get the program cover completed sooner. She said she will begin working on it. Last year there was a shortage of programs so there will be more ordered this year.

o. Plants (Sherri Potts)

Sherri will contact ag to see what our options are regarding flowers and plants.

p. Stage Décor (Campus Life)

The contract that the school previously had has expired. Before seeking out a new contract Bryan stated that he would reach out to our theater department and see if they were able to make something that the college could use each year.

q. Graduation Brochure (Sherri P.)

Sherri is going to work on getting the brochure done soon so that we can be advertising for graduation.

2. Future meetings are as follows:

- Monday February 22, from 2:30pm-3:30pm, CAT 262.
- Monday, March 14, 2016-2:30pm-3:30pm-CAT 262
- Monday, April 4, 2016-2:30pm-3:30pm-Student Services Building 203
- Monday, April 11, 2016-2:30pm-3:30pm-CAT 262
- Monday, April 18, 2016-2:30pm-3:30pm-Student Services Building 203
- Monday, April 25, 2016-2:30pm-3:30pm-CAT 262

Commencement

Friday April 29, 2016