



Commencement Committee Minutes

April 4, 2016
MJC East Campus
Student Services Building 203
2:30pm-3:30pm

Present: Ginny Bounyavong, Alejandra Chacon, Michelle Christopherson, Todd Guy, Megan Lee, Bryan Justin Marks, Sandy Marks, Irene Nunez, Rita Perez, Layla Spain, Denise Soloman, Michael Sundquist, Sherri Suarez,

1. Commencement Timeline/Assignments
The committee reviewed the timeline for commencement day. See Appendix I

2. Area Reports
 - a. **Platform Participants & President's Binder (Linda Hoile)**
No Report
 - b. **Check In (Julie Hughes, Vie Champa)**
No Report
 - c. **Faculty & Student Marshalls (Layla & Denise)**
Marshalls are all set and confirmed.
 - d. **Faculty Participation (Michelle Christopherson)**
Michelle reported that faculty were beginning to RSVP. She appreciated the conformation emails that she was receiving.
 - e. **Student Commencement Speaker & Luncheon Speaker (Michael Sundquist, Todd Guy)**
Commencement speakers are confirmed and their bios and photos have been sent to Linda Hoile.
 - f. **Graduate Readers (Michael Sundquist & Layla)**
Layla reported that she would inform the readers of the rehearsal times for commencement.
 - g. **National Anthem Singer (Michael Sundquist)**
Cherrie Llewellyn has agreed to sing the National Anthem for commencement.
 - h. **Commencement Reception (Sandy Marks & Megan Lee)**
Everything is ordered and delivery is confirmed for the reception.
 - i. **Sophomore Luncheon (Campus Life Office)**
Planning is just about complete. The program will be finished next week.
 - j. Security (Lloyd Jackson)
No Report
 - k. **Rain Plan (Sherri & Bryan)**

Per the request of the committee the rain plan, which had previously been for the East Campus Gym was reviewed. The committee agreed it would be better to move the rain plan to the West Campus Pavilion. Sherri will work on a new spec sheet.

I. Commencement Program (Irene)

Irene reminded everyone of the upcoming deadlines

April 5-Proof #1 ready for review

April 7- Proof returned (Send to Irene)

April 11-Proof #2 ready for review

April 12-Proof returned (Send to Irene)

April 13-No More changes-Proof #3-FINAL PROOF

April 14-Ready for printing. Irene will send file to duplicating.

April 27-Programs ready to be picked up in duplicating.

3. Future meetings are as follows:

- 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

Appendix I

SET UP

- 3:00am-8:00am** Faculties will complete general set up in stadium. This will include stage, chairs on stage, podium, seats for graduates, and seats for musicians.
- Chairs and tables in Gym lobby (Julie Hughes, Vie Champa, Geri Vargas will set up), bleachers out.
- 7 tables in the Student Center
- 7:00am-7:30am** Media Services set up in stadium
- 8:00am-9:00am** Ajooba Company will set up back of stage with Blue and White MJC along with lights, and pillars for flowers and Student Center.
- 9:00am** Classic Party Rentals will arrive to drop of tables (*Megan Lee, Sandy Marks*)

REHEARSAL

** Bryan Justin Marks & Sherri Suarez will be present for rehearsal activities*

- 9:30am** Graduation Rehearsal-Dr. Stearns
- 9:45am** Graduation Rehearsal-Readers
Jennifer Hamilton, Greg Hausmann, Burt Shook, and Monika Shortner.
- 10:00am** Graduation Rehearsal-Vocalist Cherrie Llewellyn
- 10:15am** Graduation Rehearsal-Foundation Director George Boodrookas
- 10:30am** Graduation Rehearsal-Student Speaker Alexanra Golikov
- 10:45am** Graduation Rehearsal-Student Faculty Marshalls
- 11:30am** Graduation Luncheon (MSR West Campus)

PRE COMMENCEMENT

- 2:00pm** Set up concession Stand (John Griffin & Mitch Miller)
- 3:00pm** Flowers set up for stage (Sherri Potts)
- 4:00pm** Student Center Reception Set up (*Sandy Marks & Megan Lee*)
- 4:00pm** Hand out Radios (*Bryan Justin Marks*)
- 4:15pm** Media set up in Gym
- 4:30pm** Volunteers Arrive put waters in buckets & under seats (*Bryan Justin Marks*)

4:30pm Cheerleaders will arrive (*Amanda Foss*)

4:30pm Graduates Arrive in Gym (*Julie Hughes, Vie Champa,*)

4:30pm Special Accommodations seat with cart (*Linda Hoile, Irene Nunez, Sherri Potts*)

5:00pm Platform Party/Faculty/Distinguished Alum Arrive in Student Center

5:45pm Graduates Line up
(*Ms. Mary Silva, Dr. Layla Spain*)

5:45pm Platform Party (*Sherri Suarez*)
Faculty Line Up
(*Michelle Christopherson, Jim Sahlman*)

5:55pm Platform Party/Faculty exit Student Center to Stadium (*Sherri Suarez*)

6:00pm Graduates Exit Gym to Stadium (*Julie Hughes, Vie Champa, Geri Vargas*)
-Student escort with Radio (*Terilyn Perlata*)

6:00pm Set up Cookies, fruit and punch (*Megan Lee & Sandy Marks*)

COMMENCEMENT

6:10pm Graduation Begins

POST COMMENCEMENT

7:45pm Graduation Reception-Student Center

7:45pm Stadium Clean Up (*Sherri Suarez*)

7:45pm Pick up radios (*Bryan Justin Marks*)

9:00pm Graduation Reception Clean Up (*Bryan Justin Marks*)

9:00pm Grand events picks up rentals

9:00pm Ajooba picks up rentals