



Commencement Committee Minutes

Debriefing Meeting

May 2, 2016
MJC East Campus
Student Services Building Room 203
2:30pm-3:30pm

Present: Yolanda Avila, George Boodrookas, Alejandra Chacon, Todd Guy, Linda Hoile, Julie Hughes, Lloyd Jackson, Judy Lanchester, Megan Lee, Bryan Justin Marks, Sandy Marks, Irene Nunez, Sherri Potts, Sherri Suarez David Todd

1. Numbers

The group went over the data from this year's graduation luncheon (including ticket sales), the graduation ceremony (including gown sales), and the length of the ceremony and graduation speaker. (Appendix I)

Gown Sales: The last two years have set records in sales. From 2014 to 2015, there was a 17% increase in gown sales. From 2015 to 2016, there was a 32% increase in gown sales.

Luncheon Sales: The last two years have seen a decrease in luncheon ticket sales. From 2014 to 2015, we experienced a 9% decrease in ticket sales. In 2016, we observed a 13% decrease in sales from the previous year's numbers.

The data also reveals that, within each graduating class, there is a small population who has their own gowns. While there were 564 gowns distributed this year, there were 575 students who participated in the Commencement ceremony. In 2015, 427 gowns were distributed and 462 students participated in the Commencement ceremony.

2. Area Report

a. Platform Participants Binder (Linda Hoile)

Linda reported that she was not able to put the name cards on the platform seats because her tape was not working. Other than that, she reported that everything went smoothly with the platform.

Improvements: Better tape for next year.

b. Check In (Julie Hughes)

Julie reported that the graduates were much calmer and more behaved than previous years. Julie observed that the increasing number of commencement participants make it increasingly hard to line them up in the gym. All participants filled out their cards and

lined up. More tables would have been helpful. MJC cards worked well and listed all commencement rules.

Improvements: Add more tables in the gym. Pass out programs and waters in gym instead of putting them on stage to solve the reported waste and litter problems.

c. Faculty & Student Marshalls (Layla Spain & Denise Solomon)

The group spoke to the challenge of getting the graduates out of the gym and to the track quicker. Additionally, there were challenges around getting the correct number of students in the proper aisles. There was also a long delay between getting the first graduate to the stage and having her name read. With the increased number of participants, we may want to get add to the number of marshals.

Improvements: Add more four more Student Marshals, start students on to the track sooner so they meet the faculty precession right on spot, count students off in groups of 25, have graduates cued for readings to start, go over the ceremony sequence in the gym, possibly hand out instructions prior to Commencement, host a rehearsal for marshals.

d. Faculty Participation (Michelle Christopherson)

The group discussed how wonderful it was to have 125 faculty members present at the ceremony. There were only 77 who RSVP-ed and 102 during the last count in the Student Center. Twenty-five seats were added ten minutes prior to the start of graduation. It was discovered that, when the faculty went to sit down, an additional 23 seats were needed as there were faculty still standing without seats. The group discussed the possibility of a having a check in system in the Student Center in order to better prepare the number of seats on the field and know specifically who is participating.

Improvements: Check in table in Student Center, programs and waters available in the Student Center (as opposed to on the field) to avoid waste, set up more stand-by chairs to be safe.

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

Todd reported how well received the speakers speech went. He did note that there seems to be some confusion on when the speaker goes to get their diploma and where they get a reader card.

Improvements: Coach student on what to do after speech, give reader cards to Todd for student to fill out.

f. Graduate Readers (Michael Sundquist & Layla Spain)

The group reported that there was a major delay between the last speaker and the start of the graduates coming to the stage. It was suggested that the cue to proceed was not clear. The group noted that the readers did an incredible job getting the program back on schedule.

Improvements: Make sure everyone knows the starting cue.

g. Commencement Reception (Sandy Marks, Megan Lee)

Sandy reported that everything for the reception went well. There was more food left over and not as many people showed up. The committee felt this was because of the extended ceremony length and the weather being chilly.

Improvements: None mentioned.

h. Sophomore Luncheon (Campus Life Office)

New data was collected to learn the headcount and guest demographic. The data revealed that only 50 graduates attended the luncheon. The committee commented that the luncheon was very nice overall. George Boodrookas performed excellently as the event emcee and the student speaker was amazing. The data for the event did show that attendance in the event has declined steadily over recent years. The group recommends moving the event date to potentially attract more participants.

Improvements: Move the luncheon to one week earlier (April 21).

i. Security (Lloyd Jackson)

There were a few security issues on campus that Campus Safety dealt with on the evening of graduation. Three people were turned away from the gates-- two for drinking alcohol and one for possessing a knife. Modesto Police Department's shutdown of Tully road went well. Signage for balloons helped. Campus Safety had no issues holding the gate for graduates as they entered. About 50 people had to wait at the gate. The committee thanked Lloyd for the amazing job his team did at commencement. Most notably, their presence around the track helped keep things calm.

Improvements: None mentioned.

j. Facilities/Spec Sheet (Sherri Suarez)

Sherri reported that there were many challenges with the track meet happening during the same week as graduation. YCCD facilities had to deal with a public tree that fell down, as well as broken stadium steps. It was reported that there is a great deal of bottled waters and programs left behind and wasted. It was also mentioned that having a designated area for extra chairs would be helpful. Some parts of the paperwork ordering the quantity of chairs was missing. Sherri and Bryan will try to coordinate a trip to the Ag Pavilion this summer to tighten up the new rain plan.

Improvements: Add a backup chair section and update new rain plan.

k. Commencement Program (Irene Nunez)

Irene reported that all the programs were completed and delivered. At one point, the programs were three days behind schedule.

Improvements: Stick to program deadlines.

l. Plants (Sherri Potts)

Sherri reported that the set up and display of plants went well and all were returned.

Improvements: Look into some larger plants for next year.

m. Stage Décor (Campus Life)

There were challenges to the stage décor because of the wind. It cost \$1540 to contract with Ajooba and have them come out to set up decorations. The committee suggested possibly creating our own decorations and backdrop. Bryan will reach out to the theater department this summer and bring some ideas back to the next meeting.

Improvements: Create our own set, add more trees and plants.

n. Recession

There have been challenges surrounding the end of the ceremony and how graduates recess. It was suggested the word dismissal not be used at the end of the ceremony and

that, during the graduates' time in the gym, we spend some time going over the ceremony-- including how to exit.

Improvements: Host a formal discussion in the gym to go over exit plan, work with marshals on exit plan, and ensure everyone is clear on the exit plan.

3. Future meetings are as follows:

- Future meetings have been sent to each person's outlook (Appendix II)

Appendix I

Graduation Luncheon

Graduates: 50

Guests: 62

Staff: 6

Faculty: 17

Administrators: 6

Commencement Ceremony

Total Graduates: 1,400 (estimated)

Participating graduates: 575

Participating Faculty: 125

Audience in attendance: 4,355 (Official) 4,500 (Unofficial)

(We pulled the volunteers from the gates at 6:30pm would estimate another 100-150)

Previous commencement/luncheon sales

Items	2016	2015	2014	2013	2012	2011
Graduation PKG	564	427	366	345	374	309
Luncheon tickets	147	169	185	178	150	150

Program Timing

National Anthem Start: 6:12pm Finish: 6:14pm

Greeting & Introduction Start: 6:15pm Finish: 6:18pm

Presentation of Distinguished Alumni	Start: 6:19pm	Finish: 6:27pm
Distinguished Alumni Speaker	Start: 6:28pm	Finish: 6:40pm
Introduction of Student Speaker	Start: 6:40pm	Finish: 6:43pm
Student Speaker	Start: 6:43pm	Finish: 6:50pm
Presentation of graduates	Start: 6:50pm	Finish: 6:54pm
Presentation of diplomas	Start: 6:56pm	Finish: 7:48pm
Dismissal	7:49pm	

Appendix II

Commencement Committee

2016-2017 Meeting Dates

Day	Date	Time	Location
Tuesday	September 13	2:30pm	CAT Building 262
Tuesday	October 11	2:30pm	CAT Building 262
Tuesday	November 8	2:30pm	CAT Building 262
Tuesday	December 13	2:30pm	CAT Building 262
Tuesday	January 10	2:30pm	CAT Building 262
Tuesday	February 14	2:30pm	CAT Building 262
Tuesday	March 14	2:30pm	CAT Building 262
Tuesday	April 11	2:30pm	CAT Building 262
Tuesday	April 18	2:30pm	Student Services Building 203
Tuesday	April 25	2:30pm	CAT Building 262

MJC 95th Commencement
Friday April 28, 2017