

From: Sue Vaughn
Sent: Wednesday, October 21, 2009 4:53 PM
To: Alex Gomez; Amber Chiang; Ann Morgan; Becki Whitson (E-mail); Carla Reyes; Chris Counts; Chris Hitchcock; Christy Haycock (E-mail); Cornelio Rodriguez (E-mail); Dennis Spencer; Gayla Anderson; Jack Pierce; Jennifer Caughron; John Gerhold; John Menzies; Joyce Coleman; Mario Sifuentes; Mary Jane Johnson; Patrick Coyle (E-mail); Ron Kean; Sandy Sierra; Shahzeb Shaheen; Shawn Newsome; Tarina Perry ; Tim Carroll
Subject: Commencement Committee Minutes October 21, 2009
Present: Amber Chiang, Carla Reyes, Gayla Anderson, Jack Pierce, Jennifer Caughron, John Menzies, Marco Sifuentes, Mary Jane Johnson, Pat Coyle, Shahzeb Shaheen, Shawn Newsome, Joyce Coleman, and Sue Vaughn

Program - We agreed that we like the quality paper and format of the recent programs. We need to have more people handing out the programs and they need to be in place and ready to hand out the programs at 5 pm. Shahzeb and Shawn will see if there is second student group that would assist with this.

Field Arrangement: - Pat will order 750 chairs and the regular trellises.

Regalia - We will switch from the AA hoods, to red stoles with the college seal on them. This should not increase the price for more than a dollar or two. Jennifer will order 1000 of the stoles, and we have committed to using them for at least two years.

Music - This was a problem last year. The musicians and their conductor did not arrive until shortly before 7 pm. Sue will talk to John and Ron about having them tuned and in their seats by 6:30. In the past, the M&O staff brought the instruments to the field and we can consider returning to that plan. We will ask the sound technician to play music through his system, as he did last year until we are ready to start the processional.

Students Passing Out- We will talk with Cindy Collier about having a paramedic or nursing student or two available near Amber on the track to assist these students until the Hall ambulance people can attend to them if necessary.

Graduates Enter by Major - Jon and Gayla will let the Academic Senate know that we would like to have signs with the names of the academic programs of the graduates carried in by one of the graduates in that field (perhaps the honor graduate). We would encourage the graduates from each field to march in and sit together.

We will meet again in mid-February.

From: [Sue Vaughn](#)
To: [Christine Hitchcock](#)
Subject: FW: Commencement Committee Minutes February 1, 2011
Date: Thursday, February 03, 2011 8:15:05 AM

From: Mary Jane Johnson
Sent: Thursday, February 03, 2011 7:48 AM
To: Sue Vaughn
Subject: RE: Commencement Committee Minutes February 1, 2011

Sue: Do you need me to do anything that day. I would be glad to volunteer to help do whatever you need me to do. Just let me know. Thanks.

From: Sue Vaughn
Sent: Wednesday, February 02, 2011 3:24 PM
To: Alex Gomez; Amber Chiang; Ann Morgan; Christopher Counts; Christine Hitchcock; Christy Haycock; Cornelio Rodriguez; Dennis Spencer; Jack Pierce; John Gerhold; John Menzies; Joyce Coleman; LaMont Schiers; Laura Lorigo; Mary Jane Johnson; Pat Coyle; Paula Bray; Primavera Arvizu; Richard Cox; Sandra Sierra; Tarina Perry
Cc: SGA Legislative Liaison
Subject: Commencement Committee Minutes February 1, 2011

Present: Chris Hitchcock, Jack Pierce, John Menzies, Joyce Coleman, LaMont Schiers, Laura Lorigo, Mary Jane

Johnson, Richard Cox, and Sue Vaughn

The only thing we noticed at commencement last year was that we had no flowers in front of the podium. We agreed that Joyce will consult with SGA to see if they want to purchase some this year.

Jack will work with HR to determine which two current retirees will be asked to carry the Maces this year.

Joyce will determine if the faculty speaker will be a winner from this year or last. We will need to know by mid-March for the program. She will also have identified the student speaker by that time as well.

Pat has ordered the chairs and trellises.

Laura and Chris are working on the cap and gown ordering. Laura will get details to Sue this week so she can notify faculty who might want to order regalia for themselves.

Richard will take Marco's place on the committee this year.

Chris will order gold chords for the honor students instead of the stoles that we have been using.

Dennis has reserved the sound system.

Debbie Spohn is working with Greg on the district and trustees representation on the platform.

Jack and John will take the proposal to encourage students to walk in with the other student graduating in their programs to the Academic Senate for support. Jack can make the posts and work with Graphics to design signs for each academic department. It was agreed that faculty will have to take primary responsibility for organizing this as every Enrollment Services staff member already has duties assigned for that evening.

For those who were unable to attend, please review what we need from you and let Sue know if there are problems.

Amber Will you be working with Debbie or Eric on the programs and continuing with the loner program?

Alex Please give me a call to discuss the reception and refreshments.

Next Meeting: Tuesday, March 8 4 pm in A5.

From: [Sue Vaughn](#)
To: [Alex Gomez](#); [Amber Chiang](#); ["Ann Morgan"](#); [Christine Hitchcock](#); [Christopher Counts](#); [Christy Haycock](#); [Cornelio Rodriguez](#); [Dennis Spencer](#); [Jack Pierce](#); [John Gerhold](#); [John Menzies](#); [Joyce Coleman](#); [LaMont Schiers](#); [Laura Lorigo](#); [Mary Jane Johnson](#); [Pat Coyle](#); ["Paula Bray"](#); [Primavera Arvizu](#); [Richard Cox](#); [Ron Kean](#); [Sandra Sierra](#); [Tarina Perry](#)
Subject: Summary of 3/8/11 Commencement committee Meeting
Date: Wednesday, March 09, 2011 10:45:36 AM

I am summarizing this meeting by naming individuals and listing the responsibilities that have been assigned to them.

Chris Hitchcock Send Commencement Information letter to prospective participants.

 Arrange for volunteer student nurses for the ceremony.

 She has already confirmed that Debbie Spohn will handle the loaner Caps and gowns.

Jack Pierce Confirm his selection as a mace carrier with Stephen Smith and ask Dennis Jorgensen, Jan

 Stuebbe, Carl Benjamin, and Clark Parsons (in that order) to be the second carrier.

 Solicit participation and money for the signs to have students enter the field by academic

 Department at the next Academic Senate meeting.

 Keep us informed of progress.

John Gerhold Check with Ron Kean about having a student sing the National Anthem.

Joyce Coleman Determine if SGA will purchase a large bouquet for the front of the podium.

 Determine who will be the McCall award speaker (a winner from last year or this year).

Dennis Spencer Keep Sue, Tarina, and Paula informed about the timing and location of the sound system.

Alex Gomez Touch base with Joyce Coleman about food for reception.

Amber Chiang Arrange for all possible publicity.

Sue Vaughn

Confirm all names for the platform party.

Work with Laura Lorigo on the program in Debby Moberg's absence.

Work with Paula and Tarina on field arrangements and schedule.