

## **Graduation 2012 Committee Meeting Minutes**

### **Thursday, March 15, 2012 – 11 a.m.**

**Present:** Mostafa Ghous, Judie Burtenshaw, Judy Spencer, Caryl Corbin

**Not Present:** Arturo Reyes, Barb Fountain, Dave Froelich, Erin Vines, Gale Anderson, Juliet Ennis, Kandy Carlsmith, Karen McCord, Kimo Calilan, Laurie Cheatham, Laurie Gorman, Matt Borchert, Patricia Itaya, Patricia Young, Peter Bostic, Phil McCaffery. Jr., Robin Darcangelo, Shirley Lewis, Steve Dawson, Terri Pearson, Thomas Trujillo, Lily Espinoza, April Takahashi, Thom Watkins, Shemila Johnson, Tricia Meyer

**The meeting started about 11:05 a.m. in Room 1421**

**Deadlines** – petitions: 3/22; letters to grads go out about April 27; names for program to be sent to Wheeler Printers: unknown (Marge); yellow cards returned by grads: 5/11

**Parking** – Same as last year with disabled and VIP parking – Barbara Fountain is working on signs to direct people to parking

**Photographer** – Grad Images will take 100 publicity shots for free if we sign a 3-year contract with them.

**Audio** – Best estimate so far is \$500. Another one is \$688 and has better references (Live Audio, Cliff Gordon). Last year's was too expensive (\$1,400)

**Band** – Since the Band of the Golden West is busy, we should request their services very early for next year. We just need an ensemble of 8-10. April is working on trying to find a band – Solano Winds, Walt Mikolajcik's Steel Drum Band . We have a backup CD.

**Graduation Website** –a website for graduation is in the planning phases. Goal is to have it up and running with important information. It will probably have only basic information this year such as guidelines on how to plan to graduate and contingency plan if it rains. It should include other ceremonies such as the Nursing Program's pinning ceremony, honor society banquets, etc.

**The next meeting will take place on Thursday, March 29, at 11 a.m., in room 1421. Meeting was adjourned at 11:30.**

Judie Burtenshaw  
Administrative Assistant III  
Student Development Office