

## Graduation 2012 Committee Meeting Minutes

Thursday, April 19, 2012 – 11 a.m.

**Present:** April Takahashi, Dave Froelich, Jesse Branch, Judie Burtenshaw, Judy Spencer, Lily Espinoza, Mostafa Ghous, Peter Bostic, Shemila Johnson, Thom Watkins,

**Not Present:** Arturo Reyes, Barb Fountain, Caryl Corbin, Erin Vines, Gale Anderson, Juliet Ennis, Kandy Carlsmith, Karen McCord, Kimo Calilan, Laurie Cheatham, Laurie Gorman, Matt Borchert, Patricia Itaya, Patricia Young, Phil McCaffery, Jr., Robin Darcangelo, Shirley Lewis, Steve Dawson, Terri Pearson, Thomas Trujillo, Tricia Meyer

### The meeting started about 11:10 a.m. in Room 1421

**Review of tasks** - Same as last year:

- Reception set up/take down
- Greeting
- Parking/guiding guests (PD)
- Audience/crowd control
- VIP/Hospitality room
- Chair setup (Facilities) – Day before. Due to current problems with stealing we might be able to pay for police for 1 am-7am
- Programs – pass out
- Faculty prep room – Baseball portable – need people to assist
- Faculty marshalls

**Band** – Shamila: Solano Middle School might be able to play (34). Need rain day plan regarding size. April: Army. Will need to fill out application (<20)

**Color Guard** – Peter will book.

**Flowers** – ASSC/Club wants to sell roses. Mostafa still needs to talk to the owner of A Little Rose. He did not want the completion at the field but may be agreeable for them to sell at the reception after the ceremony.

**Photographer** – We want 3 photographers. We are still under contract with Interstate Candid Photography until 2014 so are unable to use new photographer. There will be a separate photographer to take marketing photos.

**Audio** – No new info. Mostafa has bids for \$500 and \$658. Audio North still wants to be here, but too expensive. Cliff Gordon for \$658 seems to be the best option with good references. If inside, we don't need anyone.

**Petitioning** – Petitioning has ended and OAR is sorting and hope to have lists done by 27th.

**Mailing** – Letters are ready to go to Graphics – there will be 2 rain tickets per graduate.

**Student Speaker** – Mostafa has been gathering names and needs to send out an email.

**Announcer** – Important to have someone be announcer if ceremony is held indoors.

**Agenda Items** – Next week we will talk about schedule and handicap and VIP parking. Also, Peter is looking for interesting graduate stories about overcoming obstacles and/or achievements.

**The next meeting will take place on Thursday, April 26 , at 11 a.m., in room 1421. Meetings will be held every week from now on until graduation. Meeting was adjourned at 12:06.**

Judie Burtenshaw  
Administrative Assistant III  
Student Development Office