C. Carter opened the meeting and welcomed everyone.

**Feedback from Fall 2009 Commencement**

C. Carter and D. Ruch have not received any comments from administration or faculty regarding fall commencement. D. Myrick stated that things went very smoothly having the students in the N building. The committee and students appreciated having the canopy between the N building and the breezeway. The presence of the public safety officers around the stage helped with people trying to take pictures or blocking the aisles.

**Set-up/ Staging**

The process will remain the same. The “will call” line and overflow room will be utilized for both ceremonies. J. Jenkins has reserved the spaces for spring ceremony to avoid any scheduling conflicts. The staging rooms will remain the same - Platform Guest -C 1220, Students - N building dining area, Faculty - H building auditorium, overflow room - JCLRC auditorium. Plant will block off the area starting at Student life so that Student coming to see ERS will not come through the graduate robing area. The registrar’s tables will align with Student Life Office to provide extra room for graduate check in. Plant will coordinate with Events Rentals on stage delivery and set up. D. Myrick will use the recruiters as line leaders again this year. The doors of the gym will open one hour before the ceremony unless notified by the production crew manager. D. Constable and L. Strange de Soria will be notified so that they can coordinate with the volunteers.

The nursing Pinning ceremony is tentatively scheduled for the evening of Thursday May13th. J. Jenkins and production crew will convert the stage for the pinning ceremony. Someone will have to come in after the pinning ceremony to straighten the gym for commencement. The programs will be placed in the chairs the morning of commencement.

A few members of the committee are working on a Commencement Process manual. Once the manual is developed: it will be share with the rest of the committee.
Printing
S. Simpson and the registrars will work with M. Abetya from PR on the program names and tickets. The other sections of the program will be completed once we receive the speaker's name and music information. C. Carter will contact Public Relations to inform them of committee proposal that PR be responsible for all communications with the commencement speaker.

Faculty/ Staff Regalia Ordering Deadline
B. Brooks will email deadline date to committee.

Communications to College Community
D. Ruch is responsible for communications to the student and website updates. Once B. Brooks e-mails the regalia ordering deadline date the website will be updated. C. Carter is responsible for e-mails to faculty, staff. In her communication to the faculty, C. Carter will inform them not to leave their personal items in H building auditorium because there will not be an officer stationed in that area.

Reader, Presider and Speaker
C. Carter e-mailed Todd Hendricks to confirm his availability for Spring commencement. The committee decided that the Faculty Senate Chair will be the presider for all the ceremonies. Richard Beaubien and Sally Robertson will be the readers again. The President office is finalizing arrangements with a possible speaker. Once all of the arrangements are confirmed the committee will be notified.

Other Comments/ Concerns
Alumni Affairs would like to insert an information card in the diploma covers that are given to the graduates during the ceremony. The committee decided that the best time to insert the card will be on Thursday afternoon before Commencement when the committee has the final walk through.

The possibility of the GPC Jaguar appearing at Commencement for photo opportunities with the graduates was proposed to the committee. The committee decided that the Jaguar can take pictures with the graduates outside in the quad with the Commencement Banners after the ceremonies. SGA will also be in the quad passing out graduation t-shirts to the graduates.

Next Meeting:
CA 1403
Thursday March 18, 2010
2:00 pm