D. Ruch opened the meeting and welcomed everyone.

Set-up/ Staging
The set up date has been moved to May 6th to accommodate the production crew in installing the new sound system. This is the first Commencement using GPC owned sound system, so the crew needs extra time to set up and test the system. The crew will unload on May 6th, install hanging lights on May 7th, install stage on May 10th (outside company), install and test sound on May 11th. J. Jenkins stated that she would need the scissor lift to be delivered by May 7th. Everything should be completed by May 13th for the Nursing Pinning ceremony rehearsal and Commencement Walk-thru. The awning between N building and the walkway will be scheduled for installation on Thursday, May 13th.

Printing
M. Abeyta from PR has been notified concerning the number of tickets and programs needed for Spring Commencement. Program names and information should be submitted to M. Abeyta by April 29th. The program will be sent to the printer on May 3rd. Tickets are scheduled to be delivered to S. Simpson by April 15th. Tickets will be disbursed on Monday, May 3rd – Thursday May 13th by Enrollment and Registration Services offices.

Faculty/ Staff Regalia Ordering Deadline
B. Brooks sent genmail to GPC Community on Tuesday, March 16th. Deadline for ordering regalia is April 9th. J. Jenkins will inform B. Brooks concerning water numbers by April 21st.

Communications to College Community
C. Carter will e-mail College community by March 31st. D. Ruch will send out student letters and e-mail by April 1st. Website will updated by March 22nd.

Reader, Presider and Speaker
Todd Hendricks is the Presider. Richard Beaubien and Sally Robertson are the readers again. The Spring 2010 Commencement Speaker is George R. Boggs, President and
CEO, American Association of Community Colleges (AACC). Public Relations is the office responsible for communicating with the speaker for all Commencement programs going forward. The Commencement committee will have no communication with the speaker.

**Other Comments/ Concerns**

C. Carter’s office will forward a copy of the VIP Parking list and Pass to Public Safety two weeks prior to Commencement. The committee did receive another request from SGA to distribute t-shirts to the graduates. They were located in the corner of A and B building at Fall Commencement. There was some congestion at the t-shirt table, because of the set up of their tables. It was suggested that degree poles be used to help SGA organize their area. Deborah will include instruction on picking up t-shirts in her announcement to the students. C. Carter will inform SGA of the set up assistance the committee will provide. GPC Jaguar has not been confirmed for Commencement but PR will cover any appearance fees associated with having the Jaguar appear at Commencement

**Next Meeting:**

CA 1410

Thursday April 22, 2010

2:00 pm