

San Diego Miramar College
COMMENCEMENT SUB-COMMITTEE
Meeting Minutes

September 9, 2014
3:30-5:00 pm
K-210

- 0.0 Meeting called to order 3:30 p.m.**
 - 0.1 Chair:** *Adela Jacobson*
 - 0.2 Voting Members:** *Lou Ascione, Erica Murrietta, Kenneth Reinstein, Edith Pollack, Dana Stack, Lily Cava*
 - 0.3 Members:** *Jessica Aguilar, Lou Ascione, George Beitey, Lisa Brewster, Lily Cava, Adela Jacobson, Dane Lindsay, Carletta Middleton, Erica Murrietta, Bill Pacheco, Edith Pollack, Kenneth Reinstein, Dana Stack, Nancy Wichmann*
- 1.0 Attendance:**
 - 1.1 Present:** *Jessica Aguilar, Lou Ascione, George Beitey, Lily Cava, Adela Jacobson, Carletta Middleton, Kenneth Reinstein, Chris Silva, Sandi Trevisan, Nancy Wichmann*
 - 1.2 Absent:** *Gloria Banuelos, Lisa Brewster, Dane Lindsay, Erica Murrietta, Bill Pacheco, Edith Pollack, Dana Stack*
- 2.0 Introduction**
- 3.0 Discussion**
- 4.0 Commencement Date**
 - 4.1** Adela shared the 2015 commencement Date, agreed Friday, May 15 at 1:00 pm
- 5.0 Meetings dates**
 - 5.1** Committee approved meeting dates for 2014/2015.
- 6.0 Commencement Distinguished Alumni Speaker**
 - 6.1** Sandi send out information to the campus looking for a Distinguished Alumni Speaker. This year the Alumni Speaker nomination was sent forward by President Hsieh. Sandi and others have heard her speak and were very pleased. The committee took a vote and agreed on the nominee.
- 7.0 Debrief**
 - 7.1** Debrief (See Section IX on the Agenda) discussed in item **12.0** below.
- 8.1 Honor Guard**
 - 8.1** We have used SPD for several years and this year the committee wanted to use someone different the Sheriff Department was nominated, committee took an vote and passed unanimous for our 2015 Commencement Ceremony the Honor Guard will be the Sheriff Department.
- 9.0 Location/Logistics: Same as 2014**
 - 9.1** Location of the commencement ceremony will be same as last year. Discussion was held on possible changing the time to later in the day, because of the heat and with the time change it may be much easier for graduates to participate by requesting the time off from work. The campus offices closing around 3pm it will be easier for volunteers to volunteer without missing time from their office.
- 10.0 Music**

10.1 Ken informed the committee that the committee has built up quite a collection of music since the last five years. One of the selections that were voted on several years ago will be used at our 2015 Commencement. Ken will provide the committee with the composer's name by our next meeting. The title of the music is the Academic March.

11.0 Publicity

11.1 Commencement 2015 Timeline was updated and approved. We discussed the Commencement website and suggestions were made on what we can do to improve the information that the students are receiving. Last year the commencement website was in good shape. Student Affairs is still receiving phone calls from students that are receiving old information from the webpage. Spoke with IT about fixing this problem; they are in the process of doing so. In October the commencement information will be loaded on the website much sooner so students could get updated and correct information.

12.0 Staging Locations

12.1 VIP Receptions

VIP Receptions location was fine where it was located and no suggestions were given for next year.

12.2 Regalia

Since the college is growing more regalia will need to be order for next year's Ceremony.

12.3 Graduate Registration

Discussion was held on how a larger area/room is needed for check-in of the graduates. The area outside of the multipurpose room wasn't large enough. Also graduates showed up who didn't registration ahead of time which slowed up the process and helped with the overcrowded area. Next year having more volunteers to help with graduate check-in may help with this process.

12.4 Students Line up

Discussion was held on obtaining a larger area/room. Side of K bldg. near Science bldg. or possible the I bldg.

12.5 Processional

Worked well this year coming from the K Building Foyer and not from the LLRC behind the stage.

12.6 Conferral of Degrees

Name readers thought that everything was find except for graduates expecting them to read everything that is on their name card. Committee will look into this and correct. This is an area that needs to be work on for next year

12.7 Recessional

No problems with the Recessional, worked out very well this year.

12.8 Student Reception

Discussion was held about possibly having in the cafeteria.

12.9 Parking

VIP/Board of Trustees – Lot 2 worked out fine no complaints. This practice will continue next year. Student and Guest Parking Lot 1 will continue next year no complaints.

12.10 Vendors

1. Bookstore

The bookstore will be open and will increase to having two areas in place of the one to make it more convenient for the families.

2. Florist

Florist informed us that she did very well and was very pleased with her

location and is looking forward to next year.

13.0 Commencement Web Page

13.1 Discussed earlier in the meeting. **11.0 Publicity, 11.1.** Will be loaded and working by end of October (2months earlier than 2014)

14.0 Adjournment

14.1 Meeting adjourned at 4:50pm