

San Diego Miramar College  
**COMMENCEMENT SUB-COMMITTEE**  
*Meeting Minutes*

**December 10, 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, Lily Cava, Adela Jacobson, Carletta Middleton, Bill Pacheco, Kenneth Reinstein, Nancy Wichmann*
  - 1.2 Absent:** *Lou Ascione, George Beitey, Lisa Brewster, Dane Lindsay, Erica Murrietta, Nick Johns, Edith Pollack, Chris Silva, Dana Stack*
- 2.0 Introduction**
- 3.0 Discussion**
- 4.0 Distinguished Alumni/Commencement Speaker**
  - 4.1** The 2015 nominated commencement speaker will be Shelley Zimmerman the Chief of Police. Adela will begin to send information to Chief Zimmerman regarding commencement and will work with her on her speech beginning in April.
- 5.0 Commencement Web Page**
  - 5.1** Carletta share with the committee that she summited a new timeline with the important information for spring 2015 Graduates to Bill Smith. The 2015 updated Graduation Registration form will be attached to a link along with the Student Speaker application, Bill will update the website in January. Adela shared with the committee that IT has revamped the website with a really fresh look and more attractive.
- 6.0 Commencement Registration Form**
  - 6.1** Jessica reviewed the registration form and the only adjustment that should be made is the change of address sections. It should be removed because they can only change their address by going to Admissions and some student submits their registration form the day of commencement. Deadline date to submit the registration form should be added to avoid registration forms being submitted the day of. There is a deadline for name to appear in the program because Jessica has a deadline to have names removed from the program. Students are able to share their graduate story on the bottom of the registration form.

## **7.0 Student Commencement Speaker Application**

**7.1** Ken would like to make a few changes to the application. The guideline for the speech will include telling a story about themselves and what adversity they had to overcome if any. Did you make some life changes decision that brought you to Miramar College, and some personal touches by adding their sense of humor, acknowledge you're their fellow graduates and people who have helped them along the way. All Student Commencement Speaker applications should be submitted to Jessica.

## **8.1 Petition for Graduation Dates**

**8.1** The deadline to petition to graduate is April 30<sup>th</sup> to be considered a spring graduate. The Graduations information email will ready in January along with the u-tube video. Adela will work on the letter and video to the graduates and Jessica will try and send out on an earlier date.

## **9.0 Grad Faire April 30**

**9.1** Lily spoke on Grad Faire which was coordinated with Transfer Center last year. Committee decided to changed it to Wednesday April 29<sup>th</sup> during college hour and hire a band to drum up a crowd. Announce Grad Fair on Facebook, possibly send out an invitation and include in letter to graduates. Alumni table for grad faire. March 11<sup>th</sup> will be Spring Fest and bookstore will have a table.

## **10.0 Regalia on sale April 6th**

**10.1** Regalia will be display on bookstore window. Advertise of the sale of regalia will be advertise in the bookstore and will use the K1 lobby display glass to advertise about commencement to get more students to participate.

## **11.0 Adjournment**