

San Diego Miramar College
COMMENCEMENT SUB-COMMITTEE
Meeting Minutes

April 14, 2015

K-210

3:30-5:00 pm

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, Bill Pacheco, Edith Pollack, Kenneth Reinstein, Chris Silva, Dana Stack, Stephen Quis, Nancy Wichmann, AlexVarvil*

1.0 Attendance:

1.1 Present: *Jessica Aguilar, Lisa Brewster, Lily Cava, Adela Jacobson, Carletta Middleton, Bill Pacheco, Stephen Quis, Kenneth Reinstein, Dana Stack, AlexVarvil*

Absent: *Lou Ascione, George Beitey, Dane Lindsay, Edith Pollack, Chris Silva, Nancy Wichmann*

2.0 Introduction

3.0 Discussion

4.0 Determine date that offices need to have their materials sent to K-107

4.1 A discussion was held to find out when offices would like for facilities to pick up their materials and delivered to K-107

5.0 Graduate Check-in

5.1 Graduate Check-in will be held in K-107 and once checked in they will go over to the cafeteria for the Graduate Orientation.

6.0 Graduate Orientation

6.0 We will have Graduate Orientation in the Cafeteria; K-107 was too small to hold of the graduates.

7.0 Student Speaker Status

7.1 Student Affairs received a low number of applications for student speaker. We announce again. Adela will place calls to students who have a GPA of 3.5 or higher over the Spring break.

8.0 Future Student Commencement Speaker

8.1 The Student Speaker application went out and received several back. The notification will go to those that will be asked to participate in the presentation this Friday April 13th and the interviews/presentation will be on April 20th. We will have podium available and they will actually do their speech just as if they were speaking at Commencement. Every year Lisa Brewster is a part of this process and she will coach the student speaker once selected.

9.0 Number of Graduates Signed up-104

9.1 As of today we have 104 graduates registered to participate. This is actually quite normal around this time and the graduates have only had their invitation for about 1-2 weeks. It is still very early and we have 5 more weeks before the ceremony, and will pick up over the next couple of weeks. Our numbers will increase and we anticipate having close to the number of participants that we had last year.

10.0 Grad Faire April 30th

10.1 This year Grad Faire will consist of 21 college reps to help students transition from community college to a four year University. Grad Faire information will be added to the Website and will ask if the dates can be place on Facebook.

11.0 Alumni Association and Alumni Connections sign up plans

11.1 There will be a table at the Grad Fair event as well as commencement. The websites are: Miramar College Alumni Association: <http://www.sdmiramar.edu/community/foundation/alumni>
Alumni Connections: <http://alumni.sdccd.edu>

12.0 Volunteers

12.1 As of today 40 volunteers have confirmed. A couple of people haven't gotten back with us to confirm but usually volunteers every year. Lou will send out another email as it gets closer to the date. Lou, Adela and Carletta will meet and go over the assignments for the volunteers.

13.0 Volunteers Orientations

13.1 Thursday, May 8, 2015 11:00 Student Lounge

14.0 Assistant to the Trustees for Conferral of Degrees

14.1 The Trustees will receive a diagram of the flow of the Conferral of Degrees.

15.0 Conferral of Degrees

15.1 Diagram was shared with committee members.

16.0 Meeting Adjourned

15.1 4:15 p.m.