

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

April 12, 2016  
3:30-5:00 pm  
K-210

- 0.0 Meeting called to order** 3:45 p.m.
  - 0.1 Chair:** *Adela Jacobson*
  - 0.2 Voting Members:** *Lou Ascione, Erica Murrietta, Kenneth Reinstein, 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, Kenneth Reinstein, Stephen Quis, Nancy Wichmann*
- 1.0 Attendance:**
  - 1.1 Present:** *Adela Jacobson, Carletta Middleton, Lou Ascione, Lily Cava, Brandon Lopez, Rob Meyers, Kenneth Reinstein, Janee Robinson, Diana Medero, Kevin Olson*
  - 1.2 Absent:** *Jessica Aguilar, George Beitey, Lisa Brewster, Dane Lindsay, Bill Pacheco, Steve Quis, Dana Stack, Nancy Wichmann*
- 2.0 Grad Attendance**

Janee presents the numbers for enrollment 2015- 104 & 2016-187.
- 3.0 Timeline for set up of Gym**

Adela is in the process of figuring out the timeline for set up of the gym. She mentions that it will be very tight this year and may end up having to enlist the help of others. Official location for commencement is in the Gym. We will have the gym on May 11<sup>th</sup> at 7pm what will happen is that Dan Gutowski and his group will start laying down the flooring, that will start at 7pm-11pm. Adela has made several calls to vendors asking them to set up first thing in the morning or sooner and has not heard back from them. We need to make sure that the stage and the seating is set up.
- 4.0 Volunteers**
  - 4.1** Carletta and Adela will also help set up by placing labels on the chairs. Adela mentioned we are on hold with vendors because she hasn't heard back from them. Set designer may be backing out of event, so we may end up decorating the stage ourselves or hiring another florist. We may need to enlist the help of others.
- 5.0 Commencement locations Confirmed**
  - 5.1** Ceremony will be in the gym, the faculty reception will be in J224- J225, Adela is trying to reserve J223 for food, Grad check in will be in K-107, Grad orientation in cafeteria

## **6.0 Grad Faire**

**6.1** Grad faire April 20<sup>th</sup> and 21<sup>st</sup>. Cap and gown sale started April 11, everything 20% off. Cap and gown price \$29.50.

## **6.0 Grad Speaker Selected (Don't ask. It's a secret☺)**

**6.1** Adela mentions that she found the grad speaker but will not let anyone know who it is.

## **7.0 Alumni Connections**

Alumni Connections will be handled by the district this year.

## **8.0 Faculty Regalia Count? Participation rate**

**(2015—81 orders for faculty & 2016-100)**

Adela is happy for the new people that were hired and volunteers, we have the volunteers set. We have 5 new people and we need to get them polo shirts for volunteers. Most people that volunteered last year will be placed in the same spot that they volunteered last year. Everything needs to be set up the day before commencement. Set up of commencement will be the same as last year.

## **9.0 Adjournment**

**9.1** Meeting Adjourned at 5:00p.m.