

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

December 13, 2016  
3:30-4:30 pm  
K-210

- 0.0 Meeting called to order** 3:35 p.m.
  - 0.1 Chair:** *Adela Jacobson*
  - 0.2 Voting Members:** *Lou Ascione, Kenneth Reinstein, Dana Stack, Lily Cava*
  - 0.3 Members:** *Lou Ascione, George Beitey, Lisa Brewster, Lily Cava, Joseph Hankinson, Adela Jacobson, Dane Lindsay, Rob Meyers, Janee Robinson, Carletta Middleton, Bill Pacheco, Stephen Quis, Kenneth Reinstein, Dana Stack Nancy Wichman*
- 1.0 Attendance:**
  - 1.1 Present:** *Adela Jacobson, Carletta Middleton, Lisa Brewster, Lily Cava, Joseph Hankinson, Rob Meyers, Steve Quis, Kenneth Reinstein, Janee Robinson, Glenn Magpuri*
  - 1.2 Absent:** *Lou Ascione, George Beitey, Dane Lindsay, Bill Pacheco, Dana Stack, Nancy Wichmann*
- 2.0 Commencement Website Update:**
  - 2.1** Spoke with Bill T. Smith and the Commencement website has been updated.
- 3.0 Advertisement for Commencement**
  - 3.1** Adela asked the committee if they had any suggestion regarding advertisement for Commencement, beside what is listed on the agenda. Adela asked the committee have they seen the banners that are hanging in the K1 bldg. The banners are nice, the only problem is with them is not being able to change the date. A question was asked if the committee have seen the banners that have the dated listed and the date can be changed. Adela stated that she will check the commencement budget to see if we had enough funds to purchase. Steve mentioned that the campus would be receiving permanent Kiosks that would be placed around campus and maybe we could advertise Commencement there. Another question was asked can a mass email be sent out to students. Adela replied and stated that a mass email already go out but to the students that are graduating, from the District office. Our campus does push notification. Once Janee received the list from the District Adela sends out a letter with the push notification in the letter and all students graduating will receive.
- 4.0 Deadline to March in Ceremony**
  - 4.1** Adela asked the question if the committee was okay with the deadline date of May 12<sup>th</sup>. Everyone agreed.
- 5.0 Stage Decorations**
  - 5.1** Adela mentioned to the committee that she and Carletta have been discussing stage decorations. The first year we had the commencement in the gym we had the acrylic stands with lights inside. People were very pleased. Last year we had the Roman Columns with ferns placed on top, along with flowers and plants along the stage. Many people voiced their concerns regarding the Roman Columns. They felt the Roman Columns didn't go well with the gym but really

like the ferns and the white draping. So Adela mentioned that she and Carletta spoke about just purchasing flowers and really keeping it simple. Committee members agreed. Most families are there to see their son or daughter graduate by walking across the stage. It was decided that funding used for the columns will be used to purchase more plants and flowers.

## **6.0 Sound considerations and discussion**

**6.1** Adela met that Glen and her have meet with the President of the college and everyone agreed that the sound wasn't as good as it was before. The President and a small group have been meeting and talking about how to improve the sound for a couple of years. To improve the sound in the gym is really expensive. One of the things that was told to group was how sound bounce around in the gym because of the high ceiling, which could possibly be the problem of the sound issues. The group meet with several experts who mentioned that placing drapes in the back along the wall would absorb the sound but that would be only a temporary fix. It's really expense to have the drapes done. It can run from \$3000 to \$4,000. Glen spoke with several sound experts regarding having the whole gym done to get an actual cost. The cost can run anywhere from \$43,000 to \$57,000 also to have an expert come out it would cost \$6000 and the college doesn't have the budget. One of the top priorities is modifying the stage. This will be the first stage of the fix. Committee members asked if we could tap into the foundation or bond money. Adela said she will check on the bond money but as for the foundation their sole purpose is scholarships. More discussion was held on how to fund the sound in the Gym and the items that would be needed. Items are on the list but don't know whose budget will pay for the items. This discussion was held because the committee needs to be informed. A motion was made to move forward with some kind of plans. Motion was voted on and passed. Have one more meeting with a seamstress who will make the drapes and then we will meet with the President on how to move forward. Have one more meeting with a seamstress who will make the drapes and then will meet with the President on how to move forward.

## **7.0 Adjournment**

**7.1** Meeting Adjourned at 4:00pm.