

Graduation Committee
Minutes
March 6, 2009

Committee Members in Attendance: Ron Helm, Mike DeLong, Judy Sharp, Dave Rush, Cindy Conley, Pam Miller, Sandra Miller, Lane Garrison, Eric Booth, Drexene Winey, Sheila Titus, Stephen Baltz

1. The meeting was called to order at 10:00 am by Ron Helm and Mike DeLong (co-chairs).
2. Mr. Helm and Dr. DeLong reviewed the Graduation Planning Checklist and asked for any changes or additions to the checklist.
3. Mr. Helm and Dr. DeLong went down the individual items on the checklist to make assignments and get information.
 - a. Dr. DeLong discussed wearing caps in the upcoming ceremony. It was decided that only those on stage (including students) would wear caps.
 - b. Melissa and Tracie would check into getting honor cords
 - c. We had enough left over diploma covers from last year to cover this year
 - d. An e-mail will be sent to staff, faculty, and students to start the ordering process for caps and gowns
 - e. Libby would order gowns
 - f. Sandra Miller will play piano for the ceremony
 - g. Karen Helm will be asked to be photographer
 - h. Kevin Johnson was asked to be the commencement speaker, and he has agreed
 - i. Sheila Titus will be asked to do the programs this year
 - j. Lane will setup and run the PA
 - k. Judy Sharp will ask Hone Sweet Home to do the floral arrangements
 - l. Dave Rush will do the reserve seating ropes and chair arrangements
 - m. Kim will take care of the website and newspaper announcements
 - n. Marshalls would be Larry Wilkes and Rex Whitfield
 - o. Invitations would be coordinated by Nancy Dust and Karen Overturf
4. The committee discussed the stage arrangement from last year and agreed it worked great and should be continued...faculty and staff in front of the stage on the sides and students, VPs, Board member, and guest speaker on stage. It was also agreed that it would no longer be mandatory for

staff to attend. They, of course, could attend, but if they want to sit in front, they would have to wear the gown.

5. Bruce would be asked to do invocation and benediction
6. The committee also discussed the idea of having the GED graduates do a separate ceremony and decided that this would be tabled until next year.
7. Division Chairs would line the students up
8. PTK would be asked to be ambassadors
9. Practice would be May 7th
10. Next meeting, April 27th
11. Meeting adjourned at 11:00 am.