

**Graduation Committee**  
**Minutes**  
**March 13, 2008**

**Committee Members in Attendance:** Ron Helm, Mike DeLong, Judy Sharp, Libby Cone, Dave Rush, Cindy Conley, Pam Miller, Rex Whitfield, Ronda McLelland, Sandra Miller, Jacob Bennett, Lane Garrison, Eric Booth, Stephen Baltz, Alison DeLong, Amanda Bledsoe, Judy Cannady

1. The meeting was called to order at 3:00 pm 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 the need to wear caps in the upcoming ceremony
  - 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. Sandra Miller will play piano for the ceremony
  - f. Karen Helm will be asked to be photographer
  - g. Dr. Johnston previously asked Randy Zook to be our commencement speaker, and he has agreed
  - h. Sheila Titus will be asked to do the programs this year
  - i. Lane will setup and run the PA
  - j. Judy Sharp will ask Hone Sweet Home to do the floral arrangements
  - k. Dave Rush will do the reserve seating ropes and chair arrangements
  - l. Kim will take care of the website and newspaper announcements
4. The committee discussed rearranging the stage setup this year. Instead of the staff and faculty being on stage, the graduates will be. The staff and faculty will sit in front and sides of the stage. Everyone agreed this would put more emphasis on the students. Dr. DeLong and Mr. Helm will approach Dr. Johnston about the idea.
5. The committee also discussed the idea of having the GED graduates do a separate ceremony next year and also having a December and May graduation. Dr. DeLong and Mr. Helm will discuss this with Dr. Johnston.

6. Meeting adjourned at 4:15 pm.