

Commencement Committee Meeting
Amarillo College

Date: January 27, 2012

Time: 1:30pm

Location: Library 113

Call to Order: The meeting was called to order at 1:35pm by Diane Brice.

Members Present: Diane Brice, Susan Burks, Gary Guill, Lisa Holdaway, Rena Hutches, Gretta Johnson, Macy Kohler, Kelly Murphy, Jim Rauscher, Brenda Sadler, Rene' West, Amanda Wheeler, Karen White, Joe Wyatt, and David Ziegler.

Members Absent: Bob Banks, Scott Beckett, Monty Downs, Theresa Edwards, D'Dee Grove, Mike Haynes, Michael Kopenits, Tiffany Lamb, Dennis Leslie, Shawna Lopez, Bruce Moseley, Doug Pickle, Jennifer Pickle, Tamara Rhodes, and Jim Taylor.

New Business:

The meeting was called by Diane Brice to ensure all expenses had been paid from the December Commencement. The committee also discussed what worked well and what needs improvement.

Items to improve upon were discussed and include:

- Communication – the e-mail list of members needs to be updated; reminders need to be sent out about duties of members; meetings held to follow-up with previous business.
- Committee needs to meet more often.
- One of the stage shells has been broken for some time. David will check with the Civic Center to see about the possibility of renting shells.
- Stage Set-Up:
 - The committee would like a diagram of the stage set-up. There was not enough room for wheel chair accessibility so adjustments need to be made to allow for plenty of space. Eliminating a cord table was discussed. Possibly setting a feasible pathway for graduates and then placing the orchestra and choir.
- Safety pins and bobby pins need to be provided for faculty. Faculty line-up will be responsible for providing these items.

What worked well:

- Eighty dozen cookies were ordered with not too many leftover. Linda Dominguez catered the event and did an excellent job.
- Student line-up
- Flowers

Additional Items

There was a small rack available to hang coats. David will check with the Civic Center about having more coat racks available for the next December graduation.

The Civic Center provides the table skirts for the diploma tables and chord table. Also, the committee uses the Civic Center's table clips for the refreshment tables.

Committee members need to arrive at the Civic Center by 9am to set-up for commencement in the future.

Lisa Holdaway volunteered to be the chair of the committee beginning in Fall 2012.

Next Meeting: Diane will contact Theresa and schedule the next meeting.

Adjournment: The meeting adjourned at 2:22 pm.

Respectfully submitted,

Macy Kohler
Secretary, Commencement Committee