

Commencement Committee Meeting
Amarillo College

Date: October 25, 2011

Time: 3:00pm

Location: CUB Private Dining Room

Call to Order: The meeting was called to order at 3:02pm by Theresa Edwards.

Minutes Review: The minutes from the April 26, 2011 meeting were reviewed. There were spelling corrections that need to be corrected from the minutes. Michael Kopenits made a motion to accept the minutes, Tiffany Lamb seconded, motion passed.

Members Present: Diane Brice, Susan Burks, Theresa Edwards, Mike Haynes, Lisa Holdaway, Rena Hutches, Macy Kohler, Michael Kopenits, Tiffany Lamb, Dennis Leslie, Bruce Moseley, Brenda Sadler, Rene' West, Amanda Wheeler, and David Ziegler.

Members Absent: Bob Banks, Scott Beckett, Monty Downs, D'Dee Grove, Gary Guill, Gretta Johnson, Shawna Lopez, Kelly Murphy, Doug Pickle, Jennifer Pickle, Jim Rauscher, Tamara Rhodes, Jim Taylor, Karen White, and Joe Wyatt.

New Business/Subcommittee Reports:

Subcommittee assignments

Stage set up – David Ziegler and Michael Kopenits

Civic Center set up- everyone

Flowers - Lisa Holdaway

Marshals – Doug Pickle

Photography – Diane Brice

Refreshments – Rena Hutches and Lisa Holdaway

Program Distribution - Mike Haynes

Faculty Line Up – Susan Burks and Bob Banks

Lists and Notices – Jennifer Pickle

Music - Jim Rauscher

Program Preparation – Brenda Sadler

Student Help - Mandi Wheeler

Student Line Up - Diane Brice and Rene' West

Lisa will check with Great Western Dining on providing refreshments. Brenda will e-mail dates pertaining to program information. Theresa will check with civic center on times and availability to set up. Anyone not listed on a subcommittee will help out where needed.

Additional Items/Announcements:

Set up for commencement will take place on Friday, December 9 at 10am. Anyone available to set up is needed. Commencement will be held at 10am on December 10, 2011.

Next Meeting: Theresa plans on communicating via e-mail the remainder of this semester. The next meeting will be in the spring.

Adjournment: The meeting adjourned at 3:28pm.

Respectfully submitted,

Macy Kohler
Secretary, Commencement Committee