

Commencement Committee

Minutes – October 31, 2018

Ware Student Commons, 3:00 pm – 3:45 pm

Members Present: Diane Brice, Kristin McDonald-Willey, Joy Brenneman, Toni Van Dyke, Eric Fauss, Brian Jacob, Christy Robinson, Robert Johnson, Michael Hart, Dave Snelson, Sherri O' Daniel, Terry Smith, Matthew Piech, Dennis Sarine

Members Absent: Jim Baca, Patricia Garcia, Diego Caetano, Dennis Leslie, Joseph Wyatt, Seema Saiyed, Mark Usnick, Mark Hutson, Camille Nies, Wesley, Condray-Wright, Nathaniel Fryml, Kyle Arrant, Kevin Ball, Karen White, JoBeth Hill, Fiona Denge, Jessica Hill, Jamie Smith, Carolyn Leslie, Lesley Ingham

Subcommittee Assignments

The subcommittee assignments are:

- Stage Setup: Dave Snelson and Brian Jacob
- Faculty Lineup: Toni Van Dyke and Christy Robinson
- Refreshment: Michael Hart and Terry Smith
- Program Distribution: Jenna Welsh coordinates with Blue Blazer to hand out programs.
- Lead Marshall: Mark Usnick
- Live Streaming: Kyle Arrant
- Music Setup: Camille Nies
- Graduation List & Notices: Joy Brenneman
- Refreshment Table Setup: TBA
- Student Line: Email Kristin McDonald-Willey if you would like to help with student lineup
- Ordering Flowers: JoBeth Hill
- Flower Donation/Drop off: Bob Johnson, Faculty Senate will be contacted for recommendations on where to take

Additional Items Discussed

1. Committee members are encouraged to take a poinsettia home or give them away.
2. Recommendations regarding two commencements in the spring have been submitted to Dr. Lowery-Hart.
3. Recognizing faculty, staff, and students who served in the military at commencement.

Next Meeting

Friday, December 14, 2018 – 10:00 am Civic Center, **all committee members to be present to help with setup.**

Friday, December 14, 2018 – 6:00 pm Civic Center