

San Diego Miramar College  
**COMMENCEMENT SUB-COMMITTEE**  
*Meeting Minutes*

**September 13, 2016**  
**3:30-4:30 pm**  
**K-210**

**0.0 Meeting called to order 3:35 p.m.**

**0.1 Chair:** *Adela Jacobson*

**0.2 Voting Members:** *Lou Ascione, Erica Murrietta, Kenneth Reinstein, Dana Stack, Lily Cava*

**0.3 Members:** *Lou Ascione, George Beitey, Lisa Brewster, Lily Cava, Joseph Hankinson, Adela Jacobson, Dane Lindsay, Rob Meyers, Janee Robinson, Carletta Middleton, Bill Pacheco, Kenneth Reinstein, Stephen Quis, Nancy Wichman, Jocelyn Romero, Dana Stack*

**1.0 Attendance:**

**1.1 Present:** *Adela Jacobson, Carletta Middleton, Lisa Brewster, Lily Cava, Joseph Hankinson, Rob Meyers, Steve Quis, Kenneth Reinstein, Janee Robinson,*

**1.2 Absent:** *Lou Ascione, George Beitey, Dane Lindsay, Bill Pacheco, Jocelyn Romero, Dana Stack, Nancy Wichmann*

**2.0 Commencement Date:**

**2.1** Welcome back to the Fall Commencement. May 19<sup>th</sup> @ 1pm it will be a repeat of what we did last year. The only change will be the VIP reception area will no longer be held upstairs. Will be held in the smaller rooms across from the Dane studio. The rooms are reserved. Constance came by the first day of school and made a comment to Patricia about how Mesa had retrofitted for convocation and it sounded way better. Patricia asked me to look into some sound options in the gym because that's the major drawback in that location. I found the name of the vendor that worked with Mesa; they have special speakers that work a little better. They're more high performance. And what they do is they put curtains, behind the stage and on the wall in the opposite area so that the sound when it starts bouncing it's absorbed by the curtains. Glen is scheduling a meeting with me, Daniel himself and the vendor. Constance would really like for the campus to work on fixing the sound. The meeting to improve the sound in the gym have been scheduled.

**3.0 Commencement Date:**

**3.1**

**FALL 2016**

**SPRING 2017**

DATE	TIME	LOCATION	DATE	TIME	LOCATION
<b>Sept 13</b>	<b>3:30 – 4:30</b>	<b>K1-209</b>	<b>Jan 10</b>	<b>TBD</b>	<b>K1-209</b>

<b>Oct 11</b>			<b>Feb 14</b>	<b>3:30 – 4:30</b>	<b>K1-209</b>
<b>Nov 8</b>			<b>March 14</b>		
<b>Dec 13</b>			<b>April 11</b>		
			<b>May 9</b>		

**4.0 Honor Guard:**

**4.1** The Honor Guard has been scheduled.

**5.0 Signer from the Sheriff's Dept.**

**5.1** I went ahead and emailed the sheriff's department to reserve the dates. So my contact there is going to check with the lieutenant to see if the singer is available. There's a singer that's a part of the sheriff's department and I remember that in the last group, I don't remember who made the recommendation that we get a singer. Not sure if the singer is from the police department, or the sheriff's department, we're checking into it, would be nice to have her also be the same person, and connected with the same department as the Honor Guard. That way we don't have competing departments where there might be a chance for rivalry;

**6.0 Music**

**6.1** Adela spoke about the rotation of the music selection. We are on this kind of five year rotating schedule. She shared that Mozart, she thought was the Jupiter, but she guess it was Symphony #9, Adela went in and started looking at the order of music that was used for past commencements. The one she sent to Ken, but suggested that we don't have to go in that order. Ken stated he was listing to both and actually Symphony #8 starts off a little bit fast, Adela mentioned that she liked it and would like it for the recessional. Yeah, it might add a little bit of a different feel. The committee agreed to go with Mozart Symphony #8. Adela stated that she is, making some significant changes to the Commencement timeline. She mentioned that she has really thought long and hard about what's has been taking place with commencement and you know we've always had a really smooth easy start in the fall then all heck breaks loose in the spring for some reason, it used to be that spring was a little bit more relaxing then fall this is no longer the case. She mentioned in her office she feels like she's on Mr. Tode's wild ride and it's just a crazy roller coaster. Talking with other people they have also said that their spring semester is also crazy. Adela asked the group are you guys feeling it too, or is it just me something has shifted. I say we front load our work, and do the bulk of it in the fall. That way in the spring, easy breezy. We don't have to worry about it a whole lot but like I've said, I've already got the program done. I'm thinking I need to start on the script; I want to get as much of it done as I can, because it'll just make our life a little better.

**7.0 Student Commencement Speaker-early section**

**7.1** Adela asked the group what they thought about having the students apply to be the student graduate speaker in the fall. Like maybe they apply in December and the committee makes the decision January. Does that make sense? Now, what that would mean, is the committee would need to meet sooner. Faculty, you don't come back, until the end of January, and you're always jetting off somewhere. That means we need to be working a little bit tight, to select somebody in the fall, but we don't know for sure if the applicant will be coming back in the spring, but we could rank the applicants. I don't know, Adela asked

the committee what you guys think. Adela just stated she just wanted to put it out there. Lisa stated that she thinks the biggest thing is she knows she isn't going to be here until when school starts. So we could maybe do the applications during spring break or in the summer. And maybe the first and second week of school, actually that probably my slow time. Ken mentioned that his plate is already pretty full for fall. My concern with having students apply at the end of the semester is that they're thinking about finals and I'm not sure where their heads are going to be or even thinking about their applications. Adela mentioned that her office has some staffing issues, and so, I really feel like I need to get a move on with this. Ken stated that he know Adela and he were talking about this, and Adela felt like we needed more time to work on this, and he like the part that we could have more time. Rob asked "Do they actually apply online?" Yeah the application is online, and then they submit them to Janee, and then I give them to you right? Actually they go to Ken and Lisa, for review and then my office schedule interview times for the applicants to do their speeches. Lisa Ken gives me their recommendation. Discussion took place on when would be a good month, date and time to distribute, collect and schedule student speaker applicants. Deadline to submit application will be Jan 16<sup>th</sup> by 4:00pm. It gives them all of Christmas break to complete the application, The 19<sup>th</sup> and 20<sup>th</sup> January is when the interviews will be schedule. So let's talk about the program. Well I have to say that; last year, it was kind of comical, because it was a tug of war of the name readers, because we were told that we needed to end on time. I really like the idea of consolidating what we did with the degrees. Next year we are not going to have an honor alumni graduate speaker.

**8.0 Location/Logistics New spaces**

**8.1** Spoke about in Item #1.

**9.0 Commencement Web Page**

**9.1** Once Janee received Spring Dates she will update on website.

**10.0 Adjournment**

**10.1** Meeting Adjourned at 4:00pm.