

## Commencement Committee – Notes

Monday, November 3, 2014

3:00 PM, Bradford Hall Conference Room

### I. Committee Members

Scott Baker	Christy Deaver	Starr Hogan	Barb Putman
Thom Brooks	Mitch Fischer	Beth Kabinoff	Debra Ray
Peter Buck	Owen Gibby	Dana Moore	Chuck Reece
Betsy Clayton	Tyler Goode	Elaine Merritt	

### II. December 2014 Graduation

- a. Date/Time: Wednesday, December 17, 5:30 PM (Rehearsal, December 16 at 3 PM)
  1. Will use recorded Processional & Recessional music
  2. Christy reported 102 walking graduates with estimated 787 guests  
An inclement weather plan will be decided at the time, if needed
- b. Food: Light Reception in lobby provided by Ceretta/Culinary; punch, cookies, crackers, cheese
- c. Speaker: Excellence in Teaching recipient
  1. Jennifer Hippensteel has accepted to speak, will not play piano
- d. Photographer: Lifetouch will not provide photography services any longer.
  1. SCC will make efforts to capture the ceremony, but students should not expect the purchasing package offered previously. We will not have a photographer as the students walk the stage.
  2. Will use our backdrop in the lobby area for students to make their own pictures before/after ceremony
- e. Program: A first draft of the program (graduate names had not been updated) was handed out. Any changes should be sent to Betsy.

### III. May 2015 Graduation

- a. Date/Time: Friday, May 8, TBD (Rehearsal, May 7 at 3 PM)
  1. **Tentatively** plan on Health Sciences at 5; Career Technologies, Arts & Sciences, & Early College at 7:30. Christy will be able to determine headcounts soon. If we need to shift around, we can.
- b. Video/Speaker:
  1. Scott will continue to work with IT on the video, capturing segments and photos
  2. Will search for 2 student speakers, one for each ceremony in the spring
- c. Parking: Will continue to work best we can.
- d. Other: Nothing else was addressed.