

Commencement 2017 Venue Discussion

Date: Monday, January 30, 2017

Attendees: Bill Eastham, Jim Friesen, Kevin Owen, Dave Wilson, Andi Fejeran Sims, Carol Nelson, Brigitte Hebert, Barbara Carillo, Uyen Mai, Sue Hothi, Julie Haslock (Instruction representing Laura Martinez), Lori Armstrong requested to be present

Not Present: Ken McAlpin, Pati Montoya

Meeting Discussion Subject: Venue Update of Citizen's Bank Arena (CBA) and General Questions

Meeting Notes:

CAP comments based on decision in Cabinet on 1/31/17

Venue

- Bill/Jim provided a copy of venue seating layout
- Set up of ADA ramps will cost extra
- Center JumboTron is difficult to see. Set up of 2 side screens will cost extra. **[NOT APPROVED]**
- There is a concert on Wednesday 6/14/17 so Bill asked Jim to call CBA to see if Friday or Saturday has opened up. **[IT HAS NOT]**
- Venue reservation is 7am – 9pm Sunday 6/18/17.
- Questioned the time of the ceremony, request was made to Carol to find out what Cabinet prefers **[SUNDAY MORNING]**
- 800 graduate seats, 400 faculty seats on floor
- Challenge that venue only has 6696 seats in arena for guests, possible 500 more guest seats on floor. Ticketing was presented as an option. **[NO TICKETING APPROVED]**
- Green Shrub around staging would also be extra
- Stage is 4ft high. Event services is checking to see if the stage can be lowered to 2ft to accommodate a smaller ramp.

Ticketing

- CBA can print the tickets for Mt. SAC and would use these to ensure occupancy limits
- CBA has metal detectors that ALL guests must go through
- Concerns for ticket distribution was consistent regarding who would distribute and how many per student?

Rehearsal

- Questioned the feasibility of having a rehearsal because of single day use and holiday. **[NO STUDENT REHEARSAL]**
- Bill stated there is no money for transportation **[CABINET WILL FUND REASONABLE BUS TRANSPORTATION]**
- Potential to be able to get a group of staff leaders there to rehearse processional. Conference and Travel would be mileage and paid for this day.

Staging

- Bill indicated Mt. SAC team would responsible for processional.
- VIP Room the Vault would be designated for Platform.

Commencement 2017 Venue Discussion

- Staging for Students and Faculty would be outside in the loading dock of the Arena. Rental of large tents would be used for staging of students and faculty.
- Suggestion to have two different tents, 1 for student, 1 for faculty
- Faculty are not required to be there but still will be asked to sign in

Program

- Bill stated no live Music will be played and that he already spoke with Music department
- Alumni Video and recognition of special students would be difficult without the purchase of the two side screens additional \$8k – \$10k. Foundation has the most to lose by not having this video of our distinguished alumni.
- Need for review of Ramps and cost
- No reception post event will be offered.

Services

- CBA would be providing concessions (no alcohol), parking staff, general ushers
- Parking will be free
- CBA has their own flower vendor, this would affect the current contract in place for Commencement Flower that is scheduled to be in place until June 30, 2017
- GradImages can still be contracted through Mt. SAC.
- No need for Mt. SAC Public Safety/Parking/Health Services. CBA handles all of this through their staff.

Distribution of Medals/Awards/Gifts

- Veterans, Honors, etc = would need to be done by individual offices or upon arrival before ceremony
- Question of when the Associated Students gift would be distributed to students?

Future dates

- Bill shared there is new management of CBA which will not allow a date conformation for Commencement 2018 until 6 months prior to the event = January 2018.
- Commencement 2019 would not be confirmed until January 2019