

Purpose: Multi-departmental group that plans and oversees (and implements commencement) the annual MCC calendar and special event and commencement.

Commencement & Special Events Workgroup		
	<u>Position</u>	<u>Name</u>
Chair	Registrar	
Co-Chair	Dean of Student Services	Ana Masterson
Recorder	Campus Dean Secretary	Jane McCormick
Meeting schedule	Monthly, 3 rd Wednesday 3 – 4 pm; more frequently as Commencement approaches, or as dictated by special events calendar	
How work communicated	Proceedings posted to web and information is shared in department meetings	Recorder
Recommendations go to	Posted; CSI or RP&P	
Revision dates	7/12/2016	

Commencement & Events Workgroup Membership	
Registrar	Dean, Student Services
Executive Assistant to the President	Dean of Instruction
Director, Marketing	Director, Allied Health Program
Campus Dean Secretary - BHC	Faculty
Campus Dean Secretary – LHC	IT or Instructional Technology Rep
Campus Dean Secretary - NKC	Dean of College Advancement
Facilities Director - BHC	Director of Customer Service & Retention

The Commencement & Events Workgroup conducts its work under the auspices of the College President and within District policies and procedures.

In specific, the Commencement & Events Workgroup serves the following purposes:

1. Sets the standard for each assigned event that's reflective of MCC's mission, values and the communities it serves.
2. Ensures communication is comprehensive about each event and reaches all parties involved - communicates individual and group responsibilities to students (Registrar's Office), employees (Dean of Student Services) and Board of Governors (via the President).

3. Provides guidance and feedback on event materials and promotion – including but not limited to event(s) program, agenda and script, program invites, advertising and materials.
4. Utilizes partnerships to maximize budget allocations as well as ensure appropriate exposure and opportunities are utilized for community awareness and involvement – including the online bookstore (commencement invites, robes, regalia, etc.) in addition to working with the foundation for fundraising or alumni outreach.
5. Investigate venue availability and requests and other suppliers as appropriate; working with the EVP, negotiates and confirms venue contracts.
6. Formulates a recommendation for budgeting college events, staffing and ceremonies (e.g., pinning ceremonies and other program-specific events).
7. Coordinate and ensure consistency of all MCC events on the College Events Calendar; and verify resolution of any conflicts with the College Academic Calendar.

Special Parameters for Commencement Committee and Resources:

1. The President has final authority on decisions, recommendations and budget allocations.
2. The committee will align its work with the objectives of the college strategic plan.

Special Parameters for the Commencement & Events Workgroup:

1. The President has final authority on decisions, recommendations and budget allocations.
2. In addition to guidance from the College Policies and Procedures, the group's recommendation shall align with the goals and objectives of the College Strategic Plan, and shall accommodate directives from the Strategic Plan management Team with those strategies.

Commencement & Events Workgroup HLC Criterion:

Criterion #1.D., Criterion 5.C.3.

(<http://hlcommission.org/Criteria-Eligibility-and-Candidacy/criteria-and-core-components.html>)