



## Commencement Task Force Charter FY21

### MISSION

To provide excellence in career and technical education for employment and advancement in an ever changing global environment.

### VISION

To be the leader of innovative career and technical education that leads to success for all students.

### VALUES

EXCELLENCE: We pursue the highest standards in academic achievement and organizational performance.

INNOVATION: We value creativity and ingenuity to remain at the forefront of technical education excellence.

INCLUSION: We value an atmosphere of respect, dignity, and acceptance

### FY21 COLLEGE WIDE GOALS

1. Increase engagement with community and industry partners.
2. Provide integrated service support, consultation, and solutions to advance the institution.
3. Advance institutional capacity and effectiveness through technology.
4. Increase retention of protected class group employees.
5. Implement a targeted plan for students to persist.
6. Redesign and implement the strategic enrollment management (SEM) plan.
7. Create opportunities to secure new funding.

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### DATE COMPLETED

June 22, 2020

### COMMITTEE NAME

Commencement

### COMMITTEE CHAIR OR CHAIRS

Sue Schmitz

### COMMITTEE CABINET SPONSOR:

Jess Lauritsen

### COMMITTEE MEMBERSHIP: (insert more rows as needed)

NAME (First and Last)	TITLE	HOME CAMPUS
Sue Schmitz	Director of Student Life and Career Development	BPC/EPC
Jese Ledbetter	Student Life and Career Coordinator	EPC
Dawn Paterson	Enrollment Services Assistant	BPC

Deborah Schierbeck	Faculty/Child development	BPC
Diane Hallberg	Faculty/General Education	BPC
Toua Thao	Director Advising and Testing	BPC
Lisa Kaiva	Media Relations	BPC
Stephen Harper	Career Experience Coordinator	BPC/EPC

**COMMITTEE BACKGROUND** (when was the committee established and any other helpful committee history)

The commencement committee was established in FY13 and moved to a task force in FY20

**COMMITTEE PURPOSE** (describe the purpose of forming the committee and the expected outcomes. What are the expectations, services and outcomes that the committee will provide)

The Commencement Committee assists with the planning and implementation of the annual Commencement ceremony. The goal to make commencement a memorable and celebratory event for students and their families.

**KEY ASSUMPTIONS** (events or circumstances that are expected to occur during the committee life cycle)

- *We assume* that commencement is a college-wide event that is supported by all.
- *We assume* the event will take place on a faculty assigned duty day.
- *We assume* commencement will have continued Cabinet support.
- *We assume* all members of this committee will actively participate.

**STAKEHOLDERS:**

Stakeholder Group	Reporting Date for Updates
Cabinet	Monthly beginning in January
President's Advisory Council	Monthly as needed beginning in January
Faculty	Monthly as needed beginning in January
Staff	Monthly as needed beginning in January
Students	Monthly as needed beginning in November

**DELIVERABLES:**

- Timely and accurate communication to all stakeholders.
- Fiscal responsibility
- Cultural responsive event
- Efficient and celebratory event for students and families

**MEETING FREQUENCY/MEETING LENGTH** (meeting norms and expectations include when, where and how often to meet, what is expected of members with regard to attendance and preparation and the

duration of the meeting (i.e. one hour, two hours, etc.)

<b>Date</b>	<b>Time</b>	<b>Location</b>
Thursday August 20, 2020	TBD	TBD
Monday November 23, 2020	TBD	TBD
Thursday January 7, 2021	1-2:30	ITV F107 and Zoom
Tuesday March 9, 2021	TBD	TBD
Thursday April 1, 2021	TBD	TBD
Thursday April 22, 2020	2:30-4:30 p.m.	Venue Visit
Thursday, May 6, 2021	1-2:30 p.m.	ITV F107 and Zoom
Thursday May 13, 2020	1-2:30 p.m.	ITV F107 and Zoom