



Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

Academic Excellence Committee
Chair, David Betancourt, dbetancourt@cerritos.edu
February 21, 2017
11:00 a.m., CTX Conference Room

- ___ Abbruzzese, Mark
- ___ Betancourt, David
- ___ Carroll, Dani
- ___ Cheatham, Teresa
- ___ Gersitz, Lorraine
- ___ Graf, Marvelina
- ___ Johnson, Debra
- ___ Murguia, Stephanie
- ___ Samarin, Rachel
- ___ Sanderson, Janet
- ___ Shimazu, Cheryl
- ___ Smith, Felicia
- ___ Tolson, Miriam
- ___ Vasquez, Graciela
- X = Present

AGENDA

1. AEC Activity Timeline

Tuesday, January 31, student nominations and narrative revisions
 Tuesday, March 7, 2017: AEA student photo session
 Tuesday, March 21, 11am, CTX Conference Room
 Thursday, March 30, 7:00 p.m., 2017 – Academic Excellence Awards
 Program in Burnight Theatre

2. Update of Key Components of AEA Ceremony

Set-up: new model postponed
 Faculty to read narrative?
 Green room photo moved to admin quad as informal selfie?
 Keynote Speaker Confirmed: Paula Pereira
 Continued email notifications to faculty: Betancourt/Johnson
 Invitations to Administrators and College Board Done: Betancourt
 Invitations to Foundation Board: Samarin
 Food for AEA Ceremony: Culinary Arts to be contacted by Dani
 Table clothes for ceremony and photo reception: Rachel
 Flowers for AEA Ceremony: AJ (ASCC) contacted by Felicia
 Plaques: Betancourt coordinate with company
 Program and Certificates (scholarships): Rachel Samarin
 AEA Photo/quotes reception booked: Tolson
 Theater and quad booked for March 30th: Miriam Tolson
 Organize food for photo/quotes reception: Debra Schmidt, Cheryl Shimazu, Teresa Cheatham
 Student Narratives transferred to word document: Lorraine Gersitz

3. Committee Calendar

Tuesday, February 21, 11am, CTX Conference Room
 Tuesday, March 7, 11am, Student Center Stage (photo reception and meeting)
 Tuesday, March 21, 11am, CTX Conference Room
 Thursday, March 30, 7pm, Burnight Theater Academic Excellence Awards Ceremony
 Tuesday, April 18, 11am, CTX Conference Room



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4. Sign-Up

Tuesday, March 7, 2017 - AEA student photo session in Student Center 10:30am – 1:00pm Set-up & Host: ALL COMMITTEE MEMBERS ATTEND!

3:30 Set-up ,Thursday, March 30, 2017 - AEA Ceremony in Burnight Theater:

Stage: ___ student bios ___ signs ___ flowers ___ banners ___ plaques ___ water

Check-in tables (3): ___ AEA winners ___ faculty escorts ___ scholarship winners

Boardroom: ___ table clothes ___ containers for left overs ___ food

Administrative Quad: ___ table clothes on all tables ___ backdrop for photos

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6:00pm Check-in (6pm call), Thursday, March 30, 2017 - AEA Ceremony in Burnight Theater:

Tables: ___ AEA winners(2) ___ faculty escorts ___ scholarship winners

Foyer: ___ programs (2) ___ give directions (north/south)2

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7:00pm Ceremony , Thursday, March 30, 2017 - AEA Ceremony in Burnight Theater:

Line Leaders : ___ North ___ South Escort Stand Ins: ___

Backstage crew: ___ direct from greenroom back to ceremony ___ direct from foyer to seats

Group Picture: ___ organize group photo on stage ___ Move flowers to reception

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____