



Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

Academic Affairs Committee

Chair, David Betancourt, dbetancourt@cerritos.edu

March 10th, 2015; 11:00 a.m., Student Center South Stage

AGENDA

1. AEA April 2th 2015 Logistics:

3:30pm Set-up: David Betancourt, Rachel Samarin, Sally Havice, _____
Mark Abbruzzese, Graciela Vasquez, Marvelina Barcelo _____, _____

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

Greenroom: ___ backdrop for photos

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 (provided by Janet Sanderson)

6:00pm Check-in : David Betancourt, Mary Hunt, Rachel Samarin, Sally Havice, Felicia Smith,
Graciela Vasquez, _____, _____, _____, _____, _____

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

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

7:00pm Ceremony : David Betancourt, Mary Hunt, Graciela Vasquez, _____, _____
Felicia Smith, Sally Havice, Rachel Samarin, _____, _____, _____

Line Leaders : ___ North ___ South

Backstage crew: ___ lead to photo ___ ___ lead from photo back to ceremony

Escort Stand Ins: ___ ___ Foyer direction back to seats ___

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

Everyone please help to clean-up Theatre stage, green room, foyer, boardroom, and quad!

2. Committee Calendar

Thursday, April 2, 7:00 p.m. , Burnight
Tuesday, April 21, 11:00 a.m., CTX

AEA Ceremony
Committee Meeting