



Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

Academic Excellence Committee
Chair, David Betancourt, dbetancourt@cerritos.edu
March 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

Thursday, March 30, 7:00 p.m., 2017 – Academic Excellence Awards Program in Burnight Theatre

2. Update of Key Components of AEA Ceremony

Walk the venue

Faculty to read narratives, new format vetted and approved

Green room photo will be 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: Set in order and confirm spelling

Program and Certificates (scholarships): Rachel Samarin

AEA Photo/quotes reception booked: Tolson (contact Sarah about taking group pic, but not green room photos)

Theater and quad booked for March 30th: Miriam Tolson

Student Narratives transferred to word document: Lorraine Gersitz

Student sign in Sheet: Betancourt

Escort sign in sheet: Beancourt

Student/Escort line-up order: Betancourt

3. Committee Calendar

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

10:30am Set-up: David (tablecloths, surveys, platters), Cheryl, Debbie (food from Costco)

11:00am Event: David, Cheryl, Debbie, Rachel, Teresa, Dani Felicia, Marvelina

12:20am Clean up: David, Teresa, Dani, Marvelina, Rachel

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

David +1, Felicia +1, Miriam, Graciela +2, Lorraine, Rachel +1

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

David, Felicia, Rachel, Debbie, Dani, Teresa & Zoey, Graciela, Stephanie,

Miriam

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

David, Felicia, Rachel, Stephanie, Miriam, Teresa & Zoey & Brian