



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

AGENDA OUTCOMES

1. AEC Activity Timeline

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 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: Betancourt coordinate with company
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
Organize food for photo/quotes reception: Debra Schmidt, Cheryl Shimazu, Teresa Cheatham
Student Narratives transferred to word document: Lorraine Gersitz

3. Committee Calendar

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

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



Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

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