

**From:** [Keith Saulsberry](#)  
**To:** [George Norton](#)  
**Cc:** [Jamie Holland](#)  
**Subject:** RE: Graduation Ceremony Details  
**Date:** Wednesday, July 17, 2024 9:30:00 AM  
**Attachments:** [image008.png](#)  
[image003.png](#)  
[image004.png](#)

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After meeting with the Civic Center and Southeast Health, we firmed up the following:

**May 8, 2025 (DCC)**

12:30 pm	Pinning practice	WCC
3:00 pm	Pinning Ceremony	WCC Out by 5:00 pm
6:00 pm	Military Commission/Scholarship	ACOM

**May 9, 2024 (DCC)**

10:00 am	Graduation Ceremony	WCC Out by 12:00 pm
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After 12:00 pm	ACOM Graduation	ACOM
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**May 12, 2024 (ECC)**

2:00 pm	Sparks Graduation	WCC
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**Waiting on call back to reserve the building.**

**Extras (Dothan Civic Center)**

- Rental fee will be split for May 8 and 9.
- All other fees (security, police, technology, etc) will be billed by the hour for each institution for their time in the building
- We will use ACOM's flowers with additional rental ferns. The flowers will be in place on the morning of May 8. They will be refreshed prior to graduation on May 9.

**Keith B. Saulsberry**

Director of Enrollment Services/Registrar  
Wallace Community College  
Phone 334.556.2470  
Fax 334.983.6066



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**From:** Keith Saulsberry  
**Sent:** Monday, July 1, 2024 4:25 PM  
**To:** George Norton <[gnorton@wallace.edu](mailto:gnorton@wallace.edu)>  
**Subject:** RE: Graduation Ceremony Details

Apparently it was double booked by the Civic Center. Based upon the way things have transpired, I think we had it booked first. At least the rental cost would be split. We would be responsible for the other normal incidentals during our time only (see attached). ACOM would provide the floral arrangements. We would more than likely use some ferns to fill in.

**Keith B. Saulsberry**

Director of Enrollment Services/Registrar  
Wallace Community College  
Phone 334.556.2470  
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**From:** George Norton <[gnorton@wallace.edu](mailto:gnorton@wallace.edu)>  
**Sent:** Monday, July 1, 2024 3:20 PM  
**To:** Keith Saulsberry <[ksaulsberry@wallace.edu](mailto:ksaulsberry@wallace.edu)>  
**Subject:** RE: Graduation Ceremony Details

Aside from the number of tickets each Wallace Campus grad would have, I think she will want to know how this came about and if we are getting any break on the price since we are sharing. Also, even though I signed the approval, I cannot recall how much we are paying.

Sorry for the multiple emails. My brain is working in spits and sputters!

gn

## **George E. Norton, Ed.D.**

Dean of Student Affairs

Wallace Community College

1141 Wallace Drive, Dothan, AL 36303

O: 334-556-2444

[gnorton@wallace.edu](mailto:gnorton@wallace.edu)

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**From:** Keith Saulsberry <[ksaulsberry@wallace.edu](mailto:ksaulsberry@wallace.edu)>

**Sent:** Monday, July 1, 2024 3:12 PM

**To:** George Norton <[gnorton@wallace.edu](mailto:gnorton@wallace.edu)>

**Cc:** Jamie Holland <[jholland@wallace.edu](mailto:jholland@wallace.edu)>

**Subject:** RE: Graduation Ceremony Details

Three things:

1. Sparks Campus graduation Monday, May 12, 2025
  - a. 2:00 pm Eufaula Community Center
2. Wallace Campus Graduation Friday, May 9, 2025
  - a. 10:00 am Dothan Civic Center
3. Pinning Ceremony Thursday, May 8, 2025
  - a. 3:00 pm Dothan Civic Center

ACOM is in need to share May 8<sup>th</sup> and 9<sup>th</sup> dates with us. ACOM would come in after the pinning ceremony on the 8<sup>th</sup> (around 6pm) to perform an awards and commissioning ceremony. On the 9<sup>th</sup> they would come in after 12 noon for a 3:00 pm graduation ceremony. ACOM will provide floral arrangements for the two days. We may add some additional ferns. Clay at the Civic Center is working on splitting the rental costs between us and ACOM. If I need to explain further, just let me know.

## **Keith B. Saulsberry**

Director of Enrollment Services/Registrar

Wallace Community College

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**From:** George Norton <[gnorton@wallace.edu](mailto:gnorton@wallace.edu)>  
**Sent:** Wednesday, June 26, 2024 7:44 AM  
**To:** Keith Saulsberry <[ksaulsberry@wallace.edu](mailto:ksaulsberry@wallace.edu)>  
**Subject:** Graduation Ceremony Details

Hi Keith,

I remember from Monday's Director's Council that you were seeking some additional details so I can have a chat with Dr. Young about the logistics of the next ceremony. Looking forward to crossing that one off the list.

Thanks,

gn

**George E. Norton, Ed.D.**

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