

## University Commencement Committee Meeting Minutes

December 7, 2022

12:00PM

Zoom

**Attending:** Diane Zahm (chair), Janice Austin, Jennifer Cleveland, Jodie Brinkmann, Margaret Deck, Jennifer Thomas, Monica Kimbrell, Amie Pendleton, Anthony Watson, Melissa Wright, Pascha Gerni, Marlena Lester.

**Invited Guests:** Kenneth Wong, Cathy Barker, Tom Gallemore, Mike Mulhare, Rebecca Jones, Keith Thompson, Eryn Peters, Pamela Vickers, Zach Roland, Laura Wedin, Ciji Good, Kylie Thomas, Deanna Harman

Diane Zahm called the meeting to order at 12:04 p.m.

### **Fall Commencement Logistics Timeline:**

The timeline of commencement set-up and arrival times were reviewed. Mike Mulhare requested to meet with the marshals for about 5 minutes upon their arrival.

The ADA staff requested to meet marshals and ushers at gate 16.

The rehearsal will be Thursday at 4:00 p.m. All those working the event are invited to attend.

The D.C. area graduate School graduates will arrive at 11:30 a.m. on bus for the Graduate School ceremony.

### **DC Spring Commencement:**

Kenneth Wong shared information about DC Area Commencement to the committee. This ceremony has primarily been graduates students. The area now has undergraduate students. Kenneth brought forth an idea of add undergraduate students to their ceremony. He was seeking feedback from Committee. The BIT-Cyber program is offered only through DC area and would be the only undergraduate degree program added to the ceremony. While a limited population of students, this will be a growing number of students.

The committee had no objections. Kenneth Wong was asked to create a resolution to bring forth at the next meeting.

Issues to be discussed later include budget, staffing, and venue options. Currently George Mason is used for the ceremony, however, may outgrow the space with the addition of undergraduate students.

Richmond does not have a ceremony for the same reason limited capacity venue spaces. Kenneth Wong will work on the logistics needs.

With no further business the meeting was concluded at 12:35 p.m.