MINUTES

Commencement Committee Meeting
Wednesday, December 3, 2025
Noon – 1 p.m.
Zoom

Present – Diane Zahm (presiding), Anthony Watson, Dixie Dalton, Janice Austin, Jeanette Biczel, Jennifer Cleveland, Keith Thompson, Pascha Gerni, Rebecca Weaver-Hightower, Nahum Arav, Kim O'Rourke, Jenn Thomas, Michael Stowe, Stewart Scales

Absent with Notice: Vito Scarola, Monecia Taylor

Absent: Manuka Bhatiani, Monica Kimbrell, Justin Lemkul, Kayla Moten, Amy Rasor, James Weger

Guests: John Torget, Jennifer Skaggs, Erin Hand, Annie McCallum, Brittany Schulz, Clayton Oliver, Eryn Giegel, Ginny Wagg, Joe Cooley, John Jackson, Joy Manning, Milford Palmer, Rebecca Jones

Diane Zahm called the meeting to order at 12:02 p.m. A quorum was present.

1. **Announcement of approval and posting of minutes of 11/5/25**

   Diane Zahm noted that the minutes from the Committee's previous meeting on 11/5/25 were approved electronically and can be publicly accessed on the Governance Website: governance.vt.edu

2. **Fall Commencement Timeline**

   Members were informed the timeline had been finalized, if they had changes occur they were to reach out to Erin Hand to make necessary updates.

3. **Volunteer Reminders**

   Diane Zahm stated that a reminder went out on Monday and no further reminders would be necessary because the volunteer list is in good shape.

4. **Special Events/Implementation Team Update(s)**

   Erin Hand let everyone know that instructions and parking passes will be sent via email to volunteers, stage and procession party members from Special Events no later than Wednesday, December 10. Erin will work with Chris Bolling in Emergency Management regarding the best timing and location for volunteers to meet with a representative of Emergency Management on the day of the ceremonies.

5. **Further Business**

   It was discussed that this would be the final Commencement Committee meeting for fall of 2025. Committee meetings will resume for spring commencement in February then continue in April and May – pausing in the month of March due to Spring Break.

   Janice Austin asked about the possibility of making a change down the road in the timing of the Graduate School ceremonies since in the spring their ceremony is at 3 and fall is at 2:30. She would like for the Committee to consider making a change to have both ceremonies fall at the

same time of day. Diane Zahm said that fall is typically easier to change than spring because the spring ceremonies are so packed with individual ceremonies for each college (sometimes multiple for the same college). She stated it wasn't something that should be a major problem but there would be many factors that would need to be considered before that could be done.

6. Adjournment

There being no further business, the meeting as adjourned at 12:09 p.m.