

## Los Angeles Southwest College



### Committee Operating Agreement

<b>Committee Name:</b>	Commencement Committee
<b>Academic Year:</b>	2020-2021
<b>Chair/Co-chairs:</b>	Dr. Howard Irvin / Dr. Ralph Davis
<b>Committee reports to:</b>	College President
<b>Date:</b>	January 21, 2021
<b>Prepared by:</b>	Dr. Howard Irvin

#### Committee Charge

The Commencement Committee is charged with the following:

- 1-Planning, organizing, and executing Los Angeles Southwest College's annual commencement ceremony in June.
- 2-Assembling a platform committee for the commencement ceremony.
- 3-Soliciting faculty name readers and faculty marshals from the Academic Senate.

#### Committee Communications

Communication about meetings and updates about the Commencement Committee are through email. Committee documents, including meeting agendas and minutes are stored on SharePoint. Meeting agendas and notices of meetings are emailed to committee members at least twenty-four hours in advance.

#### Decision Making

Decisions are made by a simple majority of members present.

#### Meetings

The Committee Chair(s) is responsible for facilitating and scheduling meetings. Meetings occur every first and third Wednesday of the month from 12-1:00pm during fall and spring semesters. Committee members are expected to attend every meeting unless there is a conflicting obligation.

#### Annual Objective

To celebrate student success and to ensure a memorable and meaningful experience for graduating students and their families.

## LASC Commencement Committee Membership

1. Blanca Barajas – Director, CalWORKS Program
2. Johnel Barron – Student Recruitment Coordinator
3. Muniece Bruton – Financial Aid Manager
4. Rahmani Byley – Administrative Assistant, Student Services Division
5. Kimberly Carpenter – Registrar
6. Sidney Cosby – TRiO Educational Talent Search Manager
7. Ralph Davis, Ed.D. – Dean, Student Services
8. Ben Demers - Public Information Officer
9. Lauren Evans - Academic Senate faculty appointee
10. Tangelia Alfred-Gentles, Ed.D. - Dean, Natural Science, Health, Kinesiology, Mathematics, Nursing and Curriculum
11. Howard Irvin, Ph.D. - Vice President, Student Services
12. Jeanette Magee – Dean, Special Programs & Services
13. Preston Mortley – Director of College Facilities
14. Laura Perez – Dean, Non-Credit
15. Courtney Pierce – Operations Manager
16. Jennifer Shetland – College and Event Venue Coordinator
17. Chauncine Stewart – Executive Assistant; Office of the President
18. Ronald Tatum – College Store Supervisor
19. Yvette Tucker – Counselor/Umoja Program
20. Katrin Wilson, Ed.D. - Counselor/Articulation Officer

(Volunteers are highly encouraged to participate in this celebration of student achievement and success)

# Reviewed and Approved By:

EMPLOYEE NAME	SIGNATURE	DATE
Dr. Howard Irvin, Committee Chair	Howard Irvin	Digitally signed by Howard Irvin Date: 2021.02.19 06:27:46 -08'00'
Dr. Ralph Davis, Committee Co-Chair	Ralph Davis	Digitally signed by Ralph Davis Date: 2021.02.19 13:00:05 -05'00'
Ms. Blanca Barajas, Committee Member	Blanca Barajas	
Mr. Johnel Barron, Committee Member	Johnel Barron	Digitally signed by Johnel Barron Date: 2021.02.23 12:29:29 -08'00'
Ms. Muniece Bruton, Committee Member	Muniece R. Bruton	Digitally signed by Muniece R. Bruton Date: 2021.02.23 14:48:00 -08'00'
Ms. Rahmani Byley, Committee Member	Rahmani Byley	Digitally signed by Rahmani Byley Date: 2021.02.19 09:38:19 -08'00'
Ms. Kimberly Carpenter, Committee Member	Kimberly C. Carpenter	Digitally signed by Kimberly C. Carpenter Date: 2021.02.25 09:00:00 -08'00'
Mr. Sidney Cosby, Committee Member	Sidney Cosby	
Mr. Ben Demers, Committee Member	Benjamin Demers	Digitally signed by Benjamin Demers Date: 2021.02.25 10:37:33 -08'00'
Ms. Lauren Evans, Committee Member	Lauren Evans	
Dr. Tangelia Alfred-Gentles, Committee Member	Dr. Tangelia Alfred	
Ms. Jeanette Magee, Committee Member	Jeanette Magee	
Mr. Preston Mortley, Committee Member	Preston Mortley	
Ms. Laura Perez, Committee Member	Laura Perez	
Mr. Courtney Pierce, Committee Member	Courtney Pierce	
Ms. Jennifer Shetland, Committee Member	Jennifer Shetland	
Ms. Chauncine Stewart, Committee Member	Chauncine Stewart	
Mr. Ronald Tatum, Committee Member	Ronald Tatum	
Ms. Yvette Tucker, Committee Member	Yvette Tucker	
Dr. Katrin Wilson, Committee Member	Katrin Wilson	