

The Committee on Ceremonial Occasions
A Standing Committee of the Faculty Senate
Queensborough Community College
The City University of New York

2011-2012 Annual Report

June 21 2012

1. Committee on Ceremonial Occasions-Meetings and Membership:

The Committee on Ceremonial Occasions held two meetings during the 2011-2012 academic year: Sept. 21, 2011 and on March 8, 2012. In addition, the committee members had informal meetings and conversations with its members and college administration, as well as the chairperson meeting with other campus groups on campus in preparation of graduation.

The 2011-2012 Committee was composed of the following members:

Glenn Burdi-Chairperson	Business Department
Michael Cesarano-Secretary	Speech Department
Helmut Loeffler Co-Chairperson	History Department
Kimberly Ambruso	Steering Committee Designee

The Student Government Association representative was Oluwadamist Atanda and the COC Liaison was Joanne Chang.

The Administration was represented by Ms. Millie Conte, who is the Executive Assistant to the President, and Ellen F. Hartigan, who is the Vice President of Student Affairs and is the Presidential Designee to the Committee.

2. Committee on Ceremonial Occasions- 2011-2012 Responsibilities:

The Committee on Ceremonial Occasions consists of three faculty members and one student.

The basic role for the Committee members is three-fold. First, they are to act as observers during the Commencement Exercises. Areas of observation include various staging areas and

under the tent. The members are to observe the ceremony and make note of any issues that may need to be changed for the following year.

Second, the Committee members are to be available as support staff should any potential issues arise on the day of graduation.

Third, an annual report is drafted after the graduation ceremony and posted on the college website for review detailing the graduation day which will include any suggestions for improvement for the following year.

In order to fulfill the obligations of the Committee, members are assigned various locations at different times before, during and after the ceremony. They are to record their observations, discuss their findings with other Committee members, draft the annual report listing potential areas of improvements and provide detail to any supporting roles they served during the course of the ceremony.

3. Committee on Ceremonial Occasions- 2011-2012 Activities Summary:

The first meeting was held on September 21, 2011. The meeting was held with the 2010-11 members and the 2011-12 members. All members from the prior year were the “new” members for the 2011-12 year with the exception of one member. The previous members introduced themselves and discussed the role of the Committee. Since serving in the prior year, all members were familiar with the responsibilities of the Committee. The Committee discussed the 2010-2011 Annual Report. Items for improvement were discussed in preparation for the 2012 graduation. In addition, officers were elected for the new academic year.

Also, the suggestion of having wide-screen televisions displayed on campus the day of graduation was discussed. The location would be air conditioned and accessible to any disabled individual: possible location: QCC testing center. The appropriate individuals would be contacted to determine how viable this suggestion would be and possibly outsourcing the job to a third party.

The Committee agreed to review the sound-speakers (volume) and have better communication between the individuals on the floor and at other locations on the campus graduation day.

The second meeting was held on March 8, 2012. The meeting discussed the items raised at the September 21, 2011 meeting.

After discussing the set up of TV screens on graduation day, it was decided to “scrap” the idea due to the expense and the electrical issues needed to serve the cameras and screens. In addition the communication system would be improved. It was also decided that at the suggestion of the student representative, festive music would be played at the end of the ceremony.

The Grand Marshall was announced: Dr. Jonas Falik. We also discussed a change in the processional order. At the next meeting public safety as well as B&G representatives would be present to discuss in detail the entire ceremony.

The final meeting was held on May 25, 2012. This meeting was attended by all responsible parties to graduation. Administration, Public Safety, B&G and Committee Chairperson. All items of importance were discussed in detail. We all agreed to meet the day before graduation, May 31, 2012, to do a walk-through.

4. Committee on Ceremonial Occasions-Summary of observations and recommendations of Commencement Exercise-2012:

A PERFECT DAY!! The weather was outstanding and the ceremony was a huge success!

Observations:

- The procession moved quicker due to the fact that the A.A.S. and Certificate recipients walked behind the stage and entered on the opposite side of the tent. This went smoothly, and alleviated much of the congestion. Similar to last year.
- The graduates facing the “left of the stage” need to take a different route when approaching the stage to receive diplomas to avoid the “bottleneck” with the students coming back from receiving their diplomas. **Discuss at next years’ meeting.**
- The security was sufficient, but there needs to be more individuals under the tent helping to seat the students as well as guiding the students to the podium to receive their diplomas.
- There were too many speeches. The audience lost interest and became “noisy”.
- The reading of the graduate names need to be “tweaked”. Discuss this issue at the next year meeting.
- Eliminate the RSVP step in the process. Assume the cap and gown order form tally is close to the number of students marching in the ceremony.
- The breakfast at all locations were sufficient and appreciated by all.

5. Committee on Ceremonial Occasions-2012-2013:

Michael Cesarano- Speech

Helmut Loeffler -History

Kimberly Ambruso – Nursing

Vickie Kasomenakis – Business (Steering Committee Designee)

Student Rep. not yet assigned.

Respectfully Submitted,

Glenn Burdi, Chair

Michael Cesarano, Secretary

Helmut Loeffler, Co-Chair