

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

2012-2013 Annual Report

June 25 2013

1. Committee on Ceremonial Occasions-Meetings and Membership:

The Committee on Ceremonial Occasions held two meetings during the 2012-2013 academic year: on Nov. 14, 2012 and on Feb. 27 2013. 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 2012-2013 Committee was composed of the following members:

Helmut Loeffler-Chairperson	History Department
Kimberly Ambruso-Secretary	Nursing Department
Michael Cesarano-Co-Chairperson	Speech Department
Vickie Kasomenakis	Business (Steering Committee Designee)

The Administration was represented by 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- 2012-2013 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- 2012-2013 Activities Summary:

The first meeting was held on November 14, 2012. The meeting was attended by the 2011-12 members and the 2012-13 members. All members from the prior year were the “new” members for the 2011-12 year with the exception of Glenn Burdi who resigned as chairperson. 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 2011-2012 Annual Report. Items for improvement were discussed in preparation for the 2013 graduation. In addition, officers were elected for the new academic year, with Kimberly Ambruso elected as secretary, Michael Cesarano as co-chair and Helmut Loeffler as chairperson of the committee.

The second meeting was held on February 27 2013.

The use of a new sound system at the 2013 commencement was welcomed by all. In addition it was suggested that the music shall be kept after the official commencement ceremony ended when students with their families mingle with faculty and administration.

The incorporation into the commencement ceremony of the inauguration of Dr. Diane Bova Call as the new president was discussed. The possibility of mayoral candidates appearing at the commencement was pointed out with the likely consequence of speeches going on for too long, a matter that was a problem at the 2012 commencement, as several members of the committee pointed out. It was announced that the luncheon on the great lawn in front of the Oakland building would be open to all faculty and administration in attendance of the commencement ceremony.

The committee discussed giving flowers to the president of the borough of Queens, Helen M. Marshall.

4. Committee on Ceremonial Occasions-Summary of observations and recommendations of Commencement Exercise-2013:

The weather was outstanding and the ceremony including the inauguration of the new president, Dr. Diane B. Call, was a huge success.

Observations:

Due to the heat faculty during the procession of the students moved to get shelter from the sun and had to be encouraged to stay in place.

Numerous emails were sent by administration informing faculty and staff as to the graduation and the official inauguration of Dr. Call.

The breakfast at all locations was sufficient and appreciated by all.

In general the organization of the event was yet again impressive.

5. Committee on Ceremonial Occasions 2012-2013:

Michael Cesarano - Speech

Helmut Loeffler - History

Kimberly Ambruso – Nursing

Vickie Kasomenakis – Business (Steering Committee Designee)

Respectfully Submitted,

Helmut Loeffler, Chair
Kimberley Ambruso, Secretary

Michael Cesarano, Co-chair