

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

2010-2011 Annual Report

June 15, 2011

1. Committee on Ceremonial Occasions-Meetings and Membership:

The Committee on Ceremonial Occasions held four meetings during the 2010-2011 academic year (10/6/10; 11/5/10; 3/18/11; 5/27/11). In addition, the committee members had informal conversations with its' members and college administration.

The 2010-2011 Committee was composed of the following members:

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|----------------------------|---|
| Glenn Burdi-Chairperson | Business Department |
| Michael Cesarano-Secretary | Speech Department |
| Helmut Loeffler | History Department |
| Howard Sporn | Math Department-Steering Committee Designee |

The Student Government Association representative was N. Zorrilla and the COC Liaison was Prof. P. Pace.

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- 2010-2011 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- 2010-2011 Activities Summary:

The first meeting was held on October 6, 2010. The meeting was held with the 2009-10 members and the 2010-11 members. The previous members introduced themselves and discussed the role of the Committee. This was very informative for the new members.

The second meeting was held on November 5, 2010. The meeting discussed the 2009-2010 annual report and discussed the observations and suggestions. Previous and new members attended as well as representatives from administration. At this meeting, it was decided that Glenn Burdi would serve as committee chairperson and Michael Cesarano would serve as secretary.

At this meeting it was suggested that the refreshments held at the end of the graduation would be discontinued due to the cake and cookies “melting”. Also, student guides would be located throughout the campus directing family and friends and answering any questions.

The third meeting was held on March 18, 2011. Ms. Conte and VP Hartigan detailed all the procedures for graduation. A copy of “Your Guide to Commencement 2011” was distributed. They ‘walked” everyone through the graduation website-which is an excellent resource for faculty and student information on ordering caps and gowns.

The Grand Marshall was announced. 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 May 27, 2011. This meeting was attended by all responsible parties to graduation. Administration, Public Safety, B&G and Committee members. All items of importance were discussed in detail. We all agreed to meet the day before graduation, June 2, to do a walk-through.

4. Committee on Ceremonial Occasions-Summary of observations and recommendations of Commencement Exercise-2011:

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

Observations:

- The procession moved quicker than other years 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. However, due to the fact there were more A.A., A.S. and Faculty and HEOs, the A.A.S. and Certificate recipients were seated while waiting for the other degree programs to enter. This will be discussed at next years' meeting.
- The Committee will discuss next year about setting up a TV screen in the Humanities building theater. This will allow guests to stay in the theater (out of the heat and rain?) and alleviate some of the crowds under the tent.
- The security was sufficient, but a few observed that a few more officers may help in controlling the guests during picture taking.
- The Committee will discuss issues with the photographer. In order to keep the degree recipients moving at a steady pace.....and avoid a "bottle neck"students cannot stop and pose for pictures at the photographer's request while receiving their degrees.
- Numerous e-mails were sent by administration informing faculty and staff as to graduation and inviting all to the luncheon. Informative and well done.
- The breakfast at all locations were sufficient and appreciated by all.

5. Committee on Ceremonial Occasions-2011-2012:

Glenn Burdi- Business Department

Michael Cesarano- Speech Department

Helmut Loeffler -History Department

Alternate- Kimberly Jeffries

Respectfully Submitted,

Glenn Burdi, Chair

Michael Cesarano, Secretary

Helmut Loeffler

Howard Sporn