March 22, 2016 Agenda
Special Meeting
FAC Conference Committee for the April 8, 2016
Conference on Student Success and Shared Governance

Housatonic Community College, Lafayette Hall, Room A207
12:00 PM – 3:00 PM

Bob Brown and Greg DeSantis, co-chairs

2. Coffee, water/drinks, breakfast, lunch, decoration – Lindsey Norton, Roberta Prior
   a. Timeline of available food and drinks
3. Online conference registration update – Roberta Prior
   a. Blast email reminder?
4. Breakout session assignments for conference committee members and other volunteers to oversee (see map at end of agenda) – Greg DeSantis, Ryan Farrington
   a. Will iPads be self-standing so someone can press record and leave if necessary?
      i. Do we want to find student or other staffing to assist with this?
   b. Room assignments for each breakout room to assist presenters at the start of each session. Do we want to count how many attendees go to each room?
      i. Beacon Hall Events Center 214 – Ryan Farrington
      ii. Beacon Hall 131
      iii. Beacon Hall 125
      iv. Beacon Hall 273 – Barbara Richards
      v. Beacon Hall 271 – T.J. Barber
      vi. Beacon Hall 269
      vii. Beacon Hall 133
      viii. Beacon Hall 134
5. How to communicate during the conference
6. Press release update – Stephen Adair, Barbara Richards
7. Update on invitations to specific groups
   a. Regents – Stephen Adair, Barbara Richards
   b. Bridgeport region administrators and CCC Presidents – Greg DeSantis
   c. Legislators – Stephen Adair, Barbara Richards
   d. Chairs of the 12 CSCU system councils for dissemination to the councils – Lindsey Norton
   e. CSU Presidents – Stephen Adair
   f. Student Advisory Committee – T.J. Barber
   g. System office administration and staff – Barbara Richards
   h. UConn administrators – Barbara Richards
   a. Program “thank-you” update – Roberta Prior
9. Day of event signage printing and placement update – Roberta Prior, Ada Carbone
10. Day of event sign-in details and update – Sandy Vitale, Roberta Prior, Ada Carbone, Linda Larkin
    a. Building opens at 7:00, sign-in and breakfast begins at 8:00. Beacon Hall 287 (conference room with big table near the Events Center) is available for use all day for set-up and storage.
    b. Nametag/lanyard update – Ada Carbone, Roberta Prior
    c. Evaluation update – Roberta Prior
11. Update on announcement of a 2017 Shared Governance Award – Stephen Adair, Barbara Richards
12. Other Business
13. Next Committee Meeting
   a. Post-conference TBD