

**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

1. Closing Session: A New Day – Ideas for a Collaborative Future in the CSCU – Barbara Richards, Stephen Adair
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
8. Conference program/folder update – Roberta Prior, Ada Carbone, Bob Brown, Stephen Adair
  - 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