March 22, 2016 Minutes

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

Present: Bob Brown, Greg DeSantis, Rebecca Rodriguez, Sandra Vitale, Lindsey Norton, Linda Larkin, Ada Carbone, Barbara Richards, Roberta Prior

1. Meeting was called to order at 12:15

2. Closing Session: A New Day – Ideas for a Collaborative Future in the CSCU – Barbara Richards, Stephen Adair
   a. Tabled

3. Coffee, water/drinks, breakfast, lunch, decoration – Lindsey Norton, Roberta Prior
   a. Timeline of available food and drinks
   b. Lindsey provided further information about the food/drink contract
   c. Food/drink during the closing session was discussed; Lindsey will explore further

4. Online conference registration update – Roberta Prior
   a. Blast email reminder will be sent next week; Roberta will draft an attachment for that email

5. 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
         1. Yes, student staffing will be explored; Greg will contact supervisors

6. How to communicate during the conference
   a. Roberta has an app for that and it will be used to communicate during the conference

7. Press release update – Stephen Adair, Barbara Richards
   a. Bob will check on the status of the press release

8. Update on invitations to specific groups
   a. Regents – Stephen Adair, Barbara Richards
      i. Greg will check with Stephen
   b. Bridgeport region administrators and CCC Presidents – Greg DeSantis
      i. Dr. Broadie has invited these individuals
   c. Legislators – Stephen Adair, Barbara Richards
      i. Barbara provided an update about inviting these individuals
   d. Chairs of the 12 CSCU system councils for dissemination to the councils – Lindsey Norton
      i. Lindsey has invited the chairs of the 12 councils and asked them to notify their council members
   e. CSU Presidents – Stephen Adair
      i. Greg will check with Stephen
   f. Charter Oak President – Linda Larkin
      i. Linda will invite the Charter Oak President
   g. Student Advisory Committee – T.J. Barber
      i. T.J. has invited the SAC
   h. System office administration and staff – Barbara Richards
i. Greg will inquire with Maureen McClay regarding whether system office staff gets the email blast invitation

i. UConn administrators – Barbara Richards
   i. Greg will inquire with Estela Lopez regarding invitations to UConn Administrators

   a. Program “thank-you” list has been generated and all will add further names to the “thank you” list
   b. Folder cost discussion ensued; Rebecca will pursue a more favorable folder price

10. Day of event signage printing and placement update – Roberta Prior, Ada Carbone
    a. Discussion about printing and placement ensued; Ada will ensure that signs are hung/placed the night before the conference

11. 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
       i. Evaluation is prepared

12. Update on announcement of a 2017 Shared Governance Award – Stephen Adair, Barbara Richards
    a. Tabled

13. Other Business
    a. Folder stuffing will occur on April 6 at HCC
    b. Program printing timeline:
       i. Design completed at Gateway by 3/31 and sent to CCSU
       ii. Printing completed at CCSU by 4/4 and picked up by Sandy for folder stuffing

14. Next Committee Meeting
    a. Post-conference TBD

15. Meeting was adjourned at 1:35