

## 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
- 9. Conference program/folder update – Roberta Prior, Ada Carbone, Bob Brown, Stephen Adair
  - 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