

**166th Plenary Meeting  
University at Albany  
January 23-25, 2014**

1. Letter from President – emailed to Carol D.
2. Letter from Senator and CGL – emailed to Carol D.
3. General information  
About the University at Albany for campus welcome packets (or other options)
4. Hotel – Rooms will be booked by Carol D.
5. Campus Parking
  - a. Thursday parking if Executive Committee and CGL's will be meeting on campus
  - b. Friday – Availability? For how many? We will need commuter parking – appx 15 spaces. Where?
  - c. Permits needed?
  - d. Handicapped parking?
  - e. Parking for Carol Donato, President, Chancellor, Provost, etc. in the vicinity of the main meeting and/or dinner
6. Transportation/Shuttles/Signage
  - a. To/from from hotel and campus on Friday and Saturday
  - b. Signs – need signs to parking, meeting location, restrooms, meeting rooms, etc.
7. Executive Committee Meeting, CGL Meeting and combination dinner.  
On campus or elsewhere?

8. Set-up Main meeting location and sector breakout rooms – name of building, room names, etc.
  - a. Main room set up
    1. hollow square set for 65 people with center space for podium and microphone for UFS President. **Chairs should be generously spaced as much as possible so that the senators are comfortable.**
    2. Tables/chairs around the perimeter for the Campus Governance Leaders (appx 20 people).
    3. 6-8 guest chairs
    4. Electrical access for main all sitting in square and in area set for Campus Governance Leaders
  - b. Sector breakouts: need 6 rooms/spaces. It is preferable if the rooms are either in the same building or in close proximity to the main meeting space.

*Alicia  
wonder what  
needed re  
Friday at Trust  
See next page*

cc 370, 375  
Jerrae Log

|                                |           |
|--------------------------------|-----------|
| Campus Governance Leaders      | 20 people |
| University Centers             | 15 people |
| University Colleges            | 20 people |
| Health Science Centers         | 10 people |
| Colleges of Ag & Tech          | 5 people  |
| Specialized/Statutory colleges | 9 people  |

3 rooms in CC  
Set up tables  
in BR

Danielle - conf rm in OIE  
Stands in Room  
also possible

9. Meals/breaks (need details)

- a. Meals and breaks (2 breaks on Friday, 1 on Saturday)
- b. Podium and microphone at Friday dinner
- c. Where
- d. Menus – Carol Donato will approve final menus
  - Options will be needed a month in advance so they can go on the registration form.
- e. Friday reception and dinner
  - At least one reserved table
  - How many will tables be set for?
- f. Carol D will provide final counts for all meals

10. Technical issues/needs

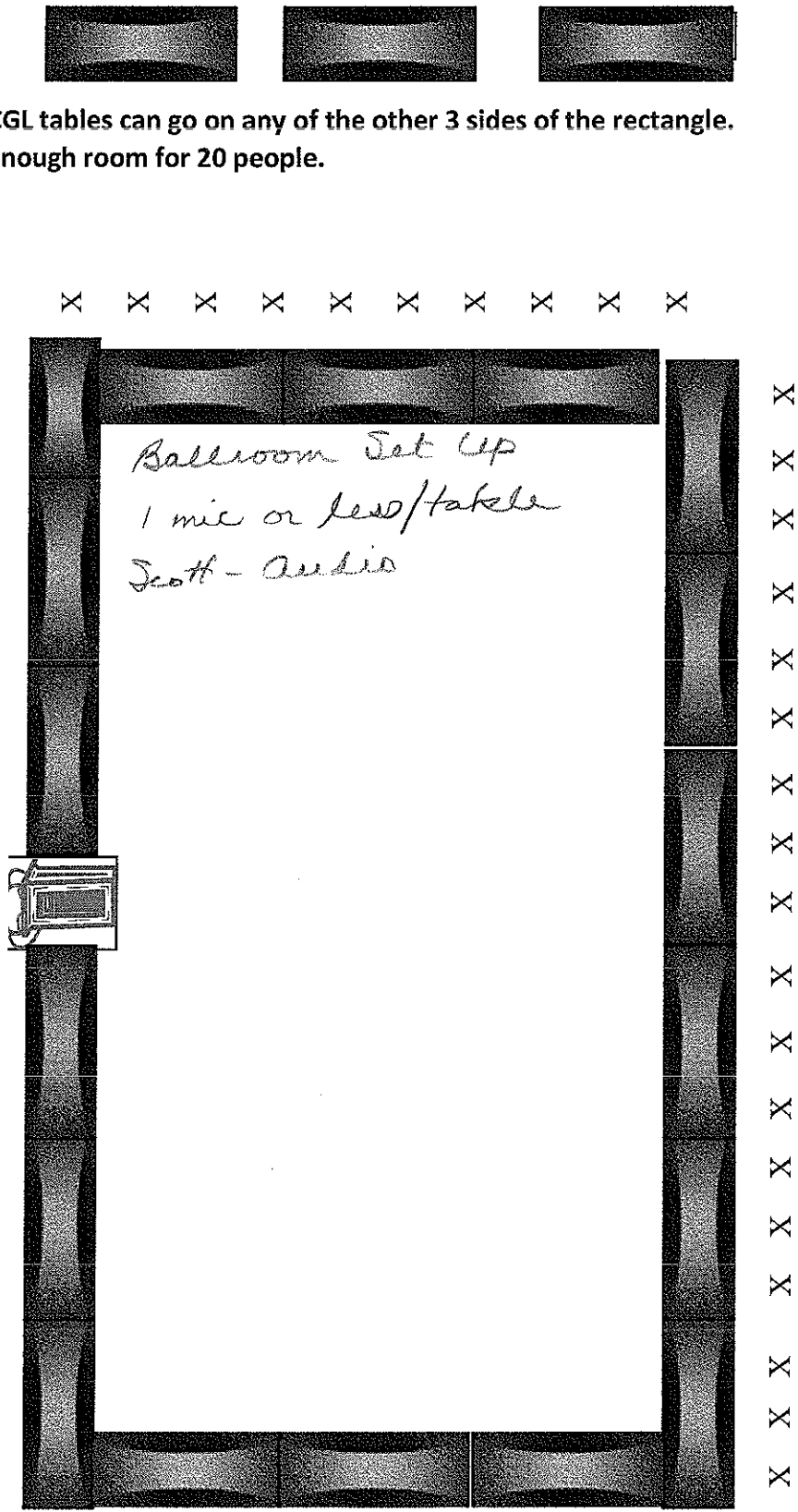
- a. **Audio taping of main meeting is mandatory**
- b. Microphones
  - 1 table top microphone for every 7-9 people
  - microphone stand for audience
  - podium and microphone for President
- c. Laptop for Powerpoint presentations
- d. Video projector for Powerpoint presentations
- e. Screen
- f. Internet access in main meeting room and vicinity
- g. Electrical access around square for attendees

11. Carol Donato's needs

- 2 registration tables w/chairs and waste basket right outside of main meeting area if possible. Carol D works during the meeting so needs to be near the meeting room, but not in it.
- Internet access
- Electrical access
- ready access to a copier

X's equal chairs but are not exact or to scale. They are only there for example.  
 Appx 12-16 people on podium side depending on 6 or 8ft tables – NO other seating or tables behind president

Podium for President (should be on opposite side of room away from entrance)



Appx 15 people on each end

Appx 22-25 people opposite podium side

- There should be a total of 65 seats at the main table
- There should also be a guest table.
- Any food in the room should be off to a side where attendees coming and going will not disturb the meeting.
- Seating should be spaced for adequate room for each person. Please do not crowd the chairs.

**University Faculty Senate  
166th Plenary  
January 23-25, 2014  
University at Albany**

**Thursday, January 23**

*- all one site (probably hotel) w/ transport on Thurs*

12:00-1:00 Executive Committee Lunch  
1:00-5:00 Executive Committee Meeting

*22-23 members*

*Carol will check hotel account for events to be held there Thurs*

***Executive Committee and Campus Governance Leaders Reception and Dinner***

5:15-7:00 Reception and Dinner  
7:15-9:00 CGL Meeting

**Friday, January 24**

7:30am Hotel shuttle at 7:30am.

**Morning Session -**

7:45-8:30 Breakfast  
8:30-8:35 Call to Order & Introductions  
8:35-8:55 University at Albany Welcome  
President  
UFS Senator  
CGL  
8:55-10:00 President's Report  
10:00-10:15 Break  
10:00-10:15 Nominations Committee meeting  
10:15-12:00 Sector Sessions  
12:00-1:00 Lunch

*Ballroom Scott-hire sound system audio*

See back page of agenda

**Afternoon Session -**

1:00-1:15 Executive Committee Report  
1:15-1:30 Introduction of Resolutions  
1:30-2:15 Provost's Report  
2:15-3:00 Open  
3:00-3:15 Break  
3:15-4:00 Finance Budget  
4:00-5:00 Sector Reports and discussion with Chancellor  
5:00-5:30 Presentation by Chancellor

**Evening Session -**

5:30-7:30 Reception and Dinner

**Saturday, January 25**

|             |  |
|-------------|--|
| 7:30-8:30   | Breakfast  |
| 8:30        | Call to order  |
| 8:40-9:10   | Faculty Council of Community Colleges<br>SUNY Student Assembly   |
| 9:10-9:30   | Resolutions  |
| 9:30-11:00  | Committee Reports<br>Nominations Committee<br>Diversity Committee<br>Ethics Committee<br>Governance Committee<br>Graduate and Research Committee<br>Operations Committee<br>Programs and Awards Committee<br>Student Life Committee<br>Undergraduate Committee |
| 11:00-11:45 | Open Discussion  |
| 11:45-12:00 | Old Business/New Business  |
| 12:00       | Adjournment/box lunch  |

DRAFT