



**UNIVERSITY  
FACULTY SENATE**

State University Plaza  
Albany, New York 12246

[www.suny.edu/facultysenate](http://www.suny.edu/facultysenate)

August 27, 2012

**EXECUTIVE  
COMMITTEE**

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at Brockport

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and Secretary*  
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Edward Feldman  
Stony Brook  
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State College

Ron Sarnier  
SUNYIT

Elizabeth Bringsjord  
System Administration

George Philip, President  
University at Albany  
University Hall, Room 302  
1400 Washington Avenue  
Albany, NY 12222

Dear George:

The State University of New York University Faculty Senate (UFS) holds three Plenary meetings per year. These meetings include faculty representatives from all of SUNY's state-operated campuses. The SUNY Chancellor, Provost, and other System Administration officers usually attend our Plenary sessions. This gives the Chancellor and Provost an opportunity to meet with the administration of the local campuses.

Each Plenary is held on a different SUNY Campus. The University Faculty Senate uses a multiple-year rotation schedule to determine when a campus will be asked to host one of our System-wide meetings.

It is my pleasure to inform you that the University at Albany has been selected to host the 2014 Winter Penary of the SUNY University Faculty Senate. This meeting, held in late January, is a 2 ½ day event, beginning on a Thursday afternoon and concluding around noon on Saturday. At this time, we propose the meeting dates of January 23-25, 2014. The General Guidelines for hosting a Plenary meeting are enclosed. They outline the space and service needs to host a Plenary meeting.

Please contact the UFS Executive Assistant Carol Donato at 518-320-1376 or 800-547-1548 or [carol.donato@suny.edu](mailto:carol.donato@suny.edu) at your earliest convenience to begin making the necessary arrangements. Carol will assist you to begin planning the space and meeting activities required for this event. If you have any questions regarding any of the information in the guidelines Carol will be able to assist you.

I look forward to your response.

Sincerely,

Kenneth P. O'Brien, President  
University Faculty Senate

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Office of the President

Enc.

c: J. Phillippe Abraham, Senator  
Shadi Shahedipour-Sandvik, Senator  
Danielle Leonard, Senator  
Andi Lyons, Campus Governance Leader

To Learn  
To Search  
To Serve



## **PREPARING FOR A UNIVERSITY FACULTY SENATE MEETING GUIDELINES FOR HOST CAMPUSES**

### **Meeting Days**

The Executive Committee usually meets on a Thursday starting with lunch at Noon until 5:30p.m followed by a light reception and a dinner. The University Faculty Senate Plenary Meeting begins on Friday with registration and breakfast at between 7:30am and 8:00 a.m. and goes through 5:30pm followed by a reception and a dinner. Saturday starts at the same time and ends around 12:00 noon.

### **Accommodations**

Carol Donato will make the necessary lodging arrangements with a local hotel(s). Attendees at the Plenary meetings are responsible for their own hotel costs so there will be no cost to the hosting campus.

### **Executive Committee meeting – Thursday - Space/Food Services**

Carol Donato will make these arrangements at the hotels where the group will be lodged.

### **Transportation**

It is customary for the campus to arrange for transportation to/from the hotel and campus for those that do not drive or if there is little or no parking available on campus. A request for individual transportation needs will be included in the preliminary mailing done by the SUNY Faculty Senate office. Carol Donato will coordinate all transportation needs and requirements with the host campus coordinator. You will be notified prior to the meeting about anyone needing transportation.

### **Parking**

Parking can be an issue at some hosting campuses. Please determine adequate parking. There should at least be parking for any commuters, the SUNY Chancellor, Provost and CFO in addition to the Faculty Senate President and Carol Donato. Special arrangements for transportation to and from the campus should be coordinated with Carol Donato.

### **Campus Arrangements**

It is strongly recommended that you meet with the individuals at your campus that will assist you and Carol Donato in planning the meeting. Carol Donato will need to be involved in all stages of planning the Plenary meeting. Some campuses have a conference/special events coordinator. That individual can arrange meetings with key campus personnel and help coordinate the details. Examples of offices that need to be involved with the planning of the Plenary include:

- Conference/Special Events Coordinator
- Catering (If your campus has a restaurant or food service programs, that will be the likely source for your catering needs.)
- Facilities/Maintenance
- Campus Police/Public Safety/Campus Security
- Educational Communications (Audio-Visual)



Carol Donato will also plan a meeting with the campus staff that will be working on the arrangements. She will arrange for the meeting and plan a tour of the facilities at the hosting campus.

Your campus may want to use the Senate meeting as an opportunity to show off its best programs and most attractive facilities. You may want to take advantage of a scheduled art exhibit or arrange for a campus performing arts group before or after the Friday dinner.

### **Plenary Meeting – Friday - Meeting Facilities**

The meeting room should be large enough to accommodate tables, arranged in a rectangle, to seat 60-65 people, all facing into the rectangle. The seating should not be crowded. (Please discuss alternate arrangements with Carol Donato.) 3-4 Additional tables and chairs for 15-20 people will be needed for the Campus Governance Leaders and should be placed together around the perimeter of the meeting space. There should also be a section or space for 8-10 guest chairs.

Six (6) breakout rooms for Campus Sector meetings are needed. They should be in the vicinity (no more than a few minutes walk) from the main meeting room.

Space requirements are as follows:

Campus Governance Leaders	15-20 people (this group will stay in the main meeting room)
University Centers	15 people
University Colleges	20 people
Health Science Centers	10 people
Colleges of Ag & Tech	5 people
Specialized/Statutory colleges	9 people

### **Carol Donato needs**

- Internet access
- Electrical access
- Access to photocopying facilities
- Registration/work area immediately outside the meeting room

### **Registration and handouts**

2 tables are needed to arrange registration materials and handouts. They should be placed directly outside the meeting space, visible to all meeting attendees, and set with 2 chairs and a waste basket.

### **Audio/Visual Needs.**

- Provisions for tape recording the meeting is mandatory.
- No audio/visual needed for Thursday unless specifically requested.
- The head table (for the Faculty Senate President) should be provided with a podium and microphone (can be tabletop).
- Table microphones to serve every 6-8 Senators.
- 1 floor microphone for audience participation.

- Laptop for various PowerPoint presentations.
- Projection system for PowerPoint.
- Large projection screen placed where all can view. Sometimes 2 screens are better.
- Electrical/power strips for participants around table.

### **Computer/Internet access**

Internet access for the duration of the plenary. If required by your IT department, please arrange for log on and password information for about 60 people.

### **Miscellaneous.**

- Coat racks should be provided.

### **Signage/Directions.**

Directional signs to parking and meeting locations on your campus are very important. If you need assistance with signs, please contact the Senate office. Examples of signs include a welcome sign, sign/directions for restrooms, parking, meeting rooms, elevator, etc. The hotel, if it has marquee, may also post a welcoming sign at this location.

### **Meal space and food needs – Friday and Saturday.**

Space separate from the meeting area is needed for meals on Friday and Saturday. Plan on 75-85 attendees for all meals. Carol Donato will work with the campus catering staff to determine the meal options and any other needs for the meeting. She will be involved in all aspects of meal planning.

- An American breakfast should be provided both Friday and Saturday mornings and should include hot items as well as bagels/pastries/breads, coffee, decaf, assorted teas, juice and fruit. Low fat and low carb options should be provided.
- Lunch is provided on Friday. A buffet is customary and should include a variety of vegetarian options.
- It is customary to have a reception on Friday for about 1 hour prior to dinner, hosted by the Campus President. It should include an open bar with beer, wine and soda (no mixed drinks). A selection of hot and cold hors d'oeuvres should also be provided.
- Dinner will follow the reception. It is customary to have a sit-down served dinner, but a buffet dinner is also an option. Attendees will be canvassed regarding their choice for dinner and dinner cards will be provided by the Faculty Senate office. Selections should include a beef option and fish option, as well as a vegetarian option. The President should try to attend and should invite other campus individuals of their choice.
- Saturday lunch will be a box lunch and beverage. They should be ready by 10:30am (in case the meeting concludes early). Attendees will pick them up at the conclusion of the meeting. Some elect to eat them and then travel, others take them to go.
- All numbers to be confirmed and shared with the campus contact once Carol Donato has all of the attendee responses calculated.

### **Materials to be emailed by Senate office.**

Plan on emailing the following items to Carol Donato at least one month prior to the meeting. Please work with Carol regarding the exact documents needed.



- Welcome letter from Campus President on letterhead
- Welcome letter from host senator(s) on letterhead
- Parking permit if needed, including any instructions

**Materials to be distributed at the meeting.**

A folder containing host campus descriptive materials (viewbook, fact sheet, etc.). A pad of note paper and pen is also a nice thing to have as well. In addition, campuses traditionally give a small gift item, generally imprinted to commemorate the occasion. This can be distributed either at their seats or at dinner.

**Costs of the Senate Plenary Meeting.**

The Campus President is the true host, with all the generosity the role implies. The Faculty Senate will be responsible for any expenses associated with the Executive Committee and Campus Governance Leaders meetings and dinner which happens on the Thursday prior to the main Plenary. Please feel free to discuss other financial issues with Carol Donato.

**Person to Contact**

Carol Donato  
Executive Assistant  
University Faculty Senate  
1-800-547-1548  
1-518-320-1376  
[carol.donato@suny.edu](mailto:carol.donato@suny.edu)