CICPC Minutes: Fall 2013

Meeting on 9/18

* Proposal from Winnie Brown-Glaude discussed
* Proposal from Lisa Ortiz discussed
* Proposal from Todd McCrary discussed
* Discussed issue of asking for brief reports/photos from funded activities
* Chair update on Theme/book survey: 24 responses so far (closes Oct 9)

To Do Items for Chair: [requesting help from committee members]

* Finalizing Community Learning Day Itinerary (need help with airport)
* Create poster (if no student submissions)
* Community announcement
* Invite individuals to brunch
* invite Trustees and Emeritus faculty
* Arrange car service and finalize itinerary (send to agent)
* Order food for brunch and reception
* Make Program for keynote address
* Find individual to introduce Katz for talk
* Reach out to Deans to talk to department chairs
* Find ushers (10 students) , also need a House manager, need to pay ushers after event
* Reach out to Dave Connor/Greek system for attendance
* Reach out to student with photography minor to photograph event
* Invite Signal to cover event
* Print and put up 20 posters (get approval from Student Activities before printing)
* Contact WTSR (campus radio) and write radio advertisement
* Contact Matthew Winkle: Can we get an advertisement on TCNJ homepage? Can we get a notification on Facebook?
* Create Table tent, get approved by Student Activities, and distribute
* Find student group to chalk (and get approval); can invite one student from the organization to attend the brunch
* Invite TCNJ Magazine to cover (Tony Marchetti <tmarchet@tcnj.edu>)
* Talk to Ewing High School
* Place an ad in the Ewing Observer
* Secure visitor parking
* Get Bookstore to sell books at event and bookstore
* Involve first-year Residential Life Coordinator to help get students to Community Learning Day