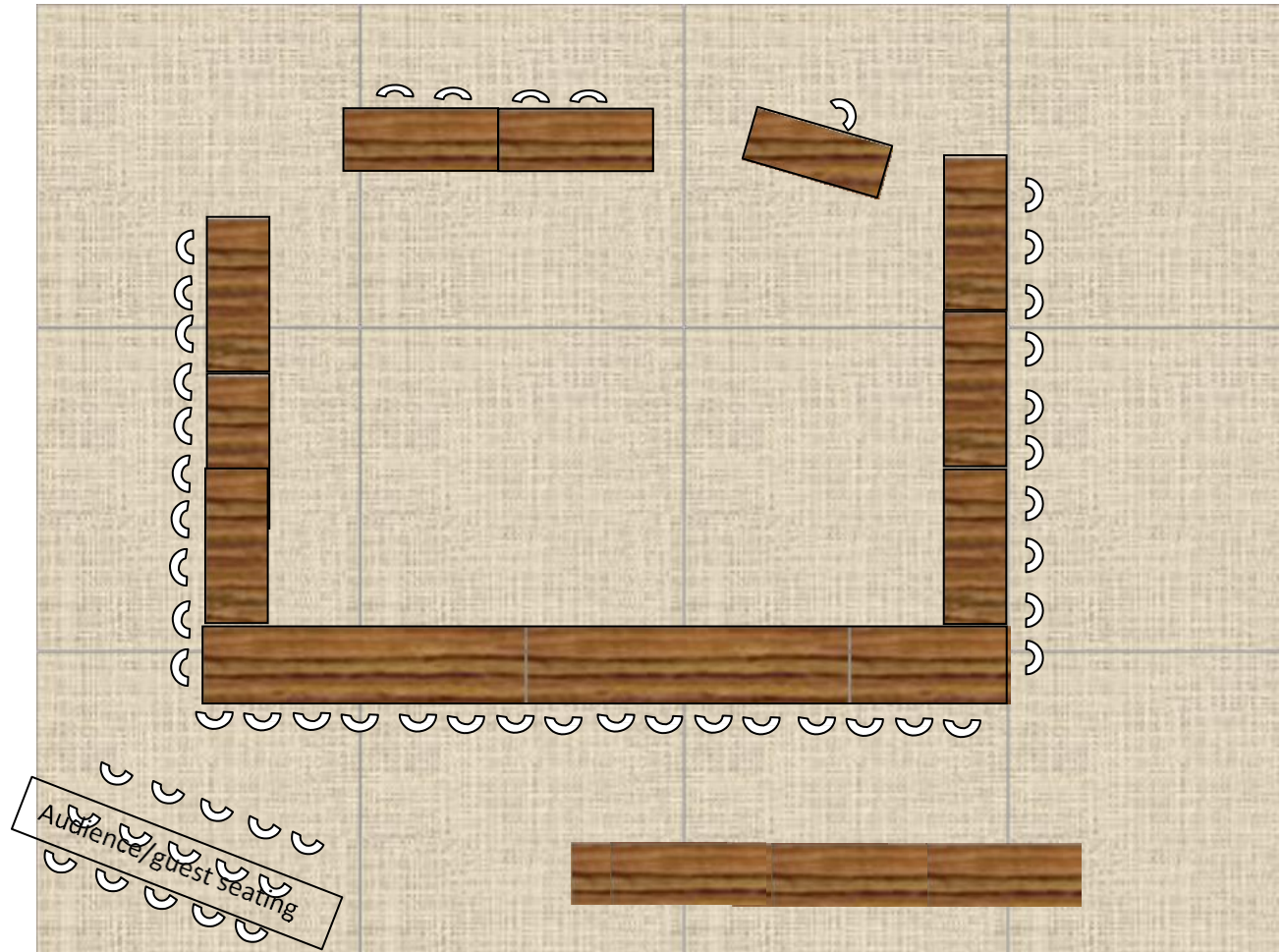


## Hosting an Instruction Commission Meeting

1. **Reserve Meeting Space** at your college. The room & set up should allow enough space to easily navigate around with comfortable access to food & refreshments. A schematic of the preferred room set up is on the last page of this document.
  - Day 1: 8:00am – 5:00pm & Day 2: 8:00am - noon
  - Room that can accommodate seating at tables for 35 participants on Day 1, plus a head table to seat four. Line up about 10 extra chairs in the back of the room for guest seating. Day 2 of the meeting is for IC members only, no guests. Expect about 35 on Day 2.
  - Reserve three smaller rooms for committee breakout meetings for the afternoon of Day 1, usually 1:00-3:00pm. Plan for 12 people in each room. No AV is needed in the breakout rooms.
  - Reserve a room for 15 Chief Diversity & Equity Officers to meet from 8:30-5:00 on Day 1 & 8:30-noon on Day 2. Their room needs to have a computer, projector, & screen/
  - The Corrections Work Group will meet during lunch on Day 1. They need a separate room for one hour & can use one of the afternoon breakout rooms if available.
  
2. **Equipment** for meeting. The following equipment is needed:
  - In main meeting room & the room used by the Chief Diversity & Equity Officers, both rooms need a computer, projector, & screen for Powerpoint presentations.
  - Wireless Internet access for all.
  - Microphone at head table & a couple wireless mics for member use if meeting is being held in a large room with high ceilings.
  - Most people use their phone or tablet, but for those who bring laptops [usually about a half dozen people], extension cords if outlets are not close.
  - Laptop [not Chromebook or Macbook] with external mouse, wireless Internet access, a table & chair next to the head table for Jackie Eppler-Clark to take meeting minutes.
  
3. **Food Services & Restaurant Reservations.** The hosting college will make arrangements for a full breakfast buffet [8:00am], lunch buffet [noon], & afternoon refreshments on Day 1 & a full breakfast on Day 2. The cost for meeting meals should not exceed the state per diem rate for the hosting area. Menu selections should be confirmed with Jackie Eppler-Clark prior to placing order. The two breakfast & one lunch buffets can be set up in the main meeting room if space allows. If not, they can be in an adjoining room.
  - Evening before start of meeting: need a 6:00pm reservation for 7 Executive Committee members at a local restaurant
    - Nonsmoking restaurant preferred.
    - Jackie Eppler-Clark will need the following information: name of restaurant, address, web address if they have one, & in whose name the reservation is being held. Jackie will provide executive committee members with the info.
  - Day 1 & 2: 8:00am Breakfast
    - Sample menu:
      - Coffee, assorted juices and water
      - Scrambled eggs, quiche, or breakfast potatoes with bacon or sausage
      - Fruit platter

- Day 1: Noon Lunch
  - Sample menus:
    - Deli buffet with a couple salads OR fresh salads served with soups & breads
    - Variety of sodas [mostly diet], ice teas & bottled water
    - Dessert
  - There are 8 vegetarians in the group.
  
- Day 1: 2:15 PM
  - Cheese & crackers or a veggie tray
  - Ice tea &/or bottled water
  
- Day 1: 6:00pm reservation for 15 people at a local restaurant. This is not an organized business dinner; it is an opportunity to enjoy the local atmosphere & members pay for their own meal.
  - Nonsmoking restaurant preferred if possible.
  - Nice to have seating all together but not required. Tables for four are fine.
  - IC Chair will ask for a show of hands during the meeting –the number attending will be emailed to the hosting VP's assistant. Host college assistant calls restaurant to confirm & provides those attending with name of restaurant, address, & a map with driving directions.
  
- Send the invoice for the breakfasts, lunch, & refreshments to Jackie Eppler-Clark at [jeclark@sbctc.edu](mailto:jeclark@sbctc.edu). The dinners are no host & are paid by the individuals choosing to attend. The caterer can invoice Jackie directly or the college can pay the caterer & then invoice Jackie for reimbursement.
  
- Jackie Eppler-Clark will ask members for RSVP & any dietary restrictions & will forward the number expected to the hosting college contact at least a week before the meeting.



## INSTRUCTION COMMISSION PREFERRED ROOM SET-UP

- 35 for table seating
- head table for 4
- minute-taker table for 1 next to head table
- guest seating for 10 in back of room