Faculty Development Committee

ACES Subcommittees Meeting at First Responder's Academy

11.25.25

Robert, Victor, Brandon (Program), Chris (Logistics), Anna & Melissa (Volunteer), met at the First Responders Academy to assign sessions to specific rooms.

Brandon distributed a map and explained that we won't be able to use rooms 1076 or 1078, which will have classes in session.

Robert shared that it looks like the grant to purchase t-shirts for all attendees is going to be awarded.

Brandon said he'd check into why when navigating to the CTL site and clicking on ACES, it goes to the 2025 page.

Steve was unable to attend but sent word that he'll be receiving 3 quotes for food, from Jason's, United, and our café. We're looking at options for 3 choices: vegetarian, meat, and gluten-free. Steve said these quotes should come in by next week.

The Large Conference Room – 1008 – would be a good one for the more intimate and smaller sessions, such as Greg Rohloff's and Steve Cost's. Going down the list of presentations, the following assignments were made:

Pam Ortega's = 50 capacity room

Steven Malley = 50

Chris Prock = 25

Kyle McCall = 25

Margarita Rocha = 25

Greg Rohloff = 1008 or the bar area (1109)

Rob Leuthen and Holly = 1008

Ashley Coffman and Jacob = 25

Bob Gustin = 50

Cynthia Brundage = 25

Fiona and Jane = 25

Sara = 50

Erin Lincycomb = 50

Van Herd = 1109 (the bar)

Steve Cost = 1008

Lesley Ingham = 50

Jerri = 50

Simone = 50

Karen = 25

Joe Canon = 50

Teresa = 50

Michael Hart = 50

Aaron Gann = 1008

Elisa = 50

Debbie Hall = 50

Maria = 25

Jonathan Jenkins = 25

There is a podium in the big room, and since only the keynoters will likely need a podium, we should be good.

There's no need to request tables for lunch from the Physical Plan, since we can move tables from the big room into the bay. We'll just need to request chairs for lunch. Chris made notes to that effect.

Anna and Melissa plan to ask Chelsea which subcommittee will be responsible for making the signs that will hang outside each classroom, with the room's scheduled sessions. Since Chelsea will be getting the logos ready from the donors, she might want to create these signs. The two groups will coordinate.