

Ploghoft Lecture Meeting

January 25, 2013

Meeting members: Sarah Creason, Cindy Scarbrough, Jeff Ferguson, Dan Gordon, Pradyna Patet, Jennifer Prat-Hyatt, Karen From, Karen Detrixhe, Nissa Ingraham (chair)

I. Overview of the Ploghoft Lecture

A. Mr. Ploghoft: Will be joining us this time with his son

B. Timing of lectures: 7:00-8:00 (dinner: gather at 4:45, dinner at 5:00, leave at 6:20)

II. March 14 – Sister Berta – Operation Breakthrough

A. Arrangements

1. Advertising – Talk with publications, second floor Admin Bldg – Mallory Murray/"Kim" (Pradyna)

a. Posters – create the poster with Mallory, Nissa has the official photo from Sister Berta and her bio.

b. Contact Amy Wilson with the advertisement to distribute electronically to the PEU.

c. Send out a hard copy of each of the fliers to the content area SECC faculty.

d. Sarah- Colden, Hudson and Peron, Roberta Hall/ Cindy- Brown Hall, Union, Admin Bldg/ Dan-South Complex, Library, Academy/ Karen F.- Fine Arts, Lampkin, Martindale/ Karen D.- Wells Hall, Valk, RPDC/ Nissa-Housing Towers (4), Station/ Jennifer Pratt-Hyatt- Garret Strong, McKammy Center Pradyna will give these to those of us in Brown Hall when they are done or send them to us if we are out of Brown Hall, then we can post them in the assigned buildings. Pradyna will also send one to each of the SECC faculty for them to discuss with their students and post near their office.

2. Dinner- At the Guant House: Talk with Lynne at the President's Office to verify Guant House (Sarah)

a. Catering needs to be contacted and arrange the meal.

b. We typically use the china at the Guant House for the meal.

c. 14 seats – Dr. J and Mrs. J, Dr. Piveral, Sister Berta, Sister Berta's Assistant, Dr. Dunham?, Mr. Ploghoft, Mr. Ploghoft's son, members of committee??, Students (one undergrad, one grad, one male, one female): 5 additional people- additional faculty?? Nissa will ask Barb C the name of

the student who went to Operation Breakthrough with us and was once a student at Operation Breakthrough. Cindy will talk with Chad Boyles about being the male/graduate student rep at dinner.

d. Nissa has inquired about allergies, and none exist, but she does prefer a "meat and potatoes" type of meal, nothing fancy

3. Class Presentations – she will not be doing these

4. University Calendar- put it on it if possible (Dan)

5. Diversity Hour Sign-in – We need someone to coordinate the sign-in process for that

evening. (Cindy) We discussed having tables at the venue for students to sign after the evening was finished instead of passing them in the aisles. Cindy will talk with Shawn Wake or Ron to get the tables set-up and secure people to work the tables. Nissa will inform Joyce of the change so that she can make the adjustments to her opening speech.

a. Clip boards?

b. Secure a few people to help that night with the sign-in process.

c. Have the clip boards, paper there that evening.

d. Take the papers the next day to the TESS office for filing.

6. Payment/Parking pass – We need someone to get a parking pass and the payment for

Sister Berta. (Karen D.) Nissa will talk with the alumni house about Sister Berta parking in that lot. Karen will take care of securing the payment for Sister Berta.

a. Get a parking pass that day, and plan to meet Sister Berta at a location here on campus to give her the pass.

b. Talk to the Dean about the payment for Sister Berta. Have it processed. Retrieve it the day of the presentation. Give it to Sister Berta following dinner.

7. Lodging- Willows Apartment on campus (Cindy) Cindy will go and get the key for the Willows, if Nissa gets a confirmation email from Lynne that the Willows is free for that evening.

a. Talk with Lynne in the President's office to secure the room for the night of the event

b. She will probably not actually stay

8. Introductions for the evening. Joyce will introduce the evening. Karen will introduce the Ploghoffs. Dan will introduce Sister Berta.

a. Talk with Dr. Pival about introducing the evening and her choice for introduction of Mr. Ploghoft.

b. Bottled water for the evening for Sister Berta while she is presenting. Nissa will have a bottle of water for Sister Berta.

B. Next meeting: February 15 12:00

C. Event Day

1. Meeting Sister Berta

2. Dinner

3. Presentation

Mr. Ploghoft had requested we have Dr. IZARD be our next speaker. Nissa will contact Dr. IZARD and see about the cost and his availability. If possible, Nissa will cross reference his availability with Houston availability and set the date for the fall event. Cindy is going to contact Jared again about the plaque.