

HIGHER EDUCATION DAY – JANUARY 18, 2018

Kansas Capitol Building



This year's Higher Education Day in Topeka will once again be a "must attend" event. Please bring your mascots for the event to share in the fun. You should plan on staffing your table from **7:30 a.m. until about 1:30 or 2:00.**

- Breakfast is served from 7:30 – 9:00 a.m. on the Second Floor, north. Regents, CEOs and all of the legislature is invited. You can catch most legislators going to or returning from breakfast. **Get to know your legislators.** Pictures & names at <http://www.kslegislature.org/li/> under roster, click on the legislator's name to get picture and details.

Unfortunately, we cannot get in and begin setting up our tables until 7:30 that morning, so you should plan on exactly what you want to ensure legislators see and know about your college and your students and be ready to dazzle them with your brilliance. **Quick set-up is to your advantage.**

It will be **first come, first serve** to the tables and your placement in the 2nd floor rotunda. The tables are six foot tables, and if you need power, you need to bring your own extension cords. (Sorry, those are the rules.)

If you did not attend last year, please find a crew who can represent your college well. All public universities, tech colleges and community colleges are able to participate, and it is noticeable when you do not attend. I always think positive noticing is better than negative noticing. 😊

If you are bringing your mascot, please let me know ahead of time, so I can inform the folks who need to know to get your mascot for pictures, etc. They can change into their mascot uniforms in the 2nd floor south, Lt. Governor's conference room.

- Lunch on your own (Snacks available inside, Celtic Fox at 8th & Jackson, Field of Greens and HHB, Subway, etc. on Kansas Avenue between 9th and 10th.)
- 1:00pm to 2:00pm KSU Call Hall ice cream in the first floor rotunda / mascots attend at this point (universities are on the 1st floor, tech colleges are on the 3rd floor)

We will have KACCT branded Lens Cleaner Kits you can give to your legislators, and will have a one page systemwide handout for use when talking about the community colleges as a whole. We hope you will have handouts for your college, also.

Note: legislators love to eat, so if you have any "treats" at your table, you may be able to lure them in for a lovely chat.

Higher Ed Day subcommittee: Linda, chair; Kelly; Matt; Don; Sue, ex officio; John, ex officio.

Higher Education Day Topics to Address contained in red (Matt), blue (me) and black (last year's agenda) below:

- Breakfast
 - 7:30am to 9:00am 2nd floor north, Julie's catering, tables and chairs will be set up by capital staff **by what time?** Regents, CEO's, GR's, and all legislature invited.
?? who does the invitations? And the other committee handles breakfast, correct?
Invitations for the breakfast we should discuss at our meeting. I can be in charge of putting it all on the legislative social calendar which is about as good as anything. I think last year I just put together an e-mail invite and sent to all legislators.

 - Tables staffed and interacting from opening at 7:30 until 2:00?? Is that the college and university plans? We should discuss the plans from the other institutions on what they want to do at their tables. Likely similar to last year with everyone doing their own thing.**

- Lunch on your own
- Ice Cream and Mascots Other Mascots may wish to participate – just need to know ahead of time. **I think we will definitely want to continue this**
 - 1:00pm to 2:00pm KSU Call Hall ice cream / mascots attend at this point ???
 - 2nd floor south, reserved Lt. Gov conference room for mascots to change and store materials **when is this open and who holds the key? Is it staffed? This door is open all day during business hours. Its staffed by the Lt. governor's staff in the room next to it.**
- Visitor Center welcome, Higher Ed banners **Who's doing the banner? Poster? Etc.? Matt says we will reuse the banners from last year that KU put together.**
- Statehouse Layout
 - See attachment – looks like last year first floor was ESU, PSU, FHSU, WSU, KSU, KU, Washburn
 - Second floor was community colleges
 - Third Floor outside Supreme Court Room was tech colleges
Discussion regarding locations.

Thanks,
Linda