Operations Council Meeting Minutes
April 16, 2013

Present:  Steve Marini, Ex officio, Faith Symmes, Chair

Absent  Samuel Baptista

1) Faculty Senate Proposal - Jean
   • Someone is needed to help with the design and upkeep of webpages for various departments.
   • Faith suggested that if there was a training session provided it would help all at once.
   • This will be brought to the forum on May 9th and will go forward at this meeting to be voted on.
   • Faith also mentioned that if anyone had any further thoughts or comments to please email her.

2) Campus Nurse – Ray
   • Ray mentioned that there have been a few small incidents on campus and wanted to start the discussion of a Nurse on campus.
   • Steve wondered what this person would do on a daily basis general health, flu clinic, etc.
   • Kevin stated that in the past they did try to find a full time Nurse but it came down to salary.

3) School Closings vs. Cancelled Classes – Ray
   • Ray stated that the help desk gets quite a few phone calls questioning the college closings. He would like clarification on the difference between closed and cancelled day and evening classes.
   • Steve – who are the essential personnel and that maybe there should be more clarification on that – should be as clear as possible. He also mentioned that we could try and get more people connected through social media.
   • Ken mentioned that there should probably be more detail on the inclement weather website and do a better job of advertising that in November.
   • Jean thought it would be a good idea to update a magnet with the website to get more people to use that.
4) **College Forum/Forum Moderator – Faith**
   1. Faith mentioned that these items have not been voted on and it is important that the language be exact. Still looking for a moderator if anyone knows of someone please let Susan LaPrade or Marilyn Martin know.

5) **Important Dates - Faith**
   - April 30, 2013 – meeting for the final time before the end of the academic year if anyone has anything please send to Faith, Jean or Sandra.
   - May 9, 2013 – Policies will be brought forward and voted on. Faith asked for others to please show up and be a part of the discussion.

6) **New Business – All**
   - None

The next Operations Council meeting is Tuesday September 17, 2013 at 2:00pm in 107A.