

## OPERATIONS COUNCIL

**Date: 2/19/19**

**Time: 2:00 PM**

Name	Attended	Name	Attended
Kevin Ritacco	✓	David Shapiro	✓
Deb Nash	✓	Jane Joyce	✓
Beth Auger	✓	Brenda Kuchnicki	✓
Paul Ledoux	✓	Joan Perry	✓
John Solaperto	✓	Juliana Esposito	✓
Patrick Prince	✓	Derek Thomas	✓

AGENDA ITEM:	OUTCOMES (DECISIONS, ACTION ITEMS)	BY WHOM	BY WHEN
<b>Social Media &amp; Electronic Communications Policies</b>	Merging of Social Media & Electronic Communications Policies	Committee	
<b>Review updates made to Electronics Policy &amp; IT Acceptable Use Policy</b>	<p>Committee split into two groups for review and discussion of policies.</p> <p>Group 1 reviewed Electronics Policy and suggested final updates</p> <ul style="list-style-type: none"> <li>• Group 1 – Remove “Communications” from title of policy</li> <li>• Rename policy Electronic &amp; Social Media Policy</li> <li>• Group 1 decision to keep e-mail policy as own policy</li> <li>• 3.3 – Include “ page or site” after wording “official college”</li> <li>• 4.0 – Include after “QCC’s” Electronic &amp; Social Media presence</li> <li>• 6.0 – List only 3 responsibilities, last sentence is redundant</li> <li>• 7.0 – Remove the word “web”</li> </ul> <p>Group 2 reviewed IT Acceptable Use Policy and suggested final updates</p>	<p>Committee</p> <p>Committee Group 1</p> <p>Committee Group 2</p>	
<b>Future Agenda items</b>	Revamp Electronic & Social Media Policy	Committee	

	<p>Present to Marketing Dept. for additions</p> <p>Any updates made by Marketing dept. will present to Council for next meeting</p> <p>Motion to adjourn meeting. Meeting adjourned at 3:00.</p> <p>Next meeting March 26, 2019</p>	<p>Juliana</p> <p>Juliana</p> <p>Committee</p>	
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