

OPERATIONS COUNCIL

Date: 10/16/2018

Time: 2:00 PM – Monks Room

Steve Marini	NP	David Shapiro	✓
Steve Zisk	NP	Brenda Kuchnicki	NP
Karole Hager	✓	Joan Perry	✓
Nicole Etcheverry	NP	Juliana Esposito	✓
John Soloperto	✓	Beth Auger	NP
Derek Thomas	✓	Jane Joyce	✓
Paul Ledoux	✓	Deborah Nash	NP
Patrick Printz	✓	Kevin Ritacco	NP
Student Representative	✓	Student Representative	NP

AGENDA ITEM:	OUTCOMES (DECISIONS, ACTION ITEMS)	BY WHOM	BY WHEN
Council Charge	<p>Juliana explained the Meeting Agenda Items. Agenda Items included</p> <ol style="list-style-type: none"> 1. Elect Alternates for Chair 2. Select Alternate for Secretary 3. Social Media Policy 4. IT Acceptable Use Policy 5. Electronic Marketing (Proposed) to be crossed referenced with both policies listed above. 	Juliana Esposito	ongoing
Item 1 & 2: Alternate for Chair/Alternate for Secretary	No Volunteers or election. Will address next Operations Council Meeting	Juliana Esposito	Next Meeting 11/20/18
Item 3, 4, 5: Social Media Policy / Electronic Marketing (Proposed) to be crossed referenced with both policies listed above.	<p>Retiring Electronic Marketing Communications Policy</p> <p>Using information from Electronic Marketing Communications Policy into either Social Media Policy or IT Acceptable Use Policy</p> <p>Rename “Social Media Policy” to “Electronic Communications Policy” Replace all mentions of “Social Media” to “Electronic Communication(s)”</p> <p>New Purpose 1.0</p>	All Council Members present	Ongoing

	<p>Electronic Communications Policy governs a practical working procedure and basis for internal and external electronic communications at Quinsigamond Community College as conducted by staff, administrators, and faculty. At all times, Quinsigamond Community College’s Electronic Communications presence shall exist for the sole purpose of supporting the College’s mission, goals and objectives.</p> <p>New Definitions 3.0 3.01 Electronic Communication: Any form of social media or publication (e.g., websites for social networking and electronic publication) through which users create communities to share information, ideas, personal messages and other content.</p> <p>New Policy 5.01: The Institutional Communications Office Shall maintain an official Quinsigamond Community College electronic presence (such as Facebook, Pinterest, Instagram, Twitter, etc.)</p> <p>New Responsibilities 6.03 The Office of Institutional Communications shall provide training, content design and support to Electronic Communication sites according to the Quinsigamond Community College Social Media Guidelines.</p>		
<p>Continue to Next Meeting</p>	<p>Continue any Social Media Policy needs/adjustments</p> <p>Review IT Acceptable Use Policy</p> <p>Review Smoke-Free Environment Policy</p>	<p>Juliana Esposito</p>	<p>Next Meeting 11/20/18</p>
<p>Motion to Adjourn</p>	<p>A motion was made and seconded to adjourn the meeting. This meeting adjourned at 3:00PM</p>	<p>Juliana Esposito</p>	

