## AGENDA ITEM:

### OUTCOMES (DECISIONS, ACTION ITEMS)

<table>
<thead>
<tr>
<th>AGENDA ITEM:</th>
<th>OUTCOMES (DECISIONS, ACTION ITEMS)</th>
<th>BY WHOM</th>
<th>BY WHEN</th>
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</table>
| **Council Charge** | Juliana explained the Meeting Agenda Items. Agenda Items included  
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.** | Retiring Electronic Marketing Communications Policy  
Using information from Electronic Marketing Communications Policy into either Social Media Policy or IT Acceptable Use Policy  
Rename “Social Media Policy” to “Electronic Communications Policy”  
Replace all mentions of “Social Media” to “Electronic Communication(s)”  
New Purpose 1.0 | All Council Members present | Ongoing |
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.

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.

New Policy
5.01: The Institutional Communications Office Shall maintain an official Quinsigamond Community College electronic presence (such as Facebook, Pinterest, Instagram, Twitter, etc.)

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.

<table>
<thead>
<tr>
<th>Continue to Next Meeting</th>
<th>Continue any Social Media Policy needs/adjustments</th>
<th>Juliana Esposito</th>
<th>Next Meeting 11/20/18</th>
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<tbody>
<tr>
<td></td>
<td>Review IT Acceptable Use Policy Review Smoke-Free Environment Policy</td>
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| Motion to Adjourn | A motion was made and seconded to adjourn the meeting. This meeting adjourned at 3:00PM | Juliana Esposito |