

## OPERATIONS COUNCIL

**Date: 11/20/18**

**Time: 2:00 PM**

Name	Attended	Name	Attended
Kevin Ritacco	✓	David Shapiro	✓
Steve Zisk	✓	Nicole Etcheverry	✓
Karole Hager	✓	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>Elect Alternatives for Chair &amp; Secretary</b>	<p><b><u>Two alternatives for chair:</u></b> Patrick Prince David Shapiro</p> <p><b><u>One alternative for secretary:</u></b> Paul Ledoux</p>	Committee	
<b>Update to committee members that were not present at last month's meeting</b>	<p>Discussion of policies reviewed at last month's committee meeting</p> <p>Electronic Policy should be an internal guideline used by Marketing and Institutional Communications Office</p>	Committee  Committee	
<b>Social Media &amp; Electronic Marketing Policies</b>	<p>Committee discussed options to streamline the two policies</p> <p>Suggestion made to committee, review ALL technology policies and merge into one Electronic Communications Policy</p> <p>Decision made to review three of the technology policies and merge into one communications policy</p> <ol style="list-style-type: none"> <li>1. World Wide Web</li> <li>2. Social Media</li> <li>3. E-mail Policy</li> </ol> <p>Propose to steering committee what the OC team plan is on three policies</p>	<p>Steve Zisk</p> <p> Committee</p> <p>Juliana Esposito</p>	<p>December 18, 2018</p> <p> December 18, 2018</p>

<b>Future Agenda items</b>	Next meeting December 18, 2018  Verbiage to be added to Facilities Usage Policy  Discuss three policies to be merged  A motion was made and seconded to adjourn the meeting. This meeting adjourned at 3:00.	Committee	
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