

Operations Council Meeting Minutes

April 16, 2013

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

Members: Paula Carey, Ken Dwyer, Sandra England, Katie Hamilton, Jean McLean, Elsie Newmane, Kevin Ritacco, Ray Wisniewski, Steve Zisk

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.