

## ITC Meeting 3-1-18

**In Attendance:** Sherri Acevedo, Angela Bowers, Jody Carson, Kevin Fleese, Nathan Gilbert, Tom Greene, Cherie Hagen, Mike Hearn, Lori Heymans, Michelle Jackson, Michael Kolotila, Rebecca Rose, Lori Smerdon, Sue Tashjian

**Called to Order - 2:20pm**

### Review of minutes from Nov 30th:

Did a quick Recap of minutes from November 30, 2017

Michael Kolotila and Tom Greene motioned to approve the minutes

### Calendar Sub-Committee Updates:

Michael Kolotila, Michael Penta and Nathan Gilbert met to discuss strategy and the plan marketing already has in place

Ron has a plan to replace the broadcast email tool

- Margaret will collect the incoming mail for the broadcasts
- Plan is to send out an email once a week.
- You can scan and check to see what you would like to read
- Program coordinators would have ability to send broadcasts out to their specific area
  - Almost giving limited admin rights to send announcements out on a small scale
- Would these be able to integrate in the global RSS or S MK
  - Probably not.
  - The idea is, for the program coordinator be able to reach out to specific students in their area (ex. Psychology students)
  - Couldn't be posted on a portal page?
    - Possibly something that could happen down the road
    - Want something like a hub for people
    - Looking to connect the dots between the applications

In recommendations:

- We mentioned exploring the types of application and costs
  - Nathan has not had time to look at that
  - Maybe between now and mid-April if Nathan could find something to supplement this with
- Talked about constant contact and other tools that they are using
- Hope we can have something we can act on

### Campus Safety:

Wanted to bring this up because the IT part would be the Communications and the gaps Spoke about how there is no talk on-campus what to do about a Drug overdose

- We work with kids who come from the #1 place for fentanyl deaths
  - Why are they not speaking about this?
  - We don't think about how we could hurt ourselves
  - Why are we not getting this training?

No locks on the C building or El Hefni

- You can't lock door from inside
- No intercom systems
- Sad we have to worry about this
- Mike McCarthy said it was a safety issue for people coming into save the injured

Does mental health go in it as well?

Feel like this information needs to more accessible

- Put in situation where you can't get a hold of people
- Need to have a place for all this information
  - There were business cards in the bathroom
  - An emergency button somewhere on the web/mobile page
- No one wants/ should have to do a log in when going through an emergency
- Are we making good use of the bulletin boards?
- The screens also would be a good place for the emergency messages
- To have something on the front page of web/mobile site would be nice for an emergency
  - Like a "fire alarm" type button on the computer
  - Would have all the information
- We could back to low tech
  - They had a sticky folder on the wall had paper on what to do in an emergency in it
- So hard to find security number
- Security and mental health can be so important
- Make them a contact in your phone?
- If you click on "emergency" on web/mobile site maybe there could be a few more options to be more specific to certain emergencies
  - Mobile App is something we already have
  - Would hopefully have more people use the mobile App

How could we leverage resources without costing us money?

- We have more than enough people at the college to teach us
  - Police academy
  - Nurses

As a community we could help get the word out

- How we could we use Nathans' tool to help get it out.

Are they taping the active shooter trainings?

- Not sure

### **Attendance Discussion:**

**It has been grim the past couple of months.**

**Why problems with attendance?**

- The importance of regular attendance
  - We have some people who are never here
  - Sherri is always here
    - Who is she an alternate for
      - Mike Penta

- Make Sherri a regular?
- Contacting your alternate, and notifying committee if absent
  - This doesn't happen
- Swapping regulars and alternates for those unable to attend regularly
- Might Return to bi-monthly meetings
  - Voting
    - Every other week for one hour on a Thursday's afternoon?
      - Final decision: will wait on this
      - Finishing out the year with once a month
      - New division coming so things will change
    - Need to change reallocation dates on IT Committee
- We need to get a student representative
  - Rebecca will ask student
  - Will need new student again in the fall
  - Do not have to be IT student

If you come up with anything that you want to get into the final report let Cherie/Lori know.

- Cheri and Lori will try to put a draft together

Don't forget to bring questions for Mike McCarthy

- Cherie will send out a reminder

### **Motioned adjournment**

- **Michael Kolotila and Lori Smerden**
- **Adjourned: 3:15pm**