Minutes of Committee on Community Events (BCC)

February 9, 2021 12-1:15 pm (zoom meeting)

Attendance: Carlos Cruz, Sibongile Mhlaba, Vaso Thomas, Barbara Thomson

Absent: Tod Forbes. David Levers, Claude McCammon.

Sabbatical Leave: Grisel Acosta

I.   The agenda for this meeting was reviewed, however, we did not have quorum so did not vote, will vote officially at next meeting.

II.   The minutes of the December 8, 2020 meeting were reviewed, we did not have quorum so did not vote, will vote officially at next meeting.

III.   Online Events Guide

We suggested the following modifications on the Online Events Guide:

Instead of "zoom requires a waiting room," we'd like to write something like: "host has the option of requiring a waiting room."

We want to make a distinction between having an event merely "posted" and having it posted and "advertised." In other words, what would Naomi do/provide after the posting?

IV.   Update on Event Page and Survey

Suggestion was made to list CCE identified events on BCC Event Services and Rentals webpage.

Suggestion was made to present documents on the BCC Events and Services webpage instead of as a link.

We discussed sending the survey out before March meeting so faculty/staff can have time to plan for this semester. We wondered about where we would put the link. We will send the three documents (Online Events Guide, Netiquette, Survey) via BCC Broadcast as well as to Department Chairs and campus leaders who often plan events, we will share the information with our respective departments.

We plan to vote for the approval of all three documents at our next meeting.

V.   Netiquette Document

We suggested the following modifications on the Netiquette Document:

Use 16 font for all text, periods after all sentences, write "emojis/emoticons" and "mute while participating unless you are speaking"

Meeting adjourned at 1:30 pm, our next meeting is scheduled for 3/9, 2021.