

**BRONX COMMUNITY COLLEGE SENATE
COMMITTEE ON COMMUNITY EVENTS**

March 11, 2022
10:00 – 11:00 AM
Via Zoom

Minutes

Present: Tanweer Haroon, Stefan Bosworth, Emakoji Ayikoye, Leidy Pichardo, Barbara Thomson, and Sierra Moncayo.

Absent: Jada Samuel

Excused: David Levers

Guests: Jan Robertson, Writing Center Director

1. Call to Order
 - a. The meeting was called to order at 10:23 AM by Tanweer Haroon, Chair.

Seconded by Stephan Bosworth.
2. Approval of Agenda
 - a. Agenda was approved by all members.
3. Welcome and new Introductions
 - a. No new introductions were made.
4. Overview of recent activities:
 - a. Leidy addressed the process of a possible master calendar of events to be put in place.
 - b. Events office protocol was shared by Barbara Thomson. She has observed this same concern as well. Has not happened during virtual environment. We can see how this protocol will change once we go back fully in-person. Barbara shared general logistics about the new reservation system that will be implemented soon. This new system will give constituents the ability to share marketing materials and uploading their event on the BCC calendar.

- c. Barbara recommended adding topics of events for discussion at Faculty Council to see possible collaborative planning. We can also establish a policy in which reservations should be made a month to two weeks in advance for approval.
 - d. Leidy will put a proposal together to present at Faculty Council.
- 5. Confirm the meeting schedule for AY 22- all meetings are at 10:00 AM.
 - a. April 8th
 - b. May 13th
- 6. New business
 - a. Guest Speaker – Jan Robertson BCC Writing Center
 - i. Main concern – location of the Writing Center. Currently, they are Meister Room 227. CO 614 is also available and opted to use that space. There are 11 scrubbers installed in Sage Hall (the original location of Writing Center). Prof. Robertson would like to request a return to Sage Hall. She posts flyers on the APP on a weekly basis. There is also a Face Book page, where this information is posted.
 - ii. Sierra Moncayo expressed that many students do not know where the Writing Center and other open spaces are located. She conducted a brief study on the BCC App. She asked the committee what can we do to better promote these support services.
 - iii. In addition, we should speak with the Marketing Office to create a banner for these support services so students do not have to be fishing for information. It was also recommended for English Department faculty

to promote regularly on their Blackboard pages. Jan Robertson expressed that this is already in motion.

- iv. Stefan Bosworth posed the question: what can we do as a committee to do something about promoting the services of the Writing Center in a more effective way? Jan Robertson responded that this concern should be brought up at College Senate for conversation.
- v. Professor Emakoji recalled a talk with Jan Robertson and Terrence last year. Shows support for her cause, especially the use of master tutors on campus.
- vi. Tanweer asked Jan Robertson to send a summary description of her other needs requirements for us to share at the next Faculty Council and College Senate meeting.

7. Adjournment

- a. Meeting was motioned to adjourned at 11:05 AM by Emakoji Ayikoji, and seconded by Stefan Bosworth.

From the BCC Governance Plan:

I. H. 2. Committee on Community Events

- a. Functions of the Committee on Community Events:
 - i. To serve as an advisory body for college events and activities.
 - ii. To liaison between the various college entities responsible for community relations and events.
 - iii. To help guide community outreach efforts and can advise faculty and staff on the creation of events.
- b. Membership of the Committee on Community Events:
 - i. One representative from the Office of the President.
 - ii. Four members elected by the Faculty Council from the Instructional Staff at-large.

- iii. Two student members to be elected by the Student Government Association from the student body.
- iv. The Director of Administrative Services and Events Management, or designee, who shall serve without vote.