

MEETING MINUTES – OCTOBER 2, 2019 @ 2pm

Present: Rene Rotolo; Jen Collett; Carole Baraldi; Kofi Benefo; John Ongley; Frederick Hernandez

ITEMS DISCUSSED

- Discussion from the meeting were focused on the where to hang the posters indicating the addresses for pick up/drop off locations for shared transportations services.

1. Rene said that she would do an email blast of the flyer to the entire campus, although she needs the copy of the flyer that is correctly formatted for students with vision impairment. Jen will contact Merrill to get the flyer.

2. Rene would get in contact with IT to get the information posted on Lehman's website. Rene thought posting the flyer alongside the directions to campus is a brilliant idea. But, again she needs that copy of the flyer formatted for students with vision impairment.

3. Brainstormed a list of places throughout campus of where to hang the posters.

The list is as following:

- Bulletin Board in the cafeteria of the Music Building
- Bulletin Board in the cafeteria of Carman Hall
- Bulletin Board in the Student Life Building
- College NOW office
- Outside Veterans Office
- Posting by Elevators throughout campus
- Outside both of your offices
- Wellness Center
- Student Affairs

4. Students also suggested of putting it out through digital means (i.e. facebook, instagram) - Lehman apparently has a facebook, instagram page?