

## **FY06-004 Clarify website ownership**

Note: The “new” website was launched on Wednesday evening, 9/21/05.

The Director of Marketing will determine the topic areas to be added or removed from the website, the location of the links, and other decisions directly affecting the look of the STCC website. All requests for major updates, changes, and/or modifications that greatly affect the look of the STCC website must first be approved by the Director of Marketing. The Director of Marketing will coordinate the Contribute web software training. Note: Whereas it was determined that the current Webmaster could handle the current volume of changes to web pages, the Contribute web software training sessions are on hold.

Writers are responsible for the accuracy of information contained on their web pages. Writers can make changes to the contents of pages, and then sent those changes to their Vice President’s publisher for review. When making changes to web pages, writers should consider: accuracy, timely dissemination of information, and that the page is Bobby-approved (i.e., in compliance with the Disabilities Act).

Each Vice President will assign a staff person (or persons) as publisher for their own area. The publisher should: verify the accuracy of the writer’s materials before allowing that web page to be updated on the website.

When a change is ready for updating to the website, the Writer should email that change to both the Webmaster (Tony Silvestri) and to the Director of Marketing (Joan Thomas).

The Webmaster acts as the administrator of the site. The Webmaster is responsible for server issues, and specific programming issues/ needs. The Webmaster position falls under the Information Technology Department, and must also work closely with the Director of Marketing.

### **Ownership, As of Fall 2005**

**Administrator:** Tony Silvestri, Mike Korzec (secondary), and Jim Beane (CBT). Joan Thomas, Director of Marketing, will be the site’s “brander”.

### **VP, Academic Affairs**

#### **Publishers:**

**Writers:** Lori Rys-Bielinski – academic calendar, programs, course descriptions,  
Mary Forni – Financial Aid, Scholarships  
Tony Silvestri - Contact us, Faculty & staff intranet  
Larry Slezak - Fine arts gallery, Ovarions, Arts and Entertainment  
Arlene Rodriguez – Honors Program  
Jonathan Miller – Health Services  
Matt Gravel – Registrar, cross-registration (CCGS)  
Tammy Ely – library  
Jim Lynch – Blackboard, online education, distance learning  
To be determined - Testing and assessment, GED, Progmetric, Datatel, Intel, etc.

Maureen O'Brien - Writing assistance  
Chris Tigue - Computer labs, Student Success Center  
Steve Keller - Bilingual services  
Sue Soffen – Adult Basic Education, adult education center, returning adult services  
To be determined – Child care, Tutoring services

**VP, Administrative Services**

**Publishers:** Jason Alves, Sharon Saloio; Webadvisor – Marion Cronin, David Czech

**Writers:** Betty Ann Learned – Bookstore

Joe Dasilva - Veteran's affairs, Tuition, Payment plans, payment options  
IT Staff - Webadvisor – students, employees, faculty, vendors, IT  
Facilities – Karen Merrill  
Dave Siano – Campus security, parking, free shuttle

**VP, Human Resources**

**Publishers:** Myra Smith

**Writers:** Danae Thomas – HR, employment listing, job openings

Shirley Ferrara – HR, employment listing, job openings

Florence Maroney – HR, employment listing, job openings

**VP, Enrollment Management**

**Publishers:** Joan Thomas

**Writers:** Joan Thomas & Setta McCabe - Campus overview, area attractions, directions, maps, Campus policies, Testimonials, past present and future,

Andrea Tarpey – Student activities

Vinnie Grassetti – Athletics

Louisa Davis – Freeman - Admissions, international students, high school guidance counselors

Ray Blair – Student services, counseling, disabilities, student support services, Student handbook, personal counseling

Pam White – Career Services

Shelby Hall-Gibbons - Student mentor, PTK

**VP, Economic and Business Development**

**Publishers:** Jim Beane, Mary Breeding

**Writers:** Mary Breeding – CBT

Debbie King – Springfield Enterprise Center

Brenda Field – Technology Park

Diane Sabato – Entrepreneurial Institute, student incubator

Tom Goodrow - Business Community

**Jim Beane - Video ConferencingVP, Grants and Development**

**Publishers:** Setta McCabe

**Writers:** Setta McCabe - Latest news, Course catalog, college publications

Bill Kwolek - Alumni and donors, Foundation