

NOISE, SAFETY, & TECHNOLOGY

TECHNOLOGY: THE GOOD AND BAD...

The Office of Student Activities uses technology to distribute information about upcoming programs and meeting materials for Collegiate Club Council (CCC). Checking the web pages of OSA and Student Government will give you updated information on programs and things happening around the college. OSA can also be found on Facebook.

The **OSA** web page can be found at: <http://www.jjc.edu/new/student-life/student-activities/default.aspx>

- This page includes a calendar of events, club listing, pictures of past events, and links to Holistic Wellness, Student Government, and Student Trustee etc.
- OSA's Facebook address: <http://www.facebook.com/home.php#/pages/Joliet-IL/JJC-Student-Activities/100428258153>. Become a fan of OSA!

Student Government can be found at: <http://www.jjc.edu/OSA/StudentGovernment/>

- This page has the SG constitution, calendar of meeting dates, member bios, agendas and minutes from past meetings, and etc. SG also has a Facebook at <http://www.facebook.com/home.php#/pages/Joliet-IL/JJC-Student-Government/101121018022>. Become a fan!

Web Postings:

We encourage clubs to post their information on the JJC web page by completing a Publicity Request form at <http://www.jjc.edu/about/operational/communications/pages/publicity-request-form.aspx>. Information will be taken from the form and included on the JJC home page.

Use of Facebook and Myspace

While we know that students utilize these venues to connect with other students, we also encourage you to use extreme caution when you post pictures and information on these sites. Keep in mind that potential employers as well as colleges and universities can look at what you have posted and use that to determine whether or not they employ you or allow you to be admitted.

Additionally, keep in mind that everyone who logs in to these venues can see all of your personal information. Please be aware of the dangers in posting personal information on the internet!

Other social networking sites such as: myspace.com, friendster.com, and xanga.com offer even less security and protection because they have complete public access and are open to ANY person.

Helpful Hints to STAY SAFE and BE PREPARED...with regards to Facebook

- Evaluate your Facebook account and postings—how do you feel about your employers seeing what you have posted? How about your grandparents or parents?
- Do not post private information such as: cell phone, address, class schedules, social plans, etc. UNLESS you are prepared for **anyone** to find you/track you down, any time of the day or night.
- Utilize the “Privacy” settings on your Facebook account—you can adjust your privacy settings to control who has access to your personal information.
- Google yourself to see how your name or identity appears on the web.
- Be prepared to answer questions about your Facebook account in job interviews. It has become common for interviewers to ask applicants “Are you on Facebook?” and “What is your Facebook profile?”; BE PREPARED to either decline the question or answer honestly because employers will most likely look at your Facebook account themselves...or have already done so .

There are benefits to using these social networks:

- It's a good way to make connections with people who share your interests and goals
- Meeting people and staying connected with classmates or friends is a major benefit of Facebook.
- Facebook offers campus surveys, "party" or event listings and other information that communicates the "pulse" of campus culture. Therefore, Facebook can be a great way to understand and stay connected to one's campus community as a whole.
- Facebook profiles give students a chance to create the image of themselves that they want people to see by putting their best qualities "out there".

The information about Facebook was compiled by Kathleen McCabe, Director of Peer Education at Creighton University.

SAFETY

As club advisors and student leaders, we need to always keep safety at meetings, events and field trips in mind. It is our responsibility to make sure there is no danger to our students and staff with any of the activities we host.

Additionally and equally as important is completion of the necessary paperwork especially associated with field trips. The Off Campus Field Trip/Waiver & Release Form is required for students participating in field trips. These forms must be filled out prior to the trip. Though this will not eliminate the risk completely, it certainly does set a tone for standards and expectations when traveling and helping to minimize risk.

In the event a student or staff member is injured at a club or college sponsored function on or off campus, a "Report of Accident/Injury Form" & authorization for Use or Disclosure of Protected Health Information must be completed (see appendix 67 & 69). The left hand section is to be completed by the injured person and the right hand section is to be completed by the person responsible for the group. Details are very important on this form and it is necessary to be very thorough.

The completed form must be submitted to the Office of Student Activities within 24 hours of the accident. OSA will then forward the form to Human Resources and the Environmental Health and Safety Office. A copy of this form is included in the appendix. If additional forms are needed, please request them from the Office of Student Activities or the Human Resource Office.

SAFETY MANAGEMENT TIPS

- Always complete the proper off and on-campus forms for field trips and programs ahead of time.
- Inspect the area where the program is to be held for any safety hazards.
- If an incident occurs, document it on the proper form (Report of Accident/Injury Form).
- Request more chaperones if large numbers of students will be attending.
- Enforce safety rules and lead by example.
- Follow safety protocol established by Campus Police for use of college vehicles.

If you need additional information, please contact OSA at extension 2755 or the Office of Environmental Health and Safety at extension 2384.

RECOMMENDED NOISE ABATEMENT PROCEDURE

1. Each activity/event has someone who has responsibility for the organization and oversight of that program. When completing facility use forms, the sponsor of the activity assumes responsibility for that event. Along with the existing duties the sponsor is responsible for keeping the activity within the accepted noise level for the area involved.

2. Facility use forms should include a statement regarding noise abatement and the requirement that those using College facilities agree to abide by this procedure. The event sponsor will work with JJC Media Services to monitor noise levels leading up to and during activities/ events on campus. Media Services will maintain a working Sound Level Meter for check out and/or operation during activities.
3. Sound amplification must comply with the agreed upon standards for the area of campus and concurrent classroom and/or advising service being provided in the adjacent areas. These standards are attached for review and will be updated in the years ahead.
4. Failure to comply with the procedures may result in denial of facility use in the future, denial of payment for the activity provided, or other appropriate action as determined by the college.

STANDARDS

1. The Joliet Junior College noise abatement procedure is established to help maintain the learning environment. Noise in the Cafeteria area adjacent to classrooms, labs, and advising offices should remain below the 85 decibel level during activities and/events when classes are in session. The decibel level may be increased during times when there are no classes or advising activities adjacent to the event. (For example, Saturday evenings a battle of the bands may be acceptable.)
2. Noise in the Concourse area should remain below the 75 decibel level during activities and/or events when classes are in session.
3. The Occupational Safety and Health Administration (OSHA) reports that hearing may be affected by noise levels as follows:
 - 75dB in a 24 hour period
 - 90dB in a 8 hour period
 - 100dB in a 2 hour period
 - 110dB in a 30 minute period
 - 115dB in a 15 minute period.

These levels are not permitted indoors for the time period indicated during times when classes are in session on campus.