

CAMPUS COMMONS WEBSITE

Purpose, Roles and Responsibilities, Procedures

Purpose: The purpose of the Campus Commons website is to inform its residents of basic, general information about Campus Commons; Campus Commons Park Corporation (CCPC) amenities; board of director activities; social events and programs; and major issues of interest within the community. In general, the website serves as a one-stop information hub for all things related to the Campus Commons neighborhood.

Users:

- **The website is for CC Residents Only:** The site is built on a secure framework provided by Nabr, a company focusing on HOA community websites. Access to the website is only available to registered residents. For this reason, only residents can access the website with their own password-protected user account.

- **Prospective CC buyers, renters & the public:** Prospective buyers or renters have limited access to the site as does anyone interested in general information regarding Campus Commons. General information includes Campus Commons amenities, villages, homes and grounds, and maps. Numerous photos are also available.

Operation/Roles & Responsibilities - The CCPC General Manager (GM) and staff are responsible for posting information on the website. Additionally, a member or members of the CCPC board may assist the GM in the posting information. The GM, staff and board member(s) will also be responsible for:

- Assisting residents with website registration
- Assisting residents in trouble shooting problems with access to the site
- Training GM staff on the website
- Ensuring that important board information is posted on the site, such as board meeting announcements, agendas, etc.
- Enlisting additional volunteers for the website: Engaging volunteers in writing “Resident Profiles”, including exemplary volunteers, residents with special talents and skills, and residents’ with special histories and backgrounds. Volunteers could also write articles of special interest to residents, such as the history of Campus Commons. The GM or board member would approve such articles.
- Providing additional responsibilities as needed.

Who can post - It is the policy of the board to limit the number of people posting on the website to only the GM, staff, and board member(s). Opening the website to residents creates various workload issues, including: responding to residents’ posts, ensuring the posts are appropriate, training residents on the use of the website, among other issues. Residents wanting to voice neighborhood issues can do so on the “Next Door” platform.

Types of Information for Posting - Examples of the type of information posted on the site 'channels' by the General Manager, staff and/or board member(s) include:

Association News Channel:

- Meeting Announcements and board agendas
- Financial Summaries
- Board Minutes
- CCPC project updates and progress
- Voting information, including candidate biographies
- Commentator Newsletter
- Monthly calendar of events

Social News Channel

- Events such as holiday parties – TGIF, 4th of July, Village events, fashion show
- Educational Forums
- Walking tours of CC
- Club and Committee Announcements/Activities
- Movie Night

Watch Alerts Channel

- Security issues and warnings
- Safety tips
- Robberies
- Suspicious activities

Lost and Found Channel

- Pets
- Personal items

Fitness News Channel

- Classes
- General Fitness & Health information
- Nutrition Information
- Fitness equipment

General Interest Channel

- Land development in the neighborhood
- Storm/Flood Warnings
- Levee work
- CSUS issues, including Renaissance Society
- Profiles of CC Residents
- History of CC

Procedures: At a minimum, the GM and/or staff will ensure that board meeting announcements, agendas, newsletters, minutes, budget, and other board activities are posted on the website on a regular basis. Social events and watch alerts are also of high priority and staff will make every effort to ensure these issues are posted on the website. As time permits, lost and found, fitness news and information of general interest will also be posted on the site.

Approvals – On occasion, the information to be posted can be of a sensitive and/or political nature. In these cases, the GM and /or board member should seek the approval of the Board Chair, Vice Chair, or a member of the Executive Committee before posting.

Approvals, General Manager:

Board Chair:
