

**COMMUNICATION COMMITTEE  
AGENDA  
Wednesday, July 17, 3:30 – 5 p.m.**

<b>Presenter</b>	<b>Agenda item</b>	<b>Time</b>	<b>Outcomes/next steps</b>	<b>Completed or bring back date</b>
Chris	Call to order: <ul style="list-style-type: none"> <li>• Introductions (Mark Akiyama – standing guest)</li> <li>• Adoption of the agenda</li> </ul>	2 min		
	Public comment and announcements	0 min		
Mark	PRT update: <ul style="list-style-type: none"> <li>• Consultant search- Audit <ul style="list-style-type: none"> <li>○ Redundancy of information</li> <li>○ Process- (e.g., how to enroll)</li> <li>○ Search for old/outdated materials</li> <li>○ Proposed project intro letter (handout)</li> </ul> </li> <li>• Consultant 2 search- (John?)</li> <li>• Consultant 3 search- (Martha?) <ul style="list-style-type: none"> <li>○ Posting of positions</li> </ul> </li> </ul>	15 min	<i>Information, discussion, questions</i>	
Chrisanne/All	Terminology Audit – Communications team: <ul style="list-style-type: none"> <li>• Who, how, what, by when?</li> <li>• Capacity?</li> <li>• Sample audit words (handout)</li> </ul>	20 min		
Mark	Student Advisory Committee (SAP) – Fall 2019 <ul style="list-style-type: none"> <li>• Proposed work</li> <li>• Steps to enroll</li> <li>• Student videos (coordinate with Ken)</li> </ul>	10 min		
Ken Gabe, Jennifer, Allison	Summer workgroup tasks follow up <ul style="list-style-type: none"> <li>• Website Meta Major work update</li> <li>• Monitors – purchasing, placement, installation and governing – Gabe update</li> <li>• Charging stations – purchasing, placement and installation.</li> </ul>	10 min	<i>Information, update Issues for discussion? Needed support?</i>	
Chrisanne/All	Develop vision for Communication Committee <ul style="list-style-type: none"> <li>• Re-visit committee charge</li> </ul>	30 min	<i>Discussion, decision</i>	

	<ul style="list-style-type: none"> <li>• What is our role with college wide communication issues?</li> <li>• Newin's ask</li> </ul>			
Mark	Guided Pathways work	??	<i>Information, discussion</i>	
All	Other			

**Membership:**

1. Marketing Director – Chrisanne Knox
2. Senior Dean of Career and Community Partnerships – Beth Arman
3. Outreach Manager - Kim Christiana
4. Dean of Equity and Student Engagement - Rosa Armendariz
5. Sr. Web Administrator - Ken Statham
6. Faculty – Bret Peppo, Music
7. Faculty --Troy Bennett- ArtDM
8. Classified Staff – Allison Albright
9. Classified Staff -- Gabe Harven
10. San Ramon Representative – Jennifer Tejada

Six members required to meet quorum

Standing guests\*: Mark Akiyama

\* Non-voting – does not count in quorum