

COMMUNICATION COMMITTEE AGENDA
Friday, December 5, 1:00 – 3:00 p.m.
President's Conference Room

Presenter	Agenda item	Time	Outcomes/next steps	Completed or bring back date
Chrisanne	Call to order: <ul style="list-style-type: none"> Adoption of the agenda 	1 min		
	Public comment and announcements	2 min		
John Fogli	Moving forward with Full Capacity Marketing		<i>Information, discussion</i>	
Troy	SharePoint recommendation and College Council report		<i>Information, discussion</i>	
Chrisanne	Review PRT general of focus		<i>Information, discussion</i>	
All	Report out of task progress <ul style="list-style-type: none"> Terminology/policy proposal (Kim and Chris) Digital monitors – final quantity and location (Percy, Gabe and Jen) Banner project (Bret, Beth, Rosa, and Jen) Web search test (everyone) Blogging oversight and editorial calendar (Jessica, Troy and Beth) 		<i>Information, discussion</i>	
Percy	Recommendation on charging (after discussion)		<i>Information, discussion</i>	
All	Other		<i>Information, discussion</i>	
ON DECK: FOR FUTURE MEETING				
Chris	Develop vision for Communication Committee <ul style="list-style-type: none"> Re-visit committee charge What is our role with college wide communication issues? Current priorities and parking lot issues 	As time permits		

Membership:

1. Marketing Director – Chrisanne Knox
2. Senior Dean of Career and Community Partnerships – Beth Arman
3. Outreach Manager - Kim Christiana
4. Dean/Equity and Student Engagement – Rosa Amendariz
5. Sr. Web Administrator - Ken Statham
6. Faculty – Bret Peppo, Music

7. Faculty --Troy Bennett- ArtDM
8. Classified Staff –Jessica Martin
9. Classified Staff -- Gabe Harven
10. San Ramon Representative – Jennifer Tejada

Six members required to meet quorum

Standing guests*: Mark Akiyama, John Fogli, Percy Roper, Al Solano (GP Consultant)

* Non-voting – does not count in quorum