

COMMUNICATION COMMITTEE AGENDA
Friday, April 10th, 1:00 – 3:00 p.m.
Online Zoom Meeting

Presenter	Agenda item	Time	Outcomes/next steps	Completed or bring back date
Troy	Call to order: <ul style="list-style-type: none"> • Adoption of the agenda • Approval of 3/13 meeting minutes 	2 min		
	Public comment and announcements	5 min		
Chrisanne, Kim	DVC glossary/terminology report	10 min	<i>Discussion and action</i>	
Ken	DVC blogging and editorial calendar	10 min	<i>Discussion and action</i>	
Communications Office	Decentralization of communications	10 min	<i>Discussion and action</i>	
Chrisanne	Full Capacity Marketing – online communications initiatives sparked by COVID-19 pandemic	10 min	<i>Information, discussion, action</i>	
All	DVC Email policy – BCCs and transparency	5 min	<i>discussion</i>	
Ken, Chrisanne	DVC Search /Survey for terms and expected results	5 min	<i>discussion, action</i>	4/24
Troy	Continuing committee meeting format	5 min	<i>discussion, action</i>	
All	Future agenda items and Other	10 min	<i>discussion</i>	
ON DECK: FOR FUTURE MEETING				
Chris, Ken	Search Survey results	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 --open
10. San Ramon Representative – Jennifer Tejada

Six members required to meet quorum

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

* Non-voting – does not count in quorum