

COMMUNICATION COMMITTEE MINUTES

Wednesday, July 17, 3:30 – 5 p.m.

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 ○ Redundancy of information ○ Process- (e.g., how to enroll) ○ Search for old/outdated materials ○ Proposed project intro letter (handout) • Consultant 2 search- (John?)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

	<ul style="list-style-type: none"> • What is our role with college wide communication issues? • Newin's ask 			
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