

**COMMUNICATION COMMITTEE MINUTES**

**Wednesday, July 31, 4:00 – 5:30 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>• Adoption of the agenda</li> </ul>	1 min		
	Public comment and announcements <ul style="list-style-type: none"> <li>• Allison Albright</li> </ul>	1 min		
Troy Bennett/All	Interest areas group - website updates: <ul style="list-style-type: none"> <li>○ Presentation of prototype</li> <li>○ Feedback and discussion</li> </ul> <p>Here is the link:  <a href="https://invis.io/FQSO565XT23#/368959008_home">https://invis.io/FQSO565XT23#/368959008_home</a></p>	30 min	<i>Information, discussion, questions</i>	
Chris, Mark/All	Consultant proposals: <ul style="list-style-type: none"> <li>• Proposal requests sent out last week</li> <li>• John Fogli's proposal</li> <li>• Joseph Mediate proposal (two documents)</li> </ul>	30 min	<i>Information, discussion, next steps?</i>	
Chrisanne/All	Terminology Audit scope– Communications team: <ul style="list-style-type: none"> <li>• Review top 100 pages to determine scope</li> <li>• Sample audit words (handout)</li> <li>• Process recommendations?</li> <li>• Groups of two or three?</li> <li>• Every third pages?, other ideas?</li> </ul>	25 min	<i>Discussion, next steps, work for next meeting?</i>	
Gabe, Jennifer,	Summer workgroup tasks follow up <ul style="list-style-type: none"> <li>• Monitors – purchasing, placement, installation and governing – Gabe update</li> <li>• Charging stations – purchasing, placement and installation.</li> </ul>	2 min	<i>Information, update Issues for discussion? Needed support?</i>	
All	Other			
Chrisanne/All	Develop vision for Communication Committee <ul style="list-style-type: none"> <li>• Re-visit committee charge</li> <li>• What is our role with college wide communication issues?</li> </ul>	(for future meeting)	<i>Discussion, decision</i>	

**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