

COMMUNICATION COMMITTEE MINUTES
Friday, September 13, 1:00 – 3:00 p.m.
President's Conference Room

Presenter	Agenda item	Time	Outcomes/next steps	Completed or bring back date
Chris	Call to order: <ul style="list-style-type: none"> • Adoption of the agenda • Two hour meeting necessary 	1 min		
	Public comment and announcements	2 min		
Chris	Committee beginning of the year checklist <ul style="list-style-type: none"> • Review charge and membership (Rosa) • Introduce new members • Vote for co-chairs • Volunteers for minutes?? • College Council 	20 min	-Co-chairs will be Troy Bennett & Jessica Martin- unanimous approval. -No volunteers for minutes yet. Knox is trying to get an admin to help with this. -Since we are not one of the "big" committees, the co-chairs won't need to hold seats on College Council.	Completed
PRT Budget update	<ul style="list-style-type: none"> • Mark Akiyama 	5 min	<i>Information, questions?</i>	
Troy/Ken/Chris	Interest areas group - website updates: <ul style="list-style-type: none"> • Report out small group meeting • Feedback and discussion • Discussion about apply/enroll/register • Website changes/language 	15 min	<i>Information, discussion, can we make a decision?</i>	
John Fogli-in person/Joeseeph-call	Welcome John Fogli/Joseph Mediate <ul style="list-style-type: none"> • Current work update • Planned future work 	20 min	<i>Information, discussion</i>	
Chris, Mark/All	Consultant audit proposals: <ul style="list-style-type: none"> • Review the documents we have received • Next steps 	30 min	<i>Reviewed proposals from 25th Hour and Full Capacity Marketing. Committee will interview consultants to see who best aligns with what we want to do.</i>	
Kim Christiana/all	Terminology Audit scope– Subcommittee work?? <ul style="list-style-type: none"> • Kim Christiana's work • Process recommendations? • Groups of two or three? 	15 min	<i>Discussion, where are we? Next steps?</i>	

	<ul style="list-style-type: none"> • Work retreat? 			
Gabe, Jennifer	<p>Summer workgroup tasks follow up</p> <ul style="list-style-type: none"> • Monitors – purchasing, placement, installation and governing – Gabe update • Charging stations – purchasing, placement and installation. 	10 min	<i>Gabe presented on proposed locations for outdoor monitors & charging stations. He priced out the monitors and charging stations for committee consideration.</i>	
Chris/Beth Arman	<p>Racial Justice Communication work</p> <ul style="list-style-type: none"> • How do subcommittees work? • Who’s the lead? • Bathroom messages (underway) • Campus wide banners/images • Racial justice webpage (underway) • Communications webpage/updates 	5 min	<i>Information, discussion, decision</i>	
All	Other			
ON DECK: FOR FUTURE MEETING				
Chris	<p>Campus Events Calendar</p> <ul style="list-style-type: none"> • College wide recommendation • Exceptions? Transfer? 	(future meeting)		
Chris	<p>Develop vision for Communication Committee</p> <ul style="list-style-type: none"> • Re-visit committee charge • What is our role with college wide communication issues? 	(for future meeting)		

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 – Open?
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