

COMMUNICATION COMMITTEE MINUTES
Friday, October 25, 1:00 – 3:00 p.m.
President's Conference Room

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 	1 min	Agenda unanimously approved.	Completed
	Public comment and announcements	2 min	N/A	Completed
Chris & Troy	Remote Sharepoint training via webcast	~1.5hr	<i>The committee watched the live Sharepoint training via Zoom. Training takeaways:</i>	
Becky Opsata ~ 2:30pm – 3pm	Guided Pathways participation <ul style="list-style-type: none"> Standing reports Shift from “teams” to “projects” Realignment of participation Communications liaisons in all areas Pedagogy? Others? 	30 min	<i>Information, discussion Each meeting will have standing guided pathways meeting</i>	
ON DECK: FOR Nov. 8, 2019				
Chris, Jessica, Troy	<ul style="list-style-type: none"> Re-visit committee charge and defined audiences. DVC Communication Plan What is our role with college wide communication issues? 			

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

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

* Non-voting – does not count in quorum

Six members required to meet quorum