

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

Presenter	Agenda item	Time	Meeting Notes	Completed or bring back date
Jessica	Call to order: <ul style="list-style-type: none"> <li>• Adoption of the agenda</li> </ul>	1 min	<i>Agenda approved unanimously</i>	N/A
All	Public comment and announcements	2 min	<i>None</i>	
All	Discuss committee function/role in responding to COVID19 concerns. Reactions/recommendations?		<ul style="list-style-type: none"> <li>• <i>Committee wants to recommend that every time someone sends a campus email, it should say whether it was also sent to students. We need to know what students are told so we're all on the same page.</i></li> <li>• <i>Suggestion to create a memo at the top of emails that indicates which groups it was sent to.</i></li> <li>• <i>Can we put up a slide on InSite that shows what is open, and where?</i></li> <li>• <i>Web edit access: whoever has access to their dept. pages should make sure it stays updated.</i></li> <li>• <i>Recommend adding resources to the webpage. Rosa will collaborate with VPs &amp; President as to what should go on the page.</i></li> </ul>	
All	Discuss possible recommendation of using BoardDocs for minutes & agendas		<i>Tabled because Satish doesn't have time to give us access to BoardDocs to test it out.</i>	

Chris	New members- student & classified		<i>Kim C. may have a recommendation for us on a new Classified rep. She will check and get back to the cmte. Kim will also check with Todd Farr to see what the process is to invite students to sit on the committee.</i>	
Troy/Chris	What to report to College Council		<i>We'll have ongoing updates for College Council. Committee will provide recommendations and seek guidance from CC.</i> <ul style="list-style-type: none"> <li>• <i>We should also review the policy guidebook to use for formulating recommendations.</i></li> </ul>	
Ken	Update on blog system		<ul style="list-style-type: none"> <li>• <i>The site is set up &amp; will likely go live next week: <a href="http://dvc.edu/media-center">dvc.edu/media-center</a></i></li> <li>• <i>Target audience is perspective students</i></li> <li>• <i>Marketing Dept. Will manage it but all depts. Are welcome/encouraged to submit content for publishing.</i></li> <li>• <i>The blogs never get deleted, they just move down as new content is uploaded.</i></li> <li>• <i>We won't limit how much we can put up, and don't think we'll need to.</i></li> </ul>	
Troy/Mark	Guided Pathways – video project & vendors		<ul style="list-style-type: none"> <li>• <i>The group is going to use video in a good way to clarify things for students.</i></li> <li>• <i>They have 3 vendors to choose from, it's in process.</i></li> </ul>	

			<ul style="list-style-type: none"> <li>Group still has to work out language for the videos. Hope to have it done by the end of May, but it'll be delayed because of current events.</li> </ul>	
Percy/Jen	New monitor locations & cost update		<ul style="list-style-type: none"> <li>Jen identified a couple of places at SRC that would be good for monitors. May be able to get current contractor on the new building to do the wiring for it. DO is looking into it. They are requesting 2 monitors out of the 10K budget.</li> <li>Bret showed the group outdoor projectors that project onto buildings. Downside is that it needs to be darkish outside to see it.</li> </ul>	
All	Other		<p>Banner project: Wayfinding group is putting together a bid &amp; implementation plan to roll out over next several years. They have good banners &amp; have found spots to put them around campus. Feedback will be given &amp; the college will look for ways to fund the project in stages.</p>	
<b>ON DECK: FOR FUTURE MEETING</b>				
Chris	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> <li>Current priorities and parking lot issues</li> </ul>	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