STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES

1102 Q Street, 6th floor, Sacramento, CA 95811-6549
Office: (916) 445-1729   www.studentsenateccc.org

Communications Committee Regular Meeting | October 24, 2020 at 10:00 AM

NOTICE IS HEREBY GIVEN that the Communications Committee will hold a **Regular Meeting** on **10/24/2020 at 10:00 AM via Teleconference.** The Communications Committee reserves the right to suspend the orders of the day if necessary to conduct business. **All Communications Committee** meetings are held in locations that are wheelchair accessible. Other disability-related accommodations will be provided to persons with disabilities upon request. Persons requesting such accommodations should notify the Student Senate for California Community Colleges Vice President of Communications, Brianna Ross at vpc@studentsenateccc.org no less than three working days prior to the meeting. The Student Senate for California Community Colleges will make efforts to meet requests made after such date, if possible. Please contact the SSCCC Vice President of Communications for any agenda related questions. Due to COVID-19 and government restrictions, all individual locations will be closed to the public except where this agenda is posted at 22270 Kendle St, Cupertino, CA 95014 (pursuant to Executive Order N-25-20). Please use the call-in location below to access the meeting during the time noted.

Teleconference
Join Zoom Meeting **https://cccconfer.zoom.us/j/865614878** **Call-In Info:** **+1 669 900 6833 (US Toll)** **+1 646 876 9923 (US Toll)** **Meeting ID:** **865 614 878** **Agenda Materials:** **Google Drive Folder**

Executive/Region	Members	Call-In Location
VP of Communications (Chair)	Brianna Ross	
Communications Officer X (Vice Chair)	Jorge Silva	
Communications Officer I	Vacant	
Communications Officer II	Allison Schiffmaier	
RAD III	Angelica Campos	
Communications Officer IV	Doyeon (Iris) Kim	

RAD V	Emma McNellis	
Communications Officer VI	Pauline Nassar	
Communications Officer VII	Leonardo Gonzalaz	
Communications Officer VIII	Gabriel Torres	
RAD IX	Gerardo Chavez	

I. **ORDER OF BUSINESS**
   A. **Call to Order**
   B. **Roll Call**
   C. **Adoption of the Agenda**
   D. **Consent Agenda**
      1. *September 26, 2020 Minutes*
         The Communications Committee will consider for approval the minutes from the July 28, 2020 Communications Committee meeting.
   E. **Public Comment**
      This segment of the meeting is reserved for persons desiring to address the SSCCC Communications Committee on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The SSCCC Communications Committee may briefly respond to statements made or questions posed, however, for further information, please contact the SSCCC VP of Communications at vpc@studentsenateccc.org, to request items of discussion to be placed on a future agenda. (California Government Code §54954.3).

II. **STANDING ITEMS**
   A. **Communications Roundtable**
      (Committee | 20 mins. | Discussion)
      The Communications Committee will discuss happenings within Regional Communications Committees including but not limited to newsletters, social media, outreach, etc...
   B. **Tools and Tips**
      (VPC Ross | 25 mins. | Discussion)
      A brief tour of Canva will be given to provide insight for helpful tools and tips to produce engaging content.

III. **BUSINESS**
   A. **Email Signatures**
      (VPC Ross | 10 Mins. | Discussion/Action)
      The Communications Committee will provide feedback for the sample email signatures created by the workgroup and take suggestions.
   B. **Zoom Backgrounds**
      (VPC Ross | 10 Mins. | Discussion/Action)

The Communications Committee will review and give suggestions for the Zoom backgrounds created by the workgroup.

IV.   **ADJOURNMENT**