

STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES



Region II

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

Region II Communications Committee | Regular Meeting | 12/06/2020 at 12:00pm | Zoom Teleconference

NOTICE IS HEREBY GIVEN that the **Student Senate for California Community Colleges Region II Communications Committee** will hold a **Regular Meeting** on **12/06/2020 at 12:00pm** via **Zoom Teleconference**. The meeting time and location are noted below.

The Region II Communications Committee reserves the right to suspend the orders of the day if necessary to conduct business. All Region II 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 Committee Chair, Communications Officer Allison Schiffmaier at comsregionii@studentsenateccc.org, no less than five working days prior to the meeting. The Chancellor's Office will make efforts to meet requests made after such date, if possible. Please contact the Committee Chair, Allison Schiffmaier for any agenda related questions.

Pursuant to Government Code §54957.5: Supplemental materials distributed less than 72 hours before this meeting to a majority of the Region II Communications Committee will be made available for public inspection at this meeting. Materials prepared by Region II Communications Committee members and distributed during the meeting are available for public inspection at the meeting or after the meeting if prepared by some other person. Documents will also be posted in our Google Drive. Please note that the full Agenda packet, which contains all attachments & reports, is available at the following: [Region II Google Drive](#).

Meeting Location: Zoom Teleconference

AGENDA POSTED: 2273 Moorbrook Way Sacramento, CA 95826

Computer/Zoom Users:

<https://cccconfer.zoom.us/j/92134417984>

Telephone Users:

Dial: 1 (669) 900-6833

Meeting ID:
921 3441 7984

Supplementary Documents:
[CLICK HERE](#)

I. ORDER OF BUSINESS

A. Call to Order

B. Roll Call

Communications Committee <i>Voting member /Ex-Officio*</i>	Location
Chair <i>Allison Schiffmaier</i>	
Vice Chair <i>Ruby Chavez</i>	
Member <i>Shanna Keith</i>	
Member <i>Gurtaj Gerwal</i>	
Member <i>Steven Ziemann</i>	
Member <i>Kelvin Chan</i>	
Member <i>Olivia Garcia- Godos</i>	
Ex-Officio* <i>Anjali Patel</i>	
Ex- Officio* <i>Jenn Galinato</i>	

Present: **Absent:** **Needed for a quorum: 4/7**

Region II Communications Committee Regular Meeting | 12/06/2020 at 12:00pm

C. Approval of the Agenda

The committee will discuss approving the agenda for the December 06, 2020 Region II Communications committee meeting.

D. [Approval of Minutes](#)

The Communications Committee will approve or deny the minutes from the prior meeting.

E. Public Comment

This segment of the meeting is reserved for persons desiring to address the Region II 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 Region II Communications Committee may briefly respond to statements made or questions posed, however, for further information, please contact the Committee Chair Allison Schiffmaier, at comsregionii@studentsenateccc.org for the item of discussion to be placed on a future agenda. (California Government Code §54954.3)

II. UNFINISHED BUSINESS

III. STANDING ITEMS

A. [Social Media Report](#)

(10 minutes) (Informational/Discussion/Action) (Communications Officer Allison Schiffmaier)

The Communication Committee will hear from the committee Chair Schiffmaier regarding the social media post/updates for the month of November/December.

B. [Newsletter Report](#)

(10 minutes) (Informational/Discussion/Action) (Communications Officer Allison Schiffmaier)

The Communication Committee will hear an updated report regarding the November Newsletter.

IV. BUSINESS

A. [December Newsletter Formation](#)

(20 minutes) (Informational/Discussion/Action) (Communications Officer Allison Schiffmaier)

The Communications Committee will discuss the November Newsletter, and the articles needed in the newsletter.

B. [Canva Account Training](#)

(20 minutes) (Informational/Discussion) (Communications Officer Allison Schiffmaier)

The Chair, Allison Schiffmaier, will discuss how to use the Canva website, and the Communications Committee will think about strategies for the creation of flyers and video promotion.

V. COMMUNICATIONS FROM THE FLOOR

This time is reserved for any Communications Committee Members to make announcements on items not on the agenda. A time limit of two (2) minutes per speaker shall be observed. No action will be taken and the total time limit for this item shall not be extended.

VI. PUBLIC COMMENT

This segment of the meeting is reserved for persons desiring to address the Region II 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 Region II Communications Committee may briefly respond to statements made or questions posed, however, for further information, please contact the Committee Chair Allison Schiffmaier, at comsregionii@studentsenateccc.org for the item of discussion to be placed on a future agenda. (California Government Code §54954.3)

VII. ADJOURNMENT