



Communications Committee Agenda

Date: Tuesday, April 11th, 2023

Start Time: 11:15 AM

End Time: 12:15 PM

Location: SU-202 (Senators' Office)

Mailing Address: 1140 W Mission Road San Marcos, CA 92069 | Telephone: (760) 744-1150 Extension: 2594 |

Student Life & Leadership Director: Sherry Titus, email: stitus@palomar.edu

Website: <https://www2.palomar.edu/asg/>

The Associated Student Government reserves the right to modify the order of business as it deems appropriate.

Chair: Kimberly De La Cruz

Vice-Chair:

Secretary:

Board Members:

1. CALL TO ORDER

- a.** Call to Order
- b.** Roll Call
- c.** Welcome and Greetings
- d.** Announcements

2. APPROVAL OF MINUTES

- a.** N/A

3. ORAL COMMUNICATIONS

Speakers shall be limited to a total of two (2) minutes each. Fifteen (15) minutes shall be reserved at this time for members of the public to address the Board on matters within its authority which do **not** appear on the agenda. Please sign in before the meeting begins or let the Chair know you wish to speak.

4. INFORMATION ITEMS

Discussion – 5 minutes per item

- a. New meeting times - 2nd and 4th Tuesdays 11:15 a.m. - 12:15 p.m.
- b. Possible upcoming location change, TBD

5. UNFINISHED BUSINESS

Action/ Discussion – 5 minutes per item

- a. Comet Hour banner design
 - i. Background color
 - ii. Design
- b. Headshots
 - i. Date & sign ups
 - ii. Equipment, angle, background
- c. Biographies- Format/ Template
 - i. Length and Questions to ask

6. NEW BUSINESS

- a. Elections coverage
 - i. Accessibility
 - ii. Publishing deadline reminders
- b. Committee Monthly Calendar
 - i. ASG committees on shared/distributed calendar
 - ii. Comet Hour coverage
- c. Instagram Maintenance
 - i. Accessibility
 - ii. Comet Question of the Week– Comet Hours
 - iii. Link Tree
 - iv. Resource recommendations
- d. Website Maintenance
 - i. Modifications as needed
 - ii. Accessibility issues to report
 - iii. Document organization
 - iv. Committee Minutes and Agendas

7. VACANCIES/RESIGNATIONS

- a. N/A

8. OFFICIAL REPORTS

- a. **Chair:** Kimberly De La Cruz
- b. **Vice-Chair:**

- c. Secretary:
- d. Board:

9. ADJOURNMENT