



Communications Committee Agenda

Date: Tuesday, April 25, 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:

- **Pablo Rodríguez**

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. Upcoming ASG events
 - i. Comet Hour – April 27, 2023 (9-10 a.m.)
 - ii. Elections, Candidate Forum (Date update?)
 - iii. Congressman Scott Peters- May 2, 2023 (11 a.m.-12 p.m.)
 - iv. Voting Week- May 1-5, 2023

5. UNFINISHED BUSINESS

Action/ Discussion – 5 minutes per item

- a. Comet Hour Banner
 - i. Review Design
 - ii. Next steps for banner creation
- b. Headshots
 - i. Deadlines
- c. Biographies- Format/ Template
 - i. Deadlines
 - ii. Length and Questions to ask
- d. Instagram Maintenance
 - i. Comet Question of the Week– Comet Hours
 - ii. Link tree to organize links & resources
- e. Committee Monthly Calendar
 - i. ASG committees on shared/distributed calendar
 - ii. Office Teams organization – possible platform of interest
 - iii. Sign up for events, as needed, for media coverage
- f. Website Maintenance
 - i. Updates
 - ii. Accessibility issues to report
 - iii. Agendas and Minutes

6. NEW BUSINESS

- a. Elections Promotion
 - i. Deadlines
 - ii. Content to share
- b. Governing Board slideshow
 - i. Due dates
 - ii. Format and Location

7. VACANCIES/RESIGNATIONS

- a. N/A

8. OFFICIAL REPORTS

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

- c. **Secretary:**
- d. **Board:**

9. ADJOURNMENT