

**El Camino College  
 Associated Students Organization  
 Publicity Committee Agenda  
 August 30<sup>th</sup>, 2019  
 ASO Executive Office  
 10:00 a.m. - 11:00 a.m.**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

**I. Call to Order**

**II. Roll Call**

**Voting Members of the Committee: 11(7)**

Director Villanueva (Co-Chair)	Senator Rodriguez (Co-Chair)	Council member Propst
Court Justice Fernandez	Director Lopez	Senator Davila
Court Justice Lopez	Director Tena	Director Tovar
President Kainat	Student Trustee Lee	

**Advisors:**

Debbie Allison	Chris De La Cruz	Dr. Greg Toya
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**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item)**

**5.1 Director Villanueva will give an update on the new ASO identity and ASO banner and answer any questions pertaining to the matter.**

**VI. New Business (10 minutes per item)**

**6.1 The committee shall discuss whether we should outsource the ASO design to students and potentially give them a prize, if their design is selected (Senator Rodriguez).**

**6.2 The committee shall determine individuals who will be in charge of promoting ASO through our various social media accounts (Instagram, Facebook, Snapchat, Twitter).**

**6.3 The committee shall discuss ideas for creating a pamphlet to describe what ASO does.**

**VII. Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

**VIII. Public Comment/Non-Agenda Items**

**IX. Adjournment**

**El Camino College  
Associated Students Organization  
Publicity Committee Agenda  
September 6th, 2019  
ASO Executive Office  
10:00 a.m. - 11:00 a.m.**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

**I. Call to Order**

**II. Roll Call**

**Voting Members of the Committee: 12(7)**

	Director Villanueva (Co-Chair)		Senator Rodriguez (Co-Chair)		Council member Abina
	Court Justice Fernandez		Director Lopez		Senator Davila
	Court Justice Lopez		Director Tena		Director Tovar
			Student Trustee Lee		

**Advisors:**

	Debbie Allison		Chris De La Cruz		Dr. Greg Toya
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**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business**

**5.1 ASO IDENTITY VOTE**

The committee shall discuss and vote on a new identity for ASO. Director Villanueva will present the three different options.

**5.2 SOCIAL MEDIA APPOINTMENTS**

The committee shall vote on the following members to run their respective social media.

-Instagram/Facebook: Senator Rodriguez, Chief Justice Lopez

-Twitter: Director Tena, Director Tovar

-Snapchat: Council member Abina

**VI. New Business**

**6.1 NEW WAYS TO PROMOTE ASO**

The committee shall discuss new ways to promote ASO.

**6.2 NEWSPAPER ADVERTISING**

The committee shall discuss if putting an ad on the newspaper is effective and worth the money.

**VII. Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

**El Camino College  
Associated Students Organization  
Publicity Committee Agenda  
September 13th, 2019  
ASO Executive Office  
10:00 a.m. - 11:00 a.m.**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

**I. Call to Order**

**II. Roll Call**

**Voting Members of the Committee: 13(8)**

	Director Villanueva (Co-Chair)		Senator Rodriguez (Co-Chair)		Council member Abina
	Court Justice Fernandez		Director Lopez		Senator Davila
	Chief Justice Lopez		Director Tena		Director Tovar
	President Kainat		Student Trustee Lee		Director Sagastume
	Director Alexander				

**Advisors:**

	Debbie Allison		Chris De La Cruz		Dr. Greg Toya
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**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business**

**5.1 ASO Social Media Updates**

- Twitter: Director Tena, Director Tovar
- Instagram/Facebook: Senator Rodriguez, Chief Justice Lopez
- Snapchat: Council member Abina

**5.2 Newspaper Ad BPO Vote**

The committee shall discuss and vote to create a Blank Purchase Order (BPO) for \$1000 from Public Relations account 71-54550-00-836412-7670 to place ads in the El Camino Union Newspaper.

**5.3 Incentives for Clubs to promote ASO sticker**

The committee shall discuss ways to incentivize clubs to promote the ASO sticker to their members.

**5.4 Choosing students to be highlighted on our Instagram**

The committee shall discuss ways to select students to be on our Instagram and share their stories.

**5.5 Choosing Clubs to be highlighted on our Instagram**

The committee shall discuss ways to select clubs to be on our Instagram and promote themselves.

**VI. New Business**

**6.1 Social Media Posting Guidelines**

The committee shall discuss and establish guidelines for posting content on social media.

**VII. Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

**El Camino College  
Associated Students Organization  
Publicity Committee Agenda  
September 20th, 2019  
ASO Executive Office  
10:00 a.m. - 11:00 a.m.**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

**I. Call to Order**

**II. Roll Call**

**Voting Members of the Committee: 13(8)**

	Director Villanueva (Co-Chair)		Senator Rodriguez (Co-Chair)		Council member Abina
	Court Justice Fernandez		Director Lopez		Senator Davila
	Chief Justice Lopez		Director Tena		Director Tovar
	President Kainat		Student Trustee Lee		Director Sagastume
	Director Alexander				

**Advisors:**

	Debbie Allison		Chris De La Cruz		Dr. Greg Toya
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**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item)**

**5.1 ASO Social Media Updates**

- Twitter: Director Tena, Director Tovar
- Instagram/Facebook: Senator Rodriguez, Chief Justice Lopez
- Snapchat: Council member Abina

**5.2 Social media posting Guidelines**

Senator Rodriguez and Chief Justice Lopez will present their guidelines for posting on Instagram/Facebook.

**VI. New Business (5 minutes per item)**

**6.1 Mail chimp discussion**

The committee will discuss the use of Mail chimp.

**6.2 Highlighting warrior pantry Staff**

The committee will discuss highlighting Erica Soohoo from the warrior pantry on our Instagram.

**6.3 Opportunity Drawing On Social Media**

The committee will discuss publicizing the winners of the opportunity drawings.

**6.4 New Instagram highlighter covers vote**

The committee shall discuss and vote on adding new highlight covers created by Director Tena.

**6.5 ASO Brochure**

The committee shall discuss and go over the brochure made by Trustee Lee.

**6.6 Google Photos Account**

The committee shall discuss creating a google photos account to upload pictures for social media.

**VII. Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

**El Camino College  
Associated Students Organization  
Publicity Committee Agenda  
September 27th, 2019  
ASO Executive Office  
10:00 a.m. - 11:00 a.m.**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

**I. Call to Order**

**II. Roll Call**

**Voting Members of the Committee: 12(7)**

	Director Villanueva (Co-Chair)		Senator Rodriguez (Co-Chair)		Council member Abina
	Court Justice Fernandez		Director Lopez		Senator Davila
	Chief Justice Lopez		Director Tena		Director Tovar
	Director Alexander		Student Trustee Lee		Director Sagastume

**Advisors:**

	Debbie Allison		Chris De La Cruz		Dr. Greg Toya
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**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business**

**5.1 ASO Social Media Updates**

- Twitter: Director Tena, Director Tovar
- Instagram/Facebook: Senator Rodriguez, Chief Justice Lopez
- Snapchat: Council member Abina

**5.2 Social media posting guidelines**

- Senator Rodriguez and Chief Justice Lopez will present their guidelines for posting on Instagram/Facebook.

**5.3 Mail Chimp discussion**

- The committee shall discuss the use of Mail Chimp.

**5.4 ASO Brochure**

- The committee shall discuss and go over the brochure made by Trustee Lee.

**5.5 Google Photos account**

- The committee shall discuss the use of the Google Photos account.

**VI. New Business**

**6.1 ASO Jackets**

- The committee will consider and vote on placing another order of the ASO Jackets.

**6.2 ASO Vendor Window Decal**

- The committee will discuss ASO vendor window decals which indicates that discounts are available at that location for ASO sticker holders.

**6.3 Communicate the name change to Vendors**

- The committee will discuss how to communicate to current vendors the ASB sticker has changed name to the ASO sticker.

**6.4 Vendor Marketing Packet**

- The committee will discuss and plan a marketing packet to distribute to new possible ASO sticker discount vendors.

**VII. Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**



**El Camino College  
Associated Students Organization  
Publicity Committee Agenda  
October 4th, 2019  
ASO Executive Office  
10:00a.m. - 11:00 a.m.**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

**I. Call to Order**

**II. Roll Call**

**Voting Members of the Committee: 12(7)**

Director Villanueva (Co-Chair)	Senator Rodriguez (Co-Chair)	Council member Abina
Court Justice Fernandez	Director Lopez	Senator Davila
Chief Justice Lopez	Director Tena	Director Tovar
Director Alexander	Student Trustee Lee	
President Kainat	Senator Albawab	

**Advisors:**

Debbie Allison	Chris De La Cruz	Dr. Greg Toya
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**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business**

**5.1 ASO Social Media Updates**

- Twitter: Director Tena, Director Tovar
- Instagram/Facebook: Senator Rodriguez, Chief Justice Lopez
- Snapchat: Council member Abina

**5.2 Creation of Marketing Packet Sub-committee**

- The committee shall discuss and vote on the co-chairs for this sub-committee

**5.3 ASO Jackets**

- The committee will consider and vote on placing a new order of the ASO Jackets from a different supplier.

**5.4 Gift for El Camino College**

- The committee shall discuss on what would be an appropriate gift to give El Camino College.

**VI. New Business**

**6.5 Tabling**

- The committee shall have a discussion on what items should be out during tabling

**VII. Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

**El Camino College  
Associated Students Organization  
Publicity Committee Agenda  
October 18th, 2019  
ASO Executive Office  
10:00a.m. - 11:00 a.m.**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

I. **Call to Order**

II. **Roll Call**

**Voting Members of the Committee: 11(6)**

	Director Villanueva (Co-Chair)		Senator Rodriguez (Co-Chair)		Council member Abina
	Court Justice Fernandez		Director Lopez		Senator Albawab
	Chief Justice Lopez		Director Tena		Director Tovar
	Director Alexander		Student Trustee Lee		

**Advisors:**

	Debbie Allison		Chris De La Cruz		Dr. Greg Toya
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III. **Approval of the Minutes**

IV. **Approval of the Agenda**

V. **Unfinished Business**

**5.1 ASO Social Media Updates**

- Twitter: Director Tena, Director Tovar
- Instagram/Facebook: Senator Rodriguez, Chief Justice Lopez
- Snapchat: Council member Abina

**5.2 Marketing Packet Sub-committee**

- The subcommittee shall give an update on the progress of the marketing packet.

VI. **New Business**

**6.1 Mailchimp**

- The committee shall discuss how to use Mailchimp and what should be sent through it.

**6.2 Move to MBBM**

- The committee shall discuss how to let people know that our new offices are in MBBM and possible ways to have signage outside the office.

**6.3 Closure of the activities building**

- The committee shall discuss ways to publicize that the activities building will be closed.

VII. **Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

VIII. **Public Comment on Non-Agenda Items**

IX. **Adjournment**

**El Camino College  
 Associated Students Organization  
 Publicity Committee Agenda  
 November 1, 2019  
 ASO/ICC OFFICE-MBBM 135  
 10:00a.m. - 11:00 a.m.**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

**I. Call to Order**

**II. Roll Call**

**Voting Members of the Committee: 15(9)**

Director Villanueva (Co-Chair)	Senator Rodriguez (Co-Chair)	Senator Abina
Court Justice Fernandez	Director Lopez	Senator Albawab
Chief Justice Lopez	Director Tena	Director Tovar
Director Alexander	Student Trustee Lee	President Kainat
Comm. Lozoya	Senator Bloch	Comm. Garcia

**Advisors:**

Debbie Allison	Chris De La Cruz	Dr. Greg Toya
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**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business**

**5.1 ASO Social Media Updates**

- Twitter: Director Tena, Director Tovar
- Instagram/Facebook: Senator Rodriguez, Chief Justice Lopez
- Snapchat: Senator Abina

**5.2 Marketing Packet Sub-committee**

- The subcommittee shall give an update on the progress of the marketing packet.

**5.3 Mailchimp**

- The committee shall give an update on the use of Mailchimp.

**VI. New Business**

**6.1 ASO Movie Night**

- The committee shall discuss ways to promote our movie night and the possibility of advertising to different clubs on campus.

**6.2 ASO Brochure**

- The committee shall get an update on the brochure by Trustee Lee.

**6.3 Food Holiday Flyer**

- The committee shall accept volunteers to work on the next food holiday flyer.

**6.4 Flyer distribution**

- The committee shall discuss the possibility of getting outside volunteers to hand out flyers.

**6.5 Marketing Products**

- The committee shall designate people to work on purchasing promotional products.

**6.6 Instagram contest**

-The committee shall come up with ways to gain new followers on Instagram through contests.

**VII. Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

**El Camino College  
Associated Students Organization  
Publicity Committee Agenda  
November 8, 2019  
ASO/ICC OFFICE-MBBM 135  
10:00a.m. - 11:00 a.m.**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

**I. Call to Order**

**II. Roll Call**

**Voting Members of the Committee: 14(8)**

	Director Villanueva (Co-Chair)		Senator Rodriguez (Co-Chair)		Comm. Garcia
	Court Justice Fernandez		Director Lopez		Senator Albawab
	Chief Justice Lopez		Director Tena		Director Tovar
	Director Alexander		Student Trustee Lee		President Kainat
	Comm. Lozoya		Senator Bloch		

**Advisors:**

	Debbie Allison		Chris De La Cruz		Dr. Greg Toya
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**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business**

**5.1 ASO Social Media Updates**

- Twitter: Director Tena, Director Tovar
- Instagram/Facebook: Senator Rodriguez, Chief Justice Lopez
- Snapchat:

**5.2 Marketing Packet Sub-committee**

- The subcommittee shall give an update on the progress of the marketing packet.

**5.3 Mailchimp**

- The committee shall give an update on the use of Mailchimp.

**5.4 Instagram Contest**

- The committee shall come up with ways to gain new followers on Instagram through contests.

**5.5 Food Holiday Flyer**

- The committee shall accept volunteers to work on the next food holiday flyers.

**VI. New Business**

**6.1 New Ideas**

- The committee shall discuss any new ideas to promote ASO.

**VII. Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

**El Camino College  
Associated Students Organization  
Publicity Committee Agenda  
November 15, 2019  
ASO/ICC OFFICE-MBBM 135  
10:00a.m. - 11:00 a.m.**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

**I. Call to Order**

**II. Roll Call**

**Voting Members of the Committee: 14(8)**

Director Villanueva (Co-Chair)	Senator Rodriguez (Co-Chair)	Comm. Garcia
Court Justice Fernandez	Director Lopez	Director Tovar
Chief Justice Lopez	Director Tena	President Kainat
Director Alexander	Student Trustee Lee	
Comm. Lozoya	Senator Bloch	

**Advisors:**

Debbie Allison	Chris De La Cruz	Dr. Greg Toya
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**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business**

**5.1 ASO Social Media Updates**

- Twitter: Director Tena, Director Tovar
- Instagram/Facebook: Senator Rodriguez, Chief Justice Lopez
- Snapchat:

**5.2 Marketing Packet Sub-committee**

- The subcommittee shall give an update on the progress of the marketing packet.

**5.3 Instagram Contest**

- The committee shall discuss ideas for IG contest

**5.5 Food Holiday Flyer**

- The committee get updates on food holiday flyer designs

**VI. New Business**

**6.1 New Ideas**

- The committee shall discuss any new ideas to promote ASO.

**VII. Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

**El Camino College  
Associated Students Organization  
Publicity Committee Agenda  
November 22, 2019  
ASO/ICC OFFICE-MBBM 135  
10:00 AM -11:00 AM**

**Public Participation:** Members of the public are invited to speak concerning any items of business on this agenda prior or during the Committee's Discussion of the item, and always prior to the Committee acting on the item. For matters not listed on the agenda that are under the committee's jurisdiction, members of the public are invited to address the committee during public comment. **Please, limit your comments to no more than 2 minutes.**

**I. Call to Order**

**II. Roll Call**

**Voting Members of the Committee: 15(9)**

Director Villanueva (Co-Chair)	Senator Rodriguez (Co-Chair)	Comm. Garcia
Court Justice Fernandez	Director Lopez	Director Tovar
Chief Justice Lopez	Director Tena	President Kainat
Director Alexander	Student Trustee Lee	Senator Escobar
Comm. Lozoya	Senator Bloch	Coun. Mem. Hussain

**Advisors:**

Debbie Allison	Chris DeLa Cruz	Dr. Greg Toya
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**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business**

**5.1 ASO Social Media Updates**

- Twitter: Director Tena, Director Tovar
- Instagram/Facebook: Senator Rodriguez, Chief Justice Lopez

**5.2 Marketing Packet Sub-committee**

- The subcommittee shall give an update on the progress of the marketing packet.

**5.3 Instagram Contest**

- The committee shall discuss the rules and guidelines for the contest

**5.5 Mail chimp**

- The committee get updates on mail chimp

**5.6 Spring promotional items**

- The subcommittee shall give an update on the promotional items discussed previously.

**VI. New Business**

**6.1 Spring promotional items vote**

- The committee shall vote on the approval of \$1,000 from the public relations account 71-54550-00-836412-7670 for spring promotional items.

## **6.2 Spring ASO sticker promotion**

- The committee shall discuss how to publicize the ASO sticker during the first weeks of school.

## **VII. Reports**

**7.1 Committee Member Reports**

**7.2 Advisor Report**

## **VIII. Public Comment on Non-Agenda Items**

## **IX. Adjournment**



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**El Camino College  
Associated Students Organization**

**Publicity Committee Agenda**

**February 21st, 2020**

**MBBM 135**

**12:00 p.m. - 1:00 p.m.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___
Lindsey Lee ___	Giancarlo Fernandez ___
Benji Garcia ___	Urwa Kainat ___
Xingbo Zhao ___	Izack Saucedo ___

**Advisors**

Debbie Allison \_\_\_ Dr. Greg Toya \_\_\_ Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1. ASO Social Media Chairs**

*Publicity will discuss and vote on the new chairs for social media accounts.*

**5.2. Marketing Packet**

**Publicity will discuss the Marketing Packet and look for new people to get involved in it.**

**5.3. Mail Chimp**

*Publicity will discuss the Mail Chimp progress and plans for the future.*

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#### **5.4 Spring Promotional Items**

*Publicity will discuss and receive updates on the spring promotional items.*

### **VI. New Business**

#### **6.1. Toilet Paper**

*Publicity committee will discuss calendars being placed inside bathroom stalls around campus to better promote events.*

#### **6.2. Streak Team**

*Publicity will discuss the idea of hiring students for a streak team that promotes ASO events and ASO sticker*

#### **6.3. ASO Meet and Greet**

*Publicity will discuss the strategy and plans so far for the ASO Meet and Greet.*

#### **6.4. Warrior Games**

*Publicity will discuss and vote on people to work on publicizing Warrior Games.*

### **VII. Reports**

#### **7.1. Members Reports**

#### **7.2. Advisor Reports**

### **VIII. Public Comment on Non-Agenda Items**

### **IX. Adjournment**

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**El Camino College  
Associated Students Organization**

**Publicity Committee Agenda**

**February 28th, 2020**

**MBBM 135**

**12:00 p.m. - 1:00 p.m.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (7)**

Makayla Propst (Co-Chair) \_\_\_

Julio Tena (Co-Chair) \_\_\_

Lindsey Lee \_\_\_

Giancarlo Fernandez \_\_\_

Benji Garcia \_\_\_

Urwa Kainat \_\_\_

Izack Saucedo \_\_\_

**Advisors**

Debbie Allison \_\_\_ Dr. Greg Toya \_\_\_ Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Marketing Packet**

*Makayla and Julio will present the Marketing Packet progress and ask for feedback on it so far.*

**5.2 Spring Promotional Items**

*Publicity will discuss and receive updates on the spring promotional items.*

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### **5.3 ASO Meet and Greet**

*Publicity will discuss the strategy and plans so far for the ASO Meet and Greet.*

### **5.4 ASO Meet and Greet**

*Publicity will discuss having a streak team to table and work ASO Events.*

### **5.5 Toilet Paper**

*Julio and Makayla will show the presentation to the committee for comments and suggestions.*

## **VI. New Business**

### **6.1 Historian**

*Committee will vote on a HISTORIAN who will be responsible for maintaining and recording a photographic history of ASO scheduled events.*

### **6.2 Information Screens**

*Committee will discuss the presentation slides made for the information screens around campus.*

### **6.3 ASO Bookstore Merchandise**

*Committee will discuss working with the bookstore to have ASO merchandise for sale.*

## **VII. Reports**

### **7.1. Member Reports**

### **7.2. Advisor Reports**

## **VIII. Public Comment on Non-Agenda Items**

## **IX. Adjournment**

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**El Camino College  
Associated Students Organization**

**Publicity Committee Agenda**

**March 6th, 2020**

**MBBM 135**

**12:00 p.m. - 1:00 p.m.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Izack Saucedo ___
Lindsey Lee ___	Giancarlo Fernandez ___	Jacob Danan ___
Benji Garcia ___	Urwa Kainat ___	

**Advisors**

Debbie Allison \_\_\_ Dr. Greg Toya \_\_\_ Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Marketing Packet**

*Co-Chairs will present the Marketing Packet progress and ask for feedback on it so far.*

**5.2 ASO Meet and Greet**

*Publicity will discuss the strategy and plans so far for the ASO Meet and Greet.*

**5.3 Information Screens**

*Publicity will discuss and oversee the ASO promotional slides to be shown on info screens around campus.*

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#### **5.4 ASO Bookstore Merchandise**

*Publicity will discuss progress on working with the Bookstore to sell ASO Merchandise.*

### **VI. New Business**

#### **6.1 Food Holidays**

*Publicity will discuss promoting and creating material for future ASO Food Holiday Events.*

### **VII. Reports**

#### **7.1. Member Reports**

#### **7.2. Advisor Reports**

### **VIII. Public Comment on Non-Agenda Items**

### **IX. Adjournment**

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**El Camino College  
Associated Students Organization**

**Publicity Committee Agenda**

**March 13th, 2020**

**MBBM 135**

**12:00 p.m. - 1:00 p.m.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) \_\_\_

Julio Tena (Co-Chair) \_\_\_

Izack Saucedo \_\_\_

Lindsey Lee \_\_\_

Giancarlo Fernandez \_\_\_

Jacob Danan \_\_\_

Benji Garcia \_\_\_

Urwa Kainat \_\_\_

**Advisors**

Debbie Allison \_\_\_ Dr. Greg Toya \_\_\_ Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Marketing Packet**

*Co-Chairs will present the Marketing Packet progress and ask for feedback on it so far.*

**5.2 ASO Meet and Greet**

*Publicity committee will discuss the strategy and plans so far for the ASO Meet and Greet.*

**5.3 Food Holidays**

*Publicity committee will discuss & give feedback .*

**VI. New Business**

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## **6.1 ASO Flowater**

*The Publicity Committee will discuss the publicizing ASO around the FloWater Machines.*

## **6.2 Redesign ASO Sticker**

*The Publicity Committee will discuss an ASO representative being consulted in the designing process for the ASO Sticker.*

## **VII. Reports**

### **7.1. Member Reports**

### **7.2. Advisor Reports**

## **VIII. Public Comment on Non-Agenda Items**

## **IX. Adjournment**

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**El Camino College  
Associated Students Organization**

**Publicity Committee Agenda**

**March 20th, 2020**

**MBBM 135**

**12:00 p.m. - 1:00 p.m.**

<https://zoom.us/j/5464474715>

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) \_\_\_

Julio Tena (Co-Chair) \_\_\_

Izack Saucedo \_\_\_

Lindsey Lee \_\_\_

Giancarlo Fernandez \_\_\_

Jacob Danan \_\_\_

Benji Garcia \_\_\_

Urwa Kainat \_\_\_

**Advisors**

Debbie Allison \_\_\_ Dr. Greg Toya \_\_\_ Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Information Screens**

*The committee will discuss & give feedback to Director Propst regarding the information screens for ASO Sticker Benefits.*

**5.2 Marketing Packet**

*The committee will discuss & give feedback to Director Tena regarding the marketing packet for ASO Sticker.*

**VI. New Business**

**6.1 Promotional Water Bottles**

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*The committee will discuss purchasing reusable water bottles as a promotional item.*

## **6.2 Weekly Updates**

*The committee will hear from Director Tena regarding instagram story weekly updates.*

## **6.3 ASO Flowater**

*The committee will discuss purchasing floor mats for underneath the Flowater stations and redesigning the Flowater signs.*

## **6.4 ASO Sticker**

*The committee will discuss a student representative giving input in designing the ASO Sticker.*

## **6.5 MailChimp**

*The committee will discuss ways to collect more emails for mailchimp with the partial campus closure.*

## **VII. Reports**

### **7.1. Member Reports**

### **7.2. Advisor Reports**

## **VIII. Public Comment on Non-Agenda Items**

## **IX. Adjournment**

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**El Camino College**  
**Associated Students Organization**  
**Publicity Committee Agenda**

**March 27th, 2020**

**Via. Zoom**

<https://zoom.us/j/520901596>

**12:00 p.m. - 1:00 p.m.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (9)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Urwa Kainat ___
Izack Saucedo ___	Lindsey Lee ___	Jacob Danan ___
Giancarlo Fernandez ___	Benji Garcia ___	Faith Adams ___

**Advisors**

Debbie Allison \_\_\_ Dr. Greg Toya \_\_\_ Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Weekly Updates**

The committee will vote on members to form a Weekly Update sub-committee to gather information to be posted on all social media.

**6.5 MailChimp**

*The committee will discuss ways to collect more emails for Mailchimp with partial campus closure.*

**VI. New Business**

**6.1 Virtual Workshops**

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*The committee will discuss hosting virtual workshops to teach students how to use the new technology used for online lectures.*

## **6.2 ASO Tik Tok**

The committee will discuss and vote on the creation of an ASO Tik Tok to promote the organization and for morale.

## **VII. Reports**

### **7.1. Member Reports**

### **7.2. Advisor Reports**

## **VIII. Public Comment on Non-Agenda Items**

## **IX. Adjournment**

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**El Camino College**  
**Associated Students Organization**  
**Publicity Committee Agenda**

**April 3rd, 2020**

**Via. Zoom**

<https://zoom.us/j/520901596>

**12:00 p.m. - 1:00 p.m.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (9)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Urwa Kainat ___
Izack Saucedo ___	Lindsey Lee ___	Jacob Danan ___
Giancarlo Fernandez ___	Benji Garcia ___	Faith Adams ___

**Advisors**

Debbie Allison \_\_\_ Dr. Greg Toya \_\_\_ Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Weekly Updates**

*The committee will hear updates from the sub-committee and gather information to be posted for the weekly updates.*

**5.2 ASO Tik Tok**

*The committee will hear updates & brainstorm ideas for the ASO Tik Tok.*

**VI. New Business**

**6.1 Election Promotion**

*The committee will discuss ways to promote the elections to students.*

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## **6.2 Social Media Ads**

*The committee will discuss purchasing ads on social media in an effort to reach more El Camino College students.*

## **VII. Reports**

### **7.1. Member Reports**

### **7.2. Advisor Reports**

## **VIII. Public Comment on Non-Agenda Items**

## **IX. Adjournment**

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**El Camino College**  
**Associated Students Organization**  
**Publicity Committee Agenda**

**April 10th, 2020**

**Via. Zoom**

<https://cccconfer.zoom.us/j/241847243>

**12:00 P.M. - 1:00 P.M.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Urwa Kainat ___
Izack Saucedo ___	Lindsey Lee ___	Benji Garcia ___
Giancarlo Fernandez ___	Faith Adams ___	

**Advisors**

Debbie Allison \_\_\_ Dr. Greg Toya \_\_\_ Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Weekly Updates**

*The committee will hear updates from the sub-committee and gather information to be posted for the weekly updates.*

**5.2 ASO Tik Tok**

*The committee will hear updates & brainstorm ideas for the ASO Tik Tok.*

**VI. New Business**

**6.2 Social Media Ads**

*The committee will discuss purchasing ads on social media in an effort to reach more El Camino College students.*

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**VII. Reports**

**7.1. Member Reports**

**7.2. Advisor Reports**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

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**El Camino College**  
**Associated Students Organization**  
**Publicity Committee Agenda**

**April 24th, 2020**

**Via. Zoom**

<https://cccconfer.zoom.us/j/241847243>

**12:00 P.M. - 1:00 P.M.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Urwa Kainat ___
Izack Saucedo ___	Lindsey Lee ___	Benji Garcia ___
Giancarlo Fernandez ___	Faith Adams ___	

**Advisors**

Debbie Allison \_\_\_    Dr. Greg Toya \_\_\_    Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Weekly Updates**

*The committee will hear updates from the sub-committee and gather information to be posted for the weekly updates.*

**5.2 ASO Tik Tok**

*The committee will hear updates & brainstorm ideas for the ASO Tik Tok.*

**5.3 Social Media Ads**

*The committee will discuss purchasing ads on social media in an effort to reach more El Camino College students.*

**VI. New Business**

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**VII. Reports**

**7.1. Member Reports**

**7.2. Advisor Reports**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

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**El Camino College  
Associated Students Organization  
Publicity Committee Agenda**

**May 1st, 2020**

**Via. Zoom**

<https://cccconfer.zoom.us/j/241847243>

**12:00 P.M. - 1:00 P.M.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Urwa Kainat ___
Izack Saucedo ___	Lindsey Lee ___	Benji Garcia ___
Giancarlo Fernandez ___	Faith Adams ___	

**Advisors**

Debbie Allison \_\_\_    Dr. Greg Toya \_\_\_    Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Weekly Updates**

*The committee will hear updates from the sub-committee and gather information to be posted for the weekly updates.*

**5.2 ASO Tik Tok**

*The committee will hear updates & brainstorm ideas for the ASO Tik Tok.*

**5.3 Social Media Ads**

*The committee will discuss purchasing ads on social media in an effort to reach more El Camino College students.*

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## **VI. New Business**

### **6.1 Redesign the ASO Sticker**

*Discuss ways to improve the ASO sticker to include the logo.*

### **6.2 ASO Table Cloths and Sandwich Boards**

*The committee will discuss and vote on ordering more ASO table cloths, and sandwich boards.*

### **6.3 ASO Remind**

*The committee will discuss and vote on setting up a Remind that will notify students when we have our events.*

## **VII. Reports**

### **7.1. Member Reports**

### **7.2. Advisor Reports**

## **VIII. Public Comment on Non-Agenda Items**

## **IX. Adjournment**

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**El Camino College  
Associated Students Organization  
Publicity Committee Agenda**

**May 1st, 2020**

**Via. Zoom**

<https://cccconfer.zoom.us/j/241847243>

**12:00 P.M. - 1:00 P.M.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Urwa Kainat ___
Izack Saucedo ___	Lindsey Lee ___	Benji Garcia ___
Giancarlo Fernandez ___	Faith Adams ___	

**Advisors**

Debbie Allison \_\_\_    Dr. Greg Toya \_\_\_    Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Weekly Updates**

*The committee will hear updates from the sub-committee and gather information to be posted for the weekly updates.*

**5.2 ASO Tik Tok**

*The committee will hear updates & brainstorm ideas for the ASO Tik Tok.*

**5.3 Social Media Ads**

*The committee will discuss purchasing ads on social media in an effort to reach more El Camino College students.*

**5.4 ASO Remind**

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*The committee will discuss ways to promote ASO's Remind account that will notify students when we have our events.*

**VI. New Business**

**6.1 ASO Promotional Items**

*The committee will discuss and brainstorm potential ASO promotional items.*

**VII. Reports**

**7.1. Member Reports**

**7.2. Advisor Reports**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

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**El Camino College  
Associated Students Organization  
Publicity Committee Agenda**

**May 15th, 2020**

**Via. Zoom**

<https://cccconfer.zoom.us/j/241847243>

**12:00 P.M. - 1:00 P.M.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Urwa Kainat ___
Izack Saucedo ___	Lindsey Lee ___	Benji Garcia ___
Giancarlo Fernandez ___	Faith Adams ___	

**Advisors**

Debbie Allison \_\_\_    Dr. Greg Toya \_\_\_    Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Weekly Updates**

*The committee will hear updates from the sub-committee and gather information to be posted for the weekly updates.*

**5.2 ASO Tik Tok**

*The committee will hear updates & brainstorm ideas for the ASO Tik Tok.*

**5.3 Social Media Ads**

*The committee will discuss purchasing ads on social media in an effort to reach more El Camino College students.*

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## **6.1 ASO Promotional Items**

*The committee will discuss and brainstorm potential ASO promotional items.*

## **VI. New Business**

### **VII. Reports**

#### **7.1. Member Reports**

#### **7.2. Advisor Reports**

### **VIII. Public Comment on Non-Agenda Items**

### **IX. Adjournment**

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**El Camino College**  
**Associated Students Organization**  
**Publicity Committee Agenda**

**May 22nd, 2020**

**Via. Zoom**

<https://cccconfer.zoom.us/j/241847243>

**12:00 P.M. - 1:00 P.M.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Urwa Kainat ___
Izack Saucedo ___	Lindsey Lee ___	Benji Garcia ___
Giancarlo Fernandez ___	Faith Adams ___	

**Advisors**

Debbie Allison \_\_\_ Dr. Greg Toya \_\_\_ Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Weekly Updates**

*The committee will hear updates from the sub-committee and gather information to be posted for the weekly updates.*

**5.2 ASO Tik Tok**

*The committee will hear updates & brainstorm ideas for the ASO Tik Tok.*

**VI. New Business**

**VII. Reports**

**7.1. Member Reports**

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- 7.2. **Advisor Reports**
  - VIII. **Public Comment on Non-Agenda Items**
  - IX. **Adjournment**

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**El Camino College**  
**Associated Students Organization**  
**Publicity Committee Agenda**

**May 29nd, 2020**

**Via. Zoom**

<https://cccconfer.zoom.us/j/241847243>

**12:00 P.M. - 1:00 P.M.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Urwa Kainat ___
Izack Saucedo ___	Lindsey Lee ___	Benji Garcia ___
Giancarlo Fernandez ___	Faith Adams ___	

**Advisors**

Debbie Allison \_\_\_ Dr. Greg Toya \_\_\_ Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Weekly Updates**

*The committee will hear updates from the sub-committee and gather information to be posted for the weekly updates.*

**5.2 ASO Tik Tok**

*The committee will hear updates & brainstorm ideas for the ASO Tik-Tok.*

**VI. New Business**

**6.1 Publicity Leave-Behind**

*The committee will construct advice that they can gather and wrap up for the next publicity committee in the future.*

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**VII. Reports**

**7.1. Member Reports**

**7.2. Advisor Reports**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

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**El Camino College**  
**Associated Students Organization**  
**Publicity Committee Agenda**

**June 5th, 2020**

**Via. Zoom**

<https://cccconfer.zoom.us/j/241847243>

**12:00 P.M. - 1:00 P.M.**

**Public Participation:** Members of the public are invited to speak concerning any item of business on the agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. Please limit your comments to no more than 2 minutes.

**I. Call to Order**

**II. Roll Call**

**Voting Members (8)**

Makayla Propst (Co-Chair) ___	Julio Tena (Co-Chair) ___	Urwa Kainat ___
Izack Saucedo ___	Lindsey Lee ___	Benji Garcia ___
Giancarlo Fernandez ___	Faith Adams ___	

**Advisors**

Debbie Allison \_\_\_    Dr. Greg Toya \_\_\_    Chris DeLa Cruz \_\_\_

**III. Approval of the Minutes**

**IV. Approval of the Agenda**

**V. Unfinished Business (10 minutes per item, 2 minutes per comment, 2 comments per person maximum)**

**5.1 Weekly Updates**

*The committee will hear updates from the sub-committee and gather information to be posted for the weekly updates.*

**5.2 ASO Tik Tok**

*The committee will hear updates & brainstorm ideas for the ASO Tik-Tok.*

**VI. New Business**

**6.1 Publicity Leave-Behind**

*The committee will construct advice that they can gather and wrap up for the next publicity committee in the future.*

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**VII. Reports**

**7.1. Member Reports**

**7.2. Advisor Reports**

**VIII. Public Comment on Non-Agenda Items**

**IX. Adjournment**

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