



03/17/2017

10:00 am

Holiday Maya  
Long Beach, CA

# COMMUNICATIONS COMMITTEE

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**Attendees:** Nancy Kobata, Chair; Rob Garcia, Kathleen Bruno, Jeff Nadel

Staff assigned: John Watson

**Please read:** Reviews on HootSuite and other social media managing software

**Please bring:** Laptop computer

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## AGENDA ITEMS

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Topic	Presenter	Time allotted
✓ Welcome and Introductions		10 min
✓ Joint Policy file and Communications – Workshop Materials		120 min
✓ Break for lunch		
✓ University Employee Articles and Layout		60 min
✓ Social Media – Hootsuite?		30 min
✓ Review of Google Analytics – where are we?		30 min
✓ Posters		30 min
✓ 2018 Calendars		90 min
✓ Other Items - Brainstorming		
✓		
✓		
✓		
✓		

## OTHER INFORMATION

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**Guests:**

**Resources:**

**Special notes:**

