

Riverside Community College District
DISTRICT MARKETING AND COMMUNICATIONS COMMITTEE

May 10, 2022

<https://rccd-edu.zoom.us/j/98533016827?pwd=NUFQc3EwQVlFNHVveU1pZnBadUxaUT09>

Charge: In support of the RCCD District Strategic Plan, the District Marketing and Communications Committee (DMCC) will work to establish policies and procedures that will provide guidelines and standards for creating and producing marketing, advertising and strategic communications for the District and its colleges.

I. **Call to Order**

II. **Approval of Minutes**

- March 8, 2022

III. **Topics for Discussion:**

- RCCD-All Listserve Guideline
 - Update and suggested language
 - Approval requested
- RCCD Writing Style Guide
 - Acronym Guide
- Brand Guide
 - Common Standards
 - College Updates
- Request Forms (Photography, Marketing and Design)
- ClickUp Project Management update

IV. **Updates**

- Moreno Valley College
- Norco College
- Riverside City College
- District

V. **Upcoming Meeting**

Renee will solicit the group in August for availability to schedule two fall meetings.