Members: Ranessa Ashton, Jane Signaigo-Cox, Theresa Ortiz, Doug Elliot, Holly Leahy, Rich McGirr, Vicki Maheu, Neill Kovrig, Rosa Ayon, Kenny Parker

Absent: Holly Leahy, Jane Signaigo-Cox, Theresa Ortiz, Neill Kovrig, Rosa Ayon, Kenny Parker

1. 100-Year Anniversary
   a. The summary of events/celebrations for the 100-year Anniversary plans was distributed. The list includes event leads/co-leads. The committee is encouraged to share information with their respective groups and encourage people to get involved with the various committees.
   b. An e-blast will be sent to community partners to establish a good connection for communication about our 100-year events, and other important events and celebrations at SDCE (e.g. groundbreakings and grand openings).
      ACTION: Ranessa to e-mail ideas for e-blast to committee members

2. Participatory Governance
   a. The area on the website for Participatory Governance can now be accessed by committee chairs so membership can be managed and meeting minutes can be posted/
      ACTION: Ranessa and Rich to meet with 2-3 committee chairs to show them this new capability.

3. The committee reviewed design ideas for new certificate program covers. Various project updates included:
   a. New folders
   b. Convocation invite and program
   c. Class schedules
   d. Ads
   e. ESL guides
   f. Internal reports

Next meeting is November 12, 2013 at 2:30pm