

## Public Information Office

### Items of Interest

There are a number of ways to stay up to date on all the news at Gavilan College. The most important of these is your **Gavilan College email**. Check your email daily for important alerts, **Gavilan Announcements** about college events, and messages from the College President, Human Resources, and Campus Safety.

Emergency communications are distributed through a system called **GavALERT**. Make sure your **phone number and cell phone number** are up-to-date in Banner so that you can receive alerts regarding emergencies on campus.

The college **website** ([www.gavilan.edu](http://www.gavilan.edu)) is another great information resource! Check out the rotating spotlight story at the top of the page, and scroll down for headlines and upcoming events. In the “**about**” Gavilan College section you will find links to the Board of Trustees, with policies and procedures, meeting agendas and minutes, budget information, with audited financial statements, Campus Safety, with Clery Act disclosures, Institutional Research, and more. **The blue box** at the bottom of each page on the website also includes links to important institutional and regulatory information. This is also where you will find a link to the **employee directory**.

You will also find links to Gavilan’s **social media** accounts and are encouraged to follow Gavilan College on **Facebook** and **Twitter** if you use those platforms.

There is a college portal called **MyGav** that has links to tools you will need, and a column labeled **Campus Announcements** on the far left. There is also a tab labeled **intranet**, where you will find documents for review, and links to all of the shared governance committees at the college.

The Public Information distributes the monthly newsletter from the President, **First Fridays**, which is distributed via college email on the first Friday of every month. There is also a weekly newsletter for students called **What You Need To Know This Week**, also distributed via email.

**Printed publications** include the **Semester Guide**, published twice per year with the academic calendar, registration dates, payment deadlines, maps, a directory, and other information. The annual **Report to the Community** is both printed and posted online. The **college Catalog** is maintained online in the CurriQnet system.

The Public Information Office can assist you in the promotion of your projects and events, through press releases, flyers, online postings, and inclusion in the most appropriate communications channels listed above.

You are also encouraged to get involved in **community outreach**. Participate in the annual **Community Spirit Awards**, by nominating individuals, organizations, and businesses for recognition, or join us in staffing a **Gavilan College booth** at a local festival or county fair.

College staff is available to assist and advise you in working with the media. We have found that, on questions of policy and board actions, it is generally most effective to have the Board Chair serve as the spokesperson for the entire board. On questions of college activities, programs, and procedures, it is most effective to have the college president, or other administrator speak to the press. The Director of Public Information, who serves as the institution's Public Information Officer, can provide background information, write and circulate press releases, organize press conference, and provide press briefings as needed. If you are contacted by a reporter and need background information, you may contact the PIO at (408) 848-4724 (office), [jbchargin@gavilan.edu](mailto:jbchargin@gavilan.edu) (email), or (408) 843-8691 (cell.)

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