



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

INTEROFFICE MEMORANDUM

Date: July 1, 2011
To: District Managers and Administrators
From: District Public Information
Subject: Protocol Update—Effective Immediately

This is an update of information that is included in all documents that are available to the general public and/or the entire college district. This includes, but is not limited to, brochures, fliers, postcards, class schedules, college catalogs, and posters. Logo usage applies to Web sites as well as printed information, including print advertising.

The following information is included in all publications that are available to the general public. This does not include print advertising, such as newspaper or magazine ads.

Grossmont-Cuyamaca Community College District, 8800 Grossmont College Drive,
El Cajon, CA 92020-1799 (619) 644-7010 www.gcccd.edu

Governing Board Members: Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson, Mary Kay Rosinski
Student Members: Christopher Enders, Charles Taylor III
Chancellor: Cindy L. Miles, Ph.D.
Grossmont College President: Sunita V. Cooke, Ph.D.
Cuyamaca College President: Mark J. Zacovic, Ph.D.

- a. The above information is to be included on the inside front cover of districtwide and college-specific catalogs and schedules.
- b. The information needs to be readable, using a font size no smaller than Times Roman, regular style, 8 point.
- c. Include the date of publication by month and year, generally on the back.
- d. For college-specific publications, including catalogs and schedules, it is acceptable to omit the district address, phone number and Web site. List the district name, the names of governing board members, the chancellor, and the college president.
- e. If a publication is intended for use longer than one year, it is acceptable to omit the names of the student members of the governing board.

Logos: The copyrighted college or district logos serve as primary identifiers, letting users know immediately that the publication or visual media represents Grossmont, Cuyamaca or the District.

Office of the Chancellor

8800 Grossmont College Drive, El Cajon, CA 92020-1799
Phone 619-644-7569 Fax 619-644-7936

a. The logo should be an integral part of publication covers or electronic presentations, and its use including incorporation into print advertising, should be consistent with the adopted District and Grossmont College Graphic Standards Manual and the Cuyamaca College Logo Usage Manual.

The manuals are available in the Graphics Departments at both colleges, in Printing at Grossmont College, in the Presidents' offices, in the District Public Information Office and in the Grossmont College Office of College and Community Relations.

b. College and district logos can be accessed in Outlook under Public Folders/All Public Folders/Images. All publications and Web sites should use the respective logos without distortion.

It is strongly advised that you check with campus graphics regarding the appropriate file to use.

Questions? Contact Della Elliott della.elliott@gcccd.edu or Anne Krueger anne.krueger@gcccd.edu in the Public Information Office.