The purpose of the San Jacinto College marketing, public relations, and government affairs department is to communicate the story of San Jacinto College through graphic design, Web content, advertising, publications, public relations, events, and other communications and media. The department has numerous responsibilities that serve faculty, staff, students, and the entire San Jacinto College community.

**Advertising / Marketing**
Responsible for the content and creation of all College advertising. This includes print advertising, television and radio commercials, outdoor billboards, digital and interactive, and social media advertising. All College and departmental advertising requests must come through this office.

**Contact:** Janet Cowey, 281-991-2603, janet.cowey@sjcd.edu

**Business Cards / Name Badges**
Employee business cards, stationery, and name badges can be ordered online through the College e-store.

**Contact:** Dana Cragin, 281-998-6152, dana.cragin@sjcd.edu
**Website:** www.sanjac.edu/estore

**Events**
Department staff coordinates public relations events such as official legislative visits, press conferences, formal presentations, and Foundation gatherings. Staff also creates and distributes materials associated with these events and activities.

**Contact:** Hollie Fulsom, 281-998-6315, hollie.fulsom@sjcd.edu

**Government Relations**
The department represents the College through government relations with national, state, and local elected officials.

**Contact:** Teri Crawford, 281-998-6151, teri.crawford@sjcd.edu

**Internal Communications**
The department creates, designs, and publishes a number of materials targeted to the internal San Jacinto College community, including employee news, crisis communications, and the Watercooler, an online publication designed for faculty and staff. Employees are encouraged to submit news to the Watercooler, and subscribe to the RSS feed to receive news in their inbox as it happens.

**Email:** watercooler@sjcd.edu
**Website:** www.sanjac.edu/watercooler

**Photography**
The department is responsible for documenting important events and distributing photography to be used in news stories, newsletters, on the website, and in other publications. The department will only accommodate essential photography requests, per the approved College Photography Procedures.

**Contact:** Amanda Fenwick, 281-998-6160, amanda.fenwick@sjcd.edu

**Promotional Items / Apparel / Awards**
The department assists with the ordering of promotional items, awards, and apparel.

**Contact:** Mary Hind, 281-459-5421, mary.hind@sjcd.edu
**Website:** www.sanjac.edu/marketing-forms
Public Relations
The department staff works closely with local, state, and national media on San Jacinto College stories. These include articles and features covering athletics, academic and technical programs, student and faculty success, student success initiatives, and crisis communications. Visit the San Jacinto College online newsroom (click on the red “Meet the Staff” link on the bottom right) to find out which public relations team member to contact.

Vice President: Amanda Fenwick, 281-998-6160, amanda.fenwick@sjcd.edu
Senior Communications Coordinator: Jeannie Peng-Armao, 281-991-2633, jeannie.peng-armao@sjcd.edu
Communications Coordinator: Rob Vanya, 281-998-2616, rob.vanya@sjcd.edu
Communications Coordinator: Andrea Vasquez, 281-998-6173, andrea.vasquez@sjcd.edu
Website: www.sanjac.edu/newsroom

Publications
The department creates, designs, and oversees the printing of materials such as (but not limited to) College Catalog, student handbook, brochures, posters, flyers, programs, direct mail, banners, and invitations.

Contact: Mary Hind, 281-459-5421, mary.hind@sjcd.edu
Website: www.sanjac.edu/marketing-forms

Public Information Requests
The department receives and responds to public information requests made to the College through the Public Information Act. All requests must be addressed to the Public Information Officer in order to trigger an obligation under the Public Information Act.

Contact: Teri Crawford, 281-998-6151, teri.crawford@sjcd.edu
Copy: Dana Cragin, 281-998-6152, dana.cragin@sjcd.edu

SJC AlertMe
Providing a safe and secure environment for our students, faculty, and staff is a top priority at San Jacinto College. SJC AlertMe will contact members of the College community through email, voice, and text messages in the event of an emergency situation. Email is the official form of communication in a crisis situation.

You must sign up and opt-in to receive voice and/or text messages: www.sanjac.edu/alert-me
College Emergency Information Line: 1-888-845-5288
Emergencies: ext. 5555 (from a Campus phone) | 281-476-9128 (from a cell phone)

Social Media
The department is responsible for creating, maintaining, and monitoring the College’s main social media sites, including Facebook, Twitter, LinkedIn, Tumblr, Instagram, and Flickr. Social media guidelines for faculty and staff are available on the website. If you are interested in creating a social media presence, please review the guidelines before contacting the social media coordinator.

Contact: Jahmal Clemons, 281-991-2602, jahmal.clemons@sjcd.edu
Website: www.sanjac.edu/social-media

Website Content
The department creates, edits, and publishes content for the College’s website.

Contact: Joshua Banks, 281-459-5420, joshua.banks@sjcd.edu

The department website is a great source of information:
www.sanjac.edu/marketing
- Brand standards
- Newsroom
- Downloadable San Jacinto College logos
- Downloadable photos
- PowerPoint templates
- Contact information for all staff members

4624 Fairmont Parkway, Suite 210 | Pasadena, Texas | 77504-3398
Phone: 281-998-6152
Email: marketing@sjcd.edu | watercooler@sjcd.edu
Hours: Mon - Fri, 8 a.m.-5 p.m.