1. The administrators reviewed and approved the minutes of the November 9, 2010 meeting.

2. Peter Goldstein made a few announcements regarding Winter Recess campus closures and distribution of keys.

3. Dr. Griffin provided an overview to the budget status of the college: 1) CCSF pursued attrition vs. layoffs guideline which has worked over last three years, but need to revisit this guideline; 2) Hiring freeze effect; 3) enrollment strategy and principles; 4) state mandated cuts to student development; 5) growing cost of health benefits, workman’s comp set asides, OPED (major concern of WASC); 6) family concept being broken (care more for individual groups than college as whole). Clear that status quo will not continue working and will need some major system changes in the future—e.g. possibility of two tier system (when new employees enter workforce receive less compensation/benefits than those already in system); e.g. parcel tax. The administrators unanimously supported going forward with a parcel tax measure in the coming future.

4. Government Relations: Leslie Smith provided a power point presentation on recent developments. You may request a copy of the presentation from Leslie Smith.

5. Enrollment: Every dean and department chair should work on increasing their enrollment numbers and retention of students. The team reviewed the credit and non-credit enrollment figures for credit/noncredit, the 320 report, and registration reports as of 12/13/10. You may request a copy of the documents from Monika Liu.

6. Student Development: Veronica Hunnicutt provided an overview of the services and accomplishments of the Student Affairs Offices, including Student Advocacy, Rights, Responsibilities, and the Student Activities office.

7. Technology: David Hotchkiss provided a 2nd presentation on Technology and Confidentiality. You may request a copy of the presentation from David Hotchkiss.