I. Reports from the Committee Chairs

A. College Diversity Committee (Dr. Day)
   The College Diversity Committee did not meet, yet. However, Dr Day pointed out, the Equity and Diversity Project will be on the agenda for the Committee.

B. Information Technology Policies Committee (David Yee)
   David Yee, the chair of the ITPC gave the following update.
   - The telephone software upgrade will be taking place in early March, but will not be noticed by the end users.
   - The Banner 7 upgrade will take place between April 9 and 12.
   - The ITPC supports the idea of a student I.D. card, even for the non-credit students. However, members of College Advisory Council would like to have further discussion on the topic of providing non-credit students with student I.D. card.
   - The idea of using District-Wide Emails as a form of notification instead of flyers was proposed by the ITPC. This idea too warrants further discussion and it was opposed by some members of the council.

C. Communication Committee (Francine Podenski)
   Francine Podenski, the chair of the Communication Committee gave a presentation. The committee was asked to look into the issue of inappropriate flyers being posted in classrooms. The Communication Committee is going to ask the college community, through an article published in the City Currents, to help remove flyers from classrooms after the enrollment period is over.
   Francine Podenski summarized the presentation given by Vice Chancellor Bob Gabriner to the Communication Committee. Bob Gabriner and Kathleen Murphy presented the Office of Institutional Advancement’s plan to develop brochures and other literature for outreach and to cultivate relationships with philanthropic individuals and/or communities. Individual brochures will highlight thirty educational programs. The goal is to have thirty brochures completed by the end of 2006. The brochures may showcase students and/or faculty. One concern that came up was the idea of the college using students to make money. Another issue discussed was the need for release forms when using images and quotes from students and faculty. Another project will involve developing a database of stories that demonstrate how the college has transformed students and faculty and how individual faculty members have transformed students. The Office of Institutional Advancement would also like to develop a comprehensive listing of alumni going back 10 years, and an annual giving initiative.

II. Institutional Annual Plan
   Dr. Day distributed a copy of the Institutional Annual Plan as a FYI item.
III.  Budget Review and Recommendation Process
Dr. Day informed the council that because of the decreased enrollment, even with all the savings the district implemented this academic year, by the end of the fiscal year the district is still going to be in negative.

IV.  Other Business and Announcements
Dr. Day inquired about the status of the Committee on Information and Public Records. Attila Gabor, the district shared governance coordinator informed the Council that the Administrators’ Association and the SEUI 790 submitted the appointments last semester. However, the Academic Senate and Associated Students still did not make any appointments.

Minutes were prepared by Attila Gabor