Minutes of the Communication Committee
August 30, 2005
12:00 – 1:30 p.m.

Members Present: Attila Gabor, Joe Jah, Martha Lucey, Francine Podenski, Allen Tam, Kevin Viard, Athena Steff

1. ELECTION OF COMMITTEE CHAIR 2005/2006
Francine Podenski was unanimously re-elected Communications Committee chair for 2005-2006.

2. CITY CURRENT UPDATE
The Communications Committee and College Advisory Council recommended that City Currents be distributed online last year. City College employees have the option of requesting a print version. Several announcements to this effect appeared in City Currents. Anticipating the need for fewer printed copies, the committee recommended that City Currents be printed on the Docutech in the Graphic Communications Department. Though this approach is more costly than printing City Currents through the CCSF Duplicating Office, the final product is of higher quality. Chancellor Day requests that the printed version of City Currents be distributed to everyone this year. The committee discussed cost estimates and Dean Martha Lucey agreed to meet with Chancellor Day to identify funding for this project. The Committee recommended that the college distribute the printed version to everyone during the 2005-2006 year, continue to promote the online version of City Currents during this time period, and to distribute City Currents primarily online next year with the option of a print version for all faculty and staff who prefer to receive a printed copy.

3. COMMUNICATION PLAN
Trustee Marks requested that the Communications Committee include an item in the College Communications Plan Draft recommending review and improvement of internal communication between the Board of Trustees and College constituents. The Committee recommended the following addition to the draft: Page 3, add: In Recommendation column, 4) Improve communication between the Board of Trustees and the college community. In Timetable column: On Going. In Responsibility column, Chancellor. In Cost column, None.

4. TRANSLATION OF POSTED FLYERS
A proposal was presented during 2004-2005 requiring that all flyers and other promotional materials approved for posting in the SFCCD include an English translation. The committee revisited this discussion at the first Fall 2005 meeting. Dean Skip Fotch reported that he currently requests an English translation for flyers to be posted in other languages before approving them for posting. He pointed out that many flyers are posted without the approval and that his office does not have the capacity to police flyers throughout the district. Faculty, staff, and students are encouraged to remove unapproved flyers and materials. Dean Fotch will review the text of CCSF’s current flyer posting policy and report back to the committee in October.
5. EATV UPDATE
EAtv-Ch 27 will program the Annenberg Satellite feed to the RCN EAtv-Ch27 cablecast on weekends. EAtv-Ch27 staff and administration will meet with a representative from LinkTV to explore possible cablecast of their programming on weekends while maintaining SCOLA programming overnight Monday through Friday. For more information about LinkTV: www.linktv.net. The Communications Committee EAtv-Ch27 Study Group will meet on Tuesday, September 6 at 2pm to discuss the EAtv-Ch27 Program Review and related topics.

6. NEWSPAPER KIOSK UPDATE
Journalism Department Chair needs to meet with Chancellor Day to finalize details about installation of Newspaper Kiosks. The Communications Committee recommended that this project be implemented during 2004-2005. The program is now being implemented.

7. COMMUNICATIONS PLAN UPDATE
Chancellor Day recommends that the College Communications Plan Draft be reviewed by a DACUM process for greater input from the college community.

8. FALL 2005 COMMUNICATIONS COMMITTEE MEETINGS:
October 4, November 1st, November 29. All meetings are scheduled 12:00pm-1:30pm in ArtX 170.