Richard provided an overview of the four identified options for the college to acquire and implement a portal. The committee read over his “CCSF Web Services Enhancement” document. Francine suggested adding consistent branding under the section detailing the improvement options of the document.

Beth Cataldo was elected chair of the committee (nominated by James Roger and seconded by Martha Lucey).

Stephen J. Herman provided direction on the RFP process. The public announcements can go out now (must go out for 2 consecutive weeks) and SJH’s office can assist with the RFP process. SJH requests to receive the timeline for the RFO process once determined.

The remainder of the meeting was spent discussing the draft document that Richard Middaugh has drafted entitled, “RFP for Web Site Redesign and Portal Implementation.” Richard incorporated suggestions and answered questions about the proposal. He said he would send the committee an updated version.