Minutes of the March 1, 2007 meeting

I. Approval of Minutes
The Council approved the February minutes.

II. Reports from the Committee Chairs
A. Communication Committee (Francine Podenski)
 Francine Podenski, the chair of the Communication Committee gave the following update:

- **EATV**
  The EATV will receive a one time capitol improvement of $250,000 from the City. The headend will be upgraded to allow streaming video and video on demand.

- **Web Advisory Subcommittee**
  The college is interested in providing the following web-based services:
  - portal technology
  - single user login and student email
  The “website project” currently focused on developing a plan to evaluate companies which provide web-based services. One of the charges of the subcommittee will be to research companies that specialize in portal technology. Evaluation criteria need to be developed. Additional items regarding student email, such as email for life or for current students only has to be addressed. The committees hope to get the bid out by the end of the semester.

- **Marketing and Public Relations Update**
  The new fall schedule will have photos of the City College faculty.

- **Public Records Proposal Sections 15 and 16**
  David Yee, the Chair of the ITPC spoke about sections 15 and 16 of the proposed document. The Communication Committee will support the ITPC’s proposal on this issue.

B. College Diversity Committee (Dr. Philip R. Day)
 Chancellor Dr. Philip R Day, the chair of the College Diversity Committee gave the following update:

- **Grow Your Own**
  The Committee reviewed the new program overview and application forms for the Grow Your Own Program.
  There was a discussion on the logistical issues regarding the status of Interns who don’t finish their Master’s Degree in as timely a fashion as required or expected. This problem was further discussed by CAC members. Darlene Alioto, the President of the Department Chairs Council emphasized that Interns have to have their master in their hands before the hiring process begins.

- **Basic Skills**
  A discussion took place regarding the status of the Basic Skills Sub-Committee and the Title III Workgroup. At the next meeting the committee members would like to focus on how to best position the College organizationally and programmatically to address the needs of students and the increased attention and funding that the State is giving to the area of Basic Skills.
• **Dean of Diversity and Student Equity**
The Academic Senate had approved the Job Description for the position and the Board of Trustees had unanimously approved the creation of the position and the accompanying organizational chart reflecting the line-staff reporting relationship.

**C. Information and Technology Policies Committee (David Yee)**

- **Faculty Privacy Policy**
The Faculty Privacy Policy went to Academic Senate. After the Academic Senate reviews it, the Policy will go back to ITPC for final review.

- **Network jacks in Classrooms**
The network jacks in classrooms make it possible for the instructors to plug in their hardware. The ITPC published an article on this topic in the City Currents.

- **Daylight Saving**
Computers are being adjusted for the new daylight saving. Groupwise is also adjusted however, the calendar part might not work on the first day of the daylight saving.

- **Electronic Pay**
The electronic pay policy was passed.

- **Firewall Security**
There are still files left outside the firewall. There are 11 servers that are outside of the firewall. There will be a security audit in this area.

- **Crash during the registration period.**
The crash was not a malfunction of the system. There was a system problem that did not allow Sunday registration. This affected about 400 students. This was discussed at the ITPC. Darlene Alioto asked that department chairs would be notified if something like this happens again, so they can deal with the situation in a more effective way.

  Network drive slowdown will be discussed at the next ITPC. 3 or the 4 shared drives crashed which slowdown the process. WEBCT was not accessible so many online classes lost students. Neither the Chancellor nor the Academic Vice Chancellor was notified about this. The council approved the motion to send a postcard to all online students to apologies.

  **Proposed Public Record Procedure, Section 15 & 16**
The item was tabled until the next ITPC meeting when Ron Lee, the district legal counsel will attend and provide additional background information on this issue.

**D. Committee on Information and Public Records (No Report)**

**III. Trustee Dr. Anita Grier’s Proposed Resolution Regarding Public Records Procedures (Ron Lee)**
Ron Lee was asked to provide addition background info on the topic. The issue is complicated not only by the fact that the district has to follow the state law, but also that there are several new ground breaking cases on the topic. For example, currently there is a case pending if public employees have expectation of privacy in regards their salary.

The council asked Ron Lee to put together a memo explaining the rational about the revisions in the proposed resolution. After the ITPC will finalize their recommendation on Section 15 and 16 at their March meeting and the CIPR reviews those recommendation(s), a final recommendation will be given to the College Advisory Council. The CAC will review the final document at their March 29, 2007 meeting.