 Minutes of the May 4, 2006 meeting

I. Reports from the Committee Chairs

A. Communication Committee (Francine Podenski)

The Communication Committee is still working on the business card project. An outside printer company – Bayside Printing, has been identified through a bidding process. The following task will have to be still worked out.

- Selection of the images by the Works of Art Subcommittee
- Establishment of a process for CCSF faculty and staff members to order these business cards.

The Graphic Communication Department will be also printing business cards with the traditional seal on it.

The representatives of the LinkTV and the college reviewed the contract and they are in agreement. The intended target date to switch weekend broadcasts to LinkTV is July 1st. SCOLA will remain on overnight broadcasts. EArv-Ch27 will reserve program hours on Friday afternoon for SFSU Broadcast Electronic Communication Arts Department student video productions.

The committee established two subcommittees and agreed to each of their mission statements. Membership will be open in both subcommittees. Mission statements read as follows:

- College Website Advisory Subcommittee
  To reviews and suggests improvements for the college website front page and the transitional pages that link the front page information to websites for offices, services, and departments.

- Publications Advisory Subcommittee
  To reviews and suggests improvements for college printed publications such as City Currents, the College Catalog, the College Class Schedule, business cards, and promotional materials such as brochures.

The Council unanimously approved the subcommittee.

The Communication Committee made the following changes to the front page of the City College homepage.

- Switch the navigation around the center circle.
- Student-centered links should move to the right-side of the circle where the background color is white, for the reasons.
  - This section is in the center of the display screen and one’s eye looks here first.
  - It makes sense to lines up student-centered links below the Registration button. Links intended for community members and City College faculty and staff will move to the left-side of the circle.

The last topic was the presentation/proposal for the furniture with advertisement. Molly Murphy from MS Media presented the idea of having outdoor shelters and stand-alone advertisement panels throughout the City College campuses. MS Media would provide the shelters and fixtures, work with City College facilities personnel to install them and work with City College custodial personnel to keep them clean and well-kept. In exchange for providing the shelters, MS Media would place advertisements in panels. City College would be able to have a small portion of space...
to provide City College ads. MS Media would work with the College to identify guidelines on what types of ads are appropriate and acceptable for City College campuses. The committee agreed to discuss this proposal at the first meeting of the Fall semester 2006; after which a luncheon will be organized with other committees that will need to be consulted. Molly Murphy agreed to present her proposal with a City College emphasis at the luncheon next fall.

B.  ITPC (David Yee)
The ITPC had further discussion on the wide distribution email reported David Yee. Announcements that are frequently delivered through interoffice mails could be sent via wide distribution email. However, members of the College Advisory Council were opposing that idea. The Banner 7 upgrade scheduled for Easter Break has been postponed to either July 4th weekend or Columbus Day weekend in October. A new business item was the data on laptop computers. As CCSF laptops being stolen which are assigned to faculty, it is necessary to set up some guidelines about what data can be downloaded from the server onto the laptops. One of the suggestions was that not allowing files with personal data.