I. Reports from the Committee Chairs

A. Communication Committee (Francine Podenski – Committee Chair)
   Francine Podenski gave a brief on the ongoing work of the Communication Committee. The first topic was the KCSF radio website. Dr. Day suggested that since KCSF is on the internet, thus it could be heard worldwide, it should be under the umbrella of the shared governance system. Francine suggested that since the educational access channel is already under the Communication Committee, that seems to be the appropriate place for the radio station as well. All present agreed. Second, Francine Podenski gave an update to the Council about Tom Blair’s ongoing work on the College Catalog. The catalog will feature historical pictures of the College to commemorate its 70th anniversary. Dr. Day felt that a coffee table book with historical pictures would be much more appropriate way to commemorate the history of City College of San Francisco. Thirdly, Francine brought back the Board Communications Planning Document, which was revised by the Communication Committee. In addition to the revisions, the Communication Committee suggested the followings to further improve the Communication Plan;
   • Review the recommendation of other Community Colleges.
   • Look at possible outside input/help
   • Conduct listening session with the help of the Office of Research and Planning

B. ITPC (David Yee – Committee Chair)
   David Yee reported that the first agenda item on ITPC last meeting was to discuss the cause of the e-mail failure. Second item, the difficulty that some people experienced with the new web based student payroll. Dr. Day also wanted to discuss this topic at the next Cabinet meeting. The third item was the computer usage policy, which the ITPC needs to revise and bring it in front of the CAC for final approval.

C. Diversity Committee (Dr. Day)
   Dr. Day gave a presentation on the three projects on which the committee is currently working. The first topic was the Basic Skills Initiative – a plan to provide not only high school diploma courses for students but also a “bridge them over” transitional program to get these students enrolled in City College. Second, the “Grow your Own” program that is in essence finalized. Dr. Day will invite Glenn Nance to the next CAC meeting so the Glenn can answer any additional questions the CAC members might have. Finally, a report on the possibility to reestablish the student-teacher program, where graduate students would come to City College of San Francisco to participate in teaching of certain courses.
II. Workplace Violence Policy and Procedures (Clara Starr)

Clara Starr thanked the council for its prompt action and support for the Workplace Violence Policy and Procedures. Clara Starr also distributed a copy of the new brochure on the Workplace Violence Policy. Dr Day asked that scenarios and contact information be included on the brochure.

III. Shared Governance Task Force (Fred Teti)

Fred Teti reported that the Shared Governance Task Force did not meet yet. Fred however, did distribute a draft of an organizational chart on the college’s shared governance system, which did include all committees and subcommittees. He did ask the Office of Shared Governance to finalize this organizational chart, so there can be a better visual overview of the entire shared governance system.

IV. Other New Business

Dr. Day sunshined the Institutional Annual Plan. As the next step, the Plan will go to the Planning and Budgeting Council for discussion.

Minutes were prepared by Attila Gabor