Web Team

Meeting Notes

December 16, 2015

1:00 pm - DLC 4

Present: Ben Harris, Eric Houck, Michael Reetz, Nancy Shepard
Absent: David Fleet, Jim Gilmore, Dawnie Slabaugh
On Speaker: James Fitch from Hartnell College
Recorder: Deanne Delano

As Michael Reetz and Deanne Delano are new to the committee, Nancy introduced the members to each other within the group.

1) **Conversation with James Fitch, Hartnell College**: James Fitch joined the meeting on a conference call.   James presented his bio to everyone. Nancy gave an overview to James and explained our website format. Nancy commented that the athletic department would be more interested in bright, bold colors on the web pages, and they might be connecting with Presto Sports for that. James commented favorably about Presto Sports, so that might be worth seriously considering for the athletics department to use. The cost is about $3,000 per year for the design process. It is an easy way for the athletic department to enter new information onto the web pages. Perhaps it would be good to get the athletics website going and then use some of the design elements to develop the main website. We need a small group to actively work on the new website.

   Nancy suggested that we need to consider what the needs are—staffing, software, hardware, etc. Nancy asked James to set up a contract as a starting point and to generate an RFP. Nancy asked James what he needed from us to document what we would require so the website can grow. James was asked to follow up with a scope of work that included hourly rates and an estimate of how many hours would be needed for him to do the work. James would need to provide proof of insurance. James commented that Hartnell College is similar to COS and the work he has done with Hartnell would be similar to what COS may want.

2) **Review of last meeting notes**:   Notes from last meeting are approved and will be posted to the website.

3) **Website Rebuild and/or refresh:** We need to make our website responsive. The website would probably need to be included in an upcoming accessibility audit.