Web Team

Meeting Notes

February 18, 2016

2:00 pm - DLC 4

Present: David Fleet, Ben Harris, Eric Houck, Anne-Marie Kuhlemann, Michael Reetz, Nancy Shepard, Dawnie Slabaugh
Absent: Jim Gilmore
Recorder: Deanne Delano

1) **Review of last meeting notes.** The meeting notes for December 16, 2016, were approved and have been posted to the website.

2) **Website rebuild/refresh (Houck):** Eric Houck met with Scotty Thomason, Nancy Funk, Chris Wehman and Dawnie Slabaugh to discuss the proposal from James Fitch of Hartnell College. We need to go back to James Fitch to get help and advice for redesign, but also from the point of using our existing webserver to using Amazon webserver in the cloud. Eric is exploring with Amazon web services about using a cloud-based server. Amazon's costs are reasonable. James can advise what we need to do to make that transition. We need James Fitch's technical expertise to advise us on the existing pieces. Previously, James Fitch's SOW was just an hourly rate, but we need more detail about how his time will be given more specifically and the costs associated with his time for the redesign process. Once we have more detail, we can pick and choose how to use his services. Regarding the Athletics Department and the use of Presto Sports, Eric stated that it's too early to worry about how Presto Sports impacts our redesign of the website. If we can use Fitch as a resource person with regard to Presto Sport and he may be able to help with that part of the process since he is familiar with Presto in the website environment. This would be useful because we can help manage Athletics and keep their information up to date. If we use Presto Sports, we may be able to use some of their ideas for the other parts of our website, especially with regard to format, color, and visual effects. Eric Houck will get in touch with Dennis Roberts before the next meeting.

3) **Phone number links in website:** Since we are not mobile ready, to make our site more mobile ready we can add phone numbers to link to a phone call. This is an html code to help users call directly while on a web page. Michael Reetz is currently in process of adding these links now to the website.

4) **Discontinuance of Flash:** Flash is still being used; however, it is expected to be discontinued. It is not determined yet if there are there any problems with changes to flash that would affect our website. This is something to address soon.

5) **Spring break web projects (Kuhlemann, Reetz):** With no classes to support over the Spring break, Michael Reetz and Anne-Marie Kuhlemann will be working on web projects. They will be working on updating phone numbers, replacing email from a dash to standard text, file and folder names that are inconsistent, and clean-up of old archives. They are also working on the web standards document.

6) **Style guide:** The style guides need to be consistent. The team asked Dawnie if she had any marketing style guides. She said she had one from about 10 years ago and could offer that to the team.

7) **Other topics:**
    a. **Accessibility Audit:** Nancy Shepard met with auditors regarding the accessibility audit. We are under an obligation to do an accessibility audit. What is most needed is website accessibility and online class accessibility.
    b. **Ellucian Action Plan:** The Ellucian Action Plan is moving forward. Eric will be holding forums soon to discuss this plan with the campus staff and faculty.
    c. **CISOA Conference:** One conference Eric Houck will be attending at the conference is the migration to Amazon services.