Web Team

Meeting Notes
April 21, 2016
2:00 pm - DLC 4

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

1) **Review of last meeting notes –** It is noted that as of this date, Nancy Shepard has not heard anything back regarding the accessibility audit. All other notes are approved and the March 17, 2016, meeting notes will be posted to the website.

2) **Website rebuild/refresh (Houck) –** Eric Houck reported about contact with James Fitch. He has not connected with him due to travel and other commitments for both of them. Eric is trying to coordinate a meeting with him.   The question was asked about how much James Fitch could help us with the Amazon Cloud. He has poked around a little and he is familiarizing himself with what Amazon can and cannot do. We might still need to give him more access to our website and take a closer look. We would like to let him look at all of our website files. He will need a contract in order to be allowed VPN access to the site. So far he does not have a contract. Eric wants to work with him and see what he wants to do next in order to get a contract in place.

   Regarding Amazon, the cloud web server is primarily Linux but also supports Windows server structures. We could create virtual Windows servers of various types. By using the cloud, once we have made the conversion, we can more easily make changes and not be invested in the hardware.

3) Anne-Marie has sent Eric a list of who has access to the website. There were some sections where certain people may or may not need access. It is helpful to understand who has access, though not all who have access may be doing updates.   As far as the migration goes, we need to be mindful of the areas that will need to continue to be updated often during a migration. These would include public relations and athletics. Some other area may not need constant updates, but we would want to coordinate with them so we can be sure they are able to publish current material as needed.

   Chris has found a way to move some of our older servers into VMs. He has successfully moved to COSREG. We might be able to move the existing website to a VM. That is on his list of things to do. Not sure if we can move all our servers, but the website is high on the priority list. On WebClass, we are working to clean out old files so to make maintenance and other work easier. We are probably moving to a cloud environment, and we might be able to migrate to that existing space, and keep the old website running on a virtual space.

4) **Vendor requests (SiteImprove, Oregonian) -** Nancy Shepard has had contact with a couple of vendors. The question is what kind of services are we interested in? The Oregonian (newspaper) met with Jesse Cecil. Their services are mainly marketing and advertising, so Nancy will pass along to Dawnie.

SiteImprove offers web maintenance services, including searches for bad links and spelling problems. It also has an accessibility checker. If we develop a new site, they would do a scan on that site for free, but we would be using their software anyway. Nancy will meet with their representative, Luke, on April 28th. Nancy asked about auto scans. It can scan every 5 days and give reports. Not sure of the cost yet. They are reluctant to say specifically, but it is based on page count. The bottomline is between $3K and $10K, and we are not on the upper end. One question is if the software is unique or can we purchase the software and use it ourselves.

5) **Standards for web page tables, other accessibility items –** Michael has been looking into what is needed to make the tables on our website more readable by screen readers. He has added header rows and done other table cleanup on the site.

6) **Requests for graphic design work -** Because of some recent requests for publicity for Reg 365 and Siskiyou Promise, we may need to revisit the issue of how we do graphic design development for the website. We have no professional graphic design capability on staff, so have just done the best we can when called upon for new logos or other images. A recent request may require we reconstruct the site slideshow and rethink the flow of it vs. using slides in the slideshow that don't relate as closely to each other from beginning to end. How professionally can we do this in house? At what point do we need to hire outside expertise? Michael and David Fleet will work on updating the slide show.

7) **Campus maps –** Our campus maps need to be updated and standardized. They were created by different people at different times and many have not been updated. We talked about the possibility of hiring a vendor who specialized in web maps, as it would be good to have a clickable campus map, as well as individual building maps. David Fleet will look into it and get back to Nancy. More notes to follow. This needs to be an agenda item again for the next meeting.

8) **Other. No other business.**