



Web Team

Meeting Notes
February 15, 2017
10:00 – 11:00 am
DLC 4

Present: David Fleet, Ben Harris, Eric Houck, Anne-Marie Kuhlemann, Michael Reetz,
Dawnie Slabaugh
Absent: Todd Scott
Recorder: Bethany Golly

- 1) **Review of past meeting notes:** No changes requested.
- 2) **AWS Migration Update:** Amazon Web Services does support static HTML, but does not support server side includes (SSI). Also cannot use Dreamweaver because it does not support SFTP connection. To use Dreamweaver and SSI, we must use EC2, which is in the process of being configured.
Content modification lockdown was not fully successful – some staff members were able to circumvent Web Team to change content on the website without being tracked. A new solution is being determined.
Possibility of moving away from Dreamweaver will be considered when redesign is in process.
Considerations of revisiting info forms and whether to keep agendas and other documents private (and possibly move them into Luminis) or make them public.
- 3) **Centralized Content Management & Outdated Content:** Discussion on whether centralized access to change website is more effective than distributed access. Overall consensus is that it works better.
Additional discussion on how to proceed with outdated content and whether outdated pages should be deleted or changed to a generic page. Group agrees to reach out more to departments and attempt to get updated information.
- 4) **Luminis 5 Timeline:** Luminis upgrade will occur at the same time as moving Banner into the cloud, which will tentatively occur at the end of February or beginning of March
- 5) **Presto Sports & CTE External Website:** Presto is an external website for sports that is utilized by many other colleges. Funding has been received, and the switch will be occurring soon.
A proposal was made to have an external CTE website separate from Adult Ed.

- 6) Other:** Text color on the websites is difficult to read, so a proposal was made to change the font color to black.

Page title order currently does not follow the same structure as most other colleges. Group decided to change titles to follow the structure of *Page Name, Department, COS* as opposed to current structure of *COS, Department, Page Name*.

Group has interest in moving from a three-column system utilizing tables and changing accessibility.

Next meeting: *Wednesday, March 15, 2017 (3pm-4pm)*