



College of the Siskiyous

Web Team

Meeting Notes

June 22 28, 2017

9:00 – 10:00 am

DLC 4

Present: David Fleet, Ben Harris, Eric Houck, Anne-Marie Kuhlemann, Michael Reetz, Dawnie Slabaugh

Absent: Ben Harris, Todd Scott

Recorder: Eric Houck

- 1) **Review of past meeting notes:** No changes requested.
- 2) **Presto Sports Update:** Design survey information was provided to Presto last week. It will be a minimum of 3 months before the site is ready. Dennis and Monique will be primarily responsible, but Web Team and Web Links will support as necessary and check in occasionally. Eric will find the agreement with Presto Sports to see who is responsible for providing and uploading images and graphic design, as there is a concern about consistent branding.
- 3) **Portal Content Alignment with Website:** Team discussed how to keep links consistent between mySiskiyous and the main website when links are changed on the website. Currently, Eric is the only one who can change mySiskiyous, but the team suggested proposing a new Content Manager position to be in charge of changing mySiskiyous, including updating links and changing the look.
- 4) **Homepage Emergency Alerts:** Dawnie advises homepage emergency alerts need to be more visible, instead of buried below the blue navigation buttons. Discussion was had on the process of disseminating emergency alerts online and who is responsible (Anne-Marie is primary, Eric Houck is backup). Web Links will create a new homepage alert and show it at the next meeting.
- 5) **Online Payments Scope and Needs:** Dawnie has researched processing online payments through PayPal. Web Links and Dawnie will research whether the link to PayPal needs to be on a secure website, and whether PayPal is the best solution for online donations and payments.
- 6) **Web Space Requests:** Before the cloud migration, instructors could fill out a form to request web space. This is no longer necessary due to Canvas and Luminis pages, so the request form will be removed from the website.
- 7) **Weblinks Group Membership:** Ben and David Fleet have been in the Web Links email group, but it was determined this was unnecessary and they can be removed. If they need to be consulted on matters, Anne-Marie and Michael can forward the emails to Ben and David. However, Web Links should always consist of a minimum of two members at all times.
- 8) **Other:** Due to concerns of AWS being hit by DNS attacks, it was confirmed that AWS is backed up locally every other week.

Next meeting: *Thursday, June 22nd, 2017 (10-11am)*