Web Redevelopment Project Team  
Meeting minutes for  
03/09/2005 10am – 11:30am

In attendance: Mike Murphy, Cheryl Colan, Miguel Fernandez, Paul Golish, Rene Delgado, Symeon Larson, Darren Everingham, Scott Hauert, Marty Etchart, Michelle Dyer-Hurden, Kurt Chambers, Jody Brabec, Richard Saling  
In Attendance from Propeller Communications: Sue Curry

Mike opened the meeting by thanking everyone for the hard work that was accomplished from the last meeting and to this point. Mike mentioned that Foreign Language, Applied Arts, and LTD have also come forward with special needs for the CMS.

**Authentication:** Darren suggested that the campus continue with the current method of handling authentication on the web server until capabilities for authentication of the new CMS are better known.

Paul and Darren met with Jan Binder to review her needs for password-protected content on her pages. Jan is satisfied that the current processes will fit her needs, but would like some off campus users to also have access as needed. The current system requires board-approved full time PC employees to be logged in on campus to access sensitive material. Darren stated that flexibility needs to be engineered into the system as we are building it now and brought up working toward having an intranet. For now keep the current system and server will suffice until the new system is operational and alternatives are explored.

Mike mentioned he is participating on the District PeopleSoft portal committee and will see how that fits with our web plans. He also mentioned that this committee is in the beginning phase and is open to more participants.

Sue stated she contacted administration managers to obtain names of site administrators for their area’s pages. User names will be put into the CMS and use the current authentication method for the user name. Instructional departments are being contacted next.

**Progress on Library and Athletics websites:** The PO has been increased to contract for the special needs of the Library and Athletic Departments. Work on the library is underway and a meeting with Athletics is set for March 28.

**Progress on rest of campus:** Mike is contacting each department chair to confirm and update their department site content and navigation outline. Scott suggested that departments that have already requested special review be worked with on an individual basis by the sub-committee and should not receive Mike’s follow-up contact.
**Style Sheet Variations:** Cheryl Colan stated she looked at the style sheet and found there is not much available to change. Sue clarified that the prototype pages’ style sheets are not the same as those that will be in the build out in the actual CMS. Scott suggested that a limited color palette based on school colors (4 variations at most) be used.

**Training update:** Kurt stated that training should be able to start on April 4th and finish by May 13th. Julie Magadan is currently creating materials. The first week will focus on training site administrators, then training will be open to other users on a suggested department by department schedule.

**The soft launch:** is scheduled for May 13th to allow internal users to kick the tires, more in-depth usability testing and external users to see and get familiar with the navigation as well.

**Server Update:** Darren stated that 2 servers are purchased and awaiting delivery. These will be used for the new CMS, redundancy, back-ups, and testing.

**Maintenance Plans:** Short term: Richard is helping update current sites and will be available to convert departments to the new CMS as needed. Long term: The new web designer will be on board this spring to handle graphic, web and possibly programming needs. Training opportunities will also be looked at for both Richard and the new person. Any projects that be executed internally will be fulfilled by professional services contracts with appropriate vendors, subject to steering team recommendation and budget approval by the administration.

Michelle asked about forms and Scott shared a software application that he uses which creates the form or survey and automatically connects to a database.

Richard is working on new HTML templates that were provided by 1011, and will post them on the campus website.

A consensus was reached that the committee focus on what needs to be completed before starting an internal marketing campaign. As we get closer to the soft launch, the committee will work on marketing the site.