
MEETING MINUTES – JUNE 3, 2015

In Attendance: Cal Anderson, Beverly Bavaro, Kathy Berry, John Fitzsimmons, Kate Kirkpatrick, Craig Rodrigue, Adine Stormoen

Meeting Called to Order: 11:00 a.m.

Current Business

Cal mentioned that the committee hasn't met recently due to upheaval/uncertainty with the IT shared services situation. Web Services is now back to refocusing on the responsive design retrofit with a planned release date sometime around the end of July.

TMCC Website Responsive Design

Cal showed a demo for the new mobile design of the TMCC website. Some highlights:

- Navigations change with dimensions –information becomes stacked when viewing on small mobile devices; no horizontal scrolling.
- Web Services can upload any dimension photo and all will be responsive; modals will also be responsive.
- There will be "one code for all" versus dedicated site code + responsive code.
- Several views and their break points were shown: desktop view, small desktop/tablet view, smartphone view.
- There is also a floating "back to top" arrow on that will appear on every page as you scroll down through the content.
- Everything on the www server will be responsive; however, Cal noted that some things such as the online TMCC application for admission will not be responsive.
- Responsive design changes the way Web Services designs pages within the site going forward.
- Meeting with TerminalFour next week; they used the templates we created, we'll test the implementation of the code then move forward.
- The new version of our CMS (version 8 coming later this year) will work seamlessly with this new design.
- Plan on rolling this out prior to classes beginning in the Fall.

Web Policies

Web Services continues to work on updating policies. We are reviewing and updating and when done, will review with the committee and then follow established processes and procedures to finalize.

Other Business

- **CMS Training and T4 Site Manager Version 8**
Web Services has completed trainings for departmental Web content contributors until after Version 8 is released and we can develop new trainings.

Version 8 of Site Manager is behind schedule and still in pre-production. They haven't released final product yet. It is a re-write of the software and will be mobile-friendly. The interface for the new version is significantly different but appears to be an improvement. Revised training will need to be developed and rolled out to current users.

- **WebCam Status:** The TMCC webcam (webcam.tmcc.edu) on the Dandini Campus is back up again after having been down for work to the Child Care Center's roof. A new Redfield Health Science Center webcam will be launched in the next couple of weeks, showing progress of the new building (no recording; just live feed).
- **Documents and Forms Database:** All documents and forms are now fully integrated into the CMS; the old secondary database system is no longer in use. This will allow Web content contributors to make some changes to their documents and forms Web pages in Version 8 of the system.
- **TMCC YouTube Video Channel:** We have fully migrated away from Windows Media and MP4 and are now using TMCC's YouTube channel. Embedded videos play the video within the page instead of launching an external player.
- **Staffing: Web Services Student Worker(s) and IT Changes:** Web Services is currently "one down" on our student worker staff, with the departure of Gavin Dinubilo who was with us for a couple of years. We will need a new student worker this Fall. IT has also had some staffing changes/departures (John Molt, Jason Webb, etc.). There is a search for a new IT Director (Thomas Dobbert remains interim Director).
- **Online Tour:** TMCC's Online Tour (tour.tmcc.edu) is outdated and very much in need of updating. A new online tour using youvisit.com would be about \$8K per year to maintain. Student Services should ideally be driving the effort, funding and management of a new tour. The tour pages get approximately 500 user visits per month – which is significant.
- Next meeting tentatively in two months. Cal will keep everyone posted on updates in the meantime.

Meeting Adjourned: 11:30 a.m.