

MEETING MINUTES FOR SEPT. 4, 2019

In Attendance: Cal Anderson, Conrad Wong, Kate Kirkpatrick, Susan Lundahl, Elisabeth Saldana, Stephanie Walden, Craig Rodrigue, Adine Stormoen, Yuli Chavez, Cynthia Olivo, Leone Thierman

Meeting Called to Order: 11 a.m.

Current Business

Drupal CMS / Website Redesign Project Update

- Latest on Drupal build status and Kwall meetings
 - Went live – successful launch, good feedback.
 - Fixed some bugs already, still working on many.
 - No longer on T4, which is a great time saver.
 - Sifting through some items since we went live. Our vendor, Kwall, is not responding with any urgency, so these fixes are moving along at a very slow rate. We still have several dozen tickets waiting in the queue.
- Post Go Live
 - Show Timeline and Asana tickets still left to do. If 1.3 takes all this month, we still have 1.4 and 1.5 left. They won't be finished until all tickets in each of the versions is complete.
 - Issues, Mandatory training videos and data are in Drupal. IT needs access to that to keep program working, asked to find out how to do that.
 - We don't have access to our code or build yet to do any customizations. Kwall just released a beta version as of a couple of days ago, so it will probably be about two months before we will have this all worked out.
 - We don't have roles and permissions set up yet.
 - We have not been trained on many key areas of Drupal to keep our site running (CSS, Publishing, code customization, etc. Can't do any training until everything has been completed.
 - The people on the advisory committee and some others will be given permissions first.

Fall 2019 and the Coming Fiscal Year

- Training
 - Later Fall: Jen and Cal putting together a plan, docs, screen shots, develop workshops
- Update Content (everything was transferred from the old site, so updating the new pages will make the site better in the long run.)
 - Later Fall: Meet with Departments to look at and review page Content, with Marketing's help, redo and rewrite pages and content where applicable.

- Projects (just a handful of many):
 - OnBase forms (working with IT to help manage these better)--branding them to look like TMCC forms we use on our website.
 - Customized Error Messages on Acquia Cloud hosting (Acquia Cloud is where our website is now hosted, not on our campus).
 - Clean up and fix Website issues KWALL would not or could not do.
 - Drupal 9 code migration.

Other Business

- YouVisit Updates (our online tour)
 - They came out last week to update some stops. We no longer have a performing arts center, so this stop will go away and in its place will be the soccer field.
 - The Learning Commons will be updated.
 - Asked Yuli to help with the Spanish text in the tour.
- Bit.ly used to shorten links. But doesn't allow links to change. Have to delete the old and build a new link. So now Cal registered with a vendor that allows us to branks our own links. Redirects to tmcc.rocks for Onbase forms. It lets us edit the links as much as we want.
- Website Updates and Process
 - At present, just copy your text, put in Word, turn on track changes and then send that to Web Services so they know what is different.

Other Updates and/or New Business

- Photos used on the banners. Worked with Kate and the Marketing team and professional photography studios to come out to all campuses and create new photos that can be used in our banners and on our website. This includes new video clips that have been incorporated into the home page. The plan for the video is to change the videos for the seasons, so something new every few months. Tim is working on our next video now. The pool of photos is general and doesn't not relate especially to a department. The problem is we don't have a cool picture for every department, and we are now trying to get more specific departmental photos. The problem is it takes a lot of time to get great photos and costs quite a lot. Phase two would be to meet with departments and get some ideas on new photos.

Questions/Feedback/Comments/Anything?

Meeting Adjourned: 11:35 a.m.