Web Advisor Team  
Genesee Room Prahl College Center  
November 28, 2012 from 2:00 – 3:00 pm

Minutes:

Attendance: John Tyler, Lisa Gonzales-Gronauer, Linda Motter, Margaret Bourcier, Kirk Yaros, Diana Hiles, Lori Weisel, Brenda Phillips, Regina Broomfield, Gail Ives, Jim Chybowski, Carol Brown, Jenn Music, Stephanie Kile, Wanda Brown, Michael Kelly, Sherry Rosenberger, Al Perry, Rebecca Gale-Gonzalez

I. Approval of Minutes October 24 meeting
   a. With 2 corrections:
      1. Other Business items F - remove web are was
      2. G change “universities at the fair this year “ to “guides available on the website.”
   Motion to approve, motion, carried

II. Old Business
   a. Applewood menus showed
   b. Institute of Medical Simulation viewed
   c. Acronyms – progressing John has list and will populate to web. Please review and add any from your area.
   d. Portal – beginning implementation meetings of cross-functional teams starting with manager’s recommendations - noted that volunteers from Web Reps may be invited at a later time to fill gaps.

III. New Business
   a. Job Aids on the web – G. Ives noted updates were needed and maintenance procedures, no one is currently assigned to these - seeking input from departments who own the content. Gail suggested uniformity in the way they are done, achieved by using a predetermined format using a form to implement new and revised Job Aids. Kirk questioned the purpose if they were used to train new people or document a process. Brenda Phillips said they are useless without the corresponding college procedure. Other discussion mentioned that they were relevant but just needed updated screen shots.

IV. Other Business
   a. Kirk - Naming contest for the portal – faculty and staff only
   b. Margaret - Pay attention to the web, make sure the content is correct
   c. Gail - Directory – not always up to date
   d. Diana – students love the campus maps
   e. Stephanie – payment deadline is approaching, the directory is not up to date
   f. Jim - Inventory control procedure is on test environment
   g. Regina – Jen Music last day Friday she is taking a job at Henry Ford Community College doing similar work for intake as performed at MCC. R.Gale-Gonzalez thanked her for her contribution to the web and this group.
   h. Michael – Marketing campaign on web, TV, and billboards
   i. Al – Thanks for athletics work on the web – very timely turn around
j. Sherry – AQIP teams starting shortly new stuff soon
k. Wanda – Directory issues CASD and Health Sciences repeated several times. R. Gale – noted to report corrections to 2help@mcc.edu does not need supervisor approval when functionality issues.
l. Lori -Gearing up for Dec 11 after students are dropped for non-payment
m. Lisa – Change to Academic Reg. Calendar – Late start will work like 1st and 2nd 8 weeks requiring a faculty signature on first day.

V. Meeting Adjourned at 2:55pm

VI. Next meeting: January 23, 2012 in Genesee Room PCC1230

Respectfully submitted
Linda Motter