Agenda - Web Advisor Committee Meeting
CMS Kick-Off Meeting
Wednesday, October 07, 2009

TIME:  9:00am
LOCATION:  DSC 222
CATEGORY:  CMS Kick-off Meeting

ATTENDEES:
Karen Williams       Toni Broom       John Erickson
Savonne McNeill     Karen Less       Dianne George
Tim Ausburn         Debbie Bowen     Sherry Carpenter

PRESENTER:  Revize Representatives - Joseph Nagrant and Ray Akshaya
TIME ALLOTTED:  45 mins. - 1hr.

DISCUSSION
○ Discuss components of the Content Management System
○ Discuss tool capabilities and other questions
○ Process Plan for implementation

ACTION ITEMS
• Send attendees Project Plan and Timeline for CMS implementation
• All members are to provide ideas/suggestions for new "vertical" menu on GC Homepage and submit to Karen W. by Tuesday, Oct. 13th
• All asked to look at possible options for the "catalog" online (design, editing, etc.)
• Send Web Advisory Committee website statistics

NEXT MEETING
○ TBD
Meeting Minutes
Wednesday, October 07, 2009
9:00 AM

PRESENT:
Web Advisory Committee
IT - S. McNeill, T. Ausburn
Revize Representatives

TOPICS DISCUSSED:

New Content Management System – Components of purchase includes:
- 2 Templates - Homepage and Inside Page
- 50 Content Editors (Managers)
- Workflow Approval Process
- Web Calendar - One Master and ability to have calendar in each major department which rolls up to Master calendar
- 4 Hours of training - (train the trainer concept) includes Content Editor and Administrator training
- Technical Support and Software Upgrades

Overall Process of Project
1. Ray will design Templates - Two weeks
2. Review and suggest changes (if any)
3. Make changes and approve
4. Publish template - manually
5. Place approved content into new template (Karen and Sherry Transfer)
6. Train the trainer
7. Publish automatically
8. Implementation Complete

General Discussion
- The Content Management System will be placed on our (Gaston College) Server - Contact James C. to allow FTP permission and paperwork.
- Ray will begin designing the templates for the GC website. We will change the Homepage menu to vertical style adding different menu items. The committee will send ideas/suggestions of menu items.
- Karen and Sherry will take the existing content and transfer over into new template.

ACTION ITEMS:

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Project Plan and Timeline</td>
<td>Karen Williams</td>
</tr>
<tr>
<td>Provide ideas/suggestions for new &quot;vertical&quot; menu on Homepage</td>
<td>Web Advisory Committee</td>
</tr>
<tr>
<td>Provide options for the &quot;catalog&quot; online</td>
<td>Web Advisory Committee</td>
</tr>
<tr>
<td>Send Web Advisory members website statistics</td>
<td>Karen Williams</td>
</tr>
<tr>
<td>Develop Approval Content form to be transferred</td>
<td>Karen and Sherry</td>
</tr>
</tbody>
</table>