

Web Communications Committee

April 22, 2021

10:00am – 11:00am

In attendance: Anne Krueger, Christianne Penunuri, Cindy Morrin, Dawn Heuft, Deanna Thompson, Eric Klein, Gabe Neri, Kerry Kilber Rebman, Lorena Ruggero, Rocky Rose

1. Update on Migration of District Website.
 - a. Red Rooster is working on migrating content from current site into a development area. They are also working on templates. Can't migrate anything until they get a server set up for the development area. The Migration Map is done. There were a lot of pages not used. Go Live target date is July 1.
 - b. The New Staff Directory was also discussed.
Redroosterdesign.com/gcccd/directory.html Anne and Gabe are working with HR to get the basic list to do the initial upload. Need to document the process for updating and removing people. **Action: Anne to contact HR and Business Services to map out the process and determine training needs.**
2. Website Style Guide
 - a. Discussed font standards. **Action: Lorena will contact Grossmont Creative Services for a recommendation.** We discussed having two complimentary fonts but no more than 3.
 - b. File Naming Conventions. Example: 2021-03-15-committee-minutes.pdf (date, year, month, name). Suggestion to list name first and then date. Need further discussion and a decision.
 - c. Folder Organization
 - i. Need best practices for folder title and how it shows up in the url.
 - ii. Use acronyms for lengthy folder names.
 - iii. **Action: Rocky and Deanna to discuss further and bring ideas back to next meeting.**
3. Modern Campus Development Hour
 - a. Requested 20 hours for 2021-2022.
 - b. This year we ordered 40 hours and still have 26 hours remaining. The remaining hours will be used on three projects: Hero Image Overlay, Multiple buttons, Library homepage.
 - c. Use some of the hours for next year on a more robust News site (request from Christianne).
4. Broken faculty website links
 - a. This has been fixed.
5. Next meeting May 27, 2021. Lorena to chair.