

Date: 7/27/05
Location: web camera EGF and TRF

Time: 1300

Chair: Chad Sperling
Recorder: Sue Field
Members Present: Stacey Hron, Sue Field, Mary Fontes, Karleen Delorme, Chad Sperling, Heather Hauschild, Lyndsey Wonberg

Members Absent: , Kim, Lee, Donna Craigmile, Terri Wiseth

Guests:

Team Minutes

Agenda item #1: Chads Hours and next meeting **Presenter:** Chad

Discussion: Summer hours and fall hours
Next meeting in September

Conclusions: Chad's summer hours 8 to 5:30 on Monday through Thursday and 8 to 12 on Fridays for this summer. Will be on TRF every Wednesday. His office will be next to Karleen. Hoours will change with the fall.
Next meeting will be dependent upon Kim's and Donna's and Terri's schedule for September.

Action items	Person responsible:	Deadline:
✓ Chad will contact Donna and Lee and Terri regarding monthly web meeting.. We will determine a consistent monthly meeting.	Chad	August
✓		
✓		
✓		

Agenda item #2: Chads Project list **Presenter:** Chad

Discussion: Online writing lab will be put back on list.
Intranet move will be done this week.
COI awaiting approval of design from Shari.
Radio site is done. Need copy and hope to have that this week.
Online orientation wanted by November. This is a big job.
Employee pictures, Heather will send out new waivers for those who don't have one in yet. The bios page on TRF campus has the answer to question s asked on survey without question. Needs to be looked into.
Webserver from Perham was transferred last week to EGF campus.
Intranet with virtual office has been completed. Training will be on duty days.
Laptop Configuration not on list but is due on August 17th. Chad is working on this with a flash guide.
Diane Drake wants the online writing lab. They want a new design and totally revamp it. It all works but she wants to add to it. We'll need to put this down on the list for now though.
New Item: We need to change the campus news to college news. Also need news area so that

people can see that there is more news.

Professional web pages will be moved down. We had 9 survey results most from gen ed. Many various ideas, no consistency. Move towards the end of project list for now. We have more pressing needs.

Cancel classes ready for winter but will need help programming it.

New design look: We ned to have a consistent NCTC logo on each page.

Put these under the finished files, Create a list of all acaademic courses, All MN Transfer page both of these are done and can be moved to finish end.

Virtual office on duty days can go over how to make web page changes. The form can be put on the intranet. Will need to email all employees on how to make corrections to the web.

Conclusions: s

Action items

- ✓ Chad to update list and send out
- ✓
- ✓
- ✓

Person responsible:

Chad

Deadline:

August

Agenda item #3: T

Presenter:

Discussion:

Conclusions:

Action items

- ✓
- ✓
- ✓
- ✓

Person responsible:

Deadline:

Agenda item #4:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible: Deadline:

- ✓
- ✓
- ✓
- ✓

Other Information

Resources:

Special notes: