

**Web Rep/Advisors Meeting Minutes**  
**Jan. 27, 2010 2 - 3:30 pm**  
**Genesee Room PCC1230**

Attendees: E. Murphy, L. Motter, J. Tyler, R. Gale-Gonzalez, K. Dawley, K. Martin, S. Williams-Kile, D. Hiles, K. Brown, M. Bourcier, C. Bassett, S. Rosenberger, D. Sharpe, G. Ives, J. Chybowski

1. Where To Go For What?

This page is being up dated with current information regarding the many different site locations where MCC activities/classes are held.

2. MCC Cares Virtual: Haiti relief and beyond

A new page with the virtual address [www.mottcares.mcc.edu](http://www.mottcares.mcc.edu) has been set up to use for any disaster/fund-raiser. It currently has Haiti relief information.

3. Admissions revamp

A new Index page has been developed for the Admissions department. It has been designed to provide easier way finding for those first considering MCC.

4. Institute of Medical Simulation

IMS is now located at the Southern Lakes site and is expanding their operations. A new web section replaces a former link that only contained a pdf. of the IMS flier.

5. InSpyder software purchase

New software has been purchased to check the MCC website for broken links and spelling errors. This is expected to be a very useful tool.

6. Listing or referring to ITS Computing Support Services/Help Desk? 2 help internal and 767-help for external calls

C. Bassett indicated that either reference is fine.

7. Review of Key Paths

The Key Paths were reviewed by the entire team.

Faculty/Staff – add note to FORK (under Faculty Resources tab) to note sign into secure server. Add link under Communication Resources add link about how to sign up for emergency notification. Add info about remote login (R and X).

Current Students - Add FAFSA link under Financial Aid tab. Add new page about computer open lab hours. Add info about Tonya Keener, counselor for U of M Flint transfer, K. Martin will check on this.

Prospective Students – add FAFSA link under Financial Aid section.

E. Murphy to reread Parents Information page to check that info is current.

Meeting adjourned at 3:15pm. Next meeting is scheduled for February 24, 2010 at 2:00 - 3:30 pm in Genesee Room PCC1230.

Respectfully submitted,  
E. S. Murphy