

**Web Advisory Team**  
**RTC 2301 – Regional Technology Center**  
**2:00 – 3:30 pm**  
**April 22, 2009**

Attendees: K. Dawley, E. Murphy, D. Sharpe, J. Tyler, L. Motter, R. Gale-Gonzalez, D. Hiles, M. Kelly, C. Bassett, D. McClure, D. Lamb, D. Deen

**Minutes**

1. **Review of minutes** from March 25, 2009 meeting. Minutes approved by acclamation.
2. **Cash Course Request** D. Deen found this free service for students (and others) which provides self paced training for financial education. This online product ([www.cashcourse.org](http://www.cashcourse.org)) is from the National Endowment for Financial Education. Activation requires MCC to join and then accessed pages can be tailored to look like an MCC page. Suggested access link locations: Student Services, Student Financial Services and Alumni. When this is active announcements should be made through Connection, The Chronicle and everyone emails.
3. **Directory Changes** The old directory is gone. ITS is working on achieving one system with one sign-in and password. In the new operation directory changes can only be made through ITS. Requests for updates/changes should go through the Help Desk. Dan Lamb asked that Web Team should let him know what features need to be included.

During the 2 week change over a redirect shall be added to the “directory change” button that asks users to wait 2 weeks for the new system to be operational before making change requests.

In Phase II – perhaps faculty could be allowed to post their office hours. D. Sharpe asked if there is a feature in WebAdvisor that could be activated that would accomplish the posting of office hours.

4. **Picture ID Badges Survey** K. Dawley conducted a survey among other community colleges to see how ID badges are provided. Results are posted at this site:  
[www.mcc.edu/wdt/wdt\\_pdf/Picture\\_ID\\_Survey\\_Results.pdf](http://www.mcc.edu/wdt/wdt_pdf/Picture_ID_Survey_Results.pdf)

D. Deen reported that MCC has the ID badge equipment; staffing is the limiting issue. Consensus of the group seems to be that security in schools demands that this be addressed. D. Deen suggested a pilot project for staff and student employees. C. Bassett would like to observe process.

**5. Geology Museum** L. Motter presented a new Geology Museum section that she has developed. Site is ready to go live; address *will be* [www.museum.mcc.edu](http://www.museum.mcc.edu) and will be accessible through the Science and Technology Division. Site provides ability to register for tours of the museum and also allows up close study of individual specimens in the collection.

**6. Other**

**A.** K. Dawley reports that HR is developing a new web page with information specifically for new hires to MCC. She referenced MIT's site: <http://hrweb.mit.edu/welcome/index.html> . HR plans to include a quick FAQs section and MCC terminology.

**B.** On the RTC page, please change Livingston M-TEC to Livingston Center.

**C.** The blinking "ALERT" button on the home page will flash for 7 days following an incident posting; however, posting will continue for 30 days.

**D.** Revisit the Writing Center in Google search issue. Still not coming up early in the search listing.

Next meeting will be held **May 27, 2009** at 2:00 - 3:30 pm in the Regional Technology Center room RTC2301. This will be the last meeting until September.

Respectfully submitted,  
Elizabeth Murphy  
Webwriter