Web Standards Committee Meeting
December 16, 2021, 10 a.m. – 11 a.m.
ONLINE (ZOOM)

Meeting attended by:	Javier Banuelos, Samuel Chavez, Marcela Daltro, Erik Duane, Chris Elquizabal, Ilva Mariani, Hugh Nguyen, Patrick O'Donnell, Liz Page, Miya Walker, Albert Wilmovsky,
Absent from meeting:	Lisa Blod**,** Tim Kylingstand, Mark Olague, Sarah Pirtle
Guests:	
Date:	December 16, 2021
Time:	10 a.m. – 11 a.m. Called to order 10:02 a.m. by Miya Walker
Location:	Zoom Conference
Minutes by:	Samuel Chavez

Pre-agenda item: Introduction of newest member to the committee

- Dr. Christopher Elquizabal welcomed to the committee

Agenda Topic #1: Approve Minutes

- Review minute adjustments to October 21, 2021 meeting.
  Marcela – motion to approve with amendments to attendance. Samuel – 2nd. Motion carried.
- Review minutes from November 18, 2021 meeting.
  Liz – motion to approve. Ilva – 2nd. Motion carried.

Agenda Topic #2: Modern Campus cloud transition updates and next steps

- **Miya:**
  - Presentation on fees proposal for transitioning Omni CMS staging server to SaaS cloud-based environment
  - Negotiated one-time fee price adjustment from $49,000 to $42,000
  - Breakdown includes:
    - One-time cost (includes Emergency alerts implementation and SaaS conversion): $7,499
    - Prorated costs with existing multi-year contract: $10,625
    - Annual cost will go up from $22,000 to $42,000
  - Contract is non-binding
  - Website budget comes out of Public Affairs ($22,000)
    - Includes Omni Insights module to track accessibility and other items
  - Will ask the district to augment Public Affairs budget by $20,000 to cover costs of transition to SaaS environment
  - Executive Council supports move of staging server to SaaS environment
  - Transition timeframe: February/March 2022
  - Anticipates minimum disruptions
- **Samuel:**
  - Plan: Omni technical support team will lock out web authors so they cannot make changes to the website while it is in transition
  - Omni team will do all of the work of transitioning staging server to SaaS environment
  - Once transition is complete, web authors are unlocked and we test the CMS to confirm that it is working properly

- **Albert:**
  - Question regarding 10,000-page limit listed in proposal. How many pages is the district currently using?
- **Samuel:**
  - Confirms the district is currently under 10,000 pages in CMS (5,000 to 7,000).
  - Been going through the various websites and deleting and archiving pages that are not needed. This should help SEO and Insights module better catalog the files on the server.
- **Albert:**
  - Q: Will/does the district expect to use more pages as we continue to conduct business mainly online?
- **Miya:**
  - Yes, we can expect to create new pages every day
  - Web Administration also deleting pages on a regular basis and anticipates this will continue to take place going forward
- **Samuel:**
  - Cites that more pages were created in 2020 due to the Pandemic. Yet, we are just hitting the 7,000 pages mark.
  - District should be ok not going over 10,000 pages
- **Miya:**
  - District has a good relationship with the vendor to make adjustments if necessary.
- **Samuel:**
  - Reminder: 10,000 page limit is strictly for the Omni Insights module scanner
  - No limit to the number of pages that can be produced in the CMS

Agenda Topic #3: 2022 meeting times
- **Miya:**
  - Confirms 2022 committee meeting times: Third Thursday of the month at 10 am

Agenda Topic #4: Questions/Comments

- Happy Holiday greetings

Meeting adjourned at 10:33 a.m.

Next meeting: January 20, 2022 at 10am Zoom