

Cerritos College
Web Standards Committee Minutes
September 27, 2018

Meeting attended by:	Miya Walker; Javier Banuelos; Samuel Chavez; Tim Kyllingstad; Mark Olague; Elizabeth Page; Rebecca Pang; Sarah Pirtle; Chris Rodriguez; Monique Valencia
Absent from meeting:	Dr. Lucinda Aborn; Kathy Azzam; Shawna Baskette; Celeste Galvez; Daniel Gardner; James MacDevitt; Patrick O'Donnell
Guests:	
Date:	September 27, 2018
Time:	10:00am – 11:00am; called to order 10:12am
Location:	LC201: CTX Conference Room
Minutes by:	Kelley Jones-Horwood
Agenda Topics	Deadline, Person(s) Responsible
<p>Agenda Topic #1: Approval of August 23, 2018 Meeting Minutes The minutes were reviewed and approved with amendment: Agenda Topic #3: correct Tim Ling to Tim Kyllingstad.</p>	<p>Chris, motioned to approve with amendments Javier, 1st Miya, 2nd In Favor: 9 Abstain: 0</p>
<p>Agenda Topic #2: WSC participating members</p> <ul style="list-style-type: none"> ▪ Miya brought up Shared Governance list via conference room laptop/projector for all members to review and discuss, p. 37. ▪ Web Administrator role no longer current; remove from list ▪ Named managers are specific but never attend (Dean of Disabled Student Programs & Services, Dean of Academic Success) ▪ Ask for two ACME appointed managers; Patrick could be one of these ▪ Sr. Tech Support Specialist in I.T.: this is Tim's position; he will email Miya with new, official title so we can update list. ▪ Reduce faculty reps from four to three; Miya will discuss change with Faculty Senate to see if they would approve; Mark will help identify additional available faculty members for committee ▪ See membership list revisions on ATTACHMENT A ▪ No objections to member list modifications as shown ▪ Miya motioned to approve modifications, approved by consensus. 	<p>Miya, motioned to approve membership modifications Chris, 1st Javier 2nd, In Favor: 9 Abstain: 0</p> <p>By next meeting:</p> <p>Tim: email Miya with new, official position title</p> <p>Miya: discuss faculty rep number change with Faculty Senate members</p> <p>Mark: identify additional faculty members for WSC appointment</p>

<p>Agenda Topic #3: Quorum requirements</p> <ul style="list-style-type: none"> ▪ Currently set at 50%+1 ▪ Miya suggests 30% required to meet quorum; this would require only five members to meet under proposed membership modification to meet quorum ▪ Chris feels we should stay with the 50%+1 requirement ▪ Javier feels based on membership that consistently show up to meetings, 1 out of 3 faculty, 1 out of 2 CSEA, the 30% is reasonable. ▪ Sarah agreed with smaller percentage ▪ Miya has complete confidence that members who are participating are making sound decisions on what matters to their departments and their constituents; suggests a 40% requirement instead; this would require six members be present in order to meet quorum. ▪ Miya motioned to approve modification, approved by consensus. 	<p>Miya, motioned to approve quorum requirements be modified to 40%</p> <p>Sarah, 1st</p> <p>Rebecca, 2nd</p> <p>In Favor: 9</p> <p>Abstain: 0</p>
<p>Agenda Topic #4: Social Media Policy/Application</p> <ul style="list-style-type: none"> ▪ Miya not successful getting policy passed; see page 5 of handout ▪ Tim stated that it needs to be in BPAP format ▪ Samuel concerned with language, who determines appropriateness and concerned with one person making that decision; Dr. Fierro stated no to designated student rep; Miya noted this an IF statement ▪ Miya notes filters already in place that screen profanity; could refer to ASCC for student conduct investigation ▪ Chris concerned that standards for College not same as Talon Marks; Miya reminded that Talon Marks not a Cerritos College publication, not same standards, it is student governed ▪ Need to all members to review and be ready to revisit at next meeting ▪ Needs to be training, Best Practices workshop; Tim states Dr. Fierro also wants class on this for students, personal persona training (not for WSC to conduct) ▪ Miya motioned to move agenda items IV through VI to next meeting; approved by consensus. 	<p>Miya motioned to move agenda items IV-VI to next meeting</p> <p>Christ, 1st</p> <p>Javier, 2nd</p> <p>In Favor: 9</p> <p>Abstain: 0</p> <p>All members: Review handout with notes on policy</p>
<p>Agenda Topic #5: Web Update</p> <ul style="list-style-type: none"> ▪ OU Insights ▪ SharePoint 	
<p>Agenda Topic #6: “Important Dates” link discussion to home page</p> <ul style="list-style-type: none"> ▪ 	
<p>Agenda Topic #7: Questions and Comments</p>	
<p>Next meeting: October 25, 2018 at 10am LC201: CTX Conference Room</p>	
<p>Meeting adjourned at 11:01am</p>	

ATTACHMENT A

Web Standards Committee

Meeting 9-27-18

Director of College Relations, Public Affairs and Governmental Relations - Miya

~~Web Administrator~~

Manager of Information Technology - Javier

~~Dean of Academic Success~~

~~Dean of Disabled Student Programs & Services~~

----Replace Deans' with: 2 Managers approved by ACCME---

~~Senior Technical Support Specialist in Information Technology~~ – Tim

---Correct title: Senior Accessibility Compliance Specialist---

Web Support Technician – Samuel

Multimedia Production Specialist I - Sarah

3 faculty representatives appointed by Faculty Senate - Mark, Liz, Daniel

1 faculty representative appointed by CCFF - Veronica

2 classified representatives appointed by CSEA – XX, XX

1 confidential representative appointed by confidential employee group - Rebecca

~~ASCC Commissioner of Information Technology~~ – ~~ASCC Student at Large~~

~~1 student representative appointed by ASCC~~ – Chris

---Replace ASCC reps with: 2 student representatives appointed by ASCC:

Chris, XX

New required membership: 16