Attendsence:
Juneau: David Klein, John French, Julie Staveland, Colleen McKenna, Katy Jordan, Deborah Rydman, Elise Tomlinson, Tara Olson

Absent: Anita Parrish

Ketchikan: Kim Schulte, Gail Klein

Sitka: Jeff Johnston, Jill Hanson, Joy Branson

Agenda:
Round Robin updates from everyone.
Executive Cabinet proposal meeting
Walk through the newest template design and show how it works in responsive design.
Links:  
http://www.uas.alaska.edu/sandbox/ketchikan_campus/header-styles.html
http://www.uas.alaska.edu/sandbox/juneau_campus/examples/header-styles.html
http://www.uas.alaska.edu/cms/index.html

Implementation schedule, variables, and deadlines.

Shall we combine meeting time/dates with the CMS managers’ meetings?

Round Robin Updates
Julie – we are getting ready to move Admissions over to new site.
Deborah – we are reviewing the advising website for content. We will work on revisions next week and looking a format options.
Tara – we will also be reviewing our website for content.
Katy – the next couple of weeks we will be reviewing and updating.
John – I have been working on templates and coding.
Dave – the written style guide is on the last round of edits and was presented at the managers meeting.
Jill – we are reviewing our pages.
Gail – Kim and I working on a redesign of the front page with the new design in mind and working with staff and faculty.

Dave – Do you need more CMS managers in Ketchikan? Gail – we are in disarray and reorganizing. We need to determine who needs / wants to be involved in CMS.

Jill – We plan to also identify a few people to manage CMS.

**Combine Meeting Dates / Times**

John – many folks in the manager meetings are also on the strategy committee. Shall we look at combining the meetings?

Consensus: We will combine the meetings and meet the second Thursday of the month.

Next Manager’s and WCS meeting:  
Thursday in January 17th  
9:00 CMS Managers  
10:00 Web Strategy Committee

**Executive Cabinet Meeting**

Dave – we met for an hour and I gave a short presentation. I received very positive feedback. We are waiting for their official approval. The next cabinet meeting is, Monday, December 10th.

**Review Templates**  
(links in agenda)

**Schedules, Variables and Deadlines**

John – there are 2 weeks before break and we will be do more user testing and then roll things out in January
We need to complete and push out the UAS Home Page and Juneau Campus Site. Then we can work with departments.

Jill – we will be having a web writing training in Sitka, January 8th and 9th. There are openings if anyone is interested. I will send out a schedule soon. At minimum we should be able to record the training for those who cannot attend.

Dave – I will send out the style guide this week.

Adjourned: 11:25