Attendees:

Members present: Karen Ambrose, Jerome Andre, Linda Griffin, Tracee Mathias, Nancy Newton, Comfort Mingot, Joel Martinez,

- Guests: Ray Gilmer

Call to Order

- Meeting was called to order at 2:15pm (late start due to not enough people to make quorum) by Chair Linda Griffin.

Guest Speakers: Ray Gilmer

Ray spoke about the updates to the new MC website and its progression. It is expected to launch July 16 and will have 3 templates, a landing page, home page, and detail page. The new social media page is receiving a lot of positive attention and we were encouraged to visit it. WDCE will no longer have a "button" on the page but will have a drop down menu on the home page and will show on several areas of the home page. Both credit and non-credit courses will be shown side by side and will be mobile device friendly.

Next steps: Ann will meet with Phoung Banh and the database contractor to streamline the presentation of non-credit courses. Delivery is expected in mid-April. Future information may include a "welcome e-mail letter" in response to an inquiry and may offer suggestions on courses/programs/counseling etc. When our pages are moved to new system, the text will be cut by 2/3 in order to be more mobile compatible.

On another note, Nancy Newton asked about communication to the community with regards to the new "travel" info. Ray said they are trying to get the word out and Dr. pollard will be speaking on news channel WTOP. Nancy said her students are upset. Ray welcomes us to attend the Web Development committee group meetings and share information. Ray sent an example of how credit and non-credit courses could be listed together. Here's a link to the catalog at Howard CC that we think looks good:

http://www.howardcc.edu/programs-courses/find-your-program/

Approval of Minutes

- Dec. minutes were approved noting correction to the spelling of Carlo (no S) Sanchez's name.

Constituent Concerns

- Discussion was why there were no constituent concerns and why our staff didn't come to us. Were they apathetic, too busy, afraid? No conclusion was decided. Karen suggested reducing the number of staff needed for a quorum from 7 to 4 since our committee was so small. Karen and Linda will work on draft. Linda attended the Staff Council meeting earlier this week and after voting against having a WDCE staff member on every council, explained to chair, David Anthony, about the difficulty of staff attending our own meetings.

Chair's Report

- Carl Whitman, Director of IT, sent Linda updates on the Master Plan for Workday. We are schedule to go live July 1 and training will begin in March for all employees. Employees will need to learn how to submit time sheets. Jerome is concerned because Payroll has not heard anything about testing. Linda will inquire. At the last BCC meeting, Banner upgrades were discussed and it was ruled against using Banner XE and move to the next upgrade. Workday currently has no student system but a RFP is supposed to go out Jan.31. Linda asked to see if prior to posting to make sure our needs were met. This did not happen.

Goals for FY17
The newsletter should be going out in early March. Linda and Tracee will be sending out a survey to students.

New Business
April is governance elections. Linda asked Comfort if she thought the faculty would mind handing out governance information to the students. Comfort agreed. Linda will try to have a mock up post card by the March meeting but would like suggestions.

A motion to adjourn was made by Tracee and seconded by Nancy Newton.
Meeting Adjourned at 3:30pm

Respectfully submitted by,
Karen Ambrose, alternate Secretary, WDCE Council