

ADMINISTRATIVE COUNCIL MINUTES

October 14, 2020

The Administrative Council met on Wednesday, October 14, 2020 at 9:00 a.m. in the Ballroom. Present were Ms. Pam Clark, Recorder; Mr. Richard Collie; Dr. Keith Ferguson; Ms. Jackie Gooch; Mr. Jeffrey Guenther; Dr. Jim Kerner; Ms. Belinda Krigel; Dr. Kim LaFevor; Mr. Chris Latham; Ms. Sarah McAbee; Mr. Mike McCoy; Mr. Rylan Pendleton, SGA President; Mr. Derrek Smith; Dr. Jackie Smith; Dr. Stephen Spencer; Dr. Lee Vartanian; Ms. Debra Vaughn; Dr. Philip Way; Ms. Lanie Williamson (Quinnell proxy) and Dr. Lionel Wright. Mr. Jonathan Craft, Dr. Joe Delap, and Mr. Andrew Dollar were absent. Special guests were Ms. Barbara Ferguson and Ms. Jerrie Smith.

Dr. Way convened the meeting at 9:05 a.m. and gave the floor to Ms. Krigel. She asked for any additions or corrections to the September 16th minutes. Dr. LaFevor made a motion to approve and Mr. Guenther seconded. The minutes were approved.

I. MEETING TOPIC – Intranet or Portal

The new University portal, called MyAthens, is in process. Today's discussions will be on the who, what, where, why and how about the portal.

Implementation tasks include:

- Build out tools
- Widget resources – display student schedule, student email, and student banner account
- Build intranet content
- Build groups
- Build campus communications workflows
- Empower users

A video about the importance of creating groups and how they are used in a portal was presented.

II. DISCUSSIONS

Members were divided into teams to discuss different portal groups. They were given a hand-out to keep notes of the different kinds of groups to be created and the roles for the groups. They reviewed web pages for intranet content and determined if the pages are for internal audiences, external audiences or both. The main objective was to think about how to increase the utility of how we access information.

The meeting adjourned at 10:22.

Respectfully submitted by: Pamela Clark