

Los Angeles Community College District  
District Website Redesign "Kick Off Meeting"  
October 13, 2011 2:00PM  
Meeting Minutes

**Participants:**

- |                       |   |
|-----------------------|---|
| 1. Jorge Mata         | Information Technology                          |
| 2. Victor Flores      | Information Technology                          |
| 3. Albert Saryan      | Information Technology                          |
| 4. Jon Corneilson     | SectorPoint (Consulting Company Representative) |
| 5. Adrianna Barrera   | Deputy Chancellor                               |
| 6. Terri Dillard      | Facilities and Planning                         |
| 7. Joan Steever       | Human Resources                                 |
| 8. Shigueru Tsuha     | Dolores Huerta Labor Institute                  |
| 9. Carlos Covarrubias | Human Resources                                 |
| 10. Monica Martinez   | Human Resources                                 |
| 11. Shawn Tramel      | Human Resources                                 |
| 12. Kenadi Le         | Dolores Huerta Institute                        |

**General Project Goals and Objectives**

- Group Met and conducted introductions
- SectorPoint is the consulting company that is hired to work with the District Office and District Information Technology to redesign the district website.
- The redesign will include the laccd.edu website and will also incorporate the components of lacolleges.net website
- The redesign will include a visual update and an architectural update.
- The project will also include a development and implementation of an authorization plan that will provide a clear protocol and process of managing content on the website
- Each department will provide details regarding how the authorization plan for their site will be developed
- The site content managers will follow this protocol when updating the content and assuring the content on their site is kept current.
- The site will be developed using SharePoint.
- Options will be implemented on the SharePoint platform that will allow content managers and their corresponding departments to post content with expiration dates so that the content is automatically removed

**Training and Support Discussion**

- The project will include a training component. All content managers and users of the website will be trained on how to manage the content on their corresponding sub sites
- The training will also consist of the current content managers of the sites to migrate the existing content on the old site to the new site.
- The migration will be part of the training as content managers are trained they will utilize the new skills to sort through and migrate the data that is required to be present on the new site from the old site.
- Any other content that will not be migrated will be archived

### **Website Demo**

- Jon Corneilson from SectorPoint provided a demo of an existing shell SharePoint website
- The demo included an end to end presentation of how page content is updated and how the approval process works. The approval process also included a review process that would be available before publishing the website for the users that are designated as reviewers
- The demo also included an example of setting a content that will have an expiration date

### **Closing Discussions**

- The closing discussions included the idea of creating a committee that will work with DO IT and SectorPoint in reviewing and providing feedback regarding the many requirements of the project
- The committee will be created in the next meeting that will take place
- The committee will comprise of individuals that current manage content and department heads.
- DO IT and the committee will communicate and update any new information that will be generated from the discussions and provide feedback to the other departments at the District Office

### **Meeting Adjourned**