



# LACCD Employee Intranet Project

Microsoft SharePoint Online

Jan 2021

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## Introduction:

Los Angeles Community College District's Office of Information Technology, Web Services (OIT WS), was tasked with creating a district-wide intranet environment to be used for the business of education. This environment will include a web presence and a document management platform for non-PII (Personally Identifiable Information) employee and college committee content.

## Purpose:

To provide a central, secure, and easy-to-use platform for the Education Service Center (ESC) and the colleges to host non-PII business documents and information for employees. Leverage current, cloud-base technology for security, reliability, and accessibility. Additionally, provide a unified look and feel across all the platforms to establish a cohesive environment to improve user experience.

It will replace the existing local SharePoint environment at all the colleges except for those that require it to run their primary website (e.g. lahc.edu, laccd.edu).

This platform is to host and make available final versions of content for employees and committees. It is not a collaboration environment for drafting and working on documents as all items are visible by the viewers of the site.

## Scope:

OIT WS will be deploying an Office 365 SharePoint Online (SPO) environment for the ESC and all colleges to use for internal websites and documents. OIT WS will also assist in migrating existing content into this new system.

### Phase 1: LACCD Intranet Hub and Committee Sites

Setup initial infrastructure by creating site collection per college joined to LACCD hub. Create committee sub-site shell based on a uniform design template. Develop document management solution to address general public access to fulfill Brown Act. Assist migrating all existing committees and their content to our new platform. Develop user handouts and "How To" videos.

### Phase 2: College Office Sites

Expand out to include sub-sites for College Offices and other additional sites required by the college to be used for the business of education.

## Outcome:

To have a cloud based central location for all finalized documents and shared governance for college employees.



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## Phase 1 Timeline (Tentative):

Dates	Item
<b>Jan 15, 2021</b>	Initial Deployment / Migration Deadline
<b>Jan 20, 2021</b>	Message to Colleges
<b>Jan 20 – Feb 9, 2021</b>	Soft Release Phase 1 to Content Owner / User Training (Asynchronous material and Zoom sessions)
<b>Feb 10, 2021</b>	Release to all employees.

## Phase 2 Timeline:

Estimated Completion by Q4 2021. Details to follow.

## Additional Information:

### Why

Need to provide district-wide support to host documents and business content for employees across all colleges.

### Who

LACCD's Office of Information Technology will support the SPO cloud-based architecture and the design of each site. Site owners will manage membership and site content. Members can contribute (edit and upload) files.

### When

The initial site migration will be assisted by Office of Information Technology Web Team (OIT Web). Once all stakeholders have been informed that the migration has been completed, the daily site maintenance will be kept by site owners and members.

### Support

OIT Web will provide handouts and how-to videos for the most used features. If additional assistance is required, the user will be able to place a work order ticket with the local college IT.

Training document/videos for Chair and editors can be found here.

Tinyurl: <https://tinyurl.com/LACCD-SPO-Intranet-Training>

Full Url: <https://studentlaccd.sharepoint.com/sites/laccd/OIT/WS/SitePages/Employee%20Intranet%20Training.aspx>

### Brown Act

Brown Act is California's "sunshine" law for local government. It is found in the California Government Code beginning at Section 54950. Concisely, it requires local government business to be conducted at open and public meetings, except in certain limited situations. All committees will have a public document library viewable by the general public by default.

### American with Disability Act (ADA)

While every effort is made to meet ADA requirement across the platform, uploaded content might not comply with set standards or formats. It is the duty of the content creator to provide said information in an accessible format.



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## Personally Identifiable Information (PII)

Site owners are to ensure that NO PII is uploaded or posted. The site owners will monitor the site for PII, and notify the Information Security Office at [infosecrequests@laccd.edu](mailto:infosecrequests@laccd.edu) should PII be found on the site. For more information regarding PII as it relates to educational organizations, please refer to information from the US Department of Education, located at <https://studentprivacy.ed.gov>.

## FAQs

### 1. How do I get access to view?

When released, the LACCD Employee Intranet will be available to view to all employees upon logging in with their @laccd.edu.

### 2. Will I have to use a different logon?

We are utilizing our LACCD SSO (Single-Sign On) login for our LACCD Employee Intranet on SPO (SharePoint Online). Therefore, it'll be the same as your @laccd.edu login account. You will be prompted to login to access the site and may require Multi-Factor Authentication (MFA) on your phone.

### 3. How do I get access to edit content?

A request form must be submitted to the OIT to gain elevated access to edit and update content on a site or have a new site created for you. This form will be submitted by the Office/Department/Committee head and once approved, will become the site owner. After which, additional members may be added by the site owner.

Form details will be provided soon.

### 4. What will happen to non-committee websites?

Non-committee sites are part of Phase 2 migration. We will work with offices to provide appropriate space to conduct their business. This process will require a request form to be filled out and submitted to the OIT.

### 5. Can we change the site colors to match the college brand?

Unfortunately, under the current architecture and limitation of SPO, we are unable to provide customization at this time. The Web Services team will continue to look into it and try to provide a solution as we move forward.

### 6. Will this replace LACCD.edu website?

The LACCD Employee Intranet is not replacing [www.laccd.edu](http://www.laccd.edu) or any college's primary website (e.g. elac.edu, lattc.edu). It will replace the existing local SharePoint environment at all the colleges except for those that require it to run their primary website (e.g. lahc.edu, laccd.edu). It will be replacing <https://intranet.laccd.edu> and <http://albacore.laccd.edu> at the ESC.

### 7. Do we have to use it? Can we use our own 3<sup>rd</sup> party solution?

This will be the official LACCD Employee Intranet accessible with an @laccd.edu account. While providing industry standard technology so that the sites are mobile friendly, it is also current on security measures to prevent malicious attacks. The existing SharePoint environment will be made read-only and then decommissioned post migration.



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## 8. Where can I go to see a sample of the website?

As the platform has not been made available yet, here are some screenshots of the site.

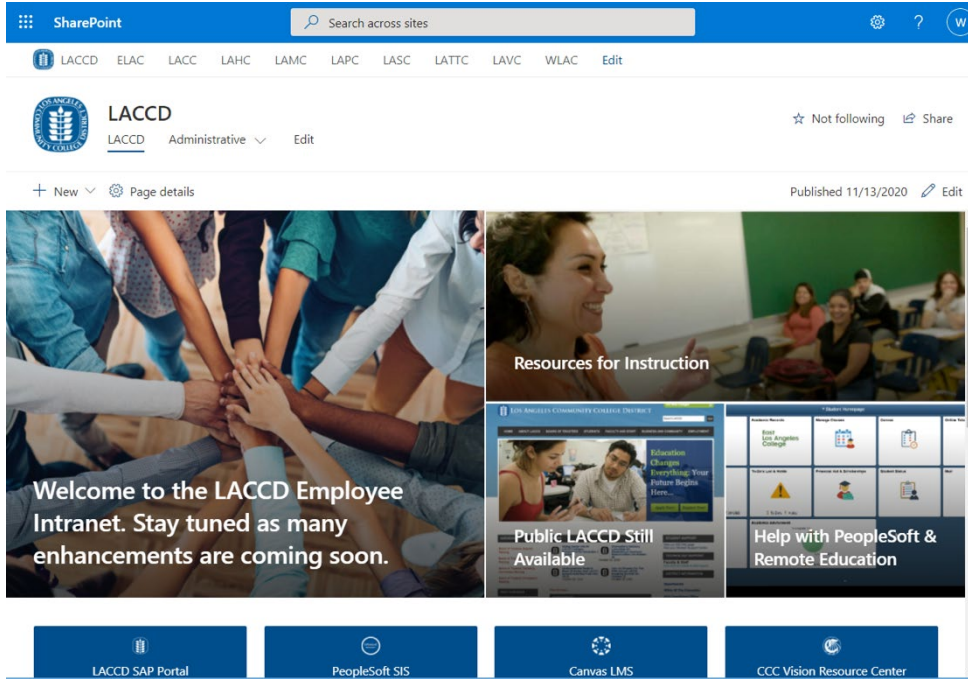


Figure 1 LACCD Employee Intranet Portal Homepage

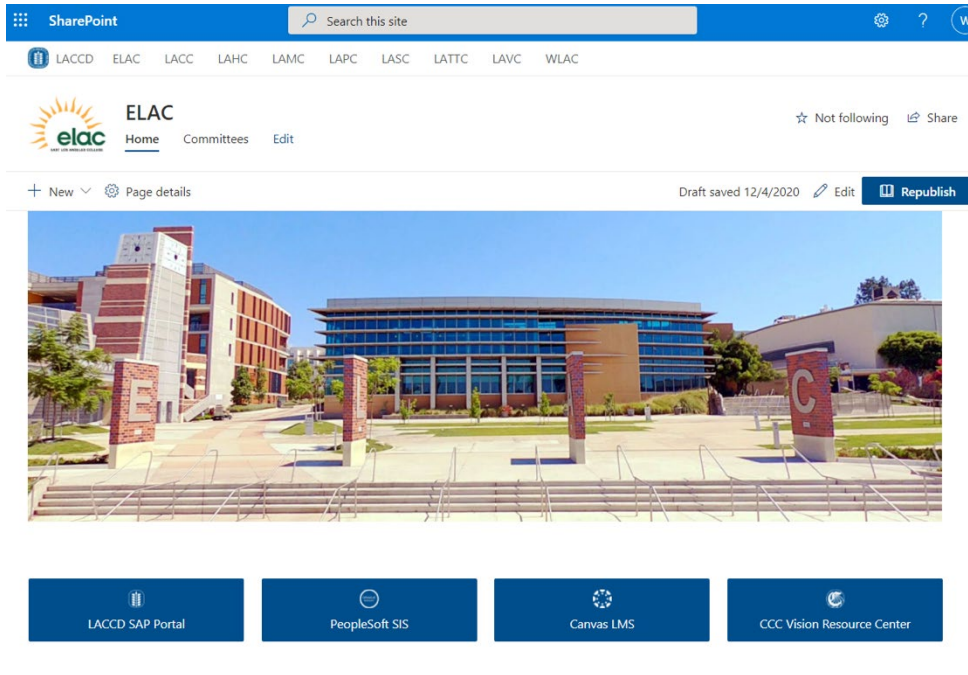


Figure 2 Sample College Landing Page



The screenshot shows a SharePoint page titled 'College Council Committees' for LATTTC. The page features a navigation sidebar on the left with links like 'Home', 'Standing Committee Calendar...', 'Institutional Plans', 'Recycle bin', and 'Edit'. The main content area is divided into three columns: 'College Council Committees', 'Academic Senate Committees', and 'Upcoming Committee Meetings'. The 'College Council Committees' column lists: College Council, Planning & Budget Committee, Safety Committee, Student Success Committee, and Work Environment Committee. The 'Academic Senate Committees' column lists: Academic Senate, Academic Rank Committee, Curriculum Committee, Distance Learning Committee, Educational Policies, Events & Recognition Committee, Faculty Development Committee, Faculty Hiring Prioritization Committee, Nomination Committee, and Program Review-Assessment Committee. The 'Upcoming Committee Meetings' column shows a calendar view with events for Dec 15 (Academic Rank Committee Meeting), Feb 1 (WEC Meeting), Feb 3 (Program Review-Assessment Committee), Feb 4 (Student Success Committee Meeting), and Feb (Academic Senate Meeting). A 'See all' link is present next to the 'Upcoming Committee Meetings' header.

Figure 3 College Committee Landing Page – Option A

The screenshot shows a SharePoint page titled 'College Council Committees' for Pierce College. The page features a navigation sidebar on the left with links like 'LAPC Home' and 'Committees'. The main content area is divided into three columns: 'College Council Committees', 'Academic Senate Committees', and 'Additional College Committees'. The 'College Council Committees' column lists: [Pierce College Council](#), [Accreditation Steering](#), [Budget](#), [College Planning](#), [Diversity](#), [Enrollment Management](#), [Facilities Advisory](#), and [Technology](#). The 'Academic Senate Committees' column lists: [Academic Senate](#), [Academic Policy](#), [College Outcomes](#), [Curriculum](#), [Distance Education Instructional Technology](#), [Educational Planning](#), [Events and Recognition](#), [Faculty Priority](#), [Faculty Professional Development](#), [Professional Ethics](#), and [Student Success](#). The 'Additional College Committees' column lists: [Bond Oversight](#), [Building](#), [Staff Professional Development](#), and [Work Environment](#).

Figure 4 College Committee Landing Page – Option B



The screenshot shows a SharePoint landing page for the Budget Committee. The top navigation bar includes the SharePoint logo, a search box, and navigation icons. Below the navigation bar, there are links for various LACCD departments (LACCD, ELAC, LACC, LAHC, LAMC, LAPC, LASC, LATT, LAVC, WLAC) and a 'Committees' link. The main header features the 'Pierce College' logo and the page title 'Budget Committee', along with 'Not following' and 'Share' options. A left-hand navigation pane lists 'Home', 'Members', 'Committee Documents', 'Calendar', 'All Committees', 'Recycle bin', and 'Edit'. The main content area is titled 'Mission and Objectives' and includes a paragraph describing the committee's role and a numbered list of five objectives. On the right side, there is a 'Committee Documents' section with a 'See all' link, a filter for 'All Documents', and a list of folders: 'Agendas', 'Minutes', and 'Shared Documents'. Below this is an 'Add event' button and a 'Create an event' call-to-action with a calendar icon and explanatory text.

Figure 5 Committee Landing Page