Technology Policy and Planning Committee (TPPC)
Minutes
Location: ESC – First Floor Hearing Room
Thursday, April 18, 2013
2:00 – 4:00 PM Meeting Time

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| **1. Convene regular meeting** | Members Present:  
Adriana Barrera—ESC  
Linda Delzeit—Trade Tech  
Suzanne Floyd—West  
Jacquelyn Hams—Valley  
Mark Henderson—District Tech Com  
Carolyn Magee  
Jorge Mata—ESC  
Mario Perez—ESC  
Betsy Regalado—ESC  
Amy Sirott—Pierce  

Guests:  
Joe Perret—Pierce  
Chris Narcissian—ESC  
Subodh Kumar—IT Consultant |

| **STANDING TASK FORCE/CIO REPORT** | |
| **2. SIS—Fit/Gap sessions** | Betsy Regalado (SIS Lead Administrator) and Chris Narcissian (IT SIS Project Lead) presented an update. Presentation attached. | No action required |
| **Overview** | |

| **3. Final approval of Enterprise Content Management Standard** | Jorge Mata (Chief Information Officer) explained that several different systems are being used district wide for scanning and record retention. He stated that the proposal under consideration is for a document management system which incorporates record retrieval in addition to imaging for retention. He asked for approval of the Enterprise Content Management Standard in order that a Request for Proposals could be developed and released for procurement of a single vendor. | Lack of a quorum required that an email message be sent to those not present requesting their vote electronically. Two additional affirmative votes were recorded with no objections or abstentions. |
| **Minutes** | Linda Delzeit made a motion for approval and Amy Sirott provided the second. Attendees present voted approval unanimously. | Motion passed |
### 4. Update on Measure J Technology Program

Jorge sent link on the update to TPPC members. He spoke about the “academic” email project for faculty which will be particularly helpful for adjunct faculty who will have only one email address rather than multiple addresses as they do now when they teach at more than one college. He indicated that the new system will allow an interface with one’s phone and will allow for access to Outlook. He reviewed other projects as noted in the written update which is included as an attachment to these notes.


| No action required |

### 5. DTC Update

Mark Henderson, DTC chair, provided a brief summary of the DTC’s past meeting. He stated that the DTC had approved the Enterprise Content Management System and had reviewed the physical security project. He indicated that some members had attended training on the CMMS project which is being piloted at a couple of sites.

He discussed briefly the need to plan the joint DTC-TPPC meeting to be held on Thursday, May 16th.

| Mark will work with Wendy to create the agenda for the May 16th meeting |

### OLD BUSINESS

### 6. Launch of Academic emails

This topic was discussed under the Update of Measure J Technology Program.

| No action required |

### NEW BUSINESS

#### 7. EMS—Room Scheduling Solution

- a) Integration with new SIS
- b) Schools currently using or planning to purchase

To help them with migration options. Mission, City and Valley colleges were identified as having their room scheduling systems. Jorge reported that the new SIS will have room scheduling for course offering purposes as well as an enterprise function, allowing colleges to lease space more efficiently. He said that it would be necessary to work with the three colleges that are currently using other system(s) to help them with migration options.

| Jorge will follow up |

#### 8. Future Topics

Joe Perret suggested that a data base is need of all college technology plans.

| Recommendation will be taken under advisement |

#### 9. Adjourn

Adriana adjourned the meeting at 3:15 p.m.

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I. PURPOSE

LACCD Enterprise Content Management (ECM) is a system used to capture, manage, store, preserve, and deliver content and documents related to Districtwide business information. ECM tools in combination with a strategic approach will help drive process for content and address key areas including:

- Compliance
- Collaboration
- Continuity
- Inefficiency
- Cost

This Standard shall describe minimum features and capabilities of the system. Systems shall be evaluated for mandatory criteria as well as benefits that consider:

- Enterprise-Class Architecture
- Extensible Tools
- Web Browser characteristics and features
- Ease of use
- Reliability and performance
- Efficient & Green Technology
- Consideration of life-cycle maintenance
- Total cost of ownership

The following standard applies to all LACCD full time, part time, temporary, consulting, engineering and contract staff.

II. STANDARDS

1. Section 1: General Features

This section describes the general features of the Enterprise Content Management system (“the System”).

1.1 The System shall be a scalable, fully functional Enterprise-class System

1.2 The System shall provide access to the correct version of a document or record and clearly provide a function by which the System can manage content as it evolves
1.3  The System must include functionality supporting:

1.3.1  Document management
1.3.2  Imaging
1.3.3  Records management
1.3.4  Workflow capabilities
1.3.5  Web content management and browser characteristics
1.3.6  Security and content integrity
1.3.7  Security and privacy mandates (FERPA)

1.4  The System shall enable streamlined management of content including:

1.4.1  Text
1.4.2  Photographs
1.4.3  CAD Drawings
1.4.4  Maps
1.4.5  MS Word Files
1.4.6  Spreadsheets
1.4.7  PDF’s
1.4.8  E-Mails
1.4.9  Image Files
1.4.10  Video Files
1.4.11  Audio Files

1.5  The System shall enhance business process management.

1.6  The System shall feature extensible administrative capabilities and tools.

2.  Section 2:  Functional Requirement and System Parameters

This section defines the functional requirements and system parameters of the Enterprise Content Management System.

2.1  The System shall provide a structured view of archived documents to facilitate the fast and efficient real-time access to various documents supporting business processes.

2.2  The System shall offer extensibility and integration through modern architecture, framework, and application program interfaces (API’s) to provide broad configurability with:
2.2.1 SAP  
2.2.2 ERP  
2.2.3 Exchange  
2.2.4 SIS  
2.2.5 SharePoint 2007 or higher

2.3 The System and its configuration must facilitate continuous software maintenance by automating patching, updating, security, and recovery operations to the extent possible given the state of available technology.

2.4 The System shall feature System Monitoring capabilities that allow designated administrators the ability to create specific reports to manage, monitor, report, control, and change settings within the System.

2.5 The System shall have the ability to access any number of applications using one sign-on event.

2.6 The System shall feature Document imaging capable of importing existing paper documents.

2.7 The System shall be capable of adding internal and external electronic files from various sources.

2.8 The System shall feature Full Text Search capable of searching the entire document content for words and phrases.

2.9 The System shall have the ability to index and offer a look-up search field to find pages on the website that match the search criteria.

2.10 The System shall provide extensive Workflow capabilities that allow certain features to be completed in a specified manner, subject to certain approvals.

2.11 The System shall feature Document Creation Templates to ensure standardized document creation.

2.12 The System shall feature Multi-User Access to ensure software allows multiple people with proper security permissions to access documents as needed.

2.13 The System shall feature Single Sign-on capabilities.

2.14 The System shall feature Data back-up and restore capabilities.
2.15 The System shall have the following features to enhance its collaboration capabilities:

2.15.1 Ability to perform as a document repository system, with version control capabilities to track versions of the documents

2.15.2 Check in, Check out features and functions including who, what, and when a document was modified

2.15.3 Ability to collaborate through live meetings, utilizing tools like instant messaging, whiteboards, online meetings, emails or live video interaction with colleagues on the ECM

2.15.4 Intuitive design features for workflow creation using a wizard tool function to facilitate creation of work process

2.15.5 System should have the scalability to integrate with other Content Management Systems, Document Management Systems, and other Collaboration systems.

2.15.6 Creation of workflows integration for entire site modules

2.15.7 Integration capabilities with standard productivity software, i.e. MS Office, within the District

2.15.8 Meta Data creation will be required to allow filtering capabilities of the documents files

2.15.9 Intuitive interface, where system will not require having programming knowledge to customize

2.16 Security

2.16.1 The System shall be capable of encrypting digital signatures.

2.16.2 The System shall be capable of maintaining the identity of a document sender, and the authenticity of the message.

2.16.3 The System shall be capable of encrypting documents and files.
3. **Section 3: Functional Integration and Interoperability**

This section defines the functional integration and interoperability of the Enterprise Content Management System.

3.1 The ECM System will require functional integration and interoperability with other systems. As part of the selection process, an integration and/or interoperability approach driven by the required functionality shall be developed. This requirement includes, but is not limited to, proactive coordination and cooperation with LACCD Information Technologies, and other key stakeholders.

3.2 The System shall facilitate the use of documents connected to SAP R3 and the Student Information System (SIS) to simplify work process and allow full access to documents, reports, and production data from the user workstation.

3.3 The System shall offer extensibility and integration through modern architecture, framework and application program interfaces (API's) to provide broad configurability with:

3.3.1 SAP
3.3.2 ERP
3.3.3 Exchange
3.3.4 SIS
3.3.5 SharePoint 2007 or higher

4. **Section 4: Help and Support / Warranty**

The following items describe the minimum criteria for manufacturer help and support features.

4.1 Cover all defects in system configuration, operation and features for five (5) years following purchase
4.2 Unlimited technical telephone support
4.3 Email
4.4 Phone
4.5 Live Chat
4.6 FAQ’s
5. **Section 5: Section 508 Compliance**


### III. RELATED STANDARDS

- LACCD IT Applications Standard

### IV. EXCEPTIONS OR WAIVER REQUIREMENTS

**Compliance**

Failure to comply with the exception or waiver requirements and process will lead to [insert]

### V. REQUESTS FOR CLARIFICATION

A request for clarification on any of the standards listed above may be emailed to [insert email address]. In order to be considered, the request must include the following information:

- The specific standard number and title
- What aspect of the standard needs clarification
- One or two solutions

### VI. REFERENCES

- Gartner Group
- LACCD Subject Matter Experts
- Internet

### VII. KEY TERMS & GLOSSARY

**Key Terms**

- **Must** means that the item or course of action is absolutely required.
- **Shall** means that the District intends that the supplier or consultant adhere to the instruction or command.

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1 [http://www.section508.gov/index.cfm?fuseAction=stdsdoc#Web]
Glossary
The following terms are defined as follows:

- **Will** means that the existing District systems or conditions require the item or course of action.
- **Optional** means that the consultant may choose to include or omit a particular item according to its preference. However, the item chosen must still interoperate or function with the District’s existing systems.
- **Minimum of** means that the stated item or course of action meets the standard but may be superseded.

**Need** means that the item or course of action is essential and it will be absolutely required at the time indicated in the standard. (e.g., a high level risk assessment needs to be performed...)

- **Call for** means that the item or course of action is absolutely required.
- **Are to be provided** means that the item or course of action must be supplied in order to meet the standard.
- **May be required if** means that if the condition stated in the standard is met, the capability, performance expectation, or any other description in the standard is absolutely required.
- **Recommended** means that the course of action is in accordance with (Insert Applicable Area such as Security) Best Practices and should be adopted.
- **Not Recommended** means that a course of action is not consistent with (Insert Applicable Area) Best Practices and/or other laws, codes, or requirements and should not be adopted.
- **May/Might/Can** mean “optional.” The items specified using this language may be included or omitted depending upon the consultant/vendor’s preferences. However, even if one particular item is optional, the item chosen must still interoperate or function with the District’s existing systems.
- **Preferred/encouraged** mean that one item or course of action is favored over other optional courses of action because of proven favorable outcomes.
- **Acceptable** means that the item or course of action is only a minimum, and the consultant may supersede the quality or performance of that item or course of action.

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FUNCTIONAL UPDATE

Wrapping up Discovery phase

Consultants are preparing final Fit Gap Reports for the five main modules from the notes gathered in the 30+ fit gap analysis sessions

Fit Gap Reports will be posted on web site by end of April

- [http://albacore.laccd.edu/sismodernization/fitgap.htm](http://albacore.laccd.edu/sismodernization/fitgap.htm)

Final Draft of Project Charter will be vetted with Executive Sponsors and then posted on web site.

May: Configuration and Data Conversion Begins
TECHNICAL UPDATE

Refreshed Dev environment to install new version of PeopleTools (8.53).

Provisioning Test Environment Servers
- Conversion, Test, Training
- Will begin Enterprise Portal installation