



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
May 1, 2017**

Members:

Dale Vickers (Interim Chair) X	Phebe Lee	Herlen Osuna	Guest: Monica Cantu-Chan X
Ron Bean X	Rich Lee X	Richard Patterson X	Guest: Chris Schroeder X
Chau Dao	Paulo Madrigal X	Robert Stubbe X	
L.E. Fosia	Jai Mehta X	Joe Vasquez X	
			Kate Morales (Minutes) X

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome	Dale welcomed everyone to the meeting. Dale noted that there was not a quorum for the April meeting.	Information only.
2. March 2017 Minutes	Minutes were approved as presented.	The minutes will be posted to the ITAC website.
3. Email Task Force (Monica Cantu-Chan)	Monica shared the history of the Email Task Force. The group reviewed O365, G-Suite, and Lotus Notes. The consensus of the Task Force was to move away from Lotus Notes and recommend an alternate solution. The Task Force was split evenly between 0365 and G-Suite. Faculty favor the G-Suite option since students are already using Google. Other members of the Task Force favor O365 due to the ease of managing multiple calendars, conference rooms, and integration with standard Office products. Monica researched cost options and security implications of both products. Google is recommending the College select their free education suite; but, that does not include the needed security components to have campus administration, staff, and faculty on the system. Monica is now working with a third-party G-Suite company to identify the total cost of the system, including all necessary security components. O365 is included in the College's site license for Microsoft products and includes the security components.	Information only.

	<p>Jai recommended that the College standardize on one tool and that a lot of effort is placed on training users. Robert commented that the calendar tool in O365 is much more robust and able to accommodate scheduling easier. Monica will continue cost analysis research and a system recommendation will be coming soon.</p>	
<p>4. Computer Use / Security Policies (Chris Schroeder)</p>	<p>Chris shared handouts related to security that reference best practices. He is working with various departments on campus to identify sensitive information and establish protocols for storing, retrieving, and sharing it. Chris is recommending changes to the College's AP3720 related to information security so that it references the best practices as established by the CA Community College Chancellor's Office.</p> <p>Robert reported that Bill Rawlings of CSEA 262 is supportive of the change to the AP and may have some suggestions for Chris on how to navigate the changes of the AP through the governance process.</p> <p>Jai agreed that this is moving in the right direction and that there should also be an awareness campaign to the campus regarding security, similar to the previous Security Week events.</p> <p>Chris indicated that he will be participating in the Library and Learning Resource's Technology Week. Chris will also look at ways of bringing awareness to the campus such as doing a quarterly newsletter, participating in FlexDay activities, offering workshops via Professional and Organizational Development (POD), and individual training sessions for departments that have sensitive data.</p>	<p>Chris will share the draft recommended changes to AP 3720 to align it with the Chancellor's Office recommendations.</p>
<p>5. Draft ITAC Goals and Progress Report</p>	<p>The committee discussed the draft goals and noted where progress has been made. Robert shared that classified staff can now offer workshops at POD utilizing release time from their regular position.</p>	<p>Information Only</p>

6. Other Items	The committee will review the purpose, function, and membership statement at the June meeting. The next meeting is June 5 in Building 4 Room 2460.	The purpose, function, and membership statement will be added to the June agenda. A reminder will be sent via email approximately one week before the meeting.
-----------------------	---	---