



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
October 1, 2018**

Members:		
Dale Vickers (Chair)	L.E. Foisia X	Jai Mehta X
Ron Bean X	Phebe Lee X	Richard Patterson X
Chau Dao X	Rich Lee X	Robert Stubbe X
Sheila Espy X	Paulo Madrigal X	Joe Vasquez X
		Kate Morales (Minutes) X
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome	Ron welcomed everyone to the meeting. The new student representative, Bryan Monroy introduced himself. The Committee members introduced themselves and the areas they represent.	Information only.
2. Review of September 2018 Minutes	Minutes were approved.	Minutes will be posted to the ITAC website.
3. IT Procedure: Email Removal	Ron reviewed IT's existing email removal process. If IT receives a request to remove an email, IT will honor the request if it comes from the Listserv moderator. IT also removes email messages if they contain known malware or viruses. Users can also take advantage of the email 'recall' feature, but it has the most success when initiated quickly after an email is sent. These procedures only apply to staff email on O365. Robert shared that it is best to use the forward option rather than reply when commenting on an email sent from a Listserv. Using forward requires that an email address is typed in the 'To' field and reduces the possibility of accidentally having a reply email go to a Listserv.	Information only.
4. Reminders: Banner 9 and Lotus Notes webmail	Ron reminded the Committee to share with their areas that Banner 9 Go Live is October 15. He also reminded everyone that access to Lotus Notes webmail ends January 1, 2019.	Information only.
5. ASAG Minutes	The September ASAG minutes were shared with the Committee. The ASAG minutes also include a list of projects completed and	Goals will be submitted to President's Office.

	issues resolved by the Enterprise Application Systems team over the last month.	
6. Other Items	<p>Construction projects were discussed. Ron indicated that IT is involved at the start of the design of each construction project to ensure technology and infrastructure needs are planned for and considered.</p> <p>Chau indicated that the new funding formula is going to lead to a new software project for Financial Aid and IT. The department is considering the purchase of ProVerify. The Financial Aid department may also be adding some new staff to support the new funding formula requirements.</p> <p>Jai and Sheila shared that Canvas can be very slow at certain times. Bryan shared that students also experience slowness when downloading or accessing Canvas.</p> <p>Sheila indicated that there is a place in Banner/portal that is showing a faculty member's middle name as part of their name.</p> <p>Rich shared that Payroll is working with Technical Services to implement a new timekeeping system that would replace classified time sheets and Kronos. Estimate rollout is in February/March 2019.</p> <p>The next meeting is November 5 at 2:30 in Bldg. 4 Room 2460.</p>	<p>Information only.</p> <p>Information only.</p> <p>Ron will investigate the slowness issue and report out at the next meeting. IIC.</p> <p>Ron will investigate and report out at the next meeting.</p> <p>Information Only</p> <p>Information Only</p>
<p>Note: Accreditation Standards IIC: Student Support Services IIC: Technology Resources</p>		