



**Mt. San Antonio College  
Information Technology Advisory Committee  
Group Memory  
September 14, 2020**

Members:			
Dale Vickers (Chair) <b>X</b>	Rich Lee	Richard Patterson <b>X</b>	Student Rep 1
Ron Bean <b>X</b>	Paulo Madrigal <b>X</b>	Robert Stubbe <b>X</b>	Student Rep
George Bradshaw	Jai Mehta <b>X</b>	Joe Vasquez <b>X</b>	
Sheila Espy <b>X</b>	Jean Metter <b>X</b>		Kate Morales (Minutes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome</b>	Dale welcomed everyone to the meeting.	Information only.
<b>2. Review of May 2020 Memory</b>	Reviewed and approved May memory with no corrections.	The memory is posted to the ITAC website.
<b>3. IT Projects Update</b> <b>A. Asset Tracking System</b> <b>B. Electronic Forms Committee</b> <b>C. Cybersecurity Awareness Month</b>	<p>Ron Bean reviewed the new asset tracking system. He showed how the system tracks from purchase order to salvage – the lifecycle of a piece of equipment. The equipment is also assigned to a person, which will make it easier to track. Ron indicated that funding source is also being tracked to highlight items purchased from bond funds or grant funds. In the future, Ron would like to add additional assets like network equipment.</p>	<p>Information only.  <b>IIC.</b></p>
	<p>Monica Cantu-Chan reviewed the status of the College’s electronic forms committee. The purpose of the committee is to identify a solution and transition from manual to online forms including things like contract signings. The committee reviewed several products and selected Softdocs. Softdocs is mobile friendly, supports several languages, multiple workflows, and meets the needs of the College. The contract was board approved and it is being implemented now. Monica shared that Softdocs is focused on higher education and is ADA compliant.</p>	<p>Information only.  <b>IIC and IIC.</b></p>
	<p>Chris Schroeder indicated that Cybersecurity Awareness Month is October 2020. The theme is ‘Do Your Part, Be CyberSmart’.  MtSAC Topics</p>	<p>Chris will reach out to the CIS department regarding Cybersecurity Awareness Month Messaging</p>

	<p>Week 1 The New Normal - Working From Home</p> <p>Week 2 Spam vs. Phishing</p> <p>Week 3 Passwords and Two-Factor Authentication</p> <p>Week 4 Data - Discovery and Risk</p> <p>The messages will be modified for Mt. SAC's higher education environment. Jai Mehta indicated that the CIS department would like to continue to collaborate with IT on Cybersecurity Awareness Month. Chris also discussed IT's initiative towards two-factor authentication to reduce compromised accounts.</p>	
<b>4. Recommendation from PAC on ITAC Goals</b>	<p>PAC recommended clarifying goal 2 by adding 'Information Technology' to the word security. PAC also recommended that ITAC, as well as Police and Campus Safety Advisory Committee, oversee the use of security cameras on campus.</p> <p>The committee discussed the changes and edited the 2020-21 Goals document.</p>	<p>The updated Goals document will be brought to the October meeting for review.</p>
<b>5. Other Items</b>	<p>Dale announced his retirement effective at the end of 2020.</p> <p>The committee discussed adding a faculty co-chair. Jai Mehta volunteered to be the faculty co-chair, replacing Ron Bean.</p> <p>Jean Metter shared the ongoing issues with the latest WebCMS upgrade.</p> <p>The next meeting is October 5 at 2:30 p.m. via Zoom.</p>	<p>Information only.</p> <p>The ITAC Purpose and Function Statement will be updated and brought to the October meeting.</p> <p>IT will investigate the issues and report back at the October meeting.</p> <p>Information only.</p>
<p><b>Note: Accreditation Standards</b>  IIC: Student Support Services  IIIC: Technology Resources</p>		