Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
September 14, 2026

Dominick Atanasio	Dalia Chavez	Raelyn Alvarez for Adam San Miguel X	
Denise Bailey X	Angelic Davis	Krystal Yeo X	
George Bradshaw X	Vincent Herrera X		
Michael Carr X	Tracy Ramos X		Guest: Chris Schroeder X

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
Review of June Memory	The June memory was approved.	The memory will be posted to the ITAC website.
Implementation of AP 3310 – Chris Schroeder	The Board of Trustees recently passed AP 3310, which includes some changes. The policy reduces email storage from infinite to a maximum of three years. IT currently has training to help with the transition before it is implemented. Emails will follow document classifications, which come from the California Association of School Business Officials (CASBO) for Title 5 California Code of Regulations.	Chris shared a copy of the PowerPoint file for Outlook Retention Policy Changes that is being presented in trainings, as well as the Records Retention Manual from CASBO.
Adjunct Faculty Workroom Updates	Michael reported that Academic Teams have reviewed the workrooms around campus, which were evaluated for outdated computers, and replaced them with new computers to ensure the faculty have computers to work on. Denise asked which rooms were updated. Michael responded that he can share which rooms are being evaluated and which ones are done.	Michael to share which rooms are being evaluated and which rooms are done.
Microsoft Student tenant Update	Michael reported that in the previous Spring term there was an issue with Microsoft student licensing. Microsoft (MS) wants to move everything to the cloud and one method for access. This affected a small percentage of students who used computers outside of the campus network. The College has signed a Microsoft tenant agreement, so the problem is resolved.	

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Academic Technology Update	For Outlook, IT's recommendation is to stay with the classic version until we are forced to change. The training material for AP 3310 matches and coincides with the classic version. October 1, 2026, MS is going to sunset MS Publisher. MS is recommending the same functionality in Word. Adobe is a good alternative. Another option is to buy MS Publisher and install the software; however, there won't be MS support, which will make it difficult for IT to provide support. Communication via an announcement email will be sent. During Faculty Flex Day, IT had a booth to enroll faculty for MFA. Faculty could win a cash prize if they signed up for MFA. The winner of the cash prize was awarded to Sandra Esslinger.	Communication will be sent regarding the sunset of MS Publisher via announcement email.
Other Items	The next meeting is on October 5 at 2:30 p.m. via Zoom. Denise asked about an update on the Wifi. Chris shared that there was a capacity issue with the RADIUS server for non-guest users. Chris shared the Analysis and Trend report from ClassPass Policy Manager. Infrastructure Team changed it from active to passive, which provides a temporary fix and will buy us some time to figure out a more permanent fix after the semester is over. Dense said she got reports from others that the Wifi is good, but not great. She said that some don't have a way to hook up directly with Ethernet and rely on the Wifi. Chris shared that Ethernet helps provide access to shared drives. George asked if there was more traffic on Tuesday and Wednesday than Monday, which was the start of the term. George asked what the numbers were the previous term and Chris said it was never an issue in the past. Chris said there were issues with our ISP as well. Copper theft occurred, which affected our circuit along with other schools. For the Banner component, EAS had issues with an upgrade prior to having performance issues. Improvements that could help in the future are to move Banner to the cloud.	Please forward agenda items to Michael and Kate. Michael will be asking Deans and Department managers for information and details about the areas that we plan to upgrade.

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	Michael shared that we may get funding to upgrade most critical labs/classrooms for academic and non-academic areas around campus. Michael will be asking Deans and Department managers for information and details about the areas that we plan to upgrade so that Cabinet has the information to make an informed decision.	
Accreditation Standards	IIC: Student Support Services IIIC: Technology Resources	