Members Present
Linda Welz - Chair  Glenna Johnson
Rosalinda Buchwald  Lari Kirby
Patti Gonsalves  Nancy Martin
Paula Green  Jim Pierce
Vanessa Haddad  Debbie Vanschoelandt
Kim Holland

Handouts
1. Draft of Citrus Community College District Board Policy P-7001
2. Draft of List of Possible Board Policies and Regulations

Call to Order
Linda opened the meeting by greeting everyone including our new student representative, Vanessa Haddad.

Minutes
The minutes were approved as read.

Technology Policies and Regulations
Linda has taken a new look at the policy and regulations after attending some Title V meeting dealing with policies and regulations. She felt the policy the committee had been working on was too large and inclusive. Linda asked the committee to look at the example she drafted, dividing the working copy into several small pieces. There doesn't appear to be a place for Technology in the current board policies and regulations, so she is proposing a new section for Technology. The pattern is to have a short policy saying we will do this and then a much larger regulation saying this is how we will do it. Linda and the committee discussed the importance of each of the policies and regulations that Linda has listed in the draft.

- **Acceptable Use** – we started with it and it got to big, so Linda took out everything from the document except the pieces that applied to acceptable use.

- **Bulk Electronic Distribution Guidelines** – we are still having issues about bulk email. Counseling is just starting SARS E-call which will be electronically sending
messages to students. Once we get the portals up, then that will be another way of distributing bulk mail.

- **Computer Account Management** – procedure of obtaining a password and the responsibility of having a password.

- **Electronic Equipment Disposition** – possession of a computer, who owns it, who is responsible for moving the equipment and what happens with the data. How is the equipment disposed of? Example CI building equipment. Jim suggested talking to Purchasing regarding the equipment that is no longer used by the college.

- **Electronic Mail** – email

- **Network Connection** – very important inside the campus and outside the campus.

- **Protecting Data and Information** – information is a big issue. We will reference FERPA in this section. Linda discussed the importance of data for reports and having appropriate channels for requesting the data. We have now joined CalPass, which means we will be sharing data with K-12 and university level schools while protecting it.

- **Telephone Services** – we need to keep VoIP (Voice over Internet Protocol) in mind if we decide to go that direction.

- **Web Publishing** - guidelines for what is put out on the web.

Linda told Nancy Martin, she did think about accessibility, but thought it is probably covered in other policies. She doesn’t want to redo policy; instead we will just reference it.

The drafts were passed out to the committee. Linda will start getting additional drafts out to the committee member soon. Our next meeting is May 1st and she would like to go over what is done by then and hopefully, have the rest by the end of June. Linda explained the approval process.

Rosalinda asked if in acceptable use we would include that equipment is the property of the college and for college business only. That includes laptops.

Vanessa mentioned student emails, pros and cons. It has been brought up at some of the student meetings. She mentioned the use of My Space and the new one, Facebook, which some students use for their email. Linda asked Vanessa to ask the students if they want a college issued email or not. Vanessa will report back to the committee.

Kim mentioned it would be great to have emails that are open for a long period of time so they could use it to follow up with the students like 10 years later. Linda will need Tom and Leigh to weigh in on this subject.
Advantages of student emails were discussed and will continue to be discussed.

**Updates**

**Technology Plan** - the meeting to start working on the Technology plan is still in our plans.

**CFI Building** - the progress of the move was discussed, with input from several members.

Linda thanked everyone for their patience in getting everything done.

The next meeting is **May 1, 2008 at 2:40 p.m. in FP 100.**