Members Present
Linda Welz - Chair  Glenna Johnson
Rosalinda Buchwald  David Kary
Leigh Buchwald  Lari Kirby
Paula Green  Marcy Morris
Patti Gonsalves  Nancy Martin
Vanessa Haddad  Jim Pierce
Lan Hao  Debbie Vanschoelandt
Kim Holland

Handouts
Minutes for May 1, 2008
Upcoming Dates
Outlines of the Technologies Regulations for Review
R-7002  Computing Account Management
R-7003  Password Account Management
R-7004  Network Connectivity
R-7005  Electronic Mail
R-7006  Bulk Electronic Distribution
R-7008  Electronic Equipment Disposition

Call to Order
Linda Welz opened the meeting.

Minutes
The minutes of May 1, 2008 were reviewed. Paula Green made a motion, seconded by Vanessa Haddad that the minutes be accepted as amended. The motion passed.

Upcoming Dates
The committee reviewed the list of meeting starting in September and running through June 2009. The first date on the handout should have read September 9, 2008.
Technologies Regulations

At the last meeting the committee went through one regulation in great detail. In an effort to speed up the process Linda has created an outline of the concepts of each regulation. She asked the members to go through the outlines this summer, if they have time. Then bring their red lined copies back to the first meeting in September. Once done the regulations can be sent off through the governance process.

Leigh explained the difference between the password management which is based on the user and the account management which manages the accounts and that involves the data owner and the manager of the person.

R-7002 Computing Account Management
Managing access of accounts such as Banner, SARS, CI Track, Chi Tester, Blackboard, Curricunet, department databases, etc. is done by the account manager. TeCS manages some accounts, logins and passwords, but others in other departments manage their own. It was suggested that when the regulations go out to the constituents a paragraph be included to explain it in simple terms using examples.

We will eventually need to go to an authentication system digital signature.

Managers will still be responsible for the accounts. The person that administers the accounts is responsible for the creation and responsible for deactivation. We need to work on a notification system.

The process of distributing passwords was discussed. To obtain some passwords, a confidentially and/or a FERPA agreements need to be signed. TeCS may do a security check periodically. On-call, student, part-time employees are reviewed annually. It was suggested that “Account to expire ____________” be added to the login request form. We need to have a consultant login request form; this may be able to start with the consultant agreement. Consultant accounts need to be sponsored by a manager.

Shared account, for a specific time period and then terminated were discussed.

R-7003 Password Account Management
Leigh gave an overview of the Password Account Management saying that most of the creation and maintenance is the industry standard. It was recommended that the wording be changed to “passwords to be changed once a term.” Leigh would like to have the regulation written as a road map of where we need to go.

WingSpan passwords do not currently expire. Blackboard does not either.

Leigh and Linda talked about security and provided examples.

Administrative passwords are the ones that the techs use to work on individuals’ computers.
R-7004  Network Connectivity
This regulation is written to protect the campus network. It defines who and who can’t connect to our network. Wireless as well as wired. This would apply to consultants also. Network authentication will be required. If you have devices that you try to plug into the network, it will not work until TeCS has the proper identification. This is something that will be coming in the future. In order to use a computer it must have anti-virus software installed on it and updated weekly.

Needs to be included; College data may only be stored on college owned equipment that is properly protected. You do not store sensitive information on a laptop. This section needs to be worded even more strongly. Leigh will re-write it.

Citrus is required to follow the California State University 4CNET Acceptable Use Policy that can be viewed at the web address listed at the end of the regulation.

Motion
A motion to approve the R-7002 Computing Account Management, R-7003 Password Account Management, and the R-7004 Network Connectivity of the Technology Regulations was moved by Vanessa Haddad and seconded by Joyce Miyabe and approved by the committee.

The next meeting is **September 9, 2008 at 2:40 p.m. in FP 100**.