



NOTES – Council of Deans
August 9, 2018

Present: J. Anaya, M. Arthur, D. Breckheimer, L. Clowers, W. Cox, R. Dreizler, A. Estrada, D. Gonzales, I. Graff, A. Grant, G. Greco, M. Guess, A. Hernandez, L. Justice, S. Kushigemachi, A. Leible, C. Martin, R. Miyashiro, R. Natividad, A. O'Brien, N. Oliva, I. Reyes, J. Shankweiler, J. Sims, W. Wilson (ASO), T. Winchell

I. INFORMATION

Notes of June 14, 2018 - Approved as written

II. DISCUSSION/ACTION

- A. PBC Report: A. Grant provided an update:
7/19/18 - President Maloney and B. Fahnestock gave a bond rating presentation of our rating agency. The agency rated the credit worthiness of the college as not risky. J. Hinshaw gave a fiscal update on the new funding formula scenarios and reported that the new formula should be beneficial compared to the old formula, with estimated gains up to \$30 million. 8/22/18 - B. Fahnestock presented the new financial reporting application. The new application can be found on MyECC or at www.elcamino.simplersystems.net.
- B. ASO Report: No ASO report was given.
- C. BP 3504 - Children & Visitors in Classroom: R. Natividad
Tabled for the next meeting.
- D. AP 3710 - Intellectual Property & Securing of Copyright: J. Shankweiler
Tabled for the next meeting.
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Tabled for the next meeting.
- E. AP 4022 - Course Approval: J. Shankweiler
Tabled for the next meeting.
- F. AP 4300 - Field Trips & Excursions: R. Natividad
Tabled for the next meeting.
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Tabled for the next meeting
- G. AP/BP 6160 - Computer and Network Use: A. Leible
A. Leible reported that in order to meet insurance requirements for legal and federal data security, a new set of procedures are needed under the board policy. BP 6160 was in place, but was many years out of date. BP/AP 6160 has been updated and now includes

specific corresponding administrative procedures that will apply in the event of a security breach, data breach or other incident that might affect the college. An additional component called Data Governance will be added in the fall that will cover all data owned by any department.

BP 6160: Policy was reviewed and language was updated to reflect current state and federal laws and regulations, Civil and Education Codes, FERPA, and the Chancellor's Office codes. No changes to processes or procedures.

AP 6160: Policy was reviewed. Policy covers accessing the internet and protecting the network, does not cover content or cellphones. A suggestion was made to change language to refer to all employees, students and volunteers, instead of faculty, staff & students. A discussion ensued regarding social media and procedures. This section was marked for review. A discussion ensued regarding an Employee Handbook and whether one exists at ECC. Minor edits updating the language to reflect current terminology and spacing issues were noted. Written comments will be forwarded to A. Leible for implementing.

H. AP 6162 - Change Control: A. Leible

Policy was reviewed. Policy covers internal ITS processes regarding changes to servers, software updates, windows, patches, etc. There were no questions or comments. Minor edits updating the language to reflect current terminology and spacing issues were noted. Written comments forwarded to A. Leible for implementing.

I. AP 6164 - Data Classification: A. Leible

Policy was reviewed and is part of the data governance processes which defines information assets and data ownership. There were no comments or questions.

J. AP 6166 - Disaster Recovery: A. Leible

Policy was reviewed and covers mostly internal processes. A. Leible noted that we are currently upgrading the backup and data recovery systems on campus. A suggestion was made to define tiers and priorities for reinstating systems within a defined timeframe. Due to the lengthy policy, it was tabled for more time to review.

K. AP 6168 - Logging Monitoring: A. Leible

This is the process that audits how the network is working, giving error alerts if a problem arises with a device or software so that it can be addressed and fixed. Policy was reviewed with no comments or questions.

L. AP 6170 - Network Security: A. Leible

Policy was reviewed. A. Leible noted that the new firewall is in place, which expanded the bandwidth from 1 GB to 10 GB. Network Security covers any device that connects to the ECC Wi-Fi. Netflix, Hulu and Google/Yahoo videos are the top three bandwidth users. A recommendation was noted to use "El Camino Community College District" once, with following references to "The District." It was noted that acronyms should be defined. Written comments forwarded to A. Leible for implementing.

M. AP 6172 - Physical Security: A. Leible

Policy was reviewed. Multilayer security is in place to protect data. Notation made to standardize information for ECC campus.

- N. AP 6174 - Remote Access: A. Leible
Policy was reviewed. Notation made to standardize information for ECC.
- O. AP 6176 - Security Incident Response: A. Leible
Tabled for the next meeting.
- P. AP 6178 - Secure Operations: A. Leible
Tabled for the next meeting
- Q. BP 3720.1 - Student Computing Access: A. Leible
Tabled for the next meeting

III. NEXT MEETING

Council of Deans – September 13, 2018; 8:30-10:30 am; Alondra Room