BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee
September 22, 2016
11:00 am – 1:00 pm
Administration Conference Room

1. **Welcome.**

2. **Approval of Agenda.**

3. **Review/Approval of Meeting Notes from May 9, 2016.**

4. **Technology Change/Updates from the last Technology Committee Meeting.**

5. **Technology Committee Meeting.**

6. **Technology Committee Recorder/Scribe.**

7. **Technology Committee Purpose.**

8. **Technology Committee Description**

9. **Password Policy.**

10. **Other**

11. **Next Meeting: TBD: October, 2016.**

Barstow Community College District
Technology Committee
Minutes: September 22, 2016 from 11:00 am to 1:00 pm
Administration Conference Room

Present: Morgan Bohnsack- Chair, Tim Botengan-Academic Administrator, James Lee-CTE, Heather Robbins-CSEA, Felicia Martinez-IT, Michael Mayoros-Guest

Absent: Sona Vartanian, Joshua Loper

Prior to the meeting the technology committee was asked to complete a survey regarding the technology committee.

Call-to-Order

The meeting was called to order at 11:15 am.

1. Welcome

Morgan welcomed everybody and passed out the meeting agenda and the last meeting's minutes for committee review.

2. Approval of Agenda

Motion for approval: James Lee
Seconded: Felicia Martinez

3. Review/approval of meeting notes from May 9, 2016

Felicia requested a name correction to her own name on the Agenda Minutes.

Motion for approval: James Lee
Seconded: Felicia Martinez

The meeting notes were approved with the changes noted.

4. Technology Change/Updates from last Technology Committee Meeting

The upgrade of the switches is continuing and expected to be completed by 31 December on the main campus.

The Baracuda firewall has been installed over the Summer and is doing its job to battle the ongoing SPAM problems. Morgan advised the group that social security numbers and credit card numbers will not get through the firewall; if one needs to be emailed please contact the IT office and the email will be assessed and passed through if necessary.

The other ongoing project is the phone replacement. The phones are being replaced as the orders are received; the focus has been on the administration building and will be voted on as to where the focus will be next.

There is an approved BAP for implementation of a new phone and video surveillance system. There is currently a suggestion with the safety committee of placing a '911' button on the current phones; the pros and cons are being weighed.

There was failure to the backups over the last week that has since been fixed. IT is pushing forward to replace the backup servers, when ready the backups will also target the users 'My Documents Folder' on the desktop.

The Office 365 implementation is currently on hold do to the increase in pricing; the original BAP covered all faculty and staff, student services is now requesting to add the student body. The student body will add around 10,000 to 20,000 users based on holding over for 24-48 months, this increase in users increases the price which is currently looking for funding.

After all switches have been upgraded the focus will turn to upgrading the wireless connectivity on campus. Fort Irwin will need to wait on connectivity upgrades pending the microwave radio transmission implementation. The use of microwave will require antennas at Ft Irwin and being directed at the main campus to be installed on top of the performing arts center. A letter of approval from the commanders on the Fort needs to be received before implementation.

5. Committee Meeting Times

Morgan asked for input as to when meetings should be held since there are new members. Tim suggests second Thursday of the month. All members are in agreement. Morgan will reach out to the absent members.

Motion carried for 2nd Thursday of Month 11am to 1pm.

6. Technology Committee Recorder/Scribe

Morgan asked for volunteers to record meetings; James Lee has stepped down. Tim volunteered to bring laptop in and record meetings.

7. Technology Committee Purpose

The Committee Purpose was reviewed. All members agree on wording; no changes recommended.

8. Technology Committee Description

The Committee Description was read out loud. Tim brought for discussion the need for a central location of approving technology and the abilities for it to interact with existing programs. All members in agreement.

Description wording was discussed and updated. Tim and Heather would like more time to review.

Action item: Felicia will make suggested changes to the document to be reviewed next meeting.

9. Password Policy

The current password policy was passed out; Morgan advised all that the policy's validity cannot be confirmed.

Discussion about who the policy is intended for brought about by Tim. Committee agrees on focusing on faculty and staff for now.

Morgan suggests using all four complexity requirements, Michael suggests only three, Felicia suggests four but realizes users are more willing to use three without IT intervention.

Motion to require only three requirements agreed upon.

Felicia brought up Banner Self-Service log-ins which effect all users including students. Banner Self-Service does not force initial login changes or have any complexity.

Action item: Felicia will look into the Banner Self-Service log-in complexity rules.

10. Other

James questioned wireless login policy and the timeout procedures. Michael says log out should occur at 8 hours, Tim says it happens less than 2 hours. Morgan comments on the switch upgrade needed to help the infrastructure.

James mentions State Street phones are working better. Morgan and Michael agree to have James still monitor the problem.

11. Next Meeting

Next meeting will take place in Thursday, October 13th at 11am.

8. Meeting Adjournment

Meeting was adjourned at 12:44 pm.

Recorder

Felicia Martinez, 09.28.16

What is the college's Password policy?

Barstow Community College Password Policy
Effective October 1st, 2009 per Presidential Cabinet authorization

Account Policies/Password Policy

Policy	Setting
Enforce password history:	15 passwords remembered
Maximum password age:	120 days
Minimum password age:	2 days
Minimum password length:	6 characters
Password must meet complexity requirements:	Enabled (See below)

Passwords must meet complexity requirements:

- The password is at least six characters long.
- The password contains characters from at least three of the following four categories:
    - English uppercase characters (A - Z)
    - English lowercase characters (a - z)
    - Base 10 digits (0 - 9)
    - Non-alphanumeric (For example: !, $, #, or %)
- The password does not contain three or more characters from the user's account name.

I. Purpose
The purpose of this document policy is to help college users empower themselves to change their own passwords on a periodic basis.

II. Process
Why should I change my password? To maintain the security of your college account, you should change your user account password whenever you have reason to suspect that another person has learned your password.

Your user account password should be between 6 and 8 characters in length and have at least 2 numbers interspersed in between the characters. It is not possible to set a user account password less than 6 characters long. For security, your password should consist of a combination of letters and at least 2 numbers, for example: ca3nar8y or bobc42at.

Purpose Statement:

Technology Committee Mandates the use of technology to increase efficiency of college support services, to improve teaching and enhance student learning. Committee makes recommendations for creating and improving technological policies and procedures and replacing and enhancing technology components to effectively prepare and position the District's Information Technology Infrastructure for growth and expansion.

Description:

The technology committee prepares the campus Technology Strategic Plan and reviews and revises the plan annually as the College's priorities change in response to the needs of the staff and students. They support and assist the college's mission and strategic planning efforts with regard to technology training decisions, including software, platforms, communications systems, operating systems, computers and infrastructure. Issues include scheduled replacement, maintenance, and reallocation of equipment, security, staffing and processes for acquisition. The committee develops guidelines for computer assisted instruction. This includes such areas as online instructing, assessment of instructional computer usage, etc. The committee transmits this information to the Institutional Effectiveness Committee and the Budget & Finance Committee.

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee
October 13, 2016
11:00 am – 1:00 pm
Administration Conference Room

1. **Welcome.**

2. **Approval of Agenda.**

3. **Review/Approval of Meeting Notes from September 22, 2016.**

4. **Technology Change/Updates from the last Technology Committee Meeting.**

5. **Technology Committee Purpose.**

6. **Technology Committee Description**

7. **Password Policy.**

8. **Other**

9. **Next Meeting: TBD: November 10, 2016 (Day Before Veteran's Day).**

BARSTOW
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Barstow Community College Password Protection Policy.

I.   Purpose.
To establish a policy concerning the use of passwords for access to the District's Information Technology Resources.

II.   Policy.
Password protection is used to provide security for District Information Technology resources and to manage access control. Password protection capability is not intended to be used by users to protect the privacy of personal messages and files.

Account Policies/Password Policy.

Policy	Setting
Enforce password history:	15 passwords remembered
Maximum password age:	120 days
Minimum password age:	2 days
Minimum password length:	8 characters
Password must meet complexity requirements:	Enabled (see below)

Passwords must meet complexity requirements:
- The password is at least 8 characters long.
- The password contains characters from at least three (3) of the following four (4) categories:
    - English uppercase characters (A – Z).
    - English lowercase characters (a – z).
    - Base 10 digits (0 – 9).
    - Non-Alphanumeric (For Example: !, $, #, or %).
- The password does not contain three or more characters from the user's account name.

III.   Procedures.
Passwords are required for access to numerous computer, network, telecommunications resources, including network login accounts, email, finance, human resources, student information, voicemail, etc.

The Information Technology Department provides users with a login ID or username and a default password to access Information Technology resources. Users are then responsible to change the default password. Users must develop a secure password not likely to be guessed, based upon the criteria established in section II of this document.

Users must protect the confidentiality of their passwords. Users must not share their passwords with other users, or post their passwords, such as on their desks or monitors.

Vendors that come to the District will no longer have open ended access into the District's Information Technology resources. For access into the District's Information Technology

resources, the supervisor within the area to be worked on by the vendor will need to contact the Information Technology Department. The supervisor will then provide information on the vendor, the project that is being worked on, and the duration of time the vendor will need to be granted access to the District's Information Technology resources.