AGENDA ITEM 11.g

Board Policies 8900, and 8910

RECOMMENDED DIRECTIVE: *The board hereby* approves Board Policies 8900 and 8910

DISCUSSION:

Per regular policy review cycle, the IT Director and the Information and Communications Technology (ICT) Committee reviewed the aforementioned policies to examine the relevancy to date as technology is ever evolving.

On October 31, 2018 the ICT Committee met to review the following policies and proposed the following:

A. BP 8900
   a. Inserted "*Equipment also includes any portable devices purchased by the College to assist with work related duties*" in to first paragraph.
   b. Rephrase of the last sentence for clarity to read: "*Computers purchased out of department or divisional budgets will not be removed from that department or division without consent of the immediate head (e.g. department head, IC), with the proviso that the president can overrule the immediate head's objection to the removal of said equipment*".
   c. Strikeout last two sentences in paragraph two to remove redundancy. "*~~Ideally, servers should be located in physically secure areas such as a locked closet. If possible, cables to servers and their connections should be in a secure location~~*".
   d. Added to the fourth paragraph "*No portable devices purchased by the College can be taken off campus without written arrangement between the supervisor and requesting employee. If an employee leaves the college, all devices (portable and non-portable) assigned to that particular employee have to be checked in by a representative of the IT office*".
   e. Added "*and other IT devices*" to the first sentence of the fifth paragraph.
   f. Strikeout "*~~mild brown-outs~~*" and replaced with "*during power outages*"
   g. Strikeout "*~~All modems must be run through a phone line surge protector~~*" as it is no longer applicable.
   h. Added "*All equipment and peripherals must be periodically maintained based on a schedule set by the IT office*" to eight paragraph.
B. BP 8910
   a. Strikeout from the first paragraph "*~~Games are generally defined as use of the computers in such a manner as to not lead toward an end result of significant educational, intellectual, or academic value~~*" and replaced with "*Games that promote violence, pornography or deem as such that it has*

no significant educational, intellectual, or academic value would not be allowed in any college-owned computer throughout the college."

b. Strikeout from second paragraph "*examples include: Typing Tutor and SIM series*".

c. Added to second paragraph "*Faculty and staff who install unauthorized software will be dealt with accordingly by their immediate supervisor. Furthermore, faculty and staff who have been given administrative rights by the IT director to his/her computer or to a Lab, would need to coordinate first with the IT Director or the designated IT representative to install new software*."

ACTION TAKEN: **VOTE:**

_____ Approved as presented   _____aye _____nay _____abstain

_____Approved w/ modifications

_____Disapproved

_____Deferred to a later meeting   **DATE:** _____