



Santa Monica Community College District
Technology Planning Committee a Sub-Committee of the
District Planning and Advisory Council
MEETING – JANUARY 6, 2006
MINUTES

A meeting of the Santa Monica Community College Technology Planning Committee (TPC), a Sub-Committee of the District Planning and Advisory Council (DPAC), was held on Friday, **January 06, 2006 at 9:30am**. At Santa Monica College, Library Conference Room 275,1900 Pico Boulevard. Santa Monica, California.

I. Call to Order – 9:37a.m.

DRAFT

II. Members Present

Teri Bernstein
Alan Buckley
Jocelyn Chong
Bob Dammer
Al DeSalles
Dennis Frisch
Brant Looney
Teresita Rodriguez
Nehemiah Slaughter
Howard Stahl

Members Absent

Abhishek Karwa
Bambang Sugianto
Valente Torrez

III. Information Item

IV. Discussion Items:

- A. Reviewed and approved December 2, 2005 meeting minutes.
- B. The committee members reviewed the draft of Information Security Guidelines. Alan accepts to do the final edit and finalized the document.
- C. Jocelyn asked interested members for a specific section to research further and finalize the content. The final draft must be submitted before the next TPC meeting.

Alan – Final editor

Teri - 2. Administrative Scope

Al – 3.2 electronic Access Control

Bob - 3.3 Communication Security & 4. Technical Controls.

Brent – 2.3 Roles and Responsibilities

Teresita – Provide references to most relevant official Federal/State security regulations and work with Brent on the official terms of various roles.

Dennis – 2.4 Acceptable Use of Network and Computer Resources

Howard and Jocelyn – Section 5 - implementation

D. Members agreed with the Definitions of the document:

CUSTODIAN: Authorizes persons to disseminate restricted information.

OWENER: Creates and edits restricted information

USER: Authorized to view and use restricted info.

TECHNICAL MANAGER: Implements security measures for restricted information.

STEWARD: Establishes policy regarding restricted information.

IV. TPC Meetings schedule, through June 2006

January 6, 2006

February 3, 2006

March 3, 2006

April 7, 2006 (tentative)

May 5, 2006

June 2, 2006

V. Adjournment – 11:05a.m.