



**College Planning Council  
Agenda  
Wednesday, December 14, 2022  
Boardroom  
3:00 PM**

**Zoom:** <https://bluecc.zoom.us/j/99443261352?pwd=QkwvZG1uMnJS1oySGNmSkZzT1N6UT09>  
by phone: 669-900-6833 meeting ID 994 4326 1352 passcode 720911

1. Approve Minutes from the 11/30/22 meeting
2. Administrative Procedures for Approval
  - 05-2022-0001 Faculty Committee Assignments and Institutional Service
  - 04-2019-0001 Password Policy

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## College Planning Council Minutes 11.30.22

**Members Present:** Adam Sims, Brad Holden, John Fields, Joey GrosJacques, Kaley Cope, Pat Sisneros, Philip Schmitz, Sascha McKeon, Tammy Krawczyk, Tammi Clark, Theresa Bosworth, Wade Muller, and Shannon Franklin.

**Guests:** Angela Rios, Linnet Preston, Ken Daniel, Jeff Nelson, Kristin Williams, Stacie Stahl, Anne Morter, Ki Russell, Garrett Mickalson,

**Absent:** Mark Browning, Celeste Tate, Kennedy Vogl, Lexi Robertson, Roman Olivera

### **Approve Minutes from the 11/09/22 CPC Meeting**

Joey moved, seconded by Kaley to approve the minutes. Motion passed.

### **Approve Administrative Procedures**

Kaley moved, seconded by Adam, to approve the following procedures as revised. Motion passed unanimously.

- 01-2005-0020 Authorized Signatures
- 06-2005-0007 Administrator in Charge
- 06-2016-0002 Death of an Employee

### **Administrative Procedures for Revision**

First review of administrative procedures:

- 05-2022-0001 Faculty Committee Assignments and Institutional Service (new)
- 04-2019-0001 Password Policy

Please send comments for Faculty Committee Assignments and Institutional Service to John; send comments for the Password Policy to Brad.

### **Peer Institution Workgroup**

One of the requirements of Accreditation is that BMCC have a list of 3 – 5 regional peer institutions and 3 – 5 national peer institutions. Dr. Grace, from NWCCU recommends the College create an institution wide workgroup to designate the peer institutions. CPC members are requested to contact peers to serve on the workgroup to identify regional and national institutions; 2 -3 people from each employee group and students are requested to join for a total committee of 9 – 12 people. The goal is to identify peer institutions by June 30, 2023. BMCC can choose the metrics to identify peer institutions for our data points.

CPC Recording 11.30.22:

[https://bluecc.zoom.us/rec/share/fVtQzwoLBOPYjxyEqbAfhyxJKBq0-0jCqXepURfPksa7CAuAMf4f6x0zPP16kYDH.LYT1\\_TZhpLvFDpqd?startTime=1669849088000](https://bluecc.zoom.us/rec/share/fVtQzwoLBOPYjxyEqbAfhyxJKBq0-0jCqXepURfPksa7CAuAMf4f6x0zPP16kYDH.LYT1_TZhpLvFDpqd?startTime=1669849088000)



**Procedure Title:** Faculty Committee Assignments and Institutional Service  
**Procedure Number:** 05-2022-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** Vice President, Office of Instruction  
**Position responsible for updating:** Dean of Learning & Academic Engagement  
**Original Date:**  
**Date Approved by College Planning Council:**  
**Authorizing Signature:** *Original signature on file*  
**Date Posted on Web:**  
**Revised:** **Reviewed:**

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**Purpose/Principle/Definitions:**

Faculty duties and responsibilities include service to the college often in the form of committee work. A number of standing and ad hoc committees are formed over the course of the year and are necessary to ensure the smooth transitioning between terms and student support.

**Guidelines:**

- A sign-up process for all standing committees will be provided at Fall Pre-service for faculty to confirm their continued service on a particular committee, opt out of serving on a committee, or opt in to serving on a committee. The sign-up process will clearly state the current committee members, the number of seats available (for voting members), the meeting times, and whether that committee is a Governance Committee.
- Faculty members should serve on at least 1 committee a year, but no more than 2 Governance committees.
- Following Pre-service, but no later than September 30, an updated committee list will be provided to all faculty and posted to the faculty resource page.
- The BMFA will support the filling of these roles by actively encouraging and recommending faculty to participate when positions remain open.
- For any committee position left unfilled as of October 31 each year, the Office of Instruction will appoint faculty members to each unfilled seat effective November 1.

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Procedure Title: Password Procedure  
Procedure Number: 04-2019-0001  
Board Policy Reference: IV.A.

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Accountable Administrator: ~~Vice President of Administrative Services~~Chief Operations Officer  
Position responsible for updating: ~~Associate Vice President of Information Technology~~Chief Technology Officer  
Original Date: 01-22-2020  
Date Approved by College Planning Council: 01-22-2020  
Authorizing Signature: *signed original on file*  
Dated: 01-22-2020  
Date Posted on Web: 01-23-2020  
Revised:  
Reviewed:

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**Purpose/Principle/Definitions:**

**Purpose**

The purpose of this procedure is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. Passwords are an important aspect of information technology systems security and the protection of information assets. A poorly chosen password may result in unauthorized access and/or exploitation of Blue Mountain Community College's (BMCC) resources. All users, including staff, faculty, student/temporary employee, and partners with access to BMCC systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

**Principle**

This procedure includes users who have or are responsible for at least one BMCC system, application, or information assets, independent of whether you are an end user or a system administrator for that system or application.

**Password Requirements**

Password requirements are as follows:

- At least one lower case letter [a-z]
- At least one upper case letter [A-Z]
- At least one numeral [0-9]
- At least one special character [!@#^&\*?~]
- Minimum of 10 characters

- Maximum of 64 characters

#### Password Examples:

- EmlD2cohcwc! (Every morning I drink 2 cups of hot coffee with cream!)

#### Long password:

- I eat 3 carrots each day!

#### Password Lockout and changes:

- Password attempts: at least 6-4 attempts allowed before lockout
- Passwords changes: Minimum of only if compromised every 365 days

#### Password History

- Previous passwords should not be re-used~~Users must not re-using the last 4 previously used passwords~~

### Password Protection

- Use a unique password for each online account/service
- Passwords must not be shared with anyone. All passwords are treated as sensitive, confidential BMCC information.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- Passwords must not be revealed over the phone to anyone.
- Do not reveal a password on questionnaires or security forms.
- Do not share BMCC passwords with anyone, including administrative assistants, secretaries, managers, co-workers while on vacation, and family members.
- Do not write passwords down and store them in any unsecured location anywhere in your office.
- Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption.
- Do not use the same passwords on college systems as you use on your personal accounts

If you suspect unauthorized access to your account or think your password has been compromised, change your password immediately and report the incident to the IT helpdesk.

#### Additional Security Protection

- Multi-Factor Authentication for added security

### Administrative Procedure Compliance

#### Compliance Measurement

Information Technology will verify compliance to this procedure through various methods, including but not limited to, business tool reports, internal and external audits,

and provide feedback to the ~~Associate Vice President of Information Technology~~Chief Technology Officer.

All users must take all mandatory security and compliance training as directed by the college, and within the prescribed frequency.

### **Exceptions**

The ~~Vice President of Administrative Services~~Chief Operating Officer must approve any exception to the Procedure in advance.

### **Non-Compliance**

An employee found to have violated this Procedure may be subject to disciplinary action, up to and including termination of employment. BMCC reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. To the extent permitted by law, BMCC reserves the right not to defend or pay any damages awarded against employees, faculty members or partners that result from violation of this Procedure.

### **Definitions:**

**ISO:** International Organization for Standardization

**Information Asset:** Any BMCC data in any form, and the equipment used to manage, process, or store BMCC data, that is used in the course of executing business, regardless if the data is stored on-campus or in an off-site or cloud environment.

**MFA:** Multi-factor authentication (MFA) is a layered approach to securing physical and logical access where a system requires a user to present a combination of two or more different authenticators to verify a user's identity for login

**NIST:** National Institute of Standards and Technology

**Partner:** Any non-employee or contractor of BMCC who is contractually bound to provide some form of service to BMCC.

**Password:** An arbitrary string of characters that is used to authenticate the user when he/she attempts to log on, in order to prevent unauthorized access to his/her account.

**SSO:** Single sign-on is an authentication method that allows users to sign in using one set of credentials to multiple independent software systems.

**User:** Any BMCC staff, faculty member, student/temporary employee or partner who is authorized to access any BMCC electronic information resource.

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