

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
November 19, 2012

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:13 p.m.

## **Roll Call**

Present: Canja, Hollister, Meyer, Proctor, Rasmusson, Smith, Woods  
Absent: None

## **Pledge of Allegiance**

Trustee Canja led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the minutes of the October 15, 2012 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Canja, Hollister, Meyer, Proctor, Rasmusson, Smith, Woods  
Nays: None  
Absent: None

The motion carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the minutes of the October 29, 2012 Special Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Canja, Hollister, Meyer, Proctor, Rasmusson, Smith, Woods  
Nays: None  
Absent: None

The motion carried.

## **Additions/Deletions to the Agenda**

The following additions were made to the agenda:

- Trustee Proctor asked that Workforce Development Board Report be removed from the agenda.
- Lisa Webb Sharpe asked that the 2012 Campus Master Plan be removed from the agenda.

## Resolution Presentation

The following resolution was presented to Dr. Rebecca Beard:

The *Board of Trustees* of Lansing Community College resolves as follows:

WHEREAS, Dr. Rebecca G. Beard was appointed Director of Purchasing for Lansing Community College in January 1998; and

WHEREAS, she brought to her role a dedication to excellence, fairness, utmost integrity, impeccable ethics, and a commitment to student success; and

WHEREAS, she led the Purchasing Department during a time of financial and organizational challenge in higher education, always protecting taxpayer dollars and ensuring the value of every tuition dollar spent; and

WHEREAS, her leadership earned her the trust of five Lansing Community College presidents and the respect and admiration of her peers, and earned for the college ten consecutive "Achievements of Excellence in Procurement" Awards from the National Purchasing Institute as well as an Agency of the Year Award in 2010 from the Michigan Public Purchasing Officers Association; and

WHEREAS, she also served as Interim Chief Financial Officer in 2006, as adjunct instructor teaching Business Management and served her colleagues in the role of President of the Lansing Community College Administrative Association/AFT; and

WHEREAS, she helped the college adopt sustainable practices and served as Chair of the LCC Sustainability Advisory Committee, and, in concert with LCC Trustee Thomas Rasmusson, J.D., developed a well-received community panel discussion on ethics; and

WHEREAS, Dr. Beard also served 11 years in the United States Air Force, leading her to expand her commitment to Lansing Community College by acting as adviser to the LCC Student Veterans' Association Club and championing the creation of the college's interactive Veterans Memorial; and

WHEREAS, she has been an advocate and ambassador for Lansing Community College throughout her tenure here, and has always served as an example of the consummate public servant; so

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, in recognition of her service, her dedication, and her sincere commitment to Lansing Community College, on

behalf of students, faculty, staff and a grateful community, recognize and thank Dr. Rebecca G. Beard for all she has given to this college and community, and wish her well in the future.

AND BE IT THUS RECORDED THIS 19<sup>th</sup> day of November, 2012.

## Limited Public Comment Regarding Agenda Items

Danielle Fowler: I'm a student here at LCC and would like to ask the Board to reconsider the closing of the pool. My Dad swam here 35 years ago. Having a pool helped me to bond with the coaching and swimming staff. You can put a food court anywhere. The pool means a lot to me and means a lot to the students and I'd like to ask the Board to reconsider. Thank you.

## PRESIDENT'S REPORT

### Informational

President Knight gave the following updates:

- Spring 2013 Registration Underway: Spring registration began on November 13. New admission applications are trending up for all market segments compared to the same time last year. A communication plan to encourage advising and early registration for continuing students is underway.
- Five Heroes Inducted into Veterans Memorial: On November 12, LCC inducted five veterans into the interactive Veterans Memorial during the third annual Veterans Day Ceremony. Media Services produced stunning short documentaries on each honoree's military career.
- Another Successful SMEE Event: More than 500 children and accompanying adults attended the 25th Annual Science and Math Elementary Exploration (SMEE) on November 10. The event explored many different science disciplines, allowing children to try several challenges throughout the morning. There were more than 50 science and math sessions held at A&S and Gannon
- LCC Influencer Event Set for November 29: K-12 teachers and administrators, community organizers and other college advocates are invited to LCC's 3rd Annual Influencer Event on November 29, 8 am to 3 pm, at West Campus.
- A Celebration of the MiRIS Consortium Brings Many to Campus: LCC hosted the Michigan Community College Association and the Michigan Radiologic and Imaging Science Consortium (MiRIS) on November 8 as they celebrated recent accomplishments of the consortium, of which LCC is a member.

- Cross Country Teams Compete Nationally: The LCC men's and women's cross country teams competed November 10 in the NJCAA National Championship meet in Illinois. The women's team placed 4<sup>th</sup> and the men's team placed 12<sup>th</sup>.
- "Ragtime" a Hit: Close to 1700 people attended Performing Arts' production of Ragtime, earning an estimated \$16,000 at the box office and moving audience members to tears and standing ovations for every performance.
- On Friday, Dr. Knight participated in the Silver Bells parade with the Reo truck.

## Informational – College Policies/Acceptable Use Policy

The following policy revisions were presented to the Board for information only:

Revisions = RED, Strikethrough

Move from,

Move to

### Acceptable Use Policy – (Revised)

#### I. Purpose

This document describes the policies and guidelines for the use of the College's computer resources and use of College wide data. Use of College-owned computer and network resources is a privilege extended by Lansing Community College to students, employees, and other authorized users as a tool to promote the mission of the College and to accomplish one of the major goals of the strategic plan, that being to enhance technological/computer literacy. Any activity that is not listed here, which violates local, state or federal laws, or violates the MichNet Acceptable Use Policy, is also considered a violation of the Lansing Community College Acceptable Use Policy.

#### II. Scope

This policy applies to all technology users associated with utilizing Lansing Community College resources, including those using the LCC network via a personally owned device.

#### III. General

~~Lansing Community College complies with all federal, state and local governing laws. These laws include, but are not limited to, FERPA, GLBA, HIPAA, PCI DSS, and FTC Red Flag Rule.~~

#### A. Glossary

FERPA – Family Educational Rights and Privacy Act of 1974

FTC Red Flag Rule – Federal Trade Commission Identity Theft Prevention

GLBA – Gramm-Leach-Bliley Act of 1999

HIPAA – Health Insurance Portability and Accountability Act of 1996

ITS – Information Technology Services Division

LCC – Lansing Community College

P2P – Peer to peer file sharing  
PCI DSS – Payment Card Industry Data Security Standard  
TUID – LCC Technology User ID

## **B. General Usage**

The use of Lansing Community College's technology, including computers, fax machines, email, and all forms of Internet/intranet access, is for College business and for authorized purposes only. The College's employees are allowed brief and occasional personal use of the electronic mail system or the Internet as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), does not interfere with work being performed by another employee, does not violate software licensing agreements, and does not result in expense or harm to the College or otherwise violate this policy.

Use of the College's computers, networks, and Internet access is a privilege granted by the College and may be revoked (and disciplinary action taken) at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial email ("spam") that is unrelated to legitimate College purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging or chat rooms except as allowed by this policy;
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant. It is a violation of College policy for any user, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy personal curiosity about the affairs of others, unless such access is directly related to that employee's job duties.;
- Making unauthorized copies of College files or other College records or data;
- Destroying, deleting, erasing, corrupting or concealing College files or other College data, or otherwise making such files or data unavailable or inaccessible to the College or to other authorized users of College systems, except as provided by the Data Retention and Disposal Policy;
- Misrepresenting oneself or the College;
- Engaging in unlawful or malicious activities. Examples of unlawful or malicious activities are, but not limited to, deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the College's networks or systems or those of any other individual or entity;
- Except as protected by applicable law, using abusive or threatening language or comments in communications; spreading knowingly false and/or malicious information about any other person, the College or any other entity; transmitting sexist, racist or similarly discriminatory remarks or images; or unlawfully harassing, intimidating, or stalking anyone. (See Prohibited Discrimination and Harassment Policy [here](#));
- Sending, accessing, viewing, uploading, or downloading pornographic materials;
- Using peer-to-peer applications that violate content copyright;

- Causing congestion, disruption, disablement, alteration, or impairment of College networks or systems;
- Circumventing, attempting to circumvent, defeating, or attempting to defeat any security system, application, and/or procedures, including unauthorized activities or attempts aimed at compromising system or network security, such as hacking, probing, or scanning; attempting to break into another user's accounts or to obtain another user's passwords; sharing TUIDS or passwords with another person or utilization of another person's TUID or password;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Threatening any person(s) or property.

LCC employees (including student-employees) are subject to several additional standards while using College technology resources and networks:

- Employees must not engage in personal use of computer or network resources that are excessive (e.g., if it interferes with normal job functions, responsiveness, or the ability to appropriately perform daily job activities);
- Employees must not use College computer or network resources to solicit or provide products or services that are unrelated to the College, or to distract, intimidate, or harass coworkers or third parties, or to disrupt the workplace;
- Except as otherwise permitted by law, employees and others acting for the College are prohibited from using College computers or network resources to support or oppose a political party, candidate or ballot proposal;
- Employees are prohibited from accessing and/or utilizing any pay-to-play Internet gambling site;
- Employees are prohibited from maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms," or private/personal/instant messaging;
- Employees are prohibited from reviewing or transmitting protected or confidential College information for purposes other than the completion of job duties;
- Employees are prohibited from using recreational games.

Violations of this policy include loss of computer privileges and/or disciplinary action under the Student Code of Conduct and/or employee disciplinary action up to and including discharge of employment. In addition, the user may face both civil and criminal liability from the College, from law enforcement officials or from individuals whose rights are harmed by the violation.

### **C. Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy**

Materials created and/or produced by users of College-owned resources may be subject to intellectual property rights as established by the College. Refer to the current Intellectual Property Rights Procedure, available in the office of the Provost. Policy ([here](#)). Use of a College-owned computer to produce a product (e.g.

document, program, etc.) qualifies the product for inclusion under the College's intellectual property rights policy.

College information cannot be posted publicly without proper authorization from the Institutional Effectiveness, Research, and Planning Office (for non-financial data), the Chief Financial Officer (for financial data), or the Board Secretary (for Board of Trustees data). No FERPA- or HIPAA-controlled data should be stored on external systems, and secure communication channels must be used whenever such data is accessed.

The College monitors the content of communications (including emails or text messages) transmitted over the LCC Network. The purpose of the monitoring of electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access email and Internet content, is to reduce risk to the College and to enforce this and other policies of LCC and applicable laws. When responding to Freedom of Information Act requests, internal investigations, or court-ordered documentation requests, the College will search email messaging systems and other electronic storage devices as needed. The College will provide complete or redacted versions of records of business transactions and communications as required. In the course of investigating, LCC staff will endeavor to safeguard the privacy of all parties and will themselves follow the guidelines provided in this policy.

No user may access another user's computer, computer files, or electronic mail messages without prior written authorization from either the user or an appropriate College officer or designee.

#### **D. Electronic Mail**

Email is provided to students, alumni, retirees and employees of LCC to support the mission and work of the College. Users are responsible for all email sent from their accounts.

Employee emails will be archived to comply with applicable policies and laws. The College is not liable for lost or deleted email on College-managed resources.

Electronic mail messages received must not be altered without the sender's permission. Users are also prohibited from altering and forwarding electronic mail to another user and/or placing unauthorized attachments on another's electronic mail message.

#### **E. ~~General Computing Policies~~ Policy Statement for End Users Resources**

A. All users of LCC computing resources are required to follow these general computing guidelines. ~~Misuse of computer resources, including but not limited to these guidelines, may result in the removal of the individual's computer account(s), revocation of computer lab access privileges, and/or application of other disciplinary or legal action as might be appropriate.~~

##### 1. Account Use

- a. The Division of Information Technology Services (ITS) has final authority to determine unique account names.
- b. Users are responsible for maintaining the security of their assigned LCC accounts and files.
- c. Passwords shall **must** be changed often and must not be revealed to others (**see College password change standards for further information [here](#)**). Refer to college password change standard for requirements.
- d. Users must log out of their accounts when finished.
- e. **Individuals who need to temporarily use the LCC network are required to be sponsored by a College employee. The sponsor of the individual is responsible for the sponsored person's actions while using LCC-owned resources and network.**
- ~~f. Authorized users are not allowed to share their accounts with others. The authorized user of the account is responsible for all activities associated with the account.~~
- ~~g. In general, ITS does not have access to user passwords.~~
- ~~h. Users may not use an LCC account to represent anyone other than themselves. Users may not use an LCC account that they do not have authority to use.~~
- ~~i. All users are responsible for maintaining their allotted file space and not wasting server disk space with unnecessary files.~~
- ~~j. Users are solely responsible for downloading their files while they have authority to use their LCC accounts. Accounts may be deleted when employment is terminated, when student status has ended, or at LCC discretion. LCC is under no obligation to recover or protect user files from deleted accounts.~~

## ~~2. Software Use~~

- ~~a. Users must follow the copyright laws, trademark standards, software license agreements, and patent information governing software they use.
  - ~~1. Copying licensed software is generally illegal.~~
  - ~~2. The College will support copying exceptions only when authorized in writing by the software publisher.~~~~
- ~~b. To determine the copyright policies for College-owned software, technology users should contact the Help Desk.~~

## 3. Network Use

- a. Access to the Internet and The College network is managed by ITS.
- b. Any transmission of data over the LCC Network (e-mail, Internet files and web pages, printer files, etc.) is governed by these guidelines.
- c. ~~Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:~~
  - ~~1. Copyrighted material~~
  - ~~2. Material protected by trade secrets~~
  - ~~3. Illegal activities~~
- d. ~~Transmission of non-LCC work-related data is prohibited. Exceptions may be authorized with approval from ITS. This includes but is not limited to:~~
  1. Product advertising

2. ~~Political lobbying or religious material~~
3. ~~Promoting a personal business~~
4. ~~For-profit work (e.g., home business, tax preparations, documents generated for a fee)~~
5. ~~Promoting external organizations~~
- e. ~~Content and activity of transmissions on the college network is not private. College technicians and system managers may monitor activity on the network as a result of their duties.~~
- f. ~~LCC will not monitor the content of information transmitted over the LCC Network, but will investigate complaints of possible inappropriate use. Automated systems will trigger on content of messages that may include confidential information transmissions. In the course of investigating complaints, LCC staff will safeguard the privacy of all parties and will themselves follow the guidelines given in this policy.~~
- g. ~~Circumventing of any security system and/or procedures is prohibited, including any unauthorized activities aimed at compromising system or network security including:~~
  1. ~~Hacking, probing or scanning~~
  2. ~~Attempts to break into other users accounts or to obtain passwords.~~
  3. ~~Use of computer viruses, worms, or any kind of spyware or malicious software~~
  4. ~~Sharing TUIDs or passwords with another person, or utilization of another person's TUID or password.~~

#### ~~4. Email Use~~

- a. ~~Generally, the College will not make the contents of electronic mail available to those other than the originator and intended recipient. However, as a public institution, the College may be required to release contents of electronic mail because of laws and regulations. When responding to Freedom of Information Act requests, internal investigations, or court ordered documentation requests, the College will search email messaging systems and provide complete or redacted versions of records of business transactions and communications as required.~~
- b. ~~E-mail accounts are backed up as a regular course of network operation for disaster recovery purposes. Deletion of e-mail messages does not remove all traces of the message.~~
- c. ~~E-mail is not guaranteed to be private.~~
- d. ~~Once sent, e-mail messages cannot be "unsent" by ITS.~~
- e. ~~The College is not liable for lost or deleted e-mail.~~
- f. ~~Promoting chain e-mail messages is prohibited.~~
- g. ~~Sending excessive e-mail messages for the purpose of filling a user's disk space or to annoy a user is prohibited.~~
- h. ~~Sending or initiating Unsolicited Commercial Email (UCE) or SPAM is prohibited.~~

#### ~~5. Internet Use~~

- a. ~~World-Wide-Web (WWW) pages stored on LCC owned servers must conform to the guidelines established in the guidelines regarding the~~

~~Structure and Maintenance of the LCC Website.~~

~~[http://www.lcc.edu/webmgmt/web\\_guidelines](http://www.lcc.edu/webmgmt/web_guidelines).~~

- ~~b. The Web Administrator reserves the right to question the user about content of web pages or to refuse web pages that violate the LCC WWW Guidelines. Students may seek the council of the SAS due process officer if their web page is rejected.~~
- ~~c. The College is not liable for lost or deleted web pages, nor the content of web pages residing on non-LCC owned computers.~~
- ~~d. LCC assumes no responsibility for any direct or indirect damages arising from the user's connection to the Internet. LCC is not responsible for the accuracy of information found on the Internet. LCC merely facilitates the accessing and dissemination of information through its systems. Unless LCC expressly authors content, it has no editorial control over the content distributed or disseminated on the Network and users are solely responsible for any material that they access and disseminate.~~
- ~~e. All servers must be approved by ITS. Administrative or Root access must be given to ITS or designee for all servers on the LCC network.~~
- ~~f. Peer to Peer applications like Kazaa and Gnutella should not be used to obtain information, music or media that violates the copyright for that content. LCC may implement technologies to limit or block their use on campus. Exceptions must be obtained from ITS or designee.~~
- ~~g. Programs specifically designed to use excessive technology resources are prohibited.~~

6. Intellectual Property Rights

~~Materials created and/or produced by users of College-owned resources may be subject to intellectual property rights as established by the College. Refer to the current Intellectual Property Rights Procedure, available in the office of the Provost.~~

7. Personal Hardware

- ~~a. While attached to a College-owned computer, personal equipment or smart phones may be subject to incidental access while the College is maintaining College-owned devices. For example, ITS has the same authority to access a non-College-owned hard drive attached to College-owned equipment as they have for accessing College-owned equipment.~~
- ~~b. LCC is not responsible for repair or replacement of non-LCC hardware.~~

8. Personal Use of College-Owned Computer Systems

- ~~a. College-owned computer systems assigned to employee positions are to be used predominately to accomplish the tasks assigned to that position.~~
- ~~b. College-owned computer systems available to students are provided to support assignments. E-mail is intended to be used for student-instructor communication and for student-to-student communication. Internet access is intended to support the student's academic assignments and learning.~~
- ~~c. Incidental use of College-owned computer systems for personal purposes is permitted if:~~

- 1) ~~Use occurs outside of the employee's work schedule;~~
- 2) ~~Use does not interfere with work being performed by another employee;~~
- 3) ~~Use is not for pay or profit;~~
- 4) ~~Use does not consume excessive supplies;~~
- 5) ~~Use does not violate software licensing agreements.~~
- d. ~~Excessive use of College-owned computer systems that interferes with college-related activities may result in the loss of computer access.~~
- e. ~~Use of College-owned computers to produce a product (e.g., document, program, etc.) qualifies the product for inclusion under the College's intellectual property rights policy.~~

9. Assignment of Computer Hardware

1. LCC determines the computer system needs of employees and how those needs will be met. The College has authority to establish and enforce procedures and rules for employee use of College-owned computer systems, software, and data.
2. ~~The College will assign appropriate computer hardware to a position to enable tasks corresponding to the position to be accomplished.~~
3. College-owned desktop computer equipment cannot be taken home, relocated or reassigned without prior approval of ITS.
4. Mobile computers are assigned to employees to enable access to College information resources at meetings and remote locations. Mobile computers or devices that are taken out of the workplace must be protected while offsite. See the Employee Laptop Policy for further information ([here](#)).

10. Assignment of Computer Software

- a. The College will attempt to assign appropriate computer software to a position to ~~enable tasks corresponding to the position to be accomplished~~ held.
- b. Some software publishers permit employees to have one copy of their software on the College-owned computer and one copy of their software on the employee-owned computer. If a software publisher permits such an arrangement, the employee is still required to obtain permission from ITS or designee before installing more than one copy of the software.
- c. Only College-owned software is to be installed on College-owned computers. Any exceptions must be approved by ITS prior to installation ~~ITS or designee must approve exceptions.~~
- d. The College has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software.

11. LCC makes no warranties of any kind whether expressed or implied for the computer services it provides.

## **F. Policy Statement for Internet/Intranet Infrastructure**

- a. The Internet is to be used to further the College's mission and to support other College-related purposes. LCC assumes no responsibility for any direct or indirect damages arising from the user's connection to the Internet. LCC is not responsible for the accuracy of information found on the Internet. LCC merely facilitates the accessing and dissemination of information through its systems. Unless LCC expressly authors content, it has no editorial control over the content distributed or disseminated on the Network, and users are solely responsible for any material that they access and disseminate. The various modes of Internet/Intranet access are College resources and are provided as tools to users who may use them as appropriate to their position at the College. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.
- b. All servers must be approved by ITS. Administrative or Root access must be given to ITS for all servers on the LCC network.

## **G. Policy Statement for LCC-Owned Web Sites**

LCC will determine what is considered appropriate content for the College's web pages. Guidelines regarding the Structure and Maintenance of the LCC Website can be found [here](#). The College is not liable for lost or deleted web pages or the content of web pages residing on non-LCC owned computers.

## **H. Personal Hardware Electronic Equipment**

Any user connecting a personal computing device, data storage device or image recording device to any College-owned computer or network resources assumes all risks associated with such connection and accepts responsibility for any damages or loss (to the user, the College or any third party) resulting in any way from such connection.

LCC is not responsible for repair or replacement of non-LCC hardware.

## **I. Printing/Copying**

Printers and copy machines are provided to further the College's mission and to support other College-related purposes. Excessive use or use for personal business is prohibited to all users. Departments may impose printing/copy limits.

## **J. Student Computing**

~~Students are to follow guidelines presented in this section and the General Computing Guidelines~~ required to follow this policy.

### **A. Access to Computer Resources**

1. General-purpose student computer labs are available on campus for LCC students to complete their course work. Hours of operation are posted.

~~Students are expected to follow the rules for any lab or the department which houses the computer they use.~~ Students must possess a current LCC Starcard to access general-purpose student computer labs.

2. Technology accounts are available to currently enrolled students and other individuals approved by ITS.
3. ~~General-purpose student computer labs are available on campus for LCC students to complete their course work. Hours of operation are posted. Students are expected to follow the rules for any lab they use.~~

#### B. Authorized Uses of College-Owned Computer Systems

1. Students may use available College-owned computer systems in general-purpose computer labs to complete course assignments. Students are expected to know the hardware and software required for their courses. Students should obtain assistance with specific assignments from the class instructor.
2. Students may use College-owned computer systems for exercises ~~that~~ ~~which~~ promote self-taught learning ~~related to currently-enrolled courses.~~

~~Failure to follow this policy will be considered a violation of the Student Code of Conduct and will be reported to the Office of Student Compliance.~~

#### ~~C. Unauthorized Uses of College-Owned Computer Systems~~

- a. ~~Students may not use College-owned computers for assignments for non-LCC classes, such as dissertations or thesis papers for other colleges/universities except for University Center Partner schools.~~
- b. ~~Printer Limitations:~~
  - 1) ~~Printers are intended for class-related activities. Printing Internet web pages or other information not directly related to class assignments is prohibited.~~
  - 2) ~~Guidelines are available in the general-purpose labs describing the number of copies/pages students may print.~~
  - 3) ~~Excessive printing is prohibited.~~
  - 4) ~~Using non-approved print media is prohibited. (For example: Labels or transparency cannot be used in laser printers.)~~

#### ~~D. Software Copying and Distribution~~

- a. ~~Software that may be copied by students is: shareware programs, public domain programs, and assigned data files.~~
- b. ~~Software provided by the textbook publisher may not be distributed in violation of publisher's rules.~~
- c. ~~Software provided to students by the instructor must not violate copyright rules.~~

#### ~~K. Employee Computing Guidelines~~

~~Employees are to follow guidelines presented in this section and the General Computing Guidelines.~~

~~1. Assignment of Computer Hardware~~

- ~~a. Lansing Community College determines the computer system needs of employees and how those needs will be met. The College reserves authority to establish and enforce procedures and rules for employee use of College-owned computer systems, software, and data.~~
- ~~b. The College will assign appropriate computer hardware to a position to enable tasks corresponding to the position to be accomplished.~~
- ~~c. College-owned desktop computer equipment is the exclusive responsibility of ITS. As College-wide property, desktop computers cannot be taken home, relocated or reassigned without prior approval of ITS.~~
- ~~d. Mobile computers are assigned to employees to enable access to College information resources at meetings and remote locations. Mobile computers or devices that are taken out of the workplace must be protected while in transit and at home or other locations. See the Employee Laptop Policy for further details.~~

~~2. Assignment of Computer Software~~

- ~~a. The College will attempt to assign appropriate computer software to a position to enable tasks corresponding to the position to be accomplished.~~
- ~~b. Some software publishers permit employees to have one copy of their software on the College-owned computer and one copy of their software on the employee-owned computer. If a software publisher permits such an arrangement, the employee is still required to obtain permission of ITS or designee.~~
- ~~c. Only College-owned software is to be installed on College-owned computers. ITS or designee must approve exceptions.~~

~~3. Data~~

- ~~a. Data, information, or reports produced using College-owned equipment are the property of the College.~~
- ~~b. College data are generally public information, however those accessing confidential data are required to maintain the confidentiality of the data.~~
- ~~c. College information cannot be posted publically without proper authorization from Institutional Effectiveness, Research, and Planning Office. No FERPA or HIPAA controlled data should be stored on external systems and secure communication channels must be used.~~
- ~~d. Those originating or updating data must be diligent in maintaining the accuracy of that data.~~
- ~~e. College-owned data, information, or reports are to be used or copied by an employee only for functions directly related to the employee's work assignment.~~
- ~~f. Access to College financial, course schedule, student and similar data are authorized by the division and data owner, and managed by ITS.~~
- ~~g. College financial, course schedule, student and similar data are typically accessed by use of a designated computer program. Use of these programs is authorized by the division and data owner, and managed by ITS.~~
- ~~h. Use of access rights by someone other than the employee(s) to which the rights are assigned is prohibited.~~

- ~~i. Lansing Community College makes no warranties of any kind whether expressed or implied, for the computer services it provides.~~

#### ~~4. Prohibited Uses~~

- ~~a. Playing of online games is prohibited during work hours.~~
- ~~b. Intentionally accessing known pornographic or obscene information or to engage in usage of remote computer sites where gambling for money is practiced.~~
- ~~c. Reviewing of protected college information for purposes other than the completion of job duties.~~

### **L. Guest/Alumni/Retirees**

Guest/ Alumni/Retirees are required to follow this policy. Failure to follow this policy may result in loss of network access or other actions as required by law.

### **M. College Policies Applicable Statutes**

Lansing Community College and all users comply with all federal, state and local governing laws. These laws include, but are not limited to, FERPA, GLBA, HIPAA, PCI DSS, and FTC Red Flag Rule.

#### A. Family Educational Rights and Privacy Act of 1974

1. Directory information may be released at the discretion of College officials for any student who has not submitted a completed Request to Prevent Disclosure of Directory Information form to the Office of the Registrar by the end of the first week of the semester. The disclosure prevention form remains in effect until the student provides a written release to the Office of the Registrar.
2. Lansing Community College prohibits the release of personally identifiable information other than directory information from educational records **other than directory information**, without the student's written consent or as otherwise provided by the Family Educational Rights Privacy Act.
3. Copies of the Request to Prevent Disclosure of Directory Information form and the Family Educational Rights and Privacy Act are available upon request in the ~~Office of the Registrar and the Office of the Dean of Student and Academic Support~~ **Admissions, Registration and Records Department.**

#### B. Higher Education Opportunity Act of 2008 (Public Law 110–315)

1. Lansing Community College prohibits the unauthorized downloading and sharing of copyrighted materials **such as, but not limited to, like (and not limited to)** software, music, and movies. The College **attempts to** block the transmission of all known **Peer to Peer (P2P)** network traffic.
2. The College will cooperate with authorities to stop illegal activity like copying and sharing copyrighted material like software, music and movies. A list of legal sites to download copyrighted software, music and movies can be found [here](#).

3. Lansing Community College students are subject to academic, civil and criminal discipline, penalties and liabilities under this act. Penalties and liabilities may include expulsion, large monetary fines, and imprisonment.
4. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

~~C. Student and Staff Harassment and Discrimination~~

- ~~a. Lansing Community College is an equal opportunity college. Discrimination on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, handicap, sexual orientation in any employment or educational opportunity, is prohibited.~~
- ~~b. Any harassment against a protected class also is prohibited.~~
- ~~c. Displaying on a computer screen or printing materials that violate the College's harassment/discrimination policy is prohibited.~~

~~D. Threatening and Abusive Use~~

~~No user shall use their LCC account or any LCC computing system to:~~

- ~~5. invade another's privacy;~~
- ~~6. threaten another person(s) or their property;~~
- ~~7. spread false and malicious information about a student, employee, or any private person;~~
- ~~8. harass, intimidate, or stalk anyone.~~

~~E. LCC's Software Copyright Policy and Guidelines. Refer to Software Use in this policy.~~

**N. Indemnification Provision**

**As a condition of using and LCC computing system or computer resources, each user hereby agrees to indemnify and hold Lansing Community College and its officers, Trustees, employees and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand (including attorneys fees) arising out of or related to the user's use of Lansing Community College owned computer resources and the network, including reasonable attorney's fees such system or resources.** Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, dilution, tortious interference with contract or prospective business advantage, unfair competition, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy **and all other wrongful conduct.**

**IV. Responsibility**

The College's Chief Information Officer is responsible for preparing procedures to implement this policy. **In addition, this policy shall be reviewed every year under the direction of the Chief Information Officer or designee.**

## **Informational – College Policies/Mobile Computing Device Policy**

The following *NEW* college policy was presented to the Board for information only:

### **Mobile Computing Device Policy – (New)**

#### **I. Purpose**

The purpose of this policy is to set out the permitted manner of use of mobile devices on the College's network by its employees, students, guests and contractors, in order to maintain the security and integrity of the College's network and data infrastructure, and maintain the confidentiality of College data which may be accessed or placed on mobile devices.

#### **II. Scope**

This policy applies to any mobile device (College-issued and personal) that can access the College's network via wired or wireless connections.

#### **III. General**

##### **A. Definitions**

##### **1. Mobile device**

A mobile device is any device that combines telecommunication and computer functions and is easily carried on a person. Examples include, but are not limited to, laptop computers, "smart phones" (e.g., RIM Blackberry, Apple, Android, etc.) and "tablets" (e.g., Apple iPad, Amazon Kindle, etc.).

##### **2. College-issued mobile device**

A College-issued mobile device is any mobile device distributed by the College's Information Technology Services (ITS) Division. ITS will maintain administrative control of such devices including remote lock and remote wipe functions.

##### **3. Personal mobile device**

A personal mobile device is any mobile device that is not a College-issued mobile device.

##### **4. Encryption**

Encryption means using electronic and physical methods to make clear text information unreadable to unauthorized persons.

##### **B. College-issued mobile devices**

College-issued mobile devices may use the College's network and network services as needed to perform the College's business and for other College-

approved tasks. A signed and approved "Employee Mobile Device User Agreement" is required before a mobile device will be issued to a user. Users of College-issued mobile devices may use the device for normal personal use like email, social networking and web browsing, subject to limitations contained in other College policies. Excessive personal use or careless actions that lead to the compromise of the device may result in disciplinary actions.

Each user is responsible to ensure that the College-issued mobile device is used only in compliance with the Acceptable Use Policy and College guidance on security procedures, safe user behaviors, etc. The user is responsible to ensure that personal use does not expose a College-issued mobile device to malware, malicious web sites, or other security risks.

Each user is responsible for the physical security of the College-issued device assigned to them and must immediately report any theft, loss, damage, or vandalism of the unit to the LCC ITS Help Desk. Immediate notice concerning a lost or stolen mobile device is critical, so that unauthorized and/or inappropriate access can be minimized. The assigned user is responsible for any unauthorized and/or inappropriate access to College information that occurs from the misuse, loss or theft of mobile devices.

The College may, at its discretion, change the method devices connect to the network and change the configuration of the device, without the user's consent or knowledge, to prevent unauthorized use or access to College data. These configuration changes include, but are not limited to, upgrades to the device's operating system and software, locking the device to prevent use, changing the device's access code, and the deletion of all data/files on the device.

Users of College-issued mobile devices are prohibited from storing information on the device in ways that may violate laws and regulations regarding the security or privacy of health records, student records, credit card and loan information, etc. Accessing such information is prohibited unless accomplished via a secure and encrypted means if the device is not directly connected to the College's network. Also, users are prohibited from using such devices to violate copyrights including, but not limited to, copyrighted music, movies, software and publications.

The College uses technologies such as encryption, identity management, anti-malware, anti-virus, and remote administration to protect all of the mobile device's data whether that data is at rest, in use, in transit or being destroyed.

C. Personal mobile devices

The College maintains networks that are based on available business services. Personal mobile devices are normally limited to using a guest network that will provide access only to Internet and printing services. Use of personal mobile devices to access any other College network is permitted only with the written approval of the Director of Information Security. Such approval must be requested in writing, and will be granted only if the user enters a written agreement authorizing the ITS Division to install and maintain software (e.g., remote administration, encryption, etc.) deemed sufficient to meet College

standards for security and control. Users of personal mobile devices must comply with all standards that apply to the use of College-issued mobile devices.

D. Contractors

Contractor owned equipment will be treated as personal mobile devices. LCC sponsors of contractors are responsible for communicating this policy to them. The Director of Information Security may waive such portions of this policy in regards to contractors as deemed necessary and appropriate to facilitate the completion of any project under the direction and control of the College and under the supervision of College personnel. Such a waiver must be in writing.

E. Mobile Usage of Mobile Devices

The use of any mobile device in violation of applicable law or regulation is prohibited. The use of any mobile device other than a hands-free cell phone is prohibited while the user is operating a motor vehicle on College business. The use of any College-issued mobile device other than a hands-free cell phone is prohibited while the user is operating a motor vehicle, whether or not on College business. LCC strongly recommends against use of any mobile device while operating any motor vehicle under any circumstances. Drivers must use their judgment regarding the urgency of the situation and the necessity to use a cell phone while driving, but should generally make every effort to move to a safe place off of the road before using a cell phone.

#### **IV. Responsibility**

The Director of Information Security is responsible for educating staff, faculty, students, guests and contractors regarding this policy. The Director of Information Security is responsible for preparing procedures and instructional materials to implement this policy. The Director of Information Security is responsible to report to the Chief Information Officer on the effectiveness of this policy in regards to information security using appropriate metrics.

Any question of interpretation or application of this policy shall be referred to the Chief Information Officer (or designee) for final determination.

This policy shall be reviewed every year under the direction of the Chief Information Officer (or designee).

#### **Informational – Downtown Lansing Architecture Walking Tour**

A Guide to Lansing Architecture brochure was distributed to the Board for information.

#### **Informational - Monthly Financial Statements**

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of October 31, 2012 includes:

- a. Operating and Capital Budgets
- b. Operating Detail Budgets
- c. Statement of Net Assets
- d. Statement of Revenue, Expenses and Changes in Net Assets
- e. Plant Funds Statement of Resources and Allocations
- f. Capital Projects Monthly Reporting
- g. Vendor Payments > \$10,000 for October 2012
- h. LCC Card Vendor Payments > \$10,000 for October 2012
- i. Investment Accounts Schedule as of October 31, 2012
- j. Cash Contributions for the quarter ended 9/30/12
- k. Revenue and Expense Account Definitions
- l. Asset, Liability and Net Asset Account Definitions
- m. Glossary

### **Informational – Monthly Student Success**

Jack Bergeron presented the Monthly Student Success Report.

### **Action Items – Consent Agenda**

The following items were presented under the Consent Agenda:

1. ~~2012 Campus Master Plan~~ *REMOVED*
2. Change Order Transmittal
  - a. S/Y Chase Consulting LLC.
3. Livingston County Center Lease Agreement

IT WAS MOVED by Trustee Hollister and supported by Trustee Rasmusson that the Consent Agenda be approved.

Roll call vote:

Ayes: Canja, Hollister, Meyer, Proctor, Rasmusson, Smith, Woods

Nays: None

Absent: None

The motion carried.

## **Chairman, Committee and Board Member Reports**

### **Chairman's Report**

Chairperson Meyer made the following announcements:

- Announced that the December Board of Trustees meeting is Monday, December 17, 2012.
- Chair Meyer announced the Entrepreneurship and the “New Economy” was hosted by Extended Learning and Professional Studies at the West Campus.

### **Committee Reports – Audit Committee**

Trustee Proctor gave the following Audit Committee Update:

- The change order transmittal on the consent agenda was forwarded by Audit Committee

### **Committee Reports – Foundation Board Update**

Trustee Smith gave the following Foundation Board Update:

- iChange Advertising Campaign – The Foundation has been working with College Marketing on a comprehensive campaign to increase awareness of the work of the Foundation and inspire contributions. The campaign is scheduled to kick-off on November 15, 2012 with print, radio and other media. The campaign will also introduce an newly designed website that will make giving to the Foundation easier and more user friendly. Individuals can text ichange to 56512 to give to the LCC Foundation ([lcc.edu/ichange](http://lcc.edu/ichange)).
- Alumni - The Lansing Community College Alumni Association hosted Homecoming Week, November 12-17, an annual celebration to engage students, employees, and alumni through a variety of special activities. The Official Sponsor was CASE Credit Union. Other main supporters were Douglas J Aveda Institute of East Lansing and Hungry Howie’s Pizza.
- 2012 Holiday Open House – This year’s event will be held in the LCC Library Atrium on Wednesday, December 5, 2012 from 4:00 p.m. to 7:00 p.m.

### **Board Comments**

Trustee Canja thanked Tom Helms and Kristie Mackie (who dressed as Frosty the snowman), for their participation in the Silver Bells in the City parade. She stated that there was an exceptional effort made to decorate the truck. She further stated it was wonderful and they were great ambassadors.

### **Closed Session**

IT WAS MOVED by Trustee Smith and supported by Trustee Rasmusson that the Board

go into closed session for the purpose of discussing Collective Bargaining and to consider the annual Evaluation of the President who has requested a Closed Session.

Roll call vote:

Ayes: Canja, Hollister, Meyer, Proctor, Rasmusson, Smith, Woods

Nays: None

Absent: None

The Board entered into closed session at 7:26 p.m.

The Board returned to open session at 9:29 p.m.

Roll call:

Present: Hollister, Meyer, Rasmusson, Smith, Woods

Absent: Canja, Proctor

Chair Meyer stated the Board has completed the evaluation of the President and that they are pleased with the work completed in the past. He stated that the Board continues to be clearly focused on student success so that LCC can continue to have a wonderful college where people can learn, get a career, and move forward in their lives.

## Public Comment

There was no public comment.

## Adjournment

IT WAS MOVED by Trustee and supported by Trustee that the meeting adjourn.

Ayes: Hollister, Meyer, Rasmusson, Smith, Woods

Nays: None

Absent: Canja, Proctor

The motion carried.

The meeting adjourned at 9:30 p.m.

Submitted,



Administrative Assistant to the Board  
Benita Duncan