

**DISTRICT CONSULTATION COUNCIL**  
**March 28, 2022**

**SUMMARY**

**MEMBERS PRESENT:** Byron D. Clift Breland, Jennifer Combs, Damon De La Cruz, Carlos Diaz, Jean Foster, Craig Goralski, Raine Hambly, Erin Lacorte, Cherry Li-Bugg, Melony Myers, Arturo Ocampo, Fola Odebunmi, Jeremy Peters, Valentina Purtell, Irma Ramos, Jeanette Rodriguez, JoAnna Schilling, Melissa Serrato, Pamela Spence, Kai Stearns, and Fred Williams.

**VISITORS:** Danielle Davy and Geoff Hurst.

Chancellor Byron D. Clift Breland called the Zoom teleconference meeting to order at 2:03 p.m.

**MEETING SUMMARY**

**Summary:** The summary of the February 28, 2022 meeting was approved.

**OPERATIONAL REVIEW**

**Cyber Security Incident:** Chancellor Breland thanked everyone for their patience while the cyber security incident was handled and expressed his gratitude to all those involved in the resolution process. He provided a broad update noting that District data was taken and held for ransom and required negotiations to resolve.

Cherry Li-Bugg, Vice Chancellor of Educational Services and Technology, provided an overview on the District response and highlighted the key events. On January 10, 2022 there was suspicious activity on the Cypress College and Fullerton College networks. The District engaged the services of technical and legal experts, via District insurance, to determine what happened, to identify protection measures on all District networks, and to create a response plan. While the forensic investigation is on-going, there was a ransomware attack at Cypress College and the District settled on a ransom payment. District efforts are now centered on remediation like the implementation of two-factor authentication districtwide, implementation of mandatory cyber security awareness training for all employees on an annual basis, and monitoring tools to detect suspicious activity.

Vice Chancellor Li-Bugg stated that out of an abundance of caution and in keeping with certain legal requirements, the District is also conducting multiple data breach notifications. All employees received a preliminary notification and the District set up a call center to address questions and concerns. On March 25, 2022, formal data breach notifications were mailed to all employees, retirees, and financial aid students. The formal notification letter includes an offer for one-year of free credit monitoring services and Dr. Li-Bugg encouraged all to opt-in to the services. Public information was also posted on the District website on March 25, 2022, and a substitute notification will be placed on the Cypress College Dental Hygiene Clinic website. The second phase of the notification process include notifying the Health Sciences Clinic users. The third phase will include the Fullerton College students, but it will be hard to determine what information was taken there so data mining of files that might contain Personally Identifiable Information (PII) will take place.

Chancellor Breland stated that much has been learned, and while the District is still in the middle of the process, he wanted to be able to address any questions or concerns with DCC.

Members expressed appreciation for the implementation of two-factor authentication and passwords, but noted that the measures need to be streamlined, and also noted the additional work of faculty and staff to recreate the information that was lost during the incident and the need for acknowledgement of that work.

Dr. Breland shared that additional information on specific policy changes and technology updates to iron out details would be forthcoming in order to ensure that the District is protected moving forward.

## **POLICY**

**New Administrative Procedure 3721, District Password Procedure:** DCC received a first reading of AP 3721, District Password Procedure which was developed through the IT governance process in order to establish a standard for the creation of strong passwords and the ongoing protection of those passwords. AP 3721 further details the implementation of the password provisions of AP 3720, Computer and Electronic Communication Systems.

Geoff Hurst, District Director of Enterprise IT Applications Support and Development, provided background on the development of the AP which centered on having a policy that codified procedural decisions, included consistent password requirements, follows National Institute of Standards and Technology (NIST) recommendations, and adding standards about what end users should be doing to make sure their accounts are secure.

During the discussion, Mr. Hurst addressed questions regarding the use of passwords with sequences or repeating characters, the recommended method for two-factor authentication by students, the frequency of password changes requirement, and stressed that no staff member should ever ask a user for their password.

AP 3721 will return to a future DCC meeting for consideration.

**Revised Board Policies & Administrative Procedures – Continuous Review Cycle:** DCC reviewed the following BPs and APs which were revised to reflect changes per the Community College League of California (CCLC) Policy and Procedure Legal Updates and revisions recommended by Jane Wright, CCLC Consultant.

BP 4231, Grade Changes: Revised to update the “Reference” section, make grammar corrections, and update the corresponding BP/APs.

AP 4231, Grade Changes: Revised to update the “Reference” section and cite the corresponding BP/APs. During the discussion, it was agreed to revise the language in sections 2.1 and 2.2 to include the college websites and the NOCE catalog.

BP 4232, Pass/No Pass Grading Option: Revised to update the “Reference” section and the corresponding BP/APs.

AP 4232, Pass/No Pass Grading Option: Revised to cite the corresponding BP/APs.

BP 4240, Academic Renewal: Revised to update the “Reference” section, make grammar corrections, and update the corresponding AP.

AP 4240, Academic Renewal: Revised to update the “Reference” section, to remove an outdated legal citation, and to cite the corresponding BP. During the discussion, it was agreed to retain the proposed stricken language in section 1.0.

BP 4250, Probation, Dismissal, & Readmission: Revised to update the “Reference” section, make grammar corrections, and update the corresponding AP.

AP 4250, Probation, Dismissal, & Readmission: Revised to update the “Reference” section, update pronouns, and to add the corresponding BP/APs. During the discussion, it was agreed to include “Vice President or designee” in place of the term “Dean” in Sections 2.3, 2.5.3, and 2.6.2.

BP 4260, Prerequisites, & Corequisites, & Advisories: Revised to update the title and the “Reference” section, make grammar corrections, and update the corresponding AP.

AP 4260, Prerequisites, & Corequisites, & Advisories: Revised to update the title and the “Reference” section, and to cite the corresponding BP. Members requested that this AP be approved, but that the District Curriculum Coordinating Committee (DCCC) review it for any potential changes related to AB 705.

BP 4300, Field Trips & Excursions: Revised to update Sections 5.0 and 7.0 to reflect legally required language and to update the corresponding AP.

AP 4300, Field Trips & Excursions: Revised to update the corresponding BP.

BP 4400, Community Services Programs: Revised to update the corresponding AP.

AP 4500, Student News Media: Revised to add a “Reference” section and citation.

AP 4610, Instructional Service Agreements: Revised to update the “Reference” section and make a grammar correction. Members requested that this AP be approved, but that DCCC review the course standards language in section 2.2.

As part of the policy discussion, members discussed the possibility of increasing meal allowance amounts for field trips. Vice Chancellor Williams stated that the matter has been discussed and referred back to the campuses for feedback. He noted that the amounts cannot exceed the amounts authorized by the Board for employees, that they must comply with the limitations set by the California Community Colleges Athletic Association, and that the budget officers are expected to revisit the matter.

Members also inquired about the District including language in its policies related to the government code that restricts travel to any state that has enacted laws that discriminate on the basis of sexual orientation or gender identity and disallow reimbursement for travel and how the District handles oversight of it. In response it was stated that the District has not codified that language, that some provisions allow for reimbursement, that the District travel policy would be

the better place to address the matter, and that the reimbursement process via the Accounting department does not currently verify that information. Chancellor Breland noted that he would discuss the current practice with Chancellor's Staff.

Subsequent to the discussion, **there was consensus to approve the administrative procedures and post them to the District website, and to approve the board policies and forward them to the Board of Trustees for their consideration.**

## **OTHER**

**Return to Workplace/Campus Strategies:** Chancellor Breland introduced the on-going discussion by stating that he continues to solicit feedback on the return to workplace and campus strategies. He expressed his desire to learn or adopt some of the lessons learned from the post-March 2020 remote work environment, but stressed the importance of the District meeting the needs of our students in the classroom—both remote and in-person—and via services. He noted that currently, the District is being as flexible as it can be, but once student needs information becomes available (via surveys, focus groups, etc.), then staff teams will be formed to identify how student needs can be met with employee work schedules. Dr. Breland shared the uncertainty around student enrollment and how the campuses must be flexible in order to attract and retain students in order to not lose them to other entities. He also alluded to the Board's approval of a COVID vaccine booster requirement through 2022, an on-going mask requirement, and the rate of infection after spring break once people have traveled as contributing factors to the on-going work environment discussion, and then solicited input from members.

Classified members expressed a desire to be involved in the workgroups, inquired about the data gathering, hope for a hybrid work option during the summer 4/10 schedule, and the need for information to be shared well in advance instead of at the last minute.

Faculty members expressed concern about a student return to campus in the Fall with the new COVID booster requirement and the challenges it will present, the need for administration to be more proactive instead of reactive, the need to offer course flexibility based on student demand, how modes of instruction relate to articulation agreements to ensure the agreements are not jeopardized, the need for real time monitoring of enrollment to swiftly determine if additional sections need to be added, and the importance of sharing booster requirement information as soon as possible.

DMA members supported the need for a greater diversity of offerings and noted that as the District moves forward, the focus cannot be solely on instruction, but also on the service side and how we assist remote students as well.

Confidential members noted that while faculty were given a choice between remote or in-person classes, all of the other employee groups were not. A more respectful handling of the decision could help with morale among classified, confidentials, and managers.

In response to the requests for quicker communication, Kai Stearns, District Director of Public and Governmental Affairs, asked for understanding and support in terms of communication. She highlighted that there are many variables that have to be addressed, that it takes time to respond effectively without making mistakes, and that the District communicates as soon as the related processes have been identified.

Chancellor Breland stressed that he and his team are trying to do the right thing by all employees and students and trying to communicate as quickly as possible. He cautioned against the perceived idea that everyone will have a similar schedule, stating that it is not a reality given the different roles everyone has in the District. He reminded the group that he has been upfront about that since the beginning, and that the priority continues to be reaching optimal areas of service for students.

Chancellor Breland thanked everyone for their candor, feedback, and hard work, and noted that the District has the opportunity to do things differently in order to have a positive impact on our students.

**ADJOURNMENT:** The meeting adjourned at 4:02 p.m.