

# College Governing Council

Thursday, 3/7/2019

3:00pm

LRC 112

## AGENDA

1. Called to Order at:

2. Attendance:

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Joachim Roberto	<a href="mailto:joachim.roberto@guamcc.edu">joachim.roberto@guamcc.edu</a>	
Fred Tupaz	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
TasiMarina Mafnas	<a href="mailto:tasimarina.mafnas@guamcc.edu">tasimarina.mafnas@guamcc.edu</a>	
Joshua Perez	<a href="mailto:joshuavincen.perez@guamcc.edu">joshuavincen.perez@guamcc.edu</a>	
TamaraTherese Hiura	<a href="mailto:tamaratherese.hiura@guamcc.edu">tamaratherese.hiura@guamcc.edu</a>	
<b>Guests:</b>		

3. Approval of Minutes:

4. Selection of Chair & Co-Chair

5. Breach of Security

6. Announcements

7. Next Meeting

8. Adjournment

College Governing Council Meeting  
March 07, 2019 (Thursday) 1500  
LRC Room 112

**I. Call meeting to order:**

- a. Dr. Virginia Tudela, Dean TPS, called the meeting to order at 3:12pm. This was the first CGC meeting for academic year 2018-2019.

**II. Approval of Minutes:**

The last CGC meeting held was in May 2018. The only person who was part of CGC that was present at this meeting was Fred Tupaz. Dr. Gina stated that the recording from the last meeting should be retrieved. Therefore, no minutes were approved. Dr. Gina will request that Carmen Santos, former CGC chair, send out an electronic document from last academic year to all past members for their review. Once said review is made, the current committee would accept it as the approved minutes.

**III. Selection of Chair and Co-Chair**

- a. Fred Tupaz nominated Dr. Gina Tudela as Chairperson for this academic year.
- b. Pete Roberto nominated Fred Tupaz as Co-Chair. Fred stated that he would have to respectfully decline because he will be vacating the position as Faculty Union President. Dr. Gina mentioned that the position as Co-Chair is for this current academic year, at which point Fred accepted the nomination.
- c. Dr. Gina nominated Pete Roberto as Chair. Pete humbly and respectfully requested for reconsideration due to his current roles as department chair and Faculty Senate President
- d. The committee unanimously voted Dr. Gina as the official Chairperson for the 2018-2019 academic year. The committee unanimously voted Fred Tupaz as Co-Chair for the 2018-2019 academic year.

**IV. Breach of Security**

- a. Prior to the meeting, Dr. Gina sent a document entitled **The Guam Community College Incidence Response Procedures for Data Breaches** so that members would have time to review it. She requested that Frank Camacho, who authored the document, attended this meeting to provide a quick overview to the committee. If the committee had any questions, they could address them directly to Frank.
- b. Frank mentioned that he modeled the document off of the Department of Justice's, data breach response plan. Frank used it as a template and made it applicable to GCC. He tried to match the positions at GCC to what were equivalent to the roles from the Department of Justice. These roles will play an important part in terms of how to execute this plan should it ever be needed. Carmen Santos instructed Frank Camacho to take lead in establishing these procedures based on an incident that actually happened at UOG.
- c. The basic procedure is if someone suspects any kind of data breach, it would first be considered a suspected data breach. It is imperative that confirmation is made whether a data breach actually occurred. Frank defined a data breach as an incident that somehow exposes a liability to the College in terms of private or confidential information that is out there in the public's eye or out there in the internet, or any other

place that it should not be. From there, someone or a group has to decide if it is legitimately an actual incident. Discussion on suspected incidences of defacing the College's website by hackers ensued. The College does have a monitoring system in place for most of the guamcc.edu domains. In the past, Homeland Security alerted the College of hackers. Based on the forensic evidence, hackers have gone into the website to deface or graffiti the site or page. A clean up was done on the page or website when it was confirmed that there was an issue. This would not be an example of a data breach.

- d. After an investigation is completed and confirmed, there are different groups of people, depending on their role in the College, that will gather and find out what the resolution will be for that type of breach. When the issue is considered closed, the College needs to ensure that everything is accounted for, and then ensure that some kind of mechanism is in place to avoid a similar incident from happening in the future. This may include training or a software tool, or additional network security, additional firewalls, etc.
- e. Once the matter is considered closed, the College will provide a response not only to the victim, but to the public as well, as reassurance that the College is doing everything in its power to protect those who were made to be victims of identity theft or anything else related to that.

**Discussion:**

1. Frank further explained that the College has done its due diligence in putting in as much as possible regarding the types of security measures in place. The latest measure activated is CIPA (Children's Internet Protection Act) and it was done because minors from GWHS are on the campus on a daily basis. There is an unwritten policy that there is no censorship in the college computers on campus. Restrictions may exist, but these are not considered censorship. A restriction placed on something is not necessarily considered censorship because it can be allowed at another time and instance. To lift a restriction, it would just be a matter of making a request for a specific computer or specific classroom or lab to be lifted.
2. Dr. Gina asked about the breach at UOG, and inquired if they developed a similar document currently being reviewed. Frank affirmed her comment, but was not sure if the document was created after the fact. Dr. Gina asked if UOG's document also mirrors the Department of Justice's document. Frank replied no. He said he looked at it and it was very basic. Dr. Gina said this document in review is very detailed. Frank also agreed that the document is a lot more detailed than UOG's. He wanted to ensure that all angles are covered. Dr. Gina said Frank's document is scenario based. As technology changes, the way of attack or the different methods to attack will vary. The College will also evolve and this document tries its best to cover all angles that may occur as far as a breach to the College is concerned.
3. Dr. Gina stated that the document also mentions training and inquired who would provide the training. Frank said he is not sure and restated that this is just a plan. The cyber insurance component is not in the picture at this time. However, it is something that must be already be in

place so that should a data breach occur, it is sanctioned as a legitimate occurrence. The cyber insurance will pay for identity theft protections, and so on, but it is not necessarily detailed.

4. Dr. Gina questioned the word "component" in regards to GCC being an educational institution. Frank said component could mean *the individual, the department, the section, the supervisor, the victim themselves*. When you look at the situation, just like in any crime investigation, you have to look at the component or the motive component present in the crime itself. The component in the picture of the crime is really just a general term used to indicate different aspects of what may be occurring.
5. Dr. Gina asked if that is why the document was so vague. Frank affirmed this and mentioned that it was intended to be that way.
6. Frank said that if the members feel that it should be a part of the definition, then it could be added to the document. Dr. Gina agreed it should be included. Frank clarified that the definition of component was included in the document, and defined it as ***"An Office, Board, Division, Section, or Contractual party of the Guam Community College."***
7. Fred mentioned that the context of the body was confusing. Frank asked what the committee wanted to add for clarity purposes. Dr. Gina asked if it could mirror our institution and Fred asked if it could utilize our language. The committee asked that "departments," be clarified as "academic departments", "student services". Dr. Gina suggested to also include "i.e." and the classification of employees. Dr. Gina wrote notes on the document and Frank will take those notes to make the changes. Departments and academic programs will be added to the verbiage.
8. Contractors could also mean third party contractors. Frank gave the example that Elucian is a second party contractor to GCC and our ERP's. Fred said they are technically a third party to our students, so if there is a breach on a third party, then we have to be able to respond to it. It is important that the language allows for all to understand the document. Dr. Gina said everything else was self-explanatory.
9. Fred noted concerns about the format of the document as some subsections are off alignment from the others. Some points are indented while some are not.
10. Fred asked why we have to report to the Legislature. Frank replied that it is a requirement because the Department of Justice had to report to Congress and as a government entity, GCC has to report to the Legislature. Frank explained that because we are an appropriated agency, they approve our budget and we are trying to obtain cyber insurance for this and we are also accountable to those who approve the College's budget.
11. Pete thanked Frank and suggested that maybe a BOT policy should be cited for this procedure. Frank clarified that this document is supposed to create a policy. He also mentioned that some policies become policies because something had to be done and someone questioned the procedures. Some polices are drafted and then the procedures

come after. Pete's concern is that this is a very important procedure and having a policy it cites gives it more weight. Frank said that UOG does have a policy. When Carmen asked him to do this, she said we need to start with a procedure. Pete asked if he could recommend that a corresponding policy be in place and Frank said he will have to work with others in the college for that, but it will eventually come back to the CGC.

12. Pete asked for further clarification regarding how one defines who causes a breach and who can report a security breach. Frank said anybody is able to, but it must be assumed that it is a breach. Pete asked that within the timeline of 72 hours, what would happen if a breach happens after hours or on weekends and holidays. The issue needs to be clear, and Dr. Gina added that it should be stated who should be contacted and a telephone number be provided for that individual. Dr. Gina said the document written was very thorough.
13. Frank will take into consideration all the recommendations made at this meeting and make the necessary revisions. Frank mentioned that there was also a suggestion made that once all the changes are made and CGC gives their blessing, it be put out to the College community for feedback. Dr. Gina said it usually works where it is opened up to the college community first and then to CGC. The committee agreed that it should be opened to the College community first and then CGC will review it. Frank said that there is a downside to this in that if someone wants to take a look at our Data Breach Policy and it would give them the opportunity to go around it. Pete suggested that there be representation from faculty, administration, etc. Frank said the policy can be made public, but if the procedure is made public, it can show our vulnerability. It was decided that the development of the document will engage Frank Camacho, Wes Gima and Bob Neff, but it was also necessary to get feedback from Troy, Christine Matson, MJ (student rep) in attendance.
14. Dr. Gina clarified that the recommendation Frank is making is that the CGC reviews it; Frank makes the changes and then it will get pushed forward. Fred said that we can identify the people who are asking for our procedures. Frank said he will make all the recommended changes, bring it back to TWG group so they know what changes were made, and then if there are no additional changes from TWG, he will send the revisions out electronically, and CGC will vote on it.
15. Members present provided Frank their changes on hard copy for consideration in final draft proposal by the data breach work group.

**V. Announcements-** There were no announcements.

**VI. Next Meeting-** No next meeting scheduled at this time. Dr. Gina mentioned that the only agenda item at this time is the Data Breach document. The document will be sent out electronically. If anything comes up and the committee needs to meet, Dr. Gina will let the committee know. Dr. Gina also mentioned that the by-laws needs to be updated and she will email it to all members.

**VII. Adjournment-** The meeting adjourned at 3:50pm. Pete motioned it and Tamara seconded it.



# College Governing Council

Wednesday, April 24, 2019

10:00 a.m.

## AGENDA

1. Called to Order at:

2. Attendance:

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Dr. Virginia Tudela		
Joachim Roberto		
Fred Tupaz		
TasiMarina Mafnas		
Joshua Perez		
<b>Guests:</b>		

3. Approval of Minutes: 3/7/2019

4. Approval of GCC Data Breach Response Procedures & Plans

5. Review of CGC Bylaws

6. Announcements

7. Next Meeting

8. Adjournment



# College Governing Council

Wednesday, 04/24/2019 @ 11:00a.m.

Faculty Senate Office – C2

## Minutes

1. Meeting called to order at 11:10 a.m.

2. Attendance:

Name	E-mail	Present
Joshua Perez	<a href="mailto:joshuavincen.perez@guamcc.edu">joshuavincen.perez@guamcc.edu</a>	✓
Tasi Mafnas	<a href="mailto:tasimarina.mafnas@guamcc.edu">tasimarina.mafnas@guamcc.edu</a>	✓
Joachim Pete Roberto	<a href="mailto:joachim.roberto@guamcc.edu">joachim.roberto@guamcc.edu</a>	✓
Fred Tupaz	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	✓
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓

3. Approval of Minutes:

**Motion to approve minutes of March 07, 2019 made by JP Roberto, seconded by J. Perez. Motion passed unanimously.**

4. Approval of GCC Data Breach Response Procedures & Plans – all recommendations were forwarded to the taskforce is waiting for CGC's approval.

**Motion to approve the GCC Data Breach Response Procedures & Plans made by JP Roberto, seconded by F. Tupaz. Motion passed unanimously.**

5. Review CGC By-Laws – was reviewed and discussed.

**Motion to approve the College Governing Council By-Laws made by JP Roberto with changes, seconded by T. Mafnas. No further discussion. Motion passed unanimously.**

6. Review GCC's Policy 410 and BOT 175 – tabled, pending clarification of verbiage terminology from work group.

7. Announcement

- a. Foster Family Carnival – Friday, April 26, 2019 from 4:00pm-8:00pm, Student Center Courtyard.
- b. 17th CJ Academy Carwash – Saturday, April 27, 2019, Payless Corporate Office Parking Lot.
- c. CGC Close Out Report – Dr. V. Tudela will prepare a close out report and sent via email before Friday, May 03, 2019 for approval.
- d. CGC Minutes, April 24, 2019 will be sent via email before Friday, May 03, 2019 for approval.

8. Next Meeting

None

9. Adjournment at 11:35a.m. Motion was made by J. Perez, seconded by T. Mafnas.