

Policy Name	<b>Technology</b>		
Policy #	508	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	June 19, 2025

## PURPOSE

The purpose of this policy is to assist the Board of Governors with the requirements of fulfilling their duties as a Board member. This assistance covers three general areas:

Cost of supplies;

Cost of hardware/antivirus and malware software/access; and

Training and support.

## PRINCIPLES

The College is committed to the use of computer technology to improve efficiency of operations, including Board operations and meeting administration.

## POLICY

Board members shall be compensated at the rate of \$500.00 per College fiscal year to subsidize the capital cost of computer equipment and high-speed Internet access along with supplies used in printing of Board materials for meetings and general information.

Board members shall be responsible for maintenance and ensuring that their personal technology equipment is up to date.

## System Requirements

At a minimum, board members' devices should have and consider:

### File Storage:

Files are not to be stored on the local device. Suncrest has backup and antivirus tools installed on the network to increase security and added data reliability.

### Antivirus Software:

User systems need to be regularly updated and kept at the current available patch level to detect and prevent viruses. Mac and Windows Operating systems have detection tools but need to be patched to be effective.

### Anti-Malware Software:

This is usually integrated with the antivirus software but could be separate depending upon the device's operating system (Mac vs Windows). Mac and Windows Operating systems have detection tools but need to be patched to be effective.

**Firewall Protection:**

Either built-in or third-party firewall should be enabled.

**Two-Factor Authentication (2FA):**

2FA is one of the tools that assist in keeping data secure. This is already enabled and mandatory on College accounts.

**Operating System Updates:**

Mac or Windows Operating System that is updated to the most recent patch version available.

**Device Access:**

The device should not be shared with anyone. If shared, it must have the ability for another user to securely log into a separate account to ensure Suncrest data is not accessed by another user.

**Training and Support**

The College shall provide training in the use of the appropriate software to conduct the business of the Board. This may be in the form of regular in-service in conjunction with Board meetings, or by allowing Board members to enroll in relevant College computer courses at no charge (subject to availability).

**DEFINITIONS****LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

n/a

**LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES**

[Board Remuneration Policy](#)

[Board Remuneration Procedures](#)