Information Security and Compliance Committee
Meeting Minutes
University Hall, Room 420B
March 9, 2015

Present: Nelson Vincent, Kevin Shaffer, Jane Combs, Gary Grafe, Tyler Jones, Jason Green, Bo Vykhovanyuk, Bruce Burton, Mark Stockman, Tara Wood, Mel Sweet, Karen Kovach, Lorre Ratley, David Baker, Jesse Fatherree, Tom Robinette

Apologies: Tanya Ladd

New Business
1. Introductions & input
2. IT Governance (attachment) – Nelson
   a. IT@UC Governance was formed from recommendations from the Blue Ribbon Task Force.
   b. Nelson provided an overview of the IT Governance structure.
3. Charter (attached) – Nelson and Bo
4. About Office of Information Security (OIS) – Bo
   a. Six primary areas to support UC
      i. Governance and compliance
      ii. Education and awareness
      iii. Risk management and consulting
      iv. Incident management and cyber forensics
      v. Operational management
      vi. Disaster recovery
b. OIS Staff
   i. Seven (7) full time staff and 4 student workers.
   ii. Three open positions; will have 10 full time when fully staffed.
   iii. Staffing levels are comparable to other universities but not to industry.

5. Short, mid, and long term goals
   b. Formalize key areas of risk.
   c. Develop meaningful KPIs, matrices, reporting/collaboration w/ leadership and other IT Governance committees.
   d. Measure success of existing programs against KPIs, matrices, etc. Identify gaps, and provide recommendations on addressing them.
   e. Monitor for effectiveness and continuous improvement of information security and data compliance at the university.

6. Policy development framework – Kevin
   a. The goal is to be more agile.
   b. Hopefully minor changes need only be approved by IT Council.
      i. Committee members should send Kevin or Jane comments about the draft by next Tuesday, 3/27.
   d. Kevin discussed the timeline for reviewing policies.
   e. Kevin distributed new policies for review and comment (posted to SharePoint).

7. The committee discussed Payment Card Industry Data Standards (PCI) and Federal Information Security Management Act (FISMA) policies.

8. Members concerns and expectations of the committee
   • Gary Grafe: Security of grades; data security, and how it is dispersed throughout the University, and how it is audited.
   • Tom Robinette: How his office can partner & assist ISCC.
   • Jane Combs: Make sure researcher needs are covered; protecting their data, and educating them on best practices for sharing data.
   • Tyler Jones: Education awareness.
   • Jason Green: That proper controls are in place to mitigate risk.
   • Kevin Shaffer: Looking for committee to recommend and respond to new policy initiatives and revision of existing policies in a timelier manner.
• Jesse Fatherree: Education for students, faculty, and staff on cybersecurity and teaching them how to protect their own data (e.g. password complexity); technical analysis of policy language to ensure they can be implemented.
• David Baker: End-user attitudes with regard to security, enforcement, and compliance.
• Lorre Ratley: Enforcement of policies and procedures, including HIPAA.
• Karen Kovach: Education at all levels; help with the policies and enforcement.
• Mel Sweet: Education and training.
• Tara Wood: Educating researchers; building policies and procedures; creating documentation.
• Mark Stockman: Focus on non-malicious behavior of users; developing incentives for good behavior.
• Bruce Burton: PCI compliance and specifics for what end users need to do to secure their data.

9. Bo will bring list of things being done to address concerns discussed above and what needs to be done in the future.

10. Administrative items to cover, if any – Jane/Kevin
   a. All documents to be stored on SharePoint.
   b. Edit documents on SharePoint and turn on Track Changes.

11. Additional committee members will be added from Human Resources and Public Safety.

Action Items

Jane Haniefy - Send IT Architecture Principles document to committee.

Committee Members - Review policy framework draft and provide by feedback by Tue 3/17/2015.

Bo Vykhovanyuk – Create a subcommittee to address export controls. Subcommittee will include: Tara Wood, Jane Combs, Mark Stockman, Bruce Burton, and Bo V.

Bo Vykhovanyuk – Create a list committee concerns discussed today and bring to a future meeting what is being done to address them now and what will be done in the future.

Adjourn

The committee adjourned at 11:30 am.

SharePoint Site for shared documents