

**Committee Chair**  
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**Committee Members**  
David Baker  
Daniel Beerck  
Amanda Bill  
Bruce Burton  
Jane Combs  
Ed Dadosky  
Jesse Fatherree  
Gary Grafe  
Brett Harnett  
Cindy Lusby  
M.B. Reilly  
Angela Sklenka  
Mark Stockman  
Mel Sweet  
Eira Tansey  
Matt Williams  
Tara Wood

**Undergraduate and  
Graduate Students**

Bala Ramachandran (G)

## Information Security & Compliance Committee Meeting Minutes

University Hall, Room 420B  
May 19, 2016

**Present:** Cindy Lusby, Mel Sweet, Bo Vukhovanyuk, Tina Bosworth, Ed Dadosky, Matt Williams, Eira Tansey, Jesse Fatherree, Lorren Ratley, Jane Combs, David Baker

**Apologies:** Tara Wood, Daniel Beerck, Amanda Bill, Bruce Burton, Gary Grafe, Brett Harnett, M.B. Reilly, Angela Sklenka, Mark Stockman

### New Business

- **Welcome and Overview**
  - Ed Dadosky is a new member from Public Safety. He is replacing Jeff Corcoran who was reassigned within Public Safety. Ed is responsible for emergency management and business continuity planning.
- **Review of March Meeting Minutes (attached)**
  - David Baker was added as present for the March meeting. With this change, the committee voted unanimously to accept the minutes.
- **IT@UC AVP for Innovations & Partnerships**
  - Annette Marksberry will start May 31 as the new UCIT AVP for Innovations and Partnership. Research and Development, the Project Management Office and Software Development will report to her. Annette was the CIO at Xavier.
- **IT Council & Governance Update**
  - IT Council Advisory Committee was formed to act as intermediary for IT Managers and topical governance committees and IT Council. The membership is made up of the co-chairs of the other governance committees. They will review new initiatives from the governance committees and forward the ones to IT Council that need approval.
  - IT Council will be meeting bi-monthly starting in June 2016.
  - An electronic approval process is in place for IT Council to approve new initiatives, policies, and changes in between meetings that cannot wait for bi-monthly meetings.

- **Policy Status Update** (attached)
  - Changes discussed in the March meeting may not be reflected in the policies posted to SharePoint. Specifically, the changes to Clean Desk Policy and Computer Locking policy. These policies only apply to central IT. **Cindy Lusby will review the policies and ensure they are the updated version.**
  - Jesse asked about the line that says everyone should shut down his or her computer nightly when leaving for the day. Bo explained that this policy only applies to central IT and is best practice because many staff in central IT have advanced privileges.
  - Does dean need to sign off on any RAFs (Risk Acceptance Forms)? Yes, or VP.
    - Risk Acceptance should be a rare occurrence and forms must be reviewed annually.
  - **Cindy and Jane H. will create a current draft policies folder on SharePoint.**
  - **Jane Haniefy will check with Cynthia Czekalski to see if tracking changes can be turned on in SharePoint for the IS&CC site.**
  - Bo reviewed the status of all policies that have been reviewed in the committee.
  - **Ed Dadosky will review the Incident Management Response policy and provide feedback to Bo if necessary since he was not part of the committee when it was written.**
  - HIPAA policy update: IT HIPAA security policy was written before IS&CC was formed. Another UC-wide HIPAA policy was also written and not shared with UCIT. Office of Privacy and OIS will be reviewing both policies and consolidate them into one.
- **Other Items**
  - Box implementation of Code Green will required some education of individuals to let them know Code Green will move sensitive data into a specific folder. OIS is working with the UCIT Public Information Office (PIO) to develop a communication plan, which includes knowledge base articles.
  - Committee will plan to meet through the summer.

## **Adjourn**

- Committee adjourned at 11:10 AM.

[SharePoint Site for shared documents](#)