



Information Security & Compliance
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**Information Security and Compliance Committee
Meeting Minutes
University Hall, Room 420B
January 21st, 2016**

Present: Lorre Ratley, Mel Sweet, Tina Bosworth, David Baker, Eira Tansey, Angela Sklenka, Tara Wood, Jason Green, Jane Combs, Matt Williams, Todd Beekley, Mel Sweet, Cindy Lusby, Brett Harnett, Bo Vykhovanyuk

Apologies: Bruce Burton, Jeff Corcoran, Jesse Fatherree, Gary Grafe, Karen Kovach, Mark Stockman
(Note: Bruce Burton was inadvertently removed from the meeting invitation)

New Business

- Welcome and Overview
 - Tina Bosworth will be filling in for Tara Wood when she is unable to attend meetings.
 - Cindy Lusby, contractor, is new to OIS and will be replacing Kevin Shaffer on the committee, who is retiring.
 - Jane Haniefy replaced Jamie Byrne as the PM for this committee.
 - The committee discussed the best day and time to hold the meeting
 - Jane Combs motioned to have a Doodle poll to find the best day of the week and time for this meeting; Mel Sweet seconded the motion. The committee unanimously accepted the motion.
- Review of November Meeting Minutes
 - Committee reviewed updated minutes from November 2015.
 - The minutes were approved with no additional changes
- Review of December Meeting Minutes
 - Todd Beekley should be removed from present to apologies.
 - With the change mentioned above, the minutes were unanimously accepted for December 2015.
- International Travel – Tara Wood
 - There are guidelines on international travel on the [Export Controls website](#) with printable web forms.

- Electronic submission for travel authorizations is coming soon, and when it happens, Tara will have some oversight over the process.
 - Most computers don't have high-level encryption (as pertains to export control regulations while traveling out of the country).
 - BAG travel is the usual status when travelling personally but travel for UC is an exception under TMP license.
 - As long as you travel within one (1) year of submitting it, can travel under TMP paper work completed.
 - TMP is explained under [Forms](#) on the website.
 - TMP forms helps explain the process for carrying equipment required for business travel duty-free.
 - This form also can be used as self-serve and Tara's office will review the form upon request.
 - Consult with Tara's office if employees have concerns about levels of encryption on laptops being used for international business travel.
 - Encryption is usually only an issue if the information is being used to sell products (commercial use) in other countries, not for typical UC research work.
 - Form includes when to contact Export Controls
 - What do to before and after travel.
 - Staying secure while traveling.
 - Email can be intercepted while in foreign countries.
 - Website includes step-by-step instructions for using VPN to access email while traveling for additional security.
 - *Authorized* travel is approved for Cuba and employees can use cell phones there.
 - Travelers should be mindful of what articles are being brought back from foreign countries
 - It depends upon what countries were involved and what state (in USA) to which traveler is returning.
 - Need to change passcodes upon return.
 - Sanitize laptops upon return as precautionary measure.
 - Intellectual property may be stolen from electronic equipment when traveling to foreign countries.
 - Virtual desktops may help with security issues when traveling but laptops still require encryption.
 - Consult with OIS for assistance on steps required to secure laptops before and after travel.
 - Decentralization of IT support at UC makes it difficult to manage export controls security issues.
 - Tara will attend IT Managers and R&D governance committees to help communicate the issues.
 - Export Control forms and other relevant information should be added to the Research Directory.
 - Isilon storage has such a distributed user and administrator base, while technology is considered secure, it may not meet the requirements of approved export control data. (E.g. verifying that admins and other high-level users are US citizens/permanent residents and not non-immigrant visa holders).
 - Regulations may allow for export control data to be first encrypted and then placed/stored in non-compliant environment.
 - Another option is possibly setting up small compliant VM environment.
- **Policy Updates**
 - Data Center Policy

- Policy only applies to central data centers unless it contains export control or PCI data is involved.
- The committee discussed concerns about retention of log books and video footage from data centers.
 - Bo, Lorre, and Eira will meet to finalize retention issues before approving the policy.
- **Password Policy**
 - Per committee recommendations, the policy was clarified around employees' responsibility as a means of protecting passwords.
 - UC was out of compliance with the old policy draft that stated users were required to adhere to 90-day password policy.
 - New policy aligns with UC's IT infrastructure, and ensures reasonable security and compliance.
 - Lorre Ratley motioned to accept the new version of the Password Policy; Jane Combs seconded the motion. The committee voted unanimously to accept the motion.
- **Vulnerable Electronic Systems**
 - The committee had a discussion about policy vs procedure and specific changes from the previous draft of the Vulnerable Electronic Systems policy.
 - The old policy was based on older scanning systems used by IT staff.
 - The new policy incorporates language and procedures based on the new systems in use, but otherwise no significant changes.
 - Jason Green, Internal Audit, suggested that the committee needs to be mindful that procedures don't contradict policies.
 - Jason also voiced concerns that procedures may not be required or enforceable; however, the committee collectively submits procedures are required. To that end, procedures will be referenced in policies.
 - Todd Beekley motioned to move the policy to IT Council for acceptance next week; Lorre Ratley seconded the motion. The motion was passed with one abstention.

Action Items

• Old Action Items

- Tara Wood and Neil Hosing will meet offline to discuss Export Controls as it pertains to CoM.
 - 12/16/15 Update – Neil Hosing has provided CoM policy and procedures for OIS review. OIS is in the process of reviewing and will initiate a Risk Acceptance Form (RAF) *(completed)*

• New Action Items

- Bo V., Lorre Ratley, and Eira Tansey will meet to finalize retention issues before resubmitting the Data Center Policy for approval.
- Tara Wood will attend IT Managers and R&D governance committees to help communicate Export Control issues.
- Tara Wood will work with Jane Combs to ensure Export Control forms and other relevant information are added to the Research Directory.

Adjournment

- The committee adjourned at 11:35 am.