Present: Chris Adcock, Matt Blankenship, Melanie Bone, Michael Campbell, JoEllen Childers, Sherry Clouser, Lee Cornell, David Crouch, Mark Ellenberg, Shawn Ellis, Tonya Hayes, Brad Hunt, Lynn Latimer, Christine Miller, Teresa Payne, Wayne Peacock, Brian Perkins, Sriman Ravi, Cletus Stripling, Greg Topp, Chris Wilkins, Beth Woods


Approval of Minutes: Minutes from the September 3rd, 2009 ITMF meeting were approved.

Featured Speakers/Discussion:

Introduction of New Officers – Chris Adcock, David Crouch
Chris Adcock (College of Agricultural and Environmental Sciences) is the New Chair and David Crouch (Office of Undergraduate Admission) is the new Vice-Chair for ITMF.

Review ITMF Charge – Chris Adcock
Chris encouraged everyone to take a few minutes to review the ITMF charge and to reflect on what the committee is being asked to do.

Security Updates – Brian Rivers
Brian presented a live walk-through of the InfoSec website with a focus on what UGA is doing in observance of National Cyber Security Awareness Month and what the Security Committee has done for UGA over the last year.

- SecureUGA – There are 10 modules that the University is being asked to complete. Goal is to drive as much acceptations and compliance on this program during this month.

- Security Class – Web Application Security at T&D on October 27th.
Fall 2009 Computer Health and Security Fair – Bi-annual event mainly for students but faculty and staff can participate as well. This is a partnership with Helpdesk, TEC services and others. The security check includes virus scans and software updates, spyware removal and more (laptops).

UGA Privacy Policy Ratified by University Cabinet – We now have a formal privacy policy targeting and protecting sensitive data at the University.

The New Policies site was created out a request for easier access to UGA’s policies and for a better understanding of what we are being asked to do. This site is linked from the InfoSec website.

In support of the privacy policy, the security committee developed the Information Classification Standard to help us understand what sensitive data is. There are two dimensions to this classification (sensitivity and criticality). Plus, there are three different categories for each of the two dimensions. Sensitivity categories are: (1) sensitive information (2) internal information and (3) public information. Criticality categories are: (1) critical information (2) high-priority information and (3) supportive information.

Brian pointed out that, based on the way the information classification standard is written, the CAN is considered sensitive data. That may confuse people. The University’s position here is if you have SSNs you need to move it to CAN. Infosec and the SSN Use Committee are trying to work out this confusion around the CAN.

Guidelines: There are two guidelines: (1) One guideline for handling sensitive information that can be provided to staff in general. This guideline targets the General Business Process. (2) Trusted Computing guideline is for securing sensitive systems. This guideline is more for the IT staff. Guidelines are not mandatory at this point.

For more information, please visit the infosec website at: infosec.uga.edu or contact Brian via email.

ID Management Update – Shawn Ellis
There are several tools that are being used internally by core users: (1) Translation screen providing translation for CAN, SSN, and the MyID, (2) Relational database providing capability to translate SSN and MyID data to the CAN.

On the database side, a lot of work has gone into cleaning up the data. This is the first time all three identity sources have been combined: (1) Student (2) Human Resources and (3) UGACard. A Web Service that has gone in recently to provide CAN per SSN translation per application.
Demonstration of New Email System – Shawn Ellis
Shawn presented a live walk through of Live@edu which will replace UGAMail. There are 70 testers so far and a test account can be created for you.

Some of the features are:
- 10GB email space
- Multiple level folder support
- Multiple Calendar View
- Auto Archiving Function
- Work Space collaboration suite
- File sharing space via Sky Drive

Compact Planning – Lynn Latimer
Highlights from Compact Planning Session held on September 21\textsuperscript{st}, 2009

- Over 65 participants, half of whom participated online
- Increase in online input (email/online form)
- Thirteen topics that they heard about

Compact Planning Website Changes:

- Link to success stories (30-second clips)
- A link to future projects (6-8 projects)/ will change over time
- List of all Level ‘A’ projects/major projects within EITS with status information.

Reports from Committees

PC- Life Cycle Cost Reduction – Brad Hunt
Committee has concluded their work.

Pool Software Licensing Resources – Matt Blankenship
Committee has not meet for some time. There is not a work product from this committee. Matt will contact Alan to discuss the future direction of the committee.

Coordinated Training – Chris Adcock
Committee has concluded their work.

Central Backup Committee – David Matthews-Morgan
Pending/ Committee needs to be redrafted.

Power Management – Victor Babson
Committee has concluded their work.

Virtualization – Teresa Payne
Pending/ Teresa with get with Chris to discuss the direction of this committee.
Faculty and Staff Email – Tammy McGarity or Sherry Clouser
Committee never officially met.

Shawn Ellis: There will be an email committee for the project. Shawn has the membership list that he will share with Chris. Chris and Shawn will talk.

Videoconferencing – JoEllen Childers
Committee is working and they are about a month out of finishing up. Group is meeting tomorrow using the web conferencing tool GoToMeeting.

Security – Matt Blankenship
No formal meetings lately. They are considering restructuring the committee along two branches (technical and policy). Matt and Brian are trying to get with Dr. White prior to the next CIOAC meeting to discuss these proposed changes.

Bylaws – Christine Miller
The bylaws committee revised the bylaws based on their discussion last spring.

Summary of the changes:

- Changed CISO to Director of Information Security
- Specified that elections occur on odd numbered years
- Changed Email to email
- Removed duplication of phrase “keep the voting membership of ITMF consistent, meaningful, and informed.”
- Added reference to DWEEBS as recognized source of expertise on web design and development
- Added DWEEBS and Medical College Partnership to our list of voting members
- Specified that Robert’s Rule of Order would be followed on an as needed basis
- Added appendix with links to other IT advisory committees

Motion properly made and duly seconded that the proposed changes to the bylaws be accepted. Motion Carried

Christine has contacted the Graduate School and The Medical College Partnership for representatives to ITMF. These colleges will get back with Christine.

Wireless – James Gilstrap
Chris will touch base with James on the status of this committee.

New Business:
Lunch and Learn on November 5th before the regularly scheduled ITMF meeting.

Meeting Adjourned.