INFORMATION TECHNOLOGY MANAGEMENT FORUM (ITMF)
THURSDAY, OCTOBER 5, 2006
GA. CENTER, ROOM T/U
1:30-3:30

Present: Chris Adcock, Matt Blankenship, Bill Clayton, Alan Ferrenberg, Stan Gatewood, Sandi Glass, Brad Hunt, Lynn Latimer, Christine Miller, Teresa Payne, Tim Peacock, Wayne Peacock, Cletus Stripling, Rayid Tartir, Greg Topp, Carol Watson and Chris Wilkins.

Absent: Sue Achtemeier, John Anderson, Sharon Burch, Mike Campbell, Mark Cherry, Corey Doster, Mark Ellenberg, Sarah Fraker, David Knox, Will Laney, Kristi Leonard, Tammy McGarity, Eric McRae, Jerry NeSmith, Jeff Pentz, Cheryl Prichard, Sharon Thelen, Dale Wetzelberger, Barbara White and Chris Workman.

Approval of Minutes: Matt Blankenship recommended we postpone approval of the September minutes until information regarding the F-Secure update can be reviewed. Stan Gatewood will get with David Romine and clarify.

Another amendment needs to also be made to the statement under the Data Sanitation points discussed to reflect that Lynn Latimer is not leading a task force but rather facilitating the creation of a flowchart to reflect the different scenarios. Cletus Stripling mentioned that Sarah had been contacted and was to email a correction which he will place in the minutes.

InfoSec Update: Stan Gatewood

ASSETS—The deadline for completing the ASSETS process is October 31st. Stan apologized to the group for previous delays in resolving issues and assured the group that now when a question is sent to assets@uga.edu it will automatically create a Remedy ticket and that he and Rayid Tartir would be personally monitoring and responding to questions/problems accordingly. He emphasized that if anyone is still having issues to send email to assets@uga.edu but they can also send email directly to him at infosec@uga.edu. A new version with improvements is currently being worked on. Stan also mentioned the possibility that development of the program may be turned over to the Administrative Systems and Planning group since they have experienced programmers.

Surplus Equipment Policy—Stan provided an updated version (Draft version 1.1) of the Electronic Equipment Disposal and Transfer Requirements flow chart. He mentioned that at least three more scenarios needed to be added to include, leased equipment, research/grant equipment and smart devices. He will provide an electronic version of the chart for the groups review. He asked that comments be sent to one of the two chairs by Friday, October 13th for them to assemble and forward to him. He encouraged us to test the logic and the flow.

Absolute Track+ Software—The contract has not been finalized yet so units can purchase the software through procurement. Walter Barefoot in procurement is continuing to work on it and Stan will let us know as soon as it is available. The software will cost $13. Some discussion followed surrounding the software and who all can issue the command to wipe data from systems protected by the software. Stan assured the group that there will only be two authorized
individuals who can issue the command and that they will be carrying RSA tokens to ensure that they are the only ones. He also emphasized there would be at least three levels of “are you sure?” and “confirmation” with the owner, etc. before the commands are actually issued to make sure no mistakes are made.

Stan mentioned that Absolute may not be a mandatory requirement but that language will make it clear that is will be “strongly recommended” for all laptops/notebooks/tablets and high visibility desktops.

*SANS*—The SANS Security Essentials Boot Camp originally scheduled for October has been rescheduled for February 12-Saturday Feb 17, 2007. The cost for the class is $840 a substantial savings and is open to the University System of Georgia as well as other State Agencies. The class will be held at the Seney-Stovall Chapel. Registration information can be found at [http://infosec.uga.edu/sate/sans/](http://infosec.uga.edu/sate/sans/).

A question was asked regarding the status of the minimum security document that was previously circulated through ITMF. Stan mentioned that the document can be found on the infosec web site and that it will be sent to Dr. White this weekend and then to the President’s Cabinet for approval. ([http://www.infosec.uga.edu/policies/index.php](http://www.infosec.uga.edu/policies/index.php))

A question was asked about the possibility of working with procurement and major vendors such as Dell to include the Absolute software as an option when purchasing so it can be included on all systems. Stan mentioned that a version was already included in certain vendor systems BIOS settings but that it did not use the same name as AbsoluteTrack+.

**ITMF Membership Update**: Cletus Stripling

In order for ITMF to be effective it require participation. The bylaws call for 33 voting members and there are currently four vacancies that need to be filled. The vacancies exist in the following areas:

SVP Academic Affairs and Provost (3 representatives) Currently only have Debbie Ellerson and Tim Peacock

VP Instruction (2 representatives) Currently only have Shefali Dhar

VP Public Service and Outreach (3 representatives) Currently only have Cheryl Prichard and Eric McRae

School of Public and International Affairs (1 representative)

We also have approximately ten voting members who have not attended a meeting in the last eight to twelve months. There are currently 53 subscribers to the listserv. Discussion followed on how to possibly get members involved. Sandi Glass offered to assist with contacting members and re-inviting/reminding them of the meetings. Cletus will send her a list of individuals to contact and he will contact the others. Christine Miller also mentioned that she though she had
some sample letters that were originally created to invite members. She will see what she has and forward to Matt.

**Recording Secretary Acknowledgement:** Matt Blankenship
Matt mentioned that Sarah Lee would no longer be the recording secretary for the group. She has done a great job in taking minutes, creating agendas and arranging the meetings and he thinks it would be a nice gesture to acknowledge her at the next meeting. If you have ideas of a way to acknowledge her hard work or would like to contribute to a gift for her, please contact Matt.

**Recording Secretary Need:** Matt Blankenship
The group bylaws indicate that EITS agreed to provide staff to be the recording secretary for the group. Since he is not familiar with all the staff available he asked if anyone knew who might be interested or willing to serve in this capacity. One name was mentioned as a possibility. Matt will contact the individual and see if they are willing to serve. He also will bring this up with Dr. White when he meets with her on Friday, October 6th.

**Discussion regarding MyID creation process:**
Chris Adcock mentioned that due to someone leaving their shop he had discovered the process that was being used to create MyID’s for new staff. The main problem is the fact that a new employee’s SSN does not appear in the database used for the creation of MyID’s until several weeks after an employee starts to work. He wondered what process others were using to get around this problem and to eliminate the back and forth emails to get an ID created.

Currently, anyone can complete the MyID process online. If the person requesting the MyID is not in the database an error page is presented that includes a form that allows the user to enter additional information such as department name and business manager name. Once the form is submitted a ticket is created in Remedy for an exception account to be created for the individual.

The problem is a complex problem that hopefully can be addressed by the ID management task force. A suggestion was made that a letter be sent to Dr. White from ITMF regarding the status of the ID Management task force.

**New Business**
Matt Blankenship asked a question regarding the Optional Retirement Plan and the Teacher’s Retirement Plan. The question was tabled after it was discovered that the ORP is for Administrator’s/Faculty only.

Wayne Peacock mentioned that at UGANET there was discussion of a need for a Bulletin Board type forum that could be used by technical staff to discuss current technical issues since the listserv’s don’t really lend themselves to this type of discussion. Greg Topp asked that if UGANET would create a detailed specification as to what was needed or what they were looking for that he would determine if this was something that he could assist with in getting done.

The meeting adjourned at 3:00 p.m.