Present: Sue Achtemeier, Chris Adcock, Greg Ashley, Matt Blankenship, Mike Campbell, Mark Cherry, Bill Clayton, Debbie Ellerson, Alan Ferrenberg, Stan Gatewood, Sandi Glass, Brad Hunt, Judy James, Paul Keck, Teresa Keesler (for Tammy McGarity), David Matthews-Morgan, Christine Miller, Dan Murphy, Jerry NeSmith, Teresa Payne, Wayne Peacock, Cletus Stripling, Rayid Tartir, Jeff Teasley, Sharon Thelen, Carol Watson, Barbara White, Chris Wilkins and Chris Workman.

Absent: John Anderson, Sharon Burch, Joellen Childers, Mike Dennis, Bert DeSimone, Corey Doster, Mark Ellenberg, Sarah Fraker, Don Hamilton, David Knox, Will Laney, Eric McRae, Jeff Pentz, Cheryl Prichard, Barry Robinson, Greg Topp and Dale Wetzelberger.

Approval of Minutes: The minutes for the September ITMF meeting were approved.

Sensitive Information Security Program: Dr. White and Stan Gatewood remarked on the recent meeting with the Provost that detailed the new UGA Sensitive Information Security Program (details can be found by visiting www.infosec.uga.edu). Dr. White noted that the purpose and mission of the new initiative is to determine short-term and long-term actions toward discovering what sensitive information currently exists at the university, where it’s stored and who is managing it. To that end, Dale Wetzelberger and the auditing office have posted an inventory form (located at http://www.uga.edu/audit/) that all are required to fill out as a first step toward completing this determination by Thursday, October 13. The Provost is particularly interested in getting a better idea of the logistics surrounding servers, software and the discovery of this sensitive data.
Topics discussed include:

- The inventory is initially concerned with servers only but will later take into account desktop machines as well.

- The process will initially be broken down by budgetary divisions.

- Later stages will include surveys and plan of actions after the discovery phase.

- Suspected sensitive data should be included in the form.

- A memo drafted by Dr. White and Holley Schramski will be sent out alerting deans and department heads of the initiative and what role they are expected to play.

- Because units will be held responsible, it is imperative that the campus understand the initiative; fines for a sensitive information breach can be anywhere from $50 - $500 thousand.

- To the best pf everyone’s knowledge, this is the first time an institution has tried to capture this kind of information so the process will be a learning process as well.

- Dr. White expressed appreciation to the Provost for initiating this process.

- There is a frequently asked questions (FAQ) section on the infosec website related to this initiative.
Dr. White also gave an update on the search for the new CIO for Administrative Systems and Planning and the current realignment of AIS. She noted that George Stafford would chair the search committee for the new CIO and the initial process will identify 10 candidates that are then narrowed down until three are brought to campus for a day and a half interview. ITMF is expected to meet with the candidates.

Other updates from Dr. White:

- ITAC has gone through a membership process and Sandi Glass has been asked to chair the committee. Dr. White expressed appreciation to Christine Miller for chairing the committee in the interim.

- She asked Greg Ashley to update the group on the Compact Planning process; Greg noted that there will be three Town Hall meetings in October and all are invited to attend. The dates are the 11th, 14th and 24th. The Town Hall meetings are intended to gather campus concerns and prioritize the initiatives. Greg asked that anyone who wishes to attend read the Compact Planning information located on the CIO’s website (www.eits.uga.edu/cio).

- Dr. White noted that this is a process that requires patience and that the process will be folded into the campus 5-year strategic plan. This year will be focused on getting the big picture for IT on campus. It is also important to remember, she said, that projects can be added and subtracted when necessary.

Infosec Update: Stan Gatewood gave an update on current Infosec initiatives and projects. He noted the breach that recently occurred in the College of Agriculture was reported through the incident response capability on the Infosec website. (Chris Adcock expressed appreciation to the Infosec staff for their professionalism during the breach; Brad Hunt expressed gratitude that Infosec shared the information with other units). Other updates from Stan include:
• Warm sites for data recovery and backup are being discussed with GTA.

• Business Continuity/Disaster Recovery Plans are still ongoing; units will be expected to draft their own in conjunction with this process and Stan offered his staff as a resource.

• The Security Committee is continuing to meet and is planning on taking some policies back to the drawing board, specifically, security configurations for networks, the incident response policy, and the security liaison policy. ITMF will be updated with these developments.

• The ACUPA Policy Development has been approved as the standard for policy development.

• The F-Secure situation at Terry is nearly finished. Corrective action will be made available.

• SATE was awarded a Best Practices award by the BOR for the SANS Awareness Training. (Dr. White plans on expanding this service campus-wide. Bert DeSimone and Sohayl Moshtael are exploring licensing opportunities.)

• The CyberSecurity Month lectures are ongoing through October.

• Computer Associates has finished configuring the network to enable System Logs to be sent to Infosec so that they are able to monitor IPs.

Reports from Committees: The IT Jobs Committee has reconvened and split into two operational groups, one concerned with budget and one concerned with human resources and career ladders. Brad Hunt is charged with leading the budget team and Judy James
will lead the HR team. These teams will confer with Dr. White to determine what she expects them to do.

**Other Business:**

- Matt Blankenship will chair the ITMF for the next two years. Dan Murphy is the newest voting member from Libraries and will serve as the ITMF Vice-chair.

- A new group led by Dan will begin to address membership gaps within the ITMF and get the word out to those who are unfamiliar with the group. It was noted that a campus org. chart can be found at arrow.uga.edu.

With no other business to discuss, the group adjourned at 2:50 p.m.