Present: Sue Achtemeier, Melanie Bone, Bill Clayton, Maria Cleghorne, David Crouch, Corey Doster, Debbie Ellerson, Sandi Glass, Brad Hunt, Paul Keck, Tammy McGarity, Christine Miller, Jerry Nesmith, Teresa Payne, Tim Peacock, Wayne Peacock, Tim Phillips, Cletus Stripling, Greg Topp, Chris Wilkins, and Chris Workman.

Absent: Chris Adcock, John Anderson, Greg Ashley, Matt Blankenship, Michael Brewer, Sharon Burch, Mark Cherry, JoEllen Childers, Sherry Clouser, Lee Cornell, Michael Dennis, Bert DeSimone, Shefali Dhar, Mark Ellenberg, Shawn Ellis, Sarah Fraker, Stan Gatewood, James Gilstrap, Tammy Holman, Stuart Ivy, Rehan Khan, David Knox, Will Laney, Lynn Latimer, Linda Law, Juan Machado, Anthony McLeod, David Matthews-Morgan, Jeff Pentz, Nathan Pettigrew, Barry Robinson, Jeremy Sanderlin, Rayid Tartir, Jeff Teasley, Sharon Thelen, Dale Wetzelberger, and Dr. Barbara White.

Approved 11/1/07 minutes

No visitors present.

Featured Speakers/Discussion:

Stan Gatewood/Sandi Glass: Security Accountability Model:
- Will be presenting to the Executive Managers, Directors, VPs, etc. for the first awareness training education part of their role-base accountability in Feb 2008.
- Website will be released with training tools and archive of the committee’s work.
- Streamlining training - only those required in the first 12-16 months will be listed by role.
- Solicited volunteers for an ITMF committee to serve as ambassadors to their local units and finalize training tools.

Tammy McGarity: Security Awareness Campaign:
- No separate security training. New hire training includes security responsibilities.
- Staff trainers include security as part of their coordinated training effort.
- Monthly meetings with all campus development staff include a discussion or presentation of security issues.
- Responsible for two main systems: Donor Database and Investment Systems. Access is provided only after an individual has completed required training.

Brad Hunt: Security Awareness Campaign:
- About 2 years ago, began with a simple Security Awareness campaign with a top 10 list of security issues. First flyer included: secure passwords, how to recognize spam and phishing issues, etc. Also publicized a general message re: sensitive data: don’t email it, don’t post it, and don’t store it.
- For the fall welcome back luncheon, bought t-shirts with SECURITY written across the back for OIT Terry staff. Wore the t-shirts to the luncheon and it stimulated good conversations about security.
- Requested and got invited to almost all of the departmental meetings to talk about security as they began their planning sessions for the new academic year.
- Sent out a message indicating that internet traffic is not secure. Many faculty and staff were surprised. Generated many discussions and changes in practices.
- Migrated anybody who access servers from off campus into a remote desktop so they are a more secure than what we had available.
- Implemented a separate secure data server with very limited access. Not accessible from off-site. If access is required, must use VPN or remote desktop.
- Scanning all servers for pattern matches on SSN and credit cards numbers.
- Have a central log server with all of our servers feeding into that one log. Never use root. Monitoring system will page system administrators if root initiated.

**Sandi Glass: Security Awareness Campaign:**
- Assigned a security representative in every department that is not a faculty member and meet with them monthly.
- Created a website [http://www.coe.uga.edu/security](http://www.coe.uga.edu/security). Everything related to security is on this website (presentations, videos, handouts, games, puzzles etc).
  - Have info on what constitutes a secure password, how to protect your monitor, InfoSec website, HIPPA, etc.
  - Developing a local resources section to support the departmental ambassadors of security.
- Created a *Security in the Workplace* PowerPoint for faculty and staff. Part of the new hire orientation
- Created a similar PowerPoint presentation for students. Linked from student labs. Asked faculty to show it at the beginning of the semester in their classes. Asked the Director of Student Services to share it with all new folks.
- In her personnel evaluation, Sandi presented the security accountability requirements to her dean
- Performance reviews for COE staff include security training.

**Reports from Committees:**
*By-laws Committee:* A request was approved to have the Athletics department included in ITMF membership. The By-laws committee will contact Damon Evans for a nominee.

*Security Committee:* No report. Will meet in December.

**Unfinished Business:**
*CESS Process Review Committee:* Corey Doster volunteered to represent ITMF on this committee.

*Update on Compact Planning Efforts:* Greg Topp reported that comments should be out on the website early next week. Any participant who had a comment will be notified by email that the comment(s) is on the site. Next phase: move all comments into common themes and compare to the existing plan. Prep anything that clearly needs to hit the
budgeting process. A final plan will be posted that reflects what we will be held accountable for FY 2009. Brad Hunt requested a Compact Planning overview for the January ITMF meeting since the budget hearing is in February.

**ASSETS:** No one present to speak on the status.

**Common Training Interests:** Chris Adock issued an open invitation for ITMF members to collaborate on common training issues. 12/22/07 ITIL training will include: EITS, COE, Franklin and Terry.

**Discussion re: previous ITMF committee work and initiatives:**

**IT Jobs:** ended up in two separate teams. Brad and Sandi will chair.

**Centralized Backups:** Approved the following motion: Central backup is likely to be one of the key requests to take forward to the budgeting process to develop plans around. ITMF should restore or reinvent the committee to create a business case and plan to help carry this message forward.

**Expertise Database:** Decided to close discussion on this item. If anyone would like to reformulate an objective, we are willing to reconsider.

**Budget Reporting System:** A new budget system is being developed. Will contact Sharon Thelen to see if she can provide an update.

**Document Management:** Undergraduate Admission, Registrar and Financial are pursuing. Contact Rehan Khan for status of this issue.

**New Business:**

**Annual ITMF Conference Proposal:** Approved a motion to form a committee to organize and plan an annul ITMF Conference. Brad will appoint a committee chair and that person will be responsible for soliciting volunteers for this committee.

**January ITMF meeting moved to January 10, 2008.**

**Future New Business Items:**

Items that ITMF would like to pursued as new business items are:

- Email/calendaring requirements
- Network support to the jack
- Wireless Deployment
- VOIP
- Identity Management

**Meeting Adjourned.**