Present: Sue Achtemeier, Chris Adcock, Greg Ashley, Matt Blankenship, Melanie Bone, Sharon Burch, Bill Clayton, Maria Cleghorne, Sherry Clouser, Lee Cornell, David Crouch, Jeff Daniel, Michael Dennis, Bert DeSimone, Corey Doster, Debbie Ellerson, Shawn Ellis, Sarah Fraker, Stan Gatewood, James Gilstrap, Sandi Glass, Tonya Hayes, Brad Hunt, Alan Katz, Paul Keck, Rehan Khan, Will Laney, Lynn Latimer, David Mattews-Morgan, Tammy McGarity, Anthony McLeod, Christine Miller, Jerry NeSmith, Teresa Payne, Tim Peacock, Wayne Peacock, Jeff Pentz, Timothy Phillips, Tammy Pounds, Brian Rivers, Jeremy Sanderlin, Cletus Stripling, Sharon Thelen, Greg Topp, Carol Watson, Dr. Barbara White, Chris Wilkins, Chris Workman, Marcus Henderson, Michael Cheek, Judy Howell, and Frankie Hammond

Absent: John Anderson, Michael Brewer, Mark Cherry, JoEllen Childers, Shefali Dhar, Mark Ellenberg, Stuart Ivy, David Knox, Linda Law, Juan Machado, Anthony McLeod, Barry Robinson, David Stewart, Rayid Tartir, Jeff Teasley, and Dale Wetzelberger

Approval of Minutes: Minutes from the 1/12/08 meeting approved.

Welcome of Visitors:

Featured Speakers/Discussion:

ID Management- Rehan Khan & Shawn Ellis

Background: EITS presented a proposal to UGA’s Executive Management team for funding to implement the ID Management System in late November. We proposed a two phase approach: Phase I - concentrate on MYID. Phase II - integrate all applications into whatever ID Management System is chosen for the campus. The EMT funded part of Phase I. We have funding to hire a consultant to develop recommendations and workflows. We are in the process of completing our RFP.

Attachment I - http://www.uga.edu/itmf/minutes/2-7-08attachI.pdf

What is Identity Management?

- An authoritative place to store identities
- A system to synchronize the identities with other systems
- Systems to leverage the identities for single-sign-on
- Systems to facilitate internal and external entities’ and access to the identities
- Identity Management architectures must be dedicated only to storing and distributing identities
- Identity Management is not data management
- Identity Management is not choosing a unique identifier

Current State:
● We have a provisioning system and identity store in place and running
● Many applications currently authenticate to the identity store (UGAMail, WebCT, UGA Payroll)
● Many applications use their own proprietary identity store to authenticate users (UGA Calendar, mainframe applications)
● Externally hosted applications have no way to integrate with the identity store (external email accounts, iTunesU)
● Process to create and remove an identity is labor-intensive, error-prone, and insecure
● Administration and engineering of the identity management systems is not dedicated to those systems

**Our Strategy:**
● Embrace the diversity of how identity stores are currently managed
● Architect with decentralized management of identities in mind
● Automate the workflows involved in creating and removing an identity
● Leverage currently in place systems where industry trends and support is strong
● Leverage a functional committee to make human interface and workflow decisions
● Leverage a technical committee to provide decision support for the functional committee (provide options for them)
● Don’t create any dependencies on a particular unique ID number
● Don’t allow any other functionality besides managing identities to enter any requirements (will not store grades, will not store salary)

**Risks:**
1. Securing Sensitive Data
   ● Continuing in insecure process exposes UGA to significant legal risk (DMCA, FERPA, HIPPA)
2. Productivity
   ● Continuing in inefficient process exposes UGA to productivity loss
   ● Continuing without an authoritative identity store exposes UGA to productivity loss (within IT functions)
3. Federation
   ● Continuing without a coherent strategy and architecture exposes UGA to risk when wanting to collaborate with others on research and academic scholarship

**Next Steps:**
● Approval by the EMT of functional and technical committee scope
● Communications plan for the identity management strategy
● Funding for a requirements analysis effort for the scope provided in executive brief involving collaboration with the functional committee and customers
● Request for funding for detailed plan will follow requirements analysis

**Notes(s):**
● The RFP is done it was sent out this morning for Phase I of the project.
• Rebecca and Rehan have met over the last several months to identify people who can serve on the Functional Committee. Many served on the original committee.
• The functional group has not met as a group yet.
• How we will leverage the functional group has changed.
• Need to find a way for SECCOM to be involved in the ID Management process.
• The CAN number is the best alternative to use in place of the SSNs.
• Goal is to eliminate the use of SSNs as much as possible in everyday business as well as in data stores across the enterprise.
• Have a prioritized list of the applications that will be target. (Student Area, HR, Payroll etc.)
• Brad would like a list of former members and new group members from ITMF who are on the Functional Committee.
• Technical Committee has met several times.(product demonstration)

**VOIP and Network Support to the Jack**- Mike Dennis
Feasibility study to evaluate voice Infrastructure was performed between February 06 and December 06. Consulting firm: TecTel Solutions.

*Attachment II* - [http://www.uga.edu/itm/minutes/2-7-08attachII.pdf](http://www.uga.edu/itm/minutes/2-7-08attachII.pdf)

*Feasibility Study Included:*
- Site inspections of voice and data infrastructure
- Interviews of individuals and focus groups to understand needs including faculty, staff and students,
- Inspected Call Centers across campus
- Reviewed financial model for upgrade and replacement cost
- Interviewed GTA
- Identify the telephone options that support the UGA Mission and the drivers

*What did we find?*
- Current Avaya Telephone System was at the “end of sale” as of June 2006
- Current system will no longer be supported as of June 2009
- Current voice mail system is at the end of life
- Current system has no billing system
- Current system is not flexible to address future needs
- No Enhanced or Reverse 911 system

*Options to Support Telephone Services*
- Stay with GTA and use the new statewide unified message service (GTA is moving toward an outsourcing solution)
- UGA take ownership, upgrade voice mail, and upgrade the telephone system with new hybrid system (digital, IP and analogy) and add new billing system

*How will cost be covered?*
- Estimation is that support cost can be covered with the current line rate of $18.65 per telephone line.
Drivers:

- Current system is no longer supported after June 2009
- Current technology includes ATM hardware, Paradyne and MCK office extenders that cannot be support long term
- GTA support is being outsourced
- Cost can be supported with current line charge
- Hybrid system supports analog, digital and IP
- Improved Call Center and telephone features
- Includes system redundancy
- Support requirement for Enhanced and Reverse 911

Timeline:
Phase I: February 06 to December 06-Evaluation Stage
Phase II: August 07 to June 08-Collection Stage
Phase III: July 08 to December 09- Approval Stage

Technical Committee:
Mike, Dennis, Mike and Pam Dailey (TecTel Solutions), Brian Rivers, Paul Keck, Chris Baines, David Stewart, Judy Howell, David Matthews-Morgan, John Newton, Bill Blum and Vendor

Advisory Committee:
Chris Adcock, Steve Harris, Shay Davis Little, Jimmy Williamson, Greg Ashley, Mike Dennis, Brian Rivers, Mike and Pam Dailey (TecTel Solutions)

Notes:
1. Meetings scheduled for February 25th and 26th to discuss the technical aspects of VOIP. Will have a memo coming out next week.
2. RFP will go out March 15th, 2008
3. Phase II is the collection stage. We are in this stage today. We have used the telephone liaisons throughout campus; we did training with them to help us go out and collect the data on the telephone sets.
4. Training will be available for all staff before the system is implemented if we get approval.

Network Support to the Jack – Mike Dennis
We had a committee that looked at the support to the jack. We looked at a model to understand where the cost was to do support to the jack. Recommendations were presented as part of the EITS budget request last year. It did not get approved. Goal is to get the committee back together again, evaluate again, bring it back out and decide how we might what to pursue it. Will keep ITMF informed about the progress.

Security Accountability Model – Stan Gatewood & Sandi Glass
Attachment III - http://www.uga.edu/itmf/minutes/2-7-08attachIII.pdf
Update: Discussed how to track faculty and staff who take the training. Dale Wetzelberger from the Audit department offered to tie training to payroll documents/payroll identities. We will develop web training modules based on leaning objectives identified through Educause and SANS for faculty and staff. At the ending of the training, users will submit MyID and the name of the course on a form. This information will be sent to Dale who will use existing tools to notify department heads and deans. This is our initial plan for tracking. In the future, we hope to improve tracking.

We will develop similar modules for students. We don’t have the same type of database that Dale is using for faculty and staff for the students. Current recommendations for awareness program for students:

- Partner with student affairs to provide this info in orientations (FALL 09)
- Web-based modules (Intro to security, strong passwords, file sharing (RIAA), FERPA, Copyright
- PR campaign through UGA

Education will be lead by Brian’s office and we are going to work with them. Examples of education for network, systems, app developers include: SANS, SANS on Demand, Element K and locally created training by the EITS Security Office. For the IT professional, education will include truly documented that you know what you are doing.

Training for IT Leadership: IT directors at the local level and central level will be responsible for helping to make this happen. The goal is to build a group of trainers among us to sign up at T&D to deliver a course and that will be tracked through T&D.

The role model introduction and first awareness training has been presented to the deans and senior executives. Local units are starting to deliver the presentation as well, for example: COE and Terry. If you deliver the presentation, Security in the Workplace, within your unit, please sent a list of participants including first and last Name, MyID, and the title: Security in the Workplace to Sandi Glass.

The goal is to have the first modules done by June. The role-based security model presentation will be on the InfoSec website within a few days.

Reports from Committees:

Bylaws Committee- Christine Miller
Christine will try to convene the group next week if there are no scheduling conflicts.

Security Committee – Matt Blankenship
Committee meets on the 2nd and 4th Thursdays of each month at 1:30 p.m. in Connor Hall Room 103. Next meeting will be Thursday the 14th.

Focus right now is to try to find the best way that the committee can affect the best change related to getting rid of SSNs, leveraging some of the activities going on with ID
Management, and working with Brian to collaborate on some of the guide books and playbooks that are being prepared within EITS.

**CESS Process Review** – Corey Doster
The committee met twice last month. There is a meeting scheduled for tomorrow. The CESS procedure has been established. What they are looking at now is how to implement the procedure technically. The committee is trying to determine what the system will look like, the level of integration with the purchasing system (IMS) and make a final recommendation to the CIO.

**Email/Calendar** – Matt Payne
Matt was appointed chair of this committee.

**Unfinished Business:**

Unfinished business was tabled to our next meeting due to the time constraint.

**Note(s):** Received a request for a larger room for the ITMF meetings.

**Meeting Adjourned.**