Present: Chris Adcock, Greg Ashley, Victor Babson, Matt Blankenship, Melanie Bone, Sharon Burch, Dennis Calbos, Michael Cheek, Mark Cherry, Maria Cleghorne, Sherry Clouser, David Crouch, Mike Dennis, Mark Ellenberg, Debbie Ellerson, Sarah Fraker, Stan Gatewood, James Gilstrap, Sandi Glass, Tonya Hayes, Brad Hunt, Brett Jackson, Alan Katz, Paul Keck, Rehan Khan, David Matthews-Morgan, Tammy McGarity, Anthony McLeod, Christine Miller, Jerry NeSmith, Teresa Payne, Tim Peacock, Wayne Peacock, Jeff Pentz, Denver Porterfield, Cheryl Prichard (Proxy for Corey Doster), Brian Rivers, Barry Robinson, Cletus Stripling, Sharon Thelen, Greg Topp, Carol Watson, and Brad Wolfe


Approval of Minutes: Minutes from the February 7, 2008 meeting were approved.

Welcome of Visitors:

Featured Speakers/Discussion:

Information Systems Leadership Program – Dr. Rick Watson
See attachment I: http://www.uga.edu/itmf/minutes/3-6-08attachI.pdf

The IS Leadership Program is intended to take advantage of the many opportunities on campus for students to work in the various IS units and to help recruit more students in the MIS program.

The proposal is a structured work program that would, in concert with guidance from the MIS department, lead to an IT Leadership Certificate for students. This program will provide many opportunities and career options for students. The structure of it is intended to rotate between organizations so there is a mix of central IT experience and a distributed IT experience base.

The program has three facets:
- The MIS program will have the opportunity to recruit more students in the program.
• Students have a chance to get something on their resumes that might give them a competitive edge.
• We get a chance to get students that were trained in another organization and being more effective as they come in.

Student workers would work through four semesters. The participating units will have to come together with HR to agree on a salary structure so we don’t have conflicts across the units. We hope we will get to retain some of the students who enter into this program. Students will need to work two semesters in each unit, splitting between a central experience and a decentralized experience. Each semester their duties will become higher valued and they will gain more responsibilities and authority. We want the IT Leadership certificate to mean something.

There will be a committee made up of the academic MIS units, HR and the participating units that would have to manage and agree to rotations and assignments as well as monitor the progress. The program is open to any candidate not just MIS and CS students.

**Motion passed:** ITMF will support this initiative and continue to help define how we can implement it.

*Security Organization* – Mike Dennis & Brian Rivers

**Stan Gatewood, Chief Information Security Officer** - Focus Areas:

• Strategic Security Leadership
• Institutional Risk Management
• Policy Management & Development
• Compliance/Laws and Regulations
• Continuity of Operations
• Interface with BOR, Law Enforcement and other external agencies

**EITS InfoSec Organization:**
Director Security Operations & Infrastructure - Brian Rivers
Security Operations Associate Director - Rayid Tartir - responsible for managing the tactical and operational responsibilities within EITS.
EITS InfoSec departmental units:

**Risk Management**
- Maintain the Assets program, as part of the Securing Sensitive Data Initiative
- Support security risk assessment and prioritization
- Provide risk management guidance to unit-level security liaisons
- Continuous improvement of Assets process

Risk management is simply the process of identifying, prioritizing and addressing risk. Currently filled by Ben Myers.

**Vulnerably Management**
- Conduct vulnerability assessments over the network
- Manage host based vulnerability management deployment
- Provide guidance toward understanding vulnerability assessment reports

Vulnerability management is the process of identifying and addressing security weakness in information systems. Currently position is filled by Charles Leggett.

**End-Point Security**
- Support antivirus, anti-spy ware, and host-based firewall deployment
- Maintain servers that provide end-point security services

Currently filled by Dorian Dehelean.

**Security Awareness & Training**
- Provide and create security awareness and training classes and materials
- Coordinate communication of EITS Security standards and guidelines
- Maintain and provide security awareness through InfoSec website

The responsibility of SATE is to heighten knowledge and awareness of information security. Currently filled by John Gorzynski. Focusing on developing a security standard checklist.

**Incident Response**
- Create, maintain and coordinate and incident response capability for EITS
- Initial point of contact and first responder to all UGA computer incidents
- Conduct computer analysis efforts in response to incidents

The Incident Response capability is the process by which we respond to system compromises to minimize loss and exposure and to assess the extent of the loss. This position has not been filled yet.

**Security Operations Center**
- Design, manage and maintain firewall and intrusion prevention systems
- Manage aggregation and correlation of security logs and events
- Alert appropriate contacts of potential attacks or compromises
Delivery of core network security technology and real-time threat analysis. This is planned.

There are outside consultants who are available to do vulnerably assessments for units on campus. The BOR has a state contract list of these vendors.

EITS InfoSec services are also available to extended campuses.

**Q & A re: Priorities for Removing SSNs from Campus Applications** – Rehan Khan

**Question:** Do you have a list of priorities?

**Answer:** We have an external list that relates to just our own systems. It is not a very detailed list.

**Question:** Do you have a timeline so that we can anticipate changes that are coming and advise our constituents appropriately about the progress being made.

**Answer:** Most of you have heard about the ID management initiative. We have an RFP out to obtain a consultant to help us formula strategies, workflow, and specifics related to the MyID piece of ID Management. The RFP will be released around March 15th. The RFP is primarily for professional services. Shawn Ellis will have a major role in phase I of this initiative.

There is also an issue with the use of and the transmission of SSNs on this campus. There are many systems out there that are silos that are managed by other units on campus. It will be up to you to do something about removing SSNs from those systems. The MyID piece will target the core campus administrative systems.

**Question:** Has the identifier been selected?

**Answer:** The ID management functional group that Rebecca Macon is chairing has already met and discussed this issue. The main objection to making the CAN the identifier are really from the Registrar and Student Services areas and issues related to FERPA. We need to get over this hump. But other than that I do believe that the CAN could be utilized as the replacement for SSNs for business processes.

**Security Accountability Model** – Stan Gatewood & Sandi Glass

Security Awareness Campaign – UGA is implementing an information technology security plan called SecureUGA. This plan is a role-based accountability model in which every individual, regardless of their position, has a responsibility to protect our sensitive and critical data. SecureUGA is comprised of three components: Policy and procedures, technology, and people. Participation will be tracked and reported to unit and department leadership.

The following presentation modules will be released on March 31. (Required 2008)

- Security in the Workplace
- Your Role in SecureUGA
• What is Sensitive Data?
• Securing Portable Electronic Device
These modules will be available at:
http://www.secure.uga.edu/awareness

Additional presentation modules* will be released on or about May 31:
• Password Security
• Electronic Virus Protection
• Email & Web Security
• Identity Theft & Fraud
• Acceptable Use of Electronic Materials
• Securing Sensitive Data
• Online Personalities & Avatars
• SecureUGA Policies

*Titles subject to change

Reports from Committees:

Bylaws – Christine Miller
See attachment II: http://www.uga.edu/itmf/minutes/3-6-08attachII.pdf

Cletus prepared an attendance report to track participation of voting members. We provided the names of infrequent attendees to Brad and Carol. Carol will contact these individuals to encourage attendance or find out if it makes sense to identify another voting representative.

We contacted Finance and Administration and Academic Affairs to fill vacancies; Finance and Administration selected Brett Jackson. We are waiting to hear from SPVAA.

Proposed changes to the bylaws:

Section II. Officers and Membership

2. Election and Term of Office

Chair and Co-Chair can be appointed to position without a formal election from the group.

10. Membership

Recommend that the Vice-Presidents be responsible for recommending the representative from their area instead of asking for a certain individual. The By-laws committee will formally contact Vice-President, Dean or Directors to ask for an appointee to service on
the ITMF committee. An unrepresented unit may petition the ITMF Chair for representation at any time.

Brad Hunt noted that some of the language changes went from a majority of the membership to majority of membership present. A Quorum is defined as voting members present.

Athletic Association and Internal Auditing were added to the voting membership list. The committee changed ‘members’ to voting members in a few instances to improve clarity.

**Motion passed:** Changes to the bylaws will be accepted.

**Security** – Matt Blankenship

The committee met this past Tuesday and the Provost was present at this meeting. We requested that he be there and he is interested in coming back periodically. During the meeting, he reinforced in so many words that he wanted to communicate that he is not interested in witch hunting. If you are found not to be compliance, we are going to work with you to make things better. He is willing to support any initiatives brought to his attention through SECOMM, ITMF, and IT Advisors.

The committee got a chance to reiterate the importance of centralized backup for campus to the Provost. We think that he recognizes this but it was important to put it before him again. Our next meeting is next Thursday.

**CESS Process Review** – Corey Doster

Committee is working on a draft recommendation for Dr. White. Hopefully, the committee will want to bring the draft before this group.

**Email/Calendar** – Matt Payne

The committee has a list of ideas that they hope to present to ITMF next month.

**Wireless** – James Gilstrap

EITS is looking at replacing the wireless Bluesocket authentication system with a Cisco radius system. Testing will occur over spring break. If the test go well, implementation will follow.

New possibilities for the wireless system that were discussed:

- Separate ssid’s for faculty/staff, students, and guests
- Tools to predict usage to help plan additions to help balance loads or expansion/reduction of cloud area if needed.
• Possible reduced fees associated with departmental additions to the wireless cloud not covered by STF.

**ITMF Conference** – Brad Hunt

The ITMF conference is planned for May 27th. We are joining forces with the 50 Years in Computing at UGA Event. More information will be forth coming.

**New Business:**

Common Training Interests Committee-Charter was presented and Chris Adcock will chair the committee. Intention is to get a report back to ITMF within 60 days. Chris will be sending out a web-based survey for additional questions. He has some question already. Seeking feedback from the committee on other questions.

Centralized Backup Committee- Several individual signed up to work on this committee. Brad also appointed other ITMF members to the committee.

**Meeting Adjourned.**