MINUTES
IT Advisory Committee Meeting
February 12, 2009
8:30-10:00 AM

Present: Andy Bland, John Chivvis, Jim Culver, Dave Jennings, Dr. Becky Carr, Dr. Fred Fisher, Ron Szabo, Dr. Henrik Schmiediche, Aaron Brender, Steven Conway, Dr. Stephen Balfour, Paul Robles, Lauri Brender, Jeff McCabe, Willis Marti, Allison Oslund, Lacey Baze

Item 1: Portable Device Survey
A. Stephen presented committee with survey
B. Survey changes and additions
   - PPRI made changes suggested at last meeting
   - Willis is working with PPRI to get a sample for the survey
   - Stephen will forward changes to Allison or Fred to post on the SharePoint site

Item 2: IPC Update from Henrik
A. Student Email Rule
   - Changed SAP to reflect new policy that students may not forward their @neo.tamu.edu to another mailbox.
   - This policy was set because organizations on campus want to guarantee delivery of official and important emails.
B. Email Box Assignment
   - Changed SAP to reflect new policies about when TAMU Email boxes are assigned.
   - This policy was set because organizations on campus want to guarantee delivery of official and important emails.
C. Audio Visual Surveillance Team
   - Surveillance SAP was sent to University Risk & Compliance for approval. IPC responded to their questions.
   - Added “viewing” to recording policies.
   - Dr. Cantrell will appoint committee members.
   - Clarified that AVST will not regulate UPD cameras.
   - Signage look, size, and location will be decided by the AVST.
   - Final decisions made by Dr. Cantrell upon recommendations from the AVST.
   - AVST will come up with standards and training.
   - Appeals process will mimic university’s policy on appeals.
   - Branch campuses will send requests to main campus.
   - Airports are not exempt from AVST. They can get cameras to meet FAA regulations.
   - Want a max retention period for recordings.

Item 3: SSN Scanning and Identity Finder
A. Background
   - Stemmed by request from Provost.
   - University bought licenses to Identity Finder software that will search and detect social security numbers on computers running Windows. Non-Windows users can purchase Spider software to do the same.
   - Willis crafting letter to announce requirements to use software.
     - Responsibility? Person who runs CAS will be responsible for scanning, if they do not use CAS, individual will be responsible.
     - Committee suggested a deadline of May 31.
Question will be added to ISAAC asking whether one has scanned using Identity Finder?
- Required to run annually, must delete social security numbers detected.
- Should write a letter to Dr. Cantrell if you have a reason to keep social security numbers and what law allows this. Must encrypt.
- Results of scan reported locally.
- Identity Finder can detect SSNs in pdfs, but not other image files. Willis will look into what to do about these.
- Portable device scanning? Willis will check into this.

- Cost: Based on same process for Microsoft licenses
  - $3/seat (For whom?)
  - $10/seat (Part 02 workers)
  - $2/seat annual maintenance fee

B. Destruction of Hard Discs
- Common problem on campus
- Willis will try to find out more information about this.

Item 4: Outside IT Consultants
A. Suggestions?
- Peer Review- has been done successfully by AgriLIFE, cost-effective
- MicroAge
- Ask DIR Representatives for recommendations
- Microsoft consultant
- Computing and Information Services (CIS)
- Andy Bland will send copy of RFP to Becky. He found that using outside vendors is very expensive ($80,000- $800,000)

Item 5: E-mailing Confidential Student Data
A. Currently, there is no university rule about emailing confidential student data
   - This was not done intentionally, and regulations are in the near future.

Item 6: Future ITAC Topics of Discussion
A. Campus wide active directory
   - Committee likes this as a future topic.
   - Would want local control for identity management with higher authentication authority
B. Virtual Servers
   - Committee likes this as a future topic.