Item 3: Encryption Options:

Willis mentioned he was considering two products: PGP Enterprise and Utimaco. He would like to make a purchase commitment prior to August 15, 2008. Price range per license for a department: $11.50-$50.00 (these do not include the extra fees for central support). It was decided that at this time, it would not be a requirement for graduate students who teach classes to be issued a laptop with the encryption software. The question was posed: Will the encryption products work on a 64 bit? Willis thought so, but would verify the answer. It was decided that if you have an employee who has a computer at home (that they use to conduct work functions) then it is feasible to buy a license for that individual. That particular license would expire should the employee ever be terminated.

Action Items:

1. Willis asked everyone to give feedback on the aforementioned products. If possible, he would like a consensus from the group prior to making a decision.
2. Willis asked everyone to send an estimate of the number of encryption licenses their department(s) would need for one year. These licenses are intended for laptops, however they could be used on desktops at management’s discretion (these are not for phones or thumb drives).
3. Willis would verify if the encryption products could be used on a 64 bit.
4. Willis was going to research the impact the encryption products would have to different users/systems and send out the information to everyone within a couple of weeks.

Other discussion: Willis asked everyone to make sure they had a ticket number assigned to their ‘problem’, if they were speaking with HDC. This allows Willis and/or other senior employees to track the status of problems.

Item 4: Nominations and selection of representative for Information Policy Committee

It was decided that nominations would be sent to Allison prior to the next meeting. Willis or Allison will contact each of the nominees to give them the option of declining. The nominees will be presented and voted upon at the next meeting. Whomever is selected will serve on the committee for a minimum of one year, with the option of multiple terms.

The following council members have been nominated:

- Ron Szabo
- Steve Conway
- Henrik Schmiediche
- Fred Fisher
- Kirk Hausman
Item 5: Should a sub-committee be formed to review and create the council charter?

Steven Balfour, Becky Carr, and Kirk Hausman volunteered to develop the core components of the charter and then present it to the group for edits/suggestions. Willis or Allison will assist in the actual writing of the document, but will not vote on the charter. The Information Policy Committee Charter, CSBA charter and Pierce’s letter can all be used as a base template from which to model the charter for this committee.

Action Item: Allison will send the above 2 charters and Pierce’s letter to Steven, Becky and Kirk to be used as a template.

Item 6: Fall Presentation Topics for the IT Forum

- Disaster Recovery Documents
- Server Virtualization (this was mentioned to be a great topic)
- Banner/Compass – information security
  - EIS/Helpdesk presentation to the community would be nice
- VPN usage (short topic)
- Social networking: this is a broad topic and could possibly cover the following:
  - Relation of academics to student networking
  - Educating faculty on how to best utilize social networking sites
  - Gear toward administrators and offer other resources to learn more about it (e.g., Faculty, archives, copyrights...offer suggestions)
  - Contact Allan Liu from UC Santa Barbara – he has great information on social networking and communication
  - Steven Balfour has also given several presentations on this topic.
- Incident Reporting Procedure (short topic)
- Closed Captioning on web videos
  - Accessibility