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

Present: Stephen Balfour, Andy Bland, Aaron Brender, Dr. Becky Carr, John Chivvis, Dr. Fred Fisher, Nolan Flowers, Kirk Hausman, Dave Jennings, Willis Marti, Jeff McCabe, Allison Oslund, Dr. Henrik Schmiediche, Ron Szabo

Item 1: Follow up with Sub-committees
A. Ron Szabo presented the report from the IT Professional Orientation Sub-committee
   • Three main components
     1. Establishing a formal mechanism to identify all information resource owners, custodians, and administrators
     2. Providing resource documentation and relative referential material to both new and existing IT professional employees
     3. Providing a more comprehensive professional development structure in the area of training certifications, and career ladder management for IT professionals
   • Discussion
     o On first component, explain why identification is needed
     o On third component, consider how to involve the HR department
   • Next Step
     o Revise report for the next 2 weeks (Available on SharePoint)
     o Submit report after revision period

B. Steve Balfour presented updates from the survey sub-committee
   • Items discussed by the subcommittee
     o How should the survey look?
       ▪ Start with a few open-ended questions
         • What do you think confidential information is?
         • What are you currently doing to protect confidential information?
       ▪ Progress to more directed questions
         o What elements should be included?
           ▪ Sub-section on types of devices
         o From whom do we need responses?
           ▪ Three groups
             • Professionals
             • Faculty
             • Graduate Students
           ▪ Considering a sample size of 200 from each group
   • Questions
     o When will we receive a budget from Jim Dyer?
       ▪ Increased sample size will not affect the $7,000 budget
       ▪ Jim will send a bill
     o When will the results be presented?
       ▪ Steve will discuss this with Jim
Item 2: Badge access and identification in data center
   A. Anyone who enters the machine room should swipe a card and wear visible identification
   B. Questions
      • Which ID?
        o University ID card
        o Machine Room Guest Pass
        o CIS issued badge
      • How frequently is the machine room visited?
        o Numbers not present at meeting
        o Many people visit each day
      • What problem are we solving by enforcing these rules?
        o Compliance
        o Protection of Equipment
      • Does the card reader require separate trips for separate swipes?
        o No, the card reader will accept several swipes for the same trip
   C. Suggested Solutions
      • Visible ID suggestions
        o Leave plastic holders at entrance to the Machine Room
        o Post signs with rules
        o RFID and Proximity Readers
          ▪ Won’t work well with the other equipment in the lab
        o Periodic checks with consequences for breaking rules
      • Individual Swipe suggestions
        o Post signs with rules
        o Turnstile
        o Periodic checks with consequences for breaking rules
   D. Proposed Action
      • Willis will ask John Rouser to speak at a future ITAC Meeting
      • Discussion of this item will continue after hearing from John Rouser

Item 3: Social Security Number Scanning
   A. Because of recent leaks Social Security Number Scanning Software has been suggested
      • Expected University policy
        o All computers should be scanned
        o All Social Security numbers should be encrypted or erased
        o Departments will certify to CIS that all machines have been scanned
   B. Scanning Software
      • Microsoft - Identity Finder
        o Works on Windows computer
        o Provides a report of all Social Security Numbers
        o Gives some false positives including UINs
        o Price
          ▪ Negotiating, currently around $7.50 per person
          ▪ Calculated at department level, by number of knowledge workers
          ▪ 20% increase to have reports automatically sent to a central location
      • Cornell- Spider
        o Works on Unix Systems
        o Not as thorough as Identify Finder
        o Free
C. Concerns
   • Feasibility of checking all machines
   • Quantity of false positives from UIN numbers
   • Problem could be solved by encryption project
     o Encryption project slower than desired

D. Next Steps
   • Look up Identity Finder for additional information
   • ITAC will be informed of new developments
   • Willis will consider concerns and convey them to decision makers

Item 4: Faculty use of howdy.tamu.edu vs. WebCT vs. TAMUDirect
   A. Announcement
      • Subcommittee of the EIS steering committee is determining what to include in the Howdy portal for faculty and how to incorporate this with WebCT and TAMUDirect
      • Subcommittee would like input from ITAC
      • Comments
        o Need to involve Instructional Technology Services
        o Importance of TAMUDirect to Faculty
   B. Nomination of member to the RFP for IT Training Committee
      • Becky Carr volunteered
      • Fred Fisher confirmed the nomination

Item 5: ITAC update to the IT Forum
   A. ITAC will present an update at the January IT forum
      • Fred Fisher agreed to give the update
      • Subcommittee chairs offered to give Fred a summary of their activities
   B. Suggestions for Guest Speaker for May IT Forum
      • Discussion of possible topics
      • No immediate thoughts for a guest speaker

End of Meeting Announcements
   A. Next ITAC Meeting January 22
   B. Update on Encryption
      • Waiting on State release of a new SAP, and reasonable proposals from vendors
   C. Texas A&M is partnering with TSWG on a Transmission and Translation Project