

## **Technology Advisory Council November 7, 2018 Minutes**

**Attendees:** Dalila Mathews, Brendan Beal, Gheni Platernburg, Jennifer Alexious-Ray, Cate Guenther, Brian Prady, Amanda Fox, Wesley Hallman, Susan Hayes, Josh Miller, Kris Mascetti, Tim Nash, Craig Gray, Heather Tinsley, Deborah Braswell.

**Non-attendees:** Kira Thomas, Courtney Bentley, Justin Barrick, James Pope, Doug Smith.

- 1) Minutes from 10/18/18 meeting were approved with changes.
- 2) Old Business
  - i) Contract Stipulations and FERPA Addendum – Steven Boydston

Steven Boydston, Business Affairs Contracts and Compliance Manager, discussed the Personally Identifiable Information (PII) related to education records and the signature requirement of Family Education Rights and Privacy Act (FERPA) addendum under 2020 amendment. If more than directory information is requested by a vendor UM will require the FERPA addendum. General contract guidelines stipulates acceptable contract requirements by UM. For contracts including any software related services or requirements, Connie Wyatt, IS&T Coordinator & Asset Specialist, will be point of contact. All contracts involving Gramm-Leach-Bliley Act (GLB) and Voluntary Product Accessibility Template (VPAT) compliance will be reviewed by Craig Gray, CIO, and Steven Boydston, Contracts and Compliance Manager. It was also noted the TAC Policy/Procedures Subcommittee should develop the process to better understand the process relating to point of contact for all contracts involving GBL, VPAT, and FERPA requirements.

Heather Tinsley recommended TAC members discuss with other schools and ACHE how they are utilizing/implementing these FERPA compliance requirements to possibly have an organizational effort.

TAC expressed continued concern on who should be reaching out to these vendors to ensure FERPA, GLB and VPAT compliance. Craig and Steven will document a current process to assist staff in reviewing information for compliance. IS&T is also developing an interactive website to assist faculty in referring vendors to the guidance and compliance requirements.

- ii) 01:009 Data Governance Policy draft – Approved by UM Board November 2, 2018.
- iii) 01:015 University Web Presence Policy draft – Approved by UM Board November 2, 2018.

3) New Business

a) Affiliated Access Request Procedure draft first look and discussion - TAC members should review and provide feedback. Craig Gray, CIO, stated that requests for access currently would be handled on a case by case basis with the plan to create a standardize process to request access for affiliates. Edits will be made and resent out to TAC for review. TAC delayed vote until the next meeting in January 2019.

4) Subcommittee Reports and Actions:

Academic Support – Heather Tinsley recommended a correction to the Committee charge by changing the first sentence from “implement” to “recommend. Also at the end – Academic support manager, change to Director of academic support and add student representative requirement. Change approved.

Digital Communications – Kira Thomas and Courtney Bentley were not able to attend November 2018 TAC meeting but has asked TAC to vote on requiring global emails from department emails and not individual email addresses. TAC decided to hold and vote at next meeting to allow TAC member to review further. Emeritus faculty and staff email access based on request for continued access was also discussed. TAC would like to hear further discussion and/or recommendations on what access should be allowed before a vote and recommendations from the Digital Communications Committee prior to vote.

Policy and Procedures – We still need a volunteer to chair this committee.

Ongoing projects:

- Data Governance
- 01:011 Information Security Program Policy Draft (combination of 01:011 Computer Resources Security and 01:014 Information Security Program)

Project and Planning – Kris Mascetti – no updates

University Operations – Cate Guenther

\*University Operations Subcommittee Charge update – table to next meeting  
Falcon Print update and discussion

The requirement for the “swipe to print” is for internal controls and audit procedures to ensure departments are being charged properly. TAC recommended the communication to the campus community explaining the benefits and more accurate print cost for departments. TAC understands there are still some areas of

discussion and problem solving for some specific situations or departmental requirements that can be worked through on a case by case basis as needed.

Nov 15<sup>th</sup> date is set for meeting to discuss the print process in Comer Hall. TAC members were encouraged to attend.

**Respectfully,**  
**Susan Hayes, TAC Secretary**