

## **Technology Advisory Council October 18, 2018 Minutes**

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

**Non-attendees:**

- I. Minutes from the 09/12/18 meeting were approved unanimously as written.
- II. Welcome additional members - Justin Barrick was introduced as the Student At Large member, James Cranford was named as SGA Student Rep and James Pope was introduced as the COB Rep.
- III. Update on Committee Structure - draft charges
  - a. University Operations Subcommittee Charge: committee agreed to clarify the computer refresh/deployment would not include students. The committee also agreed it would not be directing the computer deployment process but will assist in evaluation of needs. Motion to accept changes and committee charge was made and accepted by committee. Updated will be presented at the next TAC meeting.
  - b. Digital Communications Subcommittee Charge - Kira and Courtney worked with Jennifer and Amanda to compile the charge draft and proposal was attached to email submitted today. This is also reflected in the new "web presence" policy. Motion to approve the committee charge was accepted unanimously.
  - c. Policy and Procedure Subcommittee Chair needed – no Subcommittee Chair was selected.
  - d. Project and Planning Subcommittee Chair needed – Kris Mascetti will be Subcommittee Chair.
- IV. Proposed and Updated Policies
  - a. NEW Data Governance Policy draft – discussions on how compliance with the Gramm-Leach-Bliley Act (GLB Act or GLBA). The scope of compliance pertains to all University data with TAC being a responsible agent of compliance with Craig Gray, CIO, currently serving as Data Governance Officer. Data agents include Executive Cabinet with Data Stewards being representative from across UM department. Some of the key points discussed were as follows:
    - Maintain data quality, maintain data access
    - Integration and accuracy
    - To review policy every 3 years – for new compliance changes, etc.

Discussions were also had on the need to better understand and communicate the types of data classifications and where the data should be kept. The discussions helped classify the types of data as:

  - Highly sensitive – anything that might cause identify theft
  - Sensitive – reputation damage, FERPA HIPPA, etc.

- Internal – more UM private information
- Directory Information – information that can be obtained through public resources

**Data Governance Policy – 01.009 HT – motion to send to Trustees for review, seconded by Brandon. Approved unanimously.** Note: 01.009 has been through multiple hands and Craig has made a stronger policy.

- b. 01:011 Information Security Program Policy Draft (combination of 01:011 Computer Resources Security and 01:014 Information Security Program

**TAC decided to table vote for combination policy until further discussions to clarify and better understand compliance requirements. Committee voted to table until further work is done.**

- c. 01:015 University Web Presence Policy draft (currently Website Policy) - This is very new and in early stages.

**Motion to approve 01.015 – approved, no opposition.**

V. Business Affairs – Contract Stipulations and FERPA Addendum

Steven to attend next TAC meeting to address documents/forms for vendors to complete for compliance.

**Subcommittee Reports:**

1. Academic Support – Heather Tinsley: Committee to be meeting in a month, considering classroom updates to be given to IS&T before Christmas, propose new online faculty survey online.
2. Digital Communications – Kira Thomas and Courtney Bentley: Kira indicated the committee charge and social media compliance was discussed at previous day's meeting. A draft is currently being written.
3. Executive – Susan Hayes  
No updates
4. Projects and Planning –  
No updates
5. University Operations – Cate Guenther  
Keeping website updated on computer deployment process. Largest deployment coming next year. ALBUG is moving forward with Banner 9. Will be able to start testing soon. Falcon Print stations are up and running and they are working on this project to get card readers for all printers. You can come to the library and test the Falcon Print station setups or email to set up a time with Cate Guenther to test or walk through the process.

**Respectfully,  
Susan Hayes, TAC Secretary**