IT Governance Program – Information Risk, Policy, & Security Committee

Meeting Minutes

December 7, 2017
1:30 – 3:30 p.m.
Computing Services Center Conference Room 004

Attendance:

<table>
<thead>
<tr>
<th>AIC Members</th>
<th>ITG Program Support</th>
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<tbody>
<tr>
<td>X Dr. Jane Bolin</td>
<td>X Tony Quigg</td>
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<td>X Dr. Paul Brandt</td>
<td>X Anthony Schneider</td>
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<tr>
<td>X Aaron Brender</td>
<td>X Dr. Paul Wellman</td>
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<tr>
<td>X M. Dee Childs</td>
<td>X Jason Whisenant</td>
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<tr>
<td>X Dale Cook</td>
<td>X Lon Berquist (Ex-Officio)</td>
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<tr>
<td>X Dr. Bruce Herbert</td>
<td>X Tom Golson (Ex-Officio)</td>
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<tr>
<td>X Karen Hrmcir (Kyle Page)</td>
<td>X Melia Jones (Ex-Officio)</td>
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<td>X Michael Phillips</td>
<td>X Joe Mancha (Ex-Officio)</td>
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<td>X Ed Pierson</td>
<td>Future Chair – AIC (Ex-Officio)</td>
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<td>X Dr. Tracy Rutherford</td>
<td>Future Chair – EAC (Ex-Officio)</td>
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Minutes: Scheduled Business

Item 1: Welcome & Lunch
Description:
Josh Kissee welcomes the committee members followed by brief introductions.

Item 2: Committee Logistics & ITG Website
Description:
Josh Kissee gave an overview for future meeting expectations within an IT Governance Presentation. The committee logistics included email addresses and meeting dates and locations. Meeting minute approvals will be made via email.

ITG Website: University Wide IT Governance website: http://cio.tamu.edu/it-governance/
Toured the site for the committee roles, terms and procedures, members, agendas, minutes, mission, purpose, and responsibilities. Will decide later if members choose to share their personal emails on this site. The site will go live in the next month.
ITG Committee Management Software: Narrowed down to two options:
- BoardEffect
- Convene

Additional info will be sent out on both of these and a webinar for each will be scheduled. A poll for input will follow.

Minutes will be sent out to the committee for approval via email.

Item 3: Review of Parliamentary Procedure
Description: Roberts Rules of Order

Discussed the particulars and what parts of this procedure that we will be using.

- Main Motion, requires a second
- Amendment
- Postpone to a definite time – add a date
- Refer to committee
- Call the question/Motion to stop discussion
- Adjourn or Recess
- Points of order- Needs no second
- Point of information
- Point of personal privilege

Summary: Motion, Second, discussion, then take action.

- A second is not necessary for “Points of”.
- Minutes are not approved by formal committee session.
- Quorum of 6 members needed.
- Majority vote from within the count of voting members to carry a decision.

Item 4: Election of Chairperson and Parliamentarian
Description: Item Description

Selection of Chair: Discussion regarding the term of the chair. The first year will go from September to July, the committee runs by fiscal year. There is no term limitation yet and the chair can be re-elected as chairperson. A motion was made and seconded that Karen Hrncir be made chair of this committee. Selection of Parliamentarian: Paul Wellmann was nominated and approved to be Parliamentarian.

Item 5: Current State of Analysis Exercise to Select ITG Topics for FY18
Description:

The room was divided into three stations for a planning exercise. The following questions were posed:
Component 1: What goals, initiatives, projects, or planned outcomes (preferably at the University-wide level) will need the support of IT to be successful and in what way(s).

Component 2: Where do you believe IT across the University shows a strength, weakness, or is missing an opportunity?

Component 3: What needs would you like to see the IT Governance Program address in FY18? What questions or guidance do you have for the development of a “climate survey” to be distributed across the University?

Shared findings for these three components:

- **Component 1:**
  - Silos across the University – difficult for a one size fits all approach.
  - Start developing a University wide IT structure.
  - External changes are going to need IT to be proactive and responsive vs reactive.
  - Need IT structure that isn't College Station specific but more state, or even global.

- **Component 2:**
  - Federal Regulations infrastructure - Existing infrastructure *Not starting from scratch*
  - Adapt for special clinical systems/environment TAMU is able to address large scale challenges.
  - Weaknesses - Competitive hiring starred due to lack of funding.
  - Lack of consistent approaches to compliance due to programs that do not leverage our strength.
  - Opportunities – create an environment to exchange meaning Collaboration and Communication.
  - Question mark by Governance - explained that this can lead to useful things. A lot has come from this meeting already.

- **Component 3:**
  - Question mark on evolving attitudes to policy.
  - Opportunity for IT governance to address attitudes toward security.
  - Identify tools used for common activity and also by best practices. Take common resources and reuse.
  - Communicate success - Show solutions and seek input.