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

Meeting Minutes

September 17, 2019
1:30 – 3:00 p.m.
Computing Services Center Conference Room 004

Attendance:

<table>
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<tr>
<th>IRPSC Members</th>
<th>Ex- Officio Members</th>
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<tr>
<td>X Aaron Brender</td>
<td>X Adam Mikeal (Co-Chair)</td>
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<tr>
<td>X Dale Cook</td>
<td>X Katherine Rojo Del Busto</td>
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<tr>
<td>X Paula Dewitte</td>
<td>X Dr. Michael Sardaryzadeh</td>
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<td>X John Kovacevich</td>
<td>X Dr. Paul Wellman (Co-Chair)</td>
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<td></td>
<td>X Matt Walton</td>
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<tr>
<td>Deena McConnell</td>
<td>Lori Williams</td>
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<td>Margaret &quot;Peggy&quot; Zapalac</td>
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<td>X Jacob Mclean</td>
<td>X Melia Jones</td>
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<tr>
<th>ITG Program Support</th>
<th>IRPSC Guests</th>
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<tr>
<td>X Sharon Mainka</td>
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<td>X Missy Mouton</td>
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<td>X Ethel Vaught</td>
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Minutes: Scheduled Business

Item 1: Welcome & Introduction of Members
Description: General welcome and opportunity for announcements and items of interest relevant to the committee. New members that have joined since the appointment renewal will be introduced along with all existing members.

- The group’s current chair, Paul Wellman welcomed the group.
- Round table introductions.

Item 2: Co-Chair Election
Description: Work on succession planning for the committee including selecting a new co-chair.

- The group discussed two options for elections – There is the option of a chair and co-chair (parliamentarian) or chair and chair-elect. With chair and chair-elect, the chair has a one-year term, and the chair-elect has a two-year term. When the chair’s one-year term ends, the chair-elect
becomes chair, and another chair-elect is chosen. This was voted on a few meetings ago, and Paul Wellman was nominated to be a chair. Today, we just need to elect a co-chair.

- Discussion on chair and chair-elect vs co-chairs options.
- A motion was made to use the chair and chair elect format, each year voting for a chair-elect for a two-year term. Each year, that chair-elect takes over the chair position, serving one year as chair, and the serving overall for two year. The motion was seconded. None opposed. Motion passed.
- An election was held for the two-year chair-elect position. Adam Mikeal was nominated. A call was made for any others who would like to nominate. Being none, a motion was made for Adam Mikeal to serve as chair-elect, none opposed. Adam Mikeal will be the chair-elect of this committee to serve for two years, this year as second to Paul Wellman and next year in the chair role. Another chair-elect will be selected at that time.

**Item 3: Meeting Schedule**

*Description:* Review new meeting schedule selected by the committee via DoodlePoll.

- November and December meeting dates will be changed. Everyone should have received meeting invitations for these meetings. These meetings will be every 4th Tuesday, unless there is a holiday or other event that requires the meeting date to be altered.

**Item 4: Introduction to BoardEffect for New Members**

*Description:* Review the IT Governance application

- Adam Mikeal demonstrated how to use BoardEffect.

**Item 5: Recap and Vote on Two SAPs, Accessibility Revision and New Cloud SAP**

*Description:* Review SAPs introduced and discussed at previous meeting.

- Adam Mikeal discussed these Standard Administration Procedure (SAPs). SAPs go through a set workflow for when changes need to be made. This committee is part of that process. We have two SAPs currently undergoing review.

  - SAP 29.01.04.M0.02 Accessibility of Electronic and Information Resources
    - Deletions to the SAP are in grey, and additions/changes are highlighted in yellow.
    - Reviewed the SAP changes. The exception protocol was discussed. There was no additional discussion.
    - Adam requested this to be voted on today. All for and none opposed. The motion carried.

- Proposed SAP for Cloud Computing Services
  - Reviewed the SAP and changes. Questions and discussion: This will begin to be communicated out to the campus, and there will be instruction as to the process of getting their vendor on the list. This will roll out on September 01, 2020.
  - The motion was made for a vote, no second needed since it comes from subcommittee. All for and none opposed. The motion passed.

**Item 6: Membership in the Standing IT Policy Advisory subcommittee**

*Description:* Review subcommittee membership
• This subcommittee is a group that reviews IT policy items. The best candidates to serve would be those who manage IT systems and understand the impacts of these policies, i.e., how to be secure but practical. This committee will meet twice a month at 9:30-11:00 a.m. to discuss additions and changes to the information security control catalog. A general review of all controls will be included. Those interested in the group should see Adam Mikeal after the meeting.
• Michael Sardaryzadeh proposed that Jody Harrison be on this committee.
• Tony Quigg will continue for another year.

• Other business
  o Sharon reminded the group of IT Governance appreciation lunch.
  o Michael Sardaryzadeh addressed new members regarding the hard work done by this committee and the importance of what is decided here.
  o Meeting adjourned at 2:26 p.m.