



DRAFT MINUTES

Information Security Subcommittee Information Technology Advisory Committee

July 22, 2021, 1:00 p.m.

Attending: L. Gift, Chair; J. McGoey, K. Getz, J. Dennis, O. Green, M. Anderson, E. Gepphert, A. Graham, D. Fischer, A. Brodish, A. DiPalma, L. Zhou, S. Gabriel.

Absent: V. Chuah, R. Ellison, C. Hoyt, J. Silverstein, B. Hart

Meeting called to order at 1:00 p.m. Minutes of July 22 meeting could not be circulated in time for this meeting – will circulate for approval in August.

- Policy Review: Graham provided a discussion of existing and potentially needed IT security and other policies. The original was prepared by the University Policy Office and discussed with the former CSSD. The intent was to begin to address information security, legal, redundancy, and other issues within University policies as well as policy gaps. This subcommittee can provide much useful information that will guide the policy revision and development process to meet University information security needs moving forward.
- Green and Gift shared the draft University Incident Response Plan. Gift noted that it is an internal document for anyone who might receive an incident notification and be unsure of what to do or for anyone who might be part of an incident response team and need guidelines on how to respond. Current members of the University Incident Response Team include Ollie Green (and anyone he or VC/CIO Mark Henderson designates); Laurel Gift; the Director of Internal Audit, Mark Anderson as Executive Director of Risk, and the Director of Public Safety, and a representative of the Office of University Counsel. Feedback includes efficiency and effectiveness of the team, escalations, media relations, and availability of appropriate resources. Gift asked for input from the Subcommittee prior to presenting the draft plan to the ITAC. It will be useful to have this document to provide outward-facing communication to the community on how we are protecting their information.

Next Steps:

- Members to review and prepare to comment further on Policy Review Summary.
- Members to comment on draft Incident Response Plan.
- Continuing discussion Polies and Draft Incident Response Plan at August meeting.

Next Meeting: Thursday, August 19, 1:00 p.m.

Meeting adjourned at 2:00 p.m.