Information Technology Council
Humboldt State University

Meeting Notes for: January 10, 2006, from 2:00 to 4:00 P.M.
SBS 405

Members Present: Mark Hendricks, Gary Noar (as proxy for Dale Sanford), Ben Curran, John Filce (as proxy for Tera Mar), Mike Bradley, Katherine Granfield, Jeanne Wielgus, Todd Stone, Pat Collins, Dave Pearson

Others Present: Cassandra Tex (SDRC), Linda Thompson (Bookstore), Nick DeRuyter (Manager, UCS), Bethany Gilden (CNRS), Dave Marshall (CNRS), Phil Hooker (AC), Josh Callahan (UCS), Ann Burroughs (Director, ITS), Bill Cannon (Information Security Officer)

1. **Approval of the Minutes:** The minutes of December 13, 2005 were approved as amended (Bradley/Curran).

2. **Discussion Items/Action Items:**

Cleaning/Destroying Data from Surplus Hard Drives: Cannon reviewed current practices for disposing of old machines. He noted that the new survey form includes a checkbox for hard drive removed or hard drive cleared. Discussion ensued regarding various ways of ensuring security when moving or disposing of hard drives. Cannon told the Council that the CSU announced that they will be writing standards on what is considered secure disposal of hard disks. He also told the Council that he would like to get a campus statement of reasonable levels of maintaining security in place prior to the CSU standards and stressed the importance of having reasonable practices in place on the HSU campus. Cannon asked that requests, comments, and suggestions be sent to him via email.

Faculty Use of Classroom TIS Network Connections: Burroughs expressed her concern that Faculty could be unpleasantly surprised when trying to present using their laptops in classrooms. Issues such as

- Jacks not being labeled yet
- Smart classrooms not yet verified
- Not enough patch cables
- DHCP registration conversion to new network.
- Moving between old and new network

Discussion ensued regarding how to prepare and inform faculty about the changes and what can be done to make the transition easier for all who are involved.

The discussion was tabled due to time limitation. To be continued.

3. **Announcements/New Business:**

Lab Authentication Testing: DeRuyter reminded Council members that load testing with lab authentication would take place in Siemens Hall 119 and Gist Hall 215 at 3:00 P.M. Council members were encouraged to participate.

4. **Adjournment:** 2:55 P.M. (Granfield/Bradley).