

Information Technology Council
Humboldt State University

Meeting Notes for: September 9, 2008 from 2:00 to 4:00 P.M., NHE 106

Members Present: Mark Hendricks (Chair), Dave Pearson (CPS), Megan McKenzie (CAHSS), Dale Sanford (OEM), John Filce (OAA), Dave Rowe (BIS), Cassandra Tex (SDRC), Scott Ventuleth (TNS - proxy for Rick Garcia), John McBrearty (ISO), Jeremy Shellhase (Library), Jeanne Wielgus (DITSS), Scott Joachim (CNRS proxy for Dave Marshall), Toby Walker (SA), Matt Hodgson (Web Office – proxy for Charles Klein)

Others Present: Anna Kircher (CIO), Shawn Kohrman (DITSS), Lorrie Marsh (TNS), Mike Bradley (CITSS), Steve Darnall (CAHSS), Greg Osburn (OEM), Scott Ventuleth (TNS), Bethany Rizzardi (DITSS), Molly Simpson (Recorder)

1. Approval of the Minutes:

August 12, 2008 minutes were approved as amended (McKenzie/ Walker).

2. Report Items:

DSWAG: Darnall reviewed handouts regarding the draft OS Migration Procedure. The group submitted the draft document to the IT Council for the 30-day approval process. Comments and suggestions regarding this document should be sent to Steve Darnall.

3. Discussion Items/ Action Items:

Monthly Service Window: Hendricks informed the Council that the next service window would be Sunday, September 21st at the normal time. Systat notification will be sent out prior to the outage.

Approval Host AuthZ Procedure: Hendricks reported that the Host External Authorization Procedure had completed the 30-day review period. A motion was made to approve the procedure (McBrearty/Ventuleth). A friendly amendment was made (Walker) to add *domain user accounts including domain multi-user accounts should be used for access* to section 3.1.2 of the document. The motion carried.

Security Audit: McBrearty told the Council that the current status list of the auditors' requested materials was available for review on the ITC Moodle site. He is updating the list and adding the actual materials in sub-folders by document

item number as they are received. In addition to the CSU Auditors' questions, the list of background items requested for KPMG's live testing is posted. McBrearty noted that while he has received some of the required audit data, he still needs critical information from some ITCs. To assure that all departments understand the importance of providing the requested data, he may schedule meetings with departmental managers. He reviewed HSU's formal three-tier security structure:

1. Information Security Executive Committee
2. Data Stewards Group
3. IT Council

McBrearty told the Council that November 15th, 2008 is the current target date for setting the firewall to deny unsolicited inbound requests by default. That will mean that only requests to "known" services, for example HSU's web site, will be passed on through the firewall. McBrearty reminded the council that ally systems that are accessible from off campus need to be registered using the Internet Facing Server Registration form (ITC-002A). Additionally, a firewall change request form (ITC-003A will need to be produced, listing each service that will be available from off campus. McBrearty reported that most firewall change requests would be implemented within 24 to 48 hours. He reiterated that users connecting directly to their desktop computer from off campus would no longer be able to do that without firewall registration. McBrearty asked ITSs to check with their constituents to determine why they needed remote desktop. If the purpose was to access files from off campus, would use of the "network folders" system solve the problem?

McBrearty also noted that the campus does have a Virtual Private Network (VPN) server that could be used in limited capacity to resolve connectivity issues without exposing desktop machines to outside access. Discussion ensued concerning the date and process for the firewall closed boarder deployment.

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Zimbra: Gilden reported that migration to Zimbra will start on October 6th, 2008. MeetingMaker will only be available off-line as of October 20th, 2008. Discussion ensued regarding access of historical data from MeetingMaker after the cut-over. Rizzardi and Bradley will check to see if the off-line mode can be from the server.

4. **New Business:** none

5. **Announcements:**

Asset Management Survey of Apps: Koeling brought up the issue of maintaining and tracking equipment such as laptops, chairs, etc. Discussion ensued regarding RF ID tags. ITRP2 has an asset tracking capability but the campus would have to purchase the RF ID tags. TNS can send a list of the buildings that are included in ITRP2. Collaboration with TNS is needed to make sure that the tags work with ITRP2. Rowe offered to share what there office does regarding the tracking of assets. Wielgus noted that with a group buy for tags the cost would be greatly reduced. A sub-group of the IT Council will look into options for asset management and tracking.

Port Security Reminder: Ventuleth reminded the Council that port security enforcement would be activated on October 20th.

Gist Hall Network Outages: As a part of ITRP2, short network interruptions are planned for Sunday, September 27th on the West side of Gist Hall. Ventuleth expected that the outages would last for approximately five to six hours. Ventuleth will collaborate with Haynes-Swank on a revised schedule if necessary. A Systat will be posed two weeks prior to the outage.

Tech Talk Tuesday: Rowe noted that he had participated in Microsoft's Tech Talk Tuesdays. Some good information on security checker and asset management; however, much of the webinar was oriented towards the sale of new products.

6. **Adjournment:** (Ventuleth/McKenzie) 3:40 P.M.