



Date: 21 February 2023

Room Number: KN 2076/WebEx

Start Time: 10:02am

End Time: 11:01am

Meeting Secretary: Representative Liz Del Sesto

Meeting Agenda

1. Approve 17 January 2023 meeting minutes
2. Welcome
3. Committee Charge
4. Review current Information Technology policies, by priority list
5. New Business
 - 5.1 Supported Software policy
6. Adjournment

Motion to accept agenda: **Representative Gudeczsauskas**

- Seconded: **Representative Daley**
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Agenda Item 1) Approve 17 January 2023 meeting minutes

Motion: to approve the minutes from the 17 January 2023 Technology and Data Committee (TDC) meeting: **Representative Novell**

- Seconded: **Representative Del Sesto**
- Discussion: none
- Vote:

YES	4	NO	0	ABSTAIN	0
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Agenda Item 2) Welcome

- Discussion: Representative Gudeczsauskas welcomed the ex officio and subject matter experts to the meeting.

Agenda Item 3) Committee Charge

- Discussion: Representative Gudeczsauskas read and discussed the charge of the TDC, providing an overview to the ex officio and subject matter expert attendees of the committee; discussed role of voting and non-voting members; and that we will add those ex officio and subject matter expert members to the shared drive.



Agenda Item 4) Review current Information Technology policies, by priority list

- Discussion:
 - Nathan Brown mentioned work with outside consultant on certain policies, which could be overlapping with existing or proposed policies
 - Representative Gudeczauskas reviewed charge of Assembly in policy development
 - Nathan Brown asked if we are charged with developing or advising new policies
 - Representative Gudeczauskas answered that we do both
 - Nathan Brown asked how policy priority was established
 - Representative Gudeczauskas answered that she met with each manager of IT to discuss priorities of policies to develop priority list
 - Representative Daley mentioned that work can come down from the top, as all managers, etc. can be included as ex officio members in help for developing policies and getting work done
 - Nathan Brown mentioned:
 - We have the GLBA audit coming up, in May or June – things are underway for things needed to pass the audit
 - Vulnerability assessments – have a company running the internal and external assessments, with a report back in middle of March
 - Will do risk assessment, to discuss processes and systems and evaluate risk – currently scheduled for March
 - Doing an incident response tabletop – come up with a type of incident and security consultant comes in to see how we respond; meant to be structured with senior level members of the College
 - Will do penetration tests in May
 - Development of Information Security Policy – currently in hands of consultant and will need to perform training
 - Will also need new password policy, data classification, change management, vendor management, terms of use, end point management, and user access reviews
 - Dave Rawlinson mentioned that an annual audit is part of federal requirements but is tested every three years
 - Nathan Brown mentioned the Information Security policy can be shared with the committee by the end of this week
 - Nathan Brown's suggestions for TDC:
 - Clear privacy policy on our website that fits within the requirements of the state – TDC can work with Ron Cavallaro
 - Needs to incorporate needs of potential residents, students, faculty, and staff that live in states where privacy policy has to be specific to those areas
 - Important for overall security posture and compliance
 - Representative Gudeczauskas asked the TDC to research other privacy policies from other institutions and add to TDC SharePoint
 - Representative Del Sesto to draft template to get started
 - Will look at other policies to distribute for next meeting to help Information Technology



- Will share IT priorities with TDC
- Representative Daley mentioned there will be upcoming changes to password policies to strengthen password complexity, password changes, enforce DUO security, etc.
 - Representative Gudeczsauskas asked for password protection for students
 - Nathan Brown answered that students will not be required to use DUO, but will require password complexity compliance for new students and will delete old, unused student accounts

Agenda Item 5) New Business

5.1 Supported Software policy

- Discussion:
 - Proposal augments current Software Support Policy, bringing forth work of Administrative Technology Committee
 - Representative Gudeczsauskas asked if we could blend with the Software Support Policy
 - Representative Novell answered that it may be cleaner to create a new, separate policy
 - Nathan Brown mentioned that having a list of software that is in use is a compliance requirement and having a software use policy is not; we should focus on the software that we support and what is the other software that is out there that is not supported, to get written exceptions – should be linked to the policy so the policy itself will not have to be actively updated
 - Representative Daley mentioned integrations should be included (e.g., EAB, Academic Impressions)
 - Representative Novell mentioned adding this policy to Help Desk knowledge based article within their documentation files, rather than PolicyStat
 - Representative Gudeczsauskas asked that moving forward all policies are consistent in format
 - Nathan Brown mentioned for compliance policies, there is a set format
 - Representative Del Sesto mentioned a policy related to webpage design, content, review, etc.
 - Nathan Brown asked who would be interested in joining him and Dan Baker in moving this forward
 - Representatives Daley, Del Sesto and Novell would like to be included
 - Cathy Picard-Tessier would like to be included and suggested Jude Tomasino to be included, as well

Motion: to adjourn the meeting at 11:01am: **Representative Daley**

- Seconded: **Representative Novell**
- Vote:

YES	4	NO	0	ABSTAIN	0
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Meeting adjourned at 11:01am

Rollcall

Total Representatives: 5 Present Representatives: 4 Quorum: 3

Voting Members				
Name	Title	Department	Division	Attendance
Nathan Brown	Chief Information Officer	Information Technology	Information Technology	Y
Michael Campbell	Manager, Talent Acquisition	Human Resources	Administration & Finance	N
Michael Daley	Senior Technical Programmer	Operations	Information Technology	Y
Liz Del Sesto	Coordinator, Academic Affairs	Office of the VP for Academic Affairs	Academic Affairs	Y
Lynn Gudeczauskas	Manager, Help Desk and Computer Labs	Help Desk	Information Technology	Y
Kevin Novell	TRIO Technical Support Specialist	Access to Opportunity	Student Affairs	Y
Non-Voting / Ex-Officio				
Philip Gordon	Director of Institutional Research and Analytics	Institutional Effectiveness	Student Affairs	Y
Shaune Hogan	Associate Director – Financial Systems	Office of the VP of Administration and Finance	Finance and Strategy	N
Greg LaPointe	VP for Student Affairs/Chief Outcomes Officer	Office of the VP for Student Affairs	Student Affairs	N
Jaime Nash	Executive Director of Workforce Partnerships	Workforce Partnerships	Workforce Partnerships	N
Daniel O’Neill	Academic Technology Committee Chair	Faculty Senate	Faculty Senate	N
Cathy Picard-Tessier	Director of Records	Office of Enrollment Services	Student Affairs	Y
Dave Rawlinson	Controller	Office of the VP of Administration and Finance	Finance and Strategy	Y
Lauren Webb	Director of Academic Program Review and Accreditation	Office of the VP for Academic Affairs	Academic Affairs	N