PRESENT: Carrie Medders, Mike Cook, Marian Sofish, Gail Finney, Scott Heil, Chao Vang

ABSENT: Josee Larochelle, Sharon Willey, Stacy Gleixner, Marna Genes

GUESTS: Kate O’Malley

The meeting was called to order by Chair, Mike Cook at 2:04 p.m.

ACTION ITEMS:

I. Presidential Directives Review
   After reviewing the Presidential Directives 08-02 and 08-03, it was agreed upon the committee should review and update these directives as they are now out of date.

II. Review and Update Request for Individual Data Request Form
   It was agreed upon by the committee the Request for Individual Data Request form needs to be reviewed and updated. The committee would like this form to be automated in iSupport to document approvals and owned by the Information Security Office. This will leave an audit trail when access needs to be audited.

III. Review Information Classification & Handling Standard
   Committee members will review the draft Information Classification & Handling Standard that is published on the Information Security Standards website before the May 2015 meeting. This standard will affect the way the IDMC will operate as a committee.

IV. Access for non production services
   Access for non-production servers (Peoplesoft) was reviewed. Committee agreed to complete audit of “clone” scripts and ensure all users receiving elevated access in non-production have appropriate authorization forms on file.

V. System Access & Clearance forms
   The committee would like a review of these forms to simplify the process, they would like to see this in iSupport if possible.

INFORMATION

I. Introductions
   Committee members introduced themselves to the Committee.
II. Overview of IDMC
Mike Cook gave an overview of what IDMC was in the past and its role for campus.

III. Summary of Presidential Directive 08-02 and Presidential Directive 08-03
Mike Cook gave a summary of the two Presidential Directives that relate to Employee and Students. The committee had much discussion regarding these directives being out of date, they have not been reviewed since 2009. Committee members agreed to have an action item to review these directives and update them.

IV. Who uses the data?
There was much discussion in regards to who uses data on campus and what the need is for that data. Concern was brought up about who currently has access to data. Mike Cook suggested an audit of who currently has access to data on campus. The committee would also like to ask departments if they are auditing who has access to data pertaining to their department.

V. Where do people really get their data?
Access to the data was discussed in grate detail. There are over 100 databases that link to PeopleSoft for various services. (IEA, SADW, T2 Systems, TerraDotta, Calstate S2, etc.) Discussion regarding how people get access to data was discussed and concerns were who can approve request for access to data. Currently AVP or Dean’s can approve these requests, the committee agreed that it should be changed to the Appropriate Administrator should be able to approve the request. Access for non production services was discussed.

VI. System Access and Employee Clearance Forms
The System Access and Employee Clearance forms are important forms that require the attention of the IDMC, these forms give and take away users access to data. The committee would like to see the forms be included in a workflow and no longer be paper forms, as it takes too long to give and remove access. Carrie Medders said HR has been meaning to review the Clearance form as it is very out of date. Mike Cook suggested the there be an area for IT Departments on Campus to sign off so access can be removed.

VII. Purpose of the IDMC
The purpose of IDMC was discussed, members would like to see this committee to follow the policy and review data requests as needed. This is what has worked in the past, and they felt this is the direction this committee should continue. Mike Cook raised the question if additional members should be added, he suggested representatives from University Police, Facilities and even the Vice Presidents Manager of Special Projects, Astird Davis as she deals with Public Records requests for Data. Carrie Medders expressed that she feels Police should be have representation on this committee and feels the committee could expand.

The meeting was adjourned at 3:00 p.m.