

***IT Governance Executive Committee Meeting Minutes***

**January 16, 2019**

**2:00 – 3:00 p.m.**

**(UEC Boardroom)**

MINUTES

Attendees: Gerard Au, Rueyling Chuang, Dorota Huizinga (Guest), Tatiana Karmanova, Shari McMahan, Rafik Mohamed, Jim O’Linger, Sastry Pantula, Samuel Sudhakar, Javier Torner (Guest), **Yera Yesuto-Nanan** (ASI Rep), Seval Yildirim (Guest), Michael Zachary on behalf of Doug Freer

1. Approval of Minutes from the December Meeting S. McMahan
* Tatiana Karmanova made the motion to approve with a second motion from Rueyling Chuang.

Minutes were approved as written.

1. Current IT Issues on Campus All
* Sam Sudhakar mentioned that the issue with CIA access was resolved. The ITS team has identified the gaps and has established a procedure moving forward.
* **Yera Yesuto-Nanan** mentioned that the previous ASI Executive Vice President still had access to the official email address for a certain amount of time (overlap).
* Sastry Pantula mentioned that there is a current vacancy for a CNS technician.
1. Discussion Items S. Sudhakar
* *Export Controls Regulation Discussion—*Javier Torner and Dorota Huizinga facilitated a discussion around Export Controls Regulation. To adhere to federal export control regulations CSUSB requires its faculty, staff, and students to comply with the export control regulations of the U.S. The Executive Committee briefly reviewed the CSU Export Controls manual and talked about the current restriction countries. More information can be found at <https://www.csusb.edu/academic-research/research-compliance/export-controls>.

Tatiana shared that the first test for this was the upcoming Cuba trip and the form that was created for it. Currently there is work in progress to integrate a trigger within Concur for approval. Tatiana will share the acknowledgement form with the recommendation from Chancellor’s Office with the Deans. Javier mentioned that any encryption software or device is on the restricted list. Seval Yildirim asked about the specific parameters in regards to university business. It was suggested that an email be sent to the faculty rather than just the Deans about this.

Sam asked for feedback on ways to disseminate this information to the greater campus community and the Executive Committee proposed various avenues to do this. Tatiana stated that a message needed to be crafted. Additionally, she mentioned that a memo/draft should be taken to the Administrative Council. Dorota suggested a policy that directed individuals to the manual. There was further discussion regarding this process being more of a directive as those faculty/staff traveling on university business would have to fill out the acknowledgement form. Shari McMahan asked Dorota, Javier and Tatiana to present at an upcoming Administrative Council meeting.

* *ITS Strategic Plan Implementation Plan Updates—* Sam provided the mid-year progress report for the ITS Strategic Plan Implementation Plan Year 3 to the Executive Committee. There was a brief overview of the document along with a brief discussion.
* *IT Governance Executive Committee Charge and Membership—* Sam presented the current charge and membership document for the IT Governance Executive Committee. The Executive Committee was asked to review and provide feedback on any necessary changes. A few housekeeping changes and corrections will be made. Additionally, the document will be revised to reflect positions and roles rather than the individuals serving as members of the Executive Committee.

Shari asked about the membership and whether it is seen as valuable for Deans. She asked for feedback on others that might need to be added.

1. Subcommittee Reports S. Sudhakar
	* Subcommittee reports distributed in packets.

1. Announcements All
	* Dorota shared that the Cayuse SP module was in the process of implementation.
	* Invitation was sent out from ASI about Cornel West on campus on January 25th.

Meeting Adjourned 3:01 p.m.

Next Meeting Date: February 20, 2019