

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

**February 26, 2020**

**3:00 – 4:00 p.m.**

**(UEC Boardroom)**

MINUTES

Attendees: Gerard Au, Cesar Caballero, Michael Casadonte (Guest), Rueyling Chuang, Doug Freer, Ian Jacobs, Tatiana Karmanova, Shari McMahan, Rafik Mohamed, Robert Nava, Jim O’Linger, Sastry Pantula, Larry Rose, Randy Rouch, Sam Sudhakar, Seval Yildirim

1. Approval of Minutes from the February Meeting S. McMahan
   * Sastry Pantula provided a motion to approve with a second motion from Rueyling Chuang. Minutes approved as written. Shari McMahan asked the Executive Committee to send corrections or edits to Karina.

1. Current IT Issues on Campus All

* Cesar Caballero asked about a previous discussion about a technology refresh. Sam stated that is pending further discussion at Cabinet and a future ITGEC meeting. Sam stated that it was previously calculated that it costs about $1 million per year to refresh.
* Sastra stated that they all received notice about bulk purchase. Jim is asking that they are submitted by the end of March end. He added that they are trying to get ahead of the game to get these purchases in.
* Gerard Au shared that last night two automated processes erroneously enrolled 200 users into DUO. The error was caused by preparation for an upcoming project that identified individuals who needed access to level one data. The team has rolled that back completely until it is rolled out completely. Long term the plan is to have all faculty and staff on DUO.

1. Discussion Items S. Sudhakar
   * CSUSB Standard for Recalling Communications Recommendation—*Gerard Au, Deputy CIO/CISO*

Sam provide an overview of recalling emails and that there are currently no policies or guidelines in place about this. Gerard shared statement from Acceptable Use Policy for Electronic Communications. He provided an overview of Proofpoint enhancements including spam and malware protection, URL defense (Re-writing URLs), imposter and fraud protection.

Threat Response Auto-Pull (TRAP)

* Quarantine malicious messages after delivery
* Remediate active phishing attacks
* Allows for automatic or manual quarantine

Communication Recalling Standard

“When a communication poses a significant and ongoing security or financial threat to the university, CSUSB will consider recalling the message if it is reasonably and technically feasible to do so.”

Use Case Scenarios- When would we pull back an email?

* Verified Imposter
* Verified phishing attempt
* Malicious Software
* Personal Identifiable Information (PII)
* Fraud
* Secret

Seval Yildirim shared a recent example where this might work. Sastry asked whether is works with the BCC field. Jim O’Linger and Gerard clarified that it will pull those not opened and that we cannot pull back from non-CSUSB addresses.

Tatiana Karmanova shared that she knows some faculty are still using non-CSUSB emails to conduct business and asked about how this is handled.

Out of Scope Scenarios

* Poorly formatted communication
* Poorly edited communication
* Technical or human errors in communication
* Sent to wrong listserve
* Political endorsement
* Items contributing to a hostile work environment

Larry Rose suggested eliciting campus feedback since we will be pulling from people’s emails. The Deans will share this information along with the whole presentation with their constituents.

Doug Freer stated that we need to be careful with sensitive issues. Gerard clarified that even if someone read it, it can still pull it out of their mailboxes. Sam stated that we are still bound by e-discovery laws where we keep emails for 180 days. Doug also suggested expanding on the “secret” category and possibly change the verbiage to “confidential” or “sensitive.”

**Gerard will take this back to subcommittees and then back to the IT Governance Executive Committee and then the Deans will take it to their areas.**

* Parking Availability Presentation— *Michael Casadonte, Director of Digital Transformation and Yunfei Hou, Assistant Professor, CSE* presented an overview of the Open Parking Spaces at CSUSB project. They presented an overview of the past and shared data from the present. They stated that the future goal to have open parking space data available by the Fall 2020 term (Refer to presentation).

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

1. Announcements All

* None

Meeting Adjourned 4:00p.m.

Next Meeting Date: March 18, 2020