**SOP**

**June 23, 2016**

**Attendees: Dustin Gray, Ian Jacobs, David Nimri, Roger Robles, Javier Torner, Birdy Wang**

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| **PURPOSE CODE: E** = **INF** = information; **D** = decision making; **P** problem solving; **S** = strategic; **T** = tactical |
| **Discussion Items:** |
| Last month’s minutes were reviewed and approved, by Dustin and Birdy.* David announced that ITS is working on the active systems inventory. It is estimated that we have approximately 6000 systems. David and Sam are working on seeing if the collective bargaining purchase with all campus units can fund an MDM solution because it is expensive.
* David is working on Drupal requests and seeing how it can be more user friendly, and seeing how we can get more techs involved.
* David- Slack is getting more use.
* Javier attended the SOP meeting to talk about repurposing an asset. The purpose of this is to define how long information should be retained for. The retention of information is important. We need to keep data on drives for 120 days for employee separation, regardless if the separation is positive of negative. Otherwise we needed drives for 90 days. Javier stated they are not deleting accounts, the account is disabled on My Coyote, but it does not destroy the info. We need guidance from this committee because the technicians are the ones that have to take care of this process. We are moving into the direction as to what is going to happen to the acct? For now we will be freezing the acct but we need to decide. On a desktop, how long should we hold on to the drive?
* Everyone discussed and agreed with the retention policy of 120 days for separation or 90 days for upgrades, replacement of systems, etc. Some areas that perfer to pull the drives are to notify David of how many spare drives they will need. Other areas will perfer to take images. David agreed with the images option as long as for university separations a forensic image is taken. The ISO can be contacted for instructions on how take a forensic image.
* David asked if anyone has a problem with handing their drives to ISET? In case of litigation we should establish a process.
* Javier asked that we use a different computer or VM for working on enterprise systems that is dedicated to working on enterprise systems in order to limit propagation of malware
* Dustin expressed concerns regarding key logger on the computer.
* Everyone agreed to use a different system than their day to day use systems when working on enterprise to limit transition of malware
* Mass Quarterly purchase agreed upon in principle but process needs to be flushed out
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| **Action Items:** |
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| Project Name | Action to be Taken | Person (s) responsible | Due Date | Notes |
| Repurposing an asset | Define best practice. | College Techs | End of Summer |  |
| Alertus | Per TAG package ready, Deploy  | College Techs | End of Summer |  |
| Limit Admin accounts | Forms | College Techs | ASAP based on Deans Discretion |  |
| SOP page update | Update codes | College Techs | 13 April |  |
| Active systems Inventory | Need systems inventory for campus | College techs | 13 April |  |
| Retention Policy | Post on SOP page | David | 28 July |  |
| Standards | Javier will send out the standards | David |  |  |
| Transfer of drives | Formalize or locate process | David | 28 July |  |
| Purchase Cycles | Propose process | SOP Group | 28 July |  |

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| **Rationale/Recommendation(s):** |
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