

**UCSC Business Meeting
Retreat – Estes Park, CO
October 5, 2006**

Roll Call – David Pierce, Sue Sethney, Mary Ulibarri, Frances Munoz, Shari Patterson, Debbie Lapioli, Susan Barney Jones, Pat Beals Moore, Paul Perales, Joyce Holliday, Jennifer Lahlou, Audrey Newman, Pat Testarmata, Velma Parker, Anne Costain, Paul Wyles.

Guests - Mark Augustin, Director, Organizational & Employee Development (UCB); Jack McCoy, Assistant Vice President and Information Security Officer

IT Security Policies

Jack McCoy, Information Security Officer, presented reasons we need an IT security program to provide guidance of processes and procedures and protection of information. Four policies are coming forward through the IT Working Group. These are system policies, system wide coverage, although campuses also have policies. They are a minimum set of expectations, generic enough to implement as needed on the various campuses. We need policies we can do, not set the bar so high that we can't reach them. Documents were emailed earlier.

Four groups of users identified and defined:

1. User policies based upon your position
2. IT security principles on campuses
3. Security advisory council is also formed
4. Campus groups – specifically organizational units

Policies:

1. We have to hold organizational units accountable for their specific information. They made classifications of definitions of specific data.
2. When we arrange for outside services, we need to be sure protection follows where ever the data goes. Risk management methods are used to measure the risk, define measurable resources.
3. IT user responsibilities – encryption expectations
4. IT security protection in personal job responsibilities

Procedures go with these in more specific details.

Mary discussed the problem with the Denver campus library with non-student users being able to use the computer terminals for up to 14 hours a day, where as the public library has a one hour time limit. The Denver library has a large population of homeless people spending large amounts of time impacting the students' ability to use the computers.

They have even had pornography issues there.

Susan asked about communication of these policies. Jack responded the individual campuses can use these or write their own that either meet or exceed these expectations. President Brown is the approval authority (APS). The individual campus principals are responsible for communicating and dispersing information. They will have some training on core issues for campuses to utilize. He has more information on his web site.

Barrier Busters

This group looks at real or perceived barriers to getting your work done at the university. Last week they had a meeting to determine if they will continue. They determined that they will. We have been asked to consider new ideas that you would like barrier busters to focus on.

An overview of the committee and of the top 10 list is included in the meeting agenda, they need a response by October 16, Pat needs it sooner. Pat will communicate who to get those to.

Faculty Council Motion –

- Creation of Ethics Hotline Oversight Committee

It specifically recommends participation by staff council on the oversight committee. The ethics line refers complaints to specific receivers instead of just the audit department. There will be reports done that will detail the types and kinds of complaints they receive. They do not address the specific outcome of the complaint.

Susan summarized a story in the S&G today – they (Faculty Council) did postpone the vote. The University has hired an outside company to handle the complaints. So they (Faculty Council members) were discussing whether an oversight committee is necessary, but the third party will still generate reports. They discussed how they would know whether the complaint is valid or not. Complainant can remain anonymous, if they choose, or can be willing to participate in the investigation with their name known. There have been 30 reports so far in 14 categories, and 9 are resolved, of which some might have been illegitimate.

Audrey asked what could the committee do with the factor of trying to remain anonymous and maintaining confidentiality? Anne clarifies, in a policy way, if you see you are getting all these complaints in a specific area that lets you know that more education and information on that violated policy should be getting out there to work on putting an end to this problem. They want to watch for trends. Tried to formulate a way to form a body to monitor and observe.

Jennifer said they would study oversight on issues and follow up on corrections or status of complaints.

Velma said if the committee notices a peak or trend in a specific issue, what do they do with that information, what is the next level they take it to?

Paul P said the current practice is the internal audit reviews and they do the oversight of specific policies. Internal audit is serving this function right now, to make sure the investigation is followed up on, or determined outcome of investigations. They will look for patterns that might need to be investigated, they have checks to make sure complaints are followed up on.

The motion is a proposal to have a committee to oversee the issues and outcomes.

Frances understood if there was a complaint against a certain director, etc, that no one was responsible for coming forward to force that director to maybe take specific training. Mark recommended having Jean (Stewart, Internal Auditor) come to a meeting and address these questions. Pat commented that Director Stewart is scheduled to attend the December UCSC meeting to talk about EthicsLine. Pat asked if anyone from this

committee be willing to participate on the oversight committee proposed in the motion. There were no specific volunteers.

Staff Opinion Survey

Pat hopes to do this survey this next spring, she would like to form a sub-group of a few people willing to take on this project. Let Pat know if you are interested in participating.

The first 80 questions have been standard over the years for comparison. The remaining can be modified.

Meeting Adjourned.