

# **ITCC May 11, 2011**

## Minutes

Attending: Matthew Pickens, Margaret Cline, Dan Utrecht, Thomas Vojta, Don Wunsch, Robert Cesario, Al Crosbie, Abhijit Gosavi, Chris Dew, Scott Hamilton, Meg Brady, John Singler, Beth Chancellor (UM System), Gary Allen (UM System VP of IT), Fred Stone, Steve Gao, Vicki Callaway, Jee-Ching Wang

Meeting Called to Order at 4:00 PM

1. Approval of April minutes.  
Thomas Vojta, Bob Cesario 2<sup>nd</sup>

Unanimous

2. Computer Security

Winners of Video competition

1<sup>st</sup> place \$500 Michael Bubasn

2<sup>nd</sup> place \$250 David Chinnadurai, Roger Rettig, and Kevin Hampe

3<sup>rd</sup> place \$100 Arch Creasy, James Freedman, Ben Brown

Honorable Mention \$50 James Smoot

Honorable Mention \$50 Todd Smith

All on IT Web site:

[http://it.mst.edu/current\\_students/security/contestwinners201011.html](http://it.mst.edu/current_students/security/contestwinners201011.html)

These are very worth watching!

Call for brainstorming for October Computer Security Awareness month.

Please email Don with ideas. There are no bad ideas at this stage.

In September we can discuss what to implement. Topics shared today:

Share ideas with UMC. We can probably find some good collaborations.

Possible competition on or between campuses.

Forensic Scavenger Hunt.

3. Email: Consolidation and Sunshine Law (Freedom of Information Act) requests

Incorporated by reference are the attached emails sent to the committee in advance of the meeting.

We had a detailed and productive discussion.

Concerns expressed included cost, privacy protection, being required to use the service, and saving email locally.

By far, the main concern expressed has been the capability to save our own copy of stuff, searchable on Outlook. PST's allow that now but System is discouraging their use because they don't just copy, but also remove from the server. The goals of System could be met if locally retained emails were just copies and the server's records were centrally maintained.

A related concern has been the ability to work offline, for example when traveling away from Internet access, etc.

Things we had previously, such as offline methods of access will still be available. The email quota will go up to at least 5 Gigs.

Some other campuses had pretty small quotas, S&T had 1 Gig for a long time and Missouri – Columbia just went up to 2 Gig. Some schools still have 300 Meg.

Using servers like Google Docs instead of attachments is to be encouraged. This would reduce the memory footprint of emails.

Regarding concerns about quality after issues with student email accounts, it was pointed out that Outlook Live is not the same as Exchange Server 2010. Changes in versions to Exchange have been made in the past without a big impact. It is simply the next version of what we use now.

There's actually a big advantages to going to Exchange Server 2010, i.e., efficient use of storage (attachments are kept only once instead of once per recipient).

Privacy concerns vs. email records requests.

Margaret has Missouri Sunshine Law information.

FOIA issue. (Sunshine act) Paul McGuffy, UM Counsel. Certain information can be redacted, i.e. FERPA, computer security, HR information, Social Security Numbers, etc. In Missouri, no provision for giving the reason for seeking the information.

What happened in Michigan or Wisconsin could happen here.

Records management policy differs across records.

Counsel would work on requests on case-by-case basis.

Info must be checked to be redacted.

Access processes are not changing.

What is a record? This issue has been a subject of ongoing discussion.

Current business policy requires retention and deletion of documents on a schedule. Technology now exists to follow that policy.

Wunsch mentioned that a rolling window of email retention would work better. This had been discussed but cost is an issue. Selling the idea is another issue. However, the discussions are continuing.

Gary Allen: Most universities in the Big 12 are going along a similar approach we are contemplating.

The plan is to develop a policy that says:

1. University employees will use university email.
2. Currently relevant university business will be retained on server.

Faculty members can create copies of emails that are needed longer.

There is nothing carved in stone re the July-August time frame. In any event the update would be rolled-in, probably first on System IT staff accounts. (They eat their own cooking.)

There was some urgency from UMSL due to the quota increase.

Dan Utrecht is S&T Representative on the technical committee, so he can help us keep up to date.

**Al Crosbie motion, Abijhit Gosavi 2nd**

**Motion: The ITCC seeks questions and comments from all stakeholders about email capabilities and policies.**

Unanimous

4. Research Computing update (deferred to September).
5. Announcement: During Summer Helpdesk is not open on weekends.
6. Next meeting Wed, Sept 14, 4-5:30 PM, Room 236 EECH. Will probably have an update of this email discussion, elections, plan schedule of 2011-2012 meetings.

Adjourned at 5:46 PM