**IT Committee Meeting Minutes**

**OIT Conference Room**

October 9, 2018

In attendance: Chang Pu (chair), Anne Marie Marshall, Penny Evans-Plants, Basil Englis, Tom Hocut, Cameron Jordan, Matthew Lew, Sherre Harrington, Jeremy Worsham, Daniel Sipocz, Daniel Boyd.

Dr. Pu called the meeting to order 3 p.m.

September 6, 2018 minutes were approved.

Anne Marie gave the group copies of the Canvas implementation schedule to allow the faculty reps to hand out within their schools. She also mentioned the SWOT survey the committee is conducting.

Penny started the meeting by telling the group that a faculty member’s email credentials were compromised last month and his direct deposit was redirected. Luckily, Berry was able to recover the money and the employee’s account has been remediated. However, this incident emphasizes the need to institute additional security measures as have been recommended by two different security assessments along with Berry’s auditors. Those additional security measures include: Multifactor authentication (MFA) for email, adding the ‘External’ tag in the subject line of emails originating off campus, automatic locking of desktops after a period of inactivity, and end user training.

This prompted much discussion among the group, particularly about MFA, which can prevent someone from being able to steal credentials. Dan and Tom discussed how the process will work with Office365 but additional testing needs to be done. Asked for volunteers to go ahead and implement. Much communication and documentation will need to be provided before and during implementation.

It was noted by a committee member that if someone has turned off the conversation grouping feature in email, having the ‘External’ tag in the subject line could make it more difficult to sort email by subject.

It was recommended that the IT Comm members discuss with their faculty and provide feedback. As well, Dan and Penny will see about getting on the agenda for an upcoming Faculty Assembly meeting.

Respectfully submitted,

Penny Evans-Plants

CIO