OFFICIAL APPROVED MINUTES

June 11, 2014 ECSS 2.102 9:00 a.m.


Absent: Caryn Berardi (leave), Mike Mogg, Sheila Rollerson, Jinger Rosa-Booth, Alice Salazar, Paul Smith, Becky Wiser

Guests: Sandee Goertzen, Nate Howe, Thea Junt, Diana Kao, Rebecca Newcomb, Molly Papin, Rochelle Peña, Rena Piper, Sarah Stuart, Marcelo Yates

1) Call to Order
   Staff Council President Paula Austell called the meeting to order at 9:05 a.m.

2) Colleen Dutton – Assistant Vice President of Human Resources – Monthly Update
   • Colleen is on vacation; Richard Jordan gave the update.
   • The Benefits Fair will be held on July 11, 2014. It will be in the Galaxy Rooms from 9-4 p.m.

3) Roll Call
   A quorum was met.

4) Nate Howe – CISO Officer – Guest Speaker
   • Nate has been at UTD for 90 days now and gave staff council an update on what he and his team have been able to accomplish and what they are working on.
   • Nate and his team are working on security issues that will benefit the university.
   • They have broken security services into 5 areas of service in order to protect information.
     i. Outreach
     ii. Compliance
     iii. Analysis
     iv. Engineering
     v. Identity Management
   • Information Security Coordinator (ISC) meetings will now be held monthly.
• New department website in development.
• FAQ’s developed for ask YODA.
• Several communication campaigns planned for the next 12 months.
• Education and awareness geared toward staff, faculty and students.
• Planning open house for Computer Science students.

➢ Compliance
  i. Risk assessment process based on “what could go wrong?” scenarios.
  ii. Updated vendor assessment format – now scaled down to 15 questions.
  iii. Assisting Callier with procedures for HIPAA compliance.

➢ Analysis
  i. More staff will be working on vulnerability scanning.
  ii. Performance will be measured by reduction in vulnerabilities, which requires partnership with system owners.
  iii. Find all web applications, rank according to risk.

➢ Engineering
  i. Responding to incidents, such as an infected machine in Callier.
  ii. Identifying better tools to prevent phishing messages.
  iii. Desktop encryption ongoing support.
  iv. May 31st deadline to encrypt desktop computers.

➢ Identity Management
  i. Team working to upgrade Oracle and Identity Manager Software.
  ii. Replace CAR Form with online workflow.

➢ What can you do?
  i. Consider Information Security a resource.
  ii. We want to share our knowledge to benefit UTD.
  iii. Have a sense of responsibility for the information you access to perform your work.
  iv. Understand the common risks, such as vulnerable websites, outdated patches, phishing, viruses, missing devices, and password disclosure.
  v. Ask questions and give feedback.
  vi. Add Secunia Software to your computers to update patches.
  vii. Contact information nate.howe@utd.edu or infosecurity@utdallas.edu

5) Spring Scholarship Awards
Norma Richardson announced the winners of the spring staff council scholarship.
  i. Diana Kao
  ii. Arturo Elizondo, Jr.
  iii. Rebecca Newcomb
  iv. Jon-Paul McGowan
  v. Kimberly Flicker
Marcelo Yates took individual and group pictures of the winners that were present.

6) Minutes

After corrections were noted, Theresa Diaz made a motion to approve the May minutes; DeAnn Hegi 2nd the motion. Paula called for all members present to take a vote, all members present said “aye”. The May minutes were approved.

7) Committee Reports
   a. Executive Board (Paula Austell)
      o The executive board met with The Board of Regents. Paula was out of town during the meeting, so Jayar gave an update to staff council.
      o Annual merit increases were discussed.
      o Chancellor Cigarroa was very appreciative of what UTD is accomplishing and said that we are “doing great”.

   b. Student Government (Brooke Knudtson)
      o Not present

   c. Attendance Report (Jayar Medlock)
      o Jayar announced that attendance is looking better, with the exception of today’s meeting.
      o Staff Development and Fundraising have upcoming events planned.
      o Email Paula, Jayar and Debbie if you will miss a meeting.

   d. Benefits Committee (Norma Richardson)
      o The committee is still in the process of revising the wheelchair policy.
      o The committee is also updating the scholarship process.

   e. Communications Committee (Chad Thomas)
      o Finishing up last SUN edition of the year.
      o Met with Student Government President, Brooke Knudtson and discussed a possible collaboration between student and staff on a “Keep UTD Clean” campaign.

   f. Staff Development Committee (Arturo Elizondo, Jr.)
      o Save the date: August 6th is the 3rd Annual Summer Ice Cream Social Event. This will take place in the Staff/Faculty Dining Room as well as part of the dining hall from 2-3 p.m.
Look for more information on this event soon!

g. **Fundraising Committee** (Jay Jascott)
   - Black polo shirts are in and available for sale on the staff council website. Prices are $30 - $35. Please see Debbie Buckner or Melissa Wyder for more information.
   - Tickets for the parking pass and dining raffle will be on sale starting June 15th through Marketplace.

h. **Treasurers Report** (Deborah Buckner)
   - No questions.

i. **Faculty Senate** (Tim Redman)
   - Not present

j. **Retiree Association** (Sandee Goertzen)
   - The retiree association will continue with their first Monday of the month lunches throughout the summer.
   - May 22nd, TI retirees met with UTD retirees in the ATEC Building. They heard from 3 different speakers and it was a very informative meeting.

7. **University Committees**
   i. Auxiliary Services will meet at the end of the month. Big Daddy is scheduled to open in August (Jayar Medlock).
   ii. Rochelle and Paula will travel to Midland/Odessa in July as part of the EAC Council. They will visit university lands that include oil wells, vineyards and wind energy. (Paula Austell)
   iii. Wellness Committee is having their next lunch and learn on June 17th. Emergency preparedness will be the topic and lunch will consist of soup and salad. (Paula Austell)

8. **Continuing Business**

   **Suggestions**
   - 2014-001s: The benefits committee is still in discussions regarding the building code suggestion.

9. **New Business**
   - Paula met with the Elections Committee to discuss the upcoming election. Half of the representatives will be rolling off and will need to re-nominate themselves and run again.
   - The Elections Committee will be trying to recruit new members.
Daniel and Chad are working on the staff council elections page.


10. Adjournment
Melissa Wyder motioned to adjourn; the motion was 2nd by Eric Fackler. Paula called for all members present to take a vote, all members present said “aye”. The meeting was adjourned at 10:43 a.m.

Respectfully Submitted,
By Deborah Buckner
Staff Council Secretary/Treasurer