Meeting was called to order at 1:02 p.m.

In attendance:
- M. Anderson, E. Borkowski, B. Hagen ’19, F. Maloy, N. Mann, S. Sargent, D. Snyder

Absent:
- J. Boggs ’18, F. Orellana

1. Review and approval of Minutes from 05/01/2017
   a. Approved (remove Gary’s name from the list of attendees)

2. Follow up to Data Classification discussion with FEC
   a. Ellen reviewed GreyCastle’s corrective action plan (CAP) created as a response to concerns about compliance with the Data Classification policy. Areas addressed include endpoint security, encryption, and patching. There was a discussion about liability if an individual faculty member’s machine is breached and the computer has FERPA data stored on it. The process, if Union was sued by a student affected by the breach, would be first to check with our insurance company to determine if they will cover the legal fees. If the answer is no, then the section on Indemnification of Employees in the faculty manual (Section V.III) is followed. ITS, along with GreyCastle Security will be reviewing offices across the college to find gaps and add them to this Corrective Action Plan.

3. Patching Computers - update
   a. About a year ago, Ellen spoke to the Committee about pushing out operating system (OS) and application updates every Thursday (with an option to “snooze” the update several times) through ITS’ software deployment appliance, Kace. During testing, the “snooze” feature for the automatic update did not work as advertised. As a result, ITS shifted the updates to administrative systems, with updates at 1 p.m. on Thursdays, with no forced reboot. ITS is now revisiting faculty machines and would like feedback if the “rhythm” of this schedule will work, as ITS would like to begin pushing out OS patches to faculty. If faculty have an application like Word open during the update it will get installed upon reboot. Faculty may get a message encouraging a reboot, but it won’t force it. It is noted that if the installations are long, faculty may consider not doing it. However, once a system is caught up with updates, it will take almost no time. Faculty would be less upset about automatic updates if one could easily roll back an update that breaks something.
4. Request: Inbox by Gmail
   a. ITS received a request to enable Inbox by Gmail. It is an application to handle Union College email differently and has a different URL (i.e., web address). It is an add-on with the same security as the Google core application suite. However, it is located in the “additional services”/opt-in space. The Committee agrees we can turn it on for faculty and staff.

5. Password Length/Change Frequency
   a. none

6. New Business
   a. none

The meeting was adjourned at 1:42 p.m.

Handouts:
   • Minutes 05/01/17

Reminder: LC ACT website: https://its.union.edu/lcact