Meeting was called to order at 12:55 p.m.

In attendance:
• M. Anderson, J. Boggs ’18, F. Maloy, N. Mann, F. Orellana, P. Shrestha ‘19, S. Sargent, E. Yu

Absent:
• D. Snyder

1. Introductions
   a. Members introduced themselves. James Boggs is back from his London abroad program and Pranav Shrestha has joined the committee.

2. Selection of Faculty Co-Chair
   a. There was a request for a faculty co-chair for this academic year. Faculty Division representatives will confer and provide a co-chair at the next meeting.

3. Review and approval of Minutes from 05/29/2017
   a. Approved.
   b. As part of the discussion about the minutes, it was requested that Inbox be turned on also for students.

4. Update on Summer Activities
   a. Ellen provided some information on summer activities. This included upgrading the VPN infrastructure, forming additional IT governance committees, and eduRoam services. ITS is also undergoing a reorganization process. When discussing eduRoam services, it was requested that instructions be made available for students.

5. New IT Advisory Committees
   a. New advisory committees are being formed as a result of the recommendations from a Reporting Committee Consultants Report. There will be an equivalent Administrative Systems Advisory Committee that will run similar to the Liaison Committee. In addition, there will be a Data Operations Committee which will work in conjunction with the Administrative Systems Advisory Committee. There is an overall IT Advisory Committee that consists of members of Senior Staff.
   b. Ellen asked about meeting frequency of the Liaison Committee based on the fact that some topics will move to discussion with the Administrative Systems Advisory
Committee. The recommendation was to keep the current meeting schedule and Ellen will cancel if there are not enough agenda items.

6. Patching Computers - update
   a. Ellen updated the committee that all computers in Administrative Offices are now being patched by KACE. The current process patches Microsoft (Critical and Important only) and Apple (Critical and Important only). These are operating system only patches – no third party applications are being patched at this time. ITS needs to start patching faculty machines in the same manner.
   b. Current patching policy settings include patching starts at 1 pm on Thursdays. There is no notification at the start or end of the process. If a reboot is required, the user will be notified and given the ability to delay the reboot for 2 hours. A user can delay reboot two (2) times for maximum of four hours. If there is no response from a user two (2) hours after notification of a reboot being required, the computer will count down for 20 minutes and reboot. A patch can be rolled back if the capability is available for that particular path. Faculty are strongly recommended to call the ITS Help Desk if they want to do so.
   c. Faculty can request an exception, but machines must be patched after 30 days.

7. Password Length/Change Frequency
   a. Faculty discussed changing the length of the password and the frequency it needs to be changed. The recent NIST article was discussed. Recommendations from ITS are to have a password that is a minimum of 16 characters and a maximum of 26 characters and would be passphrases rather than require complexity with special characters. Two factor authentication was also discussed – would shorter passwords and requiring two factor authentication be an alternative? There were some concerns expressed about requiring two factor authentication in terms of the charges for text messages and charges if you are traveling abroad. Another option is longer passwords with change frequency being one (1) year. If 16 characters is secure enough, make two factor optional. Ellen will follow up with GreyCastle.

8. New Business
   a. There were some concerns expressed by a student representative about the Microsoft Surfaces in Fernando’s lab not working correctly. ITS is working on it.
   b. There’s a request from Computer Science to have the ability to connect to LDAP with the CS servers to handle authentication.

The meeting was adjourned at 1:48 p.m.

Handouts:
Minutes 05/29/17

Reminder: LCACT website: https://its.union.edu/lcact