

University Staff Advisory Council

MINUTES FOR APRIL 11, 2000 8:30 a.m.

Rand Function Room, Sarratt Center

ATTENDANCE SHEET

President : Terrie Spetalnick

Vice-President John Brassil

Secretary Tammy Boclair

Ex-Officio: Ginny Featherston, - regrets- Francene Gilmer

Guests: Bettie Ferguson (MSCAC), Kelly McGill-Barrett, Ron Marcum

Group 1 Kathy Morris, -regrets- Vi Prosser

Group 2

Group 3

Group 4 Mercy Eyadiel, Rita Weekes

Group 5 Phillip McGovern, Tanish Horner

Group 6 dissolved

Group 7 Dawn Chanaca, - regrets -Teri Creech

Group 8

Group 9 Judy Thompson

Group 10

Group 11 Mary Lucas, Hillary Forbes

Group 12 Bill Corbin, - regrets- Karen Cunningham

Group 13

Group 14 Brenda McKee

Group 15 Maureen Writesman, -regrets-Michael Doty

Group 16 Mary Lou Edgar

Group 17

Group 18 Sue Davis

Group 19 Jo Bilyeu, Debra Quarles

Group 20 Lola Fitzpatrick

Group 21

Group 22 - regrets - Rhonda Laird

Group 23 Sue King

Group 24

Group 25 Beth Clark, -regrets-Deborah Whelan

Group 26 Randy Johnson

Group 27 Andrew Atwood

Group 28

Group 29 Deborah Hightower

Group 30

Group 31 Willa Dean Martin

Group 32 Anna Parish

Group 33

Groups Not Represented: 2, 3, 8, 10, 13, 17, 21, 22, 24, 28, 30, 33

Minutes taken and prepared by Tammy Bocclair, USAC Secretary

WELCOME AND CALL TO ORDER

USAC President Terrie Spetalnick called the meeting to order at 8:40 a.m.

APPROVAL OF MINUTES:

Lola Fitzpatrick moved to dispense with the reading of the February meeting minutes, Judy Thompson second. Lola Fitzpatrick moved to approve the February meeting minutes, Judy Thompson second - Motion Passed The March meeting minutes will be posted on the website prior to the May meeting.

- **DESIRED OUTCOMES:**
- Improved understanding of online security at Vanderbilt
- Agreement on group reapportionment
- Agreement on a recommendation for handling special events for faculty and staff
- Ideas for an opinion survey of employees served by the council

GUEST SPEAKER: RON MARCUM **Network Security Officer Online Security at Vanderbilt**

InfoSec at Vanderbilt VU

InfoSec is a highly decentralized program with a central focal point that is dependent on all system and network users properly managing the security components of their systems.

DESKTOP PROBLEMS IN THE PAST YEAR

April 26, 1999 - CIH/Chernobyl Virus

- At least one student lost a senior thesis
- At least five other students lost research papers
- Estimate of involved systems ranged from 20 - 100 It zaps the boot drive and makes the computer unusable....it costs more to be fixed than to buy another computer....make sure you back up your computer.

June, 1999 - Worm.ExploreZip

- Worm got to the server through file sharing
- One copy on one email message
- Worm zeroed the file length of all MS Office Files

- Restoration was difficult

September, 1999 - RingZero Trojan Horse

- Discovered on a student system
- Trojan Horse attempts to locate web servers and web proxy servers (ports 80, 8080, 3128)
- Considered an ³Espionage Trojan² by some and a nuisance by others
- VU was an early site of the outbreak and was the first to capture the code

December 13, 1999 - W97M/THUS Virus

- Hits between 5 and 10 systems in one department

Occurs at the end of the semester

February 3, 2000 - VBS_FREELINK Worm

- Hits one department level exchange server
- Service is interrupted for several hours
Received a telephone call mid-March from Cal Maize from the Executive Office of the President of the United States. A local system was sending a recurring email message to President Clinton giving him a www link to a well known porno site. The email is a result of the FreeLinks_VBS email worm. The sender was very responsive in cleaning up his system. You do not want to be on a list of harassers to the President.

E-MAIL MALWARE STATISTICS

January 2000

585 Incidents - The #1 problem was the MiniZip Worm (~250)

February 2000

- 973 Incidents

NETWORK PROBLEMS

- December, 1998 - Smurf Attack using internal subnet

- Summer, 1999 - Cracked Sun System used as an FTP site
- Cracked Unix System used as an FTP site
- (Fairly recent) - cracked SGI System used as a Flood site
- Denial of Service Attack (DDOS)
- Scan Attack that crashed Gateway
- Loss of Service (LOS) - SPRINT (in Atlanta) plugged us in wrong place and we lost service for about two hours

Network Scans

- On any given day, VUnet experiences 5 to 10 port scans
- Many scans are against known good ports such as Telnet, SSH, HTTP, etc. and are used to map and catalog the systems on the network.
- Portmapper (SunRPC) scans are the most common

Why Bother?

Is there a ³real threat² or is it just hype? - What about the VU Firewall?

The VU Perimeter Firewall has been in place since December, 1999. It is a garbage filter with a very open policy.

Value is relative - Access often is the prize.

Linux/Unix system access gives a hacker a platform to attack the world through the Internet

Linux/Unix System Access gives a hacker anonymity

Linux/Unix System Access gives a hacker the platform to serve the world.

Linux/Unix System Access gives a hacker a clear 7/24 channel to use IRC for anything.

Windows Access gives a hacker the opportunity to create havoc/destruction on the local system file system and a platform to attack other systems in an attempt to elevate to a more suitable hacking platform.

Most Windows system attacks today are Denial of Service (DOS) attacks or through the use of Trojan Horses such as BO2K, Netbus, BackDoor-G, DeepThroat, etc.

Win 2000 will probably change this (-)

If you don't bother, you may win:

- The undying gratitude of the FEDs that will bother you for hours on end
- The opportunity to spend hours backing up systems.
- The opportunity to spend hours explaining how the attack on someone else's system was not you.
- The opportunity to get a Federal Judge's signature for your collection.

Information Security Tools

Firewalls

- Perimeter
- Department/School/Functional Area
- Point Source
- Personal

nmap

- Hacker/Cracker Scanner

ISS Vulnerability Scanner

- System System Vulnerability Scans

AntiVirus Software

- Desktop - McAfee VirusScan
- Server - McAfee Netshield
- E-Mail - TrendMicro Interscan/ScanMail

Vulnerability Scanning

- nmap
A very fast tool used against the VU network systems on a daily basis (~5 seconds/system)
Used to assess open ports on systems Used for quick assessments

ISS Vulnerability Scanner

- Used to assess actual vulnerabilities on production systems and other systems on demand

AntiVirus Strategy

- First Line of Defense is the Desktop System - McAfee VirusScan/Virex
- Second Line of Defense is the File/Print Servers - McAfee NetShield
- Third Line of Defense is TrendMicro Interscan for VUmail and will cover SMTP based e-mail systems and Lotus Notes and Exchange e-mail systems.

SUMMARY

- Beware of FUD (Fear Ä Uncertainty Ä Doubt)
- Do Not Over React
- Practice Good Risk Management (not the pursuit of Zero Risk)
- Cooperate with the Internet Community and try to do your part in securing your systems and network connections

Questions/Answers:

Q: Where is the best information on firewalls?

A: Go to the Vanderbilt Homepage and follow the links to Computer, Network Security, What's New and link to Zone Alarm. It is free for educational and personal use.

Q: Do we alert people from other countries who get through our computer systems?

A: Yes and no - I send responses to some, but some are just a waste of time.

Q: I do a lot of research on the web from other countries and porno sites will at times pop up. Will I get in trouble? A: We monitor the traffic, not the activity.

Comments:

Remember two things:

1. Upgrade your virus software weekly. It is usually posted on Thursdays. Vanderbilt has site licenses so it is free.
<http://www.vanderbilt.edu/acis/antivirus/>
2. Backup your information. You can recover information if you back it up

For more information on protecting your computer, visit the following website:

<http://www.vanderbilt.edu/acis/security/>

Fewer computer systems are coming with floppy drives, so you may want to invest in a zip or other high-capacity drive (used for backing up files)

Definitions and Terminology:

- Scanning: looking for particular things
- Flooding: sending out traffic which ties up the lines with garbage.

NEW BUSINESS

REAPPORTIONMENT OF COUNCIL GROUPS

<http://www.vanderbilt.edu/usac/reapp000320.html>

Summary:

- Council Groups range from 32 to well over 100 members. There should be 60 people per representative pair.
- This reapportionment would get the numbers accurate for equal representation
- As we move to a co-representative (from representative/alternate), it would enable two representative for each 60 people in a group.
- With the larger groups, we may be adding another representative,
- What we tried to achieve is to have people who report up the same way together as much as possible.

Sue King moved to accept the proposed reapportionment and work directly with each group as to the number of representatives for that individual group in consultation with the Executive Committee **Judy Thompson** second.

Discussion Followed:

- Representatives from even numbered groups are up for election in May.
- We tried to avoid even numbered groups being placed with odd numbered groups and vice versa

Q: In the upcoming election, are we electing representatives and co-representatives?

A: There are going to be two equal representatives.

Q: In the odd numbered groups, does the alternate become a full representative?

A: Yes

Q: Does this change the overall number much?

A: It does not change the overall number of groups, but we will have a higher number of representatives. It could increase by as many as 10 or 11 representatives.

About the Nomination Ballots

- Part of the problem in getting people to accept nominations are:

1. The election data is old and the people on the ballot may not be at Vanderbilt anymore
2. The groups were constraining because someone might move from one group to another.
3. We have not in the last couple of elections, actually called the people on the final ballot and ask if they are willing to serve on the staff council. We want to be more aggressive about making sure we have people who want this opportunity.

Comments:

- When calling these people, please reinforce the time of these meetings and stress the importance of attending the meetings on a fairly regular basis.
- Terrie Spetalnick will be meeting with Liz Latt (Director of Vanderbilt News Service) to talk about ways to help communicate with our constituency to build awareness of the council and stress its importance and also on how to serve as a representative.
- We want to be able to cover our constituency

Vote on Motion

22 in favor.....motion carries

Ideas for an Opinion Survey of Staff

<http://www.vanderbilt.edu/usac/staffsurvey.htm>

Deferred to the May meeting.

Committee Reports

Executive Committee ([John Brassil, john.brassil@vanderbilt.edu](mailto:john.brassil@vanderbilt.edu))

Terrie Spetalnick gave the March 23 meeting report. Provost Tom Burish attended the meeting (March 23) and there was an open dialog. The meeting raised his awareness of Staff Council. He thanked the Executive Committee for informing him about some of the staff issues.

The Executive Committee then met with Chancellor-elect Gee (at his request) on April 7. While at Brown, Gee created a Staff Council. He is a very engaging gentleman and will be at the August or September Staff Council meeting. Both meetings were positive and productive.

Benefits ([Terrie Spetalnick, terrie.spetalnick@vanderbilt.edu](mailto:terrie.spetalnick@vanderbilt.edu))

Jane Bruce, director of benefits, will be a guest speaker at the May meeting.

Special Events (Ginny Featherston, virginia.featherston@vanderbilt.edu)

Chair Ginny Featherston asked permission to send the Special Events Committee Report (below) to Darlene Lewis, Associate Vice-Chancellor for Human Resources,

The University Staff Advisory Council Ad Hoc Committee on Special Events for Faculty and Staff

EXECUTIVE SUMMARY

Purpose:

The AdHoc Committee was created at the request of Associate Vice-Chancellor for Human Resource Services, Ms. Darlene Lewis. Members of the Committee consisted of members from the University Staff Advisory Council and the Medical Center Staff Advisory Council. The Committee reviewed and provided feedback to Human Resource Services regarding University-wide special events for faculty and staff conducted by Human Resource Services

Activity:

The Committee spent the majority of its time reviewing in detail and planning four specific events

1. The Nashville Symphony Concert
2. The Tailgate Party
3. Service Awards
4. The Holiday Celebration

During this year-long process, the Committee developed a better understanding of each event, including the work and coordination required in putting on such events. Most importantly, the Committee was made aware of, and spent considerable time discussing and dealing with, the funding and budget limits and constraints associated with the events.

The Committee also discussed the possibilities for having various other events including participation in Vanderbilt nights and sporting events (Sounds, Kats, Titans), and TPAC performances including the opera, ballet, theater, and the symphony. These events are currently just ideas and would require the obtainment of funding.

Recommendations:

- The Ad Hoc committee continue, as needed, to assist HRS in managing and planning University-wide special events for faculty and staff.
- Adequate funding for University-wide special events for faculty and staff be placed under the auspice of the Chancellor's budget.

University-wide special events for faculty and staff should be at a minimum:

1. A spring Nashville Symphony performance
2. A fall Tailgate party
3. Annual Service Awards; and
4. An annual Holiday Celebration

Sue Davis moved to submit the report to Darlene Lewis, **Beth Clark** second **Anna Parish** moved to add ³submit the report with the University Staff Advisory Council's endorsement² to the motion, **Sue King** second

Motion passed - the report will be submitted to Darlene Lewis with the endorsement of the Staff Council.

Rita Weekes, Manager of Human Resources, thanked the members of the Special Events Committee for their work throughout the year.

Next Steps:

- Jane Bruce, Director of Benefits, will make a benefits presentation at the May meeting
- We will begin to brainstorm ideas for employee opinion survey topics. Some ideas are on the web at <http://www.vanderbilt.edu/usac/staffsurvey.htm>

A Nominations Committee Needs to be formed for next year's officers

MEETING EVALUATION

What Worked

Set Up of the Room

Good Speaker

Had great information

What we want to work on/change

Have doors unlocked to enter the room

Screen was too low for presentation

Beth Clark moved adjournment, **Sue King** second President Terrie Spetalnick adjourned the meeting at 10:10 am