

University Staff Advisory Council Meeting Minutes

Date: December 12, 2006
Meet Time: 8:30a.m. – 10:00a.m.
Meeting Location: Sarratt, room 189

Attendees: Brad Awalt, Diane Banks, John Brassil, Ken Carter, Beth Clark, Dan Cline, Cathy Crimi, Sue Davis, Mary Ann Dean, Michele Dixon, Jeffery Duly, Mary Lou Edgar, Sandie Franz, Nancy Hanna, Beth Hanson, Antoinette Hicks, Shirley Hiltz, Sammie Huffmon, Jason Hunt, Tiffany Ingram, Faye Johnson, Sue King, Brenda McKee, Ginny McLean-Swartzell, Jackie McMath, Shelley Meadows, JoAnn Patterson, Donald Pickert, Martha Reid, Kathy Rhodes, Andy Richter, Karen Seezen, Mike Smeltzer, Chase Smith, Brian Smokler, Carol Soren, Sharon Stanley, Gay Tidwell, Malah Tidwell, Carlos Trenary, Kay Tyler, Susan Widmer, Cliff Wilson, Melissa Woche, Jeff Youngblood

Regrets: Becky Atack, Jean Alley, Mary Clissold, Kevin Colon, Kathleen Corbitt, Michael Crowe, Ashley Crownover, Tracy Cunningham, Kay Donigian, Faye Dorman, Kenon Ewing, Carol Guth, Sharone Hall, Pam Hoffner, Rosalind Johnson, Bonnie Kress, Heather Lefkowitz, Ginger Leger, Joe Lowe, Willa Dean Martin, Joyce Matthews, Mary Kay Matthys, Ian McCullough, Laurie McPeak, Regina Newsom-Snell, Stephanie Newton, Sheri Reynolds, Robert Rich, Lori Shepard, Lynn Smith, Susan Starcher, Dan Steward, Davis Strange, Corwin Thomas, Jim Webb, Mary Clark Webb, Sherry Willis

Visitors: Jane Bruce, Janet Hirt

President Diana Wohlfahrt called meeting to order

November meeting minutes approved

Committee Update: John Brassil, Benefits Committee

John gave a brief update from the recent Benefits Committee meeting. The Child Care Center will be doubling its capacity. This will be done in two stages, and within the next year they will move from the current capacity of 200 children to 400 children. John also made note of the changes that will take effect to the Wage Works card. Beginning next year, you will not be able to use the card at large-scale retail chains. This is due to a change in the tax code.

Ginny McLean-Swartzell made an additional Benefits announcement explaining the Wage Works card changes in more detail. More information about where the card can be used is available on the HR website (<http://hr.vanderbilt.edu/>) under news and events. Ginny pointed out that we will still be able to use the card at the Vanderbilt pharmacies. In addition to the Wage Works card change, Ginny noted that you can also learn more about the Keep Your Card program under news and events.

Diana Wohlfahrt noted that Lauren Brisky, Nim Chinniah and Kevin Myatt were unable to attend the meeting because they were in the Board of Trust meeting. Diana introduced Jane Bruce who was able to attend.

Updates on IT Security Initiatives at VU

Speaker: Mark Johnson- Chief Information Security Officer

Websites of interest related to Mark's presentation:

<http://informationarchitecture.vanderbilt.edu/>

<https://www.mc.vanderbilt.edu/security/>

<http://its.vanderbilt.edu/security/>

Mark began his presentation by noting that it had been about a year since he last spoke to us. At that time he discussed some incidents that had occurred, as well as how personal information is used and information safety. He has returned a year later to discuss updates and what is going on now. Over the past year, improvements have been made. Vanderbilt has strengthened its active directory structure on both sides. We have removed support of old operating systems (ex: Windows 95), which has increased the strength of the password stores. This will make it more difficult to crack the passwords. We have implemented a brand new perimeter firewall. The perimeter firewall is designed to stop those things that we know to be really bad.

Question: Is that different from the email spam blocking?

It is not the same. All email coming in hits the ITS servers. Each email receives proof point scores, and previously at a score of 95+ they were marked as spam. ITS looked at the number of those emails that were released and learning that none were released. The decision was then made to change the score to 98+. The firewall is blocking attempts to scan our environment. This is looking at infiltration coming in at the perimeter.

Vanderbilt has the second largest internet pipes. Bellsouth is first and the state is second. We have hired a professional perimeter security provider that manages the system 24/7/365 for less than the cost of hiring 2 FTE. Even with two people at Vanderbilt handling this, we couldn't manage 24/7. This is a test to see if using the provider will work, and it also frees up our talent's time to do other things.

Vanderbilt will eliminate the code used to provision the vunet id and e-password. Vanderbilt wrote this code in 1996 and it ran for ten years. That is a lifetime. We are migrating to commercial software that will be maintained and updated. This decreases the complexity in our environment, which is a good thing.

In the last 10-12 months what has come at us from the internet?

The TN Breech law-There are now 33 states with similar laws. This law states that if you experience a breech, and you have a person's information, you have to notify that person of the breech.

In January of 2005, there was the Choice Point Breech were several million people had their information breeched. This was not a technical breech, but a "social engineering" breech. Those involved had posed as a real business seeking information. There have

been 107 breaches in higher education effecting 100,000 individuals. There have been 338 breaches across industries effecting 93 million people. This is an increase in reported breaches and there is now an emphasis on compliance by the PCI, Payment Card Industry. We are even seeing this initiative at Vanderbilt. Major card companies are taking the initiative by telling companies that if they want to use their card a 12-point requirement must be met. These 12 points place an emphasis on compliance.

In 2006 there was a historic high in operating systems and applications. We will see approximately 8,000. Last year there were about 4,000. At any given moment, Vanderbilt has approximately 50 operating systems running on our infrastructure. This makes it difficult to manage and control. However, we rate our risk the same now as we did 2 years ago.

Another thing to know is that the public now has less tolerance, mostly because breaches are now being reported. At some point, everyone in the room will have received a breach letter. At some point, everyone will have also had his or her identification stolen. We are getting better at reacting to identity theft. Ten years ago you had to move heaven and earth to recover from having your identity stolen.

USAC and MCSAC wrote a letter expressing their concern about identity theft and Vanderbilt using social security numbers everywhere. Some of the use of social security numbers must be kept (taxes, financial aid, etc), however we are eliminating them where able and hiding them where we are unable to eliminate them. By FY07, we will eliminate the social security number for the students.

Question: When you talk about breaches, is there a sense of what these are?

Hacking was something that the geeks did, but it wasn't like it is today. Today, pretty much everyone is connected. There is now an economy about it. Now, it is not motivated by fame or accolade. Now, it is motivated by money. You can sell lists of names, social security numbers, and dates of birth. There is even an industry around healthcare where people steal others identification to gain access to healthcare. We expect to see the biggest upturn here.

We have done a lot good things and the bad guys are having to change their targets. We are now placing an emphasis on application security.

Question: Is there a plan to offer alternative id from social security number?

Staff and faculty will follow after students. We will learn a tremendous amount from the students. They are easier to start with because they are a transient population. We will have to have dialogue about what will be used. It will have to be a "shared secret", a unique identifier, and publicly used. Whatever we use will have to meet all of those uses. We are also learning from what other organizations have done.

Question: Talking about firewalls, there were several instances of having to change our password because of breaches. We haven't heard as much about that lately.

Since summer of 2005, the active directory file was lifted 3 times. Since then, we have increased security and monitoring so we know what is going on and when something might happen.

Mark ended by asking how many people go to a big city and in the back of their head consider safety. He noted that the internet is the world's largest city and we should never go there without thinking about safety. Mark noted that you should not go to the internet without expecting that you are being watched. You probably are not being watched, but it is something you should expect to happen. He also noted that you should never send your social security number via email.

SPEAR (Students Promoting Environmental Awareness and Recycling)

Speaker: Jenny Magill and Rob Whiting

(See presentation)

Websites of interest related to SPEAR's presentation:

www.vanderbilt.edu/spear

www.greenbox.vanderbilt.edu

SPEAR's email address: recycle@vanderbilt.edu

SPEAR is trying to coordinate with groups to bring recycling on campus. The group was formed in 2003. Their three main projects over the past three years have been a proposal for LEED/Green Building, environmental awareness across campus and a proposal for a Resource Conservation position.

Some of the problems SPEAR has identified to address are inadequate funding and coordination of programs, distrust of green ideas, no strategic growth plan, poor communication, minimal awareness and participation, lack of environmentally related academic opportunities.

There are many other groups on campus that address some of these issues, but there is no interconnectivity between these groups. The groups include WilSkills, Sierra Club, Divinity School Eco-Concerns Group, Environmental Law Society, Net Impact at Owen, VUMC Cares, "Greenbox" Website and Sustainable Design in Campus Planning. VUMC Cares has shown a profit within 2 years.

SPEAR's Resource Conservation Position Proposal recommends the hiring of a fulltime Resource Conservation Position and the creation of short-term, mid-term and long-term goals for campus recycling. This proposal would create environmental and financial benefits. They looked at practices from other schools and recognized that this proposal would not be feasible if there were high costs with no benefits. The group met with Chancellor Gee, Nim Chinniah, Mark Petty (Plant Operations), Liz Wyatt (Plant Operations), Andrea George (VEHS) and other administrators to discuss the proposal. SPEAR has also given presentations to the Faculty Senate and Medical Center Staff Advisory Council.

SPEAR had 4 students audit two trashcans per day for 5 days to discover what percent of material in receptacles is really trash. After the audit, they determined that 38.2-51.4% of the materials in the trashcans were recyclable. The total amount of money spent on campus for waste removal is \$258,000. The amount spent on energy use in dorms alone

is \$1,118,761.60 per year. If costs were cut by 5% in these two categories we would see a savings of \$68,839. SPEAR also notes that in the top 25 schools, Vanderbilt is one of only four without a Sustainability Coordinator.

SPEAR believes that Vanderbilt is missing out on opportunities to save money. The University of Buffalo began an active energy conservation program in the late 1970's. They see an annual savings of \$9 million and have had a cumulative savings of \$60 million since beginning the program. Since the University of Tennessee hired a Recycling Coordinator in 2003, they have seen a savings of over \$100,000.

Recently, the University has hired a Sustainability Coordinator, Andrea George, and a Temporary Recycling Coordinator, Jennifer Hackett. Jennifer will work in this role from November through February. In July of 2007, a full-time Recycling Coordinator will be hired and will be funded by the Office of the Dean of Students and Plan Operations. Jennifer is now going to all departments/areas to find out what current practices are.

With the funding of these positions, SPEAR is no longer asking for support of the initiative but now asking for staff's action.

Question: Do either websites give listings of what is happening now?

The Spear site gives information on what and how to recycle. You can also email SPEAR and request information.

Question: Have computers/printers been a part of this?

There was a recycling event with Dell, but it is not part of the overall recycling project at this time.

Question: Who would you call to have recycling?

Liz Wyatt would be the contact personal until a FT person is hired. The problem now is that there is only 1 person doing recycling pick-up.

Center for Ethics

Speaker- Dr. Charles Scott

Center for Ethics website: www.vanderbilt.edu/centerforethics

The Ethics Department was created in January of 2006 and is located in 110 Alumni Hall. This department is University wide and reports to the Provost's office. Their mission is to bring awareness about ethical issues to campus. The Center for Ethics was created because the University wanted an entity on campus to address ethical issues.

The definition of ethics, from ethos, is the way people live; to pay attention to values, structures, purposes, intentions. The Center is not an advocacy center. They are not trying to define how people should live. One way of life will have distinct values that another will view as distinctively bad. It is not their goal to elevate one way over the other.

Dr. Scott posted the question, "how can we connect with people who are pursuing a way of life we view as wrong?" Fit is not the answer. We must live with the differences.

Currently, the center is running 24-25 different initiatives. Right now, they have a few that are up and running. They currently have an Ethical Engineering workshop. Over two days, faculty received segments on ethical issues professionals in the field are facing. Within a week, faculty reported that they were integrating ethical segments into classes. The Center for Ethics is also working on ethics of assimilation (what are the issues) and standards of moral behavior in the University. The Center is interested in issues of justice (What is intrinsically valued here? What is right here?). Dr. Scott noted that most people, most of the time want to be good.

Question: How do we reach you?

The office number is 2-5987 and the website is www.vanderbilt.edu/centerforethics.

Dr. Scott ended by saying that if any one has suggestions on program possibilities, to feel free to contact the Center.

Diana Wohlfahrt adjourned the meeting.