University Staff Advisory Council Meeting Minutes

Date: August 14th, 2007
Meet Time: 8:30a.m. – 10:00a.m.
Meeting Location: Rand Function Room, Sarratt

Attendees: Jean Alley, Becky Atack, Brad Awalt, Diane Banks, Laura Barnett, John Brassil, Allison Bush, Karen Daniel, Sue Davis, Mary Ann Dean, Michele Dixon, Natasha Dowell, Sandie Frantz, Sterling Frierson, Sharone Hall, Jason Hunt, Bonnie Kress, Julie Martin, Cheryl McClure, Kelli McQuiston, Brenda McKee, Shelley Meadows, Craig Nance, JoAnn Patterson, Kit Potter, Don Pruitt, Linda, Rebenstorff, Andy Richter, Sandra Robinson, Mike Smeltzer, Lynn Smith, Roger Stearns, Dan Steward, Carlos Trenary, Susan Widmer, Melissa Wocher, Cliff Wilson

Regrets: Mary Clissold, Ken Carter, Beth Clark, Kevin Colon, Michael Crow, Sheri DiGiovanna, Marcia Dillard, Daniel Dubois, Jeffery Duly, Mary Lou Edgar, Courtney Evans, Kenon Ewing, Sara Fincher, Debbie Frizzell, Kate Gilbreath, Robin Guest, Carol Guth, Nancy Hanna, Antoinette Hicks, Shirley Hiltz, Faye Johnson, Rosalind Johnson, Brandy Kahlig, Sue King, Kristin Koval, Ginger Leger, Joyce Matthews, Mary Kay Matthys, Ginny McLean-Swartzell, Jackie, McMath, John Nesbitt, Don Pickert, Kathy Rhodes, Robert Rich, Karen Seezen, Carol Soren, Dennis Spann, Molly Thompson, Kay Tyler, Mary Clark Webb, Jim Webb, Lolita White, Amy Williams, Jeff Youngblood

Visitors: Cliff Joyner, Ginny Featherston, Jane Bruce, Kevin Myatt, Laraine Caldwell, Lenon Coleman, Mark Johnson, Sharron Billingsly, Susie Lyons

President Cliff Wilson called meeting to order.
Cliff Wilson asked for approval of the June minutes. A request was made to update the attendance sheet from the June minutes. The minutes were approved.

The meeting opened with the election for the University Staff Advisory Council Secretary. Cliff Wilson asked for Nominations and Jason Hunt nominated Kelli McQuiston, a second sent the nomination to a vote and Kelli McQuiston was voted in as secretary for the council for the 2007/2008 year. Committee Chairs stood to update the newest committee members and asked for additional volunteers if anyone was interested. Committees were encouraged to update individual e-mail lists and send to communications for the most updated information to be available. Diane Banks handed out bylaw changes and stated they would be discussed next meeting. Shelley Meadows from Staff Life encouraged feedback from Council to be e-mailed to her. Karen Daniel from the Events committee asked for volunteers for upcoming events.
More information about each committee can be found on the USAC website at http://www.vanderbilt.edu/usac/committees.html.

Ginny Featherston- Tail Gate event
Ginny Featherston talked about Tailgate 2007 that will be held on September 29th at the Natchez Playing Field for the Eastern Michigan game. Time is 3-5pm and volunteers are needed. Contact Ginny (6-8438) or Midori Lockett (2-4493) by e-mail or phone for volunteer opportunities.

Susie Lyons and Sharon Billingsly- Employee Celebration
Susie and Sharon shared Employee Celebration information, including a vast activity schedule and employee concerns. Susie and Sharon also encouraged talent participation for the celebration talent program. For more information on all employee celebration events go to www.vanderbilt.edu/employeecelebration

Q. Does October 6th road trip ticket of $40 include game ticket and meals?
A. Yes and response was great from last year’s trip

Q. Will there be a dunking booth this year?
A. No for a change we will not include that this year

Q. How do we sign up for the taste of Vandy Volunteers?
A. Contact Susie or Sharon

Q. Are Employee celebration brochures out yet?
A. Yes, check your mailboxes

Q. Is there a match for the taste ticket?
A. Yes, the Chancellors fund will match proceeds from taste event for Hardship fund where assistance is provided for staff in emergency need

Introduction of guest Kevin Myatt
Introduction of guest Mark Johnson

“Information Security Update”
Mark Johnson, Chief Information Security Officer

Mr. Johnson joked that he is our “paid paranoid” for security. Mark spoke about Evidence based information security, a strategy he and his teams have been using to fight the current threat on data systems. Mark stated that Information security had established Incident response procedures and Operational incident responses for incidents such as stolen password files. Mark talked about Information security and the processes to responding as the key to security. Mark also spoke of the possibility of having our Identity Management software managed by a commercial company. He also spoke about threats and the environment where we are most vulnerable, for instance web-based structures are more vulnerable. Mark proceeded to show three short videos about security threats based on these three suggestions to keep your information safe: Update your programs, do not use the same password, and change it often, be very careful with downloads, especially music and videos. Mark summarized by saying in order to keep updated he will use People, Processes and Technology. For questions/concerns you can contact Mark at: Mark.M.Johnson@Vanderbilt.edu
*Also see power point presentation
Q. Is there a way to tell that Microsoft updates in the form of pop-ups are valid?
A. Yes, but set your system to do automatic updates and you will not have to weed through which ones are legit. Or go to the actual Microsoft web-site for the updates.

Q. Statistically speaking what is the most common mistakes people make and the greatest threats?
A. Common mistakes are clicking links sent via e-mail and following a link (Phish) that looks like something familiar to you, like your own bank or school, these are great threats to security because you may do this at work and compromise the whole system. Stay safe by updating your computer with the latest blockers available

Q. Are we keeping up with other government regulations?
A. Yes

Q. Is there someone doing risk case scenarios, and contingency plans for Vanderbilt breaches?
A. Yes, disaster threat scenarios and network contingencies

Q. How is security related to Linux vs. Windows?
A. Microsoft is better and more secure per the raw data. Linux environment is not as user friendly and has more chances for unique problems

Cliff Wilson adjourned the meeting.