



Middle Tier Committee
Thursday, May 20th, 2021, 1 p.m. to 2 p.m.

Trisha Barber X	Lauree Miller X	Elizabeth Watson X
Tricia Clasen	Elena Pokot X	Lynsey Schwabrow X
Matt Aschenbrener	Jackie Briggs X	Kristin Plessel X
Bill Trippett X	Janelle Crowley	Heather Chermak X
George Vu X	Louann Gilbertson	

Minutes

1. Review and approve March 25th, 2021 meeting minutes (handout)

Minutes were reviewed and approved.

2. Review Active and Completed Projects (handout)

a. Completed

- i. DUO transition: additional 128 employees credentialed in the last 3 months.**
- ii. Vaccination Documentation Portal**

Elena Pokot highlighted the DUO transition completion. Over the last 3 months, ICIT was able to credential 128 additional employees. Future plans will be to credential anyone who will need to access the HRS system. ICIT and HR are currently mapping out that plan and will share more info when it is available.

An additional completed project was the vaccination portal. This portal was created to house vaccination records safely and securely. This will help reduce the risk of exposure and clean up all active records.

b. Active

- i. FLUID Navigation (handout)**

Elena asked the group to review the active projects list and let her know if any priorities need to be adjusted. The FLUID Navigation project was highlighted. The legacy version is

being deprecated and will no longer be supported by Oracle so we want to be proactive. Working with core functional areas to prepare for the transition to FLUID.

Lauree Miller asked about the project from UMC regarding the emeriti distribution list. Elena explained that emeriti are asking if the system can be changed which is not a current driver as far as a priority.

ii. UW-W App Safety Button (handout)

Elena gave a brief summary of the UW-W App safety button feature. This will be replacing the blue phones around campus which average only 2 calls per year. The first version of this feature was delivered and is now working through testing. Students will press the button and hold it, if there is danger, they release it. If the PIN is not entered, help is on the way.

3. SPF Recommendation (handout)

Elena gave a brief summary of SPF (Sender Policy Framework). An example being a Qualtrics survey, sent by the Qualtrics company, but is accepted as sent by UW-W. There is a technical limit for how many systems can use this functionality. This was triggered by Athletics recruitment software. The issue was, we didn't know how many of these programs were out there. The plan is to have an approval system so that we acknowledge the limitations and address these programs as we get close to the max.

Lauree Miller asked if this was a UWSA policy? Elena explained that this is based on the limited amount of systems via the internet. Elizabeth Watson suggested coming up with a checklist for third-party software.

Lynsey Schwabrow suggested asking what a larger institution like UW-Milwaukee is doing. Kristin Plessel added that this may be a way to move to other services or prioritize these to make sure we are under the limit.

Elizabeth suggested putting together a list of third-party apps that include an email function and go from there. Gather the data and then send it to ICIT to verify if they are being counted as SPF.

Elena will put the questions together and send them to the Middle Tier for feedback.

4. IT Security

a. UWSA Policy 1030. Information Security: Authentication

i. Shared Accounts (handout)

Elena gave a quick update on the shared accounts initiative. 2 high risks remain, 8 medium risks remain. She thanked the committee for their help with this project.

b. UWSA Policy 1032. Information Security: Awareness (handout)

Elena gave an update on IT Security Awareness Training. At this time fac/staff have a 90% completion rate and student employees have a 75% rate.

c. UWSA Policy 1031. Info Security: Data Classification and Protection (handout)

Elena gave a brief summary of the Data Class and Prote policy. Data custodians are supposed to classify data into high medium and low risk. The second part, protection, UWSA outlined elements on how campuses need to protect data. Asked the group to go through and send any questions they have.

i. Confidentiality Agreement (handout)

Elena gave an overview of the Data Confidentiality Agreement. Per the UWSA policy, any employee who has access to high-risk data needs to sign a confidentiality agreement. Elena asked the committee to review the agreement and provide feedback. Once approved, the goal is to send this out to about 350 employees using DocuSign.

Elizabeth Watson noted that this will need to go to student employees as well who are accessing high-risk data. She questioned how we can gather this list of students to make sure they are signing the agreement. Need to find out the best way to reach student employees, potentially starting with a list of all student employees from HR. Elena agreed to follow up with HR to see how they would prefer to handle this. The agreement should also be implemented into the student hire packet.

The current rollout plan for the agreement will be in phases. Phase 1, focuses on non-student employees. Parallel with establishing this as part of the hiring process. Phase 2, work on a convenient process for managing student employees.

Additional comments were made regarding the text of the agreement itself:

1. Clarify any IT jargon that exists within the text (Data Custodians, etc).
2. Add an example of where to store high-risk data (network drive).

d. UWSA Policy 1035. IT Asset Management

i. Computers (handout)

Pushed to the next meeting.

5. IT Continuity of Operations Plan – Discussion (handout)

Pushed to the next meeting.