



University Technology Committee | University of Wisconsin-Whitewater

Tuesday, June 15th, 2021 | 1 pm to 2 pm | Webex

Matt Aschenbrener X	Matt Vick X	Karen Brueggeman X
Eric Loepp X	Elizabeth Watson	Kris Curran X
Paul Waelchli X	Bob Mertens X	Robert Schramm X
Trisha Barber X	Patty Fragola X	Elena Pokot X
Mary Acuna X	Kirsten Mortimer X	Sara Deschner X

Minutes

1. Review May 18th, 2021 meeting minutes (handout)

The minutes were reviewed and approved.

2. LTC Update (handout)

a. Congrats Matt Vick!

b. [Webex Update \(Kirsten M.\)](#)

Elena congratulated Matt Vick on his new position as the Dean of Graduate Studies and thanked him for his help during his time with the LTC.

Kirsten Mortimer gave a quick overview of the recent Cisco rebrand of their Webex Suite. Currently, the only major change is the logo, Kirsten will provide additional updates in the future weeks.

3. Data Confidentiality Agreement Review (handout)

Elena explained that UW-W used to have a data confidentiality agreement several years ago. Per a new UWSA policy, a signed data confidentiality agreement is now once again required for those who have access to high-risk data.

The plan is to send out this agreement to current employees with MFA prior to July 1st, after that, this agreement will be put into place within HR for their new hire procedure. Elena asked the committee for feedback.

Eric Loepp suggested taking this document to the faculty senate for feedback and to give them an advanced notification.

Patty Fragola asked how this policy is being mandated, and what the committee would be required to do? Elena explained that this is a UWSA policy requirement and would like the UTC to share this with their respective areas for general awareness. The DCA language is mostly

lifted from current UWSA policies and procedures.

Elena added that at this time, MFA is only required for those who have access to high-risk data, however, over the summer, ICIT and HR will be working to get all employees MFA. This is another requirement of the current UWSA policy.

Patty Fragola and Sara Deschner suggested providing a link to specific language that deals with discipline procedures that are cited within the last paragraph of the DCA. Additionally, it was suggested to provide a link to any policy mentioned in the document.

Sara Deschner asked if grades would be considered high-risk data? Elena explained that names and grades alone aren't as big of an issue, but DOBs and IDs would be. Sara also suggested calling out that "confidential information" is also high-risk data.

Sara continued by saying that this document could also serve as a brief reminder as to where high-risk data should be stored. Elena agreed and suggested adding a line that talks about storing high-risk data on a Network Drive (with a link to the service page).

Bob Mertens brought up an example of graduation reviews and explained that during this process, student IDs and other data are continuously passed back and forth on spreadsheets, local drives, etc. Elena addressed this concern and stated that there may be some ongoing processes that will need to be addressed regarding the sharing of high-risk data. Sara asked if the part in the DCA that states "not storing high-risk data on a computer local drive" could be taken out for now. Elena agreed to remove temporarily and to address this best practice with Sara and Bob in the future.

Eric Loepp suggested adding a contact for someone to reach out to if they were unsure if they had access to high-risk data or are in need of help.

4. Grant Proposal Process (handout)

Elena gave a quick overview of the Grant Proposal Process. Elena has been working with the grants office to introduce ICIT to the process. Currently, when a grant is being put together, the extent of any necessary IT support is not considered. The plan is to change this process and make sure that ICIT is involved early on.

Kris Curran explained that she is writing a grant this summer and will be adding a mentor as part of it. Does she assume that this person will be hired by UW-W in a similar way as an adjunct? Elena explained that if this person will be teaching, in addition, to grant research, then yes, they will be hired as such.

Joel Koszyczarek asked when there are grants where a computer purchase is involved, are the grants written where the device is provided to the university or the individual? Kris Curran explained that if it is a government grant, the university manages the funds and owns each piece of equipment. Tricia Barber added that some agencies purchase items for the grant which are then managed and owned by that same agency, not the university.

Trisha Barber had some follow-up questions regarding some funding calculations on the document. Elena agreed to take this conversation offline with Trisha to discuss.

5. Computing Environment (Joel K.)

a. Encryption

Joel Koszyczarek went over some upcoming changes to the computing environment. Currently, he is working on disc encryption for Macs and Windows devices. Macs are moving to fully encrypt for the Catalina OS, with no additional push. The goal for Windows devices is to have a production-ready environment by August 1st. When UW-W faculty come back, they will have time to complete this process prior to their classes beginning. Joel added that he will demo this process once we get closer to the production date.

Next Meeting? 7/13?