

## Meeting Minutes for Security Sub Committee 06/01/10

Attendees: Randy Marchany, Rebecca Simon, Nick Pachis, Al Cooper, Mary Dunker, Sandy Power, Dale Pokorski, and Dominik Borkowski

1. Introduction of people on the committee
2. Look at charter, changes needed?
  - a. Rotation of membership?
3. Last meeting, November 2009
  - a. Since last meeting, 2 admin training, SANS training, 1 web app security course ( July 6<sup>th</sup>-8<sup>th</sup>, upcoming)
  - b. Upcoming – October (fall break): sys admin training topics
    - i. Spring break: SANS week course
  - c. Addition to IT Services book, something for new sys admins
    - i. Build a new sysadmin handbook with IT info (where to look, how-to's)
      1. Send to new IT staff
      2. Send to Carilion IT staff
    - ii. What to put in it?
      1. Faculty/staff training links
      2. SANS information
      3. ITSO training information
      4. Techsupport info
      5. DCSS info
      6. How to use sensitive data tools
  - d. How to identify new sys admins? – have HR ask?
    - i. Web page info or paper or both – Virginia Tech Daily news? (first week of the semester), add link to Faculty/Staff section of security.vt.edu for “Training” options
    - ii. Talk to Rich Charles to know when a new employee arrives
  - e. IT pilot for Office of Professional Development
  - f. Find\_SSN versus Identity Finder – Solution?
  - g. Security camera policy – how is it working, storage, etc.
  - h. Soft PDC – 4-5 year expiration, physical ID for renewal, encrypted email, digital signatures, CAS support, external signing of SSL cert