Minutes
CIO Advisory Committee Meeting
601 Nursing Conference Room
November 27, 2006

Present: Taylor Strickland, Gwen Campbell, Sheila Champlin, Joe Cofer (Chattanooga), Jeanne Hermann-Petrin, Scott Hollis, Dianna Johnson, Alison Lockett (Knoxville), Bernd Meibohm, Elise Moore, Jim Pruett, Tammi Redmond, Phyllis Richey for Rebecca Reynolds, Linda Risby, Don Thomason, Stanley Tyler, Richard Washington and Jennifer Watson

Judy Jefferson Johnson, Meeting Coordinator

Absent: Ryan Hanry and Rick Kasser

Call to Order

Chief Information Officer (CIO) Taylor Strickland called the first meeting of the CIO Advisory Committee to order at 9:05 a.m.

CIO Strickland opened the meeting by reiterating the purpose of the Advisory Committee—advisors to the CIO, identifying and addressing technology needs of the University of Tennessee Health Science Center (UTHSC), which includes the Graduate Schools of Medicine in Chattanooga and Knoxville.

Members made introductions, stating Campus areas of representation. Joe Cofer, M.D., Department of Surgery/Chattanooga, along with the Information Technology staff, participated in the meeting via videoconference. Alison Lockett at UT Medical Center, Knoxville participated via teleconference. All members were welcomed to the meeting by CIO Strickland.

Handout materials
Meeting Agenda; Committee Roster

UTHSC Needs Assessment

CIO Strickland cited “security” as the primary critical area of concern on Campus, with particular emphasis on identity theft. Inactive sensitive data—whether patient, student, faculty or staff, should be purged from computers/servers to comply with State and HIPPA regulations. Hacking incidences require for contact of all persons whose sensitive data (SSNs, etc.) is affected by an occurrence. The need to purge inactive sensitive data is what CIO Strickland strongly stressed to Committee members, citing Oracle as an example with over 37,000 records, many of which are inactive.
Another critical Campus security concern addressed was sensitive data protection. CIO Strickland highly recommended encryption for sensitive data maintained on Campus laptop computers. He suggested laptop users purchase Vista, an encryption security software that provides many security features, in particular, password protection at log-in.

Firewall protection also addressed as another security safety topic. CIO Strickland shared outcome measures resulting from a recent security audit of the Department of Information Technology Services (ITS). External firewall protection is installed on all ITS servers, protecting UTHSC data from outside intruder invasions. A recent hacking attempt of an ITS server reinforced the need for enhanced security protection of UTHSC data. An internal firewall has now been installed for additional data security protection.

Committee members were asked to convey these critical concerns to their constituents in helping to protect UTHSC.

Bylaws

CIO Strickland summarized the scope of responsibility of the former Information Technology Committee, the basis for the Advisory Committee. Bylaws of this former committee were distributed to Committee members prior to the meeting for review and feedback.

The first order of business was to ratify the Bylaws as the structure and governance for the new Advisory Committee. The membership unanimously approved the Bylaws with the following amendment:

\[ \text{Update to Section 2. Composition: Revise to add other UTHSC departments represented on the Committee—Development and Alumni Affairs, Finance and Operations, Health System Affairs and Public Relations.} \]

Committee Offices: Committee office appointments followed for Chair and Secretary. There was a single nomination for each office—Don Thomason, Ph.D., for Chair, and Jim Pruett for Secretary. Both candidates nominated received unanimous approval for appointment to the respective offices.

Term Limits: The Committee concurred with the need for staggered term limits which would allow 4 regular members to remain on the Committee, ensuring that experienced members are always included in the membership. Chair Thomason suggested current members discuss term limit durations of 1, 2 or 3 years with their respective deans and constituents.

Meeting Date: The Advisory Committee after some discussion unanimously agreed that meetings should be held the 4th Monday of each month, 8:30 – 9:30 A.M. The location will be the 601 Nursing Conference Room when available; otherwise, the alternate location could be 101 Hyman Conference Room [or 214 Student Alumni Center].

Chair Thomason reiterated the need to formalize the Bylaws, the guidelines of the Advisory Committee. CIO Strickland emphasized to the Committee the importance of representation for Chattanooga and Knoxville medicine campuses, since their units are a part of UTHSC. As such, their voices need to be included in UTHSC decisions that affect them also.
New Business

Security Violations Hotline: Dr. Cofer asked CIO Strickland if there is a security violations hotline or procedures in place currently to follow in the event of a security occurrence, such as hacking. CIO Strickland commented that Security Director John Baxter on the Memphis campus addresses security concerns. Dr. Cofer then requested if guidelines for security violations could be provided in written format. The request will be directed to Dr. Baxter by CIO Strickland. A suggestion was made for the information be posted on the ITS website rather than paper format.

IT Priorities: Chair Thomason will forward to the Committee the list of IT priorities from the former IT Committee. Committee members were asked to survey their constituents for IT items of interest or concerns to them. Dr. Cofer will forward a summary of IT-related concerns from Chattanooga’s perspective to Chair Thomason. Knoxville’s representative, Alison Lockett, was asked to also provide the same type information for her site.

A request was made for ITS to provide an overview of its current projects to share with the Committee, providing information of what ITS does along with an organizational chart if possible. CIO Strickland offered to have ITS directors attend a meeting to introduce themselves and share their scope of responsibility with the Committee. Meeting coordinator Judy Johnson commented that the organizational chart for ITS can be accessed via the UTHSC homepage under the Administration tab. A question was asked about Tech Talk and if the Advisory Committee would provide a similar platform for technical discussions. CIO Strickland commented that Tech Talk is a focus group to address technical issues on Campus. The Advisory Committee will address broader IT concerns.

Security Flyer: Taylor will provide this as a web document.

Other Items

Help Desk Results: Representative Champlin asked if survey results from the Information Technology Help Desk could be made available to the Committee. Results will be provided by CIO Strickland at the next meeting.

Listserv: The former IT Committee listserv will be updated to include current Advisory Committee members.

Minutes: Meeting minutes will be prepared and distributed by the meeting coordinator, Judy Johnson.

The next meeting will be December 18, 2006, at 8:30 a.m. The location will be confirmed prior to the meeting by Judy.

The meeting adjourned at 10:10 A.M.