The meeting began at 3:33 PM.

1. Michael turned on the recording and announced the disclaimer.

2. Michael called the meeting to order. Lisa Rubin, Education (21-24) took minutes.

3. We approved the agenda and made no additions.

4. We approved the minutes from the November 1, 2022 meeting (Don Crawford moved, Sandy Johnson seconded).

5. Michael introduced Gregory Flax, Director of Service Desk Operations, to the committee from the Division of IT. He will occasionally join us when available since he serves so many constituents to our committee.

6. Committee Reports
    a. Extended IT Leadership Group –**Michael**
        i. The group has not met this semester and it may not be active.
    b. IT Policy Review Team – **Don Crawford**
        i. There is no report and the group may not be active.
    c. Office 365 Governance Group – **Michael**
        i. This group meets regularly. At the last meeting, public groups were discussed since any user (including students) can create groups which are not monitored. Groups be designated as public, and this is a concern to protect information that may not need to be accessed publicly. If these groups are related to classes, they may not be deleted once a class is over.
        ii. Microsoft is automatically linking users' LinkedIn profiles to Microsoft profiles.
        iii. There should be people dedicated to managing Office 365 but it is currently decentralized across areas.
        iv. Gary Pratt mentioned that any changes to Office 365 should go through a Change Management process in the Division of IT.
    d. Project Governance Group – **Gary**
        i. There is a project management site that describes the various projects under the purview of this group. This makes all projects transparent. This is the dashboard link: https://support.ksu.edu/TDClient/30/Portal/Portal/Desktop/Desktop?Q=fxEHvUyBH39pEQVNzKcE8Ks0GpgDt8tOGUQaPi4el1AGxyT-tVXsIw__
        ii. This is the IT project web site: https://www.k-state.edu/it/projects/
    e. Record and Retention Committee – **Ryan Otto**
        i. This group has not met yet this semester.
    f. University Network Infrastructure Refresh Project – **Michael**
        i. This group has not yet met this semester.
    g. Academic Tools Committee – **Kevin Wanklyn, Scott Finkeldei**

       i. The committee met briefly when grades were due in Fall 2022 to establish its charge. Scott will follow up with Don Saucier about moving forward.

7. Old Business (Business from Previous Meetings)
   a. Recording of authentication events, geoIP location during logins – **Scott Finkeldei**
      i. Scott shared a memo regarding this information as attachment 2.

8. New Business
   a. FSCOT Mission –**Michael**
      i. Two-way communication: All IT units are welcome to share information with this committee. Anybody on the committee can bring agenda items, not just the cochairs or IT representatives. Michael encourages more dialogue between faculty, staff, and the various IT experts across campus. He wants us to think more about this and shared governance to discuss in a future meeting.
   b. Cybersecurity Training logins – **Scott**
      i. There is a pop-up for single sign-on regarding cybersecurity awareness training and it will return for people who do not take it right away. There are warnings regarding access being removed if the training is not completed by the end of March. The service desk is prepared for when people are locked out. The training has been updated and is different this year and will be evaluated annually to be current and add additional knowledge year-to-year. This year the training was shifted to the calendar year rather than the fiscal year.
         1. People were unclear about the pop-up and thought they were already locked out.
         2. Gary highlighted that the email regarding the training showed how to check and make sure the links in the email were legitimate per feedback he received.
         3. If student workers are losing KSIS access, Michael and Gary recommend that this gets reported to the service desk immediately.
         4. There may be some browser issues loading between modules.
         5. Is the purpose to watch the videos or take the test? Some people turn on the video and walk away, then take the test.
            a. The Board of Regents wants to expose state employees to this learning opportunity (cybersecurity awareness and training) annually.
            b. The questions rotate and do not cover all topics in videos when presented.
            c. A suggestion is to see if the Board of Regents will approve a pre-test option without watching videos.
            d. A suggestion is to lower the "two hour" requirement to a lower number since it did not take that long watching the videos and taking the quizzes straight through.
         6. Only student employees have to take this training, not other students. HCS data is not always accurate about who student employees are (e.g., students who leave during summer break and remain active even if they are not returning to student employment in the Fall).
         7. Part-time employees at Kansas State must also take this training.

8. Retired people do not have to take the training. Individual units may flag someone as emeritus but some are listed as current employees to have access to resources and some are not. Emeritus staff may have been included in the population that has to take the training. Those are unsure can contact the service desk to check on whether or not they have to take it.

c. Duo for Students – **Scott & Gregory**

   i. The process is continuing. February 15th is the mandatory enrollment date and the students will be enrolled in waves in groups of several thousand (2,500 students per week, 500 per week day). They will be given two weeks to complete the registration process. After those two weeks, they will be contacted and will be locked out. Early adopters are 1,400 students already registered. It was straightforward enough for these students that no one had trouble registering. There are around 19,000 students to enroll through late March (will pause during Spring break). Duo will not impact Canvas access.

   ii. The registrar and enrollment management wants to make sure students have made it to Census Day to consider them KSU students. At this day plus one (21st day of the semester), students will be enrolled into duo each semester.

   iii. Zach shared that students were concerned about the benefits of duo and accessing Canvas. He discussed the benefits and that it does not impact Canvas, and said students seemed okay with using duo. By doing this, we are preparing our students for the workforce. Most companies use two-factor authentication to protect their information already.

   iv. Duo can be used for other platforms/logins outside of KSU.

   v. If students cannot afford or do not have a smartphone or tablet, there are other options: callback on other phones, fobs which can be purchased in the Student Union. IT has partnered with Office of Student Life if there is a financial barrier to purchasing a fob or phone and can provide support.

9. Other Items – **Group**

   a. No other items were brought forth.

10. Future Meetings and Agenda – **Michael**

   a. The next meeting is scheduled for February 21st but Michael will be out of town so it will possibly be canceled. Otherwise, the next meeting is March 7, 2023 at 3:30 PM. The Division of IT budget and projects from new funding, TikTok, and ChatGPT will be discussed. Mary Sullivan will take minutes for the next meeting.

11. Michael adjourned the meeting at 4:21 PM.

Attendance (X indicates present at meeting)
X Bill Genereux, Technology & Aviation K-State Polytechnic (22-24)
  Chris Blevins, Veterinary Medicine (22-24)
  Colby Moorberg, Agriculture (20-25)
X Don Crawford, Architecture, Planning, and Design (20-25)
X Kevin Wanklyn, Engineering (21-24)
X Lisa Rubin, Education (21-24)
X Mary Bowen Sullivan, Term Appointment (22-25)
X Michael Raine, Business Administration (07-24) Co-Chair

X Nicholas Wallace, Arts and Sciences (22-25)
X Phil Vardiman, Health and Human Sciences (21-24) Co-Chair
X Regina Crowell, Liaison for University Support Staff
    Ryan Otto, K-State Libraries (17-23)
X Sandy Johnson, Extension (22-25)
X Scott Finkeldei, General University, (22-23) Liaison for Chief Information Officer
    Elliot Young, General University Alternative
X Zach Rankin, Student Representative (22-23)

Non-voting Attendees
X Gary Pratt, CIO
    TBD, Liaison for University Support Staff

Guests
X Gregory Flax, Director of Service Desk Operations