

FSCOT Minutes
October 4, 2022 – 3:30 pm

Zoom Connection: <https://ksu.zoom.us/j/7855322637>
Phone Connection: +1 669 900 6833 or +1 646 876 9923

- 11.) Turn on recording and announce disclaimer
- 12.) Call meeting to order – **Phil**
 - a. **Bill Genereux** will take minutes – Explain minutes procedure for future
 - b. **Don Crawford** assumed the role of recording the minutes for this meeting.
- 13.) Approve agenda (additions) – **Phil**
- 14.) Approve minutes – **Phil**
 - a. Minutes from September 6, 2022 – **Attachment # 1 (Page 4)**
 - b. **Minutes approved without changes.**
- 15.) Committee Reports:
 - a. Extended IT Leadership Group – **Phil & Michael**
 - i. No Report
 - b. IT Policy Review Team – **Don Crawford**, Information Technology Manager, Architecture, Planning & Design, FSCOT Member
 - i. No Report
 - c. Office 365 Governance Group – **Michael**
 - i. See Old Business – Mendeley Plug-in
 - d. Project Governance Group – **Phil**
 - i. No Report
 - e. Record and Retention Committee – **Ryan Otto**, Associate Professor, Hale Library, FSCOT Member
 - i. **If you have any questions or concerns regarding this topic, Ryan is open to discussing with any member of the committee.**
 - ii. **Working on a new Electronic Records Management Plan for a Contract Lifecycle Management System – Cobblestone**

- iii. Employee relations and engagement retention schedules such as negotiation retention and appeal hearings
 - iv. New retention schedule for lab inspections and export controls
 - v. Taking a closer look at Honor and Integrity systems and Faculty Senate Records
 - f. University Network Infrastructure Refresh Project – **Michael**
 - i. No Report
- 16.) Old Business (Business from Previous Meetings)
- a. Office 365 Plugin Mendeley – **Michael**
 - i. Removing the plug-in from the default deployment
 - ii. Giving the approximately 15 users who asked for its explicit permission
 - iii. Scheduling time in future meetings to further discuss governance and how to vet future options
 - 1. Maybe only Microsoft products
 - iv. **Ryan** expressed concern that he hopes anyone can still enable it if they choose. **Michael** stated individuals can submit a ticket. **Ryan** asked if there will be resources available to instruct folks on how to turn it on, to make it easier. **Scott** said there may be a need for a Knowledge Base article.
 - v. **Michael** stated that governance for O365 is difficult as Microsoft turns on and off features with little notice. Also, users can access features that we have very limited support for. The O365 governance committee is populated with IT folks only, may need to lean on FSCOT for some representation. Scott mentioned that the new Academic Tools committee might also help. **Kevin** stated that he has received notice that he is on the Academic Tools committee and will provide more info at future meetings.
- 17.) New Business
- a. Recording of authentication events – geoIP location during logins – **Michel**
 - i. IP Address – Database
 - ii. If the login locations seem impracticable, the user will be notified by email
 - b. Someday may turn on GPS (share location) – User Prompted
 - c. Concept is that a user would receive notification that a logon attempt was made outside of expected or known locations. This is another layer of security.
 - d. **Scott** stated this is a service we subscribe to; it is not an internal system we have created at K-State.

- e. **Phil** asked if this would track our devices used to access single sign on and would that history be accessible to the university. **Michael** said this question is being discussed but he thinks the retention of the information would be short term, but he does believe this information would be accessible to the university.
- f. **Ryan** asked how this would work with the VPN, your VPN connection and your actual location may be different. **Michael** will inquire about it.
- g. **Ryan** expressed policy would be valuable to inform the community. Does this geo data violate privacy or freedom? **Michael** will inquire about it.
- h. **Sandy** asked if location must be enabled on your device for this to work, she expressed concern this geo information may not be accurate.
- i. **Zach** asked if there is a communication plan for students. **Michael** will inquire about it and **Scott** stated there should be a communication plan as part of the project.

18.) Other Items – **Group**

- a. **Ryan** asked if there are tools available to the community to facilitate accessibility concerns for documents such as a PDF format. **Michael** said this is a reoccurring topic in FSCOT. **Scott** stated we do have a tool called Read and Write Gold that is available through the Student Access Center. This tool is available to all. <https://www.k-state.edu/it/resources/applications/read-write/> Additionally, the full version of Adobe Acrobat is available at cost to all units. **Michael** said he would invite subject matter experts to our committee to discuss accessibility tools. **Scott**, one other basic resource within O365: <https://support.microsoft.com/en-us/office/create-accessible-pdfs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed>
- b. **Ryan** asked about the roll out of DUO to students. When someone hold a role as both an employee and as a student, what happens when that role conflicts since some services will not require DUO for students. **Scott** said he believes it is currently set to error on the side of more security, meaning the employee role would trump the student role. This may need to be discussed further with Chad Currier. **Michael/Scott** said we need to be more aware of instances where these use cases can be examined, we need to hear more examples to develop strategies. **Zach** needs to be part of those conversations to serve the interest of student governance. To our knowledge, no communication about student DUO usage has been put out.

19.) Future Meetings and Agenda – **Phil**

- a. Send your agenda items for consideration for future meetings.

20.) Adjourn meeting—**Phil**

Attendance:

- Bill Genereux, Technology & Aviation K-State Polytechnic (22-24)
- Chris Blevins, Veterinary Medicine (22-24)
- Colby Moorberg, Agriculture (20-25)
- Don Crawford, Architecture, Planning, and Design (20-25)
- Kevin Wanklyn, Engineering (21-24)
- Lisa Rubin, Education (21-25)
 - Lydia Yang, Education Alternative (Fall 2022)
- Lisa Rubin, Education (21-22)
- Mary Bowen, Term Appointment (22-25)
- Michael Raine, Business Administration (07-24) Co-Chair
- Nicholas Wallace, Arts and Sciences (22-25)
- Phil Vardiman, Health and Human Sciences (21-24) Co-Chair
- Ryan Otto, K-State Libraries (17-23)
- Sandy Johnson, Extension (22-25)
- Scott Finkeldei, General University, (22-23) Liaison for Chief Information Officer
 - Elliot Young, General University Alternative
- Zach Rankin, Student Representative (22-23)

Non-voting Attendees:

- Gary Pratt, CIO
- TBD, Liaison for University Support Staff

Guests:

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