Minutes from I.T. Council meeting 4/18/16
Travis Conference Room, Bizzell Memorial Library

Attendees
Patrick Livingood, Co-Chair – Anthropology
Boris Apanasov – Mathematics
Carl Grant, Co-Chair – OU Libraries
Sunny Lee - Communication Excellence
Chris Cook – CAPS
Eddie Huebsch – OU IT
Aaron Biggs – Provost Office
Boris Apanasov – Mathematics
Elizabeth Prober - Architecture

Meeting start: 10:31 am

- Called meeting to order at 10:31 by Patrick Livingood.
- Motion made for Minutes approval. Seconded. Unanimously approved.

- Portal update
  - Showing wireframes for new portal.
  - Trying to simplify processes for students.
  - Using a “task card” approach.
  - Bringing resources into the workflow through linking at logical step in workflow.
  - Provide easy access to clear all holds that may exist on their records.
  - Recent class updates are included within.
  - Includes recent grades, Bursar, calendar, payments (including ability to make payment) etc.
  - Also working on academic, financial, campus life and resources pages. Not ready to show yet.
  - Early iteration, more coming on all pages.
  - System will work with both Campus and D2L or a combination therein.
  - Will be a staff roll in the new portal.
  - Chris Cook pointed out that if you are staff you have no access. Could be a large problem as move to online time sheets??

- Chair vote
  - Drege Lance’s three year term on ITC is up. He will be replaced by Andrew Fagg.
  - Elizabeth Pober has been elected to another 3 year term
  - Carl Grant has agreed to continue serving.
  - Carl Grant nominated Patrick Livingood as Chair. Elizabeth Pober seconded. Approved by all.

- Email retention:
  - Caleb Muckala and James Murray from Legal addressed this at the meeting.
  - Caleb:
    - Data retention. Legal requirement to retain certain records (set out under federal and OK law, open records act, FERPA, HIPPA, etc).
    - Legal tries to create a policy that meets legal requirements and yet is easily lived with in usage.
    - Legal is drafting an email retention policy. A 3 year “except” policy. Email best practice is for all email for 3 years. Those that are generated for state business. Not personal email (considered ancillary email). The exception to 3 year policy exist for President, VP’s — theirs is maintained forever. If litigation exists, email may be retained longer. If employee determines it needs to be retained longer. If receive an email with a financial document, need to save the document. Once the policy is implemented it is a “go forward” from that point. One of reasons to do this? Things like Clinton email issues.
• What records does it apply to? Those that touch business as an employee. Communications with students that aren’t personal. If forwarded to Gmail account, then you must retain the email there. They’re still OU records. If you use a personal phone for email, and you get OU mail, if a court case emerges, you have to surrender the phone to OU. Recommend that you keep personal and OU email separate and on separate devices. Failure to do that subjects you to liability and prosecution under Open Records Act.

• There are more protections in place for Faculty than Staff.

• Who can access emails? 3 ways? 1) Open Records Act, Requires name of individual, date range, keywords. Open records Officer (attorney) then review what is pulled. They look for exemptions (personnel records), donation and research records are exempt (plus some other cases). 2nd exemption is privileged communications, student/FERPA, and personal identifiable info (home address). Those are redacted. Once response is put together it is given to OU General Counsel to review. Willful violations of act are subject to prosecution. If you’re writing it down and don’t want someone to read it, don’t write it down!

• Under litigation, rules are different. They get access to anything that is reasonably relevant and/or related. Non-privileged is subject to this if related. Much lower bar to clear.

• Process for litigation request. You’ll generally know if you’re being sued. Litigation hold states you’re require to hold and do not destroy anything related to lawsuit. Can incur financial penalties to university (or those being sued). Email can be placed under a hold in these cases. Around 280 accounts under hold as of date of meeting.

• Third basis. Administrative Reasons. Need a legitimate business reason for checking. Request made through office of legal counsel. Goes through IT. Has to come form an Administrator. Executive Officer for that division is brought in so they’re in the loop. Taken seriously by legal office and they understand faculty has some expectation of privacy.
  ◦ Security is if it affects IT. They can then shut down access to protect IT.

Meeting adjourned at 11:30