Information Technology Planning Board (ITPB)  
www.itpb.ucla.edu

December 14, 2004  
Meeting Summary

Minutes (available on web and already distributed by listserv)

**ITPB Attendees:** Chair Chris Foote, Kathy Atchison, Jack Beatty, Russel Caflisch, Alfonso Cardenas, Jim Davis, Greg Kitch, Kathleen Komar, Adrienne Lavine, Sam Morabito, Lisa Spangenberg, Gary Strong

**Guests:** Sue Abeles (Business & Finance), Anita Cotter (Registrar), Paul Craft (External Affairs), Mike Lee (PDP participant), Larry Loeher (OID), Nick Reddingius (OIT), Ruth Sabean (OIT), Mike Schilling (CTS), Michael Van Norman (CTS), Kent Wada (OIT), Esther Woo-Benjamin (OIT), Don Worth (AIS)

**Agenda:**

1) **UC Electronic Communication Policy Changes**

UC has proposed some revisions to its Electronic Communications Policy (ECP) and Electronic Information Security (IS-3) Policy and is seeking input from all the campuses. Alfonso Cardenas as chair of the UC Information Technology and Telecommunications Policy (ITTP) committee is gathering input from various campus groups to report on behalf of UCLA. The newly formed UCLA Privacy Board will be reviewing these policies as a whole. The ITPB is being asked for input on whether the specific policy revisions are reasonable.

The revisions are of three types: 1) real policy change, 2) alignment among the ECP, IS-3, and Records Management and Privacy (RMP) series of policies, and 3) clarifications to bring policies up to date.

Excerpts showing proposed revisions to the ECP is available at:  

The Board did not have objections to any of the policy revisions. Of most interest is a clarification that provides specific recommendations for access to staff email in the event of absence, separation, or death. The Board had the following comments and questions:

- Recommendation to implement procedures to instruct employees on how to clean up email when they separate.
- What happens to archived information?
- What are students’ (who are not employees) rights?
• Need clarification on what is covered by these policies (e.g. where does chat/live communications fit?).
• How are conflicting policies handled?
• What happens to encryption keys when an employee is fired?

2) UC Electronic Information Security (IS-3) Policy Changes

A marked-up draft of the revised IS-3 Policy is available at:
http://itpolicy.berkeley.edu:7015/UCITPSO/DRAFTS/IS3.total.11.12.04.doc

The most significant revision is an expansion of scope to govern “conduct of activities in support of the University’s mission”. Previously, the policy only applied to administrative systems.

3) Policy Questions for Enterprise Directory and Identity Management Infrastructure (EDIMI) Project

There was ITPB agreement on the following policies:

• All employees will have a UCLA email address entered into an internal database. (Initially, this will apply only to knowledge workers; ultimately it is intended that all employees will become knowledge workers).
• The internal database will be used only for internal business such as payroll or human resources and will not be accessible for lookup through the web.
• There will be an internal directory in which employees have the option of being listed or not.
• There will be an external directory in which employees have the option of being listed or not.

There was ITPB agreement on the following actions:

• The DACCS/ASAP group will be charged with fully understanding the risks associated with external (non-UCLA) mail accounts and reporting back to ITPB. This report will inform the decision on whether employees may forward their email to non UCLA addresses.
• The CSG will be asked to review the pros and cons of the proposal to make the logon ID the same as the persistent email address.
• The following proposals/questions will be brought back for ITPB input/information at the January 2005 meeting:
  o Policies on what staff and faculty directory data can be self-updated.
  o Persistent email addresses for employees.
Controls on email update authority.

4) Future Meetings

- Scheduling for 2005 meetings is in progress.