

ISAC MEETING AGENDA AND MINUTES

Group:	ISAC Meeting	Agenda Prepared By:	Timothy Cureton
Meeting Date:	03/14/2023	Date Notes Prepared:	3/9/2023
Meeting Time:	2:30 PM		
Participants:	Maria Alam, David Cooley, Timothy Cureton, Vicki Deaton, Beverly Jacobik, William Noland, Jasmine Osborn, Jesse Joseph Pierce		
Absent:	Karen Bell, Brian DJanz, Robert Jackson, Melanie Murry, George Ninan, William Travis		
Invited Participants:			
Meeting Leader(s):	Timothy Cureton		
Location:	Online (Zoom): https://memphis.zoom.us/j/82031271761?pwd=WmhvSENVU1dteXBZdWRQeWxlbm1YQT09		
Topic:	ISAC Meeting		
Meeting Objective(s):	Agenda items		

<u>Item type</u>	<u>Discussion Leader</u>	<u>Agenda Item</u>	<u>Notes</u>
Welcome	Timothy		<ul style="list-style-type: none"> Welcome ISAC Members
Discussion Item	Timothy	Dept. Ed. "Dear Colleague" letter and Third-Party Servicers	<ul style="list-style-type: none"> New Dear Colleague letter from Dept. of Ed. expands the definition of a third-party servicer. Andrew Linn in Financial Aid has asked for help in identifying any vendors that may fall under this new description. Timothy highlighted and discussed the "Computer Services/Software and Record Maintenance" section. This section explains Collecting, reviewing, and/or maintaining the information and/or documentation necessary to make or support student eligibility determinations and/or to disburse Title IV funds to a student or borrower. This includes, but is not limited to, information necessary to validate information reported on a student's FAFSA and/or to resolve conflicting information, as well as information regarding student

			<p>disbursement preferences for the delivery of Title IV credit balances.</p> <ul style="list-style-type: none"> • Providing computer services or software in which the provider has access to, or maintains control over, the systems needed to administer any aspect of the Title IV programs, whether through manual or automated processing, including, but not limited to, systems related to financial aid management, recruitment and enrollment, admissions, registration, billing, and learning management. • https://fsapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2023-02-15/requirements-and-responsibilities-third-party-servicers-and-institutions-updated-feb-28-2023
Discussion Item	Timothy	NAC deployment update	<ul style="list-style-type: none"> • Timothy provided an update on NAC deployment. The new buildings haven't been included in the next deployment and are being determined. There are a few more buildings NAC is working on but haven't notified Timothy.

<p>Discussion Item</p>	<p>Timothy</p>	<p>Security Training update and attached document and recommendation</p>	<ul style="list-style-type: none"> • This year Security Training is completed. Current employees were at 91% overall and we were at 83% last year. It's close to 100%. The goal is to have a 100% completion rate for our compliance and recommendations to push for 100% completion rate. • Timothy asked for a recommendation for Information Security Awareness Training Program Item added to the document: • “In accordance with policy IT6003 - Acceptable Use of Information Technology Resources, the CIO or designee may restrict access to university systems or networks for users who failed to complete the required training during the annual training period”. Once they complete their training and if they missed that deadline and were disabled, they would be able to regain access once they complete their training as expediently as possible. • This will go into effect in October 2023 and access would be removed if failed to complete the training at the end of February 2024. • Timothy also received the list and will be communicating with supervisors of those individuals who did not complete the training and will be communicating with individuals informing them they did not complete the training, which may be reflected in their performance appraisal. • There was a vote to send the document to the CIO and to move forward with the recommendation: <ul style="list-style-type: none"> ○ MA-voted ○ DC-voted ○ BJ-voted ○ WN voted ○ TC—no vote (non-voting member) ○ JP—no vote (non-voting member) ○ VD—no vote (non-voting member) • A motion was made and seconded to approve the updated/version of the Information Security Awareness Training Program Item added to the document. Recommendation passes. • Non-voting members were all in agreement with voting members.
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			<ul style="list-style-type: none">• Timothy will provide the summary recommendation to Robert.
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Meeting Adjourned.

Important Dates:

- *Next ISAC Meeting April 11, 2023 @2:30 PM CST Via-Zoom*