

Information Technology Council Meeting

Tuesday – September 2, 2025

3:30 – 4:30 pm

Minutes

Chair Jeff Coiner, CIO called the session to order at 3:33 pm and a quorum was present.

Members' Present: Jeff Coiner (Chair), Greg Rainwater (Deputy Chair), David Young (West Plains Representative) (Remote), Dr. Dave Meinert (Remote), Micheal Foster, Phil Bridges, Mansa Aryal, William Hader, Brad Davidson (Remote), and Kevin Piercy

Also, present: Theresa McCoy, Rob Martin, Steve Coffman, and Nicole Muse

1. Welcome

Jeff Coiner

- Approval of minutes from 08.05.2025

Attendees were asked if they had any questions or comments about the minutes from the last meeting. No changes or objections were noted.

Decision: Previous meeting minutes were approved as submitted.

Action Item: Nicole to post the approved minutes on the website.

2. SCUF funded IT Administrator position update

Kevin Piercy/Greg Rainwater

- Kevin explained SCUF funds, one full-time position (previously five).
- Role includes managing SCUF central funds, Bear Print, central computers, and software licensing.
- Position will supervise student workers, coordinate across colleges and West Plains IT.
- Proposal: adjust pay grade (from 35 to 36) to better align with responsibilities.
- No immediate budget impact due to vacancy salary savings.
- Greg noted this update avoids future surprises in the budget cycle.

3. Information Services Policies

All

G12.01 Information Assurance

- Streamlined language, removed outdated committee references.
- Adopted NIST Cybersecurity Framework for higher education context.
- Discussion: whether to define acronyms (e.g., AI), include cloud infrastructure, and avoid over-enumeration.

OP 12.02 Information Technology Policies

- High-level overview.

OP 12.02-1 Acceptable Use Policy

- Simplified, clarified user responsibilities.
- Discussion: handling AI/data use under acceptable use vs. separate AI policy.
- Regulatory compliance aspects have been raised.

OP12.02-2 IT Accessibility Policy

- Updated references to laws and Missouri IT Accessibility Standards.

OP12.02-4 Email Communications Policy

- Modernized (removing outdated mass email rules).
- Debate on mass vs. targeted emails; concerns about faculty/student communication and distribution lists.
- Suggestion: carve out exceptions for classes, Senate, staff elections.
- Agreement to revisit definitions and authority.

OP12.02-8 Privacy Policy

- Maintained with minor edits. Added section for website cookies requested by MarCom.
- Discussion on clarity of user obligations (e.g., logging off), definition of “information custodians,” and inclusion of legal counsel.

Removed Policies

- OP 12.02-5 General Disclaimers
- OP 12.02-9 Reporting Violations
- OP 12.02-10 Sanctions for Misuse

Draft of the new Account Lifecycle Policy

- Defines four account types: student, employee, affiliate, guest.

Student accounts:

- Created upon admission, deleted one academic year after last attendance.
- Rationale: manage 100,000+ alumni accounts, reduce costs/security risks.
- Concerns: OPT international students, suspended students, returning alumni.
- Need clear definitions of “account” vs. “record.”
- Policy will include carve-outs for compliance/regulatory needs.

Employee accounts:

- Offboarding process continues.

Emeritus accounts:

- Current practice: retain full Microsoft account.
- Proposal: limit to email only.
- Concerns: faculty research data, student reference letters, long-term goodwill.
- To be researched further with peer institutions.

Employee / Emeritus Accounts

- Draft Policy Change:
 - Would limit emeritus to email only (no OneDrive/Teams).
 - Significant change — requires more discussion.

- Concerns Raised:
 - Security risks: Long-retired staff may still have sensitive data (FERPA, HIPAA, SSNs) in their inboxes.
 - Emeritus status for staff: Some presidents granted it liberally, leading to large numbers retaining lifetime access.
 - Cost: Maintaining full accounts is not insignificant for the university.
- Arguments for Keeping Access:
 - Faculty emeritus often continues teaching or supporting the university.
 - Former students may need references years later — faculty email continuity helps.
 - Faculty may need access to their own research, data sets, or recommendation letters stored in OneDrive/email.
 - Emeritus status is an honorary, voted status — different from a normal separation.
- Possible Alternatives Discussed:
 - Converting emeritus accounts to affiliate accounts if they remain involved.
 - “Store and forward” model: email forwarding without full mailbox.
 - Asking other universities (e.g., Mizzou, especially as an R2 research institution) about their practices.
 - Limiting emeritus account issuance (e.g., requiring VP/Dean authorization).

4. Reminders/Updates

All

- **Saturday, September 20 between 8 AM and 5 PM**
 University network equipment will be upgraded.
 This will result in brief, intermittent outages to
 on-campus networks and internet connections.
 We anticipate no more than 10 minutes of
 cumulative outage time during this period.

5. Next meeting on Tuesday, October 7, 2025

All

- 3:30 pm – 4:30 pm
- Meeting in Cheek Hall 150C

The members of the IT Council did not have any other business to discuss.
 The meeting was adjourned at 4:34 p.m.