**Planning and Finance Committee Meeting Minutes**

**Wednesday, April 9, 2025, 6:00 pm**

***Spotlight Room***

**Call to Order 6:00 pm**

**Roll Call**

**Committee:**

Senator Blanco-Lobo, CAS Faculty

Senator Bonnell, MIL Faculty, PFC Chair

Senator Cottingham, Student Senator, Secretary

Dr. Cutting, Provost Designee (non-voting)

Senator Godwyll, COE Faculty

AVP Hendrix, VPFP Designee (non-voting)

Senator Horst, WKCFA Faculty, Senate Chair

Senator Lawson, CS Rep

Senator Leone, Student Senator

AVP Polifka, VP Student Affairs Designee (non-voting)

Senator Sankara, COB Faculty

**Guests:** Dan Taube, Chief Information Security Officer

**Public Comment:** none

1. Approval of Minutes

Motion by Senator Godwyll and seconded by Senator Horst to approve minutes from March 26. The motion carried.

1. 2024–2025 Priority Brief

* [Advisory item](https://illinoisstateuniversity.sharepoint.com/:w:/r/sites/AcademicSenate/Academic%20Senate%20Sharepoint/SUB%20-%20Executive%20Committee%20of%20the%20Academic%20Senate/2025.03.31/Linked%20materials/PFC%20Priority%20Brief%202024_2025.docx?d=wb43650e7b3994b29bcd84aae5f68df27&csf=1&web=1&e=YxK9LO) scheduled for 4/9 Academic Senate

1. Updates Issues Pending Executive Committee Memo
   * Policy 5.1.20 Alcohol Policy

This item will carry over to the next year and will be moved to the University Policy Committee.

* + Policy 9.5 Policy on Creation of University Web Sites and associated procedures 9.5.1, 9.5.2, 9.5.3, 9.5.4 and 9.9.5 have been removed per the Executive Committee and they will now be considered advisory to Academic Senate.

1. Update on [Policy 9.2 Appropriate Use](https://illinoisstateuniversity.sharepoint.com/:w:/r/sites/PlanningandFinanceCommittee/Shared%20Documents/2024-2025%20PF/9.2/9.2%20IT%20Acceptable%20Use%202025%20DRAFT%20markup.docx?d=wf70a2580b40f4ddfafd2f7c2393ac067&csf=1&web=1&e=ucgL4S) -- Dan Taube, Chief Information Security Officer
   * Dan Taube and Bonnell gave an overview of the last changes in 9.2. and documenting 9.2 draft proposals for future PFC members (2025–2026).

*Goal of the Policy Review:* The goal has been to review and update the policy to more effectively safeguard the university’s information and technology resources, ensuring they support the academic, research, and administrative mission of the institution, as well as the needs of students, faculty, and staff.

*Importance of the Policy:* This policy is presented to all students, faculty, staff, and guests during the University Login ID (ULID) account activation process. It is expressly agreed to as a condition of receiving and using the ULID account for access to university information and technology resources. This policy is reviewed by the Higher Learning Commission, the Illinois Auditor General, and other official entities to confirm compliance for institutional accreditation and various regulatory requirements. This policy addresses factors that enable the University to obtain and leverage cyber liability insurance and associated services should a major incident occur. This policy is used to respond to misuse that directly risks the confidentiality, integrity, and/or availability of information and technology resources.

*Status of the Policy Review:* We have a draft that has incorporated operational and regulatory changes pertaining to the use of information and technology since the time when the current policy was last reviewed in December 2011 (some of the policy concepts and language date back to 1997 and 1999 when the policy was first created and updated). While considerable progress has been made, more time is necessary, and so current notes and supporting materials have been gathered to be stored for the next session and the committee to take up.

*Overview of the Revisions in Draft:*

* + New title to better align with purpose and scope of policy
  + Common phrasing identified during policy benchmarking
  + Changes policy from “appropriate use” to “acceptable use” in a goal of establishing a “rules of the road” context rather than an appearance of judging any given use as appropriate or inappropriate.
    1. Current: *9.2 Policy on Appropriate Use of Information Technology Resources and Systems*
    2. Draft: *9.2 Information and Technology Acceptable Use Policy.*
  + New format that supports readability and ease of reference
  + Standard use of bulleted items throughout
  + Sections to group items on General Use, Secure Use, Personal Use, Privacy and Security, Violations and Enforcement.
  + Addresses a challenge with the current version where assessing reported potential violations is inefficient and likely ineffective for long-term correction
  + Addresses a challenge with training individuals in what is acceptable and expectation when using university information and technology resources
  + Anecdotally, users do not intentionally violate this policy, they just have low awareness or understanding of it in its current form
  + Introduction of definitions that support clarity of topics in scope
  + User, Information and Technology resources, Information, Software, Accounts and access credentials
  + “Unacceptable Communication Examples” is treated as a definition with reference to an item within the policy that OGC has a non-negotiable and must be included
  + Updates addressing federal, state, and contractual requirements since 2011 review
  + FERPA, GLBA, HIPAA, CJIS, Illinois PIPA, Illinois Identity Protection Act, Illinois SOPPA, PCI DSS, and more. These focus on “controlled” or “covered” information and the obligations associated with the collection, storage, and use of information
  + Federal programs and grants have incorporated contractual requirements over the last 5–10 years to comply with federally-established information security standards (NIST 800-171)
  + Increased scrutiny and associated requirements on the privacy of information to be used only for the purpose it was originally collected for. Emphasis that information we collect/use about others is not “owned” by us, but rather the individual it pertains to.
  + Updated references to directly relevant policy and procedures
  + Data Governance and Information Security standards primarily fall under 9.8 series of documents.
  + Removed content that is redundant or not applicable to a policy statement
  + Content that was generally guidance related or procedural in nature was removed as that belongs in those corresponding document types rather than policy statements
  + We generalized reference to other university policies (e.g., Academic Freedom stands on its own regardless of this policy) instead of incorporating and maintaining a copy within this policy.

*Recommendation for Continued Review and Revisions:*

* + Refreshed OGC review and engagement
  + The original review was comprehensive with several OGC members. However, the primary counsel that acted as subject matter expert for the policy is resigning effective April 11, 2025. The next Senate session should consider requesting a renewed review once a final draft is prepared.
  + I&T use related to recent Executive Orders
  + Some of the Executive Orders under the current administration are directly impacting federal programs and regulations reasonably within scope of this policy.
  + I&T use related to artificial intelligence (AI)
  + While there is a University AI committee overseeing high level vision, guidelines, and resourcing, there may be value in addressing the topic in some form under this policy since the scope is directly linked.
  + Align 9.2 with policy 1.7 on surveillance equipment.
    1. A recent review of policy 1.7 identified the need for a completely new version. That is planned, but as it addresses surveillance equipment (technology) and associated data (information), it reasonably fits within the scope of this policy for consideration.

1. Appreciation to PFC members

Bonnell thanked the committee, and in particular Senate Chair Horst. Chair Horst represents the best qualities of a faculty member, a Senator and Chair, and a human being. She is an organized, prepared, knowledgeable, fair, objective, inclusive, thoughtful, patient, funny, and kind leader. Thanks to Chair Horst for her many contributions and accomplishments to the Academic Senate, the University, and higher education. You have the respect of your Senators, peers and colleagues and we hold you in high esteem. [*Applause for Chair Horst*]

1. Adjourn

Motion by Senator Cottington seconded by Senator Horst. The motion carried.

Adjourned at 6:50 pm