Minutes
Information Security Committee
Columbus State Community College

8/25/2014

Attendees: Robin Buser, Carol Thomas, Rob Clifford, David Wayne, Mary Reiter, Murray Holmes, Lori Thomas, Jim Beidler

1. The minutes of the 2/28/2014 meeting were approved.

2. Old Business
    Robin reported that the committee website is up. It contains a brief description of the committee, past agenda and past meeting minutes.

3. New Business
    Phishing

    - 87 logons have been affected by phishing attempts since June 18. The vast majority of people affected are adjunct faculty.
    - Phishing is successful when the recipient of a phishing email responds or clicks on an embedded link and provides logon and password information.
    - Successful phishing attempts have the potential to compromise not only Columbus State IT security but the personal information of the people who respond to the message.
    - Phishing has become a larger issue for Columbus State since our move from Groupwise to the cloud-based Microsoft Outlook. Under Groupwise, all messages were reviewed before going out, but that is not possible with Microsoft.

    What is being done to educate college personnel:
    - Information on how to handle phishing message will be included in the On-boarding sessions for new full-time staff and faculty.
    - A message will be added to all Marketing Updated with a message that warns readers not to share their credentials.
    - DEIS is creating a 2-minute video about phishing to be posted on the IT website.
    - Some emails/alerts will continue to be sent when appropriate.
    - The Help Desk has been given instructions on how to block phishing embedded links, and will block them once they are made aware of the message.
    - A note on Ethics will be included in the next Marketing Update message.

    The committee also suggested looking into the following:
    - Create posters to be hung in each department as a part of an anti-phishing campaign.
    - Add a message to all email signature files.
    - Possibility of having logons with different tiers of security sensitivity.
    - Show an anti-phishing video at In-Service.
    - Disable auto-forwarded all emails to another email address. This affects 114 people, and they will be notified first.
    - Ask Vice Presidents to send a message to their staff and faculty.

- David offered to have the marketing staff help draft the message
- Rob asked the committee members to review the message as well
- Changing the email address for the emails/alerts from Information Security to Rob Clifford
- De-couple single sign-on so that users must use different passwords for different systems; or allow single sign-on for all but some of the more sensitive systems; i.e. Blackboard, Colleague