ISC Meeting Minutes

Date: July 8, 2015 Time: 1:30 p.m. Location: ITSD - Grand Central

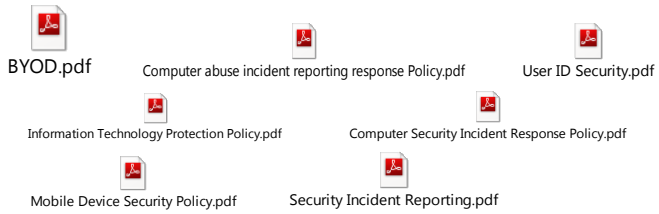
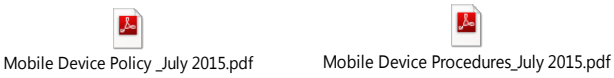
P	**Stephanie Yara** **City Council**	**P**	**Peter Ambs** **COA, Dept. of Technology & Innovation (DTI)**	**P**	**Dr. Laurie Schatzberg** **UNM**
P	**John Keck** **Workers' Compensation Administration**	**A**	**Clint Hubbard** **APD**	**P**	**Jared Quintana** **Lockheed Martin**
P	**Tim Skelton** **COA, Planning**				

A: Absent

WHAT	WHO	TIME	AGENDUM
Announcements			
Call to order	Andre O'Brien	1	**Meeting was called to order at 1:31pm.**
Roll Call	Ramona		**There was a quorum.**
Review and Approve Agendum	Andre O'Brien	1	**Peter Ambs made a motion to amend the Agenda to add the Mobile Device Policy for review and approval. This item was previously reviewed and approved at the July 2, 2015 TRC Meeting, but was inadvertently left off the Agenda. Second by Laurie Schatzberg. Motion carried unanimously.**
Review and Approve Minutes from Previous ISC Meeting	Andre O'Brien		Last meeting held May 13, 2015. June 10, 2015 Meeting was canceled. ISC Minutes 05-13-15.pdf **Stephanie Yara made a motion to approve the 5/13/15 Meeting Minutes; second by Peter Ambs. Motion carried unanimously.**
Public Comment			
ISC Actions	All	0	
Standard Equipment over $25K Approved by the IT Services Manager			• Surface Pros, accessories and software for APD/CACU, $57,860.40, Rishma Khimji. 15 Surface Pros, accessories for the Surface Pros, Adobe Software, MSOffice 2013 Software, & thumb drives. A city council funding initiative for the CACU UNIT at APD to ensure collaboration with the CYFD dept. The listed equipment provides CACU the ability to delivery data to CYFD. • Xerox WorkCenters, $58,761.06, Tony L. Schupp. These multi-function systems will replace existing Copiers. New Lease. Where possible, the department will reduce other network printers as part of the consolidation process. These Multi-function Printers will be networked. 60 month lease & Maintenance. • Computer Equipment, $46,216.00, Timothy C. Skelton. HP Z640 Workstations for Engineering and Plan Review, 20 HP EliteDesk 800 G1s general purpose computer upgrades or new installations, 4 Surface Pro 3 computers for mobile platform evaluation. Accessories. Upgrades to old systems, replacements for outdated HP6000 platform and mobile platform evaluation for future mobile deployments.

			Excess operating fund expenditures authorized by Budget. • AGIS Workstations, $38,590.00, Michelle A Gricius. HP Workstation Z840. Replace aging GIS workstations for AGIS staff in Planning and GIS staff at DTI. Standard City Imaging, Configuration, Installation, Set up and Delivery. • HP DESKTOPS/MONITORS FOR APD, $74,995.44, Rishma Khimji. 78 HP 600 DESKTOPS; 78 27" PLANAR MONITORS. We have a tech grant which must be used on desktops and monitors. These computers will be used as part of our XP to Win 7 migration for desktops at APD. • 4 CAMERA MOBILE SECURITY UNIT, $48,703.20, Dustin E. Kiska. Installation of a 4-Camera Mobile Security System for 24/7 park surveillance. To decrease vandalism and increase safety at North Domingo Park. Funds have been assigned specifically to this item. • PROJECTOR/SCREENS FOR OEM/APD, $114,870.24, Rishma Khimji. 3 NEC DLP PROJECTORS, LAMPS, CABLES AND OTHER ACESSORIES SUCH AS HDMI CABLES, TRASMITTERS. ALSO INCLUDED ARE TOUCH SCREEN PANEL, CONTROL SYSTEMS AND 3 YR WARRANTY. THE EOC IS WORKING ON UPGRADING THEIR AUDIO VISUAL COMPONENTS TO BE BETTER SUITED FOR EMERGENCY OPERATIONS AND PROVIDE EFFECTIVE/EFFICIENT SERVICES DURING EMERGENCY SITUATIONS. PLEASE NOTE, DUE TO THE VARIOUS GRANT FUNDING SOURCES, THERE ARE THREE REQ ATTACHED FOR THE ONE QUOTE. 3 YR SERVICE AND PREVENTATIVE MAINTENANCE INCLUDED. • DVTEL Upgrade, $71,186.18, Robert A. Nunez. DMD is requesting permission to upgrade the standard commodity DVTEL surveillance system. The existing production system experienced a catastrophic failure rendering us unable to record any video. • NETWORK UPGRADE - COMM CENTER, OEM, $81,631.40, Rishma Khimji. Catalyst 3K-X 10G Networ1< Module option PID CAT 3560X lOS UNIVERSAL WITH IM:B BASED DEV MGR Catalyst 3K X 11OOW AC Power Supply Catalyst 3K·X 11OOW AC Secondary Power Supply Catalyst 4500-X 24 Por1 1OG Ent. Services, Frt-to-Bk, No P/S SMARTNET 8X5XNBD Catalyst 4500-X 24 Port 1OG EnI. Service Catalyst 4500X 750W AC front to bacl< cooling power supply Cabinet Jumper Power Cord, 250 VAC 13A, C14-C15 Connectors CAT4500-X UniversalImage IP Base to EnL Services license for 16 Port Catalyst 4500-X 10GBASE·ER SFP Module Cisco 10GBASE-ZR SFP10G Module for SMF 10GBASE-LRM SFP Module 10GBASE-SR SFP Module The new equipment will upgrade the current network hardware, including a new Kronos switch, to support additional network usage at the Comm Center, in specific to the OEM's VoIP phone project.
Review IS Requests over $25K		0	

Review and Approval of Policies	All	15	• [Due for] Review: **Items with no content changes:**
			  • **Policies**
			  ○ **General**
			  ▪ Employee e-mail use policy
			  ▪ Employee Internet Management Filtering Policy
			  ▪ Employee Internet Use Policy
			  ○ **Hardware/Software**
			  ▪ Enterprise Application and Software Policy
			  ▪ Smartphone Devices
			  ○ **Network**
			  ▪ Network Access Policy
			  ○ **Security**
			  ▪ E-mail encryption policy
			  ▪ Patch and Vulnerability Management
			
			Employee e-mail use policy.pdf
			
			Employee Internet Management Filtering Policy.pdf
			
			Employee Internet Use Policy.pdf
			
			Enterprise Application and Software Policy.pdf
			
			Smartphone Devices.pdf
			
			Network Access Policy.pdf
			
			E-mail encryption policy.pdf
			
			Patch and Vulnerability Management.pdf
			The listed Policies were reviewed by the Committee. John Keck made a motion to modify the language from "may" to "must" within the *Email Encryption Policy: Encryption, 2nd Paragraph: "City email messages sent between City e-mail users only may be encrypted if they contain:.."*. Peter Ambs added that emails containing Personally Identifiable Information (PII) should be discouraged; but if necessary, they must be encrypted. Second by Stephanie Yara; motion carried unanimously.
			
			Items with ISD or DTI or IT director changes to reflect the correct department or position:
			  • **Policies**
			  ○ **General**
			  ▪ Sensitive Data
			  ▪ Technical Review Committee
			  ○ **Security**
			  ▪ Access Revocation Policy
			  ▪ Bring Your Own Device (BYOD)
			  ▪ Computer abuse incident reporting response Policy
			  ▪ Computer Security Incident Response Policy
			  ▪ Information Technology Protection Policy
			  ▪ Mobile Device Security Policy
			  ▪ Security Incident Reporting
			  ▪ User ID Security
			  ○ **Telecommunication**
			  ▪ Telecommunications Usage Policy
			
			Sensitive Data.pdf
			
			Technical Review Committee.pdf
			
			Access Revocation Policy.pdf

			 'Items with no content changes' and 'Items with ISD or DTI director changes' , including 'Mobile Device Policy' (below) will remove the language "To Be Reviewed" [insert date], such that these items will now be reviewed on an as needed basis. The suggested revisions in the second category have only to do with regard to the [new] Department name and Director's title. **The listed Policies were reviewed by the Committee. John Keck made a motion to replace the language "an individual employee" with "any individual" in the *Sensitive Data Policy: Section IV: Definition of Sensitive Data, Part i: Personally Identifiable Information.* All members voted in favor of the proposed change, in favor of removing the language "To Be Reviewed", and in favor of the new Department name and Director's title revisions.** • New: **Review of Mobile Device Policy and supporting Procedure** This Policy Applies to all city employees regarding mobile device approval criteria, monitoring responsibilities and appropriate use of a city supplied mobile device or a city subsidized mobile phone. The attached policy requires TRC review and approval.  **An overview of the Mobile Device Policy was presented by Gerald Romero, City Budget Officer. There were some questions posed by Committee members, with responses from Mr. Romero and Mr. Chapman. John Keck requested that this Policy be reviewed for its relationship to the Mobile Device Security Policy. Call to question/ motion to approve Policy by Peter Ambs. Motion carried unanimously.**
New Business		0	
Large Project Status			
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Action Items		0	
Total Time		17	**Motion to adjourn by John Keck; second by Stephanie Yara. Motion carried unanimously. Meeting adjourned at approximately 1:48PM.**