

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Finance and Facilities Committee

Date: November 19, 2013

Title: Proposed Amendment to Board Policy 5.23 Security and Privacy of Information Resources (Second Reading)

Purpose (check one):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Proposed New Policy or Amendment to Existing Policy | <input type="checkbox"/> Approvals Required by Policy | <input type="checkbox"/> Other Approvals |
| <input type="checkbox"/> Monitoring / Compliance | <input type="checkbox"/> Information | |

Brief Description:

Board Policy 5.23 Security and Privacy of Information Resources has been reviewed and revised to better provide guidance and direction for ensuring Minnesota State Colleges and Universities information resources.

In 2012, a multi-institutional workgroup was formed to examine management practices for ensuring security of our computer systems. With oversight by the Board of Trustees, the Leadership Council, and the chancellor, the workgroup was charged by Vice Chancellor Darrel Huish with aligning board policy, system procedure, and system guidelines to complete the implementation of a vulnerability management technology that was installed more than five years ago in cooperation with the State of Minnesota.

The First Reading of the Proposed Amendment to Board Policy 5.23 Security and Privacy of Information Resources took place October 23, 2013.

Scheduled Presenter(s): Chris McCoy, Interim Vice Chancellor – Chief Information Officer
Walt Swanson, Information Security Manager

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

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| BOARD ACTION |
| Proposed Amendment to Board Policy 5.23 Security and Privacy of Information Resources (Second Reading) |

EXECUTIVE SUMMARY

Board Policy 5.23 Security and Privacy of Information Resources provides guidance and direction for ensuring the protection of Minnesota State Colleges and Universities information resources while making information accessible to fulfill its mission of providing high quality higher education.

BACKGROUND

Proposed changes to Board Policy 5.23 Security and Privacy of Information Resources add the requirement that Minnesota State Colleges and Universities adopt plans, programs and training consistent with the commitment, direction, and expectations to minimize risks with regard to information resources. This policy serves as the framework of regulatory compliance ensuring consistency in application of information security throughout the system. The first reading took place on October 23, 2013.

RECOMMENDED COMMITTEE ACTION:

The Finance and Facilities Committee recommends the Board of Trustees adopt the following motion:

The Board of Trustees approves the changes to Board Policy 5.23 Security and Privacy of Information Resources.

RECOMMENDED BOARD MOTION:

The Board of Trustees approves the changes to Board Policy 5.23 Security and Privacy of Information Resources.

Date Presented to the Board of Trustees: November 19, 2013

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

| BOARD POLICY | | | 5.23 |
|---------------------|-----|--|-------------|
| Chapter | 5. | Administration | |
| Section | 23. | Security and Privacy of Information Resources Policy | |

5.23 Security and Privacy of Information Resources

Part 1. Policy Statement. ~~It is the policy of~~ Minnesota State Colleges and Universities ~~is~~ committed to protecting the security and privacy of its information resources and to make information accessible to fulfill its mission of providing high quality higher education as required by law. The system shall maintain the confidentiality, integrity and availability of information resources; ensure continuity of operations; prevent, control and minimize the impact of security incidents; and manage risks to those resources regardless of the storage medium, transmission or disposal methods. Each college and university and the system office shall adopt and implement privacy and security policies, ~~and~~ procedures, plans, programs and training for its information resources consistent with applicable system policy, procedures and other applicable standards and state and federal law.

All users of Minnesota State Colleges and Universities ~~S~~system information resources are responsible for the privacy, security, and appropriate use of those resources over which they have authority, access or control, and for compliance with applicable laws, regulations, policies, procedures, and other standards. Each college, university and the system office shall provide appropriate security awareness resources for its users.

Part 2. Applicability. This policy applies to all users of system information resources; and to all system information resources in any form or storage media, wherever located.

Part 3. Definitions

Subpart A. Access. Access means the authority to view information, and when appropriate, insert, update, delete, or download information. Access shall be authorized to individuals or groups of users depending on the application of law or system policy or procedure. Technical ability to access information is not necessarily equivalent to legal authority.

Subpart B. Information Resources. Information resources means all data collected, created, received, maintained or disseminated by any Minnesota State Colleges and Universities user, regardless of its form, storage media or conditions of use.

Subpart C. System. System, or Minnesota State Colleges and Universities ~~System~~system, means the Board of Trustees, ~~the system office,~~ the ~~state~~ colleges and universities, the system office, and any part or combination thereof.

32 **Subpart D. User.** User means any individual, including but not limited to, students,
33 administrators, faculty, other employees, volunteers, and other authorized individuals using
34 system information resources, whether or not the user is affiliated with Minnesota State
35 Colleges and Universities.

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37 **Subpart E. Integrity.** Integrity means assuring that information is kept intact, and not lost,
38 damaged or modified.

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40 **Subpart F. Availability.** Availability means assuring that information is accessible to
41 authorized users when needed.

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43 **Subpart G. Confidentiality.** Confidentiality means assuring that information is accessible
44 only as authorized.

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46 **Part 4. Scope**

47 | ~~—~~**Subpart A. Procedures.** The ~~Chancellor~~ chancellor shall adopt security and privacy
48 procedures under this policy.

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50 **Subpart B. Sanctions.** Users who violate this policy or related system, college or
51 university procedures shall be subject to disciplinary action through appropriate channels.
52 Violations may be referred to appropriate law enforcement authorities.

Date of Adoption: 04/19/06,
Date of Implementation: 04/19/06,

Date and Subject of Revision:
11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the
term "Office of the Chancellor" to "system office," and to make necessary related
grammatical changes.