



## **SPECIAL MEETING OF THE LEADERSHIP COUNCIL**

Jackson College

Central Campus, Health Laboratory Center, Room 200

05.19.22

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A Special Meeting of the Leadership Council of Jackson College was held on Wednesday, May 19, 2022, 7:30am, at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

### *Leadership Council Members Present:*

- Daniel Phelan, President & CEO
- Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer (via Teams)
- Darrell Norris, Chief Financial & Auxiliary Enterprise Officer (via Teams)
- Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Dr. Todd Butler, Dean of Humanities and the Sciences
- Dr. E. Wayne Rose, Chief Information Officer
- Jason Valente, Chief Campus Operations Officer (via Teams)
- Julie Hand, Chief Advancement Officer
- Zakary – Registrar (for Jeremy Frew)

### *Council Member Excused Absence:*

- Jeremy Frew, Chief Academic & Student Services Officer

### *Others Present:*

- Keith Book, Executive Assistant to the President & CEO (via Teams)
- Jesse Wallenfang, Administrative Assistant

President Phelan called a special meeting of the Leadership Council to order at 7:30am in order to share with them next steps for cybersecurity. Dr. Rose shared the following:

- The system will be scanned.
- Look at the rights of users. There are 40-50 people that have administrative rights to their systems that should be assessed for necessity.
- Cell phone numbers and alternate email addresses are being collected.
- Get a copy of important data on a large hard drive that will be kept off the network.
- Now more than ever, be careful of what you click on.
- KnowB4 will be brought to LC next week, to be launched following that.
- Important that this is up to the users, not just for IT.
- Staff establishing alternate accounts for college business on outside systems will also be addressed.
- Reminders will be placed in the newsletter.
- There will be training throughout the year for security.

- Personal emails and phone numbers are being collected immediately. The link will be sent for collection.

Dr. Butler would like more information about the collection of alternate student e-mails.

By the end of the day, staff will comb through who should have administrative rights.

Max time down may be 2-3 weeks. No PII or FERPA will be shared off the systems, in open systems. The Ironbox needs to be assessed for its functionality.

Using links in emails may not be the way to go. Copy and paste the link, do not include a hyperlink. Just include the actual address.

Darrell will forward the e-risk software information that we have.

Nixel – Info on how to get Jackson College exclusively on the system could be helpful. Dr. Phelan will research this more. For the time being, users must manually select JC and deselect other agencies after setting up their account. Cindy Allen will contact the vendor for possible solutions.

Discussion of how to access Ironbox was had.

Meeting adjourned at 8:05am.