

Notes from the 9/29/2005 SSN Task Force meeting

Attending: Jackie Brenn, David Clokey, Sheila Cote, Elaine David, Ralph Edwards, Bruce Gerber, Barbara Oakley, Suzanne O'Connor, Deborah Shelby, Jeff von Munkwitz-Smith, Ann Wilhelm

A new member has been added: Barbara Oakley (University Libraries)

Updates since the August 31 meeting:

- Elaine and I made a presentation on the project to the Deans' Council and asked them to help get information on SSN usage by the academic departments.
- The University's agreement with the Foundation will no longer specify that the University will provide the Foundation with non-directory information, including SSN.
- Paul McCarthy is reviewing a proposal to include NetID, PeopleSoft ID, and Date of Birth in the University's definition of "Directory Information" for FERPA purposes. A decision by the U.S. Department of Education in November 2004, would allow the identifiers to be included and Date of Birth has always been one of the allowable Directory Information elements under FERPA.
- David and I met with Ruth Francis, of the One Card Office, to discuss the use of SSN on the ID card. Currently the card has the SSN encoded on the bar code on the front of the card and the magnetic stripe on the back. Ruth has estimated the cost of producing new cards for the campus at \$52,000 (not including distribution costs). The ID card system will only allow a numeric ID. A key decision will be what to use at the replacement ID number. There are several possible numbers that could be used: PeopleSoft ID, Payroll ID (for faculty and staff), a numeric representation of the NetID using the numeric position in the alphabet for alpha characters (for example, 10132202003 for my NetID, jmv02003), etc. There presently are many people who still have the previous version (or even older versions) of the card, which had the SSN printed on the front. There may be some resistance to getting new cards. However it is handled, the process needs to be easy for the users.
- Elaine has been reviewing access to SSN via Brio and Focus. It is not possible to tell how many people are actually accessing SSN with those tools, but more than 700 accounts have access. Most of those accounts are assigned to departments, rather than individuals. We need to look at the use of departmental accounts. We agreed that it would be desirable to eliminate those accounts, but some way of retaining stored queries and sharing them needs to be developed. Elaine will get together a subcommittee (Elaine, Jim Mandeville, Bruce Gerber, Ann Bennett, and possibly others) to work on this.

Characteristics of some common identifiers (this discussion bled over from the ID card discussion, with some additional points):

- Payroll ID: All faculty and staff have one, but students don't.
- PS ID: All students and faculty and many staff have one, but once the PeopleSoft HR system is implemented will faculty have two, one for the student system and one for the HR system?

- ❑ NetID: Students, faculty, and staff have them, but it's not numeric, and affiliates don't have them. (Is that a problem?)
- ❑ The Co-op has a crosswalk table that matches SSN to PeopleSoft ID so that when the ID card is swiped, the student account at the Co-op, which uses PeopleSoft ID as its key, can be accessed. The Co-op will assign an alternate identifier (to the SSN) to faculty and staff members who request one, but most faculty and staff patrons are not aware of that.
- ❑ The Libraries read the bar code on the ID card when patrons check out books in person. It reads the entire 14-digit number, which includes the SSN and information on whether the card is valid. For online services the Libraries use SSN, except for Interlibrary Loan, which uses NetID and password.

To do:

- ❑ Please review the draft action plan and send updates to Elaine.
- ❑ I'll update the form we're using to collect information on SSN usage to add questions about paper and electronic uses and to collect information on discontinued uses.
- ❑ I'll also send a message to the 3D list asking them to send us the form if they have not yet done so.
- ❑ Elaine will get the subcommittee that's looking at departmental IDs together.

Next meeting: November 8, 10:30 a.m., 113 Wilbur Cross Building. (Note the room change.)

Jeff von Munkwitz-Smith