

Meeting Notes 11/8/2005 SSN Task Force meeting

Attending: David Clokey, Sheila Cote, Elaine David, Bruce Gerber, Jim Hall, Jim Mandeville, Barbara Oakley, Suzanne O'Connor, Jeff von Munkwitz-Smith, Ann Wilhelm

Updates:

- A meeting of the subcommittee looking at shared and departmental accounts is scheduled for November 8.
- Student Affairs has identified another cost associated with using a number other than SSN with the One Card system. Another \$12,000 would be needed for additional programming by the vendor.
- Elaine David met with the Identity Management project team at UITS. They are working on a proposal to develop a 9-digit, unique, and randomly generated identifier to replace the SSN. The proposal should be available in November.

We discussed the best way to make progress on a few key tasks:

- Updating the action plan for the task force.
- Developing a "Best practices" document for handling confidential information, including the SSN.
- Developing a statement to be used whenever SSN is collected.

The most efficient approach might be to create subcommittees to work on those tasks.

The volunteers:

- Updating the action plan: Jeff von Munkwitz-Smith and Elaine David. (We met on November 16.)
- Best practices document: Suzanne O'Connor, Ann Wilhelm, David Cloakey, Jeff von Munkwitz-Smith and Elaine David. I'll also invite Mike Kurland. (I'll be scheduling a meeting in the next couple of weeks.)
- Collection statement: Sheila Cote, Renee Ferriere (Jim Hall recommended her), Jeff von Munkwitz-Smith and Elaine David. I'll also invite Lee Melvin and Jean Main. (I'll be scheduling a meeting in early December.)

If anyone else is interested in being on one of these groups, let me know.

Jeff von Munkwitz-Smith