Attending: Birgit, Andrew Krell, Erin, Cloud, Danny, Lauren, Ryan

I. Mulit-factoral authentication process
   a. IT is setting up interviews for March 24, 25, 26 about authentication process. Find a few people that can talk in detail about front and back end authentication.
   b. Products not using Mason authentication as well, “level” of sensitivity and applications that we use together.
   c. The data stewardship policy and the addendum define levels
      i. Protected, unprotected, highly sensitive, sensitive, regulated

II. email marketing
   a. ASRB submitted, vendors failed to respond to ASC, but getting response via cloud solutions, that is on hold for now.
   b. In the mean time, Constant Contact license will move to UL, Alissa will pay through the semester
      i. Reevaluate in April
      ii. Training workshop to schedule
      iii. Andrew: Not a safe tool to use until there is an approved solution
      iv. We include in training that this is marketing only, and not approved...illegal according to the state

III. technology assessment that was distributed (2/18/15)

IV. recent example of website user testing

V. developing a group strategy for on-boarding the new Director
   a. to insure that our voices are present in discussions around unit needs, problems and priorities.

VI. Danny: online ordering is coming to Sodexo products soonish
   b. Student one-offs, not account charges
   c. Upgrading payment methods on registers...apple pay, etc.
   d. Smart card migration happens starting after Spring break perhaps, replacement goes up to $20...will take 3 or 4 years

VII. Ryan: new web presences are live, trademarks, approved catering
    i. Says farewell

VIII. Cloud: has a tool, canva.com, to create templates for flyers, social media shareables, etc
    a. Wants to form a video users group, for those who are into it
       i. Andrew: Get with ATI

IX. Erin: beta testing with Mason Rec,
a. Andrew: must submit to ASRB if get beyond the beta
b. Ashley: what is the turn-around time for quick things...
c. Andrew: they meet about monthly. If there is sensitive data anywhere in that space, a product needs a thorough review. And is involved in an upgrade to the ASRB process, which will automate much of the user experience, streamlining the process
X. Birgit: More comprehensive online orientation deployed in the summer is working well.