

# Oregon Cybersecurity Advisory Council

Meeting Location. Oregon Institute of Technology (Oregon Tech)  
 Wilsonville Campus, Room 402, 27500 SW Parkway Ave., Wilsonville, OR 97070



## Voting Members Present.

Andrew Plato	Kerri Fry	Michael Gutsche	Charlie Kawasaki
Tom Quillin	Kris Rosenburg	Dennis Tomlin	

## Non-Voting Members.

Alex Z. Pettit, PhD	Skip Newberry, <b>Treasurer</b>	Stefan Richards	Travis L Miller
Megan McKenzie, <b>Secretary</b>			

## Guests.

Rebecca Craven	Jess Daly		
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## Call to Order

A meeting of the Oregon Cybersecurity Advisory Council was held on September 27, 2017. The meeting began at 9:00 am and was presided over by Kris Rosenburg, with Travis Miller acting as interim secretary.

## Agenda Summary

- 1) **Charter.** Review and discuss Advisory Council Charter
- 2) **Roles and Responsibilities.** Define roles and responsibilities
- 3) **Cyber Oregon.** Update on Cyber Oregon initiative
- 4) **CPS Assessment.** Status update and review of survey

## Approval of Previous Minutes

N/A

## Agenda Items

### 1) Charter Review

**Discussion.** Need to include discussion of an 18-month plan with milestones (potentially including metrics). There is a need to define what success look like and clarify the deliverables for the Cybersecurity Center of Excellence (CCoE) plan. The Charter should be explicit about the duties currently assigned to the Cybersecurity Advisory Committee (CAC) that would ultimately be delegated to the CCoE

**Action(s).**

- **Motion** – Revise charter to include high-level 18-month plan and milestones | *motion seconded*; and *vote in favor* (unanimous).

- **Motion** – Revise charter to address the use of non-Chair CAC proxies and proxy voting | *motion seconded*; and *vote in favor* (unanimous).

## 2) Roles and Responsibilities

**Discussion.** It will be necessary to identify the role of CCoE Director within the Charter; along with Secretary and Treasurer. The Charter also needs to describe the roles of the CAC Chair and Vice Chair and associated responsibilities.

### Action(s).

- **Motion** – Revise charter to include the position of CCoE Director as a non-voting member | *motion seconded*; and *vote in favor* (unanimous).
- **Motion** – Revise charter to include the position of CAC Secretary as a non-voting member | *motion seconded*; and *vote in favor* (unanimous).
- **Motion** – Appoint Megan McKenzie to the position of CAC Secretary | *motion seconded*; and *vote in favor* (unanimous).
- **Motion** – Revise charter to include the position of CAC Treasurer as a non-voting member | *motion seconded*; and *vote in favor* (unanimous).
- **Motion** – Appoint Skip Newberry to the position of CAC Treasurer | *motion seconded*; and *vote in favor* (unanimous).
- **Motion** – Revise charter to describe the duties of the CAC Chair | *motion seconded*; and *vote in favor* (unanimous).
- **Motion** – Revise charter to describe the duties of the CAC Vice Chair; including responsibility for Chairing a Finance Committee | *motion seconded*; and *vote in favor* (unanimous).

## 3) Cyber Oregon Initiative

**Discussion.** There is a great deal of interest among Oregon’s Cyber-related industries. Five companies have come forward with cash and in-kind contributions to support the relaunch of the website. The fundraising goal for the website launch is \$25K. There are a series of upcoming events that will support the awareness campaign including events in Bend, at Mt. Hood Community College, in Tillamook, in Pendleton and in Baker City. These events and awareness activities can be leveraged to support the CPS Engagement—distribution of the survey and focus group activities in particular.

### Action(s).

- **Day of Cyber.** Coordinate with the Governor’s Office regarding the Cyber Proclamation and awareness events; tentatively planned for Friday, November 21<sup>st</sup>, 2017.

## 4) CPS Assessment

**Discussion.** The focus group protocol has been revised and is ready for final review. The draft survey questions were distributed to the group and initial feedback was provided. The members of CAC were given until Monday, October 2<sup>nd</sup> to provide detailed feedback on the survey. CPS anticipates that the survey will be approved by the PSU Institutional Review Board (IRB) by mid-October. The goal is to distribute the survey as broadly as possible; hopefully, generating several thousand responses or more.

### Action(s).

- **Survey Feedback.** Review the draft survey question by October 2<sup>nd</sup>.
- **IRB Submission.** Submit the final survey for IRB review.
- **Distribution Lists.** Provide the CPS team with a list of organizations for survey distribution.

## Next Steps + Assignments

Action	Person Responsible	Date Due
Distribute a Doodle Poll for the next 3-4 meetings; schedule the meetings at Oregon Tech until further notice.	Kris Rosenberg	
Ensure that Skype for Business is available for remote attendance.	Kris Rosenburg	
Revise Charter based on the direction of the CAC; and distribute at least one week ahead of next CAC meeting.	Travis Miller	
Sign Charter.	CAC Members	
Draft Meeting Minutes for 9/23 Meeting; and distribute to CAC members for review and approval.	Travis Miller	
Schedule one-on-one conversations with CAC members; and Select CAC Chair and Vice Chair.	Alex Z Pettit	
Draft agenda for November CAC Meeting	TBD	

## Announcements

- Legislative Days.** The Joint Legislative Committee on Information Management and Technology will be requesting a status update on SB 90 (2017) and the Cybersecurity Center of Excellence during November Legislative days (November 13<sup>th</sup> -15<sup>th</sup>).
- Day of Cyber.** TAO is working with the Governor’s Office to issue a proclamation, declaring the Friday before “Cyber Monday” an Oregon Day of Cyber—marked by a Cybersecurity Policy Summit, relaunch of the website and a Governor’s appearance.
- Multnomah County Event.** There will be a Cyber Event at the Multnomah County building on November 14<sup>th</sup>; contact Dennis Tomlin for additional details.

## Minutes Approved By

**Chair**  
Signature.

Date.

**Vice Chair**  
Signature.

Date.