

Digital Signature Committee Meeting Minutes
August 2, 2013

Attendees: Mary Dickerson, Mike Glisson, Sabrina Hassumani, TJ Meagher, Steve Mueller, Pat Sayles, Brian Walker, Tashawna Wilson

Update on Action Items from April 11, 2013 Meeting:

- Mike, Pat and Bill will complete a test with the Sole Source Justification form using the new certificates, and another person (without a certificate) will verify he/she can see the signatures in the Finance System.
 - Status: The test could not be completed because of continued problems with Pat's Verisign/Symantec MPKI digital signature certificate.
 - The committee decided to stop testing the Verisign/Symantec MPKI certificates because we will probably not use them anyway. We will use SIGNix certificates instead for external and combination external/internal digital signatures. For internal only signatures, we will use a signature capture device.
- Mary will contact Linda Garza regarding using SIGNix digital signatures on the Facilities Rental Agreement, contact Campus Recreation regarding their membership application, and contact SBDC to see if they have any documents that are candidates for digital signature.
 - Status: Mary and Brian contacted Linda Garza about the Facilities Rental Agreement, as well as Nicole Broyles and Vicky Cook in University Advancement about the Gift Transmittal Form, but no conclusion was reached. Mary and Brian will follow up with Linda, Nicole, and Vicky to discuss further.
 - Mary and Brian will also talk to Campus Recreation and SBDC about possible SIGNix digital signature applications in their areas.
- Mary and Mike will draft an email, which Mike will send to the administrators with information about signature capture devices.
 - Status: Mike sent an email to the Finance Listserv on April 30, 2013.
- Mary and Brian will advise Vangie Kolesar as to whether eCopy software is an allowable (state-approved) method for signing documents.
 - Status: Mary and Brian discussed the eCopy software with Vangie to get an understanding of how it works and is used at UH Victoria. Mary will send an email to Vangie with her assessment of whether the software is permitted under state law.

Additional Updates from UIT – Mary Dickerson

- Mary provided an overview of the digital signature project to date. See PowerPoint presentation.
- Over the past year and a half, the following conclusions have been reached through the work of the Digital Signature Committee:
 - SIGNix is the best solution for forms that require an external (non-UH) digital signature, like the Student Housing Agreements. SIGNix could also work well for forms where either an external or internal signature is needed, such as the Facility Rental Agreement, which might be signed by a UH employee or non-employee. The signer is not required to have a certificate on their computer but their identity is verified by answering one or more questions.

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- Verisign/Symantec MPKI certificates, which were intended for forms signed only by internal (UH) users, can be difficult to install and involve the labor-intensive process of modifying the form to accept a digital signature. We have not identified any forms where this solution would be preferred.
- Signature capture devices can be used for any form where a scanned signature is acceptable and accomplish the same goals of operational efficiency and reduced cost (no printing) that were originally hoped for with the Verisign/Symantec MPKI certificates. Signature capture devices create an image of a person's signature (digitized signature), as opposed to a time and date-stamped signature that verifies the signer's identity (digital signature).
- Mary and Brian did some research on signature capture devices and determined that a universal standard does not exist. However, they will issue a user guide for signature capture devices to give the departments some guidance.
- Certificates to send and receive encrypted email are being rolled out through the campus information security officers (ISOs). Currently, 70 ISOs and few others in UIT have these certificates. Brian has distributed instructions for installing and using these certificates to the ISOs.

Future Direction of Committee – Mike Glisson

- Since the Committee has determined that signature capture devices may be used for virtually all UH forms and that these devices are preferable to Verisign/Symantec MPKI certificates, there is no need for the Committee to continue testing Verisign/Symantec MPKI certificates.
- Mary will review the options for digital and digitized signatures with the UH college/division administrators at their next meeting on August 8, and let them know to contact UIT Security if they have any forms that may be candidates for the SIGNix digital signature solution. Mike Glisson may be consulted to evaluate the proposed business process.
- The Committee agreed to discontinue meeting, since departments can contact Mike Glisson for business process decisions regarding digital signatures or UIT Security regarding technical questions associated with digital signature applications.