

# August Staff Council Agenda

Wednesday, August 16, 2017

2:00 PM

## Attendees:

- X Janet Anderson
  - X Chad Ballard
    - Molly Baur (notified)
  - X Jeremy Gamez
  - X Wendy Hooten
  - X Leslie Horn
  - X Stephanie Keahey
  - X Jodi Oelrich-White
  - X Kim Scarcelli
  - X Mandy Shaw
  - X Jody Todhunter
  - X James Vanbebber
- Guest: Tim Murphy - CIO

## Agenda:

- Call to Order and Welcome
- Financial Report (Janet)
- UEC Update (Jeremy)
  - CITE encryption
  - Campus Operations and Safety - Risk Assessment for student travel
- Committee Reports
  - Staff Recognition/Appreciation (Kim)
    - EoM - Logistics
    - Action item from retreat to be thinking of ways to improve
    - Service Awards Report
  - Staff Development (Mandy)
    - Update on Professional Development Day
    - Approval of presenter gift
    - Registrations will go through the Staff Council email (need to setup rule)
  - Events/Fundraising
    - Billie will begin to have meetings with Athletics to see availability of Fieldhouse
    - Mtg. to be setup with Campus Operations & Safety

## New Business:

- Discussion w/ Tim Murphy, CIO
- Announce newest members
- Recognition of members who are not part of new term

## The Meeting:

- The meeting was called to order at 2:04 by President Jeremy Gamez
- Financial Report (Janet) – no statement was given at this time
- UEC Update (Jeremy)
  - CITE encryption
    - Any issues, email Tim Murphy
  - Campus Operations and Safety - Risk Assessment for student travel
    - Students travelling beyond 25 miles in a personal vehicle of a staff/faculty member for a school activity would need a risk assessment completed
    - Any questions, contact John Weatherford

- Committee Reports
  - Staff Recognition/Appreciation (Kim)
    - EoM - presentation will be Monday , August 21<sup>st</sup>, 9:00 am, BA 343
    - Action item from retreat to be thinking of ways to improve
    - Service Awards Report
      - Using same trophies
      - Checking with HR about years of service and numbers in each group
  - Staff Development (Mandy)
    - Update on Professional Development Day
      - Created cards for “save the date” to use at the Fall Assembly
      - Schedule set with two sessions in morning, lunch open forum, two sessions in the afternoon – 8:00-4:30
      - Room monitors needed for rooms for sessions
      - Must register for the sessions
      - Name tags and lanyards will be used
      - Must attend two sessions to attend lunch
    - Approval of presenter gift
      - Gift will consist of a bag of popcorn (\$1.80), a pennant (\$1.25), and a drink bottle (\$7.77)
      - There are approximately 30 presenters include President Keck and the VPs
      - A Motion was made by James to order 100 bottles with the SC logo. A second motion was made by Kim. Motion passed
    - Registrations will go through the Staff Council email (need to setup rule)
  - Events/Fundraising
    - Billie will begin to have meetings with Athletics to see availability of Fieldhouse
    - Mtg. to be setup with Campus Operations & Safety
    - Starting to ramp-up advertising
    - Will be on the September/October agenda

### **New Business:**

- Announce newest members
  - John Weatherford (EOC1)
  - Mona Gilley (EOC 3,5)
  - Jessica Gossett (EOC 3,5)
  - Jeremy Tanner (EOC 3,5)
  - Belinda Benson (EOC 3,5)
  - Sarah Elder (EOC 3, 5)
- Recognition of members who are not part of new term
  - James Vanbebber (plaque awarded)
  - Molly Baur(not present)
- Discussion with Tim Murphy, CIO
  - New Web Portal
    - Has an open source portal now
    - Will be opening customization soon
    - Any questions/concerns contact help desk
  - Wireless Log-in
    - Wireless vendor crashed system causing security to be turned off
    - Trial run was done in the BA building
    - In the future may rewire all the buildings one by one
    - Help Desk is the point of contact if in BA and still have issues
  - Transitioning from eCollege
    - Moving to D2L with a small group in the summer and migrate over in Fall of 2018

- Document Management
  - FORTIS is leaving
  - Now every department will have a joint student depository
  - Will build workflow
  - Purchasing Office the first test line- is now fully paperless
  - Over 4 million documents currently in FORTIS
  - Basic steps:
    - Define documentation
    - Departments determine what is necessary for them
    - FORTIS turned off
  - 100 licenses have been already purchased
    - Additional license fee may be needed for departments
    - The first 100 licenses have a price break
    - DocuNav available for those that need to transport documents quickly but will have a fee involved
  - Everyone with workflow will need a license
  - There is no automatic deletion
  - Read-only access is free
  - License can be assigned to a work station not necessarily an individual
- Encryption
  - Increased for security
  - Includes the use of the Quarantine box in our Outlook
- Duo Authentication
  - System thinking of having us implement this in all our programming
  - Any suspicious looking emails forward to IT and if applicable Procard
- Banner
  - October changes happening behind the scenes affecting all
  - Database will remain the same
- Floor was opened to members by a motion by James and seconded by Mandy
- A motion was made to adjourn by Mandy and seconded by James
- Meeting adjourned at 3:01 pm

Respectfully submitted by Kim Scarcelli, August 18<sup>th</sup>, 2017, 4:35 pm.