

Minutes
University of Southern Indiana
Administrative Senate
Wednesday, June 6, 2018
2:30 p.m. UC 2220

The meeting was called to order at 2:34 p.m.

Andrea Gentry, Chair; Ingrid Lindy, Vice Chair; Larry Back, Past Chair; Jaclyn Dumond, Secretary/Treasurer; Caylin Blockley; Katherine Draughon; Teresa Grisham; Jacob Hansen; Jeanne McAlister; Britney Orth; Tricia Tieken; Ashley Watson
Erica Hooker; Steve Bridges
Dr. Linda L.M. Bennett; Richard Toeniskoetter; Newly Elected 2018-19 Senators: Sarah Adams, Nick Bebout, Brandi Hess, Rustin Howard

Read by Andrea Gentry, Chair
See Appendix A.

Dr. Bennett remarked how critical service on Administrative Senate is for the University. Administrators touch every corner of campus, and the chair's inclusion on President's Council allowed vital two-way communication to occur.

Mr. Richard Toeniskoetter, chief information officer, shared basic information about the shift to OneDrive, which was implemented a year ago. Employees and students can access their information from anywhere, even without a VPN connection. Richard clarified that Microsoft has two different models of OneDrive, one for business managed by USI and one for personal use. IT is in the process of moving everyone's operating system to Windows 10 as it works more seamlessly with OneDrive than older versions. USI has been exploring two-factor authentication with a small group of individuals. When logging into a work computer, a code might be texted to a cellular phone and then provided to complete the login process. Richard recommended that we review our own personal accounts to activate two- or multi-factor authentication (MFA) as many places as possible. He showed some of the features of OneDrive which includes being able to roll back files to past versions. Microsoft has also rolled out ways to mark the privacy levels for certain files; certain levels of privacy result in restricting who can open the file, send it in an email or even screen-capture it.

Richard also discussed SharePoint which is a feature found within OneDrive. A handful of groups have been early adopters of this feature, and eventually all network drives will move to SharePoint. In other updates related to security, newer versions of Windows ask whether the sender wants to send the actual file or a link to the cloud. Finally, Richard demonstrated how to send a message with manual encryption but also cautioned us to be wary if we received an encrypted email unexpectedly, as it could be a phishing or hacking attempt.

Read by Andrea Gentry, Chair
See Appendix B.

ii. Sign-up sheet is available in Staff Council's folder on the O-Drive.

Open now through July 13

Tuesday, June 12
9 to 10:30 a.m.
Carter Hall

Tuesday, June 12
2 to 5 p.m.
Central Library

June 22 through July 1

June 27
UC Room 226/227

Deadline to submit questions for USI employee population is June 29

– Caylin Blockley, Chair

The Outreach committee initiated welcome emails to new administrative employees of the University. One IFC is still being reviewed, which is to encourage more volunteerism within the University.

– Larry Back, Chair

Larry overviewed the year's nominations and elections process.

In Recognition
Dr. Linda L. M. Bennett

WHEREAS, Dr. Bennett will leave a legacy of excellence at the University of Southern Indiana, in the community, region, and entire state for her exemplary leadership of the University and dedication to higher education;

THEREFORE, BE IT RESOLVED, that the members of the University of Southern Indiana Administrative Senate express their sincerest appreciation and best wishes to her upon her retirement from the University of Southern Indiana, and FURTHER RESOLVED that the members of the USI Administrative Senate formally recognize the many achievements of Dr. Linda Bennett by spreading this resolution upon the minutes of the USI Administrative Senate and by distributing copies of the resolution to her.

Witness our hands this the
6th Day of June, 2018

Andrea Gentry '05, Chair
USI Administrative Senate

Ingrid Lindy '90, Vice Chair
USI Administrative Senate

Larry Back '99, Past Chair
USI Administrative Senate

Jaclyn Dumond M'08, Secretary/Treasurer
USI Administrative Senate

