Academic Staff Senate Meeting
Wednesday, December 19, 2018 1:00pm-2:30pm

Present: Janie C., Emily R., Monte S., Zach O., Jon D., Kristen J.
Absent: Amy M., Mike B., Rob W.
Guests: Tom Janicki

Call to Order: 1:03pm
Revision to Agenda: None
Approval of Minutes: (Monte/Jon)
Revision to Minutes: None

Sub-Committee
- Professional Development Committee
  - New distribution list for professional development grants is set up for the spring and ready to go.
- Communications Committee
  - The fall newsletter recently went out. If anyone has any feedback for what to include in the future newsletters, feel free to share that with the communications team.
- Personnel Committee
  - A training session for the title change and promotion process is set for tomorrow from noon-1pm. Another session will take place in January, but the date has not been set yet.

Old Business
- Wellness Turkey Trot
  - Since it is not an option to give out a prize for incentive, the MWC is not going to have the event in the fall. They are hoping to try something in the spring instead to promote wellness.

New Business
- Campus climate working group (EDI)
  - A volunteer is needed from academic senate to sit on the committee. Janie will check to see if it is a monthly meeting or when the sessions will take place, and we will talk about it again at the next senate meeting when everyone is present. This group will be looking at what things came out of the last campus climate survey, how to move forward with a new survey, and which vendor should be used for that.
- Holiday Ball
  - There was good attendance of academic staff members at the ball. The next newsletter could include the number of academic staff members who went to the holiday and possibly an interview from a couple of people to get their perspective about how it went.
- CAP Update (Zach)
  - The committee met last week to go over the feedback they received. They will be meeting again after break to go back through the feedback, as there was a lot provided. Motioned to table a vote until next meeting (Monte/Jon)
- IT will be invited to the next senate meeting to show us how to use Share Point (Kristen will schedule).

Dual Login Process (Tom Janicki)
- As we get closer to going live with the dual factor authorization, there have been some concerns about how that will impact faculty and staff in their daily work.
- The UW System is trying to get the UW campuses closer aligned with each other as far as security. IT has been reacting to the audits that they've faced, and this is the largest project that they have taken on in recent years.

The auditors had a very specific idea for what they were looking for as far as security, and $228,000 was needed to implement this new security measure.

- High-risk data will soon have multiple authorization factors in order to access protected information. Students will not need to do two-factor authorization to access their own data in e-Hive, only student workers and employees. The list of two-factor authorization programs will continue to increase, and email, e-Hive, HRS, WISDM, Canvas, and other similar programs will soon require two-factor.
- In order to use two-factor, you can set it up using text messages, the Microsoft authenticator app, a personal email account, or tokens can be used as a last resort (tokens are inserted into the computer and the token will pre-populate the authorization field to allow the person to login). Tokens are available at campus safety, but are not recommended as the authorization method for faculty and staff. Users are encouraged to select a back-up method in case you forget your phone at home, can't access your personal email, etc. Campus will be informed of any new systems that will be moving to two-factor authorization.
- Data stewards work with IT to talk about the information that is used by each office and talk about what classification of risk the information that they work with is at (low risk information are things that could be published on the website without a problem, where anything else becomes moderate to high risk).
- Student workers who share the same email/e-Hive account should put in a ticket to the Help Desk to ask for a token that all the student workers would use until the student workers all get separate accounts set up.
- Shared folders and logging into the personal work station does not include high risk information and therefore does not require two-factor authorization. Iron drives have behind the scene two-factor, so they will not require a second login upfront. Once you are logged into a system using dual factor, it should not log you out for 12 hours – you might just need to login to the specific portal again with your usual login information.
- E-Hive goes live on January 7th for dual factor authorization
- Any feedback that you have about the new dual factor authorization process can be sent to Tom Janicki

Adjourned: 1:47pm (Kristen/Zach)
Next Meeting: TBD

Notes submitted by Kristen