

Meeting Minutes
October 18, 2018
1:00-2:30 pm, Sage Hall 2210

Present: Lisa Goetsch, Dana Hartel, Michelle Highley, Julia Hodgen, Fran Holzmann, Theresa Hopp, Donna Johnson, Ricky Johnson, Jessica Kleier, Lori Knudsen, Sarah Martin Kriha, Laurie Mishleau, Judy Lloyd, Deanna VanderWielen

Excused: Jodi Anthony, Sue Jaeke, Jill Reichenberger, Cindy Schultz

Absent: Tracy Schwartz

Guests: Chancellor Leavitt, Victor Alatorre

SAS Liaison: Liz Bannenberg

Admin Liaison: Shawna Kuether

1. The meeting was called to order at 1:00 p.m. by President Johnson
2. Guest: Victor Alatorre - IT Security Policy Implementation Update - Victor Alatorre went over a handout that listed the Roadmap covering: Campus Data Security; Campus Storage Option; and UW System Security Data Security Policy. Data Security Issues discussed: Removal of access on employee separation; removal of administration rights for university-owned computers; and upcoming changes within Information Technologies later this calendar year. The upcoming changes include: Move High Risk Data to Encrypted Storage; No longer allow physical wired attachment of non-UWO devices; Removal of Shared Access to Email Accounts/Promote Email Account Delegation; De-support local hard drive storage; Auditing Desktop Computers for High Risk Data; Require Multi-Factor Authentication to Access High Risk Data. He asked for feedback on how to serve employees and noted the access to this information online. Communication with IT and concerns that cover these issues remains a priority and needed training will be provided. Discussion topics included: Timeline for OFFICE 365 possible implementation, training, and the eventual shift from Google Drive to One Drive.
3. Guest: [2-2:30] Chancellor Leavitt - University Updates. The major items included the budget and enrollment updates for all three campuses. These updates included topics such as potential renaming of the university as a whole, ways to continue to improve enrollment needs, and upcoming budget stages.
4. Approval of the Minutes of September 19, 2018

MOTION: Moved to approve the minutes as amended by Kleier/Lloyd. Passed Unanimously

5. Committee Reports
 - a. President's Report – President Johnson reported on the following items:

- i. Provost Admin Staff - They discussed a low degree policy and a student disclosure policy in addition to the HR 13 and TC 1 policies; restructuring updates, including upcoming recommendations and where they go next.
 - ii. Policy handbook committee - The shared governance leaders met with the graduate assistant working on this task. Great progress continues to be made, and steps toward the online handbook organization update is coming along well.
 - iii. USS system reps have been invited to attend a special meeting with System President, Ray Cross, in November.
 - b. Treasurer's report:
 - i. University Staff Senate: \$ 10,698
 - ii. University Development & Appreciation Day: Currently in the negative while they continue to finish needed transactions. (-\$4,629.10)
 - iii. University Professional Leadership & Development: \$ 4,753
 - c. Faculty Senate Representative – Nothing to report - They cancelled their meeting for senators to attend the Provost Candidate Open Forum.
 - d. Senate of Academic Staff Liaison - (Bannenberg) - Meeting highlights included: Committee appointments to their transition committee, newly appointed senators as needed, continued discussion related to the differences of Instructional academic staff rights between the three campuses, and shared concerns sent again to the authors of the Tobacco policy that was sent back for revisions last spring by the Chancellor.
 - e. Access Campuses Report - (Holzmann) - UW-Fond du Lac had their coffee with Chancellor recently where enrollment updates were given, and mission statement discussions were held. They will be celebrating their 50th anniversary for their campus on November 2nd with celebrations in the evening, of which senators were all invited to attend. Dean Rudd talked budget at their last collegium meeting, and the CAAP program and enrollments were also discussed. Also, the theatre production "The Roommate" is upcoming.
 - f. Restructuring Committee - They recently met to go over the bylaws and policies to have them ready to move forward for senate. The deadlines for the end of the semester are fast approaching. They are hoping to have the permanent structure of the senates, and all the policies in place by the end of the year. President Johnson attended the Collegium meeting at Fond du Lac this week and said it was nice to see how they functioned and see them in their element, as most of the time access campuses travel to the Oshkosh campus for meetings.
 - g. Other Committee Reports - None
6. Approval Items
- a. Background Check policy/Recruitment Policies (TC 1)

- b. Personnel File Transfer policy (HR 13)

MOTION: Moved to endorse the System policies (with suggestions) by Goetsch/Hartel. Passed

USS 1819-03 The University Staff Senate endorsed the following two System Policies: (1) Background Check Policy/Recruitment Policies - TC 1, and (2) Personnel File Transfer Policy - HR 13.

- b. Committee Appointments:

- i. IT Advisory Council - 2 Needed: Jess Kleier-1 yr; 1-2-yr

MOTION:Moved to approve the committee appointment by Hartel/Hodgen. Passed Unanimously

- ii. Reeve Advisory Committee - Deanna Vanderwielen

MOTION:Moved to approve the committee appointment by Hodgen/Lloyd. Passed Unanimously

USS 1819-04 The University Staff Senate approved the following committee appointments: (1) IT Advisory Council: 1 yr term - Jessica Kleier; (2) Reeve Advisory Council - Deanna Vanderwielen.

7. Discussion Items:

MOTION: Move to add the University Staff Senate Bylaws to the agenda as a discussion item by Goetsch/Kleier. Passed Unanimously

Please take time to review the bylaws that have been updated as it will be up for approval at the November meeting.

8. Announcements from Senators - None

9. Information Items -None

10. Next meeting – November 14, 2018, Sage 2210

Guest: Martin Rudd - Restructuring Update

11. Adjournment

MOTION: Moved to adjourn by Hodgen/Kriha Martin at 2:26 pm.

April Dutschek,
Recording Secretary