Minutes of the Radford University Administrative and Professional Faculty Senate

Tuesday, May 8, 2018

Senators in attendance: Sandra Bond, Alix Guynn, Nakia Shelton, Sandra Baker, Michael Chamberlain, Victor Gibson, Michele Hosey, Laura Quesenberry, Ryan Weatherford, David Wheeler, Amber Smith, Eric Lovik

Guests: Danny Kemp, Ed Oakes, Gwen Houston, Lisa Blackwell, Denise Rahmes, Emily Ewoldt, Kelly Woodward, Angela Joyner, Melanie Fox, Shannon Phillips, Glenn Compton, Jessica Twiest, Mary Weeks, Andrew Travis

Senators unable to attend: Richard Alvarez, Karen Hedge, Niels Christensen, Scott Bennett, Kay Johnson, Ashlee Claud

1. Meeting called to order at 11:02 a.m.
2. Minutes from April 10, 2018 meeting reviewed and approved with edit made to item 2, changing "February 13, 2018" to "March 13, 2018."
3. Guest Speakers: Danny Kemp, Vice President of Information Technology and CIO and Ed Oakes, Associate Vice President for Information Technology:
    - Provided overall view of the Division of Information Technology structure and the services they provide.
    - Discussed current strategic initiatives:
        i. Fall 2017: Zoho Projects, Handshake Recruitment, Zoom Video Collaboration, Medicat Immunization Training, Parchment Online Transcripts, Predictive Analytics Retention Model, IMPACT Launch, Financial Aid Period Based Budgeting, Faculty/Staff Email to Office 365, Nelnet eStore
        ii. Spring 2018: PeopleAdmin, Virtual Lab, Online Proctoring, Non-Emergency Text Messaging, New Security Awareness Training, Chrome River Travel & Expense Management, Office 365 Groups, Automated Switchboard Attendant
        iii. Summer 2018: IMPACT Phase 2 Enhancements, Network Visibility and Flow Collection, Nursing Clinical Simulation Center, Data Center Firewall, Copier Replacements
        iv. Fall 2018: Cardinal/CIPPS, Duo Two-Factor Authentication, Banner 9
    - Discussed future strategic initiatives: Enterprise Reporting, Identity & Access Management, IT Asset Management, ServiceNow for Human Resources, D2L Banner Gradebook Integration, Cultural & Language Institute, Integration Platform, MyRU Portal.
    - Discussed targeted email threats. Implementing Duo Two-factor Authentication; see below for details.
4. New Senators starting July 2018 – see below for details.
5. Updates/Additional Topics:
    - May 10, 2018 – Staff/AP Picnic at the Bonnie (Details attached)

- May 9-12, 2018 – Big South Softball Championship at Radford. Athletic Department would like to offer all Radford faculty/staff members (with valid ID) one FREE ticket to each day of the tournament. RU plays Wednesday at 2:30 p.m.
- Other Items (Department Updates/FYI):
    i. Center for Career and Talent Development: Our Turn Sessions: LinkedIn 2.0: Building a Professional Brand Like a Pro, 5/09/2018, 1:00 - 2:15 p.m., Walker Hall, Room 279; Handshake Overview, 5/10/2018, 10:00 - 11:15 a.m., Walker Hall, Room 279

6. Meeting adjourned at 11:44 a.m.

Administrative/Professional Faculty Senate 2018-2020 Roster

Senator	Area Represented	Term	e-mail	Phone
Gwendolyn Houston	Academic Affairs	2018-2020	ghouston@radford.edu	831-1018
W. David Wheeler	Academic Affairs	2017-2019	dwheeler@radford.edu	831-5838
Sandra Baker	Academic Affairs	2017-2019	sbaker10@radford.edu	831-5783
Emily Ewoldt	Enrollment Management	2018-2020	eewoldt@radford.edu	831-5785
Amber Smith	Enrollment Management	2017-2019	azsmith@radford.edu	831-6498
Albert Mah	Finance and Administration	2018-2020	amah@radford.edu	831-2470
Eric Lovik	Finance and Administration	2017-2019	elovik@radford.edu	831-5099
Ashlee Claud	Information Technology	2017-2019	aclaud@radford.edu	831-5017
Shannon Phillips	Information Technology	2018-2020	sphillips66@radford.edu	831-7205
Kay Johnson	Library	2018-2020	kjohnson497@radford.edu	831-5703
Alix Guynn	Executive/Athletics	2018-2020	mguynn2@radford.edu	831-6717
Scott Bennett	Executive/Athletics	2017-2019	sbennett6@radford.edu	831-5863
Mike Chamberlain	Executive/Athletics	2018-2020	mchamberlain2@radford.edu	831-5455
Michele Hosey	Student Affairs	2017-2019	mhosey2@radford.edu	831-2395
Ryan D. Weatherford	Student Affairs	2018-2020	rweatherford@radford.edu	831-5709
Jessica Twiest	Student Affairs	2018-2020	jtwiest@radford.edu	831-5255
Sandra Bond	University Advancement	2017-2019	smbond@radford.edu	831-6757
Max Esterhuizen	University Relations	2018-2020	westerhuizen@radford.edu	831-7749

Please Join Us!

For the Staff Senate Picnic
At the Bonnie Hurlburt Center
On Thursday, May 10
Noon – 3pm

Live music, game room activities, presentation of the Bea Covington Award,
great food, prizes and more!

Big South Softball Championship

Tournament time is here! Radford University Athletics has the privilege of hosting the 2018 Big South Softball Championship Tournament from Wednesday, May 9 – Saturday, May 12. **Your Highlanders have secured the #3 seed and will play their first game this Wednesday at 2:30 p.m.** They will need your support to propel them to a conference title!

Given its post-season play, the Big South Conference does not allow free admission to softball events. **However, the Athletic Department would like to offer all Radford faculty/staff members (with valid ID) one FREE ticket to each day of the tournament.** If you have family, friends, etc. that wish to join you, tickets can be purchased at RadfordTickets.com or upon arrival to the Radford Softball Stadium. A full list of ticket prices and options are as follows:

$25 – All Session Pass, $10 – Daily Pass (Adult), $5 – Daily Pass (Youth 12 & Under/University Students)

For your convenience, attached is the 2018 Big South Softball Tournament bracket. For any additional information regarding this year's tournament, please visit BigSouthSports.com, email athleticmktg@radford.edu or call (540) 831-7889.

RADFORD UNIVERSITY
Division of Information Technology

What is two-factor authentication?

- Extra layer of security with second layer of authentication to login
- Stronger than a password because there are two factors confirming your identity
- Something you know such as a password AND something you have such as a phone

DUO TWO-FACTOR AUTHENTICATION

SOMETHING YOU KNOW   SOMETHING YOU HAVE

## Why do we need two-factor authentication?

- Information Security is listed as the #1 issue by **EDUCAUSE** in 2018
- Phishing emails and malware attacks have increased dramatically in recent months.
- Higher Education Data is a Prime Target for Hackers
  - ✓ Social Security numbers, birth dates and email addresses
  - ✓ Financial data
  - ✓ Medical records and insurance
  - ✓ Cutting-edge research in science, technology and engineering

Using Two-Factor Authentication with Duo

There are several methods for authenticating using two-factor authentication. **It is advised that you set up and test at least two methods.**

1. **Push** – sends a request to a smartphone or tablet which the user must approve.
2. **Phone call** – sends a call to a mobile phone or landline.
3. **Passcode** – Enter a six-digit one time use passcode from the Duo Mobile App or a text. This method is recommended if internet access is not available.

Sign Up for Two-Factor Authentication

- Log into **MyRU**
- Click on **Personal Information**.
- Under **Account Settings**, click on **Manage** beside **Duo Two-Factor Authentication**
- Follow the online prompts or click here for detailed instructions on enrolling your phone, tablet or landline:

https://www.radford.edu/2fa/instructions

NOTE: Once you finish enrollment, it can take up to 30 minutes for the Duo activation to occur.
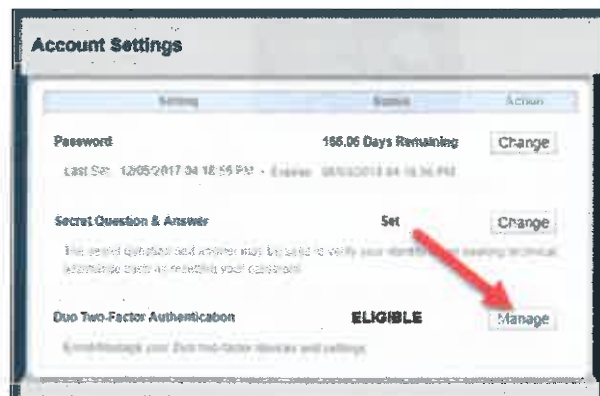
Different Ways to Authenticate with the Duo Mobile App, Text Messaging and Phone Calls

1. **Receive a Duo Push notification.** Open the Duo Mobile app, select "Approve".

2. **Generate a passcode.** Open the Duo Mobile app, select the key icon and enter this code.

3. **Receive a text message.** Open a text message with ten passcodes and then choose any number to use for authentication. The passcodes do not expire until they are used or another text message of codes are sent.

4. **Receive a call on a smartphone, non-smartphone or landline.** Follow instructions depending on the device.
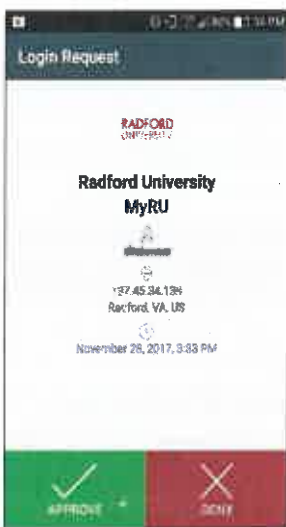
RECEIVE A DUO PUSH

GENERATE A PASSCODE

RECEIVE TEXT WITH PASSCODES

CALL TO SMARTPHONE

CALL TO LANDLINE

CALL TO NON-SMARTPHONE

NOTE: DoIT recommends printing out a set of passcodes and also registering at least one secondary phone number as your backup methods for authentication.