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 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

<table>
<thead>
<tr>
<th>Senator</th>
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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.
Quick Reference Guide: Duo Two-Factor Authentication

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

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.

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

Support Contact: Technology Assistance Center | Phone: (540) 831-7500 | Walk In: Walker Hall 153