Faculty Senate Meeting  
**Monday, November 4th, 2019**  
Bo Bartlett Center  
3:00 p.m. - 5:00 p.m.

**In Attendance**

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<th>TCoBCS</th>
<th>CoEHP</th>
<th>CoLS</th>
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<tr>
<td>Lydia Ray</td>
<td>Mark McCarthy</td>
<td>Samuel Abegaz</td>
<td>Joseph Girard</td>
<td>David Owings</td>
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<td>Neal Thomson</td>
<td>Alicia Bryan</td>
<td>Clint Barineau</td>
<td>Inathe Marini</td>
<td>Alison Cook</td>
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<td>Lydia Ray</td>
<td>Tugce Gul</td>
<td>Courtney George</td>
<td>Andrew Donofrio</td>
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<td>Phillip Bryant</td>
<td>Gwendolyn Miller</td>
<td>Ryan Lynch</td>
<td>Stephanie Patterson</td>
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<td>Rania Hodhod</td>
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<td>Jennifer Newbrey</td>
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<td>Markus Weidler</td>
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**Absent w/ notification**  
Nicholas McMillan, COA; Saoussan Maarouf, CoEHP

**Absent w/o notification**  
Carrie Reif-Stice, COA

I. Call to order- 3:03p  
   A. Please sign the sign-in sheet  
   B. October’s meeting went well with the exceptions of the audio. Encourage everyone to speak loudly and clearly. Hopefully we can capture everything on audio and those digitally can keep up as well.

II. Approval of Minutes – Ryan Lynch  
   A. Not seeing any changes to the minutes.
B. Motion and second to approve the minutes
   1. 15 yes
   2. 1 abstention

III. President’s comments and announcements - Chris Markwood
   A. Dr. Markwood could not join the meeting today.

IV. Provost’s comments and announcements – Deborah Bordelon Audio
   A. Good afternoon. Hope we are enjoying the extra hour.
   B. Updates
      1. Thank you for attending town hall meetings on October 31 and November 1 whether you were viewing via technology or present in the room. We had a good discussion and dialogue, but we also encourage you to submit comments online.
      2. Budget senate committee- appreciate the feedback. Dr. Markwood addressed a comment about fire truck at the meeting. The fire truck has already been sold by the owner. Now at Talladega speedway.
      3. Searches
         a) COA Dean search is in full force. We have one candidate confirmed for an on-campus visit. We are working with a second candidate and should be confirmed shortly. An email of the itinerary will be sent out shortly. We highly recommend you attend and are involved whether you are in College of Arts or not. It gives the candidates a good sense of the university and questions across university.
         b) COLS search is starting and has been posted on the HR website. We will also be posting the positions on several other venues. The committee has met and updates will be forthcoming. The deadline for applications is January 3rd. Hopefully after that the committee will start identifying candidates.
         c) OSP Director search. We will continue to work with a search firm because we cannot identify a pool of qualified candidates. More information will be given at the December meeting.
4. Town Hall Meeting-
   a) At the town hall meeting we discussed recruiting certain groups of students. One group to focus on is adult learners with no degree. 36 million adults across the country have some college but no degree. 30% of Columbus adults have some college but no degree. We are looking for creative ways for outreach and program delivery to reach students who may fit in this category. We really need to look at a broader audience that we can serve and help them achieve their goals. Will be sharing information from the National Student Clearinghouse with everyone. Feel free to share ideas that you may have.

5. The Paperless Initiative and Phishing Exercise will be explained further by presenters.

6. There were no questions for Dr. Bordelon.

V. Executive Officer’s comments and announcements – Clint Barineau Audio
   A. Please turn nametags towards front to help us take Minutes more accurately.
   B. The next meeting will be on main campus in Lumpkin Center. The schedule is worked out and will be sent to remind everybody of dates and locations.
   C. December will have a Volunteer policy proposal that was first presented a couple of meetings ago by Craig Burgess. An ADHOC Senate Committee will be created. The committee will operate for one senate year. After that year, the charge will be discarded unless next officer reinstates.
      1. Creation of Volunteer Policy Committee.
         a) Mike Dentzau of Oxbow Meadows has volunteered to be the chair of the committee.
         b) Shawn Cruzen of the Coca-Cola Space Science Center has volunteered to serve on the committee.
         c) I would like to encourage senators interested in the committee to let Clint know. As stated, somebody is already agreed to chair and co-chair.
         d) Stephanie Patterson COA volunteered to serve.
e) Ryan Lynch states the idea is that no other faculty senate fits the purview of policy because it touches on certain aspects of faculty goal. Some may have faculty that may be impacted by this committee. Encourage to go to those faculty after this meeting and urge them to get in touch with Mike, or pass information to us to relay that information.

f) Andrew Donofrio COA volunteered to serve.

g) Clint states to feel free to nominate people and Clint will reach out to them.

VI. Changes in Employee Benefit Plans - Carole Clerie Audio

A. Open Enrollment Period
   1. Reminds everyone to go online to review benefits and surcharges. Friday, November 8th is the end of open enrollment.

B. Surcharges
   1. There is a $100 spousal surcharge added to your premium if your spouse has offered coverage through their employment. You have to opt out and make selection. This surcharge is similar to the tobacco surcharge.
   2. The tobacco surcharge has also increased from $75 to $100. USG has distributed a rationale document that explains these surcharges.

C. Copays
   1. Specialist copays are going up on both HMO and comprehensive.
   2. Pharmacy copays are going up on nonpreferred drugs.

D. USG has expanded wellbeing programs which is $100 incentive. The incentive period opens in January and closes December. The incentives will be paid out in your final November check.

E. If you have significant questions or aren’t sure which to choose, you are welcome to sit with HR representative to walk through the benefits. The call center will be about 45-minute hold time as it is a busy period for them, but they do have expanded hours.
   1. Question: Are the well-being activities part of open enrollment?
      a) Carole clarifies that you do not need to opt into well-being activities during the open enrollment period. We just trying to get ahead of
people and encourage it. You can choose to complete well-being activities at any point throughout the year.

2. Ryan Lynch- frustration at increase with spouse. Do you expect that long term this change of trying to push those with working spouses off of USG plans will have negative consequences on negotiating with companies in the future?
   a) Carole refers to the data analysis across and outside of the system when looking at the cost of plans. A spouse is more expensive to insure than employees themselves. We think it will help control some of the costs and make coverage more affordable in the long run. Concerns are in recruitment and retention perspective. Those who come into the system are often deciding to move their entire family to where the institution is located.
   (1) Ryan Lynch- that it answers my question. I am skeptical in some cases. I’ve seen the USG justification document. As somebody who sits on the committee have you seen the data or just the report?
   (a) Carole- I’ve seen the data.

3. Question from Brandt Smith- With this change lowering the cost for USG, should we expect to see continued increase year after year?
   a) Carole- Yes. The cost of healthcare is going up. We’re not getting any healthier as an employee population or general population. That’s why I bring up well-being every chance I get. It is not the preventative care that is increasing our prices. It’s the I waited too long for an intervention and now it’s at a critical point kind of claims. I don’t see the well-being incentive as being an overnight fix. It takes time but it’s somewhere to start.

VII. CSU Paperless Campus Initiative, UITS Phishing, & Connectivity on Campus - Ted Laskaris- Interim CIO Audio
   A. Paperless Campus
      1. This initiative is an aspiration for us simply to use as few pieces of paper as we can. It’s important to know that we will come and start with a
conversation. What do you have? What can you give up? We have no intentions of leaving anyone high and dry. Would like everyone to aide in getting rid of desktop printers and have few as possible network printers. We have no say over printers purchased with grants and (...). Please help and understand that we start with a conversation. We will make sure you can satisfy your printing requirements. A rough estimate is we can drop $100,000-$200,000 in costs.

a) Question from Clint- When you mention we’ll all have access to network printers, what is the farthest we will have to go?
   (1) Ted states it depends on your physical areas. You know what will work for you. We expect you to let us know what is too far and what is reasonable. In a lot of physical spaces there’s a printer on a desk, a network printer 100 ft away, and another one 150 ft away. It is your decision on how you want to change out your configuration.

b) Ryan Lynch- I have a negative feeling on how it was originally proposed to us. The way you approached today makes so much sense. I would ask that in the future that you keep that in mind. We are all linked in the same goals, but we want to at least feel like we are being involved in conversation rather than being told what to do.
   (1) Ted- I agree. I knew better, but I was eager to enter. I will be checking in with the faculty senate moving forward. That won’t happen again.

c) Question from Neal- What are the costs we are cutting?
   (1) Annual repair, annual paper, annual ink, etc. Desktop printers are the cheapest to buy, but when they need to be repaired it is cheaper to just buy a new printer. They also cost the most per paper. We will keep track of pages so we can all celebrate dropping down and squeezing out the costs. At least 300-400 desktop printers with driving down paper costs I will share publicly the dollars we’re saving.
(a) Neal- curious about printer paper because it’s the same amount being printed regardless of which printer it’s coming from.

(i) We can start with a conversation about being conscious and more digital. You raise a good point- there is no paper savings but there are physical printer and toner savings. 600 printers and thinking about toners and repairs for all the printers. It all adds up. I’m just starting to get my hands around a multiple year view. We can shrink this to a more rational footprint.

d) Question from Brandt- Is this really a good idea?

(1) Ted- MFPs are pretty bulletproof. Say it goes out of services when you need to print your exams. I would bet you a nickel that within another hundreds of feet that there are 4-5 more MFP printers.

e) Question from Clint- right now paper costs are handled in departments. If I print to another department’s printer will that department be responsible for the printing costs? How does the printer cost work its way back to my department?

(1) Ted- It’s by the user ID and the login. I haven’t really been focused on that. I think if we saw an increase we could find out who was going and printing to those. Right now, our focus is just reducing desktop printers.

f) Question from Lydia- I appreciate the effort and initiative. I think that there are easier ways to achieve this goal. You could train the campus to print on both sides of paper, use a smaller size, use a different font (i.e. Garamond) that will allow for less paper to be used. There are studies about using the Garamond font allowing for more to be printed on one page. You could be encouraging people to use more shared technology. Do you have plans for these in your initiative?
Ted- That’s a good point about Garamond. I will consider working with you to see if we can get people to use Garamond.

g) Question from Ryan Lynch- Papercut do we have a software contract right now? My previous experience is that photocopiers were not owned by the university, they were owned by companies and contracted out. In this initiative, do you anticipate that we will be shrinking contracted photocopiers.

Ted- I don’t know, I haven’t looked that deeply into it. I would have to look at the current cost and what that structure is. I’m going to guess WAG we probably have some that we own.

(i) Ryan- I would encourage you to look where we’re at contractually. An opportunity to a cost benefit analysis.

(a) Ted- Numb volumes in areas because then you right size your MFP. We can avoid that and we will.

h) Question from Neal- Safe to say that desktop printers there are no cost savings as long as they are not needing repairs. Can we keep printers in our offices that still have ink and don’t need service?

Ted- up to your discretion.

i) Alicia- has there been any consideration in regards to…. Only having to utilize (inaudible)

Ted- No.

(a) I think that should be a consideration as well.

Additional eye strain from screen time

(i) Ted- (Repeating question.) Eyes would be looking at screens more rather than less. Negative impact on eye strength. Any consideration to that or counterbalancing health cost compared to the initiative. I will look into research about this.
j) Question from Rosa Williams - will this shift cost to the students? Making them print their own materials?
   (1) Students get approximately three hundred pages. Our focus has not been on student use, it has been employees and faculties. Our view/focus is not on the students.

k) Question from Nahal - printing documents and signing.
   (1) Ted - Rolling out Docusign at CSU. Ask us for training and when we roll something out we will provide training. Docusign is an example we have an opportunity to change that completely.

l) Question from Clint - finals and midterms the printers are getting heavy use and I hope that we are thinking about what happens during those highly congested intervals of time. That’s the worst time for printers to go down.
   (1) Ted - I will talk to my team and strategize about that. There are things we can do to lower that possibility as much as possible.
      (a) Clint - I’m often waiting for someone else to get done with it. It will make it a busy device.

B. Phishing

1. Online cyber security training - annual
   a) State puts out videos which you go through and answer questions. Starting in 2020, this will be required twice a year. Right now, in 2019 it is only required once a year. You will have a fair amount of time to get through them. Some have quizzes at the end.

2. Phishing exercise
   a) The state has us sending out 3 different emails. The good thing about the program is that we are encouraged to talk about it. It is not a “gotcha” program. We all are busy. The drive is to have us have a little bit of time and spend it on thinking about internet security. It is not designed to get people but to get people talking about it. If you click on the phishing link in the email you will be notified. There will be a voice message. There are three rounds for
people who are unfortunate to click on the first one. If you don’t
click on the first one then you do not get the others. I need to do
research to make sure that is accurate. This is about getting
everyone to take a moment and look at the URL or the “to” address
matching the “from” address. These emails will come out between
now and early January.

b) Question from Lydia- First time you will have a voice but what
happens second and third?

(1) Ted- The second time we will send you a video to watch and
raise awareness. The third time there is a longer
conversation that occurs. We are depending on you to be one
to keep our data and information safe. We need you to be
savvy.

(2) Lydia- Are the consequences state mandated?

(3) Bordelon- Yes. It is a USG initiative. Consequences are
designed to be informative rather than punitive unless
someone is continuously not paying attention. A couple of
years ago, we had a breach that employees clicked on link
that redirected their paychecks. We are not the only
institution; the system is doing this. This informative
exercise is to make sure people are cognitive when opening
emails. My staff was receiving emails recently and I shared
with UITS. It was coming from my email address.
Fortunately, nobody clicked on the link. I would say 5 of my
staff received that email. Use this as a way of getting us all
thinking about it.

c) Statement from Mark- when I first received it, I definitely thought
that it was a phishing email. Design level could be ironed out.

(1) Ted- It will come from IT. It will not come from HR.

(a) Mark- The follow-up email was helpful. But the initial
e-mail worried me.
(b) Ryan- I think I received the emails out of order. I received the email late at night and got the other one the next day.

d) Question from Rania- What are the consequences and are there a tutorial after the first?

(1) The first is a conversation between Loretta Marshall and you. The second time, there is a link to a 2- or 3-minute video.

(a) Rania- Don’t you think it would be more beneficial to have the video after the first instead of waiting for the second?

C. Campus Connectivity

1. Question from Clint- Wireless connectivity is hit and miss based on feedback from colleagues. Even in buildings that are virtually brand new. Serious connectivity issues in Jordan Hall. Is that something that UITS is aware and working on. Insights as to what to expect?

   a) Ted- We are aware of the wireless inconsistency. We recently spent two or three weeks trying to help Frank Brown Hall. If you have issues email me or submit an eQuest. We need to hear about these issues. There are very old (?) on campus. Some wireless points rely on these. That is one reason we don’t have consistent performance. We are trying to become aware of the problem so we spend money appropriately. I’m trying to focus dollars and prioritize from a wireless point of view from the worst spots to the not so bad spots.

   (1) Clint- My colleague expressed she contacted UITS about connectivity issues. When the IT person showed up they were not having the same issue. It had gotten so bad that students gave up trying to connect in that classroom and used wireless data instead of network. Is there extra information we can give you to avoid situations where this doesn’t happen?

   (a) Ted- We’re going to come down and start all over again. In Frank Brown Hall situation we upped our game and were there enough and were very
methodical to understand the real core issue. We will do that anywhere.

(2) Question from Andrew- are you noticing patterns among time?
   (a) Ted- I’ve not. I could check with my team. A quick email to me would be great insight about that. We’re really trying to gather all information to understand. Every space is different. That is the first I’ve heard of that I will take that back to my team and discuss.

(3) Question from Lydia- Explain how internet is distributed?
   (a) Ted- I can’t speak to the other universities. We get internet through peach net. It goes underground and goes on wire into Synovus technology business. Do we get our bandwidth? I don’t know. I would love to have it be much wider. I haven’t looked at usage. 10pm and 2am at night we have the highest usage (previous university). If we find that we max out any time during class time we have to rethink strategy. This same analysis is on my radar screen to see if current bandwidth is sufficient.
   (b) Lydia- How is the bandwidth determined?
      (i) Ted- We get a fixed bandwidth. Just under a Gig. We pay a fixed price for it. There’s only one set of fiber connecting CSU. We have to have a second. Have to have a second way in. We need to plan better.

(4) Question from Tugce- Frank Brown Hall update?
   (a) Ted- It is better. If you are in the building and having problems then email me. Once a week I would call spurious. If you don't like the help desk application then email me. Preference is an eQuest.

D. Feedback is important for campus connectivity. Input helps me understand by building and department etc. what works, what you don’t care for, that annoys
you, and what you wish for. We are working with Schwob School of Music to identify needs and requirements.

1. Suggestion from Clint- If there was a link for feedback and suggestions that might result in more feedback rather than using the eQuest process.

VIII. Old Business
A. Senate Bylaws - Ryan Lynch Audio

1. Just a reminder that I created a draft of new bylaws and presented on significant changes and necessary. It will be a lengthy process. Just asking as a reminder to take time and look at them. If you would like to see things added or removed send me an email. Bylaws should not be dictated by one person. So please take time to look over. My hope is to move forward with a senate vote in January.

IX. New Business
A. Committee Reports

1. Library Committee Audio
   a) We had our meeting on September 24. It went well and we were given a report on financial report of the library that was given to the Provost’s office. We couldn’t have any discussion about the budget. We will have that information late. Issues pertaining to the library
   b) There have been questions about functionality with advising department moving into the library—do students have enough room
      (1) Renovations have been smooth
      (2) The archives section has moved to the basement they have wider space down there.
      (3) Where will students be functioning such as research. They will be doing it in the open space in the center of the library.
   c) Bylaws
      (1) Selected a chair (Florence Wakoko), co-chair (Hanna Lainas), and secretary, (Jacqueline Radebaugh). Thank you to the
senate for giving us the guidelines. Thank you for the detailed guidelines distributed by Alicia most recently.

(2) Some people have already been there for two years now.

(3) Right now, we do not have a student representative. We need them and I am not sure how to get them.

(a) It is critical to this committee to have them.

(4) Question from Nehal- this year meetings report?

(a) Alicia- This is this year’s report. I’m asking the chairs to present the terms. That will help moving forward in populating the committees. Each member of the committee has a default term of one year. Student membership the committee on committee has been difficult and will have an in-person meeting to present info to the provost.

(b) Question from Mark- committees can set their own terms, right?

(i) Alicia- Yes. All committee chairs should put their bylaws in the new template.

d) Alicia took over. The chair for the library committee left. Changes to bylaws- inputted the information to the template. Changes were things that were required. Only item that’s missing is the member term. That’s what she’s going to add to the document. This template has to be approved so it can be forwarded.

(1) Question from Clint- if she is going to make changes should we wait to take a vote then? Vote on provisional bylaws?

(a) Ryan- send back to the committee and we can vote on it next month. Suggest that.

(b) Phillip- motion to vote to approve based on that the term of two years added in

(c) Alicia- seconds the motion

(d) Mark- why not just wait until next month?

(e) Phillip- The benefit is that it’s done.

(f) Yes- 16
(g) No- 1  
(h) Abstentions- 2  
(i) Motion passes

2. Women's Advisory Committee [Audio]
   a) Alicia- she submitted bylaws of the committee.
   b) Clint- are these up for a vote?
   c) Alicia- yes.
   d) Clint- point of clarification. Since it is new business should these be delayed?
   e) Ryan- I think it’s okay.
   f) Alicia- the committee responsibilities has more tasks and charges. They have 8. I asked about the reduction and consolidation. Were presented to Chris last year. Had to meet this year's committee to make sure they were okay. They’re charges have been reduced and consolidated. Membership is the same.
   g) Question Mark- what are their terms?
      (1) Alicia- good standing and fulfilling the member engagement. Would like members who are willing to work, it is difficult for her to find members who are staying active and involved.
      (2) Rosa- Just want to mention that several members were dropped from the committee for unknown reasons.
      (3) Phillip- I don’t think it's as precise as it should be.
      (4) Ryan- motions to table until next meeting. Request representative be prepared to answer questions
      (5) Mark- if membership is a problem then propose longer than one-year terms
      (6) Mark- seconds the motion
      (7) Yes- 20
      (a) Bylaws are tabled

X. Other Items [Audio]
   A. Motion to adjourn 4:50