



ADMINISTRATIVE FACULTY ASSEMBLY GENERAL

Approved Meeting Minutes

January 29, 2016, 1:04 p.m. to 2:45 p.m.

Charleston Campus H105, other campuses via teleconference

Officers Present: Tamara Flores-Sahagun, Jacob Bakke, Jeff Fulmer (CC), Jeff Buchwald, Nancy Webb

Division Representatives Present: Mark Cahill (CC), Scott Camero, Jann Carson, Michelle Chan, Kathy Eghoian, Pamela Gallion, Marylou Kohlmeier, Elsa Mason (HC), Frank McPherson, Emily Rafael (CC), Charlene Reeves, Cynthia Sargent, Beth Schuck, Haunani Taylor, Maria Ubaldo, Brianna Washington

Division Representatives w/ Proxy: Dawn Butler (Ramona Johnson)

Division Representatives Excused: Shellie Keller, Sharnee Walker

Division Representatives Not Present: Kevin Altman, Sherry Herington, Nora Mirabal, Somer Rodgers, Melissa Schroeder, Michelle Word, Suzan Workman

Guests: Chris Brown, Tina Dobbs (CC), Freley Hosannah, Mike Mizner, Lisa Schapiro, Millie Vuksanovic

- I. Chair Tamara Flores-Sahagun called the meeting to order at 1:04pm. Quorum has been met.
- II. Approval of Minutes
 - A. December 11, 2015 – Motion to approve from Pamela Gallion. Second by Beth Schuck. Minutes approved unanimously
- III. Guest Speaker: Mike Mizner, Director of Infrastructure Services
 - A. Topic: Cyber Security Updates
 - a. Mr. Mizner spoke at length about a proposed policy regarding CSN employee storage of data files and emails. The shared file storage systems have grown by 51% per quarter, and this trend is anticipated to continue. The proposed policy was drafted by Mr. Mizner's department and legal, and has been passed on to the AFA for review. The proposed policy is this:
 - i. Remove attachments from emails after 180 days
 1. Body of email will still be available for up to five years (more info below)
 2. The message will be archived and linked, one copy stored with CSN
 - ii. Body of email stored for two years
 - iii. After two years, will be auto-archived for three years
 1. Total availability = five years
 2. Only available via email server, not on H: or J: drives
 - iv. Auto-forwards to another email account will no longer be allowed as part of this proposal. With automatic forwarding, CSN loses control over where the information is sent, which could violate privacy laws.
 - v. Archived emails will be searchable via archivesearch.csn.edu/search
 - vi. NSHE wants departments to have purge plans; limited/minimal data should be stored with CSN with no expectation of privacy
 - b. Data, as reported by Mr. Mizner:
 - i. J: Drive 25% growth between Feb '15 and Jan '16

- ii. H: Drive 20% of users use 80% of space
 - iii. H: Drive personal files account for 70.9% of file types
 - c. Mr. Mizner also gave a security briefing and updates on the email systems at CSN
 - i. Email password best practices:
 - 1. 17 characters
 - 2. No dictionary word
 - 3. Numbers and characters
 - 4. Never give to anyone
 - ii. Always lock computer when not in use
 - iii. Shut down/restart at least once a week
 - iv. Do not store anything on local C: drive
 - v. Do not install or download unknown programs
 - vi. Do not give password to anyone
 - vii. Do not click unknown links
 - viii. Do not open unsolicited attachments
 - ix. Do not log on to websites with a secure connection (https://, not http://)
 - x. Do not give private information to anyone
 - xi. CSN receives 65,000 emails per day; 200 of which are allowed through spam filters
 - xii. CSN has 26,000 unique wireless connections per month
 - xiii. Biggest threat = everyone
 - d. Mr. Mizner also spoke about Riverside Community College and Maricopa Community College; two schools with recent security breaches
 - i. Riverside
 - 1. 35,000 student records breached
 - 2. Employee sent personal records to wrong email, which just happened to be valid
 - ii. Maricopa
 - 1. One hack cost school \$26 million
 - a. \$9.3 million in lawyers
 - b. \$7.5 million in new/extra cyber security
 - c. \$4 million in fines

IV. Chair's Report

- A. President's Executive Leadership Team Report
 - a. Everything mentioned in the meeting was written about in the President's Chronicle, which came out earlier this month.
- B. AFA Employee of the Month for January, 2016 – Santiago de la Torre from CSN Advising and Coaching Services, nominated by George Ambriz

V. Committee Reports

- A. AFA Committees
 - 1. Policies and Procedures Committee: Nancy Webb (Chair): No update
 - 2. Elections Committee: Jacob Bakke (Chair): Meeting scheduled for February 5th.
 - 3. Recognition Committee: Jeff Fulmer (Chair): Nominations are due the 15th of each month.
 - 4. Fundraising Committee: Mark Cahill (Chair): No update
 - 5. Evaluation Committee: Beth Schuck (Chair): No update

6. Legislative Action Committee: Jeff Fulmer (Chair): Currently focused on education. Had a CAPE presentation to the entire CSN body. Next presentation will be AFA-specific

B. Faculty Senate (Faculty Senator Reports): No meeting since last AFA meeting

C. Faculty Senate Committees: No updates

D. All College Committees (Strategic Planning, Internal Recognition, etc.)

a. Internal recognition committee:

i. Nominations are coming up April 1

ii. Self-nominate, or nominate someone else.

iii. Rubric will be similar to last year

iv. Will (maybe) include AFA and Classified employees of the month

v. Trying to increase participation.

VI. New Business

A. PEBP meeting, Carson City, January 12

a. Board met and awarded HMO contract to Anthem

b. Board members possibly had confusion with scoring

c. Vendors also had issues with rubric

d. Had second meeting January 26

e. Hope is to go through Anthem state-wide; however Anthem may not be able to negotiate fully by February 11

i. If this is the case, Anthem will get HMO in southern Nevada; Hometown Health gets HMO in northern Nevada

f. United Healthcare will pull their PPO

g. Meeting on February 11 will have more information

B. Board of Regents – note: nothing below has been formally approved; currently with Chair and Legal.

a. BOR revamped their short-notice termination policy; taking the AFA-recommended tier system under strong consideration

b. Transfer of AFA employees no longer just in hands of Chancellor; will have to go through a few hands before approval.

C. Institutional Advisory Council

a. Businesspeople around southern Nevada give input to CSN on how to run things

b. Dr. Richards requested that the IAC get even more authority/power

c. CSN IAC wants to change campus names

d. February 9th at 11am, Laxalt Center is next public meeting

D. Extended Leadership Committee

a. February 19th, at 2:30 pm, Cheyenne campus

E. Asian/Pacific Islander meeting on February 8th at noon for Chinese New Year

F. Strategic Plan Task Force

VII. Other

A. Next meeting will be March 25, 2016, at 1:00pm. West Charleston Campus H105. Cheyenne Campus 2638 (via teleconference). Henderson Campus C-224 (via teleconference)

VIII. Adjourn at 2:45 pm