



Website: [www.suu.edu/ad/staff/](http://www.suu.edu/ad/staff/)

**Staff Association of Southern Utah University**

**President:** Barbara Rodriguez  
**President (Elect):** Stuart Bunker  
**Past President:** Jared Wilcken  
**Secretary:** Linda Bauer  
**Treasurer:** Jeremy Martin  
**Faculty Representative:** Loralyn Felix  
**Legislative Liaison:** Linda Liebhardt

**Board Members:**  
 Di Adams, Sr. Board Member  
 Brian Fullerton, Sr. Board Member  
 Lauri Garfield, Sr. Board Member  
 Brandon Street, Jr. Board Member  
 Tessa Douglas, Jr. Board Member  
 Dan Camp, Jr. Board Member

**Staff Association Board Minutes**

11/9/2016 - 9 a.m.

Science Center Conference Room - SC 312

**Attendees:** Barbara Rodriguez, Stuart Bunker, Jared Wilcken, Linda Bauer, Jeremy Martin, Linda Liebhardt, Di Adams, Brian Fullerton, Laurie Garfield, Brandon Street, Tessa Douglas, and Dan Camp.

**Excused:**

**Guests:** Scott Wyatt, VP Marvin Dodge, Jessica Young, Matt Zufelt, and David McGuire.

**I. Approve Minutes from October:**

**II. Presentations, Information & Discussion Items:**

1	<p>SSU/UHESA Public Relations</p> <p>Jessica Young</p> <p>Jessica would like everyone's feed back from the UHESA website: <a href="http://www.uhesa.org/">http://www.uhesa.org/</a>. At our December she would like some feed back on what she can do to improve the site, missing information, and how we can better reference this site on the SUU Staff Association page.</p>
2	<p>Two-Factor Authentication that is coming to MySUU, Banner, and Canvas</p> <p>Matt Zufelt</p> <p><b><u>What is two-factor authentication and why is it necessary?</u></b> A factor is a method for authenticating to a service. There are three main types of factors: (1) Something you know, (2) Something you have, and (3) Something you are. For years access to services has been based on a password, which is something you know. That was adequate for quite some time, until we all became interconnected via the Internet. Now if I can get a password, I can access those services from anyplace in the world. Unfortunately, it's quite easy for an attacker to obtain a password. So in order to defend ourselves in this new threat landscape, system access is now moving towards using multi-factor authentication, which means that we're adding another factor in order to gain access. This second factor is either something you have like a hardware token or your mobile device, or something you are like a fingerprint or other biometric identifier. This second factor greatly increases the security of the system because even if an attacker can obtain a password, it is very difficult for that same attacker to be able to also obtain the second factor and thus gain access to the system.</p> <hr/> <p><b><u>USHE Policy 345 - Information Technology Resource Security:</u></b> Data security has frequently been a topic of discussion at both the Trustee and Regent levels. Consequently, Regent's policy R345 was revised and approved this past fall. This policy requires two-factor authentication for all faculty and staff. So in order for SUU to be compliant with that policy, we are rolling out two-factor to all employees. Additionally, in a memo to the Board, Commissioner Buhler wrote, "This [two-factor authentication] is considered the best proactive practice and most cost-effective solution for addressing the possibility of a data breach on campus." While 2FA isn't a silver bullet that will solve all information security challenges at SUU, it will certainly enhance our overall security posture.</p> <hr/> <p><b><u>What will be protected by 2FA?</u></b> To start, those services tied to our CAS (Central Authentication System) implementation will be protected with 2FA. Currently this includes the following: mySUU portal, Canvas, SSB (Self-Serve Banner). The following services will be protected with 2FA as soon as configurations permit: INB (Internet Native Banner), Google Apps (Gmail, Drive, etc.), VPN</p> <hr/> <p><b><u>How Do I Get Started with 2FA?</u></b> Voluntary opt-in has already begun. Since we began offering the service to campus a few weeks ago, over 75 individuals have already signed up, including several from the administration. We're still working out some of the kinks, so for those of you who want to get started, we would appreciate any feedback to help us fine-tune the process. We are anticipating mandatory use of two-factor by all employees beginning February 1st, 2017.</p> <hr/> <p><b><u>To get started, you first have to decide what you want your second factor to be:</u></b> 1. Smart Phone. If you want to use your smart phone, simply visit <a href="https://go.suu.edu/duoinfo">https://go.suu.edu/duoinfo</a>. This is a How-To page and gives specifics on how to sign-up. The quick version is that you enter your mobile number into a portal app (the link is in the How-To page), and shortly thereafter you'll receive two texts. The first text has a link to install the Duo app, and the second text has a link to activate your phone for two-factor. That's all there is to it. The next time you access a resource that requires two-factor, you'll be prompted either with a push to your phone, or to enter a 6-digit number that you obtain from the Duo app. We also have a help page illustrating how to use two-factor on a smart phone. 2. Hardware Token. If you don't have a smart phone, or don't wish to use your personal device, you can choose to use one of two types of hardware tokens, either a Duo FOB or a Yubikey. Both can be attached to your keychain so you always have it with you. We have a help page, <a href="https://help.suu.edu/article/1489/hardware-tokens">https://help.suu.edu/article/1489/hardware-tokens</a>, that explains the differences between the two. There is a cost for the tokens, which will be charged back to your department. To get started with a hardware token, contact Mark Walton with the type of token you want, and the Banner Index that will be charged.</p> <hr/> <p><b>For authentication questions call the help desk at x8200. During this initial roll-out period if you have further problems or something weird happens while you are signing in please call Matt Zufelt x8165 or Mark Walton x7919.</b></p>

**President's Council:** Presidents Council October 31, 2016

3	Fair Labor Standards Act: Effective December 1, 2016 new guidelines for positions currently classified as "exempt? From overtime accrual under the "white collar" category must meet a higher salary threshold to remain exempt. The current minimum annual salary threshold is \$23,660, but the new FLSA guidelines increased this threshold to \$47,476. This means anyone in a position previously exempt from overtime accruals must be reclassified to non-exempt status. Those who fit into these guidelines will now be eligible to accrue overtime at one-and-one-half hours for each overtime hour worked.	VP Marvin Dodge
4	Salary Study: Faculty Senate is working to raise salaries. Ratio of staff and faculty to student is practically the same in 2016 as in 2010. SUU incorporated CUPA in 2010 to help standardize staff salaries. The Staff Association needs to form a committee to go over salaries. But to increase quality of education, like upgrading our labs, takes away cash for salaries. How do we adjust CUPA? Can we find ways to be more efficient so we can increase salaries?	President Scott Wyatt
5	Travel Reimbursements	Barbara Rodriguez
*	<i>Next President's Council is on November 21, 2016</i>	

### III. President's Report – Barbara Rodriguez

<b>a. Trustee's Meeting: December 1, 2016</b>	
1	Approval given for SUU to purchase the block north of SUMA building (North east corner of University Blvd and 200 West)
*	<i>Next Trustee's Meeting is on January 13, 2017</i>
<b>b. Deans' Council</b>	
Person(s) must have a concealed carry permit to carry a gun on campus - open or concealed.	
<b>c. Tobacco-Free initiative</b>	<b>Linda Liebhardt</b>
<p>The survey to Faculty and Staff went out recently. There was a very large response and 70 percent of respondents said "yes," they would support a tobacco-free policy of some kind. I'd be happy to share any and all details of the survey with you if you are interested.</p> <p>Kylaas Flanigan came to the Staff Association meeting a couple of months ago with information. What he and the task force want, is to know whether or not the SUU Staff Association Board (representing the campus staff) would go on record as saying "Yes, we would support a tobacco-free policy on campus." Clearly, the survey results show that the majority would.</p> <p>The Tobacco-Free Initiative task force met this morning and discussed the procedure of getting policies implemented on campus--no easy task! Vice President Jared Tippits will present a proposed policy (still in draft format) to the President's cabinet...and then it will be sent up the proper lines for approval, with the Board of Trustees giving final approval.</p> <p>What this task force wants to have is some solid ground in the form of vocally supportive bodies on campus. Clubs and organizations across campus are being asked the same questions to supplement the survey that students took. Having the Staff Association on board is just one more 'voice.'</p> <p>I would like to report back to Kylaas and the rest of the TFI task force (Tobacco-Free Initiative) that as the Staff Association Board, we would support some kind of Tobacco-free initiative on campus.</p> <p><i>*Short discussion so Linda can send the TFI task force a report of how involved we are planning to be.</i></p>	

### IV. Action Items:

<b>d. Assignments for Welcoming New Employees to Campus:</b>	<b>Assignment given to:</b>
Gary Brand- Research Fellow Associate- Started 11/1/2016	
Larry Royer- Research Fellow Associate- Started 11/1/2016	
Michael Schanta- Research Fellow Associate- Started 11/1/2016	

## V. REPORTS:

**e. Recognition Committee, "SUU Staff of the Month": Brian Fullerton, Chair; Dan Camp**

*The recognition committee has nothing to report.*

**f. Scholarship Committee: Di Adams, Chair; Brandon Street**

*The scholarship committee has nothing to report.*

**g. SPDF Committee: Lauri Garfield, Chair; Tessa Douglas**

*The following applicants were approved for SPDF Funding:*

*Matt Reiser - \$750*

*Cameron Brooks - \$750*

*Rudia Heddings - \$213*

*Tammy Miller - \$213*

*Suzy Prince - \$213*

*(Rudia, Tammy & Suzy applied together and were awarded a total of \$638.90)*

## VI. OTHER COMMITTEE WORK ASSIGNMENTS/ACTION ITEMS:

**h. Faculty Senate Representative: Barbara Rodriguez, Chair:** *Barbara is checking to see if we need to assign a new committee member.*

**i. Bookstore: Barbara, Chair:** *Barbara is checking on the if Staff Assoc needs a new committee member assigned*

**j. Benefits: Barbara Rodriguez, Chair**

**k. Parking Appeal Committee: Brian Fullerton, Chair**

**l. Appeals Committee Residency:** *Barbara submitted to Jason Ramirez the following names as possible committee members: Brian Fullerton, Steven Wagner, Cindy Moxley, Camaree Staheli and Sheri Butler. Jason said he would be contacting some of them to serve on the committee.*

**m. Training - TBD**

**n.** In January we would like to bring a Professional Development Keynote Speaker to campus. We need to form a committee to get this done.