

Approved December 10, 2015

**EAST CAROLINA UNIVERSITY
STAFF SENATE MEETING AGENDA**

November 12, 2015

3:00 p.m. – 5:00 p.m.

Call to Order – Chair Lisa Ormond

Called to order at 3:08 pm

Roll Call – Senator Kimrey Miko

A quorum was present.

Speaker

Jack McCoy – Chief Information Security Officer

Presentation of PRR (*Attached*)

The purpose of this Regulation is to define employee and management responsibility for Information Security and to establish an administrative structure that facilitates the protection of University Information in accordance with all applicable laws, regulations, contractual requirements, and university policies and standards.

The motion to support the PRR as written was made by Suzanne McDonald, seconded by Penney Doughtie. Motion was carried. The Staff Senate is in support of policy.

Dr. Bhibha Das/Brianna Clemmons – Diabetes Prevention Study

“Pirates for Health”

The goal of this study is to have employees participate in on work sight wellness programs. This program also focuses on the prevention of type 2 diabetes. This program will run for 6 months and it will promote: physical activity, healthy diet and weight management and a healthy lifestyle component. Eligible participants must meet a variety of requirements. The commercial value of similar programs is around \$500, and participants can earn up to \$75 for completion of the study. For further information or to sign up, email piratesforhealth@gmail.com.

There will be groups on both campuses and the groups will meet on a date and time of the week that works best for the majority of the group.

Approval of Minutes – Senator Kimrey Miko

October 8

Kim Higdon motioned to accept the minutes, Loretta McDaniel seconded.

The minutes from October 8 were approved.

Executive Committee Comments

Chair – Senator Lisa Ormond

The first Staff Senate segment in the Student Affairs division newsletter, On Deck, will debut this week – be sure to check it out. If anyone has anything to be added to the newsletter, let the Executive Committee know.

New UNC System President is Margaret Spellings. President Spellings will take office in March 2016.

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Treasurer – Senator Robert Ables

State Fund - \$2438.22

Discretionary Fund - \$2,019.81

Gail Jordan Memorial Scholarship Fund - \$2,161.53

Children of SPA Scholarship Fund - \$3,234.06

Secretary – Senator Kimrey Miko

No comments

Old Business

Staff Senate Vote: Open Chair – Elect position Krystal Gauthier

Krystal has enjoyed her first year on Staff Senate so far, and she would greatly appreciate the vote of the Senate. She looks forward to joining the leadership team and she is ready to be part of positive change on campus.

Chair Lisa Ormond opened up the floor for any other nominations, none were brought forward.

Harold Robinson moved to nominate Kristal. The Senate voted, and Krystal was approved to the open chair-elect position.

New Business

Professional Development – Leadership Presentation by Harold Robinson

Coach Robinson is not only a coach on the ECU football team, but he is also a three time graduate of ECU. HE has studied leadership for many years and find this to be an interesting topic of study.

- The first job of leadership is to promote and enforce collective loyalty known as teamwork.
- Leadership is the art of getting someone else to do something you want done because he wants to do it.
- Leadership is the most visible thing there is. If it is not visible, there is no leadership.
- In leadership, you need to define your own success. Don't strive to achieve success defined by someone else.
- Whatever a leader does now sets up for what they do later. There is always a later.
- Progress has to be monitored on a regular basis, and good work has to be rewarded and encouraged.

HR topic – Career Banding & Classification System

Nonie Garcia, Classification and Compensation

Melissa Bard, Human Resources

Human Resources Consultants in Classification and Compensation are responsible for providing consulting services to our campus community regarding position management, organizational design, position analysis, and competency assessments. Class and Comp is not responsible for funding any changes occurring in regards to position description changes and/or updates. At East Carolina University, we operate under two separate classification and compensation systems for SPA employees. The majority of our employees operate under our Career

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Banding system, while our CSS employees operate under the Broad Banding system. Through the discussion, a common reflection of most of the concerns with Career Banding is the lack of sufficient funding to use the system as it was originally intended.

For further information, visit the HR website:

<http://www.ecu.edu/cs-admin/HumanResources/Classification.cfm>

Chancellor Raise

Chair Ormond: Each campus senate is under the council of the UNC Staff Assembly but we all have the opportunity to act individually based on our concerns. There are things on the campus that we have a say in changing, and there are others that we do not. The Chancellor, BOG, and UNC-GA have pressured legislature for years to look at salary inequity. The Legislature are the people you vote into office that are in charge of granting salary increases across the board. ECU pays an 80% market rate, and this is not the case across other campuses. Even through state budget cuts, upper administration on this campus found a way to make sure employees are getting 80% market rate. When other campuses have seen multiple Reduction-in-force situations, this campus has kept RIF's low. Though the timing of the EPAF raise increase announcement seems a direct result of their recent resolution, the EPA raise has been in process for a while, and the timing happens to occur around when the Chancellor's raise was approved by the Board of Governor The senate was then given the option to continue the meeting past the scheduled end time of 5:00 PM or they were given the option to table this discussion and hold a special called meeting at another time.

Krystal Gauthier motioned to make a statement today.

Dawn King presented a motion, and Jackie McKeel seconded the motion as presented.

Harold Robinson suggested the senate take the time to think about the presented motion and regroup at a later time, a special meeting was suggested.

Heather Seibert-Racine motioned to table the motion to a special meeting, but suggested the Staff Senate craft a special statement that we are working on things with a special meeting. Arielle Harper and Krystal Gauthier seconded it.

The Executive Council will work quickly to hold a special called meeting in the earlier half of the following week.

Committee Reports

By-Laws

The By Laws Committee met November 5, and discussed updates to the attendance policy, definition of permanent employee, discussed waiting to work on outline format until content has been revised, reviewed section on committee listing (combining list of committees and roles into one section), also discussed some additional areas that need to be looked over for changes.

Communications & Marketing

Pirate Perks: Email drafted and waiting for approval from Lisa Ormond. The email will be sent out to all Pirate Perks participants encouraging further participation in the program. Blog: Decided to add the Gail Jordan link to the blog, will post and repost right before the holidays. The committee also discussed the wording of the email to be sent out on Announce regarding the Staff Senate intro video.

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Diversity

The Diversity committee will provide snacks for the M1 students the week of December 14. Members are asked to bring \$5 to Nedra Harris and she will pick up snacks and water. For the next Staff Senate Health Walk taking place in the Spring, the group will have a table set up with brochures. They will also have a table set up during Diversity Week in January, with cupcakes and candy. Various members of the committee have joined the ODA Advisory/BSOM Diversity Committee, Chancellor's Diversity Leadership Cabinet, and the Chancellor's Committee on the Status of Women.

Human Resources

The committee met and further discussed and edited the "Staff Emeritus Program" proposal for future presentation to the Chair of Staff Senate.

Rewards & Recognition

The committee met and discussed recognizing Treasured Pirates during the November 28 home football game. They also began discussing ideas for Staff Appreciation Week in April. Lisa Ormond was also in attendance at the meeting and she mentioned that she would like to recognize specific staff members during each day of Staff Appreciation Week in April. These staff members would be nominated for recognition by their department heads.

Scholarship

The committee has a fundraiser set for March, the Bill Edwards Experience. The committee is also waiting to hear back from a variety of restaurants on possible fundraiser options. Robert Ables also provided an overview of Academic Works, the web application used for Scholarship assessment. There was also discussion on how much of an award should be given for Gail Jordan Scholarship recipients.

Membership

The committee drafted a working timeline for the election – starting in January 2016.

Leadership & Professional Development (Ad-hoc)

Coach Harold Robinson presented at Staff Senate monthly meeting on the topic of leadership. Rhonda Nord has created some handouts with a list of topics related to Ted Talk videos. There are options for senators to write in a topic if one is not listed. The committee reviewed and approved a survey of leadership topics, to be handed out during the December Staff Senate meeting and Senators choices will be tallied to determine what types of leadership videos the Senate would like to see. The next committee meeting is tentatively planned for the week of the December Staff Senate meeting.

Announcements

NEXT MEETING: December 10, 2015, 3:00 pm ECHI Auditorium

BOARD OF TRUSTEES MEETING: Committee Meetings Nov. 19, ECHI
BOT Meeting Nov. 20, ECHI

Further info & full schedule: www.ecu.edu/bot

ECU FOOTBALL VS. CINCINNATI: Nov. 28 Staff Appreciation Game (time TBA)

FAREWELL GATHERING: Mande Lancaster, Fri. Nov 13 4 - 6 pm (floating)

Crave (FKA Topsy Teapot) 409 S. Evans St., Greenville

Adjournment

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Penney Doughtie motioned to adjourn the meeting, all senators favored. The meeting adjourned at 5:14 pm.

Attendance

First Name	Last Name	Senator/Alternate	Division	Present	Absent	Excused
Amy	Eason	Alternate	AA	1		
Trish	Goltermann	Senator	AA		1	
Betsy (Hannah)	Brown	Senator	AA	1		
Kim	Higdon	Senator	AA	1		
Cyndee	Mueller	Senator	AA			1
Heather	Siebert-Racine	Senator	AA	1		
Jeremy	Jordan	Senator	AA	1		
Keith	Thomson	Senator	AA		1	
Penney	Doughtie	Alternate	AF	1		
Patrick	Clark	Senator	AF	1		
Michael	Hale	Senator	AF	1		
Robert	Ables	Senator	AF	1		
Brock	Jones	Senator	AF	1		
Dawn	King	Senator	AF	1		
Catherine	Stephenson	Senator	AF		1	
John	Waters	Senator	AF	1		
Arielle	Harper	Senator	AF	1		
Billy	Long	Senator	AF	1		
Todd	Inman	Senator	AF	1		
Jackie	Daniels	Alternate	AT	1		
Sam	Saunders	Alternate	AT	1		
Harold	Robinson	Senator	AT	1		
		Alternate	CH			
		Alternate	CH			
Kimrey	Miko	Senator	CH	1		
Lauren	Cherry	Alternate	HS	1		
Debra	Mercer	Alternate	HS	1		
Lisa	Ormond	Senator	HS	1		
Lisa (Marie)	Lalla	Senator	HS			1
Ann	Wall	Senator	HS	1		
Loretta	McDaniel	Senator	HS	1		
Bobbie	Harris	Senator	HS		1	
Karan	Roblin	Senator	HS			1

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Patrick	Everett	Senator	HS	1			
Andrea	Bristol	Senator	HS		1		
Rhonda	Nord	Senator	HS	1			
Kristal	Gauthier	Senator	HS	1			
Jackie	Masterson	Senator	HS	1			
Nedra	Harris	Senator	HS	1			
Kelly	Dilda	Senator	HS	1			
Diann	Jones	Senator	HS	1			
Debbie	Hathaway	Alternate	RG	1			
Sierra	Fountain	Alternate	RG	1			
Suhail	Guzman	Senator	RG			1	
Darius	Barrow	Alternate	SA	1			
Nadirah	Pippen	Alternate	SA	1			
Suzanne	McDonald	Senator	SA	1			
Justin	Janak	Senator	SA			1	
Emily	McLamb	Senator	SA	1			
Patricia	Simpson	Alternate	UA	1			
Karen	Whitehead	Alternate	UA		1		
Katie	Fulcher	Senator	UA	1			
EX-Officio Members							
Mary	Schiller	Past Chair	HS	1			
Toya	Jacobs		OED	1			
Amy	Waters		OED		1		
Melissa	Bard		HR	1			
Karen	Summerlin		HR		1		
				Total Counts	37	8	5

Quorum Needed

74

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Presentation of PRR

Information Security Regulation

PRR Classification # (List POL, REG RULE and leave #blank. To be done by Legal)

PRR General Subject Matter (Leave blank. To be done by Legal)

Authority: Chancellor

History: New regulation. Issued: Month, Day 2015

Related Policies:

University Student and Employee Computer Use Policy

Academic Computer Use Policy

Family Education Rights and Privacy Act (FERPA or Buckley Amendment)

Health Insurance Portability and Accountability Act (HIPAA) Privacy Policies

Health Insurance Portability and Accountability Act (HIPAA) Security Policies

Social Security Numbers (SSN) and Personal Identifying Information (PII) Regulation

Additional References:

ECU Information Security Best Practices and Standards

International Standards Organization (ISO) 27002 Code of Practice for Information Security Controls
(formally adopted by all University of North Carolina institutions)

North Carolina Identity Theft Act

North Carolina Human Resources Act

Family Educational Rights & Privacy Act of 1974 (FERPA)

Health Insurance Portability and Accountability Act (HIPAA)

Health Information Technology for Economic and Clinical Health (HITECH) Act

Payment Card Industry Data Security Standards (PCIDSS)

Gramm-Leach-Bliley Act (GLBA)

Contact for Info: Jack McCoy, Chief Information Security Officer, ITCS, 252-328-9225,
mccoyj@ecu.edu

1. Introduction and Purpose

1.1. East Carolina University is committed to protecting the information it collects, creates or otherwise handles from unauthorized use, disclosure and loss.

1.2. The purpose of this Regulation is to define employee and management responsibility for Information Security and to establish an administrative structure that facilitates the protection of University Information in accordance with all applicable laws, regulations, contractual requirements, and university policies and standards.

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2. Scope

2.1. This Regulation applies to all university employees who collect, create, use, access, distribute, or otherwise handle University Information or who access a university IT system or service.

2.2. This Regulation also applies to all university employees with management responsibilities for functional areas where University Information is handled or IT Services are provided or managed.

3. Definitions

3.1. Administrative Head: The administrative director of a university department, such as an academic department chair, an administrative department director, or a college dean. Administrative Heads manage departmental operations and direct the use of departmental resources.

3.2. Employee: A person employed by the University or who serves as a university volunteer. This includes anyone performing work on behalf of the University, such as staff and faculty members, student workers, contractors, and volunteers.

3.3. Information Security: The protection of information from unauthorized access, use and loss. Information Security is a business process for achieving university objectives, such as protecting the privacy rights of individuals; ensuring the availability of University Information and IT resources; and complying with federal regulations, state laws and contractual obligations.

3.4. University Information: Information in any form (e.g., electronic, printed, or spoken) that is collected, created, used, stored, or distributed by the University for academic, research, administrative, healthcare or other authorized purposes.

4. Guiding Principles

4.1. Information is a strategic university asset. University Information is a valuable asset upon which the University depends to achieve its strategic objectives, carry out its academic and administrative functions and fulfill its commitments to stakeholders. Consequently, University Information must be managed and protected in the same basic manner as other strategic assets (e.g., financial and physical assets).

4.2. Every employee is responsible for Information Security. Information security is far more about people than technology. Information technology is simply a tool that helps us do things better and faster, but cannot by itself protect University Information from misuse and loss. Consequently, all employees are responsible for protecting the information in their care.

4.3. Information Security is an essential business function of every department. Administrative Heads must ensure that University Information and IT systems within their respective departments are used appropriately and adequately protected, just as they do for other institutional assets. While IT support personnel may assist this effort by providing technical advice and solutions, many Information Security safeguards can only be taken by departmental employees while handling University Information and using IT systems.

5. Employee and Management Responsibilities

5.1. Employees: University employees shall take reasonable precautions to protect all University Information that they collect, create, use, access, distribute, or otherwise handle from unauthorized use, disclosure, and loss.

5.1.1. Employees shall adhere to all Information Security requirements that are relevant to their assigned roles and responsibilities. This includes federal regulations, state laws, contractual requirements, university policies and *ECU Information Security Best Practices and Standards*.

5.2. Administrative Heads: Administrative Heads are responsible for ensuring the security of all University Information as it is collected, created, accessed, distributed or otherwise handled by their respective departments, as well as of the security of IT systems and services provided or managed by their respective departments.

5.2.1. Administrative Heads shall ensure their employees are aware of their Information Security responsibilities and adhere to all applicable regulations, laws, contractual requirements, university policies and *ECU Information Security Best Practices and Standards*.

5.3. Chief Information Security Officer (CISO): The Chief Information Security Officer shall manage the University Information Security Program, a collection of enterprise policies, standards and guidance.

5.3.1. The CISO shall develop and maintain university policies and standards that guide and support departmental management of Information Security.

5.3.2. The CISO shall manage the University Employee Awareness Program to promote university-wide awareness of essential employee responsibilities and basic best practices for Information Security. Upon request, the CISO shall provide guidance to Administrative Heads on supplementing the University Employee Awareness Program to address department-specific needs for employee awareness and training.

5.3.3. The CISO shall coordinate the University Information Risk Management Program and advise university and departmental leadership on the identification and management of risks associated with the handling of University Information and the use of IT systems and services.

5.3.4. The CISO shall coordinate the activities of the University Security Incident Response Team (SIRT), which oversees the University's response to and reporting of Information Security incidents.

6. Violations

6.1. Violation of this Regulation shall be treated as a disciplinary action and addressed according to the appropriate disciplinary process for the employee, up to and including termination of employment in accordance with applicable university policy.

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Staff Senate

East Carolina University
Greenville, NC 27858-4353

www.ecu.edu/staffsenate

November 25, 2015

Jack McCoy
ITCS- Information Security
East Carolina University

Mr. McCoy:

This letter serves as the official statement from the East Carolina University Staff Senate in support of the proposed university regulation regarding information security regulations (PRR # - draft attached).

The Staff Senate voted to approve the attached draft as presented to the ECU Staff Senate on November 12, 2015 and to support the document moving forward with the University Policy Committee.

The Staff Senate appreciates the opportunity to contribute and to participate in the shared governance process. Please allow the Senate to promote communication of this final approved policy to the ECU Staff Community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Ormond'.

Lisa Ormond, ECU Staff Senate Chair 2015-2016

cc: Staff Senate Executive Committee

Attachment

