

Minutes
University of Southern Indiana - Administrative Senate: Supplemental Agenda
Wednesday, February 15, 2023 | 3 p.m. – Microsoft Teams

I. CALL TO ORDER: The meeting was called to order at 3:00 p.m.

II. ROLL CALL

PRESENT: Steven Stump (Chair), Taylor Gogel (Vice-Gogel), Jake Hansen (Past-Chair), and Tricia Tieken (Secretary/Treasurer)

Andrea Daub, Lee Keitel, Trista Lutgring, Carissa Prince, Aaron Pryor, Robert Threet, Laurel Wilson

ABSENT: Erin Altman, Steve Bridges (Liaison), Kathy Oeth

III. PRESENTATION

- a. Austin Siders, Chief Information Officer gave a glimpse of upcoming IT events.
 - i. IT is starting a new simulated phishing and security awareness training platform called Nova Four where they can train and where they can raise awareness about phishing. Gives a lot of visibility info on who interacts and how often, what kind of phish is and did someone open something they shouldn't have. The system gives users points and users can log in to keep track of how well they are doing with reporting phishing and not succumbing to it. Also, will help users to successfully navigate the constant phishing threat. IT will send out simulated phishing emails to get a baseline of how users react in the next quarter. In addition, the Nova Four platform can assign additional training if users fail a certain number of times. The Phish Alert icon in Outlook will look like an open email with a fishhook. When a user submits via the Phish Alert icon, a ticket will be sent to IT. On the simulated phishing IT has been doing, the rate has been 30%, which is rather high. It is the hope Nova Four will have this percentage dropped below 8%, which is a more acceptable risk tolerance.
 - ii. Web time entry is a module available in Banner and employee self-service. It allows employees to log in, once or twice a month (depending on status – i.e., staff or admin), to log their times electronically. When USI moves this system, it may be twice a month for both staff and admin. To enter your leaves, you'd log in to the banner self-service, and after the entry for that period, submit it, which would go to the employee's supervisor. After the supervisor approves it, it goes to HR for review. This move will allow big savings on accuracy and for the HR payroll staff. Student workers will be the first to move this summer (2023), and then employees should be about six months after that.

IV. DISCUSSION

- a. No additional discussion points.

V. ADJOURNMENT

The next Administrative Senate Meeting is March 1, 2023.