August 1, 2018  
Instructional Plaza, Room N106  
2:30PM

The meeting was called to order at 2:30 pm by Staff Council President, Marie Mize.

Roll Call

*Members in attendance:* Christine Ahern, Ian Armit, Shirley Burgess (via sub, Willie Thorton), Debi Chandler, Kelly Cona, Hayley Cox, Melanie Crawford, Tamala Foreman, Macie Fouche, Jami Gilstrap (via sub, Laura Rhicard), Elmer Gray (via sub Steve Gibson), Michelle Grifin, Matt Hammons, Andrew Hanneman, Savannah Hembree, Angie Heusser, Stefani Hilley (via sub, Michelle Matthews), Pattie Holly, Stuart Ivy, Brittney MacDonald (via sub, Donna Lebond), Emma Mattox, Liz Phillips, Jackie Mitchell, Marie Mize, Matt Mundy, Ken Schroder (via sub Julie Simmons), Amanda Shaw, Kyla Sterling, Joy Strickland, Carly Surratt, Matt Weeks, Beth Woods (via sub Heather Tucker), Scott Woodward

*Members absent:* Charlie Bauder, JoHannah Biang, Anjali Dougherty, Danielle Free, Melissa Jackson, Kevin James, Laura Kelley, Heather Macon, Mary Moore, Jacob Schindler, Alec Shepherd, Kassie Suggs

A quorum was present.

Marie asked for a motion to approve the June meeting minutes as well as the July meeting minutes. This was seconded and the minutes from both meetings were approved.

Council Member, Joy Strickland asked several follow up questions about last meeting’s discussion with Don Walters from Parking and Transportation as she wasn’t able to attend the meeting. She wanted to know why students weren’t encouraged to park farther away from the center of campus, instead of asking faculty and staff to park on the outskirts of campus. She also asked for clarification about Parking Services assertion that a sliding scale parking permit rate would encourage people to lie about their addresses (this could be checked against their HR records). She also wanted to know about other avenues for addressing concerns with Parking Services higher administration and reminded the council that staff can appeal parking tickets that they received while parking on campus for official training workshops.

Council Member Stuart Ivy encouraged Joy to bring her questions to the Needs and Concerns Committee, as those are issues the committee would be willing to take up.
Marie Mize agreed that the Needs and Concerns Committee would be looking into staff concerns about parking.

**Guest Speakers**

JONATHAN HARDY, IT DIRECTOR FOR SYSTEMS ENGINEERING AND TELEPHONE SYSTEMS, EITS
ASHLEY HENRY, IT MANAGER, EITS

Jonathan and Ashley wanted to address Staff Council about upcoming security changes for UGA email users, including the implementation of two-step authentication.

Arch Pass Duo allows for multi-factor, two-step authentication when logging into various systems at UGA. This is an important security measure that helps reduce false log-ins, phishing attacks, and other forms of cyber security risks.

They explained that phishing attacks usually look like a legitimate email (often from someone at UGA) and fool users into providing information that allows the attackers infiltrate accounts and spread viruses. They emphasized that the University will never ask for your password, credit card information, social security information, etc. There have been over 4000 phishing attacks reported this semester and the number is going up. All users need to be aware of these types of scams to help prevent them from spreading.

Two-step authentication will also help reduce the number of students, faculty, and staff that get locked out of their UGA emails accounts due to forgotten passwords. A locked account can take a couple days to get cleared, but two-step authentication will prevent this problem in the first place.

Many people on campus are likely already using Arch Pass Duo for to access various systems and won’t notice anything too disruptive by adding email to the list of application that require two-step authentication. Additionally, there will be an option to stay logged in for 14 days, so users will not need to re-sign in every time they want to access their email.

This change will go live on September 7, 2018 and is already being tested by groups on campus including EITS. Jonathan assured the group that this would have a light impact on the UGA community and would a good investment for the community in terms of proactive security measures. He also mentioned that users would not be required to change their password frequently because this method offers greater security.

Council Member Andrew Henneman asked two-step authentication this would only work for Microsoft Outlook or if it would also work with email applications on a Mac. Jonathan responded that Apple mail worked fine in testing and that more information on that would be coming soon.

Andrew asked if using the Outlook app was recommended by EITS.

Jonathan replied that EITS always recommends using Outlook because it’s the best supported email client on campus and works best with the two-step authentication.
Ashley added that it’s important to make sure your version of Outlook is updated because older versions can pose a security risk.

Council Member Ian Armit asked if login information was saved for 14 consecutive days. Johnathan replied that it was.

Council Member Matt Mundy asked for clarification about how the two-step authentication actually worked.

Jonathan explained that you can register your cell phone or land line on EITS’s webpage through Arch Pass Duo. He recommended having push notifications sent to your cell phone but also said you can also get a set of codes to use on your phone or a physical token from EITS that will supply you with a code.

Council Member Kelly Cona raised the point that some employees do not want to download the Duo app to their personal cell phones. Johnathan replied that they can set it up on a land line.

Council Member Liz Phillips asked about students forwarding their UGA email to other providers, like Gmail. Jonathan replied that right now it works in the testing environment, but that because Gmail has its own infrastructure there was no guarantee that it would continue working.

Council Parliamentarian Debi Chandler reminder council members to state their name when speaking for the recording secretary’s notes.

Andrew Henneman asked if two-step authentication would be required when accessing UGA email in the UGA app, which now uses Touch ID. Jonathan said they working on that right now and hopes that any problems will be resolved before it goes live on September 7th.

Council Member Amanda Shaw asked about users traveling internationally for more than 14 days. Jonathan said that the Duo app works without WiFi or cellular data. He also suggested that users might want to take the token with them for international travel if they are concerned.

Jonathan also clarified that two-step authentication was only required when you are off campus.

Ian Armit asked for clarification about MyID password changes and Johnathan verified that you will not need to change your MyID password routinely now that we have the two-step system in place.

Jonathan and Ashley thanked the Council for their time and said that they would stick around if anyone had specific follow up questions.

**Old Business**

Marie called Kelly Cona, Nominating Committee Chair, up to oversee the vote for a new Staff Council Coordinator.

She asked for nominations from the floor; there were none.

Kelly introduced the one nominee on the slate Andrew Henneman and suggested a vote by acclamation since he was running unopposed.
The motion was made and seconded and Andrew was elected to the position by acclamation.

Marie Mize then announced committee assignments and asked Council Members to split into their committees for discussion and to vote for committee chairs.

**Adjournment**

The formal meeting was adjourned at 3:30 pm by Marie Mize

The next Staff Council Executive Committee meeting is Tuesday, August 28th at 3:30 in the Craige Boardroom at the Georgia Center.

The next Staff Council meeting is Wednesday, September 5th from 2:30- 4:00 in North Psychology-Journalism Auditorium (Instructional Plaza - Room N106)

**Committee Assignments**

**Health & Safety – updated list**

Savannah Hembree - chair.
Jackie Mitchell
Emma Mattox
Danielle Free
Macie Fouche
Jami Gilstrap
Kassie Suggs
Shirley Burgess
Matt Munday

**Benefits and Classification**

Tamala Foreman
Ian Armit - chair
Angie Heusser
Carly Surratt
Beth Woods
Hayley Cox
Liz Phillips

**Communications**

Stuart Ivy
Matt Hammons
Pattie Holly
Brittney MacDonald
Joy Strickland - chair
Matt Weeks
Alec Sheperd
Charlie Bauder

**Needs and Concerns**

Heather Macon
Anjali Dougherty
Michele Griffin - chair
Stefani Hilley
JoHannah Biang
Scott Woodward
Amanda Shaw