
Westchester Administrative Staff Council Meeting

November 4, 2016

The meeting was called to order at 9:00 A.M. Michele Camardella welcomed everyone, at which time we went around the room with introductions.

Guest Speaker: Susan Dinan – Dean of the Honors College

Pforzheimer Honors College:

- Founded in 2003
- Administered by a Dean and
 - NYC an associate director (Jaclyn Kopel), a full-time thesis advisor (Pamela Belluomini), a part-time student advisor (Bill Ofutt), and a full-time staff associate (Jessica Reed)
 - PLV a part-time director (Shobana Musti-Rao), a part time student advisor (Kellie VanWort), and a full-time staff associate (Carol Turco)
- Serves over 800 high-achieving students from all undergraduate colleges and schools
- Offers Honors courses, community engagement, internship opportunities, support for study abroad, and undergraduate research under the direction of a faculty mentor
- Develops analytic, critical thinking, reasoning, and writing skills that culminate in the creation of a Senior Honors Thesis

Admission Standards:

- Minimum requirements to enter the Honors College
- 90 high school gpa
- 1200 SAT math and critical reading
 - minimum 550 math and 550 critical reading
- 1270 on new SAT
 - Minimum 610 math and 570 critical reading
- 27 ACT

Enrollment - Pleasantville

- 2014
 - 225 accepted applicants, 28 enrolled, yield 12%
 - Average high school GPA 94.2
 - Average SAT score 1258

Enrollment – Pleasantville Continued

- **2015**
 - 292 accepted applicants, 33 enrolled, yield 11%
 - Average high school GPA 94
 - Average SAT score 1244
- **2016**
 - 334 accepted applicants, 38 enrolled, yield 11%
 - Average high school GPA 94
 - Average SAT score 1234

Enrollment - NYC

- **2014**
 - 1704 accepted applicants, 178 enrolled, yield 10%
 - Average high school GPA 93
 - Average SAT score 1269
- **2015**
 - 1790 accepted applicants, 158 enrolled, yield 9%
 - Average high school GPA 93
 - Average high school SAT 1279
- **2016**
 - 1840 accepted applicants, 160 enrolled, yield 9%
 - Average high school GPA 93
 - Average high school SAT 1280

Target enrollment:

- 40-50 first year students in PLV
- 130-140 first year students in NYC
- Transfer students are admitted
- Current Pace students (between 30-45 credits) need 3.5 GPA, letter of recommendation from faculty member, transcript, statement of purpose, and cover letter

Honors College scholarships:

- Pace University students are awarded merit scholarships based upon their academic profile (high school GPA and SAT/ACT score)
- There is often not a considerable financial benefit to joining the Honors College
- Students earn a \$15,000 Honors Scholarships, and are eligible for an additional Honors Opportunity Scholarship
- Honors College scholarships can be stacked with athletic scholarships

Pleasantville Enrollment:

- 167 total students
- Dyson College of Arts and Sciences
 - 61 students, 37% of Pleasantville Honors students
- Lubin School of Business
 - 56 students, 36% of Pleasantville Honors students
- College of Health Professions
 - 30 students, 18% of Pleasantville Honors students
- Seidenberg School of Computer Science
 - 13 students, 8% of Pleasantville Honors students
- School of Education
 - 7 students, 4% of Pleasantville Honors students

NYC Enrollment:

- Total enrollment: 600 Students
- Dyson College of Arts and Sciences
 - 370 students, 62% of NYC Honors students
- Lubin School of Business
 - 191 students, 32% of NYC Honors students
- Seidenberg School of Computer Science
 - 35 students, 6% of NYC Honors students
- College of Health Professions
 - 3 students, 0.5% of NYC Honors students
- School of Education
 - 1 student, 0.2% of NYC Honors students

Honors College Requirements:

- Students must take at least 8 Honors courses
 - Honors exclusive and non-exclusive
 - Honors options
 - Internship with paper
 - Credit bearing study abroad
- Students must maintain a cumulative GPA of 3.3

Cumulative GPA:

Pleasantville

- Sophomore: 3.78
- Junior: 3.69
- Senior: 3.65
- Overall Honors GPA: 3.70

NYC

- Sophomore: 3.57
- Junior: 3.68
- Senior: 3.68
- Overall Honors: 3.67

Thesis Requirement

NYC

- Honors College Thesis required since 2001
- Students from all majors produce a thesis
- Thesis product varies by discipline
- Thesis presentations open to campus community in December and May

Pleasantville

- Honors College thesis required beginning 2016
- Prior to this requirement only Business Honors Program (BHP) students had to produce theses.

Pleasantville – Student Success

- Leadership Award- 2011, 2012
- Trustees Award- 2011 (2 winners), 2013, 2014
- Community Service Award- 2012, 2013, 2014
- Lubin Scholastic Achievement Award- 2012, 2013, 2015
- Dyson Scholastic Achievement Award- 2011, 2012, 2015
- Seidenberg Scholastic Achievement Award- 2011, 2015
- College of Health Professions Achievement Award – 2011, 2012, 2013, 2014, 2015 (2 winners)

NYC – Student Success

- Academic Leadership Award- '06, '08, '09, '10, '14
- Charles H Dyson Award- '10, '13, '14
- Trustees Award- '08, '13, '15
- Community Service Award- '06, '07, '08, '09, '10, '12
- Lubin Scholastic Achievement Award- '05, '06, '07, '09, '10, '13, '15
- Dyson Scholastic Achievement Award- '05, '06, '08, '10, '13, '14, '15
- Seidenberg Scholastic Achievement Award- '09, '12, '14
- School of Education Scholastic Achievement Award- '08, '10
- Henry Birnbaum Endowed Scholastic Achievement Award- '05, '09, '13, '15

Special Programs:

- Honors College community
- Residential opportunities in Alumni Hall, Maria's Tower, 182 Broadway, and 33 Beekman
- Robust calendar of Honors College cultural and social events
- Mentoring program for first year students on both campuses
- Increase in the number of Honors students studying abroad
- Business Honors Program for Lubin students

Business Honors Program

- Jessica Magaldi, Director in NYC
- Susanna Cahn, Director in Pleasantville
- 1/3 of Honors College students are on Lubin, and most of them are also part of BHP
- Students can take all 8 Honors College classes in Lubin
- "The central *mission* of the Business Honors Program (BHP) is to provide a select group of outstanding BBA and combined BBA-MBA students with an enhanced, challenging and rewarding academic experience to prepare them for *leadership* roles in *global business*."

Q&A

Q: Will you consider accepting students that do well academically?

A: We do after 2-3 semesters

Q: Do you do events with students from both campuses, together?

A: Yes, we tried the highline in NY and apple picking up north.

Q&A Continued

Q: Is your goal to grow diversity in this program?

A: We would like to grow 10 – 20 % here in Pleasantville. NY is at good percentage. Diversity can be met once students show academic success.

Q: When an honors student graduates, is their diploma different?

A: It is noted on their transcript and diploma.

Guest Speaker: Lawrence Robcke – Information Security Analyst, Information Technology Services

October was *Cyber Security Month*. Cyber Security is an issue and is everybody's responsibility. Every year our incoming freshman with their new credit cards are a hackers dream and we want to protect them.

Everyone needs understand the cyber security risks facing them and each user has responsibilities to use best practices and actions in order to reduce risk.

How to get started:

Talk about Cybersecurity. Talk to family, colleagues and members of the community about how to stay safe on Line!

Educate yourself, by knowing today's threats so you can better protect your family and our organization tomorrow.

Promote NCSAM on your university website and university social media pages.
<https://staysafeonline.org/ncsam/get-involved/social-media>

Hackers want personal information such as credit card numbers, social security, passwords to email/banking accounts, etc. in order to get money or steal intellectual property.

Attackers steal personally identifiable information (PII) to commit fraud. They may use this information to open new accounts or to take over existing accounts

PII, such as stolen credit card numbers can be monetized by selling them on the black market

Attackers also attempt to steal intellectual property, trade secrets, or research data which can be used to gain a competitive advantage

Properly Handle Personally Identifiable Information (PII)

When there is a business process that requires the handling of PII, extreme care should be taken to protect the information.

Examples of PII type information:

- Social security numbers
- Credit card numbers
- Bank account numbers
- Health information

Requirements for handling PII:

Examples of PII: Social security numbers, credit card numbers, bank account numbers, health information.

- Should only be accessed if there is a business need to perform one's job function through the authorized server/database
- Should never be uploaded to a public web server
- PII should not be stored to cloud services, such as Dropbox
- Data that is needed by the University should never be downloaded and stored on workstations, personal (home) computers, USB drives, mobile devices, or laptops.
- Should be kept confidential and never shared with third parties or individuals not authorized to handle this data
- Printed documents containing PII should be locked in a cabinet in a secure location - it must not be in plain sight or easily accessible
- Data that does not need to be maintained by the University should never be stored

Recent Security Breaches:

- US Voter database - The database includes names, addresses, birth dates, party affiliations, phone numbers and emails of 191 million voters in all 50 U.S. states
- Anthem healthcare breach – 80 million records compromised
- Sony Pictures Entertainment – Breached data and wiped servers
- Target Breach – 110 million records compromised, 40 million credit card numbers, 70 million customer records at a cost of at least \$148 million
- Yahoo – 500 million accounts stolen by state sponsored actor

Why Do We Care?

- Identity Theft – Potential fraudulent charges can be made against the individuals whose information has been breached or stolen. New accounts can also be opened or existing accounts can be taken over by an attacker.
- Consequences to the University

-
- Loss of Reputation/Trust – if a breach occurs, the ramifications to a university's reputation is high affecting future enrollment and alumni donations which all relate to financial implications as well.
 - Financial Cost – in order to respond to a security breach, the institution will have to fund a large amount of money in credit monitoring, communication, internal/external resources to remediate the situation. Potential legal fees could also apply.

Passwords

- In regards to your online profiles and digital foot prints:
 - Never share your password with anyone
 - Create a passphrase to help remember your password
- a. Example 1 – Swap characters: Phrase: "Singing in the rain", Password: S!ng!ng1nTh3Ra!n
- b. Example 2 – Create acronym: Phrase: "My favorite color is blue", Password: Mfcib!u3

Additional Good Password Practices:

- Use a unique password for your university account that is separate from your other accounts
- Regularly change your passwords
- Do not logon from public computer terminals or other untrusted devices on any accounts
- Never re-use or recycle old passwords, use once and done!

Using a unique password for your Pace account helps ensure that if any of your other personal accounts are compromised, an attacker would not be able to use that information to access your Pace account

For example, LinkedIn was hacked within the past few years and all user passwords were posted online. Attackers could then use the password that was posted online to try against the user's other accounts

Phishing

Phishing is the attempt to acquire sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money), often for malicious reasons, by masquerading as a trustworthy entity in an electronic communication. The word is a neologism created as a homophone of fishing due to the similarity of using a bait in an attempt to catch a victim.

Example1: Most Common

Dear Webmail User,

Your mailbox has exceeded the allocated storage limit as set by the administrator, you may not be able to send or receive new mail until you upgrade your allocated quota.

To upgrade your quota, [CLICK HERE](#) to verify your email account.

Thank you for your anticipated cooperation.

System Administrator
IT Helpdesk

Phishing Continued

- Users will receive these messages and they must be aware that they must delete them
- Do not open 'untrusted' attachments in emails as this is a way in which the attacker can take full control over a user's computer
- When in doubt, delete the message
- Do not rely on any information in the message as being reliable. Use an authoritative source to find out any phone numbers or other information, such as website addresses, or emails

Example 2:

Sent: Monday, October 3, 2016 8:26 AM
Subject: ITS-HELPDESK

Our general system upgrade is in progress for re-validation of our web-mail users and providing better access to our services, we are deactivating all idle accounts, for confirmation of your account [CLICK-HERE](#) for your web-mail re-validation.

Help-desk Administrator.

Other Types of Phishing Emails

- Anticipate that you may receive fake UPS, FedEx, Amazon, or other emails trying to get you to click on links or provide personal information. Simply delete these emails.
- Expect Holiday greetings, birthday messages, funny videos, or gossip headlines as ways which attackers will try to steal your information or send you to a malicious website.

**Delete all suspicious messages and never click on the embedded links.
When in doubt throw it out ... Then be sure to delete you delete mail.**

Web Browsing

Visit only trusted websites that are needed to conduct Pace University business.

- What happens when visiting a malicious website?
 - Hackers can control your machine and all of your data!
- Aimless surfing to non-work related sites increases the chances that you will be compromised greatly.
- Although Antivirus software is an important tool, it is only 60%-75% effective in detecting malware.

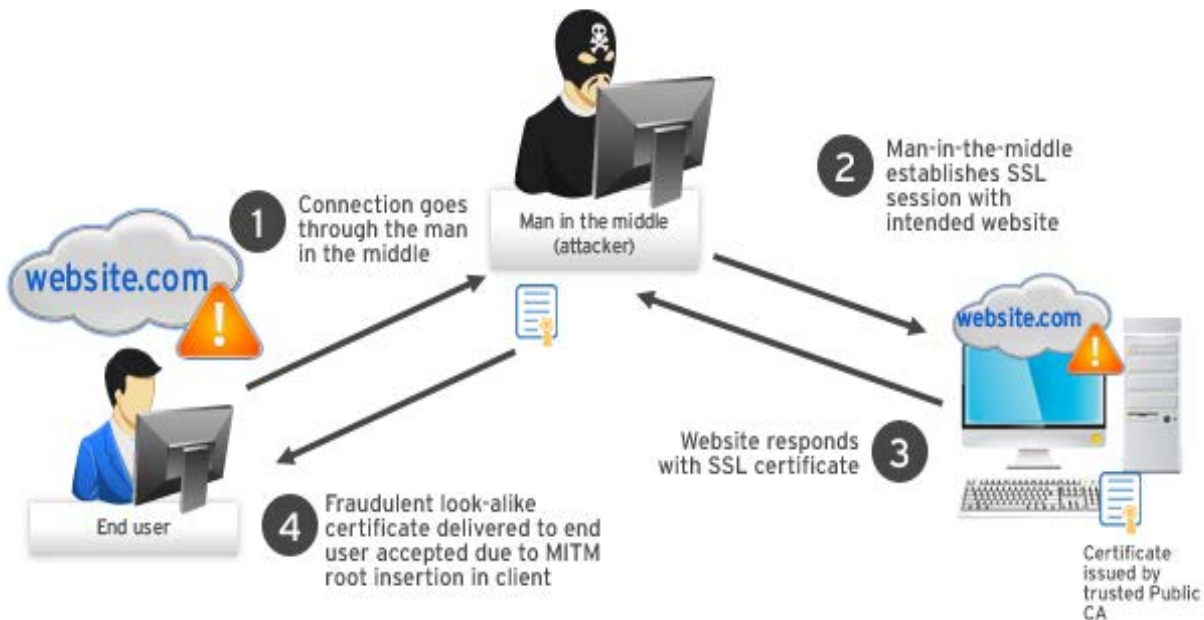
Visit trusted web sites that are needed to conduct Pace University business

Do not follow pop-ups or other queries that prompt you to install software to fix your computer

Do not download and/or install programs or applications from the Internet onto your computer

DON'T FALL FOR THE MAN IN THE MIDDLE!!!

This is when an active attacker has established connection and secretly relays and possibly alters the communication between 2 parties. This is done to steal passwords or account numbers...



ANNOUNCEMENTS:

- **P4K Marathon** – We will find out what is needed for the event and get the word out to staff.
- **National Day of Giving** is Tuesday, November 29 ... Last year, over \$100, 000 was raised. Information will be sent to all via e-mail.
- **Volunteers for WASC Board 2017 -2018** - MaryEllen Humphrey made an appeal to the body to please consider volunteering to be a board member for 2017 -2018. At this time, we need to fill the following positions: one Co-Chair and Secretary.

Treasurer's Report: \$5,500.00

September 30, 2016 meeting minutes approved.

Next Meeting is Friday, December 2.

Meeting adjourned 9:49 AM

Minutes respectfully submitted by Lisa Faillace