

Westchester Administrative Staff Council
Meeting: December 1, 2017

Meeting Minutes:

Minutes from November 2017 meeting were approved.

Speaker – Eugene Glenn, Financial Consultant/Field Consulting Group
TIAA CREF

The “Money at Work 1: Foundations of Investing” booklet from TIAA was distributed to the group.

When considering retirement:

- What amount of money do you currently need to live on?
 - Everyone has a monthly need.
- Cost of living changes based on where retirement will be.
 - What amount of money will you need?
 - Are you going to have a mortgage in retirement?
 - Dependent children?
 - Returning children?
 - What expense will you not have in the future?

When you meet with a financial advisor, they will be projecting where you will be in 15-20 years based on your current situation is today. It’s about maintaining current quality of life.

If you plan to meet with a financial advisor, what are your expenses/finances now?

- Go with the number you have today and plan for that.

As of April 2018, TIAA will charge .3% on money market accounts. People should not be using money market accounts to pay for retirement.

Should try to have a diversified portfolio:

- 4-5 asset classes (Traditional accounts, equities, bonds, etc.)
 - IRA – you can supplement your savings with an IRS. You can make contributions to a traditional IRA after December 31st for the prior year to lower your taxable income, if needed.

Planning for an emergency:

- Do you have any savings in the event of...?
 - Should have 3-6, ideally 9 months of expenses saved in the event of an emergency.

Visit www.tiaa.org for TIAA’s main site for more general information, or visit Pace University’s micro-site at www.tiaa.org/pace to review specific investment choices at Pace. Pace University also offers a lot of non-TIAA choices as well.

A listing of dates that Eugene will be on each campus in the new year will be circulated so appointments can be made.

Speaker – Chris Bohlk, Information Security Officer

Office of the VP/CIO, Information Technology Services

Presentation – Choose Strong Passwords to Protect Your Data and Identity

Hacking is a reality and we have to do our part to protect Pace University and ourselves.

Pace employee passwords must be changed once by Tuesdays, January 9, 2018

- New employees hired on or after September 20, 2017 do not need to change their password.
- If you have changed your password on or after September 20, 2017, you do not need to change your password.
- Audit and best practice password recommendations:
 - Minimum of 12 characters – increased from 8
 - Combinations of uppercase letters, lowercase letters, numbers and special characters
- Working towards multi-factor identification.

How do I change my password?

- adam.pace.edu
- click on the password change option
- enter current password, then new password

Please ensure that you change your password for ALL of your devices including: wireless network on portable devices (cell phones, laptops, and tablets), email applications and any other programs where you've saved your Pace University password.

- Make sure your password is unique and not use with any other account such as LinkedIn, Yahoo, etc.
- LinkedIn was hacked and had all user passwords stolen. The hackers have used these passwords to break into other accounts with the same password.
 - The longer the password the more difficult it is for attackers to crack the password.
- Be creative and make a long and memorable passphrase.
 - Passphrase example: IamExcitedToProtectMyIdentity(!101)

Communicate this password change information to staff members for your area via email and at departmental meetings.

- Advise users from your area to change their password now while on campus to avoid long wait times on or after January 9, 2018 due to high volume.

Faculty Council update – October meeting – President Krislov attended and outlined main areas of focus: student success, improving graduation rate and finding out why students aren't graduating, interest in looking at Pace visibility and reputation, what programs we should offer and what programs we should pull back on, housing challenges, tripling in dorms. He spoke about improving campus life for commuter students, the provost search, VP for development search, exploring donor opportunities and better representation of Westchester campus. Nicole Thompson spoke on security protocols and development of a multi-layer communication system, changing the website to be more user friendly, stickers with emergency info on them and training development. November meeting – committee formed to work with new President. Openings in alumni relations. Starfish issues: faculty struggling with Starfish since there is a lot of overlap with Blackboard, is it necessary? They didn't feel they were adequately consulted regarding use of Starfish. Starfish is contracted until June 2019. They also discussed Faculty dining room concerns regarding offerings and location.

New Security Committee update – had their first meeting. Moving towards an opt-out rather than the current opt-in option for the e-alerts systems.

Service Committee update – Holiday Toy Drives – there are a few different toy drives at Pace and we are working with Career Services. Last year they received 25 toys from WASC members alone. There will be a table at the Pace Holiday party on Friday, December 8, 2017. Giving Tuesday goal was met.

Treasurer report - \$5600 remaining in budget.

Update regarding the Faculty/Staff Dining Hall revamp – originally in Choate, then moved to Kessel Student Center, students upset that faculty/staff was invading their space. Nancy looked into what rooms in Kessel get used most by students to avoid using those spaces. Unable to move it out of Kessel and there is a push to use Butcher Suite. Butcher Suite would be offline from 11am – 3pm every Monday – Thursday and there would be more choices and a lounge area. WASC will not be moved. Speak with Cliff regarding new menu website.