

**Westchester Administrative Staff Council**  
**Meeting: February 2, 2018**

**Meeting Minutes:**

Minutes from December 2017 meeting were approved.

**Speaker – Paul Dampier, Vice President for Information Technology and Chief Information Officer**

Password changes:

- Thank everyone for changing their passwords.
- Auditors recommended that passwords be changed every 6 months
  - Goal was to at least make sure passwords were stronger.

Updates:

- More security measures will be coming soon.
  - VPN will be moving to multi-factor authentication.
  - Strengthening remote access
  - ITS has slowly been rolling out technology to catch hostile links sent via email.
    - If you get an email that doesn't seem right, double check before opening it.
- Banner 9 update
  - New user interface, screens will contain the same data
  - Will allow for future enhancements to be added to make for easier use
  - Banner will have to go offline for a short period of time
    - Goal is less than a week, hopefully over a weekend.
      - There is no ideal time.
    - May split into 2 periods of time and there will be a lot of advanced warning.
  - Trainings will be available
  - Change for students – access will be much easier, mobile access
  - Reason for upgrade – technology has changed and Oracle has changed their software. Vender is changing their software and all Banner schools must update this year. Financial Aid module will not work for next year on the current Banner software.
- New Phone System
  - Old phones are connected through switchboard/wires. Everyone will be getting a new phone that can be connected via computer.
  - Phones are being replaced by location.
  - Using the phone technology, voiceover IP, phone will work on the same network as the computers.
- Starfish

- Starfish is a system used to flag when students are having difficulties (i.e. student not attending class, professor thinks the student is struggling)
- Used mainly in NYC, faculty in PLV has not taken to it much.
- Committee was formed to better use the software and the goal is to use the software for retention.
- They are working with faculty to make Starfish more effective
- Slate
  - Enrollment Management is introducing a new system to help outreach to potential students. The system allows them to follow-up on their outreach with potential students.
  - Helps with recruitment, manages events and helps with the application process.

### **Speaker – Lisa Bardill Moscaritolo, Associate Vice President and Dean for Students**

#### **Middle States Update**

Why do we have an accreditation process?

- To prove we're operating like a university. Standards we have to make sure that we're following. Self-reflection so we can see how we can improve. The theme this year is "assessing and progressing" to explain why we're doing this self-study process.

Process started in Spring 2017 and the peer review visit is Spring 2019. The visit will be from a peer that does not conflict with Pace, non-competitors, so we can gain some ideas of how we can improve.

The working groups are organized by standards and there is an Executive Committee and Steering Committee.

Where we are now in the timeline:

- The working groups just finished asking for data and are working on data collection.
- Next would be follow-ups and interviews.
- The working groups are looking at the information and will present key points at the end of February.
- Next Town Hall meetings are April 9<sup>th</sup> in NYC, April 10<sup>th</sup> in Pleasantville and April 11<sup>th</sup> at the Law school. These meetings will be publicized in March.

**Faculty Council update** – December 1<sup>st</sup> Faculty Council Meeting – President Krislov had good news that student enrollment is the highest it's been in 10 years. However, although we are out performing Westchester competitors, overall enrollment is down. There is a need to increase enrollment and decrease the discount rate. There is a decrease in graduate student attendance, mostly related to the international climate. Presentation by Angelica Ferreira, AVP for Budget and Planning, indicated that 2012-2013 saw growth rate increase as a result of an increase in enrollment and the sale of the Briarcliff campus. 2017 enrollment shortfall – strong number of deposits but many students decided not to attend. Academic integrity code was

discussed. Faculty was encouraged to include it in their syllabus. Conversation about how to deal with violations. Presentation on faculty affairs committee – idea that FAC has been throwing around – ideas about having an on-campus daycare, housing for faculty and clarification regarding things like parental leave. There was talk about the website and increasing faculty online presence. Butcher suite – new Faculty/Staff dining room location. Faculty demands for salary raises.

**Picnic Committee** – Picnic will be the first Wednesday in June, June 6, 2018, looking for volunteers. Set up with start at 10AM. Looking for donations and will look into inviting President Krislov.

**New Security Committee update** – Haven't had second meeting.

**Treasurer report** - \$5578 remaining in budget.

**Benefits Committee update** – no meetings yet.

**Announcements** – Julie Werkheiser, Talent Development, announced the new title/rebranding effort of Organizational Learning and Development. Now titled, Talent Development. HR newsletter will be sent about programs and services offered in Talent Development. Flyer was handed out.