

University Council
June 11, 2018 at 8:30 a.m.
President's Conference Room

1. Call to order

Dr. Wilsie Bishop called the meeting to order.

2. Roll Call

Ms. Kristen Swing called the roll. Those in attendance were: Ms. Bridget Baird; Dr. Wilsie Bishop, Mr. Joe Bidwell (set to replace Dr. Scarborough on the University Council), Ms. Lisa Booher, Mr. Scott Carter, Dr. Susan Epps, Dr. Bill Flora, Ms. Megha Gupta; Dr. Jane Jones, Mr. Ed Kelly, Dr. B.J. King, Dr. Karen King, Dr. Claudia Kozinetz, Mr. Joseph Kusi, Dr. David Linville, Mr. Noah McGill, Dr. Robert Means, Ms. Stefanie Murphy, Dr. Rick Osborn, Dr. David Roane, Dr. Jana Scarborough, Dr. Joe Sherlin, Mr. Joe Smith, Dr. Ramona Williams, Dr. Randy Wykoff.

Those absent were Dr. Bert Bach, Dr. Cheri Clavier Dr. William Duncan, Dr. Michael Hoff, Dr. Keith Johnson, Dr. Angela Lewis, Dr. Celia McIntosh, Dr. Brian Noland, Ms. Pam Ritter, Mr. Jeremy Ross.

Others in attendance: Ms. Jennifer Clements, Ms. Kristen Swing

3. Standing Items

3.1 Approve minutes of May 14, 2018, meeting

Dr. David Roane made a motion to approve the [minutes](#). It was seconded by Dr. Randy Wykoff and unanimously approved. Prior to approval, a brief discussion took place regarding the level of detail needed, or not needed, in the minutes.

3.2 Review Agenda

There were no changes or additions recommended for the agenda. Dr. Bishop pointed out that Item 7 on the agenda would be deferred due to Dr. Noland's absence.

3.3 Call for Voluntary Reports

3.3.1 Student Government Association

Ms. Gupta, SGA president, reported that the fall concert will take place Sunday, Sept. 30. Student leadership opted for a Sunday because they felt it was a good date to kick off homecoming and there was a home football game that Saturday as well, which would help bring in students. The performer is Judah & the Lion. The concert will take place at Freedom Hall.

4. Action Items

4.1 Old Business

4.1.1 Information Security Policy

Dr. Karen King reported that the [policy](#) went out for more than 30 days and received no public comments. Essentially, the policy establishes ITS' use of the NIST standard as its guideline. Dr. King shared a [handout](#) with the group

that provided an idea of different control families and controls. She also noted that a security training program is needed, and ITS is working on that now and will bring it forward as a policy since the end user is required to take action. The approval of this policy was tabled at last month's meeting. Dr. King made a motion to bring it back for a vote. Dr. Wykoff seconded the motion. During discussion, Dr. Bishop asked whether it would tie down ITS to put it in the policy format. Dr. King said she felt comfortable looking at the families and controls and using the format where appropriate. Dr. Sherlin asked what the big changes are for the end user. Dr. King said the training is a big one and the other is around access. She noted that functionality will not be removed but, at the same time, ITS is making it safer. The policy was unanimously approved.

4.2 New Business

4.2.1 Creative Services Policy Revision

Dr. Bishop presented [revisions](#) to the Creative Services [policy](#), noting that it was first brought before the group in February 2017 in an effort to form a creative services umbrella after task forces looking at design, print, and mail services at the university saw potential for the realization of efficiencies. After significant review, the policy was implemented in February/March 2018, but Dr. Bishop said there were some issues that were never going to be resolved. Dr. Bishop and Dr. Jones worked with Drs. Noland, Means, and B.J. King as well as others to address the issues and, within the last month, realized the best choice was to stop. The concept of creative services and key factors in the policy will remain. However, Biomedical Communications will return to be strictly for Quillen College of Medicine, and University Relations will be responsible for all other design work for the university. There are exemptions, such as scientific posters, Dr. Bishop noted. She also said that the policy requires everything to get branding and identity approval before going out, including the work being done by Biomedical Communications. Dr. Bishop said she would like the group to approve the revisions today so that operations can transition beginning July 1. The revisions to the policy will still have to go to the Board of Trustees in September. Dr. Epps asked whether this clears up questions of responsibility and issues with charging. Ms. Clements said a charge will still be required, but the University Relations office can set that. Dr. Scarborough asked about the impact on those using the system to order. Ms. Clements said all that will be required now is the person send an email to projects@etsu.edu and they will be contacted to get the project started. There will not be a site for University Relations, but Dr. Bishop said Biomedical Communications will continue to use the current platform. Dr. Karen King asked whether people can still go to Biomed for posters, to which Dr. Bishop said yes. Dr. Flora asked whether people will still have to use Biomed for printing. Dr. Bishop said they will **not** use Biomed for printing. Ms. Clements said that Don McCarty will be working with University Relations to handle the printing bids/recommendations. Mr. Joe Smith pointed out that University Relations is taking a lot of steps to quickly manage this transition. Dr. Sherlin asked whether Mr. Smith felt good from a volume perspective. Mr. Smith said

yes. Dr. Sherlin made a motion to approve the policy revisions. It was seconded by Dr. Epps and unanimously passed.

4.2.2 University Council Membership

4.2.2.1 Membership Selections by the Deans Council

Dr. Bishop reported that Dr. Bach has not had the chance to select a person and noted that a new person to replace Dr. McIntosh should be at next month's meeting. She also noted that Dr. Randy Wykoff had agreed to extending his membership with a two-year term expiring in 2020.

4.2.2.2 Membership Selections by the Council of Academic Chairs

Dr. Scarborough noted that the Council of Academic Chairs had developed a formal mechanism to select its representatives, with Dr. David Roane being selected for another term and Dr. Joe Bidwell selected to replace Dr. Scarborough.

4.2.2.3 Election of University Council Vice-Chair

Dr. Epps made a motion that Dr. Bishop remain the vice chair. It was seconded by Ms. Murphy and unanimously approved.

5. Information Items/Presentations

5.1 Observations on Legislative Session

Ms. Baird gave a brief talk about this year's legislative session, which was the first year that all the legislators moved to the Cordell Hull Building. She said it was nice but very different than Legislative Plaza. Ms. Baird said it was a fast-paced session due to it being an election year. She said next year will see a new governor, a new Speaker of the House, and 28-30 members not returning due to either retirements or running for different offices. The Senate, she said, will see most of its members return. She expects continued discussions next year on issues including DACA, dual enrollment, teacher preparedness, and maybe some social issues. The pace, she expects, will be slower. Ms. Baird noted that nine ETSU students interned in Nashville over the past two years, with some now working as executive assistants to elected officials.

6. Announcements

Dr. Bishop reported that an MOU has been signed for the Department of Social Work to move from the College of Arts and Sciences to the College of Clinical and Rehabilitative Health Sciences, effective July 1.

Dr. Sherlin thanked everyone who helped with orientation and said it went really well despite all the changes this year.

Ms. Gupta asked about discussion related to parking, noting that she thought it had been said in a previous University Council meeting that metered parking was available at no cost over the summer. Dr. Means said he also remembered that conversation, but noted that the official email from the university read differently than the discussion. Gupta said she had received a ticket due to parking in a metered space.

Dr. Epps asked about the status of the graduate dean search. Dr. Bishop did not know the status. Ms. Baird asked about the status of a new police chief. Dr. Bishop said a decision had been made but not yet announced. Dr. Bishop added that the library dean interviews were taking place this week. She also said that the Human Resources review is continuing and will roll out when Mr. Ross gets back in town. Dr. Epps requested an HR update at next month's meeting. Dr. Wykoff requested an update on building and construction projects also take place next month. Dr. Bishop noted that furniture was being moved in to Building 60 this week with people in their offices starting July 9. Dr. Scarborough suggested University Council meet there once to see the building. Dr. Epps agreed, noting that she had taken a tour and it is incredible.

7. Focused Discussion

Deferred

8. Adjournment

Dr. Bishop adjourned the meeting.