Minutes of Meeting
MSU Staff Senate
February 13, 2013

The MSU Staff Senate met Wednesday, February 13, 2013 at 10:00 a.m. in Room 189 in the Dillard College of Business Administration Building. Members in attendance were Mike Deming, Ernest Cooper, Jermaine Causey, Dirk Welch, Dr. Michael Mills, Dawn Fisher, Chris Stovall, Lynn Sosebee, Lucy Davis, Gayla Aldrich, Reagan Foster, Jesika Fisher, Patricia Lowry and Peggy Brennan. Dirk Welch, Chair, presided.

Present as guest speaker was Robert Steflik for Information Technology. Also present was Ronnie Wherry and Kyle Owen.

The meeting was called to order at 10:00 a.m. by Dirk Welch.

1. Approval of Minutes:
The minutes of the January 9, 2013 meeting were presented. Patricia Lowry motioned to approve the minutes, Lynn Sosebee seconded; the minutes were approved by unanimous vote (closed).

2. Presentation of “You Make a Difference” Certificate
Dr. Michael Mills presented Ronnie Wherry and Jermaine Causey with a “You Make a Difference” award certificate. For more information on why these two special individuals were nominated for the awards or for more information regarding the “You Make a Difference” program visit the following website: http://www.mwsu.edu/staffsenate/difference.asp.

3. Guest Speaker, Mr. Robert Steflik, Technology Analyst, Information Technology—Campus Portal
Robert Steflik presented a PowerPoint presentation (see attachment 1) as an overview of the Campus Portal. He emphasized the three main things to focus on regarding the portal are as follows:

- **Single Sign On,** see page 4 of attachment 1. Once you log in to the portal you will have instant access to other systems. He noted that they are working on including access to Housing, MustangsHIRE and WeaveOnline.

- **Communities,** see page 5 of attachment 1. This is a way of taking all the users in the Portal and putting them in groups. For example a group could be faculty, staff, students, freshman, etc. or you can make a community of a non-sanctioned group such as those who are interested in skateboarding at MSU wanting to share messages, pictures, etc. He explained the three types of communities are as follows:

  a) **OPEN** Community. The Open community is available for anyone to click the button and join and there is no approval required to join.

  b) **RESTRICTED** Community. This is a community everyone having access to the portal will see, but it is targeted to a specific group of people. The example he gave is a football coach who wants all his players in a community, and the players will have access to click to join but the football coach will approve their access to the community to avoid just anyone joining the community.

  c) **PRIVATE** Community. Robert Steflik explained this community will not be listed for everyone having access to the Portal to see. An example he gave is Human Resources
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(HR) has a private community that will be used for interoffice communications which only the HR staff can access.

- **Targeted Announcements & Messages**, see page 6 of attachment 1. The use of communities allows announcements, alerts and messages to be sent to a select community of people or a person by name. Examples would be of targeting a specific group of people such as sending a message to all seniors regarding the upcoming graduation; or notifying all of the staff at MSU about an upcoming event that involves only staff. Messages can be made to appear on the screen as soon as you enter the portal and the person will have to click “acknowledge” to let the sender know you have seen their message. It is also possible to have the message show up on every single page a person goes to until they click on the “acknowledge” button. You can also choose to send the targeted announcement/message by text message or email to the targeted group/person.

Robert Steflik presented the timeline of implementation of the portal for faculty/staff and students (see page 8 and 9, attachment 1). Faculty and Staff will use the same username and password as they use to get into their computer to gain access to the portal. In order to give students **24-hour access to help** to get into the portal a Microsoft Solution called FIM was purchased and will handle all the password management for the students. There will be a 1-800 phone number for a Help Desk to get assistance with accessing the portal if they have a problem. The only drawback is that FIM has a limitation and cannot handle a username longer than 20 characters; therefore, it is necessary to create a new username structure for student logins. The student’s username will consist of the first name initial, middle name initial, last name (up to 12 characters), month of birth, and day of birth (see page 7 of attachment 1). Because of this change, students will be receiving a new student email account ending in @my.mwsu.edu. Current and past students will still have access to their old email accounts @students.mwsu.edu. A mass email will be sent to all the students by using their primary email address they use in WebWorld and the email will contain their username and a temporary password that they will have to change and instructions on how to get into the portal. Because the username change will affect student access to multiple systems on campus (Desire 2 Learn, WebWorld, etc) it was decided to postpone the student login setup until the end of the current semester (May 20). This time delay will also give faculty/staff an opportunity to learn the portal and build their communities before students have access.

Robert Steflik explained the look of home pages of faculty/staff/student will be customized and each group’s home page will look different (see page 10, attachment 1). The portal can be accessed from the desktop, mobile web and through apps for Android/iPhone (see page 11, attachment 1).

The faculty/staff can access the portal by going to my.mwsu.edu. He warned everyone not to put www in front of the address as it will not work.

Dirk Welch thanked Robert Steflik for his presentation of the Campus Portal to the MSU Staff Senate.

4. **Correspondence:**
The following suggestions/requests/inquiries were received or remain open by Staff Senate:
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- **Inquiry: Rate Paid by Part Time Employee for Campus Parking Hang Tag:** Dirk Welch informed the Staff Senate that he had contacted Chief Dan Williams at University Police regarding the inquiry from a MSU employee requesting clarification of why a part time employee pays the same rate for a parking hang tag as a fulltime employee. Chief Dan Williams said it was the decision of the Board of Regents when hang tags were implemented that fulltime and part time employees would pay the same rate. Chief used an example that a student may only attend class one day a week and another student attends classes five days a week on campus and they both pay the same rate for parking. Therefore, an employee who takes a parking space all day, five days a week versus only a half day five days a week should also pay the same rate as they are still utilizing a parking space. Chief Williams said that there may be a possibility of presenting a revised rate structure in the future to the Board of Regents, but there are no plans at this time.

5. **Staff Committee/Council Reports:**

**Executive Committee:** Met on Wednesday, February 6, 2013, to set agenda for Staff Senate meeting on February 13, 2013.

**Long Range Review and Planning Committee:** No report. Current and past nominations for the “You Make A Difference” website can be found at [http://www.mwsu.edu/staffsenate/difference.asp](http://www.mwsu.edu/staffsenate/difference.asp).

**Communications Committee:** No report.

**Membership Committee:** No report.

**Bylaws Committee:** No Report.

**Scholarship Committee:** Lucy Davis presented to the members of Staff Senate a proposed revision adding the following section to the online Staff Senate Scholarship Application *(see attachment 2).*

**Section E: Financial Need**
Do you currently have funding from other sources? (including scholarships, grants, etc.): yes___ no___
If yes, please list each source and amount.

Chris Stovall suggested that the proposed Section E be revised to exclude the Staff Employee Education Incentive Program as a funding source. After further discussion, it was agreed that Section E should read as follows:

**Section E: Financial Need**
Excluding the Staff Educational Incentive Program, do you currently have funding from other sources such as scholarships, grants, etc.:

Yes ___________________ No ___________________
If yes, please list each source and amount:

Chris Stovall made a motion to approve the revised proposal; Dr. Michael Mills seconded the motion and it was approved by unanimous vote (closed).

Dirk Welch noted that the current spring MSU Staff Senate scholarship recipients were announced in the MSU Update.

**Administrative Council:** No report. A copy of the current and past Administrative Council minutes is available at [http://welcome.mwsu.edu/president/administrative-council/minutes.asp?LL=82](http://welcome.mwsu.edu/president/administrative-council/minutes.asp?LL=82).

**Academic Council:** Reagan Foster reported the Academic Council met on January 16 on the following:
- Kyle Owen presented information on changes in fleet services
- Graduate School effective fall 2013 will do electronic thesis submission with archival in Moffett Library
- Catalog Changes
- International SEVIS will be offering 6 hours of Spanish and French in their Study Abroad Program.

The current and past minutes of the Academic Council meetings are available at [http://academics.mwsu.edu/academicaffairs/minutes.asp?LL=232](http://academics.mwsu.edu/academicaffairs/minutes.asp?LL=232) or contact Deb Schulte at deb.schulte@mwsu.edu.

**Faculty Senate:** Chris Stovall reported the Faculty Senate did meet on January 10, 2013. He reported that Dr. Rogers, Dr. Stewart and Dr. Fowlé addressed the Faculty Senate regarding budget issues. For more information, the current and past minutes of the MSU Faculty Senate meetings are available at [http://faculty.mwsu.edu/ senate/minutes.asp?LL=1602](http://faculty.mwsu.edu/senate/minutes.asp?LL=1602).

**Student Affairs and Enrollment Management Council:** Dr. Michael Mills reported the following:
- The current numbers for enrollment for the spring 2013 semester appear to be meeting the numbers required to meet the budget.
- MSU hosted 30 high school students with four chaperones from China for a little over two weeks as part of the MSU recruiting efforts from China. He reported the students toured several of the local high schools and participated in several other activities. Several of the students were impressed with MSU and strongly considered returning to continue their education.
- Proposed new web accessibility policy. It takes all of the MSU web pages and makes them available to students with disabilities that may not be able to access an electronic document. Deborah Higginbotham, Director of Disability Support Services is working on making the documents user friendly.
- Postage will be going up to 46 cents.
- Concealed handgun bill is back in discussion in the legislature.

A copy of current or past minutes of the Student Affairs and Enrollment Management Council are available by contacting Treva Clifton at treva.clifton@mwsu.edu.

5. **New Business**: None

6. **Open Forum**: None

7. **Announcements**: None

8. **Adjournment**: The meeting was adjourned at 10:50 a.m. The next meeting is scheduled for Wednesday, March 27, 2013.

   Respectfully submitted,

   / SIGNED/

   Peggy Brennan
   Staff Senate Secretary/Treasurer
Targeted Announcements & Messages
Communities
Single Sign On
Put Simply...
IN-WORK (Housing, Mustangshire, WEAVE)
Library Book Check-out / Databases
Email (Employees=Outlook / Students=GitHub)
OrgSync
Desire 2 Learn
WebWorld
Banner Self-Serve

Single Sign On?
OPEN, RESTRICTED, PRIVATE

- On-Campus Students
- Skateboarding @ MSU
- Freshman
- Students
- Staff
- Faculty

Communities
Email Alert
Text Message
Login Pop-up
By Name
By Community
Targeted Announcements & Messages
+ Students
+ Faculty / Staff
Feb 15 (this Friday)

*When will the portal launch?*
SSO Timeline

Feb 15:

+ Portal Launch (Faculty/Staff)
+ Outlook Email, Library (non-common)

Mar 1 (with new website launch):

+ Banner Self-Serve (Faculty / Staff)

May 20

+ GMail
+ Desire 2 Learn
+ Portal Launch (Students)
Role Based (Faculty, Staff, Student)
Community Based (English Majors, by College)
Shows Information as needed
Multiple Platforms

- Desktop
- Mobile Web
- Apps for Android / iPhone
BETA - VERSION

You can log in and use it today!

TRY IT NOW!
Proposed Staff Senate Scholarship Application Revision

Add the following section:

Section E: Financial Need

Do you currently have funding from other sources? (including scholarships, grants, etc.): yes ___ no ___

If yes, please list each source and amount: