ADMINISTRATIVE COUNCIL
Minutes of
March 4, 2009

Attendees: Lauren Adamson, J.L. Albert, Paul Alberto, Mark Becker, Chandler Brown, Annette Butler, Doug Covey, Mary Finn, Jim Flowers, Chaneta Forts, Kerry Heyward, Deanna Hines, Fenwick Huss, Steve Kaminshine, Randy Kamphaus, Tom Lewis, John Medlock, Robin Morris, Linda Nelson, Nancy Peterman, Jerry Rackliffe, Don Reitzes, Tim Renick, Chris Rosenbloom, Sterling Roth, Jeff Rupp, Nancy Seamans, Robert Sattelmeyer, Edgar Torbert, Jasmine Vick, Mary Beth Walker

Minutes of February 4 were approved as distributed.

Affirmative Action Plan

Ms. Nelson introduced Ms. Forts for a presentation of highlights of the Affirmative Action Plan. Ms. Forts pointed out AAP now includes part-time and temporary employees. She also noted the breakout of certain job groups such as assistant directors, associate directors, and directors because of size and salary range of those groups when combined. Ms. Forts called attention to goals for underutilized job groups as follows: Minorities – Academic Executives, Fine Arts, Law Instruction; Women – Natural & Computational Sciences, Business & Management, Computer Information Systems, Skilled Crafts. Ms. Forts called attention to areas of progress as follows: Minorities – Humanities, Social & Behavioral Sciences, Health Professions, Libraries, Lab & Research Technicians; Women – Academic Executives, Technical & Paraprofessional, Skilled Crafts.

ISO 27001 Policies

Mr. Albert presented the proposed Information System Management System Policy and proposed Preventive Action and Corrective Action procedural documents for compliance with ISO (International Standards Organization) 27001 requirements for security of sensitive data. Mr. Albert indicated these documents were follow-up items arising from an external audit and had the endorsement of the University Senate Committee on Information Systems and Technology.

Dr. Becker asked about other risks such as emails sent to the wrong person, thumb drives left behind, stolen equipment, etc. Mr. Albert replied such risks would be addressed by groups actively involved in compliance. He noted investment in risk management tools software. Mr. Flowers commented technology departments were typically viewed as the owners of data, but engagement in data protection needed to be throughout the management structure of the organization.

Mr. Albert asked about delivery of guidance to departments outside IS&T, which have their own servers. Mr. Albert answered risk assessments would be conducted with follow-up, high-level training, as necessary.

Dr. Adamson asked about specific measures relating to research protection. Mr. Albert replied research protection was included depending on the type or level of data (e.g., FERPA-related). Dr. Morris added IRB addresses such concerns, but the real issue was whether researchers are following the guidelines. Dr. Becker asked about any distinction between active and passive data systems in affording security. Mr. Albert responded protection was dependent upon having agents on machines to control access.

Dr. Becker asked about means of ensuring researchers know their obligations for data security. Dr. Morris replied there were HIPPA considerations as well regarding access to data for federally funded research. He noted Medical College of Georgia has an annual compliance week, when researchers are informed about the latest requirements. Dr. Becker
added that some institutions require researchers to complete a certification process prior to initiating grant-funded research. Dr. Morris commented the certification program should be modular in order to facilitate yearly updates and to fit the program to specific needs for certification. He commended annual review by researchers of the requirements. Dr. Becker reiterated keeping up to date was crucial with violators potentially subject to jail time. Dr. Heyward added significant fines were also a possibility for violators.

Mr. Albert pointed to encrypted data transfer as an essential element for HIPPA compliance. He noted the availability of PGP Whole Disk Encryption software under the institutional license. Mr. Flowers asked about meeting open records requests for encrypted documents left by former employees, whose PGP passwords for encryption might be unknown. Mr. Albert answered a system administrator would have access for such purposes.

Mr. Albert made a motion to adopt the policy and procedures as amended (see changes suggested by Mr. Roth). Dr. Heyward seconded the motion. The motion passed.

Legislative Report

Mr. Flowers gave a brief summary of legislative news including an expected announcement by Governor Perdue of lowered revenue estimates for FY2010 by $1.6 billion, which would result in a revenue budget approximating that of FY2006. Mr. Flowers reported the FY2009 amended budget was nearing completion with few remaining disagreements between the House and Senate versions.

President’s Remarks

Dr. Becker commented on the files of promotion and tenure candidates presented for his action by March 6. He noted the candidates were impressive overall; however, he cited concern in some cases about external letters from institutions without strong research reputations and from individuals too closely associated with the candidates. Dr. Adamson responded that some candidates might be so active in their disciplines (e.g., editors of leading journals) it would be difficult to find credible external reviewers, who did not know them well. Dr. Becker clarified his concern was about those at the assistant-to-associate stage, who were unlikely to be so well known, and he was not suggesting faculty should be anonymous in their disciplines.

Dr. Becker announced the hiring of Ms. Cheryl Levick as Athletic Director effective March 30. He noted her reputation for running squeaky clean programs and emphasizing student-athletes are students first and athletes second, while still competing successfully. He stated the goal to have Georgia State consistently in the top half of the Colonial Athletic Association in all sports. He pointed to baseball and softball as examples of two competitive teams for Georgia State this spring.

Announcements

Ms. Hines announced a news story to air on WSB on March 5 concerning faculty travel expenditures. Dr. Adamson thanked Ms. Hines for effectively and efficiently coordinating responses to requests for information on this topic from the news media.

Ms. Hines introduced Mr. Brown, a new employee in University Relations.

Dr. Morris announced a site visit follow-up by GAO to the BSL-4 laboratory on March 5.

Dr. Becker acknowledged the contributions of Dr. Reitzes, Mr. Flowers, Ms. Hines, et al., in responding to questions at General Assembly hearings regarding faculty research.

Dr. Adamson announced the Helen Ingram Plummer Lecture by Dr. Tu Weiming of Harvard University on March 23.

Dr. Becker announced a separate commencement ceremony for PhDs at the Rialto Theater on the morning of May 9.