

#### GOVERNANCE, ADMINISTRATION AND ATHLETICS COMMITTEE MEETING 4:00 P.M. DECEMBER 5, 2019 MARY ANN JENNINGS HOVIS MEMORIAL BOARD ROOM THIRD FLOOR, MARTIN HALL, RADFORD, VA

DRAFT MINUTES

#### **COMMITTEE MEMBERS PRESENT**

Dr. Jay A. Brown, Chair Dr. Rachel D. Fowlkes, Vice Chair Dr. Thomas Brewster Mr. Gregory A. Burton Mr. David A. Smith Ms. Lisa Throckmorton

#### **BOARD MEMBERS PRESENT**

Mr. Robert A. Archer, Rector
Mr. James R. Kibler, Jr., Vice Rector
Ms. Krisha Chachra
Mr. Mark S. Lawrence
Ms. Nancy A. Rice
Ms. Georgia Anne Snyder-Falkinham
Mr. Breon Case, Student Representative (Non-voting Advisory Member)

#### **OTHERS PRESENT**

President Brian O. Hemphill
Ms. Karen Casteele, Secretary to the Board of Visitors and Special Assistant to the President
Mr. Craig Cornell. Vice President for Enrollment Management
Mr. Danny M. Kemp, Vice President for Information Technology and Chief Information Officer
Ms. Wendy Lowery, Vice President for University Advancement
Mr. Chad A. Reed, Vice President for Finance and Administration and Chief Financial Officer
Ms. Ashley Schumaker, Chief of Staff and Vice President for University Relations
Dr. Susan Trageser, Vice President for Student Affair
Mr. Allen T. Wilson, Senior Assistant Attorney General, Commonwealth of Virginia
Other Radford University faculty and staff

#### CALL TO ORDER

Dr. Jay A. Brown, Chair, formally called the Governance, Administration and Athletics Committee meeting to order at 4:10 p.m. in the Mary Ann Jennings Hovis Memorial Board Room in Martin Hall. Dr. Brown conducted a roll call and established a quorum was present.

#### **APPROVAL OF AGENDA**

Dr. Brown asked for a motion to approve the December 5, 2019 agenda, as published. Mr. David A. Smith so moved, Mr. Gregory A. Burton seconded, and the motion carried unanimously.

#### APPROVAL OF MINUTES

Dr. Brown asked for a motion to approve the minutes of the September 26, 2019 meeting of the Governance, Administration and Athletics Committee, as published. Mr. Smith so moved, Mr. Burton seconded, and the motion carried unanimously.

#### **INFORMATION TECHNOLOGY REPORT**

Vice President for Information Technology and Chief Information Officer Danny M. Kemp presented to the Committee major strategic initiatives completed since the last Board of Visitors meeting. Vice President Kemp demonstrated the new Information Technology Service Catalog on the Division of Information Technology (DoIT) website. The new Service Catalog provides a standard framework for publishing service information; enhances understanding between service providers and constituents, provides an important tool in making DoIT services visible and useful; facilitates continuous improvement; and improves DoIT's response to the various needs of institutional users.

Vice President Kemp shared that the objective of updating the DoIT Service Catalog was to make sure it is accurate, easier to maintain and readily available. The new service categories include: Accounts and Access; Administrative and Business Systems; AV, Phone, TV and Radio; Communication and Collaboration; IT Professional Services; Networks and WiFi; Security; Storage, Hosting and Servers; and Teaching and Learning. Services that are currently being offered by DoIT are listed within each category. Vice President Kemp recognized Ms. Denise Rahmes, Director of Project Management, for all her hard work on this project.

Vice President Kemp shared highlights of National Cybersecurity Awareness Month (NCSAM) held every year in October. Activities included: the DoIT Security website was modified to highlight NCSAM; references were made on social media and digital signage; and a phishing email was sent to all students, mimicking a fake DoIT Service Desk email. Vice President Kemp introduced Mr. Andrew Travis, Information Security Officer, to the Committee and thanked him for his efforts on the campaign. Mr. Mark S. Lawrence stressed the importance of security awareness training, especially for students. A copy of the report is attached hereto as *Attachment A* and is made a part hereof.

#### **INTERCOLLEGIATE ATHLETICS REPORT**

Director of Athletics Robert Lineburg shared recent news and events of the Athletic Department. Mr. Lineburg recognized the work of the Student-Athlete Advisory Committee having over 4,100 volunteer hours of community service initiatives with 100% participation from every athletic program. Three athletes made the Big South All-Academic Team. Jacob Wilkinson was selected to the CoSIDA Academic All-District Team and was just selected to the 2<sup>nd</sup> Team All-American.

In other updates, Mr. Lineburg stated that the Women's Soccer team was back-to-back tournament champions making the 7<sup>th</sup> Big South Tournament title in program history, the most of any Big South school. He added that Men's and Women's basketball are ranked #1 in the Big South Preseason Polls.

Mr. Lineburg reviewed resource development with membership in the Highlander Club at 658 and total pledges and gifts at \$634,765. Overall revenue is \$362,050 with projected 2019-20 revenue of \$405,000. This total surpassed the 2018-19 overall revenue by \$8,000, as of November 15, 2019. A record number of basketball season tickets have been sold this year with an overall 29% increase, creating a 34% increase in ticket revenue for the basketball season.

In closing, Mr. Lineburg shared that Men's and Women's Basketball Alumni Weekend will be take place on Saturday, February 22, 2020, and invited all Board members to attend. A copy of the report is attached hereto as *Attachment B* and is made a part hereof.

#### **OTHER BUSINESS**

#### **SCHEV New Member Orientation**

In other business, Ms. Lisa Throckmorton and Mr. David A. Smith shared feedback and experiences from their attendance at the SCHEV Board of Visitors New Member Orientation held in Richmond on October 22-23, 2019. Both shared that they felt it was beneficial to hear from others' experiences and thought the speakers represented a good cross-section of topics. They also shared that it helped to see the significance of their role in service to others.

#### **ADJOURNMENT**

With no further business to come before the Committee, Dr. Brown requested a motion to adjourn. Ms. Lisa Throckmorton so moved, Dr. Thomas Brewster seconded, and the motion carried unanimously. The meeting adjourned at 5:04 p.m.

Respectfully submitted,

Sharon Ratcliffe Executive Assistant to the Vice President for Information Technology

Attachment A

# Information Technology Update

# RADFORD UNIVERSITY

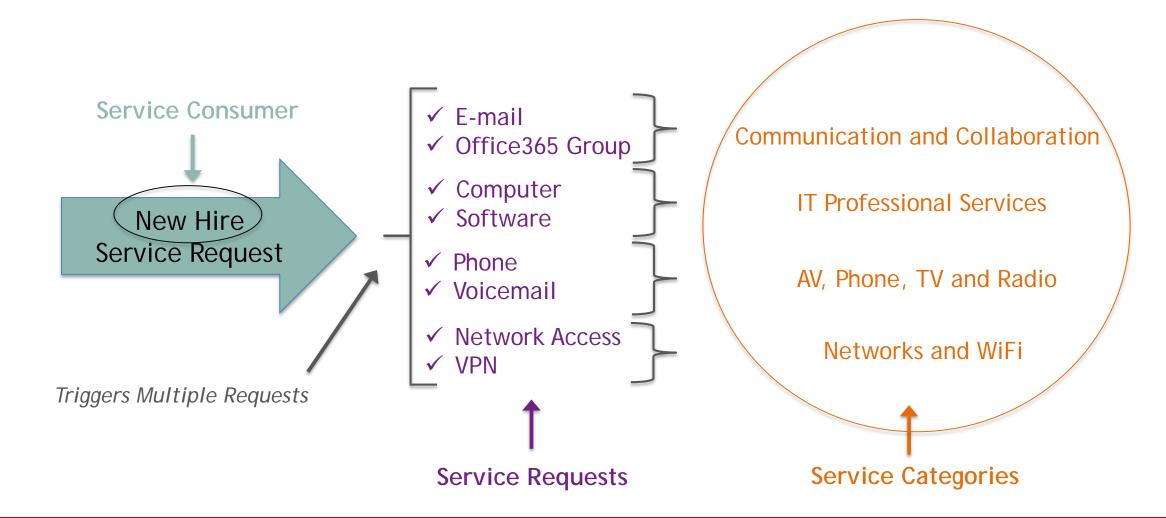
**Board of Visitors** 

December 5, 2019

# Agenda

- Highlights of Major Accomplishments
- IT Service Catalog
- National Cybersecurity Awareness Month

# What is a Service Catalog?



### Information Technology

#### Categories Accounts & Access

Administrative & Business Systems

**Benefits** 

university outcomes." ECAR, April 10, 2015

AV, Phone, TV & Radio

Communication & Collaboration

IT Professional Services

Networks & WIFI

Security

Storage, Hosting & Servers

Teaching & Learning

> Provides a standard framework for publishing service information

"The implementation of a Service Catalog is an important step in transforming from a technology-oriented organization into a service-oriented organization and enables the

organizational focus to shift from technology components to services that facilitate

- > Enhances understanding between service providers and constituents
- > An important tool in making IT services visible and useful for the community
- Facilitates continuous improvement on customer-focused services
- Improves IT response to the various needs of institutional users

# Information Technology





# **DoIT Service Catalog Upgrade Project**

## Objective:

• Update the DoIT Service Catalog so it is accurate, easier to maintain and readily available

### Goals:

- Follow Service Catalog guidelines as described in the ITIL\* framework
- Modernize and update the existing list of services
- Establish new categories for the updated list of services
- Build the new Service Catalog using ServiceNow
- Easier maintenance and continuous improvement
- Redesign DoIT website to include links to the Service Catalog

e	Service Catalog
ut DolT	
Mission	The Division of Information Technology provides a broad range of services for faculty, staff and students at Radford University. Specific information of cost, availability, support information and more can all be found through our service catalog.
nual Report	
ategic Plan	View Division of Information Technology services by categories below or view all services listed in alphabetical order.
anization Chart	
f Directory	TEACHING, LEARNING AND RESEARCH COMPUTING The Division of Information Technology supports a variety of teaching, learning and research computing tools for faculty and students.
ernance	The Division of information rechnology supports a variety of teaching, tearning and research computing tools for faculty and students.
ecurity	Multimedia Classrooms   D2L,   Show
Newsletter	TECHNOLOGY SERVICES AND SUPPORT
ce Catalog	These services range from training and electronics repair to general IT support from our Technology Assistance Center.
ching, Learning and Research mputing	General IT Support   VPN   Training   Show
chnology Services and Support	SECURITY
curity	The Division of Information Technology provides security training to members of the campus community and protects the university's networks and machines.
cess Management	Security Training   Vulnerability Scans Show
siness Systems	Security Hanning Promeraumy Scans Show
ail and Collaboration Tools	ACCESS MANAGEMENT
gramming and Reporting	These services provide the university community with access to various account types, from administrative access to departmental accounts.
eject Management	*
npus Radio Station	System Access   Courtesy Accounts   Show
tellite Downlinking	BUSINESS SYSTEMS
Services	These services range from the printing and copying to telephone systems and voicemail.
ort +	Printing   Telephone   Show

\*Information Technology Infrastructure Library (ITIL) is a widely used set of best practice publications for IT service management.

### Information Technology

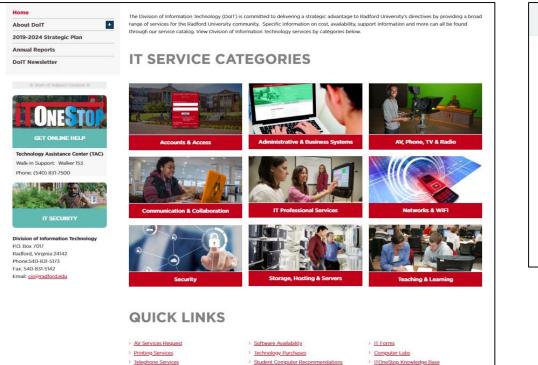
# **Service Categories**



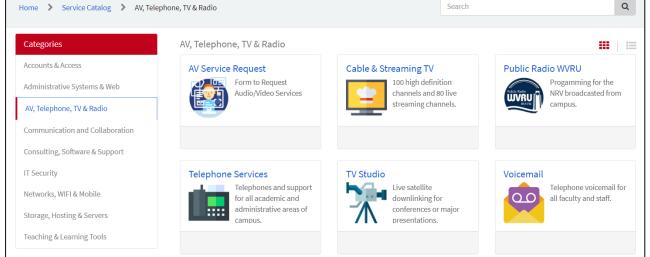
### Information Technology

# **Enhanced Access**

**DoIT Home Page** 



### **ITOneStop**



# National Cybersecurity Awareness Month

- <a>www.radford.edu/it-security</a>
- Modified IT Security website to highlight National Cybersecurity Awareness Month (NCSAM)
- Referenced in social media and digital signage

### **National Cybersecurity Awareness Month**

October each year is National Cybersecurity Awareness Month (NCSAM) and serves as a reminder to take ownership of our devices, secure our accounts and protect our identity. This month, IT Security at Radford University is using multiple resources to increase awareness of security bestpractices and to promote actions you can take.



## RADFORD UNIVERSITY

### Information Technology

# **Digital Signage**

### Oct. 14 - 20

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**IT Security** 

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IT Security

Be careful which apps you install on your phone.

Only install apps from trusted sources.

Not using an app? Delete it.

#### #Ownlt

The more you post publicly on social media, the easier it is to be targeted.

Set your posts to friends-only.

Enable privacy options on your profile.

#Ownlt

### Oct. 21 - 27



Did you know without appropriate Cybsecurity protections, Cybercriminals can:

- Steal your identity;
- Take control of your computer to hack others;
- Pretend to be you and scam others;
- Encrypt your files and demand a ransom;
- Hack your bank account and steal your money.

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**IT Security** 

#### #ProtectIt

Enroll in two step verification for all your accounts, including social media, to keep the bad guys out.

# #Securelt

#### Oct. 28 - Nov. 3 Unicorn-Hugs-All-Day! is a good password.

Radford2019 is not.

Choose unique, long and easy to remember passphrases.

#Securelt 🚅

RADFORD UNIVERSITY IT Security

#### Phishing Attacks Can Happen to Anyone

Check sender's email address. Is the email urgent? Does it sound too good to be true? Does it link to a random website?

For tips to avoid being a victim, visit www.radford.edu/phishing.

#Protectlt

RADFORD UNIVERSITY IT Security

## **RADFORD UNIVERSITY**

### Information Technology

# Social Media



### Radford University 🤣 @radfordu · 6h

UnicornHugsAllDay! is a good password. Radford2019 is NOT. Choose unique, lengthy and easy-to-remember passphrases. Learn more tips for protecting & securing your data during IT Security Awareness Month.

RADFORD UNIVERSITY Home | Information Technology (IT) Security | Radf... At Radford University, Information Security means protecting information and information systems fro... S radford.edu

17 3

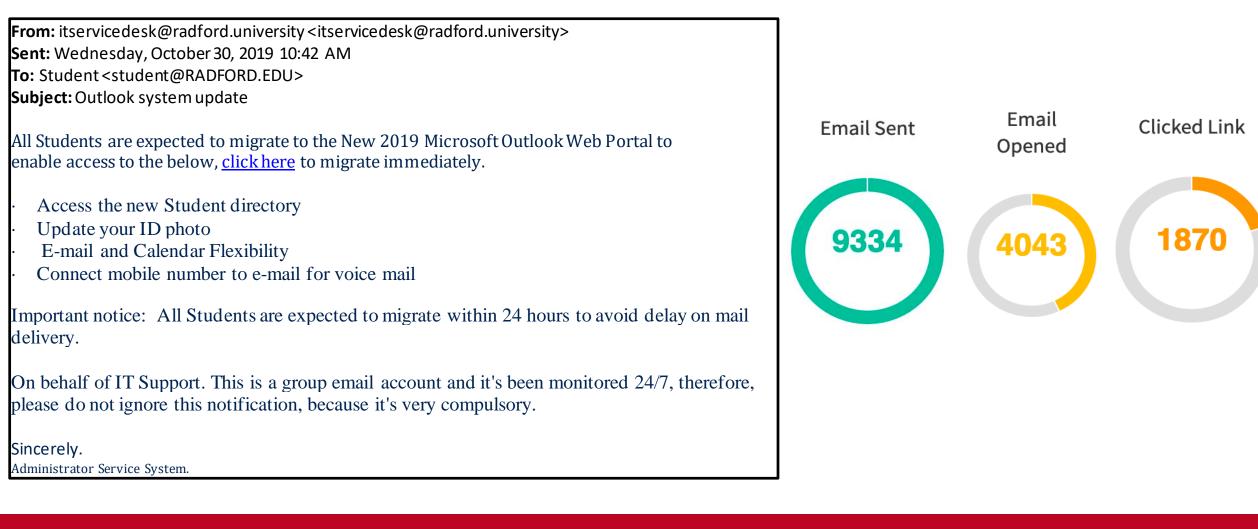




### Information Technology

# Phishing Campaign

• Sent phishing message to students, mimicking a fake IT Service Desk email we've received in the past.



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### Information Technology

# Discussion

Information Technology

### **Division of Information Technology (DoIT)**

#### Highlights of Major Accomplishments August 26, 2019 – November 1, 2019

#### **RUC Transition Phase II**

- Academic and Administrative Systems
  - Developed a process for managing RUC Continuing Education transactions and account creations.
  - Implemented a new clinical rotation tracking system (CORE) for the Physician Assistant program.
- Computers, Classrooms and AV
  - Added Zoom web conferencing capabilities to RUC room 301.
  - Encrypted hard drives on 35 laptops.
  - Worked with Carilion to true up assets transitioned to RUC.
  - o Installed 35 new computers in the DPT computer lab.
- User Support and Training
  - Onboarded an Instructional Designer/Technical Trainer.
  - Onboarded an additional Information Technology Specialist II employee.
  - Conducted Zoom Pro and Zoom Room training for RUC faculty/staff. 15 users attended.
  - Conducted faculty workshops for extracting content from Blackboard. 21 users attended.
  - Conducted D2L Overview workshops and labs for faculty.
  - Met with Roanoke Higher Education Center (RHEC) stakeholders to determine ongoing support needs.

#### Hardened Oracle Database Baseline

- IT Security worked with Enterprise Systems to build a hardened baseline configuration for Oracle databases. This baseline conforms to the Center for Internet Security (CIS) benchmarks that are commonly accepted in most industries.
- Application of this baseline to the Housing Management System database will enhance database security. This baseline will also be used going forward as other Oracle systems are upgraded.

#### Secure Document Exchange

- IT Security configured a secure document exchange solution by XMedius known as SendSecure. This allows campus departments to share highly sensitive documents with recipients outside the University as a secure alternative to emailing these documents.
- Single sign-on integration was established with this system to use Radford University credentials and two-factor authentication to access the system.
- The secure document exchange is being piloted with Human Resources, Bursar, Financial Aid and Accounting Services.

#### **Reed Curie Renovation Installations**

- DoIT continues to work closely with Capital Outlay and Construction as well as faculty from the Artis College of Science and Technology on technology for Reed Curie.
- Installation of AV equipment for classrooms, labs, and conference rooms is currently underway.
- Network switches are currently being installed with VoIP telephone installations planned for the first week of December.
- Computers for classrooms, labs and other learning/research spaces have been ordered with installation planned to start the week of December 9th.

#### WVRU Public Radio Enhancements

- WVRU streaming: Installed new streaming server to support all media platforms
- Relocated satellite downlink receiver for Public Radio Satellite Systems (PRSS) to a new location in the campus data center.
- Installed new audio fiber transmitter/receiver to support downlink of radio programming.

#### **Zoom Video Conferencing Enhancements**

- The usage of Zoom for Web Conferencing continues to grow with both instructional and business use, especially between the main campus and RUC.
- 2,176 meetings were conducted between August 25 and November 1. 226 meetings were conducted in Zoom enabled rooms.
- Several rooms were upgraded with Zoom Room capability that provides a one touch connection for ease of use. Other rooms were enhanced by adding a camera, microphone and speaker that can be plugged into a laptop to enhance the quality of a meeting.
  - Upgraded with Zoom Room functionality:
    - RHEC 302
    - CHBS 3030
    - Martin 309 (Board Room)
  - o Enhanced with AV equipment to support Zoom client
    - Peters 041
      - Peters B107
      - Hurlburt Hall 210
    - Tyler 044
    - Heth 210

#### Classroom and Audio Video Upgrades

• Trinkle 167 – Installed new AV equipment

#### **Project Management Support**

- Project management support was provided to all Directors and Managers leading strategic or large operational projects.
- Created a new DoIT Home page that includes updated links and highlights the Service Catalog.
- Launched a new Service Catalog in ServiceNow that contains new and updated services that can be accessed from ITOneStop and the DoIT website.
- Published the 2018-2019 Annual Report.
- Updated the Office of Institutional Effectiveness & Quality Improvement Admin Assessment Report with FY18-FY19 results for DoIT.
- Added new projects in Zoho Projects for the RUC IT Transition Phase II, NRCC Bridge Program IT Implementation, DegreeWorks Upgrade Phase II, IMPACT B2C Model Implementation, REAL IT Implementation, Computer Deployment 2020.

#### Enterprise Systems Updates

- RUC
  - o Completed the academic history data migration for all current RUC students.
- Banner
  - Banner upgrades were installed in October to bring all Banner modules up to current releases.
  - Created a new listserv model for campus communications.
- Finance and Administration
  - $\circ~$  P-Card implementation in Chrome River is in the testing stage.
- Students
  - o Degree Works Phase I upgrade in final testing.

#### Network Services Updates

- Planning work has been completed to transition several backbone fiber optic connections over winter break to enhance redundancy and prepare for future building projects.
- The Internet connection from Segra was upgraded from 2 gigabits to 5 gigabits providing additional bandwidth to the campus community.
- A new VoIP phone configuration was created to help support the IMPACT program and additional testing is underway to further enhance capabilities to better accommodate the needs of this program.

#### **System Administration Updates**

- Installation and configuration of a new VMware vSan environment was completed for use by the Cybersecurity program. This system is being used to support high school and community college students participating in the RUSecure CTF (Capture the Flag) competition.
- Upgrades of Windows 2008 servers continue ahead of the end of support by Microsoft in January of 2020. System and application reinstallation have been completed for several systems and an in-place operating system upgrade has been performed on a small number of systems.
- Final configuration and testing has been completed on a new VMware vSan environment for production systems that will provide enhanced server capacity and redundancy in a reduced footprint.
- The Adobe Created Cloud configuration was updated to use Single Sign On and provide the latest version of Adobe software in the campus computer labs.
- Planning and initial configuration have been completed to install a Shibboleth Single Sign On sever at RUC to further enhance redundancy for both RUC and the main campus.

#### **Technology Support Services Statistics**

- Processed 4,869 support requests between August 25 and November 1.
- Onboarded a new manager for the Technology Assistance Center.
- 13 technology training workshops were offered providing faculty and staff with opportunities to enhance their technical skills (8 of which were offered specifically to Radford University Carilion faculty to enhance their knowledge of D2L).
- 16 Mac, PC and iPad deployment sessions were held with 32 participants receiving new equipment.

#### Printing Services

- Continued planning and preparation for moving the Printing Services operation to a new space at 219 Main Street is underway. The Printing Services team continues to refine equipment layouts to enhance workflow. The network team has started installation of the networking components for this space with anticipated completion in December.
- More than 102,000 postcards and handout cards were produced (majority in support of Admissions and Alumni).
- Supported IMPACT/ASSET with numerous mailings, collateral, and wide format graphics.
- Supported RUC with numerous collateral pieces, new business cards for all employees, along with a variety of wide format graphics for high-visibility areas.
- Supported numerous high-profile events with wide variety of materials: Highlander Discovery Institute Highlander Festival, Homecoming, Family Weekend, Career Jumpstart Conference.

#### Mongoose Expansion

• The Web & Mobile Technologies group continued working with the Advising Centers, Student Affairs and IMPACT to enhance their engagement with students through the use of target text messaging.

#### **Capital Campaign Website**

• The design for the new Capital Campaign website has been completed. The build out of the exciting site is currently underway and on-schedule.

#### National Cybersecurity Awareness Month

October was National Cybersecurity Awareness Month (NCSAM) and served as a reminder to take ownership of devices, secure accounts and protect identity. IT Security used multiple methods to increase awareness of security best-practices and actions.

- Phishing Campaign
  - A phishing exercise targeted at students was created to increase student awareness of common phishing techniques. 9,334 students received a fake phishing email and 1,870 students clicked the link. Upon clicking the link, students were taken to an educational website with tips on identifying phishing emails.
- Digital Signage
  - Seven messages to be displayed on campus digital signs were rotated during the month of October. Each week had a different focus, such as protecting devices, securing identities and identifying phishing emails.
- Social Media
  - IT Security worked with University Relations to post to Twitter an example on how to choose good passwords.

Attachment B

# Intercollegiate Athletics



**Board of Visitors** 

December 5, 2019

# Agenda

- Student-Athlete Experience
- Academic Excellence
- Competitive Excellence
- Resource Development
- Special Events

# **Student-Athlete Experience**

#### Student-Athlete Advisory Committee (SAAC)

- 2019-20 Executive Board
  - Jenny Davis (WLAX) President
  - Talia Douglas (SB) Vice President
  - Nelia Perez (WSOC) Secretary
  - Jacob Wilkinson (MSOC) Treasurer
  - Kateri Schoettinger (WSOC) Community Service Coordinator
  - Cerra Ebbeck (Dance) Social Media Coordinator
- Campus & Community Engagement
  - Each year, the student-athletes participate in a number of community service initiatives in the New River Valley. Over 4,100 total volunteer hours with 100% participation from every athletic program.



### Intercollegiate Athletics

# **Academic Excellence**

- Big South All-Academic Team
  - Natacha Rangel-Ribiero Women's Soccer
  - Jacob Wilkinson Men's Soccer
  - Stephanie Neast Volleyball
- Jacob Wilkinson selected to the CoSIDA Academic All-District Team

# **Competitive Excellence**



#### **2019 BIG SOUTH TOURNAMENT CHAMPIONS** WOMEN'S SOCCER

**Intercollegiate Athletics** 

# **Competitive Excellence**

#### WOMEN'S SOCCER

- Back-to-Back Tournament Champions
  - 7<sup>th</sup> Big South Tournament Title in program history, the most of any Big South school

- Nelia Perez First-Team All-Conference / Big South Tournament MVP
- Kayla Thomas First-Team All-Conference / Defensive Player of the Year
- Gabi Paupst First-Team All-Conference
- Brianna Oliver Second-Team All-Conference
- Courtenay Kaplan Second-Team All-Conference

# **Competitive Excellence**

#### Men's Soccer

- Octavio Ocampo
  - Second-Team All-Conference + All-Freshman Team
- Victor Valls Second-Team All-Conference
- Mouhameth Thiam All-Freshman Team

#### Volleyball

- Stephanie Neast Second-Team All-Conference
- Mackenzie Meehan All-Freshman Team

#### Men's Basketball

- Ranked #1 in the Big South Preseason Poll
- Carlik Jones tabbed as Preseason Player of the Year
- Win over Big Ten opponent Northwestern on November 19

#### Women's Basketball

- Ranked #1 in the Big South Preseason Poll
- Sydney Nunley selected to Preseason All-Conference Team
- Khiana Johnson selected to Preseason Second-Team



#### Intercollegiate Athletics

# **Resource Development**

#### 2019-20 Fund Drive Goals:

- Total New Pledges & Gifts to Highlander Club
- Membership in Highlander Club

\$634,765.00 (241% increase\*) 658 (61% increase\*) \*Increase from this point last year in the fund drive

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\$362,050 (\$258,600 cash / \$103,450 trade)

### Radford Sports Properties Revenue Update (11/15/19):

92% (\$392,000)

89% (\$300,000)

109% (\$95,000)

- Overall Revenue:
- Overall Percentage to Budget:
- Cash Revenue Target:
- Trade Revenue Target:

\*Projected 2019-20 Revenue - \$405,000 (\$300,000 cash / \$105,000 trade) \*Surpassed 2018-19 overall revenue by \$8,000 as of 11/15/2019

### **Basketball Season Tickets:**

- Record number of basketball season tickets this year 786 (29% increase)
- Basketball season ticket revenue \$60,345 (34% increase)

#### Intercollegiate Athletics

# **Special Events**

### Winter Celebration

#### Men's and Women's Basketball Alumni Weekend February 22, 2020



**Intercollegiate Athletics** 

# Discussion

Intercollegiate Athletics

## End of Board of Visitors Materials

