

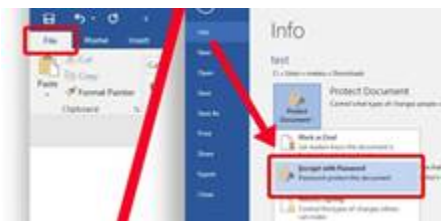
Staff Administrative Meeting Minutes: Thursday October 11 Executive Dining Room

- a. Welcome- Rob Becht –
  - i. New Staff – Natalie Song – Assoc Dir Graduate Business Asian Pacific engagement -- Natalie’s position will include all aspects of the student experience beginning with recruitment/admissions, programs, career services, and alumni engagement for students/alumni from the Asia Pacific region
  - ii. Rob also mentioned the phenomenal Leaders Lecture from last night given by Jeffrey Dunn, CEO of Sesame Street Workshop. The words of wisdom he provided in dealing with all people, everyone, every day, can be summed up with the simple advice – “start with respect and finish with kindness.”
- b. HR update – Gabrielle Chudnoff
  - We thanked all staff for participating in the MBS staff survey which provided MBS with rich feedback and a 67% response rate. We committed to circling back with staff and sharing the qualitative results soon.
  - Reminded staff to participate/complete the 2018 Faculty & Staff engagement survey through Quantum.
  - Provided a brief overview of MBS onboarding initiatives
    1. MBS onboarding tool spearheaded by Jennyfer Puentes
    2. Staff Advisory Council (SAC) onboarding/mentoring initiative
    3. Reboarding program for existing employees – 2 hour morning session with leadership
    4. Register for an I am the U orientation session
  - Jennyfer Puentes provided staff with a detailed review of the MBS Manager Onboarding tool and we committed to uploading the 2 page resource on the MBS Faculty & Staff resources website.
- c. David Chun – IT – David reminded us that we need to think about IT security and take some simple precautions to start with. For one, don’t use known common passwords. This might include:
  - i. 123456
  - ii. password
  - iii. 12345678
  - iv. Qwerty
  - v. 12345
  - vi. 123456789
  - vii. Letmein
  - viii. 1234567
  - ix. Football
  - x. Iloveyou

- xi. Admin
- xii. Welcome
- xiii. Monkey
- xiv. Login
- xv. Abel123
- xvi. Starwars
- xvii. 123123
- xviii. Dragon
- xix. Passw0rd
- xx. Master
- xxi. Hello
- xxii. Freedom
- xxiii. Whatever
- xxiv. Qazwsx
- xxv. Trustno1

1. Use Different Passwords for Every Website (simple change is sufficient)
2. Check to see if your account has been hacked <http://tinyurl.com/btecheck>
3. Use Passwords in Word, Excel, and Adobe to secure Documents:

### Word, Excel, and Powerpoint



### How to add a password to your Microsoft Office file

- a. Open the Microsoft Office file you want to protect
- b. Click File
- c. Click Info
- d. Click Protect Document
- e. Click Encrypt with Password
- f. Enter a password and click OK

- g. Confirm your password and click OK

Adobe Acrobat PDF

<https://helpx.adobe.com/acrobat/how-to/security-permissions-protect-pdf-files.html?set=acrobat--fundamentals--secure-pdf>

k. Maria Otero – Events

- i. Maria gave a summary of upcoming school-wide events and thanked everyone who has been helping out. Maria also mentioned that the school should provide notice if tables or equipment needs to be moved as we are coordinating some moves with outside services.

l. Rony Shir – 70th Anniversary/Reunion/Homecoming

- i. Rony gave a quick update on the planning taking place and encouraged everyone to RSVP and attend. This is a watershed event for MBS. There is great excitement building in anticipation
- ii. Lance with ARD mentioned the United Way fundraisers are upcoming – 11/9 Taste of MBS – 11/13 shopping event various vendors will be in the breezeway.

m. Aurora Goicohea – Staff Advisory Council

- i. Aurora introduced all of the individual council members. Members come from various areas across the school. The SAC is here to support staff. There are plans for professional/personal development opportunities, i.e. the Linked-In workshop. SAC has been supportive and works with MBS administration on staff-related policy. SAC is here to be a voice for the staff as well as to support staff who may need a place to voice concerns or issues or questions.

n. Henrik Cronquist – Faculty Research and why it matters

- i. Dr. Cronquist provided an overview of faculty research, how it fits into faculty appointments/employment, and why it is important and critical for the success of the school. Faculty research supports reputation, prestige, and supports how competitive MBS as a national R1 university. The generation of new knowledge is a core function of a university and it is one of the primary drivers for how we distinguish ourselves. It drives rankings, thus driving whether or not colleagues want to work here. It also has an effect on whether students will want to come here. But research is hard, especially getting published in top journals. The measure for good research is 1. Whether it is in a top journal for an article; and 2. If it is cited by other researchers.

Rob

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