

**Administrative Council  
November 6, 2024 - 3:30 p.m.  
TEAMS Meeting**

**Minutes**

<b>Voting Members Present</b>		
Amy Brown	Eric Carlile	Wei Tsun Chang
Scott Christen	Kristine Craven (Chair)	Mark Creter
Jennifer Dewar	Yun Ding	Joshua Edmonds
Esma Fidan	Mary Lou Fornehed	Amy Foster
Jerry Gannod	Kim Hanna	Kelsey Hewitt
Amy Hill	Colin Hill	Richard Le Borne
John Liu	Allen MacKenzie (for Joe Slater)	Holly Mills
Fred Nichols	Joseph Ojo	Steven Seiler
Kensea Skelton	Sandra Smith-Andrews	Leslie Suters
Dennis Tennant	Thomas Timmerman	Kristen Trent
Kyle Turner	Hannah Upole	Donna Wallis (for Claire Stinson)
Dan Warren	Braxton Westbrook	Mark Wilson
<b>Voting Members Absent</b>		
Teddy Burch	Andrew Donadio (Vice Chair)	Twanelle Majors
David Mann	Rob Owens	Lisa Rice
Bedelia Russell		
<b>Resource Persons / Others Present</b>		
Julie Baker	Kevin Braswell	Aleta Cannon
Neal Hunt	Charmian Leong	Karen Lykins
Cynthia Polk-Johnson	Mustafa Rajabali	Mike Reagle
Brian Seiler	Diane Smith	Kevin Thompson
Kevin Vedder	Jerri Winningham	Lee Wray

**Summary:**

Approved agenda.

Approved October 2, 2024 minutes.

Approved new Research Security Framework Policy No. 791. Second Reading.

Approved revised Hover Boards and Similar Personal Conveyance Vehicles Policy No. 191 (renamed: Bicycles and Micro Transportation Devices (MTD)). Second Reading.

Approved revised Cellular Service and Wireless Allowance Policy No. 560. Second Reading.

**Proceedings:**

Chair Kristine Craven called the Administrative Council meeting to order at 3:32 pm. Mary Lou Fornehed motioned to approve the agenda for November 6, 2024. Holly Mills seconded. Motion APPROVED.

Sandra Smith-Andrews motioned to approve the October 2, 2024 minutes. Fornehed seconded. Motion APPROVED.

New Research Security Framework Policy No. 791 was presented as a Second Reading. Charmian Leong explained that some changes had been made to the draft policy since the last meeting. The preamble at the beginning of the cybersecurity section was removed to make the section more concise. In the foreign travel security section, transit countries were added to the list of information that must be disclosed to the Office of Research and Economic Development due to security considerations when traveling through high-risk countries, even if the destination was not a high-risk country. For that same reason, covered individuals would not be allowed to bring university provided devices when traveling through the transit countries.

In the research security training section, one of the courses on undue foreign influence was removed as a mandatory course because completing the research security training would satisfy federal guidelines at that time. In the export control training section, a policy was revised to make the export controls training course mandatory in accordance with federal guidelines. The revisions were in the copy provided to Administrative Council. Mills motioned to approve the new Research Security Framework Policy No. 791. Fornehed seconded. Motion APPROVED with one abstention.

Jerry Gannod asked if there was a list of the transit countries. Leong explained that they would be compiling a list of the countries, but they did not have them at that time, and they were subject to change based on the State Department. The four main countries of concern were China, Iran, North Korea, and Russia and they would be on the list. There would potentially be more countries added as the list was developed, specifically those known to harvest or steal information from devices that passed through their borders. The list would be on the website. Gannod asked how often the list was expected to be updated. Leong answered that they would be checking the current list on the Department of State. Gannod explained his concern would be knowing if the country was on the list ahead of time to plan travel for a conference or something similar. Leong explained that a month or two advance notice would be helpful in case export issues came about. At that point, it would be beyond their control and would

potentially take days or weeks. It was best to let them know as soon as possible but, in most cases, there would not be an issue. The department was in the process of establishing a loaner laptop program so researchers could borrow clean laptops to bring with them during travel to prevent export control issues, data breach laws, or intellectual property theft.

Faculty Senate President Mustafa Rajabali asked if the policy was being checked to see if it was in sync with other travel policies or if updates needed to be made to other policies. Leong explained that National Security Presidential Memorandum 33 (NSPM-33), what Policy No. 791 was based on, had not released and was subject to review as more guidelines were released. The last guideline released in July 2024 stated that the policy needed to be developed but the guidelines were not final, and the trainings had not been released. The best option was to have as detailed a website as possible, provide onboarding, and keep a record of foreign travel until further guidance was available from NSF. Rajabali asked if having a pre-approval for travel two to four weeks in advance would be helpful because that is not in the travel policy currently. Leong stated that it would be. The original draft of the policy did not have a timeline, it was removed as it had seemed onerous. The hope was that the PI would realize they needed to contact the Office of Research earlier. The loaner laptop program would hopefully help manage that problem.

Cynthia Polk-Johnson presented revised Policy No. 191, renamed Bicycles and Micro Transportation Devices (MTD), as a Second Reading. Polk-Johnson explained that the policy had had no further revisions since the last meeting and was ready for second review and approval. Mark Wilson motioned to approve the revised Bicycles and Micro Transportation Devices (MTD) Policy No. 191. Fornehed seconded.

Donna Wallis explained that she had noticed a few things that needed to be corrected in the wording of the policy. In Section five, subsection A-4, the wording needed to be changed to “operate, charged, and maintained” instead of the current wording. In Section 5, subsection D, storage is misspelled. In Section five, subsection D, University Property was capitalized as though it was defined somewhere but there was no definition to be found elsewhere in the policy and asked if it should be added to the Definition section. Polk-Johnson stated that the changes could be made.

Fred Nichols asked when it was mentioned that abandoned property could be taken, then who would be assigned to take it stating that currently Facilities removed bicycles and Nichols asked if University Police would take control of abandoned property. Polk-Johnson explained that had been for Parking and Transportation. Polk-Johnson stated the statement could be added in Section four, Subsection C, about it being handled by the Office of Parking and Transportation.

Chair Craven suggested the additions were minor and could be included in the policy and asked for a poll to vote on the approval of the policy. Motion APPROVED with four abstentions.

Kevin Thompson presented revised Cellular Service and Wireless Allowance Policy No. 560 as a Second Reading. It had not been revised since the last Administrative Council meeting and was ready for review and approval. Smith-Andrews motioned to approve revised Cellular Service and Wireless Allowance Policy No. 560. Scott Christen seconded. Motion APPROVED with two abstentions.

There were no Other Such Matters.

Christen motioned to adjourn. Mills seconded. Adjourned at 3:52 pm.

Diane Smith, recorder

Documents on file with minutes:

Agenda of November 6, 2024

Minutes of October 2, 2024

Approved:

New Research Security Framework Policy No. 791

Revised Bicycles and Micro Transportation Devices (MTD) Policy No. 191

Revised Cellular Service and Wireless Allowance Policy No. 560