

Faculty Assembly Minutes
Tuesday, October 21, 2025 (12:40pm)

Present: Joe Fahey, Dawn Kitchen, Phil Mazzocco, Heather Tanner, John Thrasher, Amy Brunell, Glenn Hartz, Cynthia Callahan, Mirel Caibar, Terri Winnick, Dennis Shaffer, Mollie Cavender, Kip Curtis, Del Lindsey, Carol Landry, Agus Munoz-Garcia, Steve Abedon, Steven Joyce, Terri Bucci, Amber Rader, Faith Wyzgoski, Donna Farland-Smith

Excused: Kate Shannon

Guests: Julie Sosa, Jen Mast, Brittany Foulks, Alyssa Frederick, Courtney Sanders

1. Approval of the minutes from the last two Faculty Assembly meetings

A motion to approve the minutes from the 4/15/25 Faculty Assembly meeting was made by Joe Fahey (second by Heather Tanner). The motion carried with 10 yes votes, 0 no votes, and 0 abstentions.

A motion to approve the minutes from the 9/17/25 Faculty Assembly meeting was made by Joe Fahey (second by Heather Tanner). The motion carried with 12 yes votes, 0 no votes, and 0 abstentions.

2. Dean Opal's updates

Dean Jason Opal provided several campus- and policy-related updates:

- The Office of Academic Affairs is in the process of approving the Pattern of Administration documents, and then they will be sent to the Executive Committee and the Faculty Assembly, respectively.
- The pedestrian bridge behind Ovalwood is now complete and will be installed by next week. State allocation dollars will be used in the future to conduct work on Eisenhower, Conard, and Ovalwood.
- Regarding Senate Bill 1 (SB1), Dean Opal has spoken to legal about issues raised by several Staff members that individuals were attempting to “trap” faculty and staff into tripping up on topics relating to SB1. There is no confirmed evidence that this is actually happening, but all University employees are encouraged not to engage in such situations, and to contact the administration with any related concerns.
- Faculty are strongly encouraged to incentivize students to attend the Job Hub events to insure the long-term health of this program.

3. Courtney Sanders: Cybersecurity awareness

Courtney Sanders, Senior Relation Manager at the Office of Technology and Digital Innovation, discussed topics relating to Cybersecurity awareness.

Password requirements will be changing. New passwords need to be password phrases at least 15 characters long but will not need to be routinely changed. Individuals are encouraged to use this method for all important passwords.

Courtney then presented an overview of topics relating to cyberattacks. The typical stages of a cyberattack include (1) *Reconnaissance*, where attackers gather key information about the target (personal information, demographic information, personal contacts, organization titles, funding streams, etc.); (2) *Weaponization*, in which attackers craft a method designed to exploit the target. This may involve infecting the target with malware, counting on a target to mindlessly respond to a communication, or to click a link, etc.; (3) *Delivery* in which malware may be injected into a protected network. Attackers will often use a sense of urgency or suspicious links to execute this stage.; and (4) *Exploitation*, in which an attacker leverages the preceding steps to achieve some goal related to influence or financial gain. It was noted that Artificial Intelligence has greatly increased the sophistication and success of attacks.

Two specific recommendations were as follows:

- If you are ever asked to respond to a DUO push that you did not initiate, you are likely being targeted by an attacker.
- For social engineering attacks, stop communicating with the scammers immediately, click "Report Suspicious" in Outlook if it is an email, and email: security@osu.edu.

4. Julie Sosa and Jen Mast: Faculty Funding Assignee reports

Jen Mast, the Supervisor of Business Transactions and Services from the Regional Business Shared Services (RBSS), discussed Faculty Funding Assignee reports and other topics. Julie Sosa, Brittany Foulks, and Alyssa Frederick were also in attendance from the RBSS.

Jen first explained the organizational structure of the staff involved in the RBSS. This information can be found at <https://mansfield.osu.edu/faculty-and-staff/regional-business-shared-services>.

Next, Assignee Funding Allocation Reports were discussed. These reports are available for tenure-track and clinical faculty, and funding award recipients of any status:

- Tenure-track faculty have a standard \$1,300 allocation for any expenses. Additional funding can be requested through the Professional Development Committee. These will show up in different categories on the Allocation reports.
- You will still need a pre-approved spend authorization (SA) number for any travel expenses.
- You will also be able to view your Expenses Report and this is linked directly to WorkDay for review.

- You can contact the Regional Business Office with questions about which codes are needed when filling out a given funding request or expense report.
- Software and technology requests have a slightly different process, and the RBSS can walk you through the process.

The meeting adjourned at 1:40pm.

Minutes taken and prepared by Phil Mazzocco, Faculty Secretary.

Addendum:

Following the meeting, Assistant Dean Amy Brunell submitted a report to be included with the meeting minutes as follows:

1. The \$300 non-competitive money and the \$1,000 “travel” money is not restricted and can be used for research purposes. Faculty don’t need approval to use this money.
2. More importantly, any money requested from the PDC will take more time to process than in the past. First, the PDC has to review the application, then I do, and then the RegionalBusOps needs to move the money from the PDC account to the individual’s account. This will take a few days to process. Then a spend authorization can go through.
3. When funds are coming in from other sources including Columbus, both Dawn and I need to know about it.