



DATE: October 27, 2014

RE: Executive Committee Meeting
Wednesday, October 29, 2014
8:30 a.m. – 10:00 a.m.
24 Carnegie Building

- Updates from Academic Leadership Council
The attached memo on the new Travel Registry was discussed. In the future, this will be required for travel expense reimbursement. (Attached)
- Enrollments Update
Jamey Perry gave an update on admissions.
- Budget Scenario, Plans, Development
Marie and Jane gave an update on the budget. Jane distributed the attached memo and form on Foreign Travel Export Compliance. (Attached)
- Facilities Update (Karen Mozley-Bryan)
The Computer Replacement Policy & Procedure and the Local Administrator Policy will be deployed by the end of the year. (Attached)
An updated was given on the renovation of 206 Carnegie. (Attached)
Digital signs will soon be placed in the west entrance and the main lobby of Carnegie.

TO: Academic Leadership Council

FROM: Nicholas P. Jones

DATE: October 27, 2014

SUBJECT: International Activities of Faculty & Staff

As you are aware, the 2009-2013 Strategic Plan: *Priorities for Excellence* outlined seven primary goals for the University, one of which was to “realize Penn State’s Potential as a Global University.” The plan designated the University Office of Global Programs (UOGP) as the locus of the University’s International Strategy. In our new round of strategic planning, we have elevated global engagement to a *foundational principle*. International experiences are an important part of President Barron’s imperative for student engagement, and global engagement has become an integral part of the way we do business at Penn State.

In recent years, Penn State’s international activities have increased, thanks in large part to faculty interest and participation. We have seen significant growth in international research collaborations and in faculty-led embedded study abroad programs. According to the 2014-15 Times Higher Education (THE) World University Rankings, Penn State ranks 58th among world-class universities, and we rank 35th among North American Universities. I appreciate all the work that has been done to increase our global presence.

As we move forward, UOGP will continue to provide oversight and management of Penn State’s wide array of international engagement. I ask all Penn State faculty, staff, and students who are engaged in international activities to make their plans known to UOGP. I have encountered a few requests from faculty for approval to travel to countries on the State Department’s Warning List that have not been previously approved through the process established by UOGP. I would like to emphasize that travel petitions and other international processes requiring my approval should begin with UOGP. Dr. Michael Adewumi, Vice Provost for Global Programs, has established a review process that involves approval by a committee with membership from several units of the University, including the University’s Risk Officer. Based on the committee’s recommendation and utilizing additional resources, Michael makes recommendations for my consideration. I will make the final decision and the results will be communicated through Global Programs.

In addition, although it is not a unit that engages in academic activities directly, UOGP should be made aware of all existing international research and collaborative relationships at the University. This will enable UOGP and the University to effectively provide the proper level of strategic and tactical support for these activities. It will also allow for an accurate record of the number of students, faculty and staff involved in global activities.

One best practice tool for managing and mitigating risk is a **Travel Registry**. Penn State has a version of such a tool in place for those seeking to travel to countries on the Department of State's Travel Warning List. We have decided to extend our reach to all persons traveling internationally on University business. Most of our peer institutions have had travel registries in place for several years, while others are in the process of implementing them.

A Travel Registry will enable us to more effectively manage the risks associated with international travel, including providing support and coordinating evacuation in cases of emergency (e.g., medical situations, unrest, natural hazard impacts, and other extenuating circumstances). Our goal is to ensure the safety and security of our faculty, staff, and students to the best of our ability as they engage broadly in a world that is not always safe. The concept of a Travel Registry is not new. It has been discussed by various groups including the Faculty Senate Committee on Global Programs and previously in the Academic Leadership Council and the Council of Academic Deans. Recent crises around the world (e.g., unrest in Ukraine and the Middle East, and the Ebola outbreak in West Africa) are compelling reasons for us to move quickly with implementation of this policy.

I expect the Travel Registry to be available online as soon as January 1, 2015. Once implemented, compliance will be required in order to receive reimbursement from the University for international travel expenses. In order to provide other support for the health and safety of those traveling abroad, the University recently purchased a blanket travel insurance policy through HTH Worldwide, and all those traveling on University business will be covered at no charge, contingent on registration through the Travel Registry. One final thought – while the oversight required for facilitating international activities is housed within UOGP, primary responsibility for leading and promoting it lies with you, the Academic Leadership Council. We want to keep our Penn Staters safe while abroad, and your partnership and support is vital to make that possible. I welcome your feedback in terms of the planned Travel Registry and other facets of our international activities.



Wayne L. Mowery, Jr., Esq., ECoP®
University Export Compliance Officer

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10 July 2014

Foreign Travel Export Compliance Reviews

It is the stated policy of the University under RA18 that all University academic and research activities be operated in accordance with applicable federal regulations governing export controls, including any foreign travel conducted for University purposes. Best practices in the educational research community are to perform a pre-travel review of all proposed foreign travel to confirm that the proposed foreign travel related activities will not result in any violation of the ITAR (Department of State), EAR (Department of Commerce) or OFAC (Department of the Treasury) laws, regulations or guidelines governing U.S. exports. Foreign travel expressly listed in existing Sponsored Research Awards should have been reviewed at time of award acceptance. Any foreign travel in support of or funded under a sponsored research award, whether a part of a gift, grant or contract, not previously reviewed (either due to funding reallocation or changes in project scope or activities) should be forwarded to the Office of Sponsored Programs Export Compliance Staff for additional review (export-osp@psu.edu). All other foreign travel review requests can be directed to the University Export Compliance Officer at Export@psu.edu.

To facilitate a UECO pre-travel review for export compliance purposes, please provide at a minimum the following information:

1. Name and Department of PSU Faculty/Staff initiating the foreign travel;
2. A listing of all destinations, including, as known, any specific individuals with whom the PSU Faculty/Staff will be working while abroad;
3. A brief description of the work/research to be performed and/or the area of research/academic focus for any research/academic activities to be conducted abroad;
4. A list/description of any equipment, materials, software, records, files or data which will be taken abroad by the traveling PSU Faculty/Staff.

In addition to the above, if known, please provide the following additional information:

5. For travel to international conferences, meetings or seminars, the name of the entity/institution or group sponsoring the event; and
6. The dates of travel, including any personal travel dates/destinations which precede or follow the University related foreign travel activities.

Review requests may be submitted directly to the UECO or via the general export compliance contact email address at Export@psu.edu. Attached is a form fillable PDF that may be used to submit the required information. Information may also be submitted in the body of the email request.

While most reviews are generally completed in less than 72 hours of submission, we recommend that you allow a minimum of 5-7 business days for processing of a review request.

For additional questions about export compliance at Penn State or to arrange training for faculty, staff or students, please feel free to contact me directly.

Sincerely,

A handwritten signature in black ink, reading "Wayne L. Mowery, Jr." in a cursive script.

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FOREIGN TRAVEL EXPORT COMPLIANCE REVIEW REQUEST FORM

To facilitate a pre-invitation review for export compliance purposes, please provide at a minimum the following information:

1. Name and Department of PSU Faculty/Staff initiating the foreign travel:

2. A listing of all destinations, including, as known, any specific individuals with whom the PSU Faculty/Staff will be working while abroad:

3. A brief description of the work/research to be performed and/or the area of research/academic focus for any research/academic activities to be conducted abroad:

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In addition to the above, if known, please provide the following additional information:

5. For travel to international conferences, meetings or seminars, the name of the entity/institution or group sponsoring the event:

6. The dates of travel, including any personal travel dates/destinations which precede or follow the University related foreign travel activities:

Computer Replacement Policy & Procedure

Purpose:

The Computer Replacement purpose is to ensure that computing resources in the College of Communications are up-to-date and that all employees have access to a College funded desktop or laptop computer of sufficient capability to fulfill of their work responsibilities.

Scope:

This policy applies to all full-time and part-time College of Communications' employees.

Computer Equipment Purchases for the College:

The IT Department has the authority and is responsible for the lifecycle (acquisition, distribution, support and disposal) of computers provided by the College of Communications through University, College, Department, Chair, or Research funding. All computer equipment purchases must be coordinated with IT Support unless otherwise stipulated by specific written contract through external funding.

CommSupport@psu.edu (814) 865-1233

Computer Equipment Received via Grants or Gifts:

Departments, programs or individuals receiving computer equipment as gifts from individuals, corporate sponsorships, and grants must work with IT Support before accepting equipment donations. Equipment gifts will be reviewed to ensure that the gift may be utilized in the College environment and that ongoing support can be provided.

Computer Replacement Cycle:

In an effort to be both diligent and conservative with resources; Tenured/tenure-track faculty, full-time administrator or staff positions will be assigned one (1) primary computer from the standard computer configurations. The computer assigned to a user as their primary system will be the machine covered under the Computer Replacement Cycle.

Other specialized needs, such as secondary computers, advanced hardware, research, and other specialized needs may either be upgraded out of the computer redistribution pool, funded from departmental/chair/research budgets, or supported by general funds on request from the Office of the Dean. These computers will be referred to as non-primary computers and may be covered under the College's Replacement Cycle.

The general guidelines for replacement of primary systems are:

- All full-time faculty, administrators and staff: Four (4) years from the date of computer assignment
- Classrooms and computer labs Four (4) years from the date of computer assignment
- Computers needed for fixed term, part-time faculty/staff, student worker positions, temporary positions, and machines needed for projects or other temporary uses will be furnished out of the computer redistribution pool

Standard Computer Configurations:

A standard configuration will be established by IT Support on an semi-annual basis. Faculty are strongly encouraged to discuss any modification needs to the standard configurations with IT Support so equipment will most effectively meet their College work requirements. Approval and funding from the user's department may be required for purchases of any computer or external hardware items for the system not included in the standard computer configuration.

Full-time faculty have the choice of a Windows or Apple laptop or desktop based on a standard configuration. [Web LINK](#)

Full-time staff, will receive a Windows desktop or laptop unless justification can be provided and approved by the Office of the Dean. Any staff replacement personnel will inherit the computer used by the previous holder of that position, unless that computer was purchased or is up for replacement.

Standard Operating System & Software Installations:

Standard OS and software on machines:

1. Mac [Web LINK](#)
2. Windows [Web LINK](#)

Additional Peripheral Devices:

Standard desktop configurations for both PCs and Macs will include a CPU, monitor, keyboard, and mouse. Second monitors may be supplied depending on availability in the redistribution pool.

Standard laptop configurations for Macs will include the laptop and peripheral devices that are deemed necessary (ex: VGA, Ethernet, DVI adapter, External Backup Hard drive and a protective sleeve). Laptop bags are generally not provided due to user preference. External monitors may be supplied depending on availability in the redistribution pool.

Standard laptop configurations for PCs will include the laptop, docking station and peripheral devices that are deemed necessary (ex: VGA, Ethernet, DVI adapter, External Backup Hard drive and a protective sleeve). Laptop bags are generally not provided due to user preference. External monitors may be supplied depending on availability in the redistribution pool.

REPLACEMENT AND REDEPLOYMENT

Equipment purchased or replaced is the property of the College of Communications, not of the department or individual (even if the equipment was purchased from funds that were secured from a work-related grant or gift). Replaced or End-of-Life equipment with all its attachments and peripherals must return to IT Support to be assessed for redistribution or sent to salvage. If the user wishes to keep the old equipment for other uses, a request must be made in writing to IT Support for review.

If equipment is deemed appropriate for redeployment, IT Support will:

- Clean and re-image computers to be reassigned
- Deliver and install computer
- Transfer the resource in the Inventory System

If equipment is deemed inappropriate for redeployment, IT Support will:

- Clean computer and identify working parts
- Recycle parts to refurbish/repair other computers
- Send unusable equipment to PSU Salvage

Under normal circumstances, computers deployed by the College are enrolled in a system management tool. This tool is used by IT Support to streamline the process of deploying software and updates remotely when needed. The system management tool also allows IT Support to customize user experience without the need for the user to have administrative privileges.

Any equipment found not capable of supporting the current standard operating system and software will be recalled for parts or sent to salvage. Replacement of these equipment will fall under the guidelines stated in this document.

Employee Purchase Option:

Devices under three years - College will not release

Over four years - Users can request for personal purchase.

- IT Support will contact PSU Lion Surplus for value of device
- If the user wants to proceed on purchasing the device.

- IT Support will fill out the “disp” form on IBIS.
- IT Support will then take it out of the College Inventory System and put it in Salvage.
- User will make a check payable to Penn State University in the amount deemed by PSU Lion Surplus.
- IT Support will then print the “disp” form and attached the check and send it to Lion Surplus Salvage Bldg. Attention Jess Snyder (inter office mail).

New Employees

New employee that falls under (Tenured/tenure-track faculty, fixed term or full-time administrator) will work with IT Support to select a computer from the standard computer configuration.

In cases where new employee is assigned more than one computer, only one will be designated as their primary system that will be the machine covered under the Computer Replacement Cycle. For more details please refer to the New Faculty Startup Funds Policy and Guidelines.

New employee that falls under (part-time faculty/staff, student worker positions, temporary positions) will be assigned a computer from the redistribution pool.

APPLE - MAC

General 15" Laptop (all 15s are Retina now)

- 2.0 QC i7
 - 16 GB RAM (only chance to get more RAM)
 - 256 SSD
 - Thunderbolt to Gig-E adapter
 - Thunderbolt to FireWire Adapter
 - Mini DisplayPort to VGA Adapter
 - 3 year apple care*
 - G-Tech G-DRIVE mini USB 3.0 500GB Silver PA (\$139.95 from Apple) for Time Machine backups
- Total: \$2500.00**

General 13" Laptop:

- Retina 13
 - 2.4 DC i5, 256 SSD
 - 16 GB RAM (only chance to get more RAM)
 - Thunderbolt to Gig-E adapter
 - Thunderbolt to FireWire Adapter
 - Mini DisplayPort to VGA Adapter
 - 3 year apple care*
 - G-Tech G-DRIVE mini USB 3.0 500GB Silver PA (\$139.95 from Apple) for Time Machine backups
- Total: \$2000.00**

General Desktop Recommendation for someone that doesn't need a lot of disk space and isn't a "power user"

- 21.5" iMac
 - 2.9 QC i5
 - 16 GB RAM (this is the only chance to get extra RAM in this machine)
 - 256 SSD
 - Apple Mouse
 - Apple Keyboard with numeric Keypad (English)
 - 3 year apple care*
 - G-Tech G-DRIVE mini USB 3.0 500GB Silver PA (\$139.95 from Apple) for Time Machine backups
 - External Video Adapter
- Total: \$2100.00**

Power Desktop Recommendation (ex. Film/Video Faculty)

- 27" iMac
 - 3.5 QC i7
 - 16 GB RAM (Can add extra RAM in this machine)
 - 512 SSD
 - Apple Mouse
 - Apple Keyboard with numeric Keypad (English)
 - 3 year apple care*
 - G-Tech G-DRIVE mini USB 3.0 500GB Silver PA (\$139.95 from Apple) for Time Machine backups
 - External Video Adapter
- Total: \$3100.00**

DELL and LENOVO - PC

General 14.5" Laptop (Full HD Touch Screen)

- 2.1 QC i7
 - 16 GB RAM
 - 256 SSD
 - Dell Docking Station
 - 5 year ProSupport with Accidental Complete Care
 - mini USB 3.0 1TB external backup drive
 - External Video Adapter
- Total: \$2500.00**

General 12.5" Laptop (Full HD Touch Screen)

- 1.9 GHz i5
 - 16 GB RAM
 - 256 SSD
 - Dell Docking Station
 - 3 year ProSupport with Accidental Complete Care
 - mini USB 3.0 1TB external backup drive
 - External Video Adapter
- Total: \$2000.00**

General Desktop Recommendation for someone that doesn't need a lot of disk space and isn't a "power user"

- Dual 22" Monitors
 - 3.4 QC i7
 - 16 GB RAM (this is the only chance to get extra RAM in this machine)
 - 256 SSD
 - Mouse
 - Keyboard with numeric Keypad (English)
 - 5 year ProSupport
 - mini USB 3.0 1TB external backup drive
 - External Video Adapter
 - Ergotron LX Dual Side-by-Side Arm
- Total: \$2100.00**

Power Desktop Recommendation (ex. Gaming Research)

- Will be Built on demand
- Total: TBD**

Local Administrator Access Policy

Purpose:

This document defines how requests for local Administrator-level access rights on College issued computers (desktops or laptops) are processed. The College is committed to providing its users with reliable technology in a stable operating condition while appropriately addressing the user's needs, maintaining system integrity, data security and adhering to University Policy.

Scope:

The Administrator Access Policy applies to all users who are granted an "Administrator" account on a College issued computer.

Definitions:

Standard account user:

A Standard account users can run most programs, apply managed updates and change settings related to their account. Installation of software or hardware that makes changes to the underlying operating system will require the assistance of IT Support.

Administrator account user:

An Administrator level user can change security settings, install software and hardware, and access all files on the computer. Administrator level users can also make changes to other users accounts.

Managed Updates:

Under normal circumstances, computers deployed by the College are enrolled in a system management tool. This tool is used by IT Support to streamline the process of deploying software and updates remotely when needed. Standard account users can apply managed updates and software offered by the system management tool.

Policy:

On their College issued computer users should operate as a Standard level user. Doing so will assure the highest level of stability for the operating system and applications and highest level of security for user and institutional data.

Computers deployed for use in the College are enrolled in system management tools. These tools are used by Computing Services to streamline the process of remotely deploying software, software updates and configuration changes. Most of these software updates can be applied without Administrator level access. IT Support also maintains a record of all licensed software assigned to each user and will support additional requests for software in a timely fashion.

Exceptions may be granted to Faculty/Staff members who require Administrator level access to perform job related tasks. Users may request Administrator level access to a computer assigned to them by contacting IT Support (commsupport@psu.edu or 814-865-1233). After the request the user will be required to complete a Local Administrator Account Request Form (provided by IT Support) and agree to adhere to all of the conditions in University policies AD11, AD19, AD20, AD22, AD35, ADG02 and College of Communications' Administrator Access Policy. The enhanced capabilities of the Administrator level account make operating a computer with the Administrator privileges a security risk.

Guidelines:

- College of Communications computers are University property and are intended for university business.
- Individuals should only install software related to university business.
- Individuals should not install any software that may damage files or expose the University's network to malware, virus attacks and malicious coding.
- Individuals should refrain from installing software which may monopolize local processor power, resulting in noticeable system slowdown or degradation of performance.
- Individuals should not install applications that may establish network share protocols which result in an increase in bandwidth utilization as this may cause network congestion and degradation of network performance across wide areas of the campus.
- Individuals should not download or install software that is illegal, obtained from an illicit source or not licensed for use on University owned equipment.
- Individuals must not modify or circumvent the login configuration
- Individuals must not modify, circumvent or disable the Anti-virus Software installed on the computer
- Individuals must not modify, circumvent or disable the Personal Identifiable Information (PII) detection tool installed on the computer
- Individuals who download or install any software not provided by IT Support, are responsible for retaining documentation of appropriate licenses. Alternatively, individuals can work with IT Support to purchase the software and add it to the individual's software documentation on file with IT Support.
- Individuals are also responsible for updating, re-installing and maintaining this non-standard software if necessary.
- Administrative access is granted only for a specific individual's use on a specific computer. When a replacement computer is deployed to an individual they must complete a new Local Administrative Access Request Form and once again agree to adhere to the relevant policies if an Administrative account is to be created on the new computer.
- Even if an individual has access to an Administrator level account on a computer, they must operate the computer from a Standard level account and only use the Administrator account for those functions that require it. Typically the Operating System will prompt for these credentials when they are needed and actually logging into the Administrator account will not be necessary.
- Administrative account passwords must contain at least eight characters, including at least one number and be changed every 365 days.

See [password best practices](#) for tips on how to create a strong password and avoid a weak password.

Support:

- If necessary to restore system functionality, non-standard or undocumented software will be removed.
- In the event of computer or network performance issues associated with a computer whose user has been enabled for Administrator level access, IT Support will only restore the computer to a standard configuration with any additional documented software.
- The occurrence of repeated instances of OS integrity problems may result in the removal of administrator level access in order to prevent continued challenges in supporting the computer.



Local Administrator Account Request Form

This form is intended for use by College of Communications faculty and staff requesting a Local Administrator account.

User Name: _____	User ID: _____
<input type="checkbox"/> Laptop <input type="checkbox"/> Desktop <input type="checkbox"/> Other: _____ Primary Location: _____	
Make: _____	Model: _____ College Barcode: _____
Estimated length of time the Local Administrative account needed: _____	
Reason for the Local Administrative account: _____	

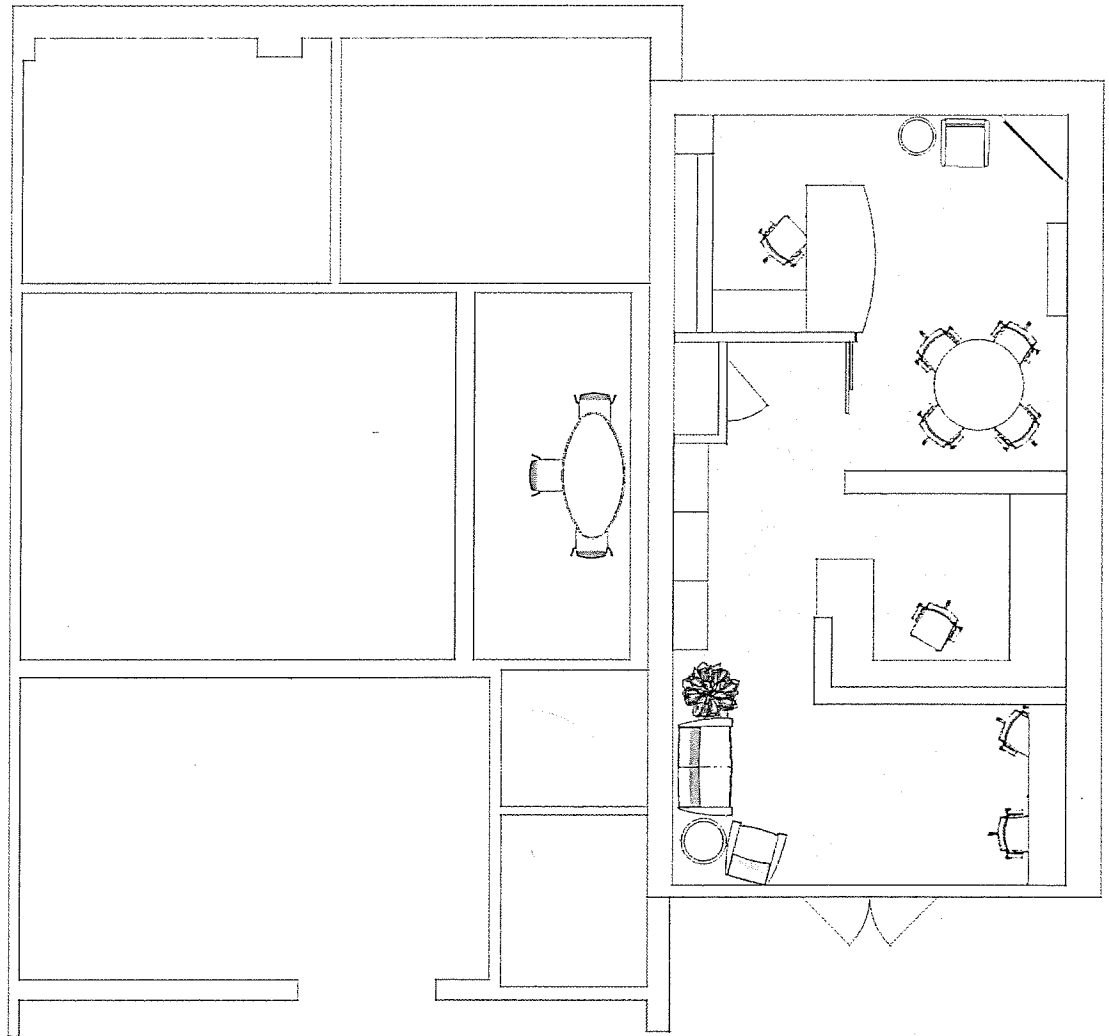
By signing this application I acknowledge I have read and agree to adhere to all of the conditions in University policies AD11, AD19, AD20, AD22, AD35, ADG02 and College of Communications' Administrator Access Policy.

User's Signature: _____ Date: _____

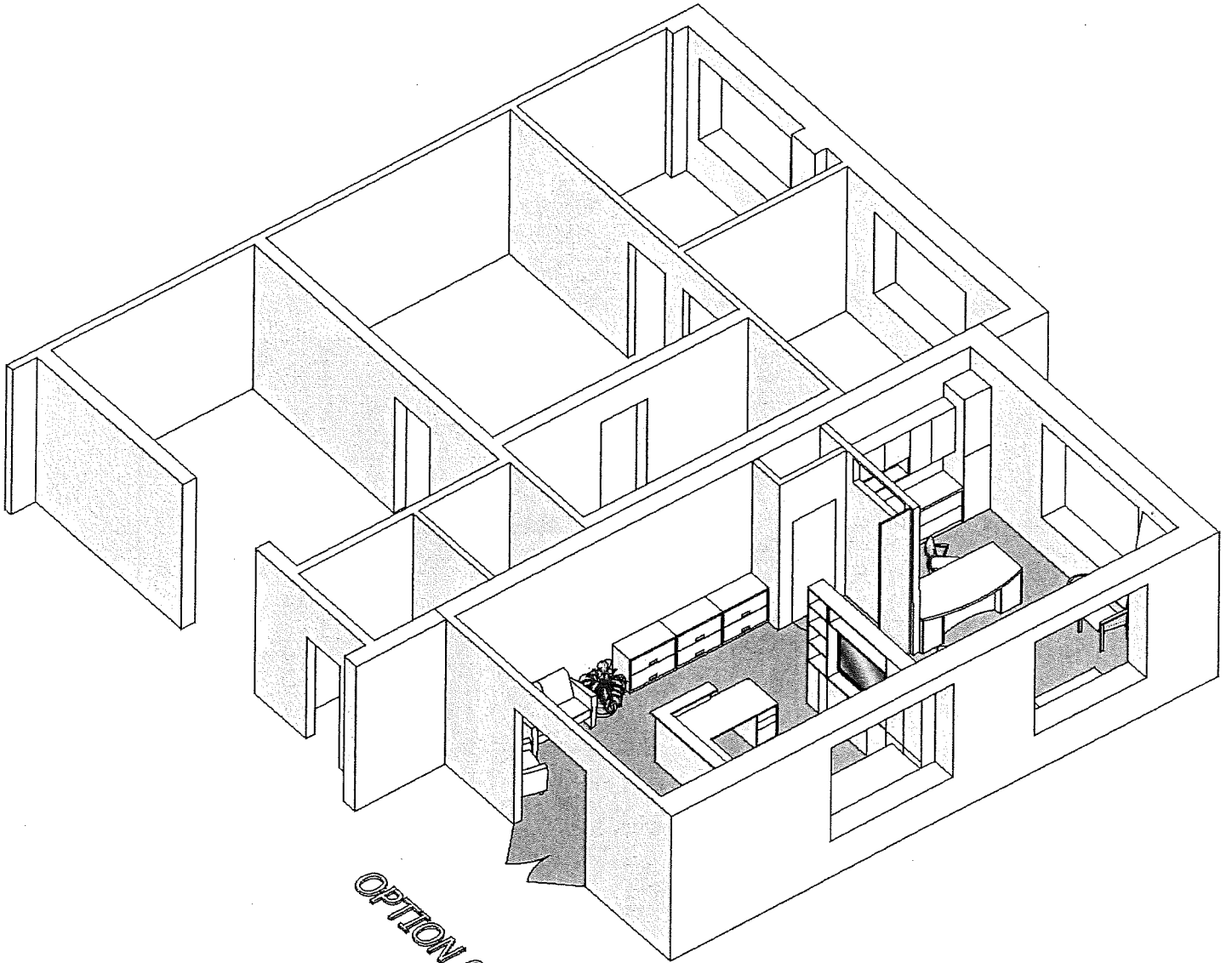
By signing this application I acknowledge my agreement with the awareness of the capabilities and responsibilities associated with a Local Administrator Account and affirm my support of this request.

Dept/College Supervisor Signature: _____ Date: _____

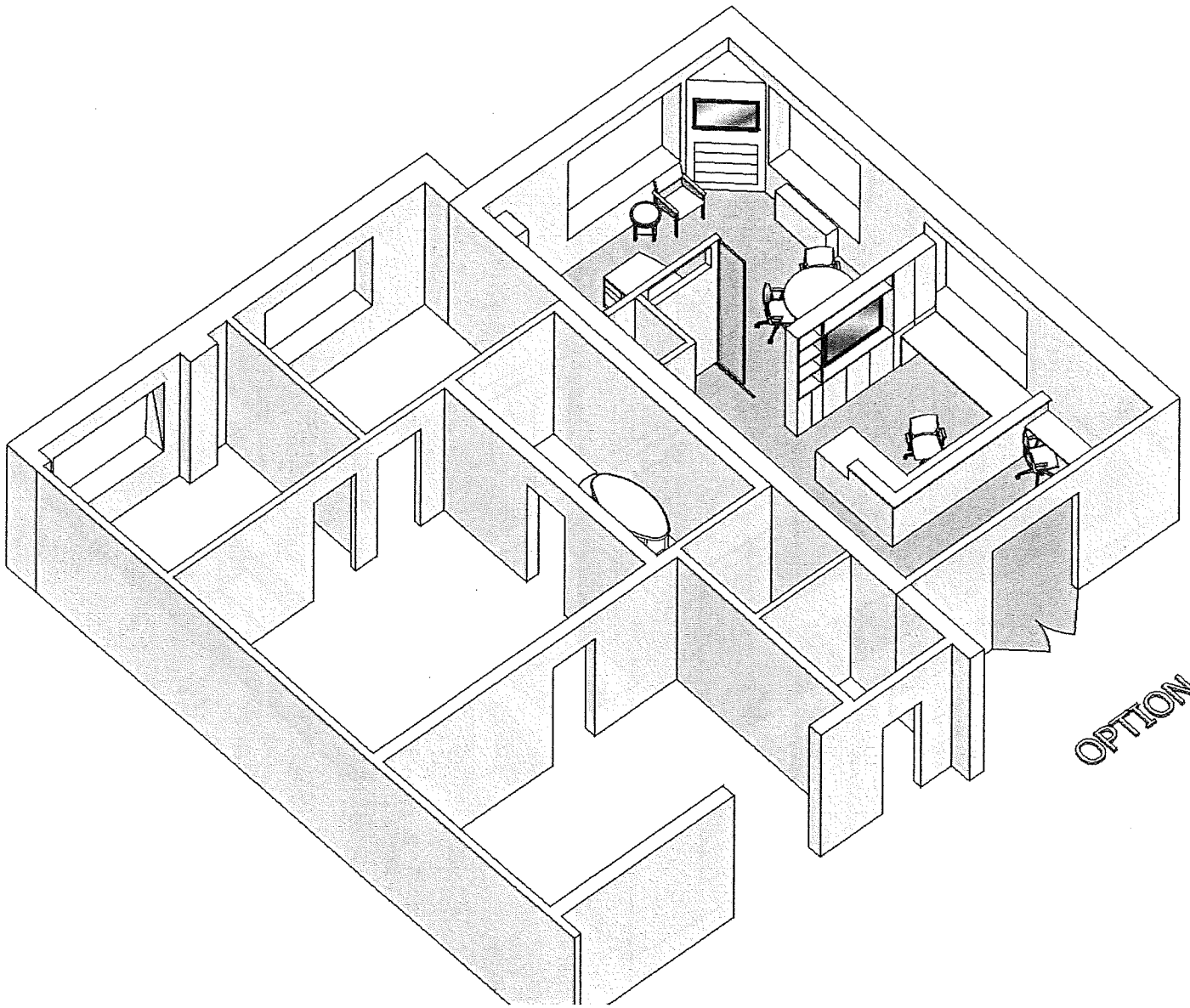
Facilities/IT Approval: _____ Date: _____



OPTION 04



OPTION 04



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