October 14, 2025, APAC Meeting Minutes

The Administrative Professional Advisory Council (APAC) on Tuesday September 9, 2025, in Center for Undergraduate Education (CUE) Conference room 518 and via Zoom. Council members present: Executive Team: A. Robbins, K. Balmforth, D. Desormier; Council members: B. Andriesen, L. Becker, M. Carolus, A. Dedman, S. Gilchrist, M. Gotch, G. Iacoboni, C. Johnson, K. Lembke, C. Mancebo, S. McGrath, T. Niccoli, E. Pesis, Z. Rost, A. Senter, L. Szymanski, L. Welch, and J. Glass.

1. **9:00am – Call to order**
   A. *This meeting is being recorded and can be accessed through the APAC agenda online.*
   B. *If you wish to share, we ask that you raise your hand using the reactions tool.*
   C. *Closed captioning is available.*

2. Approval of APAC September 9, 2025, meeting minutes *(PDF)*
   C. Johnson motioned to approve, S. Gilchrist seconded. Minutes approved as presented

3. **APAC Report** – *APAC Chair Amy Robbins*
   - *APAC has a business meeting scheduled for October 27th at 10 a.m., focused on council-specific business items, voting, and committee updates.*
   - *APAC will be completing its first Board of Regents report, and members will be kept informed.*
   - *Members are encouraged to attend learning and listening forums across the state to share their voices, both as APAC representatives and WSU employees. **Listening sessions have been postponed until 2026***

   Listening sessions will focus on five questions:
   1. *With an eye towards the needs of our future students, what is WSU's greatest opportunity to provide better education?*
   2. *Recognizing the rapid pace of societal change and the delivery of education today, what are the greatest risks that you worry will put the university off course?*
   3. *What do you think the President needs to know about the Cougar community? Who are we and what do we represent?*
   4. *What are the most pressing research challenges that you think we should be known for over the next decade?*
   5. *What is the one thing that you think should define your campus or the WSU System for the next decade?*

   Call to Action: *Members are asked to reflect on these questions and integrate them into their thought processes and contributions.*

4. **Committee Updates**
    A. **Budget Report** – *Reviewed work plan to ensure aligns with objectives and institutional priorities and ensuring readiness for any upcoming budget requests*.

    B. **Access & Opportunity Report** – *Identifying goals for the committee. Currently working on resolutions for fair and equitable parking and a resolution for expanding the tuition credit to online classes.*

    C. **Election & Bylaw Report** – *Working through the APAC Guidelines/Bylaws article by article to review for consistency in language and compliance with regulations.*

    D. **Professional Development & Events Committee Report** – *Developing list of speakers for the year and looking to do a photo contest, more to come on that.*

    E. **Marketing & Communications Report** – *Working with Beth on newsletter, meeting blasts, and maintaining social media presence. Working with HRS to identify a pipeline for AP employees, new hires, to get connected with APAC.*

5. **Speaker presentation (9:45 am)** – Keela Ruppenthall, IT Security Consultant

Michael Walters, Vice President, Information Security: *Cybersecurity and AI at WSU*

Washington State University's Information Security team is proactively addressing the rapidly evolving landscape of cyber threats. Key initiatives include:

- Continuous Threat Monitoring: The team actively tracks emerging cyber threats to detect, respond to, and prevent attacks.
- Accelerated Threat Emergence: The time between threat discovery and its appearance in WSU's systems has decreased from months to days, necessitating faster response strategies.
- Cybercrime Marketplaces: Malicious tools are now widely available online, increasing the speed and scale of cyberattacks.
- Human Vigilance: Individual awareness and reporting are crucial. Notably, a breach method used against a major Salesforce subsidiary was identified at WSU before public disclosure, thanks to a staff report.
- Reporting Culture: The "see something, say something" approach is emphasized to enhance early detection.
- Security Leadership: The Governance, Risk, and Compliance group, led by Keela Ruppenthal, is committed to staying ahead of threats.

Keela Ruppenthall, Information Security Consultant: AI Use and Cybersecurity Awareness at WSU

AI Use at WSU

- WSU provides access to Microsoft Copilot, with both free and paid versions.
- Paid version ($30/month) offers deeper integration with OneDrive, email, and other files.
- Enterprise Protected Space ensures data security when logged in with WSU credentials.
- Copilot can summarize emails, documents, and suggest actions based on user activity.

Security and Privacy Concerns

- AI tools can access and infer sensitive data if not used properly.
- FERPA data and identifiable human subject data are acceptable in some WSU tools.
- HIPAA data and other regulated information must not be shared with AI tools.
- AI-generated transcripts (e.g., Zoom) are subject to Washington State data retention laws.

Best Practices for Using AI

- Use internal, vetted tools like Copilot for sensitive tasks.
- Avoid uploading full datasets with identifiable information to public AI tools.
- Prefer aggregated and anonymized data when using AI for analysis.
- Always validate AI output manually to ensure accuracy and compliance.
- Use human-in-the-loop decision-making to maintain accountability.

Interactive Scenarios

- Email Drafting: Use AI to improve grammar/tone without including student data.
- Meeting Minutes: Use Zoom transcription + Copilot summary, review for accuracy.
- Data Analysis: Upload only aggregate data, remove identifiers, verify results.
- Coding Assistance: Ask AI about logic/errors without sharing API keys or passwords.

Risks of AI Use

- Over-reliance: Users may trust AI too much without critical thinking.
- Excessive agency: AI agents may act beyond intended scope.
- Hallucinations: AI may generate inaccurate or misleading information.
- Policy violations: Using unapproved tools like ChatGPT can breach WSU guidelines.

Positive Use Cases

- Grammar improvement, brainstorming, research, translation, and troubleshooting.
- AI can enhance productivity and accessibility when used responsibly.

6. **Constituent Concerns:**
   Constituent request: That we include employee spouse/dependent tuition benefit along with the Tuition Waiver discussion currently happening.
7. **Meeting Adjourned: 9:50 AM**