#12

INDIANA STATE UNIVERSITY

FACULTY SENATE, 2017-2018

**EXECUTIVE COMMITTEE**

December 5, 2017

3:30 p.m., HMSU 227

Approved

Members Present: L. Brown, B. Bunnett, D. Cooper-Bolinskey, T. Hawkins, M. Hutchins, A. Kummerow, L. Phillips, B. Roberts-Pittman, S. Stofferahn

Members Absent: None

Ex-Officio Present: President D. Bradley, Provost M. Licari

Ex-Officio Absent: None

Guests: Lindsey Eberman, Lisa Spence, Katie Butwin

1. Administrative Reports:
   1. President D. Bradley
      1. None (arrived late)
   2. Provost M. Licari
      1. I do not have much today. The semester is winding down. There is a BoT meeting at the end of next week. Teresa and Kay know about the impending 900 materials. What passes should make it onto the BoT’s agenda.
2. Chair Report: L. Brown
   1. The senate officers have a meeting with President-elect Curtis on Monday, December 18th. She will meet with the entire Executive Committee in January after she returns from the Florida tour. I just heard from the SGA president that some faculty are not abiding by the study week policies. Remember there can be no quizzes or exams that are more than 4% of the grade and nothing can be assigned that is not already on the syllabus.
      1. T. Hawkins: Also, can we remind everyone that classes are still in session. It is “study week”, but classes still occur. I have been getting emails/questions about it.
3. Approval of Executive Committee Minutes of November 28, 2017
   1. Motion to approve (A. Kummerow, T. Hawkins); Vote 9-0-0.
4. FAC Items: L. Eberman and L. Spence
   1. Revisions to 900
      1. L. Eberman: We went through a multi-step process. Lisa [Spence], Santhana [Naidu], and Katie [Butwin] identified where changes needed to be made. Bob [Guell] and I worked through the documents over four meetings and made the necessary changes. We removed now irrelevant procedural language and updated and clarified our current practices.
      2. T. Hawkins: So the sections highlighted in yellow are what FAC wrote?
      3. L. Eberman: The yellow highlights include all revisions. Some were just title changes. We wanted to be very clear.
      4. T. Hawkins: Is it asking too much to identify new language?
      5. L. Eberman: 930 came out of something that already existed. There was some shifting around. Lisa [Spence] will be able to specify.
      6. T. Hawkins: I do not want to get into a debate on something that already exists.
      7. L. Spence: The one change that I would highlight is 930.3.3 in reference to passwords. The new language reads: “University employees must not give someone else their password, and they must not accept a request, offer, or direction to use someone else’s password. If an emergency situation arises where a user’s password must be shared to perform a specific function, that password must be changed immediately.” Sometimes supervisors give their Administrative Assistants passwords because they want them to handle the project. We are trying to stop this practice.
      8. L. Brown: It might be helpful at Senate if you could highlight the things that changed and why.
      9. L. Spence: There might be four or five that we would highlight.
      10. L. Brown: Yes, that would be helpful. And you [or Lindsey, if she is at Senate] can discuss the changes that came from FAC.
      11. L. Spence: We eliminated 933 about passwords because we included the clause we just reviewed. 934 collapsed into 930. It entails registering servers, abiding by standards, and being aware that an audit can happen at any time, now 930.4. The final thing I will say about 930 and 932 is that we added a clause about export control. We made a high level statement and included a referral to the provost. There are two clauses because 930 is about equipment and 932 is about data.
      12. L. Eberman: Export controls and passwords were the key changes for 930.
      13. All: There is a typo in 903.3.11.
      14. L. Brown: Is there anything specifically in 930 other than the numbering that needs to be fixed?
      15. A. Kummerow: Do you want suggestions about formatting?
      16. L. Spence: Not yet. The final formatting should be close for Thursday.
      17. K. Butwin: Send formatting issues to me.
      18. A. Kummerow: There are just a few. So with 930.3, the policy about changing passwords every six months, does that fall on us?
      19. L. Spence: Staff council brought this up during their review. Yes, especially for enterprise applications or any applications that house institutional data. For example, Qualtrics is not part of our structure but if you have institutional data there you need to change your passwords every six months, like we do for the portal.
      20. D. Bradley: Can you make a tile for that on the portal?
      21. L. Spence: No, we will not be able to do that.
      22. A. Kummerow: There could be dozens of programs for which that happens.
      23. D. Bradley: Can we set up a reminder?
      24. L. Spence: We can send a reminder.
      25. A. Kummerow: Would we be in violation if we did not update our Curriculog password?
      26. L. Spence: Yes. I have talked to consultants about this. We have to figure out how to report the policy violation, something will have to be filed.
      27. D. Bradley: Do we keep student or employee information in these programs?
      28. L. Eberman: Yes, these include programs used in admissions, Banner, Curriculog, Qualtrics.
      29. L. Spence: This is something you should be doing for everything you have online that you care about.
      30. A. Kummerow: How far does this go, IRB?
      31. L. Eberman: Yes, but I would say IRB Net would be a bigger issue.
      32. D. Bradley: Can we use something for employees, like a vault for passwords?
      33. L. Spence: We already recommend Keypass.
      34. D. Bradley: Couldn’t we say that everyone has to use it. If they did then we would be using more sophisticated passwords.
      35. L. Spence: We have to have full communication. While we have suggested this in the past, now we have this policy that requires everyone to change their passwords. After a certain number of reminders or period of time, we would have to start writing up policy violations. No one would get fired for this but violations would be reported and kept on file. In case we cannot catch you the first time fairness to everybody would entail some kind of communication plan. We will remind people every six months.
      36. L. Brown: That would be helpful.
      37. D. Bradley: We should be able to tier the packages. Someone might be able to log into Curriculog and change data but that would not be as big of a deal as logging in and changing HR data, a much more serious issue.
      38. K. Butwin: Kinds of data are a part of another policy.
      39. D. Bradley: Probably not in the enterprise system.
      40. L. Spence: If it is discovered that you have not changed your password than there will be an investigation into what kind of data you deal with.
      41. L. Spence: Another change from Staff Council regrading 930.4: “devices” should be “servers”.
      42. A. Kummerow: When I connect to a server, say at the airport, does this policy apply to that situation?
      43. D. Bradley: Do we have any servers that are not maintained by OIT?
      44. L. Brown/M. Licari/L. Spence: Yes we do.
      45. A. Kummerow: I am not sure where that fits?
      46. D. Bradley: Devices become impossible to regulate because of cell phones and iPads.
      47. L. Spence: Yes.
      48. T. Hawkins: Can you define 930.3.5 “resources”?
      49. L. Spence: That is not intended to be inclusive. Resources we give you have limits and we ask you to work with us in accepting those limits.
      50. D. Bradley: That should be written more clearly.
      51. L. Spence: You are referring to the section starting with “Accept limitation…”
      52. D. Bradley: Yes, it cannot in any way interfere or take precedent. If we say “use of…” we can get rid of “should.”
      53. L. Spence: “Should be avoided…” needs to be removed?
      54. L. Brown: Yes.
      55. D. Bradley: Is there some word missing?
      56. B. Bunnett: No, the user is implied.
      57. K. Butwin: I just want to make it clear that, if you use our servers or laptops for personal use, all the information on them becomes available if an investigation takes place. This is a public institution. For example, we had someone who had divorce-related materials saved on our server and then could not access them later. Use your own email for that kind of stuff, including your financial information.
      58. L. Spence: 936 is associated with email.
      59. A. Kummerow: Does this include phone calls as well?
      60. K. Butwin: Phone calls are not recorded, but voicemail is.
      61. L. Spence: We do not record your phone conversations, but voicemail messages are recorded and sent to your email. If we are going to make this change it should say “must.”
      62. T. Hawkins: You should not say “must” unless you can enforce it.
      63. D. Bradley: “Should” is fine.
      64. L. Spence: We do not look for this, but it has come up when other problems emerge, then we find it.
      65. D. Bradley: If someone is asking for more hard-drive space, that would be a clue. Also, with 930 at the bottom there is an extra 3.
      66. L. Brown: We saw it; it has been noted.
      67. M. Hutchins: We are also missing .9 in 930.3?
      68. L. Brown: Yes, we will need to renumber.
      69. L. Spence: Yes. “Abide by laws…” will be number .9.
      70. L. Brown: .12 should be .11. Are we satisfied with 930? Moving to 932…
      71. L. Eberman: This deals with the changes in classifications of data.
      72. L. Spence: 932 includes data categories, data ownership, and data stewards. Data stewards are those who have authority for data in that category. For example, for student –related information, April Hay, the Registrar, is the data steward.
      73. M. Licari: We are already doing this work. This is not a huge shift in behavior or responsibilities, just more of a formal identification.
      74. K. Butwin: It helps if there is an issue.
      75. B. Bunnett: Are we concerned with privacy or the misuse of data? With reuse or ease of use, with sharing data with people on campus?
      76. L. Spence: What policy would address that?
      77. M. Licari: If the data is public you can share it any way you want.
      78. D. Bradley: Well, co-curricular records have to be formatted so they can fit into Banner. We cannot come up with some other software system. But those are not really policy things
      79. B. Bunnett: I know for some grants you have to make that data available for reuse, but that is outside the scope. We have a data management librarian, would she have a role in this?
      80. L. Spence: What is important about the role of a data steward is that they are aware of the specific legal ramifications of each category in case there is a breech.
      81. K. Butwin: They should have expertise in core data management.
      82. L. Spence: They would meet on a regular basis, we could probably include the data librarian in that.
      83. M. Licari: April Hay’s job as Registrar is to take care of student data.
      84. D. Bradley: In section 932, OIT includes a list.
      85. L. Spence: The president will appoint data stewards.
      86. M. Licari: How will he or she know who to appoint?
      87. L. Spence: The President will appoint someone in each category to oversee that realm. I do not know who that would be, but the list is policy.
      88. K. Butwin: The section could say something general about the corrdination of the efforts.
      89. D. Bradley: Without doubt there are software packages that have data that no one outside of one department or office knows anything about …
      90. K. Butwin: … the process for purchasing, for example.
      91. L. Spence: As we look at 932, we should develop a list of these software packages.
      92. L. Phillips: I would imagine there will be questions about the data stewards. If we could give some examples, like the Registrar, that would be good.
      93. L. Spence: We could add something like, “for classifications for which data is stored, find a list of stewards here… .”
      94. L. Phillips: That would be helpful.
      95. K. Butwin: These people will not be picked out of a hat.
      96. L. Spence: If you look at 932.4.2 “university procedures for data…” it states that the procedures are in the Data Storage Policy Matrix.
      97. T. Hawkins: It seems as though a data steward’s responsibilities are just one of many others that are a part of a person’s job description. Why does this segment deserve another handbook section? Shouldn’t the area of the handbook in which the job is outlined have data steward-related responsibilities added to the description, instead of adding a section?
      98. K. Butwin: We are talking about highly restrictive data. Our software programs are full of employee, student, personal health, SSN, tax information, etc. All kinds of highly restricted data, the “owner” of which might be in multiple places.
      99. L. Spence: Highly restrictive is a classification and not a category. If we go by usage it is not as secure.
      100. T. Hawkins: Would it be easier if we listed the job position/job title associated with the safeguarding of particular data than to have a separate category? If we are trying to tell people where to go to find who is responsible for alumni and donor data, for example, then that data is overseen by this job title.
      101. K. Butwin: That is doable but, from a practical standpoint, that particular example would list the VP of Development, but that person would not actually be the one overseeing the data.
      102. L. Spence: If we would identify the VP than we would not have to change people’s names as positions are vacated.
      103. K. Butwin: It is hard for the VP to be involved in the day to day investigation and reporting.
      104. T. Hawkins: Where else are we identifying a subset of somebody’s responsibilities? There is a position on campus, one part of their job is this, another is that, all are parts of their responsibilities.
      105. L. Eberman: We are doing something similar right now in 310 with regard to faculty teaching responsibilities.
      106. L. Spence: All of this is in reference to the authority the people in these roles have if something goes wrong, if someone does something wrong. Matrix authority does not follow the normal path. OIT has the authority to do “X” even though you do not work for OIT.
      107. L. Brown: That helps.
      108. L. Spence: So then the 932.2.2 classifications are key. We used to have six classifications, our goal was to reduce that number. It is still a little bit muddy but the data storage matrix will help. It will outline each classification and how the data will be stored.
      109. K. Butwin: It will be easy for everyone to know where to store grades, for example.
      110. L. Brown: And under what level of security.
      111. L. Spence: Yes. Each classification comes with some examples. The Data Matrix lists all the relevant places: drives, email, external, external cloud, yes or no.
      112. D. Bradley: 932.2.1, is this an inclusive list or just examples?
      113. L. Spence: This is an inclusive list of what we feel we have in our environment right now
      114. D. Bradley: We will need to take donor data off the list.
      115. L. Spence: Will we have that somewhere?
      116. D. Bradley: No, it belongs to the Foundation.
      117. K. Butwin: It is not in our ownership. We can access it but we do not maintain it. Use it and lose it.
      118. D. Bradley: Yes, use it and lose it.
      119. K. Butwin: Foundation data and university data are very separate things.
      120. D. Bradley: The Foundation is separate entity but its staff is a part of the university.
      121. A. Kummerow: This is not exhaustive.
      122. L. Spence: It was not intended to be.
      123. L. Eberman: Categorize and then classify.
      124. L. Spence: The data steward will be able to inform people how to manage data and help if data has been breached.
      125. K. Butwin: They are subject matter experts. We were trying not to have a policy that was too vague. We were trying to be more helpful but perhaps we went too far. We wanted to create a policy that people could use.
      126. L. Spence: Meaning when there is a problem and something is breached, we know who contact. We need to know who has authority to get involved and help us understand the impact. For example, the head of HR and ORR know about the relevant regulations.
      127. K. Butwin: If there is this much discussion here then it is not ready to go Senate.
      128. M. Licari: You will risk it not passing and dying.
      129. L. Brown: Eventually though it will pass.
      130. L. Eberman: Do you want it to come back to FAC?
      131. T. Hawkins: Is 930 good enough?
      132. L. Brown: Yes
      133. L. Eberman: And 936, 937, 938, 939, 941.
      134. L. Brown: Set 932 aside.
      135. L. Eberman: Let’s set 935 aside as well.
      136. K. Butwin: 932 is perhaps the most important so we need to do it right and, maybe, present it better.
      137. L. Spence: For the next step I need to know who should be in the conversation.
      138. L. Brown: It passed in FAC
      139. M. Licari: Table it.
      140. L. Eberman: We are in touch with data security but maybe we need someone who is a content expert.
      141. D. Bradley: Do not set up too big of a structure with no way to implement. Unless we have some way to implement the categories and classifications, they will not be useful. They have to be thought out.
      142. L. Brown: If we could see that data matrix that would be great.
      143. L. Spence: That is different from what we are talking about now. It is different from storage matrix. Data stewards handle many kinds of data. We need someone who has authority when problems arise in this regulatory environment, to help when has been compromised and who is knowledgeable about the different rules that apply to different kinds of data.
      144. K. Butwin: The categories are administrative in nature.
      145. L. Spence: What we are trying to do is enable someone in the institution to tell you how to do things who is not in your line of supervision.
      146. L. Phillips: That is why having the matrix would help.
      147. L. Spence: But that is not a part of this.
      148. L. Brown: But we could see it.
      149. L. Phillips: Yes, see the process, how the data is sorted. None of this is in the handbook.
      150. D. Bradley: You have to have procedures before policy so you can have structure. It can be complicated to understand. Many people have data, they store it on their machines. It can get very complicated very quickly.
      151. L. Spence: We are missing examples of what we would expect each steward to do for their category of data. Under the heading of 932.3, we might include how the head of HR would educate people on how benefits data should be stored. We might provide some examples plus the storage matrix.
      152. L. Brown: Most of us do not deal with the data in this way.
      153. D. Bradley: There are 13 categories of data. Do you expect more than one steward per category?
      154. K. Butwin: We really need to have one for each. People should go to the VP for that area and they will identify.
      155. L. Brown: There’s no motion on the table. We need a motion to approve 930.
   2. MOTION TO APPROVE 930, remove 933 and 934 (D. Cooper-Bolinskey/B. Roberts-Pitman); Vote 9-0-0.
      1. Revised with the word “servers” and renumbered.
   3. L. Brown: Do we want to look at 935 and 936 or wait?
      1. L. Eberman: Let’s do some swift work on the last ones and then come back.
   4. MOTION TO APPROVE 936, 937, 938, 939 and REMOVE 941 (A. Kummerow/T. Hawkins); Vote 8-0-0.
      1. D. Bradley: In 937.1, take out “a foundation or.”
      2. A. Kummerow: Why?
      3. D. Bradley: The Foundation is not a part of the university, we need to recognize the separation.
      4. D. Bradley: No one can use our server’s names but they can have webpages with ISU or “Sycamores” without our permission? Can any website use an ISU designation, do they need ISU’s permission?
      5. K. Butwin: Some people run camps in the summer. They do not know how to get an ISU page on their site so they create one. We may not know they are doing that before the fact but we support them. We are now telling people to go to Communications and Marketing to set up a link.
      6. L. Brown: So we are just adding “Office of Communications and Marketing?”
      7. L. Eberman: Yes, and there were some title changes.
      8. D. Bradley: I would be comfortable taking out the “or designee.”
      9. K. Butwin: Trademark needs to be on the list.
      10. L. Brown: Where?
      11. L. Ebermann: 937.1, “Trademark, or symbol.”
      12. D. Cooper-Bolinskey: 938.2.4 states that there is no link to personal webpages. What does that mean?
      13. L. Eberman: You set those up from your directory. Personal webpages will not be linked to ISU’s homepage.
      14. D. Bradley: You can do it from your department, but not the ISU homepage.
      15. L. Brown: Do we need this? Communications and Marketing would never let you do that anyway.
      16. K. Butwin: We used to offer web space, this is a legacy of that.
      17. L. Brown: All agree to eliminate 938.2.4?
      18. All: Yes
      19. L. Eberman: 939.3.2 has to do with name changes and who makes decisions.
      20. L. Brown: I have no problem with that.
      21. L. Eberman: 935.2.2 With regard to purpose of use, this is a more abbreviated version. There is no privacy in whatever you do, such as send via email. 935.2.4c helps people understand the security level of the information being sent.
      22. L. Spence: It prohibits the sharing of highly restricted data in clear text.
      23. K. Butwin: This is complicated. We will have to provide training.
      24. L. Spence: Matt is writing a procedure for that.
      25. L. Brown: We should wait to decide on 935 until we have 932 since it is referred.
      26. L. Eberman: We can go ahead with 936 since it refers back only to 930.
      27. A. Kummerow: If there is no right to privacy, who gets to see the information? Can I see the president’s email?
      28. K. Butwin: There is a policy about who can access information.
      29. L. Spence: Basically, if something is being investigated or fixed, everyone needs to understand that the people looking at it could see your email.
      30. K. Butwin: Senate will ask who has access and how does that happen. It happens only if we need to look and then we only look at those things we need to look at.
      31. L. Spence: Also, if one of our consultants is working on something, they would see anything related to what they need to access.
      32. A. Kummerow: So we cannot vote on this yet?
      33. L. Phillips: No, not until 932 goes through.
      34. L. Brown: We are ready for 930, and those being eliminated 33, 34, and 41.
      35. K. Butwin: Will we have a problem not doing 932 right now?
      36. L. Spence: No, the connection is to 935.
      37. L. Brown: If we eliminate 933 and 934 since it is referred to 932 is that a problem.
      38. L. Eberman: No, 933 and 934 are connected to 930.
      39. L. Spence: 936 is the policy that used to say that students must use university email and that faculty and staff must use university email for university business. Faculty and staff cannot use Gmail, etc., to conduct business with students. We must use indstate.edu when we correspond with other faculty and staff and with students.
      40. D. Cooper-Bolinskey: It used to be that whenever your mailbox got too full, you could not send out, does that still happen? In some cases, then, people may not be able to communicate and would have to use another email address.
      41. L. Spence: There has always been a way to archive, delete, and/or request an increase in storage. When we get to Office 365 there will be an unlimited storage. There have always been ways to deal with it.
      42. L. Eberman: With regard to 932, how do you want us to proceed? Do you want some EC members in small group discussion to help?
      43. L. Spence: What examples should we offer to clarify? If the stewards remain then we need to figure out how to explain their function.
      44. L. Phillips: Examples would be HR and ORR.
      45. B. Bunnett: You need someone from this group to help?
      46. L. Eberman: Yes, it already passed FAC.
      47. B. Bunnett: I would like to recommend Andre. He seems to be well versed on the revisions.
      48. A. Kummerow: I would be happy to do that.
      49. L. Brown: I would as well.
      50. L. Phillips: I would as well.
      51. L. Brown: We have L. Spence, L. Phillips, L. Eberman, A. Kummerow, me and K. Butwin. We will wait until after January 5th.
      52. L. Spence: It will go to the February or May BOT meeting.
      53. K. Butwin: The Data Matrix is what I am looking forward to. It will be helpful especially from a contract standpoint.
      54. L. Spence: It will be part of how to use One Drive, for example. We will set a standard so that if you do not follow it we can tell you to stop. But not following it will not constitute a policy violation.
      55. K. Butwin: It will not match up with this policy.
      56. L. Brown: No one is doing anything between the 20th and the 5th so our small group will meet after that.
      57. D. Cooper-Bolinskey: Is there a draft of the matrix?
      58. L. Spence: Yes, and we are going to publish the matrix on the 20th regardless. I would like to send it to you all because there is a lot going on.
      59. K. Butwin: We also need to look at the record retention schedule to see how that might match up with data usage standards.
      60. L. Spence: I am going to send the matrix draft to Morgan to send to the EC. It will be published on the 20th. Our small group will get together after the 5th. I will also come up with data steward examples.
      61. K. Butwin: We do not know what will be on the BoT agenda in February.
      62. L. Spence: The Matrix refers to policies we do not have yet.
      63. L. Eberman: Not categories or classifications but ties to stewards.
      64. A. Kummerow: I am concerned that this is an exhaustive list.
      65. L. Brown: You want an exhaustive list?
      66. A. Kummerow: Yes.
      67. L. Spence: We will look at data and see if it can go into a category.
      68. D. Cooper-Bolinskey: Would on-campus clinics fall into health data?
      69. L. Spence: Yes. Student health and research data will get the most play over time and HR/benefits too.
      70. B. Bunnett: This can be more effectively addressed in the smaller group. We should probably move on to the rest of the agenda.
5. Standing Committee Reports
   1. AAC
      1. T. Hawkins: The December meeting has been cancelled. Will be meeting in 2018. No report.
   2. AEC
      1. A. Kummerow: They have made their grant recipient selections and are distributing funds.
   3. CAAC
      1. M. Hutchins: Revisions to the Construction Management Major passed with a vote of 6-1-2.
   4. FAC
      1. S. Stofferahn: Meeting on December 7th. They will be discussing biennial review. There are a lot of comments to go through.
   5. FEBC
      1. B. Bunnett: Candy Barton and Diann McKee came to the meeting last Friday for the Anthem ER issue. It was confirmed that they do not cover some visits. I do not know if Cigna did before. We cannot go back to the previous company without incurring a 16% increase in premiums. Should Candy come on Thursday? She was very willing to do so.
         1. L. Brown: Yes, I spoke to Diann already. Candy will be there Thursday and maybe Diann as well. Candy is currently preparing something to send campus wide.
      2. B. Bunnett: With regard to parking for temporary faculty, the parking committee met today. Jeff Kinne was going to contact our Temporary Faculty Advocate, Tim Tessmer, about the issue. FEBC also talked about incentives for retirement, I will go into the details at a later date.
   6. GC
      1. B. Roberts-Pittman: Meeting December 15th. No report.
   7. SAC
      1. D. Cooper-Bolinskey: Meeting next month. No report.
   8. URC
      1. L. Phillips: Meeting in February. No report.
6. 15 Minute Open Discussion
   1. B. Bunnett: Last week we talked about the staffing report. One of the issues has been the administrator to faculty ratio. There was some confusion as to who was in the executive section. Associate deans are part of the executive category as it turns out.
      1. L. Brown: Yes, and the new associate dean in CAS was mandated by the president and will add to the number of executive administrators on campus.
      2. B. Bunnett: Will they teach?
      3. S. Stofferahn: In some colleges they do not but in CAS they do teach, usually one course per year.
      4. L. Brown: I taught one per semester when I was Associate Dean.
      5. A. Kummerow: Is a full report coming?
      6. L. Brown: I thought what I sent out from President Bradley was the full report.
      7. A. Kummerow: No, it seemed to be the same as the one we have here.
      8. B. Bunnett: I thought he said definitions were coming.
      9. L. Brown: I have an excel spread sheet with the definitions. It is not a pdf, but I can send it.
      10. T. Hawkins: I do not think we need anything until we get a staffing report from the standing commmittees.
      11. L. Brown: Okay, I will wait.
7. Adjournment at 5:21pm.