

Staff Assembly Minutes

April 29, 2011

Present: Bonham, Brady, James, Magnarelli, Michels, Riffle, Scoones (notetaker)

Absent: Johnson (Jury Duty), Poccia

Change in e-mail account policy

Guest: Dave Smallen

Hamilton's e-mail access policies have been modified upon the recommendation of the Committee on Information Technology, after consultation with legal counsel, and with the approval by the senior staff and president. Non faculty e-mail accounts will now end on the last day of employment; a person can ask for a modest extension.

This e-mail change came about because employees have external contact with parents and others conducting the business of the College. A while ago, departments were encouraged to get departmental accounts, but relationships are formed which result in communication to an individual's e-mail address.

There are all kinds of protection in place when a person is an employee of the College. The relationship changes when the person is no longer employed by the College. Employees are governed by policies, including FERPA. This e-mail policy change is mostly relevant to non-faculty employees because they do more transacting of business of the college.

- We surveyed our peers
- We don't reassign a username once it is used
- At one time, getting another e-mail account was difficult, but that is no longer the case.
- No immediate changes are planned for faculty accounts at this time. A faculty e-mail account is more typically the sole electronic identity.
- Also emphasizing the appropriate use of College resources.

Upon notification of termination:

- Suggest employee set a vacation message indicating new business and personal contact information
- Ask employee to remove any personal messages
- If account is actively being used to transact college business, there would probably be another employee accessing the account.

Feedback/questions from Staff Assembly:

1. Suggest there be consistency
 - a. The more immediate concern from a legal perspective is for non faculty employees.
 - b. This topic will be taken up next year.
2. Clarification about student: They have access for three months after graduation; graduating seniors can sign up for a forwarding service and receive mail at username@alumni.hamilton.edu
3. Question – what about students are expelled or on leave?
 - a. If there is a chance that a student is coming back, then the student account is removed.

As the assembly moves forward, we discussed the need to better understand:

- Who makes decisions?
- Who is consulted?
- Who is informed?

Recent Academic Calendar Changes – No classes on MLK Day

Guests: Nat Strout (Academic Council) and Peter Rabinowicz (chair Faculty Senate)

- Faculty voted in order to address issues with current spring calendar
- Symbolic value in not having classes on Martin Luther King Day
- Reading period was too short
- NYS regulations – necessitated a Monday addition if MLK Day was taken away.
- Concern about Class and Charter Day and afternoon classes.

Faculty group agreed that staff assembly and student assembly need to be involved in the planning of activities. Some possible ideas for further discussion:

- The picnic after the ceremony does not necessarily have to be held after the ceremony.
- HamTrek on Saturday
- Celebratory day on the reading day
- Suggest the workday start later if the ceremony is at the end of the day and

Feedback/Questions from Staff Assembly

1. Monday with no classes, what is the expectation for staff.
 - a. Faculty recommended that it be treated as a holiday, but faculty can't set holidays for staff. Haverford and Bryn Mawr both start on the Tuesday following MLK day.
2. What do you do with January admits/transfers on Monday?
 - a. Needs further discussion
3. Clarification - We are not starting next spring, because we need a year to think about it. Because Hamilton has a two week spring break, there are less options available.
4. Concern: Faculty made decision without consulting groups
 - a. Faculty set the academic calendar.
 - b. Was not aware that the staff assembly was formed at the time
 - c. Assumed that staff MLK day would remain.
5. Clarification: There may be a budget implication.

The Academic Council proposes the academic calendar and feedback about how changes in the calendar should be handled (e.g. order of events on class and charter day, when should the end of the year picnic be held, etc.) should go back to that group. Faculty want to participate in these discussion, but don't want to drive them.

Peter and Nat offered their apologies for not consulting the Staff Assembly and are committed to facilitating future discussions. They agreed that there should be ways for staff council to regularly meet with faculty.

It was suggested that we meet again to discuss the current Ombudsman proposal.

Next Steps for Staff Assembly

The Assembly agreed that we would hold two open meetings for the Staff Assembly to get feedback on the proposed calendar changes and suggestions for changing Class & Charter Day.

Thursday, May 12, 2011 at Noon, Sadove Student Center (Lisa will confirm location)

Friday, May 13, 2011 at Noon, Sadove Student Center (Lisa will confirm location)

Action item: Linda is going ask for clarification on the process of deciding on college holidays and for approval for dessert at our open hours. - DONE

Next meeting on Friday, May 13, 2011