

12.02.10

AAC

Present: Betsy Rhoades, Alan Bartlett, Jennifer Foxman, Jason Ramsey, Tahirah Jordan, Matt Gullatta, Kelly Boulton

Minutes Review: Jason asked that the September minutes be sent to him for review so we can approve them at the next meeting. The October minutes were approved and posted online after our last meeting. The November minutes were reviewed and it was noted that the dollar amounts in the minutes were an accurate reflection of our conversation during the meeting but were amended shortly after the meeting by an email from Jason with final financial amounts. It was noted that Alan had made the motion about how the HR subcommittee should proceed and Matt seconded the motion. Jason asked that the minutes be approved with these changes, and the committee voted unanimously yes.

LITS Policies from Rick Holmgren: Rick sent these policies some while back and asked AAC for feedback. Jason sent the committees feedback and Rick responded to some concerns as noted below:

- How are employees made aware of IT policies?
 - IT policies are included in the HR handbook given to each new employee. Betsy asked if these are always up to date and Jason said he would check.
 - Each six months when the campus community resets their passwords there is a link to the current IT policies and the employee must agree to them.
- What is the policy for providing temporary access to the internet for visitors?
 - There is an IT committee reviewing and analyzing how IT communicates with the campus community and Rick Holmgren indicated this would be a topic of discussion within that group.
 - Alan noted the library has some temporary access accounts with regularly changed passwords to allow visitor access to the internet and desktop but no printing privileges.
- What is the policy for providing accounts for spouses and dependents of Allegheny employees?
 - There is no formal policy allowing or disallowing this, but Rick stated that he would rather add an account from time to time than have employees share their login info with others to allow them access.
- What happens to the accounts of withdrawn or dismissed students?

Financial Report: Matt reported that the current balance is \$446 after transferring \$507.50 to SAC to fund the trilogy picnic. The only other charge so far was lunch during the first meeting of the year.

HR Committee:

- Jason emailed us several weeks ago with two policies Pat Ferrey wanted AAC feedback on: background check policy and telecommuting policy.
- Jason reported on his conversation with Pat Ferrey regarding the job posting policy discussed in last month's meeting. Pat mentioned that Lawrence Potter reviewed the handbook and had the same concerns about the vague language as AAC did. He is working to provide revised language to HR.
- The Diversity & Gender Equity Committee is currently reviewing the issue of parental leave rather than solely maternity leave. Jennifer mentioned that we should check to see what the current differences are between faculty and administrators since at some point (and possibly still) faculty received maternity leave while administrators had short term disability instead. Jason suggested AAC reach out to DGE to hear what they're discussing, have someone come to give us a report, and see how we might contribute.
- Sick/Vacation/Personal time reporting: Pat is curious to hear what AAC's recommendations will be. She shared that at some point HR didn't even ask for vacation time to be reported. When Pat started she had fleshed out a way to do so. Even the monthly paper reports of employee vacation time status is relatively new. There was discussion of whether sick days are unlimited, what the definition of "sick" is, and at what point the line between sick time and disability is crossed. The issue was brought to AAC because there is inconsistency between departments. Jennifer asked if Pat offered any details about how/why different departments deal with days off or not. Alan suggested a uniform policy would have to acknowledge the very different staffing needs of different departments.
- It was noted that aligning AAC HR policy work with similar work in other committees such as DGE and/or SAC would be beneficial. Jason noted that SAC chair, Tammy Garland, is having SAC secretary, Pam Shreve, share SAC minutes with Jason. Jason suggests we also send AAC minutes to Tammy despite the fact that both SAC and AAC minutes are to be posted online as well.
- Jennifer asked if a standing meeting with Pat Ferrey and possibly also Tammy monthly or twice a semester would be helpful as a natural structure and proactive measure to ensure HR, SAC and AAC are working in tandem with good communication. Jason will talk to Tammy about it and see what happens.

Sustainability Committee: Kelly shared that the committee has had a number of email discussions to identify priorities but are planning to meet next week to identify next steps. The committee could share a more detailed report at the next meeting.

Professional Connections/Development Committee: Matt noted it's been difficult to meet so far but the committee will soon.

Other Business:

- Jason shared that while looking through the AAC binders he found a cd and paper copies of historic minutes of the committee. He wondered if it would be wise to post these historic minutes and other materials online so the committee's history would not be lost if something happened to the binders. Similarly, Betsy recently found the 20 year history of SAC materials in

a cabinet and sent these to Tammy Garland to determine what should be done with them. There was question if any of the historic data might be inappropriate to post, particularly if posted publicly for access outside the Allegheny community. Betsy suggested Ruth Ash, Allegheny's archivist, could limit access to campus users only while disallowing public Google searches to pull the minutes up to non-Alleghenians since there was committee consensus that college business and minutes should be available only to the campus community. Jason will check on the current status of the security of minutes now and then determine how to move forward with the history of minutes.

- Alan noted the recent email about the restructuring of the "communications department/individuals" recalled last year's discussion in AAC about concerns about the structure and efficacy of communications on and off campus. It was noted that the email announced the change in structure and policy but did not demonstrate a clear picture of what the end picture of "communications" would look like. Alan expressed a concern that this restructuring of communications and all the new technologies inherent in the new strategies makes him wonder if our technological infrastructure is getting enough attention to allow a firm foundation for "communication" success. Jason suggested we could have Rick Holmgren, in his capacity as member of the Technology Taskforce come in present the findings of the taskforce's report and discuss these issues.

Matt made a motion to adjourn and Tahirah seconded.