

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COLLEGE FORUM  
APPROVED MINUTES  
November 7, 2008**

PRESENT: A. Bair, T. Brunner, K. Campbell, K. Caveney, O. Hersey, J. MacLain, L. MacLeod, M. Paucke, J. Ray, K. Reynolds, L. Thompson

EXCUSED: D. Bethoney, A. D'Abbracci, S. Georgiakaki, K. Khammee, R. Kowalski-Oltz, B. Moffett, C. Sammis, M. Schmidt, B. Wood

GUEST: Sharon Dovi

CALL TO ORDER:

K. Campbell called the meeting to order at 12:05 p.m.

APPROVAL OF MINUTES:

October 10, 2008 Minutes: No quorum present.

SUB-COMMITTEE UPDATE: A. Bair said that CPAC would like the Forum to sponsor a college-wide open meeting to disseminate fall day outcomes. The meeting will be scheduled before the end of the fall semester.

UNFINISHED BUSINESS:

Information Security Protocol: Marty was unable to attend the meeting so O. Hersey presented the final draft document. Prior to the meeting, K. Campbell received emails from Mike McGraw and Sue Dewey expressing concerns about the application for student employment. Those emails were shared with the group. O. Hersey said the Forum subcommittee met with Marty to try to resolve concerns that were brought up at both the Forum regular meeting on 4/16/08 and the college-wide open meeting that was held on 5/5/08. O. Hersey highlighted the changes that were made. There are still many concerns with the employment section of the policy. The policy states that references will be checked prior to hiring employees who will have access to personal information, including student workers. The protocol says students will complete a student application and it will include two reference contacts. Sharon Dovi said hiring committees check references for permanent employment hires. There is much concern that if left to supervisors the rules will be followed inconsistently, which could be a liability to the College and there is no office that has the personnel in place to take on the responsibility. It is also a concern that we are trusting student workers with very confidential information and without a protocol in place we have probably been very lucky that there has not been a major breach of information. It was strongly felt the signing of FERPA forms with inconsistent explanation was not sufficient. Sharon Dovi

said she is very concerned with an employment policy that might not be consistently applied and that supervisors need to update job descriptions so students would understand the responsibility they are undertaking by accepting the position. It was felt that supervisors of students need more training. In the section, "ID and Passwords", there is a requirement that college employee PCs lock when there is no activity for 5 minutes. This will be an inconvenience as a password would need to be entered to resume. It was decided that there are still many concerns with the policy and the sub-committee will meet with Marty again. The sub-committee will encourage supervisors of students, financial aid, human resources and other interested parties to attend the meeting with Marty.

#### NEW BUSINESS:

SAB election results, new VP and student Forum representative: Kung Khammee is the new Vice President of the SAB. According to the SAB bylaws, she is now a student member of the Forum.

#### ADJOURNMENT:

A motion to adjourn at 12:50 was made by O. Hersey; seconded by K. Reynolds; approved.

Respectfully submitted,  
Lyn Thompson