

Minutes of September 30, 1997 ACPB Meeting

Present: Becker, Cederberg, Lembke, Robinson

Access to the St. Olaf Computer System:

Roberta reported on her talks with Pat Scully and with Alan Norton about who should retain access to the St. Olaf Computer System when they leave St. Olaf. She will be discussing this same issue with Dean Pence. The Human Resources office will now include information about obtaining a St. Olaf computer account in the collection of information given to new staff employees. They will also send the ACC a monthly listing of staff members who are no longer employed by the college, so the ACC can deactivate computer accounts of these individuals. ACPB discussion of these issues raised other items of concern: (1) There should be some college-wide standardization of how computer information is stored; (2) Chairs of academic departments as well as managers of administrative departments need to have some systematic method of handling work-related computer files when an employee leaves; and (3) For those allowed to continue access to the St. Olaf computer system, specific guidelines for the procedures to be followed to continue that access need to be developed.

Admissions has asked about the possibility of giving computer accounts to early decision students as soon as they are admitted. Roberta has given the Admissions Office a list of questions to consider before deciding whether or not they want to pursue this request.

Other Issues:

- *T3 Link:* In view of the current discussion of a possible T3 link for Northfield, Roberta indicated that the ACC is waiting to see the outcome of the MRNet and MEANS merger. At present a connection via the proposed T3 link would cost approximately twice the current rate.
- *Revisions in ACC Structure:* Documents indicating both the past and current structural organization of ACC were distributed. The major change is a decrease in staff time devoted to ACC management and an increase in time devoted to curriculum and productivity.
- *Job descriptions and procedures:* Drafts of job descriptions for ACC student department computing assistants and ACC department staff representatives and procedures for ACC student computing assistants were distributed. ACPB members are asked to read these and offer their suggestions at the next meeting.
- *Need for student employees:* Roberta indicated that the ACC is still very short of student employees. ACPB members offered several suggestions for increased advertising. Perhaps ACC needs to put a "student certification" program in place to give students a readily identifiable skill to list on resumes.
- *EDUCOM:* Before the next meeting Roberta will circulate information about sessions at EDUCOM so ACPB members can determine which sessions they will attend.

Judy Cederberg, recorder
Minutes Approved October 7, 1997