3-3-2008

Resolution Regarding the Mailroom

The College at Brockport, College Senate
TO: Dr. John R. Halstead, College President

FROM: The College Senate: March 3, 2008

RE: I. Formal Resolution (Act of Determination)
    II. Recommendation (Urging the Fitness of)
    III. Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: Resolution Regarding the Mailroom routing #08 07-08 FP

Signed: (P. Gibson Ralph, 2007-2008 College Senate President) Date: 03/03/08

TO: P. Gibson Ralph, The College Senate President

FROM: John R. Halstead, College President

RE: I. Decision and Action Taken on Formal Resolution (circle choice)
    a. Accepted
       Implementation Effective Date: December 2008
    b. Deferred for discussion with the Faculty Senate on ___/___/___
    c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI
    a. Received and acknowledged ___/___/___
    b. Comment: __________________________ Date: 03/08/08

Signed: (Dr. John R. Halstead, President, SUNY College at Brockport)

DISTRIBUTION

PRESIDENT'S OFFICE COPIES: Provost, Vice Presidents, College Senate, Other: 03/08/08

PROVOST & VICE PRESIDENT(S) COPIES: Assistant Provost, Dean(s), Academic Advisement, Registrar,
Other:

DEAN(S) COPY: Department Chair(s), Other:

COLLEGE SENATE COPIES: Originator, College Senate Website, Other:
DEADLINE FOR SUBMISSIONS: FEBRUARY 28
Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

INSTRUCTIONS – please, no multiple attachments – each proposal must be submitted as one document:
- Submit only complete proposals. Include support letters from department chair and dean.
- Proposals must be prepared individually in Word format using committee guidelines (guidelines online).
- Fill out this cover page for each proposal and insert it electronically as the front page of your document. (available online at www.brockport.edu/collegesenate)
- Email whole proposal with cover page as one attachment to senate@brockport.edu and facprez@brockport.edu.
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. PROPOSAL TITLE: Please be somewhat descriptive, i.e. Graduate Probation/Dismissal Proposal rather than Graduate Proposal.

Mail Delivery From End Of Fall Semester Until Grades Are Due

2. BRIEF DESCRIPTION OF PROPOSAL:
The current policy partially shuts faculty off from the non-campus community for well over two weeks. The US Postal Service is a recognized way to officially communicate with the non-campus community. In jeopardy of non-expedient delivery are transcripts, letters of reference, student term papers, purchase orders, invoices, bills, payments to and by the College and other important documents.

3. ANTICIPATED EFFECTIVE DATE: Fall 2007

4. SUBMISSION & REVISION DATES: PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<table>
<thead>
<tr>
<th>First Submission</th>
<th>Updated on</th>
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<tr>
<td>10/18/07</td>
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5. SUBMITTED BY: (contact person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Ken Schlecht</td>
<td>Chemistry</td>
<td>5585</td>
<td>kschlech@</td>
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6. COMMITTEES TO COPY: (Senate office use only)

<table>
<thead>
<tr>
<th>Standing Committee</th>
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<tbody>
<tr>
<td>XX Faculty &amp; Professional Staff Policies</td>
<td>To Committee for approval</td>
<td>10/18/07</td>
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<tr>
<td>_ Enrollment Planning &amp; Policies</td>
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<tr>
<td>_ General Education &amp; Curriculum Policies *</td>
<td>To Executive Committee</td>
<td>1/28/08</td>
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<tr>
<td>_ Graduate Curriculum &amp; Policies</td>
<td>GED to Vice Provost</td>
<td>NA</td>
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<tr>
<td>_ Student Policies</td>
<td>To Senate</td>
<td>2/4/08, vote 3/3/08</td>
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<tr>
<td>_ Undergraduate Curriculum &amp; Policies</td>
<td>To College President</td>
<td>3/7/08</td>
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* follow special Gen Ed procedures for submission of General Education proposals at “How to Submit Proposals” on our Website.

**Use routing number and title in all reference to this proposal.

COMMITTEE CHAIR:
- WHEN YOUR COMMITTEE APPROVES A PROPOSAL, PLEASE SIGN WHERE INDICATED ABOVE. GENERAL EDUCATION PROPOSALS MUST ALSO BE SIGNED ON THE SIGNATURE PAGE PROVIDED IN THE PACKET. YOUR SIGNATURE WILL BE UNDER THE DEAN’S SIGNATURE. RETURN ALL PROPOSALS TO SENATE OFFICE FOR PROCESSING.
The effectiveness in supporting the success of The College at Brockport and its students of current operations by Mail Services during the campus “Shutdown” has been brought into question. In an effort to both capitalize on the energy savings obtained by curtailing the services offered by Mail Services allowing the Allen Administration Building to be shut down, and to ensure employee and student needs for priority mail issues are being met, the following proposal is being submitted as an amendment to proposal #08 07-08 FP.

Policy:
During the time period known as College Shutdown the services offered by the Department of Mail Services are curtailed.

To ensure faculty, staff, and student time-sensitive mailing needs are met during this period, the services detailed below will be made available. Recommendations on how to expedite the processing of off-campus mail are also outlined below. An annual campus-wide e-mail will be sent to the college community reminding them of these services and suggestions.

Services:

1. Campus Delivery

   - Departments and individuals may pick up their mail from the mail room no less than twice per week during shutdown. Exact dates and time pick-up is available will be provided on an annual basis.
   - Off campus mail (incoming) will be made available for pick-up.

2. Outgoing Mail

   - It is highly recommended all time-sensitive outgoing mail be received in Mail Services by the afternoon of the day prior to shutdown. This date and a reminder will be included in the annual e-mail.
   - During the shutdown period, pre-stamped outgoing mail may be dropped off at the mail room for delivery to the post office.
   - For individual, urgent, off-campus mailings, departments may purchase stamps using a BASC account or may drop off packages at a US Post Office making payment using a NYS Citibank Purchasing Card.

Mail Services holds quality service as our number one goal. If you have any comments, questions, or concerns regarding this policy, please contact Michelle Hofstra at phone number 395-2409.

Faculty and Staff Policies Committee action on
This proposal was forwarded to the Senate’s Faculty and Professional Staff Policies Committee for consideration last fall. It was discovered after consideration by the Committee that the original intent of the proposer (Ken Schlecht) was that it be considered as a referendum for a vote by the full Senate. But since the Committee had already discussed it (and the petition was short one name) it was decided after consultation with the Senate President and Parliamentarian to bring it to the Executive Committee for discussion/action.

The question did arise in the Committee as to whether or not this issue really falls under “policy” but the committee decided to consider it anyway because in the broadest sense it could be considered under the Committee’s charge of “improvements to academic settings to enhance instruction and learning.”

The Committee considered the following information:

a) the mail room machines necessary to stamp off-campus mail do not work in the temperatures that the building is kept at during shutdown.

b) All non-essential staff are encouraged to take off during shutdown including mailroom staff.

c) This year this was a non-issue because grades were due prior to shutdown. However as noted by Dr. Schlecht, proposer of the referendum this has been an issue in prior years.

The Committee unanimously agreed that this was a non-issue for the 2007-08 year.

The Committee recommends that the Senate invite Ken Schlecht, the proposer of the referendum to the Senate meeting to discuss this proposal since it was originally submitted as a referendum.
P. Gibson Ralph, President  
College Senate  
426 Allen Building  
SUNY Brockport

Dear Trish,

Attached are two “initiatives” (as per Bylaws Article Eleven, Section B), with signatures of faculty and staff, for consideration and discussion by the College Senate and ultimately recommendations to the College. The first is to re-institute the annual hard copy of the Faculty & Staff Directory (34 signatures). The second one addresses mail delivery from the end of the fall semester until grades are due (and when the College really shuts down tightly) (32 signatures). As briefly outlined in the signed petitions, both impact our ability to function efficiently in making student success our top priority.

I’d be happy to discuss this with Executive Committee or the Senate (but I do have a lab I teach on Monday afternoons, with some advance notice, I could arrange to switch with someone).

Sincerely,

Ken Schlecht  
schlecht@brockport.edu  
395-5585

From the Bylaws:

Section B: Purpose

The Faculty shall have the obligation to participate significantly in the initiation, development and implementation of the educational program of the college, including primary responsibility for curricular development, admissions and scholarship standards, and the academic, professional, and physical environment of the College.
We the undersigned members of the faculty and staff of SUNY Brockport request the College Senate to discuss and consider the merits of recommending the College institute **CAMPUS MAIL DELIVERY AND PICKUP** from the end of classes during the fall semester until the date grades are due in the Registrar’s office prior to the Christmas-New Year’s shut down.

The current policy partially shuts us off of the non-campus community for well over two weeks. The US Postal Service is a recognized way to officially communicate with the non-campus community. Under the current policy:

- transcripts from the Registrar’s office are not sent off campus,
- letters of reference are administratively “held up” until at least January 2nd,
- faculty are not able to receive papers mailed to them after the end of classes,
- all business conducted via the US Postal Service (purchase orders, invoices, bills, payments to and by the College, etc.) is put on hold,
- etc.

Since “student success is our first priority”, this hardly seems consistent with helping students seek permanent employment or acceptance into graduate programs.

Shipping and Receiving should also remain operational during this time period to facilitate normal activities (including research) on campus.

The current policy actually encourages/forces faculty and staff to be absent and not work during this time period.

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<tr>
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<td>Elizabeth Gregory</td>
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<td>Steven Godiakcz</td>
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<td>Paul Spada</td>
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<td>Mark Harte</td>
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<td>K. Thomas Finkley</td>
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<td>Dawn Lee</td>
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<td>Margaret E. Logan</td>
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<td>Kenneth B. Schlecht</td>
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<td>Susan S. Collier</td>
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<td>Thomas W. Kellen</td>
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<td>J. Emory Morris</td>
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<td>James M. Google</td>
<td>Patricia Siegel</td>
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<td>Mark Noll</td>
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<td>Robert A. Turner</td>
<td>Barbara LeSavoy</td>
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<td>Charles R. Edwards</td>
<td>P. NWABEZE OKOYEBE</td>
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<td>Craig Wenga</td>
<td>Denise A. E. Stoll</td>
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<td>Laurie A. Freeman</td>
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<td>Jill F. Campbell</td>
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<td>Mohammed Z. Taher</td>
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<td>Whitney J. Austin</td>
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<td>James M. Hughes</td>
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<td>Joseph McKee</td>
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<td>Adam Rich</td>
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<td>Eric M. Merier</td>
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<td>Leigh J. Little</td>
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<td>Jose Maliek</td>
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