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AAUP-KSU

Approved by:

TT Executive Committee

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NTT Executive Committee

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TT Council

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Joint Coordinating Board

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AAUP-KSU CHAPTER OPERATIONS MANUAL

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General Policies

The name of this Association shall be the Kent State Chapter of the American Association of University Professors (AAUP-KSU). AAUP-KSU represents two collective bargaining units (CBU). One consists of tenured and tenure-track faculty (TT Unit), the other consists of full-time non-tenure track faculty (NTT Unit). Active Members in good standing shall have the right to participate fully in the affairs of their respective CBU.

This Chapter Operations Manual is a collaborative effort to record in a single location the established policies and procedures of the AAUP-KSU Chapter. This document should be read in conjunction with the Chapter Constitution, the Governing document of each collective bargaining unit and the Collective Bargaining Agreement of each unit. In cases where there is conflict between this manual and one of the other previously mentioned documents, the other document will supersede the Chapter Operations Manual.

Negotiations

One of the most important activities of the Chapter is the negotiation of a Collective Bargaining Agreement (CBA) on behalf of its members. Each bargaining unit within the Chapter shall have its own negotiators and has the authority to determine the appropriate process for its contract negotiations. Typically, this process starts during the fall semester of the last year of an existing CBA when that CBU president appoints members to a Negotiations Committee. The Negotiations Committee has the responsibility for determining the appropriate mechanisms for communicating with that unit's membership in order to determine issues to be addressed in the upcoming negotiations, as well as for recommending the priorities associated with these issues. The Negotiations Committee for that CBU will often conduct a formal survey of its membership to assist with this assessment and will discuss its findings with the appropriate governance bodies of that unit.

Prior to the start of formal negotiations, each bargaining unit president shall appoint a chief negotiator, members of the Bargaining Team, and alternate members of the team in consultation with the appropriate governance bodies of that unit. Each contract has an article which provides details as to the general principles governing the duration and procedure for unit negotiations. Each Bargaining Team has the authority to reach a tentative agreement on specific issues agreed to during course of the negotiations, as well as the authority to conclude that there is a tentative agreement on an overall contract. However, such tentative agreements are subject to further review by the appropriate unit governing bodies of each unit. Such bodies shall generally make a recommendation with regard to the disposition of the tentative agreement (e.g., approve, reject, or other). The general membership of that unit must vote affirmatively in order for a contract to be ratified.

Grievances

Another major function of each collective bargaining unit is enforcement of its collective bargaining agreement. A grievance is a perceived violation of a provision embodied in a CBA. Filing a grievance is the most common procedure for contract enforcement. The full Grievance procedure for each CBU can be found in its CBA. Each bargaining unit within the Chapter has its own grievance officer and the authority to determine the appropriate use of its individual grievance procedure.

Below are some guiding principles that apply regardless of which unit is processing the grievance.

1. Though a faculty member may request the appropriate bargaining unit of the Association pursue a grievance on his or her behalf, the Association has the ultimate authority to decide whether a grievance is appropriate in the case, and whether a grievance will be filed.
2. The decision whether to file a grievance as an individual or as an Association grievance rests with the Association.
3. The decision whether or not to pursue a grievance through Arbitration is wholly that of the Chapter following consultation with the appropriate governing bodies of the grievant's CBU and the Joint Coordinating Board (JCB).
4. Once a Grievance is filed, the confidentiality of the faculty member involved will be protected to the extent possible. However, limited information about the case shall generally be provided to the appropriate grievance committee, executive committee, and, if a TT faculty member, the AAUP-KSU Chapter Council.
 - a. The President of the bargaining unit involved, as well as the Chapter Staff and the Chapter Attorney(s), will, in most cases, be told the identity of the faculty member.
 - b. The faculty member has the right to waive confidentiality.
 - c. Please note that the formal grievance and any materials submitted to an arbitrator can be requested from the University as public records by any Ohio resident.
5. Grievance materials are the property of the CBU and are subject to the provisions of the Confidentiality and Records Retentions sections of this Chapter Operations Manual.
6. In those rare cases where the Grievance Chair of the CBU is involved in the situation leading up to the grievance, or is otherwise "compromised" by direct involvement, the Grievance Chair will immediately recuse him or herself, and the President of that CBU will act in the Grievance Chair's place or appoint another to do so. In such cases, the Grievance Chair is to take no role in discussions regarding the grievance or have access to the materials related to the grievance.

Responsibilities of Chapter Officers and Staff

Specific responsibilities for the elected officers and committee chairs of the Chapter are delineated in the governing document of each of the bargaining units. The specific responsibilities of each of the Chapter staff are located elsewhere in this Chapter Operations Manual.

However, these officers and chairs, Chapter staff and anyone else who is actively involved in any Chapter business (hereinafter referred to as Chapter Actives), have a larger responsibility to the Chapter and its bargaining unit members.

By agreeing to accept a leadership role or employment with the Chapter, or by actively participating in Chapter business, these individuals also have accepted a fiduciary duty. These individuals agree to hold all Chapter business in confidence, as further spelled out below, and to put the interests of the Chapter and its membership above their own individual interest.

Confidentiality

All Chapter business that relates to any and all personnel information, both of the staff of the Chapter AND of bargaining unit members, bargaining strategy, grievances, as well as any and all data or information not generally known outside of the AAUP-KSU whether prepared for or developed by the AAUP-KSU or received by the AAUP-KSU from any outside source, is to be held in confidence. This includes, but is not limited to: all faculty files; any business or financial data, plan or survey; and any other record or information relating to the present or future business of the Chapter. The only exceptions to the confidentiality requirements are information which the Chapter has voluntarily disclosed to the public without restriction and information which has otherwise lawfully entered into the public domain.

All such confidential materials and copies thereof are the sole property of the Chapter.

Chapter Actives are not to disclose to anyone outside the Chapter, whether directly or indirectly, any such confidential information, nor use it other than for the benefit of the Chapter as part of that individual's service to or employment by the Chapter.

Chapter Actives may need to have access to such confidential materials away from the Chapter office. This is permissible, as long as a permanent archival copy is maintained in the Chapter office.

It is the duty of Chapter Actives to surrender such confidential materials to the Chapter office at the conclusion of the individual's term of service or employment, or at any time the Chapter may choose to request the return of such confidential materials.

Financial Policies and Procedures

General Policies

The following general policies are established in Article VIII of the AAUP-KSU Constitution:

1. Officers and employees of the Chapter who handle funds or other property of the Association shall be bonded.
2. Officers and agents of the Chapter as well as their spouses, domestic partners, children, parents and other relatives shall not have any business or financial interests which conflict with the fiduciary obligations of such persons to the organization.

Chapter Operating Budget

The Chapter operating budget is used to control and to monitor annual expenditures and revenues. This Budget shall be developed annually in the fall by the Budget Committee. It is reviewed and approved by the Joint Coordinating Board (JCB), NTT Executive Committee, TT Executive Committee and the AAUP-KSU Council.

Chapter Dues and Representation Fees

Membership dues and representation fees shall be recommended by the JCB for the approval of the governing bodies of both Bargaining Units. Representation fees shall not exceed member dues.

All dues and representation fees shall be paid to the Chapter through payroll deduction with the exception of Emeritus/Retired members who may pay by direct payment to the Chapter. Membership forms authorizing payroll deductions are available and kept on file at the AAUP-KSU office.

Fair Share Objectors

Individuals who have not filled out and signed a membership application in order to become an active member of either collective bargaining unit are required to pay a fair share fee (alternatively known as a representation fee). The fair share fee supports collective bargaining and contract administration functions, which benefit all of the individuals in each CBU. The fair share fee shall not be greater than the cost of being an active member in either bargaining unit.

Under Ohio Revised Code 4117.09 (C), a fair share fee payer has the right to object to the payment of the fair share fee if that individual has bona fide historically held religious objections to the payment of such fees. Under the law, such individual is required, in lieu of paying the fair share fee, to pay an amount of money equal to such fee to a nonreligious 501 (c) (3) charitable fund mutually agreed upon by the employee and the AAUP-KSU.

Once each academic year, a fair share fee payer has an opportunity to “object” to paying those portions of the fair share fee determined to “non-chargeable.” Non-chargeable expenses include, but are not limited to, member-only benefits, charitable donations and political or ideological activities (whether partisan or non-partisan) not germane to collective bargaining. Notification of this process, including the steps for challenging the explanation of chargeable/non-chargeable expenses and the appeal process subsequent to a challenge is provided to each fair share fee payer every fall semester.

Chapter Expenses

1. The Joint Coordinating Board (JCB) shall approve all personnel expenditures. Any non-personnel, non-routine expenditure exceeding \$1,000 shall be submitted to the JCB for approval after it has been approved by the CBU requesting the expenditure.
2. Credit accounts shall be used solely for the purpose of conducting AAUP-KSU business.
3. Credit cards may be issued to full time AAUP-KSU field staff and the current Chapter President of AAUP-KSU.
4. Equipment purchases and furniture purchases require proposals and approval of the Executive Committee and if the total purchase exceeds \$1000 it requires the approval of the JCB in addition to the Executive Committee.
5. AAUP-KSU purchases made by members and employees may be reimbursed by filing the AAUP-KSU Miscellaneous Expense Report with the Office Coordinator. Forms must include valid itemized receipts for reimbursement.

Chapter Checking Account

1. Checking Account records are maintained by the Office Coordinator.
2. The Checking Account is reconciled monthly by the Office Coordinator.
3. Checks require two authorized signatures to be valid. A list of authorized signers will be kept on file.
4. The Payee of a check may not also be a signer on the check.
5. Cash receipts for dues and fees withheld by the University are deposited directly into the checking account. AAUP-KSU staff will verify the accuracy of deposits through periodic random audits of payroll reports.
6. Other cash receipts are deposited within five business days of receipt by either mail deposit or delivery to a bank branch.
7. Every effort will be made to maintain all bank accounts such that the dollar amounts do not exceed the limits of funds insured by the FDIC.

Petty Cash

The Chapter's petty cash fund is used for the purchase of food, beverages and miscellaneous office supply purchases that cannot be conveniently paid for by AAUP-KSU credit card or check. The AAUP-KSU Office Coordinator is responsible for maintenance and control of this fund. Reimbursements to the petty cash fund are based on evidence of expenditures from that fund (such as receipts for purchases). The petty cash fund is limited to \$100 and should be replenished as needed to meet office needs. The petty cash fund is kept secure in the Schwab fireproof/waterproof locking file. Money is signed out and change returned and logged back in with a valid receipt. The petty cash fund is updated monthly.

Loans to Chapter Members

The Chapter does not make hardship loans to individual members. The only exception to this policy will be if a strike is authorized by the membership of a Bargaining Unit and the appropriate governing bodies of the Chapter authorize that the possibility of such loans be made available to its members.

As per Article VIII of the AAUP-KSU Constitution, if any loans are made available to officers or agents of the Association, they shall also be made available on the same terms and conditions to all members.

Grants, Gifts, and Other Allocations

1. If requested, the Executive Committee of either CBU on behalf of the Chapter, may contribute financial support to other Unions and AAUP Chapters. Such contributions shall be approved by the appropriate CBU governing body.
2. **John Beacom Award** – This award was established in the memory of Prof. John B. Beacom. It is awarded annually through the AAUP-KSU to the student who has made the most significant contribution during the past year to the maintenance of rights and civil liberties of students at Kent State University. The Beacom Award will no longer be issued once the funds have been fully distributed.
3. The AAUP-KSU Chapter President and/or the NTT CBU President are authorized to send gifts (i.e., flowers and other small items) to active members and/or friends of the Chapter. Such gifts will usually not exceed \$75 in value.

Travel Expense Reimbursement Policy

Individuals authorized to travel on AAUP-KSU business are entitled to reimbursement for all reasonable travel expenses. Before expense reports can be approved, however, submitted expenses must be reviewed and found to comply with AAUP-KSU policy, which incorporates IRS regulations. Expenses submitted that are not reimbursable will be deducted from the reimbursement. In general, authorized travel should have a significant and demonstrable business purpose directly related to the chapter's mission and goals. Budgetary oversight of travel expenditures rests with the Chapter's elected officers.

Travel Authorization

AAUP-KSU members whose conference or meeting travel is reimbursed by Chapter funds shall be expected to provide an oral report to the AAUP-KSU Council or appropriate Executive Committee about the material covered at the event.

AAUP National Meetings and Regional AAUP Events

Travel authorization for reimbursement of attendance at the AAUP National Annual Meeting and other national or regional meetings such as the AAUP Summer Institute must be approved in advance by the AAUP-KSU Chapter President, AAUP-KSU NTT President, or the AAUP-KSU Chapter Coordinator. The scheduled date(s) and location(s) of these meetings are listed on the National AAUP website (<http://www.aaup.org>). While all AAUP-KSU members are eligible to attend these meetings, it may be necessary to limit members whose expenses will be reimbursed by the chapter. If necessary, the Executive Committees of the two CBU's (or the JCB) shall determine the priorities for funding travel for individual members to attend a specific conference or event. Normally, an individual AAUP-KSU member shall only receive funding from the Chapter for the Summer Institute once every three years.

AAUP Local Chapter and Ohio Conference Meetings and Events

Travel authorization of reimbursable expenses for AAUP-KSU members to represent the Chapter at other local chapter or Ohio conference events shall be approved in advance by the AAUP-KSU Chapter President, AAUP-KSU NTT President, or the AAUP-KSU Chapter Coordinator. If another chapter or conference offers to pay some or all of the travel expense, the traveler is encouraged to accept.

Non-AAUP Meetings and Other Events

Travel authorization of reimbursable expenses for AAUP-KSU members to attend non-AAUP conferences, meetings, and/or workshops is generally limited to events related to collective bargaining or University governance. (Examples: State Employment Relations Board (SERB) and legal workshops, events sponsored by the National Center for the Study of Collective Bargaining in Higher Education, etc.) Requests for such reimbursable travel shall be reviewed

and approved in advance by the AAUP-KSU Chapter President, AAUP-KSU NTT President, or the AAUP-KSU Chapter Coordinator.

Transportation

Transportation authorized for Chapter business includes automobile, railroads, airlines, buses, taxicabs, and other usual means of conveyance. All travel should be by the most economical mode of transportation available, considering time, costs, health and safety considerations, and work requirements.

Air Travel

AAUP-KSU will authorize the purchase of **coach or economy class airfares only**. No business or first-class fares will be paid by the Chapter. Upgrades to business or first-class and fees for changes made after the ticket is purchased are the responsibility of the traveler and will not be reimbursed unless there are extenuating circumstances. Travelers should try to secure discount fares whenever possible and should purchase tickets sufficiently in advance to secure the lowest fares. The Chapter recommends searching the Internet for the lowest fares and then contacting the airline directly to compare prices. Travelers should try to secure super-saver or discount fares whenever possible and should purchase tickets at least 21 days in advance (no later than 14 days in advance) to secure the lowest fares. To receive reimbursement for airfare, the traveler shall submit a copy of the receipt or confirmation of the flight that includes the price of the ticket. Those who do not wish to use their personal credit cards to purchase the airfare should contact the Chapter Office to complete the arrangements for the purchase. No personal travel is to be billed to AAUP-KSU.

Auto Travel

Mileage shall ordinarily be computed between the AAUP-KSU office (or the traveler's personal residence) and the common carrier or destination. For shorter distances, auto travel may be advantageous or the only option available. Unless authorized in advance, the total auto expenses should not ordinarily exceed the cost of available economy airfare or other public transportation that would normally be used. The Chapter will reimburse the traveler for use of his/her personal vehicle at the per mile rate established by the IRS (www.irs.gov). This rate changes periodically and covers all costs of operating the vehicle, including gas. Mileage claimed should correspond generally with the total indicated as the most direct route between points.

When a rental car is used, the traveler normally should rent the lowest cost vehicle available consistent with health and safety considerations. To receive reimbursement, the traveler shall submit the itemized receipt for the rental car (indicating in/out dates, mileage, and breakout of costs) and receipts for gas purchased during the rental period.

Rail Travel

The use of intercity rail travel is encouraged when it is more economical than other forms of transportation.

Ground Transportation

Each traveler is expected to use the most cost-efficient ground transportation (to and from airports and within the city being visited), considering cost, time, availability, health and safety concerns, and scheduling.

Hotel Accommodations

Normally, hotel accommodations at the hotel(s) designated for the meeting or conference will be made by the AAUP-KSU Office unless a significant savings is available at an alternative facility. Travelers are generally required to provide credit card imprints at check-in to guarantee any personal charges, including meals, which are payable at checkout. Meal expenses may be submitted for reimbursement (see "Meal Allowance" regulations below). In-room movies and the mini-bar are considered personal expenses and are not reimbursable. Laundry and personal phone calls are also not ordinarily reimbursable. Double rooms shared by a traveler with individuals who are not on AAUP-authorized travel will be reimbursed at the single occupancy rate. Travelers who wish to stay with friends or family members at a location other than the official meeting site will not be reimbursed for the cost of lodging. If, during AAUP-KSU authorized travel, the traveler wishes to extend his/her stay for personal reasons, these expenses will be the responsibility of the traveler.

Meal Allowances

Authorized travelers may choose to be reimbursed for the actual cost of meals or the IRS designated per diem amount (www.irs.gov). Travelers must pick one reimbursement method or the other. If travelers choose to be reimbursed per diem, they may not receive the per diem reimbursement for those meals that are already included as part of the conference registration. To receive reimbursement for actual expenses, the traveler should submit cash or credit card receipts which include the itemized food items purchased. Meal receipts covering more than one person should indicate the names of those persons, the amounts charged to each person, and the business relationship of those persons, as required by the IRS. Charges for persons not on authorized Chapter business (i.e., spouses, friends) should be subtracted from the total on the receipt.

Other Expenses

Incidental expenses and the documentation required for reimbursement include:

1. tips for baggage carriers, hotel bellmen, housekeepers (no receipt required; maximum \$5.00 per occasion)
2. tolls (actual receipts)
3. parking (actual receipts)
4. gas for rental cars (actual receipts)
5. meeting registration fees (actual receipts, indicating whether meals are included)
6. business phone/internet/fax expenses (actual receipts)

Filing Travel Expense Reports

Travelers are required to keep all receipts. Individuals authorized to travel on official business for the Chapter should submit an **AAUP-KSU Expense Report** (please see Chapter website for a copy of the Form) no later than 30 days after completion of travel. The expense report should be accompanied by original receipts for all authorized expenses. Expenditures must comply with the standards for documentation established by the IRS. Per IRS regulations, no reimbursement will be honored after 90 days. Travel expense reports must be signed by the traveler and submitted to the AAUP-KSU Office Coordinator/Manager. A reimbursement check will be issued to the traveler or mailed to the address indicated on the report within 30 days of receipt of the completed form.

Miscellaneous Expenses

Occasionally, an AAUP-KSU member may purchase a supply item and/or equipment item on behalf of the Association. All such expenditures must be approved in advance by the AAUP-KSU Chapter President, AAUP-KSU NTT President, or the AAUP-KSU Chapter Coordinator. Individuals authorized to make such purchases should submit an **AAUP Miscellaneous Expense Report** (please see Chapter website for a copy of the Form) with a copy of the original receipt(s) no later than 30 days after the purchase. The item(s) purchased should be given to the AAUP-KSU Office (unless authorized otherwise by AAUP-KSU Chapter President, AAUP-KSU NTT President, or the AAUP-KSU Chapter Coordinator).

General Computer Use Policy

The computers and computer network owned by the AAUP-KSU are provided for the business use of authorized individuals. All actions on the computers or computer network owned by AAUP-KSU may be monitored, and any information on AAUP-KSU computer systems may be accessed by AAUP-KSU Tech Support at any time. Anyone using an AAUP-KSU computer system consents to this monitoring. There is no expectation of privacy on these systems. All information on an AAUP-KSU computer system is the property of the AAUP-KSU. Evidence of illegal activities may be turned over to the proper law enforcement authorities.

Computer Accounts Policy

Since an unauthorized installation of software may open a computer system to penetration, there are two types of computer accounts used on the AAUP-KSU computer systems:

1. User Account
2. Admin Account

User Accounts are provided by the AAUP-KSU for the business use of authorized individuals. These accounts are not permitted to make global changes to the computer system (e.g. installation of software). There are two types of User Accounts. The first is a Multi-person Account (AAUP-KSU) which provides access to computer services to individuals who have not been assigned an individual user account. The second is an Individual User Account where only Tech Support or the owner of the account is authorized to access. No other users, except Tech Support, can read or change a file without the owner's permission. Password registration with Tech Support is required. Users are responsible for protecting the password for their account. Users should not give out or write down their password. Business passwords are to be stored in the KeePass program. It is the users' responsibility to prevent unauthorized access by shutting-down the computer system at the end of the day and logging off or locking the computer system when users are not at their station.

The Admin Account is provided by the AAUP-KSU for the maintenance of the computer systems by Tech Support. Only Tech Support is authorized to access the account.

Network Connectivity Policy

The AAUP-KSU, as the provider of the network and computer services, is permitted to monitor information on the network and how the network is used. No remote connections to the Association's computer systems are permitted. Also, no unauthorized connections of network devices are permitted (e.g. routers, switches, printers). All wireless access points should have SSID broadcast turned off and the wireless access point should be turned off when not in use. When in use, wireless encryption is to be used.

Internet Use Policy

Internet access is provided by the AAUP-KSU for the business use (e.g. business-related research, purchasing, or communications using electronic mail) of authorized individuals. The exception to the Internet access for business use is checking a personal email account.

Email Policy

Email accounts are provided by the AAUP-KSU for the business use of authorized individuals.

There are two types of email accounts used by AAUP-KSU:

1. AAUP-KSU Email Account [office@aaupksu.org] – this account is the sole authorized distributor of emails for AAUP-KSU. Only the AAUP-KSU Chapter Staff or Tech Support is authorized to access the account. All email sent on behalf of the AAUP-KSU is to be sent through this account. Officers of the AAUP-KSU wishing to access the AAUP-KSU email account will have, at the pleasure of the Chapter President or NTT President, forwarded a copy of all requested AAUP-KSU email to them.
2. Individual Email Accounts – these accounts are provided by the AAUP-KSU to authorized individuals in their role as officers of AAUP-KSU. Only Tech Support or the owner of the account is authorized to access the account. Users are responsible for protecting the password for their email account. Users should not give out or write down their email password. Activity on this account is strictly limited to the owner's role as an AAUP-KSU officer.

Laptop Policy

A laptop may be provided by the AAUP-KSU for the business use of authorized individuals of the AAUP-KSU Chapter Staff or its officers while traveling in their role for the AAUP-KSU. Users will sign out and sign in the laptop with the Chapter Staff. If possible, users will give reasonable prior notice to the Tech Support that the laptop will be leaving the office, so that they can make sure that the laptop is in proper working order. Users are not permitted to make global changes to the computer system (e.g. installation of software). No data files are maintained on the laptop (e.g. any files on the laptop may be deleted at any time without warning).

Encrypted USB Flash Drive Policy

An encrypted USB flash drive is available to AAUP-KSU officers who, in their role, are required to store and/or transport confidential information. Users will sign out and sign in the encrypted USB flash drive with the Chapter Staff. If possible, users will consult with Tech Support on the proper usage of the encrypted USB flash drive. Users are responsible for protecting the password for their encrypted USB flash drive. Users should not give out or write down their encrypted USB flash drive password. Users acknowledge that if they forget their password, then

the data on the encrypted USB flash drive cannot be recovered. Users may, at their pleasure, store their password at the office in our encrypted password management program in the case that they have forgotten their password.

Terminated Employee Policy

When an employee leaves AAUP-KSU Tech Support will immediately change the employee's users account password and archive the employee's files. All AAUP-KSU passwords the employee had access to will be changed.

Retired Computer Systems Policy

To ensure that retired computer systems contain no confidential information Tech support will sanitize (e.g. reformat and overwrite) the hard drives on retired computer systems before they are released.

Chapter Communications

Mailing Lists

The Chapter maintains mailing lists of both email and physical addresses of the members of each bargaining unit. These mailing lists are maintained solely for the purpose of enabling the Chapter to communicate with the membership.

Requests for access to or use of Chapter mailing lists by members of either CBU are evaluated by the Chapter staff in consultation with the Chapter President and/or the NTT President. If deemed appropriate, the Chapter office will distribute the material on behalf of the requestor; in most cases, the mailing list itself will not be provided. Appropriate materials are those dealing with Chapter business, as well as notifications of meetings (Chapter, Conference, National and related interests). Material of a political nature that is not directly related to Chapter business shall not be distributed.

Candidates for Chapter President and NTT President and supporters of candidates for those two offices may request and receive, at cost, mailing labels for the appropriate CBU.

The Chapter does not share its mailing lists with outside vendors or others external to the Chapter. External requests for mailing lists (outside of those which may come from AAUP National or the Ohio Conference of AAUP) will be denied and referred to the University's online phone directory (<http://kentstate.kent.edu/phonedirectory/>).

AAUP-KSU Newsletters

The TT and NTT CBU's of the AAUP-KSU should each publish a regular newsletter to be sent to all members of the respective bargaining units in order to keep them informed about relevant issues, concerns and events. At the discretion of both CBU's presidents, a chapter newsletter may be sent out to members of both bargaining units.

News Releases

When appropriate, the Chapter President may authorize that news releases be sent to media. In matters involving the NTT CBU, the NTT President, in consultation with the Chapter President, may issue news releases.

Document and Record Retention

The following are examples of documents and records that should be retained in the AAUP-KSU office either electronically or on paper. It is the responsibility of the CBU presidents to make sure that such documents and records are provided to office staff for proper retention. If and when paper documents and records dealing with anything of a financial or confidential nature are to be discarded, they must be shredded.

- Documents regarding the formation of the TT and NTT CBU's
- AAUP-KSU governing documents
 - Current and past Constitutions
 - Current and past TT and NTT governing documents
- Legal agreements between AAUP National and AAUP-KSU
- Legal agreements between AAUP-OHIO and AAUP-KSU
- TT and NTT Collective Bargaining Agreements (CBA's)
- TT and NTT CBA negotiation minutes/notes
- JCB meeting minutes
- TT and NTT executive committee meeting minutes
- TT council meeting minutes
- Formal correspondence between AAUP-KSU and Kent State University
- Annual AAUP-KSU faculty data base information
- TT and NTT newsletters
- Press releases
- Faculty handbooks
- Grievance documents/notes or summaries (formal and informal)
- Arbitration documentation by case
- Joint appeals board documentation by case
- Sanction notices/possible sanctions
- AAUP-KSU staff employee data/documents as required by law
- Signed membership forms as needed
- Fair share objector notices and follow-up documentation
- KSU Board of Trustees books
- Financial documents as required by law and audited financial statements
- Documents as required by SERB
- Documents as required as a non-profit
- Documents as required by local, state or federal law
- All certified election/ballot data (Paper ballots and data files are to be discarded after 2 years.)
- TT Faculty Excellence Awards
- Information regarding tenure and promotion that has been sent to AAUP-KSU
- NTT Performance Based Bonus Award winner lists
- NTT third-year review candidate lists and candidate results lists
- Documentation regarding NTT change of rank that has been sent to AAUP-KSU

The Kent State Chapter of the American Association of University Professors is not a public entity and is not subject to the Ohio Public Records Act. Confidential materials and copies thereof are the sole property of the Chapter.

Chapter Personnel Policies

The Kent State Chapter of the American Association of University Professors is an at-will employer.

There are three field staff positions for the AAUP-KSU – an AAUP-KSU Chapter Coordinator, an AAUP-KSU Office Coordinator and a part time AAUP-KSU Information Technology Coordinator/Tech Support employee. The responsibilities for each position are outlined in the job description for each position.

At peak/busy times, additional part time or temporary employees may be hired. In the event a recommendation is made for additional employees, a personnel committee will be established to evaluate this need. The appropriate governing bodies of each CBU must approve the addition before proceeding with employment.

Contracts detailing the terms of appointment for each position are kept on file with the Chapter president and on file at the AAUP-KSU office. The contracts are one year renewable contracts. With the successful completion of three one year contracts, the employee has the opportunity to sign a three year renewable contract.

Staff members will be evaluated every six months by the president of each CBU using the employee evaluation form outlined in this policy.

Employee Benefits

It is the practice of AAUP-KSU to offer the following benefits as part of a comprehensive benefits package to our field staff employees. Benefits for part time employees may be prorated. Should circumstances necessitate a re-visitation of these benefits, any proposed changes would go through the normal governance process for approval.

Insurance

Newly appointed full time employees shall receive medical, drug, dental, vision, basic life and optional life insurance (to equal two times annual salary), short term disability and long term disability insurances. The employer agrees to pay the full cost of the full time employee's health insurance, vision and dental plans designated by the employee but subject to the approval of the Joint Coordinating Board. The employer agrees to absorb any increase in the cost of benefits during the term of the contract. The employer agrees to provide the following at no cost to the employee: group life insurance at two times the employee's annual base salary, group accidental death and disability insurance, group short term disability insurance and group long term disability insurance.

Retirement

The employer will contribute 15% of the employee's annual base salary before taxes to a SEP Ira account during the term of the contract. Said account will be administered by a financial institution of the employee's choosing.

Vacation and Other Leave Time

Vacation: Full time employees will receive 20 days paid vacation accrued at the rate of 1.67 days per month. The employee will make an effort to use his/her vacation time during the year in which it is earned. If the employee is unable to schedule all of his/her vacation time during the year in which it is earned, he/she may carry over up to a maximum of 10 unused vacation days into the next contractual term.

Scheduled University Holidays: Employees will receive all scheduled University holidays off with pay if the employee is normally scheduled to work that day of the week.

Sick Leave: Sick leave will accumulate at the rate of 1.25 days per month (10 hours per month) for full time employees. Should the employee leave the employ of AAUP-KSU prior to the end of the contract, no unused accrued sick leave will be paid. Should the employee leave the employ of AAUP-KSU having fulfilled the terms of his/her contract, $\frac{1}{4}$ of any unused accumulated sick leave up to a maximum of 30 days shall be paid at the employee's current annual base salary rate.

Other Provisions:

The employee will provide at least 30 days written notice if he/she intends to leave his/her employment with AAUP-KSU prior to or at the end of his/her contract. The employer will provide at least 30 days notice prior to the end of the employee's contract if the employer does not plan to renew the contract.

Addenda:

Chapter Coordinator Job Description

Office Coordinator Job Description

Information Technology Coordinator/Tech Support Job Description

Forms:

Performance Evaluation Form

Job Descriptions

AAUP-KSU Chapter Coordinator: Job Description

AAUP-KSU's Chapter Coordinator reports directly to the Presidents of both CBU's and assists in implementing the Association's policies and furthering its goals without establishing policy. The Chapter Coordinator works with the Chapter President and the NTT President in ensuring that services and programs are carried out consistent with the Association's policies and goals. She/he works largely free of supervision and is permitted to exercise a high degree of independent judgment in her/his daily activities. She/he performs a wide variety of tasks, including but not limited to the following: providing assistance to officers, committees and members; organizational planning and day-to-day office management. Additionally, the Chapter Coordinator assists the Office Coordinator with fiscal duties.

The tasks of the Chapter Coordinator can be divided into three basic categories:

- Assistance to AAUP-KSU Officers and Committees
 - Assistance to AAUP-KSU Members
 - Back up to the AAUP-KSU Office Coordinator on an as-needed basis
1. Assistance to AAUP-KSU Officers and Committees
 - a. Chapter President, NTT President and respective Vice Presidents
 - i. Keep both Presidents informed of all AAUP-KSU activities and developments and provide back-up information and documentation as necessary
 - ii. Serve as liaison to the AAUP National and State offices; maintain contact with other AAUP Chapters as needed
 - iii. Coordinate communication between the Chapter and the University Administration as needed
 - iv. Serve as liaison to other collective bargaining units at the University
 - v. Serve as a resource person to officers, committees, members and non-members
 - vi. Develop a comprehensive understanding of the CBA's between AAUP-KSU and the University
 - vii. Monitor developments in public sector collective bargaining (specifically higher education collective bargaining) as well as developments in general labor law issues

- viii. Maintain familiarity with relevant policies and publications of interest to AAUP-KSU. Forward pertinent items to both Presidents and Executive Committee members as necessary
 - ix. Meetings/Conferences: Attend National and Collective Bargaining Congress meetings, meetings of the Ohio Conference AAUP and other meetings of interest to the Chapter as requested by Chapter leadership
 - x. Monitor intra-Chapter communications to promote continuity and avoid duplication
 - xi. Serve as liaison to Chapter attorney and discuss relevant legal issues with Chapter Attorney as needed
 - xii. Research collective bargaining issues/history as needed
 - xiii. Assist in the planning and scheduling of AAUP events
 - xiv. Attend other meetings (e.g. Quality of Faculty Work-Life Committee) as the request of TT/NTT President
 - xv. Send out annual notification letter concerning AAUP-KSU's fair share fee policy; compile a list of fee objectors and correspond with them accordingly; ensure that objectors receive their refund checks for non-chargeable expenses in a timely fashion; respond to any inquiries concerning fair share fees
- b. Secretary
- i. Take meeting minutes in the absence of the Secretary
- c. Executive Committee/Council
- i. Assist in the preparation of agendas as requested
 - ii. Prepare meeting materials
 - iii. Attend Executive Committee/Joint Coordinating Board/Council meetings, and take notes. Present "Chapter Coordinator's Report" at meetings
 - iv. Advise new officers of their responsibilities; provide information, records, supplies and any other assistance required
- d. Media Committee
- i. Prepare news releases
 - ii. Assist in the writing and editing of the Chapter Newsletters and other Association publications
 - iii. Type, format, duplicate and oversee the distribution of the Chapter Newsletters in a timely fashion
 - iv. Maintain a file of topics, articles and relevant news items for use in future publications
- e. Negotiations Committee/Negotiations Team

- i. Keep accurate files of negotiations notes of those negotiations sessions for which notes were taken
 - ii. Assist Committee in the collection of pertinent information and provide documentation and back-up data as needed
 - iii. Draft, edit and review contract language for review by appropriate committees
 - iv. Prepare and submit reports and materials required by the State Employment Relations Board (SERB)
 - v. Coordinate bargaining sessions, Committee meetings, and membership meetings
 - vi. Assist in conducting the contract ratification vote
 - vii. Keep Committee advised of SERB regulations
 - viii. Prepare, duplicate and distribute Committee materials
 - ix. Attend Committee meetings as requested

- f. Grievance Committee
 - i. Maintain a dialogue with Grievance Chair; discuss all grievance activity; attend meetings with grievants if possible
 - ii. Keep accurate and up-to-date grievance files
 - iii. Assist in preparation for and attend grievance hearings, meetings with outside counsel and arbitration hearings. Coordinate meetings with grievance, hearings, etc.
 - iv. Review arbitrator panels and assist in the selection of arbitrators
 - v. Maintain a database of arbitrator information (prior rulings, resumes, etc.)
 - vi. Attend Grievance Committee meetings
 - vii. Present the Grievance report to the Council and Executive Committees in the Grievance Chair absence
 - viii. Prepare and deliver correspondence relevant to grievances or potential grievances
 - ix. Otherwise assist the Grievance Chair as needed
 - x. Ensure that close grievance files are properly labeled and archived per document management protocol

- 2. Assistance to AAUP-KSU Members and CBU Members
 - a. Utilize knowledge of both CBA's as well as University policy to respond to routine inquiries; research more complicated inquiries
 - b. Answer questions and respond to information requests. Channel information to the appropriate parties. Follow-up as necessary

- c. Notify faculty members of workshops or other meetings that may be of interest to them
- d. Inform AAUP-KSU members of membership benefits

3. Back-up to the AAUP-KSU Office Coordinator

The AAUP-KSU Chapter Coordinator works in conjunction with the AAUP-KSU Office Coordinator in carrying out the day-to-day office tasks. The following is a non-exhaustive list of responsibilities which may be shared on occasion:

- a. Some general tasks:
 - i. Ensuring an accurate calendar of events and meetings is kept
 - ii. Coordinate and prioritize office tasks
 - iii. Oversee the intake of all material that comes through the office and direct it to the correct person or persons
 - iv. Organize and update specific office files
 - v. Respond to inquiries and route telephone calls as needed
 - vi. Serve as office receptionist in Office Coordinator's absence
 - vii. Supervise the purchase of office supplies as needed for the smooth operation of Association business; recommend any changes or upgrades in office equipment in consultation with the Office Coordinator and/or the Information Technology Coordinator/Tech Support
 - viii. Oversee and maintain the office email account; distribute messages to the appropriate parties; clear messages off the main server as necessary
 - ix. Archive relevant emails
 - x. Maintain a file of relevant newspaper articles and other media publications
 - xi. Maintain copies of University newsletters and other relevant publications
 - xii. Receive U.S. and campus mail and route accordingly
- b. Some financial tasks
 - i. Assist the Budget Committee and the Office Coordinator in the preparation/presentation of the annual operating budget for/to both CBU Presidents and the JCB
 - ii. Assist the Office Manager in the reconciliation of the quarterly State and National dues invoices and the University payroll deduction roster
 - iii. Serve as liaison to Chapter Accountant
 - iv. Sign checks as needed
 - v. Pay bills online in a timely fashion
 - vi. Work with Office Coordinator to reconcile credit card statements with receipts and reconcile bank accounts with deposit slips and account statements.

- vii. Respond to dues/fair share fees inquiries
- c. Some committee tasks:
 - i. Receive AAUP-KSU Executive Committee/Joint Appeals Board meeting minutes from Secretaries of both CBU's
 - ii. Distribute minutes to AAUP-KSU Committee members for their review
 - iii. File approved minutes for record-keeping purposes
 - iv. Duplicate meeting materials
 - v. Notify AAUP-KSU Committee/Council members of meeting times and locations; schedule rooms as needed; send reminders to appropriate committee members of meeting times/dates/places
 - vi. Arrange for meals/refreshments to be served if desired
- d. Miscellaneous
 - i. Assist in making travel arrangements for AAUP-KSU members' participation in out-of-area meetings (particularly National and State meetings) as outlined in the Travel Expense Reimbursement Policy section of the Chapter Operations Manual.

AAUP-KSU Office Coordinator: Job Description

The AAUP-KSU's Office Coordinator reports directly to the Presidents of both CBU's and assists in implementing the Association's policies and furthering its goals without establishing policy. The Office Coordinator works with the Chapter Coordinator and the Chapter President in ensuring that services and programs are carried out consistently with the Association's policies and goals. She/he works largely free of supervision and is permitted to exercise a high degree of independent judgment in her/his daily activities. She/he performs a wide variety of tasks, including but not limited to the following: Day to day office management, assisting members, officers, and committees as needed and organizational planning.

The tasks of the Office Coordinator can be divided into two basic categories:

- Day to day office management
- Assistance to AAUP-KSU Members

1. The AAUP-KSU Office Coordinator works to carry out the day-to-day office tasks. The following is a non-exhaustive list of responsibilities:

a. Some general tasks:

- i. Open and close the AAUP-KSU office
- ii. Maintain on-site record retention files
- iii. Ensuring an accurate calendar of events and meetings is kept
- iv. Coordinate and prioritize office tasks
- v. Oversee the intake of all material that comes through the office and direct it to the correct person or persons
- vi. Organize and update specific office files
- vii. Answer phones, respond to inquiries and route telephones calls as needed
- viii. Serve as office receptionist
- ix. Responsible for the purchase of office supplies as needed for the smooth operation of Association business; recommend any changes or upgrades in office equipment in consultation with the Chapter Coordinator and/or the AAUP-KSU Information Technology Coordinator/Tech Support
- x. Oversee and maintain the office email account; distribute messages to the appropriate parties; clear messages off the main server as necessary
- xi. Archive relevant emails
- xii. Maintain a file of relevant newspaper articles and other media publications
- xiii. Maintain accurate office inventory records
- xiv. Oversee cleaning contractors.
- xv. Responsible to schedule maintenance for office issues
- xvi. Receive U.S. and campus mail and route accordingly

- b. Some financial tasks
 - i. Assist the budget committee and Chapter Coordinator in the preparation/presentation of the annual operating budget for/to both CBU Presidents and the Joint Coordinating Board
 - ii. Responsible for the reconciliation of the quarterly State and National dues invoices and the University payroll deduction roster
 - iii. Serve as liaison to Chapter Accountant in working with quarterly and annual payroll taxes, Bureau of Worker's Compensation, Ohio Department of Job & Family Services and budget preparation.
 - iv. Manage accounting Quickbooks program, accounts payable and receivable, in a timely fashion
 - v. Reconcile credit card statements with receipts
 - vi. Respond to dues/fair share fees inquiries
 - vii. Monitor vendor contracts to control costs
 - viii. Maintain petty cash/stamp accounts
 - ix. Reconcile bank accounts with statements and deposit slips
 - x. Track Certificate of Deposit maturities
 - xi. Process paychecks for AAUP-KSU employees
 - xii. Process new hire paperwork (local, state and fed tax forms, insurances and retirement accounts)
 - xiii. Serve as liaison to COSE employee insurance
 - xiv. Maintain proper insurances for AAUP-KSU
 - xv. Work with University payroll personnel in maintaining accurate records and timely deposits of dues

- c. Miscellaneous
 - i. Assist in making travel arrangements for AAUP-KSU members' participation in out-of-area meetings (particularly National and State meetings) as outlined in the Travel Expense Reimbursement Policy section of the Chapter Operations Manual.
 - ii. Assist in the planning and scheduling of AAUP-KSU events
 - iii. Maintain office calendar including scheduled meetings, coordinating with University Scheduling and Banquet Sales.
 - iv. Work with the AAUP-KSU Information Technology Coordinator/Tech Support to maintain membership database and website
 - v. Send out annual notification letter concerning AAUP-KSU's fair share fee policy; compile a list of fee objectors and correspond with them accordingly; ensure that objectors receive their refund checks for non-chargeable expenses in a timely fashion; respond to any inquiries concerning fair share fees

2. The AAUP-KSU Office Coordinator provides assistance to AAUP-KSU members, officers, committees and collective bargaining unit members. The following is a non-exhaustive list of responsibilities:

- a. Some membership related tasks
 - i. Maintain working stock of AAUP-KSU information and new member packets.
 - ii. Process new members, maintain paper records, rolodex and electronic records
 - iii. Emeritus member processing and maintenance
 - iv. Maintain current member and fair share rosters with Ohio Conference AAUP, Collective Bargaining Congress and National AAUP
 - v. Coordinate mass mailings including newsletters, flyers, correspondence, etc. as needed.
 - vi. Work in conjunction with committee leaders and chairs to make sure procedures outlined in governing documents are completed in a timely manner.
 - vii. Serve as a liaison to Academic Personnel to keep database current

- b. Some committee/officer related tasks:
 - i. Receive meeting minutes from Secretaries of both CBU's
 - ii. Prepare, duplicate and distribute minutes and other meeting materials to all committee members for their review
 - iii. File approved minutes for record-keeping purposes
 - iv. Notify committee/council members of meeting times and locations as directed by officers or committee chairs; schedule rooms as needed; send reminders to appropriate committee members of meeting times/dates/places
 - v. Arrange for meals/refreshments to be served if desired

AAUP-KSU Information Technology Coordinator/Tech Support: Job Description

AAUP-KSU's Information Technology Coordinator/Tech Support employee is employed in a part-time capacity and reports directly to the President of the Chapter. The Information Technology Coordinator/Tech Support works with both AAUP-KSU CBU Presidents to ensure that computer systems security meets the Association's requirements and with the AAUP-KSU Chapter Coordinator and AAUP-KSU Office Coordinator to ensure that computer services meets the Association's information technology requirements. Additionally, the Information Technology Coordinator/Tech Support assists the AAUP-KSU Chapter Coordinator and AAUP-KSU Office Coordinator in any manner that he/she can.

In consultation with the appropriate Chapter officers and/or bodies, duties include, but are not limited to the following:

- Update the Information Technology Coordinator/Tech Support Job Description as needed and keep
- Establish and implement the Association's computer systems policies
- Administer and maintain the Association's computer systems
- Administer and maintain the Association's computer network
- Design and maintain the Association's Internet presence
- Design and maintain the Association's databases
- Design and implement software solutions to information technology problems
- Evaluate and implement the overall strategic goals of the Association's information technology requirements

The tasks of the Information Technology Coordinator/Tech Support employee can be divided into the following basic categories:

- Computer Systems Maintenance and Administration
 - Computer Network Maintenance and Administration
 - Secure and Appropriate Internet Presence
 - Software Development
 - Strategic Information Technology Planning
 - Server Hardware Maintenance and Administration (pending)
1. Computer Systems Maintenance and Administration
 - a. Hardware Maintenance
 - i. Install desktop and laptop hard drives
 - ii. Install desktop memory
 - iii. Install desktop video cards
 - iv. Install gigabit network PCI adaptor cards
 - v. Install USB 2.0 PCI adaptor cards
 - vi. Install desktop case fans
 - vii. Install USB 2.0 hubs
 - viii. Install laptop wireless network cards
 - ix. Clear computer cases of dust with compressed air

- b. Software Maintenance and Administration
 - i. Install software and software updates
 - ii. Install OS and OS updates
 - iii. Install anti-virus software and anti-virus updates
 - iv. Install and configure backup software
 - v. Install and configure web development software
 - vi. Create user accounts
 - vii. Update databases
 - viii. Defrag hard drives
 - ix. Perform disk cleanups
 - x. Clear user browser cache
 - xi. Perform anti-virus scans
 - xii. Perform computer system backups
 - xiii. Install device drivers
 - xiv. Configure printers
 - xv. Configure email clients

- 2. Computer Network Maintenance and Administration
 - a. Deploy network cables
 - b. Install network router and/or switches
 - c. Connect and configure network devices
 - d. Assign network IPs
 - e. Configure network gateway firewall
 - f. Monitor network traffic
 - g. Monitor network availability
 - h. Evaluate network security
 - i. Monitor email usage

- 3. Internet Presence
 - a. Web Site development and maintenance
 - i. Develop overall web site hierarchy
 - ii. Develop overall web page layout
 - iii. Design and maintain web pages
 - iv. Monitor web site usage
 - v. Monitor web site availability
 - vi. Configure web site services
 - vii. Coordinate with web site provider
 - viii. Coordinate web content with the AAUP-KSU Chapter Coordinator and the AAUP-KSU Office Coordinator
 - b. SharePoint site development and maintenance
 - i. Develop overall SharePoint site hierarchy
 - ii. Design and maintain SharePoint web pages
 - iii. Create user accounts and assign user roles in SharePoint sites
 - iv. Monitor SharePoint site usage
 - v. Monitor SharePoint site availability
 - vi. Coordinate with SharePoint site provider
 - vii. Coordinate SharePoint site content with SharePoint users

- viii. Archive SharePoint sites as needed
 - c. Online voting development and maintenance
 - i. Design online voting web pages for polls
 - ii. Add voting accounts to polls
 - iii. Send emails to voters
 - iv. Coordinator online voting content with users
 - v. Distribute vote results to designated contact
 - vi. Monitor online voting usage
4. Software Development
- a. Develop Microsoft Access database structures specific to the needs of AAUP-KSU
 - b. Construct Microsoft Access database queries
 - c. Develop VBA code for Microsoft Access database status monitor
 - d. Develop VBA code to calculate membership from Microsoft Access database
 - e. Develop VBA code to check email addresses from Microsoft Outlook
 - f. Test new software packages
5. Strategic Planning
- a. Recommend user account policies
 - b. Coordinate software availability with the AAUP-KSU Chapter Coordinator and the AAUP-KSU Office Coordinator
 - c. Evaluate computer hardware and software system requirements for the complete backup of the computer systems
 - d. Recommend and evaluate AAUP-KSU email policies
 - e. Establish AAUP-KSU computer systems security policies with the Chapter President
 - f. Evaluate AAUP-KSU computer systems security policies
 - g. Evaluate methods to fire protect the external storage and software discs
 - h. Evaluate web host providers
 - i. Evaluate SharePoint host providers
 - j. Evaluate the AAUP-KSU computer hardware systems and plan for computer hardware system upgrades
 - k. Evaluate the AAUP-KSU computer software systems and plan for computer software system upgrades
 - l. Establish and evaluate AAUP-KSU network security
 - m. Determine AAUP-KSU data archiving requirements
 - n. Evaluate Microsoft Exchange host providers
 - o. Evaluate email archiving solutions
 - p. Determine AAUP-KSU computer server requirements
 - q. Evaluate computer server systems
 - r. Recommend hardware and software solutions to the Association's information technology requirements
6. Server Maintenance and Administration (pending)
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Forms

Travel Expense Report

Miscellaneous Expense Report

Employee Evaluation Form