1.0 PURPOSE

Information maintained by Meredith College in its administrative computing systems is a vital asset that will be available to all college employees who have a legitimate need. The granting of access will be consistent with the college's responsibility to preserve the integrity of such data by all appropriate means and to protect the privacy of records, as required by federal legislation.

2.0 SCOPE

All Meredith college employees.

3.0 POLICY

Meredith College owns all administrative data. Individual departments, offices and personnel may have specific, limited stewardship and maintenance responsibilities for portions of the data, as well as, for the computer operating systems.

The College's Senior Management Team, headed by the President, is charged with the responsibility for establishing appropriate college-wide data and information management policies and procedures. The four College Vice Presidents (Academic Affairs, Business and Finance, Institutional Advancement, and Student Development) have specific responsibility for data and information in their operational areas. The management, maintenance, and access decisions are typically delegated to the subordinate managers and supervisors in their areas of responsibility.

Maintenance of all associated hardware and system software is the responsibility of the Technology Services department.

Within a given office or department, the responsible manager determines the required level of access for whoever fills a particular position based on the concept that appropriate access is that which is necessary for the successful completion of the tasks for which the individual is responsible. The process for requesting access to any additional information is as follows:

- The request, if first made to the individual's department head, will be evaluated by the department head who will evaluate the individual's need.
- In cases where the requested information extends beyond the department head's purview, the department head, if s/he agrees with the need for the data, will forward the request for approval by the manager who is responsible for the information.
- In those cases where agreement on access level cannot be reached or uncertainty exists, the appropriate Vice President resolves the issue.
- When an individual leaves a position, the department head or Vice President will submit written notification (or e-mail) to Technology Services to remove that individual's access to data.
- In all cases, the role of Technology services is limited to implementing the agreed upon access (or deletion thereof) as soon as a written request (or e-mail) is received from the responsible manager or Vice President.
- For purposes of clarity, what follows details by system module the responsible Vice President(s) and functional department(s)

Demographic Information – Responsible Managers: Directors of Admissions for various programs (Applicants), Registrar (Students), Vice-President for Business and Finance (Employees), Controller (Vendors), Vice-President for Institutional Advancement.

Name	Addresses	Phone Numbers	SSN
Birth Date	Parent Info	Emergency Info	Employment Info
Spouse Info	Relation Info	Special Needs	Foreign Person Info

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Admissions Management – Responsible Manager: Director of Admissions, Vice-President Student Development.

Prospect Status	Academic Program	Application Status
Admit Status	Start Term	Test Scores
External Transcripts	Institutions Attended	Honors/ACT

Academic Records – Responsible Manager: Registrar, Vice-President: Academic Affairs.

Academic Program	Advisors	Restrictions
Transcript/Academic History	Academic Level	Class Level

Registration – Responsible Manager: Registrar, Vice-President: Academic Affairs

Registration	Student Schedule	Academic Roster	Waitlists

Curriculum Management – Responsible Manager: Registrar, Vice-President: Academic Affairs.

Programs	Course Sections

Faculty Information – Responsible Manager: Vice President for Academic Affairs

Faculty Info	Faculty Schedule	Faculty Qualifications	Faculty Advisees

Accounts Receivable/Cash Rcpt – Responsible Manager: Controller, Vice-President: Business and Finance

Accounts Receivable	Cast Receipts

Residence Life – Responsible Manager: Director of Residence Life, Vice-President: Student Development

Room Assignment	Meal Plan Assignment

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Financial Aid – Responsible Manager: Director of Financial Aid, Vice-President: Student Development

Pending Financial Aid	All Powerfaids information

Payroll/Personnel – Responsible Manager: Vice-President for Business and Finance

Employment Information	Position Information	Salary/Wages
Benefits/Deductions	Leave Plans	Taxes

General Ledger – Responsible Manager: Controller, Vice-President: Business and Finance

General Ledger Admin	Budgets	GL Transactions

Accounts Payable – Responsible Manager: Controller, Vice-President: Business and Finance

Vendors	Vouchers

Benefactor – Responsible Manger: Vice-President for Institutional Advancement

Donor Information	Alumnae Information

Scheduling (AdAstra) – Responsible Manager: Coordinator of Campus Events, Vice-President: Business and Finance

Scheduled Events

4.0 REVISION HISTORY

Description of Change	Revision History
Initial Creation	–
Reformatting of Policy	March 2016

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5.0 INQUIRIES

Direct inquiries about this policy to:

Jeff Howlett, CIO
Meredith College
3800 Hillsborough Street
Raleigh, NC 27607

Voice: 919-760-8828
Fax: 919-760-2325
Email: howlettj@meredith.edu

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