

Humboldt State University
Academic Senate

**Resolution on HSU Email Accounts as the Official Form of Email Communication
between Humboldt State University and Students**

#11-08/09-SA (Revised) – February 10, 2009

RESOLVED: That the Academic Senate of Humboldt State University recommends to the President that the University adopt the policy that HSU email accounts become the official form of email communication between students and the University. This policy does not preclude the University from utilizing other forms of communication, such as registered mail, and be it further

RESOLVED: That students are responsible for checking their HSU email account for official communications; and be it further

RESOLVED: That while student mail account holders may elect to redirect messages sent to their HSU official email address by registering a “preferred” email address, those who redirect email from their official address to another address do so at their own risk. Having an email lost as a result of re-direction does not absolve the account holder from responsibilities associated with communication sent to their official email address. The University is not responsible for the handling of email by outside vendors or unofficial servers.

***Rationale:** Currently many students miss official communications from the University because a problem exists with some outside service account providers. Making the HSU email account the official method of communication puts the responsibility on the students; thereby covering or protecting the University, Faculty, Student Disability Resource Center, etc.*

A student’s HSU email account also remains constant even when the student changes physical addresses or chooses different outside email account providers.

PASSED Unanimously – February 10, 2009 – Academic Senate
APPROVED – February 20, 2009 – President Richmond

Electronic Distribution:
VP for Academic Affairs
VP for Administrative Affairs
VP for Student Affairs
VP for University Advancement
CEO Information Technology Services

Merry Phillips

From: Rollin Richmond [Rollin.Richmond@humboldt.edu]
Sent: Friday, February 20, 2009 6:29 AM
To: Merry Phillips
Cc: Saeed Mortazavi; Anna Kircher; Robert Snyder; Mary Greta
Subject: Resolution on HSU Email Accounts

Dear Merry: In response to your memorandum of February 18, 2009, I approve the resolution (#11-08/09-SA) on HSU Email accounts with thanks. This is an important issue and I appreciate the Senate's action. Rollin

Rollin C. Richmond, President
Humboldt State University
Phone: 707-826-3311
Email: rollinr@humboldt.edu
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Humboldt State University: Learning to Make a Difference. Visit us on the Web at www.humboldt.edu.

Merry Phillips

From: Merry Phillips [Merry.Phillips@humboldt.edu]
Sent: Wednesday, May 20, 2009 12:32 PM
To: Burt Nordstrom; Melanie Miller; Steven Butler; Kate Stroup; Robert Gunsalus; Lorraine Dillon; Robert Snyder; Lura Holtkamp; Anna Kircher; Molly Simpson
Cc: Merry Phillips
Subject: Resolution on HSU Student Email Accounts/Communication
Attachments: image001.gif; image003.jpg; image005.jpg; Resolution11-08-09-SAPASSEDAPPROVED.doc



HUMBOLDT STATE UNIVERSITY

Academic Senate

MEMORANDUM

May 20, 2009

TO: All Division Vice Presidents
FROM: Academic Senate Office
SUBJECT: Approved Senate Resolution

The attached "Resolution on HSU Email Accounts as the Official Form of Email Communication between Humboldt State University and Students" (#11-08/09-SA (Revised) was passed by the Academic Senate and approved by President Richmond.

Please share this information within your Division, as appropriate. If you have any questions, contact the Senate Office (3657 or mbs7001).

Merry Phillips, ASC
Academic Senate Office
Humboldt State University
Phone: 707-826-3657 * Fax: 707-826-3651
mbs7001@humboldt.edu

Merry Phillips

From: Anna Kircher [Anna.Kircher@humboldt.edu]
Sent: Wednesday, May 20, 2009 12:42 PM
To: Merry Phillips
Cc: Burt Nordstrom; Melanie Miller; Steven Butler; Kate Stroup; Robert Gunsalus; Lorraine Dillon; Robert Snyder; Lura Holtkamp; Molly Simpson
Subject: Re: Resolution on HSU Student Email Accounts/Communication

FYI

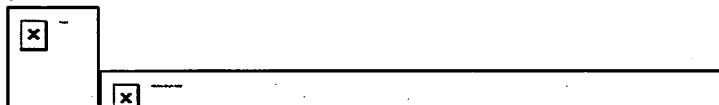
Notice of this policy has been included in next year's HSU catalog, has been advertised in the student newspaper, has been included in University Notices, is being included in all HOP and HOOP materials, and will be included in Housing materials to students in the residence halls. We are almost finished with adjusting the business processes that manage email addresses in CMS to reflect this change - they should be complete in early June. We will make sure posters are available across campus before students come back in the fall, readvertise in the student newspaper, and will make sure the 'home' page on web browsers in all the interdisciplinary computer labs include notice of this policy.

If you can think of other ways we should reach out to students to make sure they are aware of the policy, please let me know.

Anna

Anna Kircher
Chief Information Officer
Humboldt State University
One Harpst Street
Arcata, CA 95521
707-826-3815

----- "Merry Phillips" <Merry.Phillips@humboldt.edu> wrote:

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Academic Senate

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