Security and Safety Announcement

The purpose of this announcement is to provide information regarding changes in three security and safety related procedures. Today, there is a nationwide focus for college and university campuses to make continuous improvements regarding safety and security. Ursuline College continues to focus on providing students, faculty and staff with a safe and secure environment.

Security Personnel
The second shift security team has changed their activities so that one security staff member is available to exclusively patrol parking areas from 9:00 PM to 10:30 PM. This change was made during September to provide a safe and secure campus for students with late classes walking to parking areas. Pilla and the North Parking Lot will be the main areas of focus. If you have any questions, please call Jim Krzywicki, Manager of Security at extension 6119.

Computer Security
New software has been installed to aid the campus in securing access to unattended computers. Whenever a computer is left unattended for more than 60 minutes, the software will automatically lock your computer and your password will be required to gain access. Many of you are already using a similar Windows feature, but this software removes the Screen Saver Tab from the Control Panel, so that the feature cannot be disabled or set by the individual user. If you wish to lock your computer manually, use the Control-Alt-Delete or lower case l. Please contact CIS at extension 8391 if you have any questions.

Mailroom/Print Shop
New policies and procedures are attached to this announcement. Please read them carefully as we are making changes designed to provide greater security for mail, packages and printed material. In the past several years, we have had numerous incidents of lost, stolen or misdirected mail and packages. These procedures will assist in improving the safety and security of mail, packages and print shop material.

Please click here for more information.

In addition, please be advised that the new closed mailboxes have been installed and are ready for assignment and use. Please visit Paul Murray in the mailroom prior to the end of this week, Friday, October 19, 2007 to receive your assigned mailbox and combination. Mailroom hours are 8:30 AM to 5:00 PM, Monday to Friday. Any faculty or staff that cannot visit during regular business hours, please contacts Paul at 440-6436-8304 or by e-mail at pmurray@urusline.edu to receive your assignment and combination.