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1							Legend: Red = New additions
2							Blue = Recently completed items.
3	DATA STEWARDS						
4	Faculty/Staff Email ID Implementation Requirement Committee						
5	ACTION ITEM TICKLER						
6	Complete	Meeting Date	Group	Assigned To	Description	Completed Date	Comments
7	N	01/23/2003	Email	All	Jayna asked the committee members to review the ASO list and let her know if anyone else should be added. In particular, there may be an area not covered due to recent reorganizations.		See: http://www.uky.edu/IS/DataAdmin/DOCS/AreaSecurity/areasecurity.htm
8	N	10/31/2002	Policy	Cheesman	Contact Don Witt to see if twice a year add/drop is appropriate for dropping students who do not enroll.		Kathy Hamperian is working with Don.
9	N	01/23/2003	Email	Cheesman	Jayna will talk to Penny Cox about the funding for the alumni email accounts.		Penny is working on this.
10	N	01/23/2003	Email	Cheesman	Jayna said the Fair Use policy would need to be updated concerning an employee or student misrepresenting themselves through their UEA.		
11	N	01/07/2003	TechLog	Crouch	Kathy will compare a list of the current employees to those in UAMS to determine those without U-Connect accounts.		Programming done but program not run.
12	N	03/06/2003	Email	Sampson	John S. will let Jayna know who the Human Resources contact will be, who can determine which employee UEAs may be suppressed.		3/20/03 John has sent email but no response received.
13	N	03/06/2003	Email	Tibe	John T. will check with Matt DeFoor, who explained a user would not be in WHOIS if a UEA is not created.		
14	N	05/05/2003	TechLog	Tibe	John T. is working with Matt DeFoor to generate reports: 1) email accounts created but not activated, 2) active accounts with UEA, 3) active accounts without UEA.		
15	N	10/24/2002	Comm/ Train	Wilson	Kim will talk with David Hoake about working with the Health Literacy campaign.		
16	N	10/24/2002	Comm/ Train	Wilson	Kim will ask UK Advance if graduates of their program would volunteer to train employees who need to learn how to use email.		

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17	Y	03/06/2003	Email	All	Everyone should review the Email Requirement Policies document and let Jayna of any changes as soon as possible.	Complete	
18	Y	03/06/2003	Email	Cheesman	Jayna will talk to Kathy Crouch about the process for current employees who do not have a U-Connect account, but need to create one.	Complete	
19	Y	03/06/2003	Email	Cheesman	Jayna will change the wording to: Standards and requirements on password formats....Procedures 3. Standards on email password formats.	Complete	
20	Y	03/06/2003	Email	All	Everyone should review the Policies and Procedures documents and send any changes to Jayna before 3/10/03.	Complete	
21	Y	03/06/2003	Email	Cheesman	Jayna will talk to Penny and Doyle about what penalties can be imposed if the UEA is not activated by the June deadline.	03/11/2003	IT Directors have decided to leave the UEA optional, and will evaluate UEA usage in 07/03.
22	Y	03/06/2003	Email	Sampson	John S. will change the wording for the April 28 bullet to: All new employees hired on and after this date automatically provided U-Connect account and allowing for UEA activation and mailbox AND the wording for the June 2 bullet from 'all employees' to employees with easy access to computers. The date will also be changed from June 2 to June 30.	Canceled	Not necessary
23	Y	03/06/2003	Email	Sampson	John S. will determine the best way to notify new employees of their email account and how to activate their UEA and Mailbox.	Complete	Employee Orientation will provide information to new staff along with a new web page for new employees. The colleges will be responsible for getting info to faculty. It is also possible to add information of the FAQ's associated with the Online Employment System so hiring officials are also aware.
24	Y	03/06/2003	Email	Emmick	Chris will contact Jayna to schedule a time to discuss merging the Email Requirements Procedures document with documentation he has created.	03/06/2003	Scheduled for 3/12/03.
25	Y	01/23/2003	Email	Sampson	John will have T. Lynn review the Email Requirement Policies. In particular, T. Lynn should address any wording relating to retirees (Paragraph II.D.), Paragraph III.D., and Paragraph IV.B.	01/28/2003	See email from John dated 1/28/03
26	Y	12/19/2002	Email	Claunch	Deb will schedule a meeting for Jayna with the Area Security Officers for Jayna to explain the role the committee needs them to play. Schedule after 3/6/03 meeting and review of ASO list.	Complete	
27	Y	12/19/2002	Email	Cheesman	Email addresses in the Procedure document on where to send official university-wide electronic communications need to be updated to the University Email Address for these people as soon as they are established.	06/06/2003	mary.margaret.colliver@uky.edu and gail.hairston@uky.edu
28	Y	12/19/2002	Email	Sampson	John will check with the retirement office to see if the definition for a retiree for purposes of email accounts can be better defined.	Complete	Decision was that those retirees whose names are approved by the Board of Trustees will be considered official retirees.
29	Y	12/19/2002	Email	Scott	Sidney will write a document defining best practices for email password formats and forward the document to Jayna.	03/05/2003	
30	Y	12/19/2002	Email	Arnold	Nick will talk with Jack Applegate to see whom in PPD he can solicit for a pilot group.	Complete	This is not an issue since those without computer access will be excluded from the requirements.

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31	Y	12/19/2002	Email	Arnold/ Tibe	John and Nick will meet to discuss the process for automating the creation of accounts for distributed systems. Once the process is defined and tested, it will be documented and forwarded to Jayna.	Complete	
32	Y	12/19/2002	Email	Arnold/ Tibe	John and Nick will decide how to handle auto forwarding for PPD and will document the process for other areas.	Complete	
33	Y	12/19/2002	Email	Sampson	John will review retiree information in the Procedures document and get back to Jayna regarding any changes.	Complete	
34	Y	12/19/2002	Email	Ray	Connie will draft a formal statement concerning this issue of employees without access to computers.	01/14/2003	http://www.uky.edu/IS/DataAdmin/DOCS/committe/EmailIDSubComm/EmailMemoDrRayResponse.pdf
35	Y	12/19/2002	Email	Claunch	Deb will schedule a meeting for John Tibe, Kathy Hamperian, Kathy Crouch, Jayna Cheesman, Dave Elbon, Sidney Scott, and Keith LaVey to discuss the technical logistics of sending files back and forth required for creating a UEA and email mailbox for an employee.	12/19/2002	Scheduled for 1/7/02.
36	Y	12/12/2002	Policy	Cheesman	Jayna will talk with Doyle and John Tibe about which is more important - automatic activation or potential security issue.	Complete	
37	Y	12/12/2002	Policy	Cheesman	Jayna will check with John Tibe, does the record only show on WHOIS if the account is activated?	Complete	Yes.
38	Y	12/12/2002	Policy	Cheesman	Jayna will check when the privacy issue gets addressed, before or after UEA is created? Students and Employees may be different.	Complete	For students with Privacy Flag UEA will not show in directory.
39	Y	12/12/2002	Policy	Cheesman	Jayna will check with Penny about how long to give retirees to forward email from Exchange to U-Connect.	12/19/2002	Up to one year.
40	Y	11/21/2002	Email	Scott	Sidney will forward a list of the security officers to Jayna.	03/05/2003	
41	Y	11/21/2002	Email	Sampson	John will talk with T. Lynn about the definition of 'retiree' for purposes of establishing a PEN.	Complete	
42	Y	11/21/2002	Email	Scott	Sidney will provide the link to Jayna which outlines password best practices.	12/19/2002	A URL does not exist. Sidney will write a document defining best practices for email password formats.
43	Y	11/21/2002	Email	Cheesman	Jayna will update the Definitions, Policies, and Procedures documents based on discussion from the meeting.	12/18/2002	
44	Y	11/21/2002	Email	Claunch	Deb will extend the meetings through January.	11/22/2002	Meetings extended for January 9th, 23rd and 30th, 2003.
45	Y	11/21/2002	Email	Cheesman	Jayna will check the reports identifying individuals without email and sort them by department so lists by college or unit can be provided.	11/25/2002	
46	Y	11/07/2002	Email	Cheesman	Jayna will talk to Peggy Akridge or Karen Willmott to identify the issues concerning staff use of the student labs.	Complete	Not an option at this time.
47	Y	11/07/2002	Email	Sampson	John will revise the draft, based on the input from the meeting, and send it to the committee members for final review. He would like to have the revised copy ready to go to Connie next week.	11/13/2002	
48	Y	11/07/2002	Email	Sampson	John S. will remove the budget issue from the memo.	11/07/2002	
49	Y	11/07/2002	Email	Sampson	John S. will send a memo regarding next week's meeting (11/14/02), and whether or not the full committee will be meeting, the sub-committees, or a combination of both.	11/13/2002	

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50	Y	11/07/2002	Email	All	All members need to review the policy draft that was sent previously by Jayna, and provide her with your feedback as soon as possible.	11/21/2002	
51	Y	10/31/2002	Policy	Cheesman	Review two policy samples provided by Jeannie Taylor for possible inclusions into draft.	Complete	
52	Y	10/31/2002	Policy	Sampson	Contact T. Lynn Williamson to review draft.	02/28/2003	
53	Y	10/31/2002	Comm/ Train	Cheesman	Jayna will let Connie Ray know that the Data Stewards should meet in November to answer the sub-committee's questions.	Complete	
54	Y	10/31/2002	Policy	Cheesman	Develop draft procedures noted in minutes (12 above).	Complete	
55	Y	10/31/2002	Policy	Cheesman	Contact the technical team to see if inactive IDs can be suspended for inactivity.	Complete	Yes, accounts are suspended, not deleted.
56	Y	10/31/2002	Policy	Cheesman	Contact T. Lynn Williamson to see if this policy is to be incorporated into existing policy on Computing Use and Access.	01/23/2003	T. Lynn felt these should be part of the computing policies, since everyone does not have an email. He said if the University makes it a requirement that everyone have an email, then the policies and procedures may need to be an AR or GR in the future.
57	Y	10/31/2002	Policy	Cheesman	Contact Kathy Hamperian to see if alumni are to be included.	Complete	Per 11/5/02 meeting, IT Directors are going to meet with Stan Key and Liz Demoran about this issue. 1/23/03 Graduated alumni will retain their existing UEA per meeting with Stan Key, Penny Cox and Doyle Friskney.
58	Y	10/31/2002	Comm/ Train	Sampson	John will draft a memo to Jayna to give to Connie to report to the Data Stewards on the sub-committee questions still unanswered.	11/19/2002	
59	Y	10/31/2002	Comm/ Train	Sampson	John will set up a meeting with Sarah Nikirk and Jayna to compile a draft of the Priority and Recommendation list.	Completed	
60	Y	10/31/2002	Policy	Cheesman	Revise draft policies based on today's discussion and send to everyone.	10/31/2002	
61	Y	10/24/2002	Comm/ Train	Hamperian	Kathy will talk to Jayna about the importance of the Data Stewards meeting in November.	10/31/2002	The sub-committee is to put together a budget for PR and Training for the Data Stewards to review.
62	Y	10/17/2002	Policy	Hall	Contact owners of other email systems to obtain file for analysis purposes against WHOIS and UAMS.	Complete	See "Analysis of Email Nodes": http://www.uky.edu/IS/AdminApps/EmailIDProject/EmailNODEAnalysis.htm and "Analysis of UK Employees without Email IDs": http://www.uky.edu/IS/AdminApps/EmailIDProject/NoEmailIDAnalysis.htm
63	Y	10/17/2002	Comm/ Train	Sampson	John will contact the Provost to see if the Communications/Training could be a part of the hiring package for all Faculty.	10/30/2002	Kris Hobson stated there is no orientation that would enable communication to be provided to faculty regarding the implementation of their new email. Would be best to set up contacts with the 10 colleges and provide them with the information.
64	Y	10/17/2002	Comm/ Train	Sampson	John will contact Tony from IT, asking him to join the committee and to discuss training procedures already in place which can be built on.		
65	Y	10/17/2002	Policy	Cheesman	Check with Kathy Hamperian about estimated completion date for assignment of student email IDs.	10/23/2002	No date set yet.

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66	Y	10/17/2002	Policy	Cheesman	Check with Kathy Hamperian to see if plan is to produce machine-readable file for Kathy Crouch's group to enter into UAMS for employees - similar to what is planned for students.	10/23/2002	Yes. As long as the employee file is the same format as the student file.
67	Y	10/17/2002	Policy	Cheesman	Check with Kathy Hamperian whether all new employee email IDs will be on U-Connect versus Exchange.	10/24/2002	The default email system for new employees and new students will be U-Connect.
68	Y	10/17/2002	Policy	Cheesman	Verify whether written policy exists regarding self-registration in WHOIS.	10/24/2002	A written policy does not exist, but a working policy is in place that states each employee and student is responsible for registering their account with WHOIS. Registration is not limited to the individual only.
69	Y	10/17/2002	Policy	Hall	Check WHOIS to see if email systems other than U-Connect and Exchange are included.	10/24/2002	<u>Analysis of Email Nodes</u>
70	Y	10/10/2002	Comm/Train	Sampson	John will speak to Kim Wilson, HRD Manager, and discuss having HRD's participation in the group.	10/17/2002	
71	Y	10/03/2002	Email	Bates, J	Jan will talk with Earl about a Medical Center contact for the Communication/Training Sub-Committee.	Complete	Earl is the contact for the Medical Center.
72	Y	10/03/2002	Email	Sampson	John will meet with T. Lynn to determine which recommendations need to be addressed by official AR's, GR's or are procedural issues.	01/23/2003	T. Lynn felt these should be part of the computing policies, since everyone does not have an email. He said if the University makes it a requirement that everyone have an email, then the policies and procedures may need to be an AR or GR in the future.
73	Y	10/03/2002		Sampson	John will talk with Pat Blair in PPD about their participation on the Policy and Communication Sub-Committees.		Dan Abbott started attending on 10/17/02.
74	Y	10/03/2002		Sampson	John will let Jayna know if he will be attending the Data Stewards meeting on October 29, 2002.	10/25/2002	He will attend.
75	Y	10/03/2002		Bates, J	Jan will talk with Jeannie Taylor about her participation on the Policy/Procedure Sub-Committee.	10/03/2002	
76	Y	10/03/2002		Cheesman	Jayna will talk with Keith LaVey about getting reports to show who does not have email access at this time.	10/07/2002	
77	Y	10/03/2002		Claunch	Deb will add the listserv address to the web site.	10/04/2002	
78	Y	10/03/2002		Claunch	Deb will post a copy of the standard spreadsheet to be used by the sub-committees for minutes, on the web site.	10/04/2002	
79	Y	10/03/2002		Sampson	John will talk with Kim Wilson in Operation Educate about their participation in the committee and the training they are organizing for PPD.	10/17/2002	John and Kim will be meeting 10/10/02.
80	Y	10/03/2002		Sampson	John will email Ren Bates (LCC) about their participation on the various sub-committees.	10/03/2002	
81	Y	10/03/2002		Sampson	John will email Kathy Hamperian asking her to speak with John Tibe about chairing the Technical Sub-Committee.	10/03/2002	
82	Y	10/03/2002		Sampson	John will contact Dr. Carla Craycraft asking her to provide the name of a person to represent Agriculture on the committee.	10/03/2002	
83	Y	09/26/2002	Email	All	Committee members should email John, prior to the next meeting, and let him know which sub-committee they would like to be on, and if they have suggestions for any other people who may need to be on the sub-committee.	10/03/2002	

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84	Y	09/26/2002	Email	Cheesman	Jayna will check to see if Nick is on the Data Custodian committee	09/27/2002	Nick is on Jayna's email list of the Data Custodians and should be receiving all the correspondence she sends out.)
85	Y	09/26/2002	Email	Cheesman	Jayna will see if she can get the Email ID Implementation Committee on the Administrative Systems Users Group agenda.	09/26/2002	Jayna and Kathy will discuss our project at this meeting.
86	Y	09/26/2002	Email	Claunch	Deb will create a web site for the Email ID Implementation Committee.	09/27/2002	http://www.uky.edu/IS/DataAdmin/DOCS/committe/EmailIDSubComm/EmailIDhome.htm
87	Y	09/26/2002	Email	Sampson	John will attempt to assign each of the recommendations to a sub-committee for resolution and will have this available at the next meeting.	10/03/2002	
88	Y	09/23/2002	Email	Ray	Connie will talk to the President's staff about email implementation and get back with Jayna.	09/23/2002	The President's staff supports this project.
89	Y	09/20/2002	Email	All	Committee members who have policy issues should forward them to John Sampson, who will see they are forwarded to T. Lynn Williamson to be addressed.	Complete	
90	Y	09/20/2002	Email	Cheesman	Jayna will ask Karen Willmott who she wants to represent CSC.	09/24/2002	Sidney Scott will represent CSC.
91	Y	09/20/2002	Email	Cheesman	Jayna will talk with Connie Ray and ask her to speak with Dr. Todd and his staff regarding the implementation.	09/23/2002	
92	Y	09/20/2002	Email	Cheesman	Jayna is waiting to hear from Connie about who, from Public Relations, will be appointed to this committee.	09/30/2002	Gail Hairston will be the PR representative.
93	Y	09/20/2002	Email	Claunch	Deb will obtain a location(s) for the meetings and notify everyone when established.	09/20/2002	Thursdays 9-10:30, 149 ASTeCC through 11/21/02.
94	Y	09/20/2002	Email	Sampson	John will find the Administrative Regulation (AR) that applies to employee responsibility for reading/understanding UK policies and bring copies to the next meeting.	09/26/2002	There is no AR or Policy requiring this. It is generally accepted that all employees and students will stay in touch with the university community by reading communications as they come out. Is an employee required to read work related communications at work? The Fair Labor Standards Act comes into play. If a non-exempt employee is told to read communications after work, then the supervisor is in violation of the Standards, if they do not pay them overtime. Email is not the only means of communication, but the <u>preferred</u> means.
95							