



January 14, 2003

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MEMORANDUM

TO: John Sampson
Chair, Email ID Implementation Committee

THROUGH: Jayna Cheesman
Data Administration

FROM: Connie A. Ray
Chair, Committee of Data Stewards

SUBJECT: Email ID Implementation Request

I appreciate greatly the time and effort that the Email ID Implementation Committee has devoted to this project. My understanding of your progress and/or the issues thus far is as follows:

- You have identified approximately 1,000 to 1,200 university employees who do not have direct access to a computer terminal due to the nature of their employment;
- The lack of access to computer terminals is an issue for both the email ID project as well as other technology-dependent initiatives such as the new Online Employment System; and
- In spite of the lack of access, you recommend that the university proceed with the implementation of the email ID recommendations, with some understandings about future computer terminal access and financial support required for training and related needs.

I have consulted with President Todd and IT administrators regarding your findings and concerns about moving forward with the implementation. These discussions took place in the context of the current statewide budget crisis. The specific amount of state budget cuts to higher education, resulting from the downturn in the state economy, is unclear at this time. Therefore, in response to your inquiry, I am recommending that you move forward with the email ID project with the following understandings:

- Employees without ready access to computer terminals due to the nature of their employment should continue to receive official university communications in the manner in which they are accustomed to receiving them, even though they will be assigned an email ID. Part of the implementation communications campaign will be to educate employees and supervisors regarding this issue.

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- Expectations may develop for providing ready access to computer terminals for all employees. Although such access is not a current priority, it may be considered at some point in the future.
- For the limited implementation as discussed above, no additional financial resources should be required other than those provided by IT for the initial project communications campaign. However, in spite of the current budget situation, please be assured that any resource requests associated with this project will receive appropriate evaluation. A variety of alternatives will be adopted as the administration works through the difficult budget decisions in the coming months.

Thank you so much for your time and help with this project, which I believe will provide an important service to the university community. Please let me know if you have additional questions or concerns.

C: President Lee T. Todd, Jr.
Senior Vice President Jack Blanton
Vice President Eugene Williams